

**FRIENDSHIP PUBLIC CHARTER SCHOOL**  
**REQUEST FOR PROPOSALS FOR-EXTENTION**

**RFP – GENERAL CONTRACTOR**  
**Southeast Middle School building**

Friendship Public Charter Schools (FPCS), is soliciting qualification statements, along with technical and pricing proposals from parties having specific interests and qualifications in the areas identified in this solicitation. FPCS is looking for a General Contractor to provide a Stipulated Sum contract for construction services for its new Southeast Middle School Campus, located at 2721 Martin Luther King Jr. Avenue SE, Washington DC., 20032.

Interested parties shall MAIL their response to this RFP (3 copies, 2 original, and (1) Electronic copy emailed to: [procurementinquiry@friendshipschools.org](mailto:procurementinquiry@friendshipschools.org)). Qualification statements should address the specific proposal requirements as requested in this RFP and be placed in a sealed envelope clearly marked “**RFP-GENERAL CONTRACTOR-Southeast Middle School**” to:

**Procurement Inquiry**

Friendship Public Charter School (FPCS)  
1400 First Street, Suite 300  
Washington, DC 20001

**Proposal submissions due by no later than 4pm, Thursday, February 22, 2019**

*You must sign below in INK; failure to sign WILL disqualify the proposal.*

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Taxpayer Identification Number (T.I.N.): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

*Your signature attests to your proposal to provide the goods and/or services in this proposal according to the published provisions of this Request for Proposal unless modifications or alterations are clearly noted in your proposal submission.*

*Friendship Public Charter School Inc. (“Friendship”) reserves the right to reject any and all qualification statements, to cancel this solicitation, and to waive any informalities or irregularities in procedure.*

## **TABLE OF CONTENTS – REQUEST FOR PROPOSAL PACKAGE**

The items below represent components which comprise this Request for Proposal (RFP) package. Proposers are asked to review the package to be sure that all applicable parts are included. It is the Proposers responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your proposal packet.

1. **Cover Sheet:** Your company name, address, and your signature (**IN INK**) should appear on this page
2. **Table of Contents:** Identifies the order in which the information appears in the document.
3. **General Requirements:** You should be familiar with all of the General Requirements.
4. **Special Requirements/Instructions:** This section provides information you must know in order to make a complete and proper proposal.
5. **Specifications:** This section contains the detailed description of the products/services sought by Friendship Public Charter School.
6. **Attachments**
  - a. Proposal Requirement
  - b. Insurance Coverage Requirements
  - c. Financial Statements
  - d. Proposed Exceptions, Alterations, Additions, or Modifications to RFP (if any)

## **GENERAL REQUIREMENTS**

**ACCESS TO RECORD:** Proposer may be required to allow duly authorized representatives of FPCS access to contracts, books, documents, and records necessary to verify the nature, extent, and cost of services provided by the Proposer.

**AWARD:** FPCS reserves the right to reject any and all proposals, and reserves the sole right at its discretion to accept any proposal(s) it considers most favorable to the interest of FPCS and waive any and all minor irregularities in any proposal(s). FPCS further reserves the right to reject any proposal(s) and seek new proposals through the issuance of a new or amended RFP if such action is deemed in the best interest of FPCS.

## **OFFER COMPLETION**

Completed proposal must be sent to **Procurement Inquiry 1400 First Street NW, Suite 300, Washington DC 20001**. An authorized company representative should sign the cover sheet. Completion of these forms is intended to verify that the proposer has submitted the proposal, is familiar with its contents, and has submitted the material in accordance with all requirements.

The submission of a response shall be prima facie evidence that the Proposer has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed.

All terms, conditions, specifications, stipulations and supplier requirements stated in the RFP, any attached Appendices to the RFP, and any and all Addenda issued shall become part of the contract entered into between FPCS and the Proposer.

### **OFFER RETURNS**

Proposers must return completed proposals by date stated above. Late proposals will not be accepted. It is the responsibility of the responding Proposer to assure that the response is received prior to the date/time indicated on the Cover Page of this package.

### **CONTRACT RENEWALS**

Renewals may be made **ONLY** by written agreement between FPCS and the Proposer. Any price escalations are limited to those stated by the Proposer in the original proposal.

