



**Request for Proposal
For
Carpeting & Tile
Otsego County, Michigan**

BID 2009-02

Proposals for installing carpeting in some parts of the first floor of the Otsego County Alpine Center Courts Building will be received by Otsego County, Michigan to the attention of John Burt in the Administration Office, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 by Noon on Wednesday, April 8, 2009.

Potential bidders must perform a walkthrough of the facility prior to bidding. This can be arranged by calling Dale Fulcher at 989-731-0295 or at 989-370-0179.

Persons interested in submitting a bid for providing this service must sign and return the attached proposal sheet to the Administration Office no later than noon on Wednesday, April 8. There will be a public bid opening at 2:00 pm on Wednesday, April 8 in Room 212.

Any questions must be received by Noon on Friday, March 27, 2009.

The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

OTSEGO COUNTY

John M. Burt
Otsego County Administrator

**SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS FOR
INSTALLING CARPETING AND TILE FOR CERTAIN PARTS OF THE
OTSEGO COUNTY ALPINE CENTER COURTS BUILDING**

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide proposals/bids for installing new carpeting and wall board in certain parts of the first floor of the Otsego County Alpine Center Courts Building at 800 Livingston Boulevard, Gaylord, MI 49735.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section V** no later than noon on Wednesday, April 8. Proposals shall be sealed and clearly marked as BID 2009-02 on the outside, and sent to the following:

John Burt, Otsego County Administrator
225 W. Main Street, Suite 203
Gaylord, Michigan 49735

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Walkthrough:** Potential bidders must perform a walkthrough of the facility prior to bidding. This can be arranged by calling Dale Fulcher at 989-731-0295 or at 989-370-0179.
5. **Inquiries:** Questions regarding the RFP should be directed to John Burt by calling 989-731-7527 or emailing to jburt@otsegocountymi.gov.

Any questions must be received by Noon on Friday, March 27, 2009.

6. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the state of Michigan and acceptable to the County for the following:

Commercial General Liability Insurance in the amount of \$500,000.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

7. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
8. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
9. **Compliance with the Law:** Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

SECTION III. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP. Work shall be performed with minimal obstruction to County operations.

CONTRACTOR RESPONSIBILITIES (in sequence)

- 1) Remove and dispose of existing tile and carpeting, and install new carpeting and replace existing wall board (per Section IV) starting at the vending machine area following the hallway into the Multi-Purpose Room. It includes the Multi-Purpose Room and by the elevators stopping at the Friend of the Court front counter. Contractor will install thresholds at all doorways.

Note 1: Work in all areas except the Multi-Purpose Room will have to be completed on weekdays during the hours of 5:00 pm to 5:00 am, or on the weekends, barring scheduled night meetings in the building that may conflict with the work. Work may be performed in the Multi-Purpose Room during normal working hours, depending on the meetings scheduled for the room. All areas will be left in good condition during normal working hours.

Note 2: Contractor will not piece together small segments of carpeting to form larger pieces. There will be no unnecessary seams.

COUNTY RESPONSIBILITIES

- 1) Provide access to the facility and work areas as necessary for the project; and coordinate with County security services.
- 2) Provide prompt payment for the installation of the project upon receipt of invoices and acceptance of the project work.

SECTION IV. MATERIAL SPECIFICATIONS

Carpet Selections

- a. Carpet C-1:
 - Style – Haven (broadloom) by Lees
 - Pattern – DJ806
 - Color – 438 Before Dark

Wall Board Selections

- a. WB-1: 168 Thunder by Johnsonite
Location - Multi-Purpose Room
- b. WB-2: 44 Dark Brown by Johnsonite
Location – Hallway

SECTION V. BID/PROPOSAL FORM

The undersigned proposes to furnish Commercial Carpet and Tile Installation Services for specified areas in the Otsego County Alpine Center Main Building in accordance with the attached specifications stated herein for the price listed below.

TOTAL PROJECT COST \$ _____

Submitted Certificate of Insurance with bid _____ yes _____ no

Visited site to view project _____ yes _____ no

Submitted proposed schedule with bid _____ yes _____ no

Submitted references with bid _____ yes _____ no

Provided cost breakdown referenced above _____ yes _____ no

Failure to provide any of the required information may result in disqualification of bid.

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____