



NEW HEIGHTS
CHARTER SCHOOL
of **BROCKTON** *We all go to college.*

INVITATION FOR BIDS (IFB)

IFB No. 2026-FM01

PROJECT TITLE:

GYMNASIUM FLOOR REPLACEMENT PROJECT

AWARDING AUTHORITY:

New Heights Charter School
1690 Main Street
Brockton, MA 02301

PROCUREMENT OFFICER:

Dr. Delroy Dennis, MCPPO
Director of Operations
[✉ ddennis@nhcsb.org](mailto:ddennis@nhcsb.org)

TECHNICAL LEAD:

Mr. Anthony J. Wright, MS, LAT, ATC
Athletic Director & Dual Enrollment Coordinator

[✉ awright@nhcsb.org](mailto:awright@nhcsb.org)

Note: *The Technical Lead shall serve as the School's primary technical representative for the Project and shall assist the Procurement Officer in reviewing athletic flooring systems, product data, shop drawings, court layouts, game line striping, school graphics, manufacturer submittals, installation sequencing, field inspections, testing, punch list development, and final acceptance of the completed gymnasium flooring system.*

1. NOTICE TO BIDDERS

New Heights Charter School of Brockton (the "Awarding Authority") hereby invites sealed bids from qualified and experienced contractors for the Gymnasium Floor Replacement Project at its campus located at 1690 Main Street, Brockton, Massachusetts 02301.

The Work under this Contract consists of furnishing all labor, supervision, materials, equipment, tools, transportation, permits (where applicable), and services necessary to provide a complete turnkey replacement of the School's existing gymnasium athletic flooring system. The Project includes, but is not limited to, demolition and lawful disposal of the existing athletic flooring system, concrete slab evaluation, moisture testing and moisture mitigation (where required), substrate preparation, furnishing and installation of a new high-performance athletic flooring system, game line striping, custom school graphics, transitions, accessories, testing, final cleaning, warranties, and all incidental work necessary to deliver a complete and fully operational athletic flooring system.

This procurement is conducted in accordance with all applicable Massachusetts General Laws governing public procurement and public construction. The Contract shall be awarded to the lowest responsive and responsible bidder whose bid conforms to the requirements of this Invitation for Bids (IFB).

The Awarding Authority reserves the right to reject any or all bids, waive minor informalities, request clarification of bids, verify bidder qualifications and references, and make such award as it determines to be in the best interest of the School and in accordance with applicable law.

Bid Submission

Sealed bids shall be submitted electronically through COMMBUYS no later than:

**Friday, July 17, 2026
2:00 PM (Eastern Time)**

Late bids will not be accepted or considered.

Public Bid Opening

Bids will be publicly opened immediately following the submission deadline.

Date: Friday, July 17, 2026
Time: 2:15 PM (Eastern Time)

Virtual Bid Opening (Zoom):
<https://nhcsb-org.zoom.us/j/88933319755>

Meeting ID: 889 3331 9755

The public bid opening will be conducted virtually. Members of the public may also observe the bid opening virtually using the Zoom meeting information provided above. All bidders are solely responsible for monitoring COMMBUYS throughout the procurement process for the issuance of addenda, clarifications, and other procurement-related communications. Failure to acknowledge all issued addenda may result in the bid being deemed non-responsive. The successful bidder shall execute the Contract, furnish all required bonds and insurance certificates, comply with the Massachusetts Prevailing Wage Law and all other applicable statutory requirements, and commence the Work upon issuance of a written Notice to Proceed by the Awarding Authority.

2. PROJECT BACKGROUND AND INTRODUCTION

New Heights Charter School of Brockton (NHCSB) is an innovative Early College Design public charter school serving students in Grades 6 through 12 from Brockton, Randolph, Taunton, and surrounding communities. Through strategic partnerships with higher education institutions and community organizations, NHCSB provides a rigorous academic environment that prepares students for college, careers, and lifelong success. The School's gymnasium serves as a primary venue for physical education instruction, interscholastic athletics, school assemblies, student activities, and community events. The facility is used daily throughout the academic year and is a critical component of the School's educational and extracurricular programming. Following an evaluation of the existing athletic flooring system, the School has determined that the current gymnasium floor has reached the end of its useful service life.

