



**Request for Proposal
For
Alpine Center 4th Floor Carpeting and Tile
800 Livingston Blvd
Gaylord, Michigan**

BID 2012-02

Proposals for installing carpeting and tile in part of the 4th floor at the County's Alpine Center 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 Friday, February 24, 2012.

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 Friday, February 24, 2012. There will be a public bid opening at 1:15 pm on February 24, 2012 in Room 212.

Any questions must be received by Noon on Friday, February 17, 2012.

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

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 tile on part of the 4th floor of Otsego County's Alpine Center Building located at 800 Livingston Boulevard, Gaylord, MI, 49735. The County intends to have some rooms painted prior to the installation of the carpeting. Installation will be scheduled after completion of the painting.

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 Friday, February 24, 2012. Proposals shall be sealed and clearly marked as BID 2012-02 on the outside, and sent to the following:

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

Walkthrough: Interested bidders can arrange a walkthrough of the facility by calling Joe Switalski at 989-370-3802. Bidders are responsible for measuring areas to install tile/carpeting.

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Visual Inspection:** All Contractors shall visit site and conduct any measurements of the proposed areas prior to submittal of a bid.
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, February 17, 2012.

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 \$1,000,000.

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 and scope of service provided for 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 FOR PRIMARY BID

- 1) Remove and dispose of all existing carpeting, and base in all rooms and hallways highlighted in this Scope of Service as shown on Attachment A.
- 2) Remove and dispose of all existing tile in the bathroom highlighted on Attachment A.
- 3) Install new carpeting and base (per Section IV) in those areas shown on Attachment A except for the aforementioned bathroom. Closets containing carpet within those highlighted rooms will also have new carpet/base installed.
- 4) Install new tile and base (per Section IV) in the bathroom marked in Attachment A.
- 5) Transition strips will be installed at each doorway where a seam exists with the new carpeting/tile.

NOTE: Work on most areas will have to be done on weekdays during the hours of 5:00 pm and 5:00 am, or on the weekends. All areas will be left in good condition during normal working hours. Work will also need to be broken up in phases to allow staff to move furniture and to allow the offices to keep operating during normal work hours.

NOTE: 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 and Base Selection

- a. Carpet Style – No set product and color has been picked out at this time. The County recently had Shaw, Speak Freely 54446; color: come clean 46701. Direct glue with 4" Roppe 1/8" base installed. Bidders will allow for carpeting and base of a similar style, quality and color to be picked out by Otsego County.

Vinyl Composite Tile and Base Selections

- b. VCT Style: No set product and color has been picked out at this time. The County recently had Manning 12x12 vct with 6" Roppe 1/8" base installed in several bathrooms. Bidders will allow for tile and base of a similar style, quality and color to be picked out by Otsego County.

**ATTACHMENT A
AREAS TO INSTALL CARPET/TILE**

