

Acton Public Library Carpet Renovations



Office of the First Selectman
302 Main Street
Old Saybrook, Ct 06475

Request for the removal of existing carpet and installation of new carpeting at 60 Old Boston Post Road, Old Saybrook, Ct.

The Town of Old Saybrook is requesting proposals to provide for the removal of old existing carpet and installation of new carpeting at 60 Old Boston Post Road, Old Saybrook, CT. The bid price for this project will include the purchase and delivery of the carpet, labor costs for ripping out the existing carpet, preparation of the existing concrete floors and installation of new carpet in the designated rooms identified below.

Proposals must be received by the Town of Old Saybrook in the office of the Finance Director, located at 302 Main Street, Old Saybrook, CT until 4:30 p.m. by April 30, 2019 in the event of the closure of Town Hall, bids will be opened at the same time on the following business day at this same location. A pre-bid meeting will be held at 11:00 a.m. on April 23, 2019 in the second-floor conference room at Town Hall to discuss the job and answer questions concerning this proposal.

The award of this Contract will be predicated upon the Contractors ability to deliver the carpet on site from the manufacturer and complete this project within a reasonable amount of time. The Contractor will indicate in the bid submission the estimated delivery date of the carpet on the site, along with the estimated start and finish dates for completion of the project. The Town reserves the right to use this information in evaluating the award of this bid.

The Town Old Saybrook reserves the right to accept or reject any or all proposals, to waive technicalities, or to award this contract to a bidder other than the lowest bid, and award this contract as it feels will best serve the interests of the Town.

The Town of Old Saybrook is an affirmative Action/Equal Opportunity Employer, MBE's, WBE's and SBE's are encouraged to submit proposals.

Please note the proposed cost for this proposal must be submitted by the closing date to qualify your proposal for consideration by this Town (see above).

Project Timetable

Interviews with prospective carpet contractors will be conducted by the Director of Library Services and staff. The award for this contract will be based on the lowest, responsible, qualified bidder. Contractors will be evaluated based on their previous years of experience, qualifications, and references involving similar carpet projects.

Previous experiences and demonstrated ability to successfully complete this project in a competent fashion will be seriously considered. All proposals submitted in response to this RFP are to be the sole property of the Town of Old Saybrook. All information associated with this project are subject to State laws defining freedom of information and privacy rules, regulations and interpretation resulting from these laws. The Contractor agrees that this proposal will remain in effect for a period of at least 60 days after the bid submission deadline.

GENERAL REQUIREMENTS

The selected Contractor will be required to review in advance of the project the schedule for work days and hours of activity on the job site with the Director of Library Services for the Town of Old Saybrook before commencing with this project. The Town reserves the right to alter and/or delay this project should installation schedules interfere with the daily operations of the Acton Library both before and after the project start date at no expense to the Contractor.

At a minimum, the Contractor should be prepared to provide an adequate number of employees on a scheduled basis Monday through Friday exclusive of holidays and lunch hours to complete the tasks enumerated under this contract (excluding weekends). The Contractor will confirm their stated estimated starting and completion dates with the Director prior to commencing this project. The Contractor is responsible for cordoning off the various work areas and/or rooms that may directly impact the work areas making sure the Library staff are aware of their daily work schedule. The Contractor must understand the schedule for this installation may require working on separate days and hours since the building is open 6 days a week.

Before beginning this project, the Contractor must apply for a Town permit and provide copies of both their liability and the Workman's Compensation Insurance to the Building Inspectors Office. Upon completion of this project, the Contractor will supply copies of the manufacturer's standard warranties and/or guarantees for the products used on this project.

The Contractor selected for this project will be responsible for removing and installing approximately 615 yards of existing carpet and replacing it with Mannington Kipling/Lyric (32081) broadloom on the first and second floors of the Library. The rooms involved include the Friend's Conference Room, Friend's Office, Director and Assistant Director's Offices and hallway on the second floor. The first-floor rooms include the entrance hallway and the main stairs connecting the first and second floors. Marked copies of the Library's floor plans are available in the Directors Office for your review. The Contractor is solely responsible for taking the proper measurements and ordering the necessary carpet from the manufacturer for usage on this project.

Pricing includes removal of the existing floor covering and demolition debris and application of non-allergenic adhesive over an ardex feather finish patch using the Manufacturer's recommended adhesive. The existing wall base throughout the rooms is to remain in place throughout the carpet removal process and will be repaired and/or

replaced with equal colored material if it is damaged or becomes loose during the installation process.

The Town understands that the Mannington Carpet Material warranty and manufacturing performance ratings specified in the attached performance sheets meet national fire code standards for surface flammability, smoke density, colorfastness, static rating, and ten-year warranty. The Contractor agrees to represent the Town should there be any reason to file a claim for carpet defects and/or issues with the installation process, especially seam adhesions. This includes the name, address and telephone number for the carpet manufacturer representative to contact in the event if they not satisfied with the carpet material as installed under this contract.

