Memphis Academy of Science & Engineering

Rodrick Gaston
Executive Director

INVITATION TO BID/CONTRACTOR BID FORM

Trade: ☐ HVAC ☐ Electrical ☐ Plumbing ☐ General Contractor ☐ Other: _____

PROJECT / SOLICITATION INFORMATION

Project Name:	MASE Physical Education Project	**Bid/Project No.:**	CFG10072026
Project Location:	1266 Poplar Ave Memphis, TN 38104	**Issue Date:**	09 October 2026
Bid Due Date:	29 October 2026	**Bid Due Time:**	12 NOON
MASE Contact:	Wesley Martin	**Phone/Email:**	901.333.1580/wmartin@discovermase.org

Minimum Qualifications

Respondents should demonstrate the experience, capacity, and qualifications necessary to successfully complete the requested work. The Statement of Qualifications should include, at a minimum, the following information:

- Company name, address, telephone number, email address, and primary contact person
- Number of years the company has been in business
- Current and valid licenses applicable to the proposed HVAC, Electrical, Plumbing or General Contract work
- Proof of required insurance coverage, including general liability and workers' compensation, as applicable
- Relevant certifications and professional credentials
- Description of experience performing projects of similar size, scope, and complexity
- Experience working in 6–12 schools, educational facilities, or other occupied public facilities, if applicable
- List of at least three (3) comparable projects completed within the past five (5) years, including project name, scope, completion date, and client contact information
- Identification and qualifications of key personnel who will be assigned to the project
- Ability to provide sufficient staffing, equipment, materials, and supervision to complete the work within the required timeframe
- Proposed availability and ability to perform work during MASE approved weekdays and working hours
- Record of completing projects on schedule and within budget
- Disclosure of any pending litigation, claims, contract terminations, or regulatory actions that may materially affect the respondent's ability to perform the work
- Confirmation that the respondent can comply with all applicable federal, state, local, and MASE requirements

Evaluation Criteria

Statements of Qualifications and/or bids will be evaluated based on the respondent's demonstrated ability to meet the needs of MASE. Evaluation may include, but is not limited to, the following criteria:

- Qualifications and Experience – Demonstrated experience and technical expertise relevant to the requested HVAC, Electrical, or Plumbing services
- Relevant Project Experience – Successful completion of projects comparable in size, scope, complexity, and environment
- Licensing and Compliance – Possession of all required licenses, certifications, insurance, and other applicable credentials
- Personnel and Capacity – Qualifications of assigned personnel and the respondent's ability to provide adequate staffing, equipment, supervision, and resources
- Project Approach – Understanding of the scope of work and proposed approach for completing the project safely, efficiently, and with minimal disruption to school operations
- Schedule and Availability – Ability to meet required project deadlines and perform work within MASE-approved days and hours

- Past Performance and References – Quality of previous work, reliability, responsiveness, and feedback from references
- Cost/Price – Reasonableness and competitiveness of the proposed pricing, when price is included as part of the solicitation
- Completeness and Responsiveness – Submission of all requested information, forms, certifications, and supporting documentation by the established deadline
- Overall Best Value to MASE – The respondent's overall ability to provide high-quality, timely, compliant, and cost-effective services

MASE reserves the right to consider all relevant information in determining the respondent that provides the best overall value and is most qualified to perform the required services. Selection will not necessarily be based solely on the lowest proposed price.

PROCUREMENT SCHEDULE/MANDATORY PRE-BID REQUIREMENTS

Mandatory Pre-Bid Meeting/Site Visit Date/Time:	22 October 2026 09:00AM
Meeting/Site Visit Location:	1266 Poplar Ave | Memphis, Tennessee 38104
Written Questions Due By (Date & Time):	23 October 2026 12 NOON
Bid Answers Submitted to Vendors By:	27 October 2026
Submit Written Questions To:	wmartin@discovermase.org
Bid Submission Deadline (Date & Time):	29 October 2026 12 NOON
Bid Selection Will Be Conducted By:	MASE Facilities Improvement Committee
Vendors Selected By:	02 November 2026

Pre-Bid meeting will be schedule by MASE. Attendance at the mandatory pre-bid meeting/site visit is required for bid eligibility unless otherwise stated in the solicitation. **All questions must be submitted in writing by the deadline above.** Responses or clarifications that materially affect the solicitation will be communicated in writing to bidders, as appropriate.