### **DISQUALIFICATION OF PROPOSER**

Upon signing this offer document, a Proposer certifies that the proposal has not violated the antitrust laws of this state, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if FPCS believes that collusion exists among the proposers. Proposals in which the prices are obviously unbalanced may be rejected.

### **EVALUATION**

In evaluating the proposals submitted, FPCS will apply the “Best Value” process in selecting the Proposer to be awarded a contract for this project. **Purchase price or cost of service is not the only criteria that will be used in the evaluation process.** The selection process will include, but not be limited to, the following considerations:

1. The purchase price.
2. The Proposer’s overall experience, reputation, expertise, stability and financial responsibility.
3. The quality and range of goods and/or services the firm proposes to provide.
4. The extent to which the goods and/or services meet FPCS needs.
5. The Proposer’s past relationship with FPCS.
6. The ability to provide service in a reliable, expedient and efficient manner.
7. The total long-term cost to FPCS to acquire the Proposer’s goods or services.
8. Any other relevant factor(s) specifically listed in the request for proposals.

All proposals must be valid for a minimum period of one hundred-twenty (120) days from the due date of this RFP. Proposers shall furnish in a timely manner to FPCS such additional information as FPCS may reasonably require.

FPCS reserves the right to contact references from the Proposer's client list, or any other persons considered relevant by FPCS.

All costs associated with the project must be enumerated in the proposal. Any costs associated with the project not explicitly enumerated and discussed in the proposal will not be honored. Contract prices and terms are to remain firm through project completion. The Proposer shall provide information on their standard fee arrangement for any goods and/or services proposed, and any discounts offered.

### **DOCUMENT INTERPRETATION**

In the event of any conflict of interpretation of any part of this overall document, the interpretation of FPCS shall govern consistent with the laws of the District of Columbia. Wherever the term "Proposer" is used throughout the RFP, it includes the Proposer's agents, employees, directors and/or assigns even if not specifically delineated.

### **HOLD HARMLESS AGREEMENT**

The successful Proposer(s), its agents, employees (paid or volunteer), directors and/or assigns shall indemnify, hold harmless, and defend FPCS, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the Proposer and its agents, employees (paid or volunteer), directors and/or assigns in the provision of goods or the performance of services arising out of the preparation of this proposal and execution and performance of any contracts resulting there from. Such indemnification shall also include reasonable attorneys' fees, court costs, and expenses.

### **INSPECTIONS**

FPCS reserves the right to inspect any item(s) or service location for compliance with specifications, requirements, and the needs of FPCS. If a Proposer cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, FPCS can reject the proposal as inadequate.

### **TESTING**

FPCS reserves the right to test equipment, supplies, materials and goods proposed for quality, compliance with specifications and ability to meet the needs of FPCS. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the proposal is subject to rejection.

### **INVOICES AND PAYMENTS**

The Proposer who is awarded the contract is required to send all invoices to FPCS's reference point of contact and to **Accounts Payable at: [invoices@friendshipschools.coupahost.com](mailto:invoices@friendshipschools.coupahost.com) or mailed to 1400 First Street NW, suite 300, Washington DC 20001.** Invoices shall be provided

to FPCS in a timely manner. The Proposer who is awarded the contract is required to invoice FPCS within 30 days of providing goods and/or services to FPCS.

In the event FPCS is presented with invoices, statements, reports, etc. that are incomplete, or inaccurate, FPCS may be required to perform substantial research which could result in delay of payment. FPCS will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices.

### **PRICING**

Prices for all goods and/or services shall be negotiated to a firm amount for the duration of the contract or as agreed to in terms of time frame and/or method of determining price escalations, if any by Proposer. All prices and methods of determining prices must be written in ink or typewritten. Where unit pricing and extended pricing differ, unit pricing prevails.

### **SUPPLEMENTAL MATERIALS**

Proposers are responsible for including all pertinent product data in the returned offer package. Literature, brochures, data sheets, specification information, completed forms requested as part of the offer package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the Proposer wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

### **TAXES**

FPCS is exempt from federal, state and local taxes. In the event that taxes are imposed on the goods or services purchased, FPCS will not be responsible for payment of the taxes. The Proposer awarded the contract shall absorb the taxes entirely. Certificates of exemption will be furnished upon written request to FPCS.

