



**Request for Proposals (RFP)
School Renovation Project
July 2026**

Proposal Due: July 31, 2026, by 5:00 pm

South Shore Charter School is seeking proposals from qualified contractors to perform renovations at its Central Islip campus. Interested firms are invited to submit proposals that demonstrate their qualifications, project approach, timeline, and pricing.

1. School Overview

South Shore Charter School is a tuition-free public charter school serving approximately 440 scholars in grades K through 4 in Central Islip, New York. Our mission is to cultivate in scholars the tenacity, integrity, and curiosity needed to become innovative and socially responsible leaders prepared to solve the challenges of an ever-changing world.

Additional information is available at: www.southshorecharterschool.org

2. Project Overview

South Shore Charter School is seeking an experienced contractor to complete interior renovations that will improve instructional space, increase classroom functionality, and enhance the learning environment prior to the opening of the 2026-2027 school year. The selected contractor will be responsible for furnishing all labor, supervision, equipment, materials, permits (if required), and incidentals necessary to complete the work described in this RFP unless specifically identified as owner-furnished.

3. Project Schedule

Milestone	Date
RFP Issued	July 22, 2026
Site Visits	By Appointment
Final Questions Due	July 30, 2026
Proposal Due	July 31, 2026 at 5:00 pm
Vendor Selection	August 1, 2026
Project Begins	August 3, 2026
Substantial Completion	August 28, 2026 (or mutually agreed upon)

South Shore Charter School reserves the right to modify this schedule.



4. Scope of Work

Module 2

Construct Six New Interior Partition Walls

Contractor shall:

- Prepare all work areas.
- Install wood framing.
- Install drywall.
- Tape, spackle, and sand drywall.
- Prime and apply two finish coats of owner-selected paint.
- Install flooring or carpet as directed by the School.
- Weatherproof entrance doors and adjacent windows where necessary.

Painting

Contractor shall:

- Prepare surfaces.
- Repair damaged drywall.
- Prime where required.
- Apply two finish coats of owner-selected paint to:
 - Doors
 - Window trim
 - Base trim

Main Building First Floor

Construct one full-height partition wall creating two separate instructional spaces.

Work includes:

- Wood framing
- Drywall installation
- Taping, spackling, sanding
- Painting
- Installation of two interior door openings
- Installation of two pocket doors
- Installation of trim
- Installation of lock on staff closet
- Repair or replacement of broken floor tiles
- Installation of one owner-furnished window air conditioning unit
- Installation of one owner-furnished television



General Painting

Paint classrooms as directed.

Work shall include:

- Surface preparation
- Minor wall repairs
- Spot priming
- Finish painting

Hallways

Paint designated hallway areas including:

- Surface preparation
- Wall repair
- Finish painting

5. Owner-Furnished Equipment

The School will provide:

- Window air conditioning units
- Television(s)

The contractor shall install these items.

6. Contractor Responsibilities

The contractor shall:

- Provide all labor.
- Provide all tools.
- Provide all equipment.
- Furnish all construction materials unless otherwise noted.
- Maintain a safe work environment.
- Remove construction debris daily.
- Comply with all OSHA requirements.
- Protect existing finishes from damage.
- Repair any damage caused during construction.

7. Contractor Qualifications

Proposals should include:

- Company overview
- Years in business
- Relevant school renovation experience
- Three client references
- Proposed project manager
- Project team
- Current licenses
- Certificate of insurance



8. Insurance Requirements

The successful contractor shall maintain, at minimum:

- Commercial General Liability Insurance
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
- Workers' Compensation Insurance
- Disability Insurance
- Automobile Liability Insurance (if applicable)

Certificates of insurance shall be provided prior to commencement of work.

9. Proposal Requirements

Proposals should include:

- Cover Letter
- Company Qualifications
- Proposed Schedule
- Project Approach
- Cost Proposal
- References
- Proof of Insurance

Responses shall not exceed 30 pages excluding appendices.

10. Evaluation Criteria

South Shore Charter School intends to award this project based on best value.

Proposals may be evaluated using the following criteria:

Criteria	Weight
Relevant Experience	25%
Qualifications	20%
Project Schedule	15%
Cost	30%
References	10%

The School reserves the right to interview finalists before making an award.

11. Submission Instructions

Submit proposals electronically in PDF format to:

dmattison@southshorecharterschool.org

rmiller@southshorecharterschool.org

Proposals must be received no later than:

July 31, 2026 at 5:00 pm

Late submissions may not be considered.



12. Questions

Questions regarding this RFP shall be submitted via email only to:

dmattison@southshorecharterschool.org

rmiller@southshorecharterschool.org

The deadline for questions is July 30, 2026.

Telephone inquiries will not be accepted.

13. Reservation of Rights

South Shore Charter School reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information.
- Negotiate with one or more proposers.
- Cancel or modify this solicitation at any time.
- Award the contract in the best interest of the School.

14. Warranty

The selected contractor shall warrant all workmanship for a minimum period of one (1) year following substantial completion.

This structure elevates the document from a basic scope of work to a professional procurement document that clearly communicates expectations, protects the School's interests, and encourages consistent, comparable proposals from qualified contractors.