



**Request for Proposal for
Replacement of Carpeting
Alpine Center Building, 2nd Floor
Otsego County, Michigan**

BID 2018-11

SECTION I. INTRODUCTION

Proposals for the removal and replacement of portions of carpeting on the 2nd Floor of Otsego County's Alpine Center Building located at 800 Livingston Blvd, Gaylord, Michigan will be received by Otsego County to the attention of Chris Churches, Director of Planning/Zoning Capital Projects and Grants, 225 West Main Street, Suite 203, Gaylord, Michigan, 49735 until **10:00 a.m. on Monday, November 19th, 2018**. Bids will be publicly opened and read at 10:10 a.m. on **Monday, November 19th** in Room 212 at 225 W. Main Street, Gaylord, MI.

A mandatory pre-bid walkthrough will be held on Friday, October 19th at 9:00am on the second floor of the Alpine Center, 800 Livingston Blvd Gaylord, Michigan 49735. For questions related to the pre-bid walkthrough, contact **Joe Switalski** at jswitalski@otsegocountymi.gov or 989-731-0295.

Any questions must be received by Friday, November 16th, 2018 at noon.

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.

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 remove and replace the carpeting on the second floor of Otsego County's Alpine Center (currently occupied by Community Mental Health). The property is located at 800 Livingston Blvd, Gaylord, Michigan 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 IV** no later than 10:00 a.m. on Monday, November 19th, 2018. Proposals shall be sealed and clearly marked as BID 2018-11 on the outside, and sent to the following:

Chris Churches
Director of Planning/Zoning Capital Projects and Grants
225 W. Main Street, Suite 203
Gaylord, Michigan 49735

Bids will be publicly opened and read at 10:10 a.m. on Monday, November 19th, in Room 212 at 225 W. Main Street, Gaylord, MI.

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 Chris Churches by calling 989-370-3474 or emailing to cchurches@otsegocountymi.gov.

Any questions must be received by Friday, November 16th, 2018 at noon.

A mandatory pre-bid walkthrough will be held on Friday, October 19th at 9:00am on the second floor of the Alpine Center, 800 Livingston Blvd Gaylord, Michigan 49735. For questions related to the pre-bid walkthrough, contact **Joe Switalski** at jswitalski@otsegocountymi.gov or 989-731-0295.

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.

Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

7. **Licenses:** The winning bidder hold any licenses necessary to work in the State of Michigan.
8. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
9. **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.
10. **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.
11. **Timeline:** Project is to commence upon board approval. Final completion shall be **March 31st, 2019**.

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.

CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below. (See Appendix A for photos).

Note: Contractor must obtain any and all permits necessary to complete the work. The cost of the permits should be built into the bid price.

Remove and Replace 2nd Floor Carpeting:

1. Prior to carpeting being installed, the County will be having the areas discussed in this proposal painted. The successful bidder will coordinate with the painting contractor to have carpeting installed after painting is completed.
2. The successful bidder is responsible for removing all furniture and office supplies needed to install the carpet. Upon installation, all furniture shall be placed back in its original location.
3. Contractor shall remove and dispose of approximately 4,022 sqft of existing carpeting and 950 lft of vinyl baseboard trim.
4. Contractor shall install approximately 4,400 sqft of new Mainstreet Franchise II Bridle Path 00420 carpet (or equivalent) and 1,630 lft of vinyl baseboard trim. The intent is for the new carpet is to match the existing carpet as close as reasonably possible in both color and quality. Proposed carpeting style and color other than that specified shall be approved by relevant county personnel prior to purchase and installation.

Installation of carpet shall be performed in a manner which minimizes the impact to normal business operations. Installation shall be coordinated with relevant Community Mental Health personnel as well as Joe Switalski, Director of Buildings and Grounds, Otsego County.

ALL QUANTITIES PRESENTED ARE ESTIMATED AND ARE FOR INFORMATION ONLY. CONTRACTORS ARE REQUIRED TO PERFORM THEIR OWN MEASUREMENTS AT THE MANDATORY PRE-BID WALKTHROUGH ON FRIDAY, OCTOBER 19TH AT 9:00AM ON THE SECOND FLOOR OF THE ALPINE CENTER, 800 LIVINGSTON BLVD GAYLORD, MI 49735

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 upon receipt of invoices and acceptance of the project work.

SECTION IV. BID/PROPOSAL FORM

BID 2018-11

The undersigned proposes to furnish and install new carpet for Otsego County in accordance with the attached specifications stated herein for the price listed below.

| No. | Description | Qty | Unit | Unit Price | Total Price |
|------------|--|------------|-------------|-------------------|--------------------|
| 1. | Remove and Replace Alpine Center 2 nd Floor Carpeting | 1 | LS | \$ | \$ |

**OVERALL
TOTAL: \$**

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____

Visited site to view project _____ YES _____ NO

APPENDIX A

Photos of Proposed Carpeting

1. Proposed carpeting brand (Mainstreet by Philadelphia, Franchise II).



1. Proposed color of carpeting (Bridal Path #00420).