BID INSTRUCTIONS

- Bidders shall review the complete scope of work and include all labor, supervision, materials, equipment, tools, permits, fees, delivery, disposal, testing, startup, cleanup, and incidentals necessary for a complete and operational installation unless specifically excluded.
- Bid pricing shall remain valid for 60 calendar days from the bid due date.
- Clearly identify all exclusions, substitutions, assumptions, alternates, allowances, and lead-time constraints.
- Contractor shall comply with applicable federal, state, local, fire, building, safety, and trade-specific codes and requirements.
- Contractor shall maintain required licenses and insurance and provide documentation upon request.
- Work shall be coordinated to minimize disruption to school operations and student/staff safety.

SCOPE OF WORK

This scope of work is intended to provide a general description of the anticipated project requirements and is not necessarily all-inclusive. Each bidder is responsible for inspecting the site, verifying existing conditions, confirming all measurements and quantities, and identifying any additional work necessary to provide a complete and fully functional installation. Any exclusions, assumptions, or recommended additional work must be clearly identified in the bidder's proposal.

HVAC
The selected HVAC contractor shall evaluate the existing HVAC system serving the gymnasium and determine the improvements necessary to provide reliable and efficient heating, cooling, ventilation, and temperature control.

The scope of work shall include:

- Inspect and evaluate the existing gym HVAC system and related components.

- Review available engineering information, recommendations, and existing system documentation.
- Confirm the system capacity and final performance requirements for the gymnasium.
- Identify required repairs, replacements, modifications, or upgrades.
- Evaluate how current building conditions and proposed renovations may affect the HVAC system.
- Coordinate HVAC work with electrical requirements and other building systems.
- Provide equipment specifications, recommendations, itemized pricing, and warranty information.
- Establish a proposed installation and completion schedule.
- Test the completed system and confirm that it meets the approved performance requirements.
- Provide all labor, materials, equipment, permits, inspections, and documentation necessary to complete the work.

  The contractor shall provide an itemized proposal separating labor, materials, equipment, permits, allowances, optional work, and applicable taxes

Electrical
The selected electrical contractor shall evaluate the electrical systems serving the gymnasium and associated renovation areas and complete the upgrades necessary to support the HVAC system, gym equipment, lighting, and other facility improvements.

The scope of work shall include:
- Inspect and evaluate the existing electrical service, panels, circuits, wiring, outlets, boxes, and related components.
- Identify electrical upgrades required to support the HVAC system, basketball goals, gym equipment, and other improvements.
- Determine whether existing electrical components require repair, replacement, relocation, or removal.
- Evaluate the need for additional outlets, electrical boxes, circuits, or connections within the gym.
- Inspect the existing gym lighting system and identify fixtures requiring repair or replacement.
- Evaluate lighting levels and coverage throughout the gymnasium.
- Determine the type, quantity, placement, controls, and installation requirements for new or replacement lighting.
- Evaluate electrical and lighting requirements for the locker rooms, bathrooms, foyer, entrance, concession area, and exterior entrance.
- Coordinate electrical work with HVAC, plumbing, basketball goals, lighting, painting, flooring, and other renovation activities.
- Provide recommendations, specifications, itemized pricing, and a proposed construction schedule.
- Test all completed electrical and lighting systems before final acceptance.
- Provide all labor, materials, equipment, permits, inspections, and documentation necessary to complete the work.

  The contractor shall provide an itemized proposal separating labor, materials, equipment, permits, allowances, optional work, and applicable taxes.

Plumbing
The selected plumbing contractor shall inspect and evaluate the plumbing systems serving the gymnasium, two locker rooms, two bathrooms, concession area, and other affected spaces.

