



**COUNTY OF MONROE, MICHIGAN**  
**CARPET REPLACEMENT PROGRAM**

MONROE, MICHIGAN 48161

**PROPOSALS ISSUED TO CONTRACTORS: THURSDAY, FEBRUARY 21, 2019**

**PROPOSALS DUE: THURSDAY, MARCH 7, 2019 @ 4:00 P.M.**  
MONROE COUNTY FINANCE DEPARTMENT  
2<sup>ND</sup> FLOOR, 125 EAST SECOND STREET  
MONROE, MICHIGAN 48161

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**MONROE COUNTY  
FINANCE DEPARTMENT**

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125 East Second Street · Monroe, Michigan 48161-2197  
Telephone: (734) 240-7250 · Fax (734) 240-7266

February 21, 2019

Dear Contractor:

The County of Monroe is accepting proposals for the installation of new commercial carpet tiles/squares in various offices at Monroe County facilities. We invite you to submit a proposal to supply carpet, materials and labor to perform the work required for this program.

The work to be performed must be closely coordinated with County staff as the work will require moving furniture systems and other office equipment and furnishings to allow old carpet be removed and new tiles installed. The work shall be performed outside of normal County operating hours.

Project areas under this program will be completed in phases and will extend over a two (2) year period. The County is requesting a unit price to include the cost per square yard for all materials including carpet tiles, vinyl cove base, adhesive, freight and delivery, and labor. The labor must be inclusive of moving furniture and/or furniture systems, removal and disposal of existing carpet and base. The price must be firm for the two year period. You may price year 1 and year 2 with difference unit prices. The County's budget for this project is \$60,000-\$80,000.

The carpet tiles should be of a commercial grade for high traffic areas. We have selected Patcraft Mills Commercial Carpet (see General Scope/Materials) as a standard product to bid; contractor may bid a product of same quality. Final color selection will be made upon award of the contract to the contractor from carpet catalogs submitted to the County.

General Scope of Work

1. A contractor submitting a proposal shall take into consideration all such conditions as may affect the work under this contract. The submitting of a bid automatically implies that examination of the location has been done and contractor is familiar with the location, scope, nature, and character of work and of the equipment needed.

2. All work shall be performed in the best and most workmanlike manner by employees skilled in this trade.
3. Carpet will be installed over concrete flooring where existing carpet will have been removed. In some areas, there may be vinyl tile under the carpet. In no areas will the carpet be installed in new construction areas.

#### Pre-Installation/Installation Requirements

1. Examine substrates for moisture content and other conditions under which floor coverings are to be installed. Repair minor holes, cracks depressions or rough areas using materials recommended by carpet or adhesive manufacturer. Do not proceed until unsatisfactory conditions have been corrected.
2. Clear away debris and scrape up cementitious deposits from surfaces to receive carpeting and vacuum clean immediately before installation. Check concrete surfaces to ensure no "dusting" through installed carpet; apply sealer where required to prevent dusting. Sequence carpeting and floor covering installation with other work so as to minimize possibility of damage and soiling during remainder of installment period.
3. Prior to start of carpet and floor covering installation, check critical dimensions of spaces to be covered to ensure that planned use of materials will fulfill requirements, including location for joints and edgings.
4. Comply with manufacturer's instructions and recommendations for seam locations and direction of carpet or floor coverings; maintain uniformity of carpet direction and lay of pile. At doors, center seams under doors; do not place seams in traffic direction at doorways.
5. Extend carpet under open bottom obstructions and under removable flanges and movable furnishings, and into alcoves and closets of rooms indicated to be carpeted unless another floor is indicated for such spaces.
6. Provide cut-outs where required and bind cut edges properly where not concealed by protective edge guards or overlapping flanges.
7. NO CROSSJOINTS or fill pieces will be acceptable. Install cripplers as required and recommended to secure carpet continuously at perimeter. Install moldings, concealed at intersections of different carpet.
8. Remove and dispose of debris and unusable scraps. Vacuum carpet using commercial machined with face-beater element. Remove spots and replace carpet where spots cannot be removed. Remove any materials needed to ensure that carpeting will be without deterioration or damage at time of completion.