The existing surface exhibits wear consistent with long-term use and no longer aligns with the School's operational goals for safety, durability, athletic performance, and long-term maintenance. The purpose of this procurement is to replace the existing gymnasium floor with a modern, high-performance athletic flooring system designed to support physical education, competitive athletics, and multi-purpose school use. The selected system shall provide a safe, durable, aesthetically pleasing, low-maintenance playing surface while enhancing the gymnasium's overall functionality and appearance. The Awarding Authority seeks a qualified contractor with demonstrated experience in athletic flooring installation to furnish and install a complete turnkey solution in accordance with the Contract Documents.

3. SCOPE OF WORK

The Contractor shall furnish all labor, supervision, materials, equipment, tools, transportation, permits, testing, inspections, and services necessary to complete the Gymnasium Floor Replacement Project in accordance with the requirements of this Invitation for Bids. The Contractor shall provide a complete turnkey installation, including all components, accessories, incidental materials, and work necessary for a fully functional athletic flooring system, whether specifically identified herein or reasonably required to complete the Project.

The Scope of Work includes, but is not limited to, the following:

A. Demolition and Removal

- Remove and lawfully dispose of the existing athletic flooring system.
- Remove adhesives, underlayment, transitions, accessories, and any other materials required to facilitate installation of the new flooring system.
- Protect adjacent finishes, walls, athletic equipment, and other School property during demolition.

B. Existing Slab Evaluation

- Inspect the existing concrete slab and substrate.
- Verify floor elevations, slab condition, and surface flatness.
- Identify cracks, deficiencies, or irregularities that may affect installation.
- Notify the Awarding Authority of any unforeseen conditions requiring corrective action.

C. Moisture Testing and Mitigation

- Perform moisture testing in accordance with the flooring manufacturer's published installation requirements and applicable industry standards.
- Where required, furnish and install a manufacturer-approved moisture mitigation system prior to flooring installation.

D. Subfloor Preparation

- Prepare the existing substrate to receive the new flooring system.
- Perform grinding, leveling, crack repair, patching, and other preparation necessary to provide a smooth, stable, and manufacturer-approved installation surface.

E. Athletic Flooring System

The Contractor shall furnish and install a complete athletic flooring system that complies with the Technical Specifications contained in this IFB. The flooring system shall be suitable for competitive basketball, volleyball, physical education activities, and general school use.

The installation shall include all required:

- Flooring materials
- Understructure (where applicable)
- Expansion provisions
- Anchoring components
- Transition strips
- Reducers
- Thresholds
- Ventilation components
- Trim and finishing accessories

F. Court Striping and Graphics

The Contractor shall provide complete layout and installation of athletic game markings, including:

- Basketball court
- Volleyball court
- Custom center-court school logo
- Boundary markings
- Safety lines
- Additional markings identified in the Contract Documents

Final colors, artwork, dimensions, and layout shall be approved by the Awarding Authority prior to installation.

G. Testing and Commissioning

Upon completion of the installation, the Contractor shall inspect, test, and verify that the flooring system has been installed in accordance with the manufacturer's published requirements and the Contract Documents. Any deficiencies identified during inspection shall be corrected by the Contractor at no additional cost to the Awarding Authority.

H. Training and Closeout

Prior to Final Acceptance, the Contractor shall provide:

- Manufacturer maintenance recommendations
- Product warranties
- Maintenance manuals
- As-built court layout drawings
- Cleaning and maintenance instructions
- Warranty contact information
- Final inspection documentation

I. Project Coordination

The Contractor shall coordinate all phases of the Work with the Procurement Officer and the Technical Lead to minimize disruption to School operations and maintain a safe, secure, and orderly work environment throughout the Project. Work shall be scheduled and performed in accordance with the approved construction schedule and all requirements established by the Awarding Authority.

Final acceptance of the Project shall be subject to inspection and approval by the Procurement Officer and the Technical Lead. Acceptance shall confirm that all Work has been completed in accordance with the Contract Documents and that the installed athletic flooring system satisfies

all specified performance, quality, safety, and warranty requirements. The Contract Documents include photographs of the existing gymnasium, existing court layouts, proposed athletic floor layouts, school logo artwork, conceptual floor designs, and other project reference documents. These materials are provided solely to assist prospective bidders in understanding the Project and preparing their bids.