### **TERM CONTRACTS**

Any contract which results from this RFP shall run for three-year period with an exclusive option by FPCS to renew on an annual basis. There is to be an additional 90-day transitional period added to the end of the contractual agreement which may be exercised at the option of FPCS. The contractual prices, terms and conditions are to remain in force during the transitional period.

The successful Proposer, as determined by FPCS, shall be required to execute a contract to furnish all goods and/or services and other deliverables required for successful completion of the proposed project. No Proposer shall obtain any interest or right in any award until FPCS has executed a contract, and any such interest and rights shall be subject to the terms and conditions as contained in such contract.

The successful Proposer may not assign, sell, or otherwise transfer its interest in the contract award or any part thereof, without prior written consent from the FPCS.

**QUANTITY**

There is no guaranteed amount of business, expressed or implied, to be purchased or, contracted for by FPCS in the initial maximum 1-year contract term or in subsequent renewals which may or may not be negotiated and agreed to by FPCS with any proposer(s). However, the Proposer(s) awarded the contract shall furnish all required goods and/or services to FPCS at the stated price, when and if required.

**CONTRACT TYPE**

Friendship PCS will use a Stipulated Sum contract, (**AIA A101-2017** ).

**TERMINATION**

FPCS reserves the right to terminate the contract without cause with 60 days’ prior written notice for convenience and with 30 days’ prior written notice for cause, if Proposer breaches any of the terms therein, including warranties of proposer or if the proposer becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which FPCS may have in law or equity. Cause may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to FPCS’s satisfaction and/or to meet all other obligations and requirements.

If the Proposer breaches any provision of the proposal stipulations, becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors, FPCS will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate any contract with 30 days’ prior written notice to the Proposer.

FPCS will then be relieved of all obligations, except to pay the reasonable value of the supplier’s prior performance (at a cost not exceeding the contract rate). The Proposer will be liable to FPCS for all costs exceeding the contract price that FPCS incurs in completing or procuring the service as described in the proposal. FPCS’s right to require strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance, or course of dealing.

**TRANSITION**

Once an executed contract with the Proposer terminates for any reason, FPCS reserves the right to have a period of time to transition the contracted services provided to FPCS by the Proposer to a new provider. During this transition period, FPCS will pay for these goods and/or services to the provider at the negotiated rate(s) in existence at that time. FPCS further reserves the right to establish the length of the transition period and communicate this transition time period to the provider; however, such transition period shall not exceed 180 days.

**FUNDING OUT OPTION**

Any contract resulting from this RFP is contingent upon the continued availability of budget appropriations and is subject to cancellation, without penalty to FPCS, either in whole or in part, if funds are not appropriated by the FPCS Board of Directors, or otherwise not made available to FPCS. All outstanding invoices will be paid upon cancellation.

**WARRANTIES**

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in the proposal. Proposers may not limit or exclude any implied warranties.

**ASSOCIATION**

Proposers may not use the FPCS official logo(s), or any phrase associated with FPCS, without the written permission from FPCS.

**EXCEPTIONS, ALTERATIONS, ADDITIONS and MODIFICATIONS**

If any exceptions, alterations, additions, or modifications are submitted by Proposer to any portion of this RFP, the Proposer must clearly indicate the exceptions, alterations, additions and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the proposer of the RFP as proposed by FPCS. FPCS reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

**PROPOSAL PREPARATION COSTS**

All costs related to the preparation and submission of this proposal shall be paid by the Proposer. Issuance of this RFP does not commit FPCS, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate FPCS to award a contract or purchase any goods and services stated in the RFP.

**RETENTION OF PROPOSAL DOCUMENTATION**

All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of FPCS.

**MODIFICATION/WITHDRAWAL OF PROPOSAL**

Proposals may be modified in writing at any time prior to the due date. Proposals may be withdrawn in writing, by facsimile written transmission, or in person before the response date.

## **SPECIAL REQUIREMENTS/INSTRUCTIONS**

### **EVALUATION AND AWARD**

This RFP in no manner obligates FPCS to the eventual rental, lease, and purchase, etc. of any equipment or service described, implied or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of FPCS and may be terminated at any time prior to the signing of the contract. FPCS may initiate discussions with supplier personnel authorized to contractually obligate the supplier. Discussions will develop into negotiating sessions with the successful Proposer(s).

