



REQUEST FOR PROPOSALS

Township Hall Carpet Replacement

Charter Township of Garfield, Grand Traverse County

Proposals Due:

10 A.M. on March 15, 2022

Address Proposals to (Signed and Sealed: Mailed and/or Delivered):

Attention:

Charter Township of Garfield
Derek Morton
3848 Veterans Drive
Traverse City MI, 49686

Phone: 231-941-1620
Cell: 231-225-3158
Email: dmorton@garfield-twp.com

Request to:

Kiss Carpet
Floor Covering Brokers
Carpet Barn
Carpet Galleria
Bay View Flooring
Gallagher's Carpet and Flooring

Scope of Services:

Charter Township of Garfield is soliciting a proposal from local contractors to provide for removal and replacement carpet and tile in select rooms at the Township Hall located at 3848 Veterans Drive. The areas of replacement are exclusively intended to be those located on the main floor and pertain to offices, hallway and open areas or entrance that currently have existing carpet. The work includes all labor and materials to remove, dispose and install approximately 5,700 square feet of new carpeting including temporary removal and relocation of furniture, trim, transition strips and accessories.

The information contained below are the specific qualifications each contractor must meet to provide an accurate proposal. Building plans with areas identified are attached for reference.

Requirements:

General:

- **Contractor must make site inspection prior to submitting bid.**
- Removal and disposal of all existing carpet and accessories
- Work to comply with manufacturer recommendations



Materials:

- Commercial Grade Glue Down Carpet to meet and/or exceed existing carpet that is in place including vapor barrier for placement on concrete. Original material is no longer available (Mirada V Blueridge 9690 River Rock)
 - To be installed in Rooms 127 -140, 103-105, 118, 119 and 108 -110
- Tile: Armstrong Standard Excelon Imperial Texture, 12"x12"x1/8"
 - To be installed in Rooms 101, 102, 121 and 124
- 4" base, match existing

Shop Drawing Submittals:

- Provide four (4) copies of material specification sheets including color swatch options and warranty information to Township within seven (7) days of written bid approval. Do not proceed until written approval is received.
- Coordinate all work with Township Staff

Terms of Agreement:

General:

- To hold bid open for 60 consecutive calendar days from the bid due date
- To enter into and execute a contract with the Charter Township of Garfield

Insurance:

- Contractor shall be licensed to do business in the State of Michigan
- Contractor will have Worker's Compensation Insurance in limits required by state law, and Comprehensive General Liability Insurance coverage in force for all of its operations under this contract.

References:

- References available upon request to demonstrate similar past work experience.

Schedule:

- To be completed by September 1, 2022
- All work must be completed within seven (7) calendar days from the beginning of removal to final clean up.

Services / materials to be Provided:

Contractor shall provide all equipment and materials as necessary to complete the work outlined above. They shall include, but are not limited to, the following not stated previously:

- Mobilization, carpet removal and disposal and new carpet installation. All materials and labor shall be provided to facilitate installation compliant with manufacturer recommendations.
- Installation of carpet shall be performed in a manner which minimizes the impact to normal business operations. Installation shall be coordinated with relevant Township staff and completed during non business hours (after 6 PM Monday through Thursday and anytime Friday, Saturday and Sunday)



- Floor shall be appropriately prepared for the new carpet by removing any residual glues or adhesives. Any obvious high or low shall be remediated and cracks filled/repared. All remediation points should be brought to the attention of the respective Township Staff
- Contractor responsible for removal of all furniture, office supplies, base board trim and transitions strips prior to carpet removal. Contractor shall also provide relocation of furniture / office supplies after installation is complete. All work shall be coordinated with staff including staging and storage locations. Any materials damaged shall be replaced at no additional cost to project.



Contractors Proposal Form

Bidders are instructed to submit bids for this project on unit price. Quantities presented are estimates and contractor is responsible to field verify.

All bid items are inclusive and shall include all incidentals including but not limited to fuel surcharges, taxes, equipment maintenance, etc. All work shall be in compliance with terms identified in the RFP and applicable laws.

No.	Item	Unit	Est. Qty.	Unit Price	Item Cost
1	Furniture Removal and Relocation	LS	1		
2	Carpet and Padding Removal and Disposal	SFT	5,500		
3	Carpet and Padding Material and Installation including trim and transitions	SFT	5,000		
4	Tile Removal and Disposal	SFT	400		
5	Tile Material and installation including Trim and Transitions	SFT	800		
6	Site Cleanup	LS	1		
TOTAL BIDS					

Bidders Signature

Printed Name:

Business Name:

Address:

MI Contractor License No.:

Telephone:

Email:

Charter Township of Garfield reserves the right to accept or reject any or all proposals

Charter Township of Garfield reserves the right to terminate the contract with selected Contractor if terms of RFP are not complied with.