Bidders shall independently verify all field dimensions, existing conditions, utility locations, slab conditions, and project requirements during the mandatory pre-bid site visit. The Awarding Authority does not warrant that the reference documents reflect all existing field conditions. Submission of a bid shall constitute acknowledgment that the bidder has examined the Project site, reviewed the Contract Documents, and satisfied itself regarding all conditions affecting the Work.

4. EXISTING CONDITIONS

The Project shall be performed within an occupied educational facility. Although construction is anticipated during the summer recess, portions of the campus may remain occupied by administrative personnel, summer school staff, contractors, and other authorized users. The Contractor shall conduct all operations in a manner that minimizes disruption to School activities and maintains a safe environment for students, staff, visitors, and the public. The Contractor shall thoroughly examine the existing gymnasium and all conditions affecting the Work before submitting a bid. Submission of a bid shall constitute acknowledgment that the Contractor has investigated the site and understands all conditions that may affect the Project.

The existing gymnasium includes, but is not limited to:

- Existing athletic flooring system
- Concrete slab and substrate
- Basketball goals and support structures
- Volleyball sleeves and floor inserts
- Wall padding
- Bleachers
- Doors and thresholds
- Mechanical and electrical systems serving the gymnasium

The Contractor shall verify all field measurements, floor elevations, slab conditions, existing equipment locations, and access points prior to commencing Work. No claim for additional compensation or extension of time shall be considered for conditions that could reasonably have been identified during the mandatory pre-bid site visit or through reasonable investigation prior to submitting a bid. The Contractor shall protect all existing finishes, equipment, walls, ceilings, doors, athletic equipment, and adjacent spaces from damage throughout the duration of the Project.

5. MANDATORY PRE-BID SITE VISIT

A mandatory pre-bid site visit shall be conducted to provide prospective bidders with the opportunity to inspect the Project site, review existing conditions, verify dimensions, evaluate access routes, examine the existing athletic flooring system, and become familiar with all aspects of the Work. Attendance by an authorized representative of each prospective bidder is mandatory. Failure to attend the mandatory pre-bid site visit may result in the bidder being deemed non-responsive.

Site Visit Information

Date: Friday, July 10, 2026

Time: 10:00 AM (Eastern Time)

Location:

New Heights Charter School of Brockton

1690 Main Street

Brockton, Massachusetts 02301

Representatives shall meet at the School's Main Entrance.

Questions raised during the site visit shall not be considered official unless submitted in writing in accordance with Section 7 of this IFB. Responses shall be issued only through written Addenda distributed through COMMBUYS.

A Site Visit Sign-In Sheet shall be maintained by the Awarding Authority and incorporated into the procurement file.

6. EXISTING DRAWINGS AND REFERENCE DOCUMENTS

The following reference documents are incorporated into this Invitation for Bids (IFB) and are provided to assist prospective bidders in understanding the Project and preparing complete and responsive bids.

These documents are provided for informational purposes only and shall not relieve the Contractor of the responsibility to verify all existing field conditions, dimensions, and project requirements during the mandatory pre-bid site visit.

The Awarding Authority has included the following reference documents:

- Attachment H – Existing Gymnasium Floor Plan and Court Layout
- Attachment I – Existing Gymnasium Photographs
- Attachment J – School Logo Artwork

Bidders shall carefully review these reference documents in conjunction with the Contract Documents and conduct their own field investigation prior to submitting a bid. The Awarding Authority does not warrant that the reference documents depict every existing field condition. Submission of a bid shall constitute acknowledgment that the bidder has examined the Project site, reviewed the reference documents, and satisfied itself regarding all conditions that may affect the Work. Should any discrepancies or conflicts be identified between the reference documents and existing field conditions, bidders shall promptly notify the Procurement Officer in writing in accordance with Section 8, *Questions and Addenda*, prior to the bid submission deadline. The Awarding Authority reserves the right to revise, clarify, or supplement the reference documents by written Addendum issued through COMMBUYS.

7. PROCUREMENT PROCEDURES

The Contract shall be awarded to the lowest responsive and responsible bidder in accordance with the requirements of this Invitation for Bids and applicable Massachusetts procurement laws. To be considered responsive, a bidder shall submit a complete bid package containing all required forms, certifications, pricing, acknowledgments, and supporting documentation identified in this IFB. To be considered responsible, a bidder shall demonstrate the experience, financial capacity, technical capability, staffing, equipment, and qualifications necessary to successfully complete the Project.