The scope of work shall include:
- Conduct a detailed inspection of existing water supply, drainage, fixtures, connections, and related plumbing systems.
- Investigate reported leaks, water intrusion, drainage problems, and other plumbing deficiencies.
- Determine the repairs, replacements, modifications, or upgrades required.
- Evaluate existing toilets, sinks, urinals, showers, faucets, drains, valves, supply lines, and other fixtures.
- Inspect plumbing and showers in the boys' and girls' locker rooms and identify required repairs or replacements.
- Evaluate the need for new or replacement toilets and plumbing fixtures in both locker rooms.
- valuate plumbing and fixture requirements for the two existing bathrooms.
- Evaluate the men's bathroom for the repair or replacement of approximately two sinks, two urinals, and one toilet.

- Inspect plumbing serving the concession area, where applicable.
- Coordinate the installation of new toilets, sinks, urinals, showers, and other approved fixtures.
- Confirm applicable accessibility and ADA plumbing requirements.
- Coordinate plumbing work with electrical, painting, flooring, walls, ceilings, and other renovation activities.
- Provide fixture specifications, recommendations, itemized pricing, and a proposed installation schedule.
- Test completed plumbing systems and correct any leaks or deficiencies before final acceptance.
- Provide all labor, materials, fixtures, equipment, permits, inspections, and documentation necessary to complete the work.

The contractor shall provide an itemized proposal separating labor, materials, equipment, permits, allowances, optional work, and applicable taxes.

General Contractor
The selected general contractor shall manage and complete the general renovation work involving the two locker rooms, two bathrooms, foyer and entrance area, concession area, doors, walls, ceilings, flooring, painting, finishes, and other affected areas. The general contractor shall coordinate all work with the HVAC, electrical, plumbing, gym equipment, and other project contractors.

The scope of work shall include:
Locker Rooms (Two)
- Evaluate and renovate the two existing locker room areas.
- Review the existing layouts and recommend improvements that allow the spaces to support multiple teams and users.
- Coordinate approved plumbing, electrical, lighting, fixture, and shower improvements.
- Evaluate existing fixtures and determine which should be repaired, replaced, relocated, or removed.
- Evaluate walls and ceilings for repairs, painting, and finish improvements.
- Evaluate flooring and identify required repair or replacement.
- Inspect locker room doors, frames, and hardware and determine whether repair or replacement is required.
- Coordinate all locker room work with the overall construction schedule.

Bathrooms (Two)
- Evaluate both bathrooms and determine the required renovation improvements.
- Coordinate approved plumbing, fixture, electrical, and lighting improvements.
- Develop or confirm the final bathroom layouts and fixture requirements before construction.
- Confirm compliance with applicable accessibility and ADA requirements.
- Inspect for evidence of roof leaks or water intrusion affecting the restroom areas and coordinate required repairs.
- Evaluate walls, ceilings, floors, doors, painting, and finishes.
- Coordinate bathroom improvements with the locker room renovations and other project activities.

Foyer, Entrance, and Concession Area
- Evaluate the existing foyer and entrance and determine the required renovation work.
- Inspect existing flooring and determine whether repair, removal, or replacement is required.
- Evaluate walls and ceilings for painting and finish improvements.
- Inspect windows, doors, frames, locks, and hardware serving the foyer and entrance.
- Evaluate the entrance layout, circulation, accessibility, and overall condition.
- Coordinate interior and exterior lighting improvements with the electrical contractor.
- Review the existing concession area and determine the appropriate final configuration.
- Evaluate concession-area flooring, walls, ceilings, painting, counters, cabinets, doors, and finishes.
- Coordinate concession-area plumbing and electrical requirements with the appropriate contractors.

Doors, Painting, and Finishes
- Inspect applicable doors throughout the project areas.
- Determine which doors, frames, locks, hinges, closers, and hardware require repair or replacement.
- Confirm door specifications, accessibility requirements, security requirements, and hardware needs.
- Coordinate door work with painting, flooring, electrical, and other interior renovations.
- Repair and prepare affected walls, ceilings, doors, frames, and other surfaces.
- Complete approved painting and finish improvements using durable, commercial-grade materials suitable for school facilities.