If FPCS is unable to agree to contract terms, FPCS reserves the right to terminate contract negotiations with a Proposer and initiate negotiations with another Proposer. FPCS reserves the right to select services from any number of Proposers if in its sole discretion it is in the best interest of FPCS to do so. Evaluation will consider the proposal(s) best meeting the needs and requirements of FPCS and such evaluation and determination of best value shall be solely at the discretion of FPCS.

### **Purchase price is not the only criteria that will be used in the evaluation process.**

Submission of a proposal implies the Proposer's acceptance of the evaluation criteria and all other terms and conditions as set forth in this RFP as well as the Proposer's recognition that subjective judgments can and will be made by those individuals evaluating proposals.

### **FPCS RESERVES THE RIGHT TO AWARD THE CONTRACT TO ONE PROPOSER/CONTRACTOR, OR MORE THAN ONE PROPOSER/CONTRACTOR IN ITS SOLE DISCRETION.**

### **NON-PERFORMANCE BY PROPOSER/CONTRACTOR**

Performance, before and during the contract term, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense relative to this contract, may result in the probation and/or termination of this agreement by FPCS on the basis of nonperformance. Nonperformance shall be determined as follows:

1. Failure to meet and maintain all qualifications required in this RFP;
2. Failure to meet required scope of services in a timely and workmanlike manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective.";
3. Failure to keep and maintain all required insurance coverage;
4. Failure to cure deficiencies within a reasonable amount of time as stated herein.

### **INSURANCE**

All proposers must provide evidence of insurance or insurability.



## **CONFLICT OF INTREST**

The prospective proposer, its agents, employees, directors and/or assigns, shall disclose any financial, business or other relationship with FPCS that may have an impact upon the outcome of this contract or potential future of the FPCS projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or FPCS projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the FPCS projects. **If applicable, please complete Attachment A.**

## **NON DISCRIMINATION**

The selected proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules, and regulations in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, or other prohibited basis.

## **RFP SPECIFICATIONS – GENERAL CONTRACTOR SERVICES**

### **FRIENDSHIP PUBLIC CHARTER SCHOOLS:**

Beginning with just two locations in 1998, Friendship now spans 15 campuses, including online, for students in grades Pre-K3 to 12. Our rigorous curriculum, exemplary instruction, resource-rich forums and total commitment to student advancement have made Friendship one of D.C.'s top charter systems. The road to college can be daunting, but thanks to 20 years of experience guiding students to and through higher education, Friendship has developed one of the most comprehensive roadmaps for student success anywhere.

### **PROJECT BACKGROUND:**

Friendship Public Charter School is the owner of the property located at 2721 Martin Luther King Jr. Avenue SE, Washington DC., 20032.

The site is located adjacent to Friendship Southeast Elementary School which houses students in grades PreK 3 -7<sup>th</sup> grade. FPCS operates an additional school in the area, Friendship Tech Prep High School, grades 8<sup>th</sup> -12<sup>th</sup>. FPCS is building a Middle School facility to house Middle School students, grades 6 through 8, currently housed in Friendship Southeast Elementary and Tech Prep High School buildings. *See Attachment B for site Map.*

Due diligence for site and building feasibility studies have been performed.

Friendship has retained Michael Marshall Designs LLC. as the project Architect.

**PROJECT DESCRIPTION:**

Friendship Public Charter Schools is looking for a Construction Manager to provide pre-construction and construction services for their LEED Gold, multi-level Middle School. The school will be an approximately 35,594 square foot facility at the Southeast Elementary site, Lots 812 and 822, in ward 8- Anacostia DC. Friendship has engaged Michael Marshall Designs, LLC. Architects to develop design and construction documents, and specifications to meet the programmatic needs.

The selected General Contractor will be required to construct the approved designs no later than July 31, 2020 in time for the 2020/2021 school year. The project plan and building program will be issued as an addendum to Proposers that inform FPCS that they are interested in the project.