The Awarding Authority reserves the right to:

- Reject any or all bids.
- Waive minor informalities or irregularities.
- Request clarification of any bid.
- Verify bidder qualifications and references.
- Request additional documentation.
- Conduct interviews with bidders, if deemed necessary.
- Investigate the financial and technical capability of any bidder.
- Award the Contract in the best interest of the School.

The Awarding Authority reserves the right to reject any bid determined to be incomplete, conditional, materially unbalanced, non-responsive, or submitted by a bidder determined not to be responsible.

8. QUESTIONS AND ADDENDA

All requests for interpretation or clarification of the Contract Documents shall be submitted in writing to the Procurement Officer. Questions shall be submitted electronically through COMMBUYS or by email to the Procurement Officer no later than:

Friday, July 10, 2026

12:00 PM (Eastern Time)

Questions received after the deadline may not be answered.

Interpretations, clarifications, corrections, or modifications to the Contract Documents shall be issued only by written Addendum through COMMBUYS. No oral statements, discussions, interpretations, or representations made by the Awarding Authority, Technical Lead, consultants, or other representatives shall be binding upon the Awarding Authority. Bidders shall acknowledge receipt of all Addenda by completing the Addenda Acknowledgment Form included with their bid submission. Failure to acknowledge all issued Addenda may result in the bid being deemed non-responsive.

9. PREVAILING WAGE REQUIREMENTS

This Project is subject to the Massachusetts Prevailing Wage Law (M.G.L. Chapter 149, Sections 26–27H). The official Prevailing Wage Schedule issued by the Massachusetts Department of Labor Standards (**Wage Request No. 20260625170608**) is incorporated into this Invitation for Bids as Attachment A.

The Contractor shall:

- Pay all employees in accordance with the applicable prevailing wage classifications.
- Submit weekly Certified Payroll Reports and Statements of Compliance to the Awarding Authority.
- Maintain payroll records as required by Massachusetts law.

- Post the Prevailing Wage Schedule in a conspicuous location at the Project site throughout construction.

Failure to comply with prevailing wage requirements may result in withholding of payment, contract termination, or other remedies available under applicable law.

10. TIME OF COMPLETION

The Awarding Authority anticipates issuing a Notice to Proceed following execution of the Contract and receipt of all required bonds, insurance certificates, and contract documents. The successful Contractor shall commence Work immediately upon receipt of the Notice to Proceed. Substantial Completion shall be achieved before the opening of the 2026–2027 academic year unless otherwise approved in writing by the Awarding Authority.

The anticipated construction duration is approximately three (3) weeks.

Within ten (10) calendar days following contract award, the Contractor shall submit a detailed construction schedule identifying all major activities, milestones, inspections, and anticipated completion dates.

Time is of the essence.

11. BONDING AND INSURANCE

The successful bidder shall furnish the following within ten (10) calendar days following the Notice of Award.

Performance Bond - One hundred percent (100%) of the Contract Price.

Payment Bond - One hundred percent (100%) of the Contract Price.

Insurance Requirements

The Contractor shall maintain:

- Commercial General Liability Insurance
- Workers' Compensation Insurance
- Employer's Liability Insurance
- Automobile Liability Insurance
- Umbrella Liability Insurance

Minimum Limits:

Commercial General Liability

- \$1,000,000 Each Occurrence
- \$2,000,000 Aggregate

Automobile Liability

- \$1,000,000 Combined Single Limit

Umbrella Liability

- \$2,000,000

Certificates of Insurance shall be submitted prior to execution of the Contract.

New Heights Charter School shall be named as an Additional Insured where applicable.

No Work shall begin until all required insurance documentation has been approved.

12. PAYMENT

Payment shall be made in accordance with the executed Contract.

The Contractor shall submit invoices supported by documentation demonstrating the percentage of Work completed.

Payment applications shall include:

- Schedule of Values
- Certified Payroll Reports
- Material Invoices (if requested)
- Approved Change Orders
- Any additional documentation requested by the Awarding Authority

The Awarding Authority reserves the right to withhold payment for:

- Defective Work
- Incomplete Work
- Failure to submit Certified Payroll
- Failure to provide required documentation
- Non-compliance with Contract requirements

Final payment shall not be released until Final Acceptance has been issued.

