

**HELENA PUBLIC SCHOOLS
Facilities Department
1201 Boulder Ave.
Helena, MT 59601**

REQUEST FOR PROPOSALS (RFP)

Removal of Two Warehouse Structures and Relocation of Two Storage Sheds

RFP Issue Date: Saturday, February 28th, 2026

Proposal Due Date: 1:00 PM, Monday, March 16th, 2026

1. Introduction

As part of the 2025 high school and elementary bond projects, and in preparation for construction of a new district kitchen, Helena Public Schools (HPS), through its Facilities Department, is requesting proposals from qualified firms for the removal of two warehouse structures located on District property at 1201 Boulder Ave., Helena, MT 59601. The combined size of the two warehouses is approximately 3,300 square feet. All work must be completed no later than April 15, 2026.

The entire context of this RFP is available on the district's website at the following link:

<https://helenaschools.org/departments/business-finance/helena-school-bond-projects/>

2. Scope of Work

The selected contractor shall:

- Remove two warehouse structures totaling approximately 3,300 square feet.
- Remove all structural components of the buildings, including but not limited to framing, siding, roofing, doors, windows, interior structural elements, and associated attachments. Concrete foundations will remain in place and are excluded from the scope of work.
- Transport the structures off District property.
- Restore the surrounding area to a safe and clean condition following removal.

The contractor shall be solely responsible for all labor, equipment, transportation, permits, disposal, and any related services required to complete the project.

3. Optional Additional Proposal

Proposers may include an additional, separate proposal to:

- Relocate two existing storage sheds owned by the District
 - Approximate size of each storage shed (16'x40' = 640 square feet)
 - From: 1201 Boulder Ave., Helena, MT 59601
 - To: 1401 N. Oakes St., Helena, MT 59601

This optional relocation proposal should be clearly identified and priced separately from the warehouse removal proposal.

4. Project Requirements

A. Timeline

Proposals must include:

- An estimated project start date
- A detailed project schedule
- Estimated completion date (must be prior to May 1, 2026)

B. Method of Removal

Proposals must clearly describe:

- The method(s) to be used to remove and transport the warehouse structures (e.g., demolition, deconstruction, structural relocation, sectional removal, etc.)
- Equipment to be utilized
- Traffic control or site access considerations
- Safety procedures

C. Insurance – Work on a School District Facility

The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract. Before commencing work under this contract, the Contractor shall notify the School District in writing that the required insurance has been obtained. The Contractor shall insert the substance of this clause, including this paragraph, in Subcontracts under this contract that require work on a School District installation and shall require Subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance and shall make copies available to the School District upon request.

Contractor shall carry the following insurance and shall provide the School District with certificates verifying coverage for the following:

i. Insurance Carrier: Must be rated at least “A-“ by A.M. Best Company or acceptable State Fund for Workers Compensation.

ii. Workers Compensation: Copy of Contractors Exemption, if applicable and proof of Workers Compensation Insurance. The School District may withhold a percentage to cover costs if proof of coverage is not provided.

Workers Compensation:	Statutory
Employers Liability Limits:	\$1,000,000 Each Accident
	\$1,000,000 Disease- Policy Limit
	\$1,000,000 Disease- Each Employee

iii. Commercial General Liability Insurance: Including Premise & Operations, Personal & Advertising Injury, Blanket Contractual (no restrictive endorsements such as CG 2139,CG 2426,CG 2294) and Products & Completed Operations.

Limits:	\$2,000,000 Each Occurrence
	\$5,000,000 Products/Completed Operations
Aggregate	\$5,000,000 General Aggregate

The School District shall be named as a **Primary Additional Insured**. The policy will provide an endorsement to provide coverage for the School District as an additional insured including **Completed Operations Liability**. The use of the ISO CG 2010 and CG 3037 or its equivalent is acceptable. If the additional insured endorsement does not accompany the certificate of insurance, the certificate of insurance must list the form numbers/edition dates for the Additional Insured Endorsement being used and the actual endorsement must be mailed when received. The Additional Insured Endorsement including Products and Completed Operations is required to be maintained for 2 Years upon completion of the project.

Waiver of Subrogation in favor of the School District. Per Project Aggregate Endorsement required.

iv. Automobile Liability:

Limits:	Owned Autos \$1,000,000 Each Accident Hired/Non-Owned Autos \$1,000,000 Each Accident
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v. Umbrella/Excess Liability:

Limits:	\$5,000,000 Each Occurrence
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vi. Owners & Contractors Protective Liability (OCP):

Limits:	\$2,000,000 Each Occurrence \$4,000,000 Aggregate
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Policy will be in the name of the School District

vii. Contractor Tools/Equipment: All tools leased, borrowed or owned by the Contractor/Subcontractor will be their responsibility.

Cancellation/Non-Renewal Notice: Minimum of 45 days on Certificate of Insurance.

Builders Risk Insurance: Contractor to provide pricing for coverage.

5. Proposal Submission Requirements

Proposals must include:

- Company name, address, and primary contact information
- Description of relevant experience and qualifications
- Proposed method of removal
- Detailed project timeline
- Total cost proposal (clearly itemized)
- Separate pricing for optional shed relocation (if submitted)
- Proof of insurance or statement of ability to meet insurance requirements

6. Submission Instructions

Proposals must be received no later than 1:00 PM, Monday, March 16, 2026 at:

Helena Public Schools – Facilities Department
1201 Boulder Ave.
Helena, MT 59601

All questions and contact regarding this RFP must be submitted in writing (email is acceptable) to:

Robert Brewer, Facilities Manager
1201 Boulder Avenue
Helena, MT 59601
rbrewer@helenaschools.org

Late submissions will not be considered.

7. Reservation of Rights

Helena Public Schools reserves the right to reject any or all proposals, waive informalities, and select the proposal deemed to be in the best interest of the District.

END OF REQUEST FOR PROPOSALS