



District Office
501 West Sickles Street
St. Johns, MI 48879
Telephone: 989.227.4050
Fax: 989.227.4099
www.sjredwings.org

February 2, 2026

Attention Bid Department:

Enclosed is a request for quotation for . Sealed bids clearly marked "High School Auditorium Floor Replacement RFP" will be accepted at the St. Johns Public Schools, **Business Office**, 501 W Sickles, St. Johns, MI, 48879, until Friday, February 20th, 2026 8:30 AM, at which time and place they will be publicly opened.

This Invitation to Bid and all its pages, documents and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the St. Johns Public Schools and the successful vendor when approved and accepted by the Board of Education.

Sincerely,

Robbie Gleeson
Director of Operations
517-388-4036
St. Johns Public Schools

St. Johns Public Schools
Standard Instructions to Bidders

1. **Read, Review and Comply**: It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified within.
2. **Receipt and Opening of Bids**: Sealed bids will be accepted upon receipt in the Business Office, St. Johns Public Schools, 501 W. Sickles, St. Johns, MI, 48879, until the time indicated on the attached Invitation to Bid for the goods or services listed in the specifications and will be publicly opened and read aloud.
3. **Form of Bid**: Bids shall be submitted in an easy to read form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
4. **Submission of Bids**:
 - A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title of the project, and the date and time of the scheduled bid opening.
 - B) Any bid received after the scheduled opening time will not be accepted.
 - C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
 - D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
 - E) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of ninety (90) calendar days from the date of the bid opening.
 - F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
 - G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the School District for the premature opening of a bid not properly addressed or identified.
5. **Brand Names**: Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are used, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.
6. **Taxes**: The St. Johns Public Schools are exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of fixed property owned by the School District is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.
7. **Acceptance of Bids**: The St. Johns Public Schools will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will

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indicate the award of bid and contract of purchase.

8. **St Johns Public Schools Rights**: The St. Johns Public Schools reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the School District best interests. The School District reserves the right to increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected supplier, both at the time of acceptance of this bid as so modified and subsequent thereto.

9. **Laws**: The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process.

10. **Disclosure**: All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed.

11. **Independent Price Determination**: By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.

12. **References**: References may be requested as a part of the solicitation or after the opening of bids. When requested they are to be furnished as called for. Failure to honor this request will cause the bidder to be subject to rejection.

13. **Indemnification**: The contractor agrees to hold and save the school system, its officers, agents, and employees harmless from liability of any kind, including costs and expenses, with respect to any claim, action, cost or judgment for patent, copyright or trademark infringement arising out of the purchase or use of equipment or use of equipment, materials, supplies, or services covered by this contract.

St. Johns Public Schools

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501 W. Sickles, St Johns, MI, 48879

INVITATION TO BID: High School Auditorium Floor Replacement RFP

St. Johns Public Schools is requesting sealed bids for the High School Auditorium Floor Replacement Please send sealed bids marked "High School Auditorium Floor Replacement RFP" to St. Johns Public Schools, Business Office, 501 W. Sickles, St. Johns, MI, 48879. Facsimile bids will not be accepted.

Bids must be presented in the format requested, using the enclosed Bid Submittal sheet. Bids not submitted in the prescribed form may be rejected at the discretion of St. Johns Public Schools. Questions on bidding procedures and bid specifications may be directed to either Robbie Gleeson, Director of Operations at 989-227-4057. Onsite walk through will be available only through direct contact and appointment with Robbie Gleeson and will only be allowed before Friday, February 13th.

St. Johns Public Schools reserves the right to accept or reject any and/or all bids in whole or in part, and waive any and/or all irregularities therein. St. Johns Public Schools will award bids as may appear to be in the best interests of St. Johns Public Schools.

Product Specifications

PART 1 – DEMOLITION 1.01 DESCRIPTION

A. Remove existing floor and dispose

1. Contractor is responsible for protection of surrounding space and doors from damage
2. Contractor is responsible for providing a dumpster

PART 2 – GENERAL 1.01 DESCRIPTION

B. Related Sections: Membrane Waterproofing

1. Concrete slabs on or below grade shall be adequately waterproofed beneath the slab and at the perimeter walls and on earth side of below grade walls by general contractor using suitable type membrane.

C. Related Sections: Thresholds

D. Related Sections: Game Standard Inserts

1.03 QUALITY ASSURANCE

A. Manufacturer Qualifications

1. Basis of design shall be Plyron sheeting
2. Manufacturer shall be a MFMA Mill Member in good standing, an established firm experienced in the field, and have been in business a minimum of ten (10) years; Action Floor Systems, LLC or an approved equal.
3. Floor system manufacturer shall be solvent with no bankruptcy proceedings the previous seven (7) years.
4. Floor system manufacturer and flooring shall be registered in the Collaborative for High Performance Schools (CHPS) Product Database.

