

Request for Proposals

Issued by:



SKAMANIA
SCHOOL DISTRICT

122 Butler Loop Rd.
Stevenson, WA 98648

Request for Proposals for:

Playground Equipment and Installation

Issue Date:
April 8, 2026

PROPOSALS ARE DUE BY
April 29, 2026 at 2:00 PM

SCOPE

Skamania School District seeks a qualified contractor to supply and install equipment to renovate our playground area, which is approximately 5,000 sq. ft.

PROJECT TIMETABLE

RFP Release	April 8, 2026
Site Visit	Please contact Katie Chavarria at (509) 427-8239 to schedule
Deadline for Questions	April 15, 2026
Proposals Due	April 29, 2026, 2:00 p.m.
Date for Work to Begin	July 1, 2026
Work to be Completed no later than	August 10, 2026

SUBMITTAL OF PROPOSAL

Submit one (1) unbound original, one (1) digital and three (3) complete copies. Proposal(s) shall be sealed and clearly marked on the package cover as shown below:

Skamania School District
Attention: Superintendent Katie Chavarria
122 Butler Loop Rd.
Stevenson, WA 98648

**CONFIDENTIAL: DO NOT OPEN
SEALED BID ENCLOSED
Playground Equipment and Installation**

Questions **SHALL NOT** be directed to other Skamania School District staff members. All questions shall be addressed in writing to:

Katie Chavarria
Skamania School District
kchavarria@skamania.k12.wa.us

RFP SITE:

All questions and answers will be posted at : <https://skamaniaschooldistrict.org/request-for-proposals-skamania-playground-equipment-and-installation/>

GENERAL TERMS AND CONDITIONS

ADMINISTRATIVE REQUIREMENTS –

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington, as well as any applicable program performance standards. ALL proposals submitted become the property of Skamania School District. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Skamania School District has the right to reject or accept proprietary information.

AUTHORSHIP – Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from RFP.

CANCELLATION OF AWARD – Skamania School District reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases, where the negotiation of contract activities is necessary, Skamania School District reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY – Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST – All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Skamania School District or the appropriate Advisory Board may

have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES – Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD – The contract award(s) will not be final until Skamania School District and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Skamania School District is not responsible for any costs incurred prior to the effective date of the contract. Skamania School District reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES – Skamania School District encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the RFP. Written complaints should be addressed to Skamania School District, Superintendent, 122 Butler Loop Rd., Stevenson, WA 98648.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS – It is the policy of Skamania School District to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Skamania School District is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all Skamania School District services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury,

or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

LIMITATION – This RFP does not commit Skamania School District to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS – A proposal received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Skamania School District: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged to any other individual or entity for the same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the Skamania School District Superintendent, within three days.

PUBLIC SAFETY – may require background checks if stipulated below. May also require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Proposer's employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. Skamania School District managers have discretion to require the successful Proposer's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF PROPOSALS – Skamania School District reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive informalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Skamania School District to do so.

SUBCONTRACTING – No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Skamania School District. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL PROPOSALS – Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

INTENT

Skamania School District seeks a qualified contractor to provide options for various playground equipment and installation of this equipment. We would like proposals providing several options for accomplishing our goals including fall protection, to remain within our \$200,000.00 budget.

Equipment may include but not be limited to:

- Slides
 - Swings
 - Climbers
 - Interactive Panels
 - Bridges
 - Clubhouses
 - Seesaws
 - Spinners
- We would like option(s) to include some or all of the above equipment with bark chips for fall protection.
- We would also like to see option(s) using rubber or some other sort of longer lasting fall protection with different equipment to stay within budget.
- Shade structures or weather covers designed to protect students from the elements and ensure year-round outdoor utility are highly desirable and those products should be worked into the options above.

PROPOSAL FORMAT

Please format your proposal as shown below. Cover sheet should include the RFP number, Title of RFP, name of organization, contact name, address, phone number and email address.