**PROJECT SCHEDULE:**

The following is the anticipated project schedule:

12/28/2018	Issue RFP for General Contractor -Southeast Middle School
1/9/2019	Proposer express interest in the project by sending an email to: procurementinquiry@friendshipschools.org
2/8/2019	Request for Information (RFI) due from Proposers: procurementinquiry@friendshipschools.org
2/12/2019	Addendum, (project plan) – RFI responses from FPCS
2/22/2019	Responses due from Proposers
2/27 – 2/28/2019	Prospective Service Provider Interviews

The General Contractor represents that, prior to submitting a response to this Request for Proposal, they have carefully reviewed the enclosed documents and inspected the site of the proposed work.

**PROPOSED CONTRACT:**

Proposed Contractor should provide a sample Stipulated Sum contract, (AIA A101-2017), agreement.

**SAFETY APPROACH & RECORD**

1. Include information on your firm’s approach to maintaining a safe and secure work environment for workers and neighboring properties.
2. Indicate your firm’s approach to compliance with OSHA standards. Provide your firm’s current safety EMR or equivalent rating.

## **FINANCIAL INFORMATION & REFERENCES**

**Each company must also provide a history of its qualifications and financial data including but not limited to the following:**

3. A copy of the most recent annual and quarterly reports filed with the U.S. Securities and Exchange Commission on Form 10-K and 10-Q, respectively, or if the above is not applicable, a copy of the most recent audited annual and unaudited interim period financial statements.
4. An account of any legal conflict encountered with customers/clients dating to January 1, 2012 regarding contract disputes and non-performance.
5. Letter from provider indicating bonding capacity. Please indicated currently available capacity.
6. Please include a list of your last five clients that we may contact regarding your work. These references should be for projects of a similar size and scope as described in this proposal. Please include the name, title and telephone number for each project client contact.
7. Please provide a complete list of projects completed within the last 12 months of similar size contract value or larger.

## **ADDITIONAL PROPOSAL REQUIREMENTS (Attachment A)**

Proposals shall include, at a minimum, the following information organized as follows in a qualification statement:

1. Names and contact information of at least three client references.
2. Provide proof of CBE as firms certified as CBE will receive preferential consideration. See <http://olbd.dc.gov/>
3. A proposed signed contract, which includes terms, payments and amount contract, will not to exceed.

## **INSURANCE COVERAGE REQUIREMENTS (Attachment B)**

The Contractor shall maintain liability insurance having *minimum* coverage and provisions consistent with the requirements below and the Landlord's insurance requirements whichever is greater:

1. Prior to commencement of any work or services, and prior to or concurrent with execution of a contract, Contractor shall furnish Owner with:
  - a. Endorsements to Contractor's liability insurance policies, naming Owner and all of their subsidiaries, agents and employees, as additional insureds,
  - b. Certificates of Insurance or copies of insurance policies indicating that the minimum insurance limits described below have been met,
  - c. Endorsements to Contractor's liability insurance policies by which the insurance carriers agree to provide at least thirty (30) days' prior written notice of cancellation or any change in such policies.

All Contractor's required insurance shall be placed with insurance companies rated at a minimum of A-VII, by Best Key Rating Guide.

2. Contractor's minimum insurance requirements shall include the following limits of coverage:

Workers' Compensation

- a. Statutory in accordance with the laws of the state with jurisdiction, including Voluntary Compensation on Broad Form All-States Endorsement.
- b. Employer's Liability with limits of not less than \$1,000,000 per occurrence.
- c. Such policy shall include a waiver of subrogation in favor of Owner and all subsidiaries, agents and employees.

Commercial General Liability: Occurrence Form only ("Claims Made" is not acceptable)

- a. Bodily Injury Liability and Property Damage Liability:
  - o \$5,000,000 each occurrence, \$10,000,000 general aggregate, \$5,000,000 products and completed operations aggregate, or
  - o current limit carried, whichever is greater.
- b. The commercial general liability insurance required must be occurrence form only ("**claims made**" is not acceptable) and must include Blanket Contractual Liability including Products/Completed Operations, Independent Contractors, Broad Form Property Damage, Personal Injury, Fellow Employee Exclusion deleted, "X", "C" and "U" Exclusions deleted, Incident Medical Malpractice and Host Liquor. If policy is subject to a "general aggregate", it must contain a per job or per location aggregate with respect to work behalf of Owner.