B. Floor Contractor/Installer requirements

1. The flooring contractor must be approved by Action Floor Systems, LLC.
2. Sub-contractors will not be allowed on this project

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1.05 WORKING CONDITIONS

- A. The wood flooring shall not be installed until all masonry, plastering, tile, marble and terrazzo work is completed, and overhead mechanical trades and painters have finished in wood floor area. The building must be reasonably dry; all openings must be closed in; permanent heating and air conditioning installed and operating.
- B. The concrete subfloor shall be determined dry by industry standard testing procedures, free of foreign materials and turned over to the Flooring Contractor broom clean. Moderate room temperature of 65 degrees (18 C) or more shall be maintained a week preceding and throughout the duration of the work. Humidity conditions within the building shall approximate the humidity conditions that will prevail when the building is occupied.
- C. Permanent heat, light and ventilation shall be installed and operating during and after installation, maintaining a range of temperature and humidity compatible with the expected low and high moisture content of the flooring. The wood moisture content range is determined by the flooring contractor based on the facility's mechanical controls and geographical location.
- D. Flooring must be stored in a dry, well-ventilated area, not in contact with masonry, to acclimate to building conditions and shall be installed at moisture content compatible with the normally expected environmental range of temperature and relative humidity achieved while the facility is occupied.
- E. Industry standards recommend maintaining indoor relative humidity between 35 percent and 50 percent, and air temperatures between 55 degrees and 75 degrees year-round. By limiting wide swings in atmospheric conditions inside the facility, the expansion and contraction of the flooring system will be limited as the flooring is manufactured at a moisture content most compatible with this range. A 15 percent fluctuation in indoor relative humidity will not adversely affect the maple. Excessive shrinkage and/or expansion may occur with indoor relative humidity variations that exceed 15 percent. The geographical region and HVAC determine the typical range of temperature and humidity for each facility. In buildings where air conditioning is not available, the use of circulating or venting fans will help facilitate excessive shrinkage or expansion. General Contractor shall lock floor area after floor is finished to allow proper cure time. If general contractor or owner requires use of gym after proper cure time, they shall protect the floor by covering with non-marring craft paper or red rosin paper with taped joints until acceptance by owner of complete gymnasium floor.

PART 2 - PRODUCTS 2.01 MATERIALS

- A. Flooring 1. Flooring shall be Plyon $\frac{3}{4}$ " 8' x 4' sheets ALTERNATE FLOORING A. Submit option to replace floor with maple strip flooring instead of Plyon a. Material for alternate: 25/32 x 2-1/4" 2nd and better maple b. Alternate flooring to be sanded with 2 coats of seal then painted black B. Subfloor 1. Shall stay and be repaired where necessary C. Fasteners shall be 2" course thread square head screws (black) D. Wall Base

1. Wall base shall be 3" x 4" (76mm x 102mm) vented cove base with pre-molded corners (specify black or brown), as supplied by Action Floor Systems, LLC.

PART 3 - EXECUTION 3.01 INSPECTION

- A. Inspect subfloor after demolition, reporting any discrepancies in writing to the general contractor.
- B. All work to put the subfloor in acceptable condition shall be the responsibility of the general contractor.
- C. Subfloor shall be broom cleaned by the general contractor.

3.02 INSTALLATION

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- A. Install whole sheets starting at the front with the first piece centered on the stage. Continue out from center spacing each panel a dime width apart for expansion. Install the second and continuing rows in a running bond pattern
- B. Fasteners shall be installed 3 screws by 5 screws equally spaced on each panel starting 3” off from the edge.

3.03 FLOOR SANDING

- A. Abrade floor with 180 grit sand paper to smooth out edges and screw whole burs.
- C. Vacuum and tack floor before first coat of paint.
- D. Floor shall present a smooth surface without drum stop marks, gouges, streaks or shiners. 3.04

FINISHING

- A. Inspect the entire area of floor to ensure that the surface is acceptable for finishing, completely free of sanding dust and perfectly clean.

- B. Apply 2 coats of matte black stage paint in accordance with manufactures recommendations 3.05 BASE

INSTALLATION A. Affix rubber base to wall with recommended adhesive or screws. Miter all corners carefully. Use pre-molded outside corners. Install aluminum thresholds as required, anchoring firmly in concrete floor beyond limits of wood flooring.

3.06 CLEAN UP A. Clean up all unused materials and debris and remove from premises, properly dispose of all waste materials.

3.07 MAINTENANCE A. Upon completion of floor installation, the owners, attendants or individuals in charge and responsible for the upkeep of the building are to see that the care and maintenance instructions of the MFMA are followed. Failure to do so may void warranty.

Geographic Locations:

501 West Sickles Street, St. Johns MI 48879

BID SUBMITTAL SHEET: High School Auditorium Floor Replacement

Company name: _____

Contact person: _____

Title: _____

Address: _____

Telephone number: _____

Fax number: _____

E-mail address: _____

Signature: _____

BID SUBMITTAL SHEET: High School Auditorium Floor Replacement

Pricing:

Total Replacement Cost: _____

Authorized Signature:

"I confirm that all bids are in accordance with the specifications outlined above and I will accept all or any portion of the above fueling volume, unless noted herein."

(Please check) YES _____ NO _____

Authorized Signature: _____

Company Name: _____

Title: _____

Date: _____

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