Project Coordination and Closeout

- Verify existing field conditions, measurements, and quantities before beginning work.
- Develop and maintain a coordinated construction schedule.
- Coordinate work among all contractors, vendors, and project representatives.
- Protect students, staff, school property, and occupied areas during construction.
- Maintain a safe and clean worksite and remove construction debris.
- Comply with applicable building, fire, safety, accessibility, and construction requirements.
- Obtain all required permits and inspections.
- Repair areas affected or damaged during construction.
- Complete final inspections and correct all punch-list items.
- Provide warranties, inspection approvals, product information, maintenance instructions, and other required closeout documentation.
- Provide all labor, supervision, materials, equipment, permits, and services necessary to complete the approved work.

The contractor shall provide an itemized proposal separating labor, materials, equipment, permits, allowances, optional work, and applicable taxes.

TRADE-SPECIFIC REQUIREMENTS (COMPLETE APPLICABLE SECTION)

HVAC	☐ Equipment replacement/installation ☐ Ductwork ☐ Controls/Thermostats ☐ Refrigerant piping ☐ Testing & balancing ☐ Startup/commissioning ☐ Filters ☐ Other: _____
Electrical	☐ Panels/Breakers ☐ Branch circuits ☐ Lighting/Controls ☐ Receptacles ☐ Disconnects ☐ Low-voltage coordination ☐ Testing/labeling ☐ Other: _____
Plumbing	☐ Fixtures ☐ Domestic water ☐ Sanitary/Waste/Vent ☐ Valves ☐ Water heaters ☐ Backflow/testing ☐ Insulation ☐ Other: _____
All Trades	☐ Demolition/removal ☐ Patching/firestopping ☐ Permits/inspections ☐ Cleanup/disposal ☐ As-builts/O&M manuals ☐ Warranty ☐ Training ☐ Other: _____

BID PRICING

Base Bid – Complete Scope	$
Allowance(s), if applicable	$
Alternate No. 1:	$
Alternate No. 2:	$
Other:	$
TOTAL BID	**$**

SCHEDULE/LEAD TIME

Estimated Mobilization:		**Calendar Days to Complete:**	
Material/Equipment Lead Time:		**Proposed Completion Date:**	
Weekday Work Hours:	_____ to _____	**After-Hours/Weekend Work:**	☐ Included ☐ Not Included
Weekdays Available to Work:	☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri		
Work Restrictions and/or Blackout Times:		**School-Day Work Permitted:**	☐ Yes ☐ No ☐ With Approval

EXCLUSIONS/CLARIFICATIONS/ASSUMPTIONS

_____

_____

_____

WARRANTY
Labor Warranty: _____ **Manufacturer/Equipment Warranty:** _____

CONTRACTOR/BIDDER INFORMATION

Company Name:		**License No.:**	
Address:		**City/State/ZIP:**	
Contact Person:		**Title:**	
Phone:		**Email:**	
Federal Tax ID (last 4 or as requested):		**Insurance Certificate Attached:**	☐ Yes ☐ No

W-9 Requirement: A completed and current IRS Form W-9 will be required from the selected bidder upon notification of bid selection and prior to the issuance of a contract or purchase order.

BIDDER CERTIFICATION

By signing below, the bidder certifies that the bid is complete and accurate; the bidder has reviewed the project requirements; the price includes all items necessary to perform the stated scope except specifically identified exclusions; and the bidder is authorized to submit this bid.

Authorized Signature:		**Date:**	
Printed Name/Title:		**Bid Valid Through:**	

MASE INTERNAL BID EVALUATION (FOR OFFICE USE)

Bidder	Base Bid	Adjusted/Total	Notes

Recommended Vendor: _____

Reason: _____

Selection Conducted By:		**Selection Date:**	

Reviewed/Approved by: _____, Executive Director

Date: _____