Automobile Liability:

- a. Bodily Injury Liability and Property Damage Liability in an amount not less than

\$1,000,000 each accident Combined Single Limit.

- b. The insurance required must include Owned (Long Term Leased), Employer's Non-Owned and Hired Automobile Coverage.

Umbrella Liability:

- a. Each occurrence:
  - i) \$5,000,000 general aggregate per location or per job, \$5,000,000 product/completed operations aggregate, or
  - ii) current limit carried, whichever is greater.

Other Insurance:

The Contract, or another document under this Request for Proposal, may contain additional insurance requirements for coverage by the Contractor. Contractor may also carry such other insurance as the Contractor deems necessary (auto, physical damage, builders risk insurance, etc.). All such insurance shall include a waiver of the insurer's rights of subrogation against Owner and all subsidiaries.

- 3. Contractor shall add, by endorsement to its policies of insurance, except for Workers' Compensation Insurance and all subsidiaries as additional insureds for the Commercial General Liability ISO Endorsements CG 2010 and CG 2037 (or equivalent) are required.

*Client and all of their subsidiaries, agents and employees, are Additional Insureds jointly and/or severally, regarding any coverage afforded by this policy with respect to services and/or materials performed, furnished or supplied on, for or to such Contract. This insurance shall be primary with respect to any other insurance available to such additional insureds, and shall be endorsed in a manner that will prohibit the Contractor's insurers from seeking contribution from such insurance of the additional insureds.*

- 4. Failure to secure and maintain or add, by endorsement, Friendship Public Charter School and all subsidiaries, agents, and employees shall not act as a defense to the enforcement of the terms of this Contract. Any such insurance policy shall apply separately to each insured against whom the claim is made or suit is brought and shall contain no provision which excludes coverage of a claim made by one insured under the policy against another insured under the policy.
- 5. Prior to issuing the Certificate of Insurance, the Contractor and/or Contractor's Agent shall review the certificate and comply with the following criteria:
  - a. The certificate must be issued with an original signature or original initials of the endorser.

- b. Automobile – coverage for owned, hired or non-owned vehicles.
  - c. The certificate must include the required additional insurance and notice cancellation endorsements.
  - d. Contractor’s Carrier must be rated in the Best Guide as “A-VII” or above.
6. **Indemnification:** Contractor agrees to defend, indemnify and hold harmless Owner against any claims, damage, losses, expenses and attorney’s fees arising out of this Contract, or performance of the Work by Contractor or subcontractors hired by Contractor, except for liabilities caused by the intentional or negligent acts or omissions of Owner.
7. **Additional Insureds:** Contractor agrees to carry the following entities as “additional Insureds”:
- Friendship Public Charter School (Owner/Client)
  - Michael Marshall designs, LLC (Architect)
  - Others as required by the owner(TBD)

**General & Excess Liability Minimum Coverage**

General Liability:	1,000,000
Umbrella Liability:	1,000,000

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date Signed

**FPCS will be named as additional insured on certificate of insurance if our firm or company is awarded a contract.**

**Financial Statements (Attachment C)**

Proposer should submit as Attachment C current financial statements, preferably for the past two years, which have been audited or reviewed by a Certified Public Accountant.

**Proposed Exceptions, Alterations, Additions, or Modifications to RFP (Attachment D)**

Proposer should submit as Attachment D, any and all proposed exceptions, alterations, additions, or modifications.

**ATTACHMENT A**

**CONFLICT OF INTREST DISCLOSURE**

As a prospective vendor/supplier, its agents, employees, directors and/or assigns, you shall disclose any financial, business or other relationship with FPCS that may have an impact upon the outcome of this contract or potential future of the FPCS projects resulting from this effort. The prospective proposer, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract or FPCS projects that will follow. In particular, the prospective proposer its agents, employees, directors and/or assigns shall disclose any financial interest or relationship with a member of the school's board or leadership.

**Name of party that poses conflict**

**Relationship/Interest**

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Company Name

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date Signed

**ATTACHMENT B**

**2721 Martin Luther King Jr Ave SE  
Parking**

**Southeast Middle School**



*For further information, contact Ruby Sherman at [procurementinquiry@friendshipschools.org](mailto:procurementinquiry@friendshipschools.org).*

**END OF FPCS RFP PACKAGE.**