13. CONTRACT DOCUMENTS

The Contract Documents shall consist of:

- Executed Contract Agreement
- Invitation for Bids
- Technical Specifications
- Attachments
- Addenda
- Contractor's Bid
- Prevailing Wage Schedule
- Performance Bond
- Payment Bond
- Certificates of Insurance
- Notice to Proceed
- Approved Shop Drawings
- Approved Product Submittals
- Approved Change Orders

Order of Precedence

1. Executed Contract
2. Addenda

3. Invitation for Bids
4. Technical Specifications
5. Attachments
6. Contractor's Bid

14. BID SUBMISSION REQUIREMENTS

Each bidder shall submit a complete bid package electronically through COMMBUYS.

The bid package shall include:

- Completed Bid Proposal Form
- Lump Sum Bid Price
- Technical Proposal describing the proposed athletic flooring system
- Manufacturer Product Literature
- Manufacturer Installation Specifications
- Manufacturer Authorization Letter
- Proposed Construction Schedule
- Proposed Warranty Information
- Certificate of Non-Collusion
- Tax Compliance Certification
- Addenda Acknowledgment Form
- References for three (3) comparable projects
- Any additional documentation required by this IFB

The Awarding Authority reserves the right to:

- Request clarification.
- Verify qualifications.
- Verify references.
- Reject incomplete submissions.

15. CONTRACTOR QUALIFICATIONS

Bidders shall demonstrate successful experience installing commercial athletic flooring systems.

Each bidder shall:

- Be authorized to conduct business within Massachusetts.
- Have a minimum of five (5) years of athletic flooring installation experience.
- Successfully complete at least three (3) comparable projects within the past five (5) years.
- Demonstrate manufacturer authorization.
- Identify the proposed Project Manager and Lead Installer.
- Demonstrate adequate staffing, equipment, and financial capability.

16. SAFETY

The Contractor shall comply with all OSHA regulations, Massachusetts safety requirements, and School safety policies.

The Contractor shall:

- Maintain a safe work environment.
- Secure all work areas.
- Protect students, staff, visitors, and School property.
- Maintain daily housekeeping.
- Immediately report accidents or hazardous conditions.

Failure to comply may result in suspension of the Work.

17. ENVIRONMENTAL PROTECTION

The Contractor shall minimize dust, noise, vibration, and disruption throughout construction.

The Contractor shall:

- Protect adjacent facilities.
- Remove debris daily.
- Dispose of waste in accordance with applicable laws.
- Protect existing utilities.
- Immediately report hazardous materials.

18. SUBMITTALS AND CLOSEOUT REQUIREMENTS

Prior to Installation

The Contractor shall submit:

- Product Data
- Manufacturer Specifications
- Shop Drawings

- Court Striping Layout
- School Logo Layout
- Construction Schedule
- Insurance Certificates
- Bond Documents

No Work shall begin until submittals have been reviewed.

Prior to Final Acceptance

The Contractor shall provide:

- Manufacturer Warranty
- Installer Warranty
- Maintenance Manual
- Cleaning Instructions
- Final Inspection Report
- As-Built Court Layout
- Closeout Documentation
- Final Certified Payroll Reports

Failure to provide required documentation may delay Final Payment.

19. CHANGES AND MODIFICATIONS

No changes to the Contract shall be made without prior written approval of the Awarding Authority.

All Change Orders shall:

- Be approved in writing before the Work begins.
- Describe the change in scope.
- Identify any adjustment in Contract Price or Contract Time.

Unauthorized Work performed without an approved Change Order shall be at the Contractor's sole risk and expense.

19. ATTACHMENTS

The following documents are incorporated into and made part of this Invitation for Bids:

Attachment A - Department of Labor Standards Prevailing Wage Schedule

Attachment B - Bid Proposal Form

Attachment C - Technical Specifications

Attachment D - Certificate of Non-Collusion

Attachment E - Tax Compliance Certification

Attachment F - Addenda Acknowledgment Form

Attachment G - Sample Contract Agreement

Attachment H - Existing Gymnasium Floor Plan and Court Layout

Attachment I - Existing Gymnasium Photographs

Attachment J - School Logo Artwork