EVALUATION CRITERIA

The contract will be awarded by Skamania School District to the Proposer whose proposal provides the best overall value to Skamania School District, cost and other factors considered. Skamania School District reserves the right to accept any proposal which it deems most favorable to the interests of Skamania School District. It also reserves the right to waive any informalities and irregularities and reject any and/or all proposals or any portion of any proposal submitted which in its opinion is not in the best interests of Skamania School District.

EVALUATION POINTS MATRIX

Proposals will be evaluated utilizing the points matrix system shown below. Each category is assigned a maximum point potential. Each Proposal will be reviewed by the selection committee and will be scored a value between zero and the maximum points shown for each category, based

on the information submitted for that category and additional pertinent information submitted in the Proposal. Maximum total score for all categories is 100 points.

Each proposal received in response to this RFP will be objectively evaluated and rated according to the 100-point system below. Proposals that do not meet all evaluation criteria will not be considered.

<i>EVALUATION MATRIX</i>	
SCORING CATEGORY	MAXIMUM POINTS
Costs - Labor & Material	50
Installation, Implementation, and Testing	20
Project Management, Staffing and Practices	15
Overall History, Experience, and Knowledge	10
References	5
MAXIMUM TOTAL SCORE	100

PROPOSAL LIMITS

Proposals must be clear, succinct, and not exceed 20 pages in length. Proposals exceeding 20 pages may be rejected. Proposals must:

- Be on white, 8 ½ by 11 paper,
- Be a minimum of an 11 pt. font,
- Be single spaced, with a minimum of 1-inch margins
- Have numbered pages

All submittals will be evaluated on the completeness and quality of the content. Only those proposers providing complete information as required will be considered for evaluation.

PROPOSAL SUBMISSION

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number and;
2. TITLE and;
3. Name and address of the proposer.

All received proposals will be time stamped. Responses received after submittal time will not be considered and will be returned, unopened, to the Proposer.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, and therefore, may not be accepted.

Submittal Forms:

- A. Completed Non-Collusion Affidavit.
- B. Corporate Profile.
- C. References.
- D. Administrative Staffing Description.
- E. Description of Ongoing Employee Training and Certification Program.
- F. Completed Labor Rate Cost Proposal Form.
- G. Proposer's Offer and Acceptance Form

INSURANCE REQUIREMENTS

At a minimum, the proposer shall carry:

1. Commercial General Liability with limits of not less than \$1,000,000 per occurrence with a \$3,000,000 General Aggregate. The proposer's policy shall include an Additional Insured Endorsement, which names Skamania School District and their respective directors, officers and employees as an additional insured. The proposer's coverage shall be primary and non-contributory.
2. Auto Liability and physical damage for any autos owned, hired, or non-owned with a minimum limit of \$1,000,000.
3. The proposer will maintain their own Property Insurance Policy to cover their personal property.
4. The proposer will provide proof of Worker's Compensation Coverage with a minimum limit of \$1,000,000.

DEFINITIONS

ADDENDA

Modifications or interpretations of the Request for Proposals and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the Skamania School District web site. Proposers are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Request for Proposals.

APPENDIX

The section of the Request for Proposals that is located at the end and includes additional pertinent forms and information.

AWARD

The acceptance of a bid and creation of a Contract with a Proposer.

AMENDMENT

For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.

CONTRACT

The agreement that exists when Skamania School District accepts the bid and awards the Contract for a competitive solicitation.

DISPUTE

An unresolved disagreement between the Awarded Proposer and the Superintendent that arises after the award has been made.

EFFECTIVE DATE OF AWARD

The date that performance of the Contract shall start.

LETTER OF INTENT TO AWARD

The official announcement to the Proposer that Skamania School District intends to award them a Contract.

LETTER OF REJECTION

The official announcement to the Proposer that their bid was not acceptable due to not qualifying as an eligible proposer, not providing evidence of being a responsive proposer, and/or not providing evidence of being a responsible proposer, as per the definitions in the Evaluation section of the Request for Proposals.