The temporary movement and replacement of existing furniture, copiers, books, shelves and wiring connections will be monitored by the Director and staff under a separate contract with professional movers and library staff. **The Town will provide a dumpster and trucking for the disposal of the carpet material to be removed under this project.**

In addition:

- **The Contractor will be held responsible for coordinating with the Library Director the dates and hours they will be removing and installing the carpet in the library. This will be necessary for the Director to plan ongoing library operations with the staff and its patrons.**
- **The Contractor will notify the library Director two days prior to delivery and storage of the carpet at the building site.**
- **The Contractor will be held responsible for reducing all unnecessary noises that may radiate from the removal, delivery and installation of the carpet for the completion of this project.**
- **Should the Contractor request and receive approval to commence this work during non-operational hours the Contractor will be held responsible for the security and monitoring of the building and its contents. The Library Staff may have reason to work in the building during these hours and will coordinate their schedules with the Director on a daily basis to minimize any operational disruptions.**
- **The Contractor is required to complete the permit process for this project with the Town of Old Saybrook. Evidence of insurance compliance will be required before initiating this project with the Towns Building Inspector's Office located on the second floor of Town Hall.**
- **The Contractor is responsible for coordinating the parking of employee's service vehicles. Deliveries of carpet stock and supplies will be coordinated with the Director so as not to impede daily access for public usage for this facility.**

PROFESSIONAL STANDARDS

In rendering services under this Agreement, the Contractor shall conform to professional standards of work and business ethic. The Contractor warrants that the services shall be performed in a professional and workmanlike manner, in accordance with generally accepted building principles and practices; and after completion of work each day the work site will be inspected by the Contractor to ensure the construction area is as clean and safe as it was prior to beginning the work day.

The Contractor shall comply with all applicable State laws, Town ordinances, and building construction codes. The Contractor's employees shall acquire and possess all necessary permits and licenses. The Contractor shall be responsible for the payment of all fees associated with compliance with insurance requirements. The Contractor also is required to follow the Connecticut Wide Building and Fire Safety Codes in compliance with this contract and should contact the Town's Building Inspector's office should there be any questions concerning the requirement.

The Contractor may be required to delay or reschedule assigned tasks to avoid interference with other ongoing library activities in the building. This shall in no way relieve the Contractor of their ongoing obligations under this Agreement. Contractors working in the same vicinity of the building will have to cooperate with one another and, in case of dispute, comply with the decisions of the Library Director concerning resolution of disputes at no additional cost to the project. The Contractor is expected to understand and follow the Town's Environmental, Health, and Safety policies including any directives from the Town's Building Inspector.

The Contractor represents and warrants that all material purchased in this contract shall be in good order and installed in accordance with generally accepted industry standards. The Contractor will guarantee and warrant all workmanship for a period of (1) year from the date of Substantial Completion. All guarantees and warranties extended by the manufacturer for the products used on this Project shall also be provided to the Town of Old Saybrook. This obligation shall survive the termination or expiration of this Agreement.

CONTRACTOR'S STANDARDS OF CONDUCT

In order to insure the orderly and efficient performance of their duties and services for the Town of Old Saybrook and to protect the health, safety and welfare of all the members of the Town community the Contractor and their employees agree that the following actions are strictly prohibited while performing services on this project site. These include:

1. Use or possession of drugs or alcohol.
2. Possession of firearms or illegal weapons anywhere on this property including vehicles.
3. Harassment (sexual, racial, or otherwise) or intimidation of anyone on premises.
4. Violation of applicable traffic or public safety regulations on premises.
5. Conduct or behavior that endangers the health, safety and welfare of any member of the public.
6. Interference with the work of Town employees.
7. Use of loud vulgar behavior or the use of profanity on the work site.

All Bidders are required to examine the Site prior to submitting bids. Failure to do so will in no way relieve the Contractor from completing this Project as required. It is not the intent of the Town to identify all existing conditions. It is expected the Contractor will examine existing conditions, available photos taken of existing building conditions and support documents which may reasonably affect their work on this project prior to submitting their Bid.

A mandatory meeting/walk thru at the site will be held on xxxx at 10:00 AM to answer questions and familiarize Contractors with this project. Corrective measures may be recorded in detail to sufficiently assist in preventing the least amount of confusion and conflicts during this project.

TERMS OF THE AGREEMENT

No change orders will be recognized as valid or will be initiated by the Contractor for this Project unless they are submitted in writing with labor, installation costs, overhead, profit and any other related expenses to the First Selectman's office and approved in advance of the change(s) proposed. Change orders must be approved in writing by both parties.

The Town of Old Saybrook reserves the right to award in part, to reject any and all proposals in whole or in part for misrepresentation or if the Contractor is in default of any prior Town of Old Saybrook contract, or if the proposal limits or modifies any of the terms and conditions and/or specification of this RFP. The Town of Old Saybrook also reserves the right to waive technical defects, irregularities and omissions if, in its judgement, the best interest of the Town of Old Saybrook will be served.

The Town of Old Saybrook reserves the right to correct inaccurate awards resulting from clerical errors. Such action on the part of the Town of Old Saybrook shall not constitute a breach of contract on the part of the Town.

The following information is to be completed by the Contractor and may be use in evaluation of this bid award.

Total Bid Price: _____

Carpet delivery date: _____

Start date for Project: _____

Finish date for Project: _____

The Contractor

By: _____

Name: _____

Date : _____

First Selectman, Town of Old Saybrook

By: _____

Name: _____

Date: _____