RESPONSIBLE

Having the following attributes, as described in RCW 43.19.1911 (9):

- The ability, capacity, and skill of the Proposer to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Proposer;
- Whether the Proposer can perform the Contract within the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Proposer with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

RESPONSIVE

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

REVISED CODE OF WASHINGTON (RCW)

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

SCOPE OF WORK

Specific requirements, provisions or conditions that are peculiar to the Contract under consideration and are supplemental to the Terms and Conditions.

END OF DEFINITIONS

SUBMITTAL FORMS

Please provide your Proposer Response Documents in the following order;

1. COVER LETTER

2. SUBMITTALS

- A. Non-Collusion Affidavit
- B. Corporate Profile – Primary and Sub-Contractors/Technical Qualifications
- C. References
- D. Staffing Descriptions with individual certifications listed
- E. Description of ongoing employee training and certification program.
- F. Completed labor rate cost proposal form, including hourly, overtime, and any other rates for installation/repair of station cable, underground copper cable, fiber optic cable, and video cable.
- G. Proposer’s Offer and Acceptance Form

3. OTHER SUPPORTING DOCUMENTATION

- A. Proof of Insurance
- B. Proof of Bonding Capacity
- C. Additional necessary documents



NON-COLLUSION AFFIDAVIT - A

RFP TITLE: _____

RFP DUE DATE: _____

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and This is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative SHALL be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME _____ (Check one) ___Corporation ___Partnership ___Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) _____

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL ADDRESS _____ FEDERAL E.I. NUMBER _____

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes ___ No ___
If yes, please explain

_____.

TO BE COMPLETED BY NOTARY PUBLIC:

Notary Public section containing fields for State of, County of, Notary seal, and a declaration: Subscribed and sworn to before me this... day of... 20... I, the undersigned notary public, do affirm the above individual has presented valid identification to me.



CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Company Name:

Company Contact:

Contact Telephone Number(s):

Company Overview:

Date Company Established:

Is the company privately or publicly held?

Parent, Alliances, Consultants, and Partnered Relationships:

Include a description of any outside resources available/used for performance of project(s).

CORPORATE PROFILE – B

Primary and Sub-Contractors/Technical Qualifications

Additional Qualifications: _____

What was your total revenue for 2025? _____

What were your total 2025 R&D Investments (in US Dollars)? _____

Is your Company a member of any standards bodies? _____

Has your company attained ISO 9000 registration? _____

CORPORATE PROFILE - B

Primary and Sub-Contractors/Technical Qualifications

Company Achievements:

Please list any significant company achievements (chronological order is preferred).

Product Achievements:

Please list any product achievements (chronological order is preferred).

Primary Customer Base/Vertical Markets:

Please describe your customer base.



REFERENCES – C

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

REFERENCES – C
(Additional)

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____

Organization: _____
Contact Name: _____
Phone Number: _____
Date Work Completed: _____ Value of Contract: _____
Project Manager assigned to this project: _____
Brief Project Description: _____



COSTS - F

Please provide detailed costing proposal options addressing the variable listed above.



PROPOSER'S OFFER AND ACCEPTANCE FORM – G

The undersigned hereby agrees to the requirements, terms and conditions of **RFP Skamania School District, Playground Equipment and Installation**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services and is in all respects fair and without collusion or fraud.

Legal Name of Firm or Corporation

Signature of Proposer's Authorized Representative

Printed Name of Company Representative

Title of Proposer Representative

Date Signed

Legal Address of Proposer's Company (including address, city, state and zip code)

Company Phone (including area code)

Company Fax (including area code)

Federal Tax Identifier of Proposer's Company

E-Mail Address

To the Proposer:

Effective this ____ day of _____, 2026, Skamania School District is accepting the proposal and awarding a contract to the Proposer named above for identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to Skamania School District in accordance with the requirements, and terms and conditions, in Contract Skamania School District Playground Equipment and Installation.

Skamania School District
122 Butler Loop Rd.
Stevenson, WA 98648

By Katie Chavarria, Superintendent (or Designee)