#### Materials

1. All threshold strips at applicable doorways shall be rubber composition. The existing threshold strips shall be replaced with new threshold strips.

2. Direct glue installation adhesive; water resistant, non-staining type as recommended by carpet manufacturer and must comply with flammability requirements for installed carpet.
3. All carpet supplied shall be Patcraft Mills Commercial Carpet, Intrinsic Multi-Level Pattern Loop, Solution Dyed, Level Loop, Price Level 2 modular or equal.
4. Each contractor shall submit a spec book on the proposed carpet product if other than the carpet manufacturer proposed by the County as the standard. A final color shall be made by the County after selection of the contractor.

All proposals shall be submitted on the Proposal Form enclosed to assist the County in evaluating all proposals.

The final date for submitting a proposal is **Thursday, March 7, 2019** at 4:00 P.M. to Annamarie Osment, Monroe County Finance Department, 2<sup>nd</sup> Floor, 125 East Second Street, Monroe, Michigan 48161-2197. Your envelope must be sealed and clearly marked "**Carpet Replacement Program Proposal**" so that no error in opening may occur. Alternatively, contractors may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to [annamarie\\_osment@monroemi.org](mailto:annamarie_osment@monroemi.org). Indicate in the email subject line; a sealed proposal is attached for Carpet Program.

The County of Monroe reserves the right to accept or to reject any and all proposals, to waive any irregularities and to make an award that is determined by the County of Monroe to be in the best interest of the County.

Sincerely,



Annamarie Osment  
Operations Coordinator

## General Information/Requirements

### A. Receiving Office

Sealed written proposals will be accepted until 4:00 P.M. on **Monday, March 4, 2019** by Annamarie Osment, Monroe County Finance Department, 2<sup>nd</sup> Floor, 125 East Second Street, Monroe, Michigan 48161. Your envelope must be sealed and clearly marked **“Carpet Replacement Program Proposal”** so that no error in opening may occur. Alternatively, contractors may submit proposals by the same deadline via e-mail as a separate Microsoft Word or PDF document attachment to [annamarie\\_osment@monroemi.org](mailto:annamarie_osment@monroemi.org). Indicate on the cover of the transmission a sealed proposal for Carpet Program is attached.

### B. Return of RFP

In the event that any contractor decides not to submit a proposal, the contractor should return his RFP to the County of Monroe with a cover letter stating his disinterest prior to the closing date.

### C. Economy of Preparation

Proposals should be prepared simply and economically providing straight-forward, concise descriptions of contractor capabilities to perform the work. All pricing and all requested information is to be in the proposal and outlined in narrative text explaining the services to be performed, the equipment to be provided, the cost of the equipment and services and the tentative schedule. This is a turnkey project with the contractor responsible for coordinating all aspects of the project.

### D. Time Period of Evaluation

Selection of the contractor will be made as soon as possible after the closing date of receipt of proposals. However, proposals submitted shall remain valid for thirty (30) days after due date. Unit pricing shall remain firm for the year in which priced. The 2<sup>nd</sup> year pricing shall remain firm until March 1, 2022 for orders received from the County.

### E. Addenda and Supplements to RFP

In the event of changes in the RFP, contractors will be notified in writing. Questions concerning the proposal submittal, award and administration of the contract should be directed to:

Annamarie Osment  
125 E. Second Street  
Monroe, MI 48161  
Telephone: 734-240-7268  
Facsimile: 734-240-7266  
E-mail [annamarie\\_osment@monroemi.org](mailto:annamarie_osment@monroemi.org)

**F. Rejection of Proposals**

The County of Monroe reserves the right to accept or reject any or all proposals received as a result of this request. The County of Monroe shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does the County intend to, nor will it be obligated to pay for the information solicited or obtained.

**H. County's Reservation of Rights**

The County of Monroe reserves the right to accept or reject any or all proposals received as a result of this request. The County of Monroe shall not be obligated to award a contract solely on the basis of any response made to this Request for Proposal, nor does the County intend to, nor will it be obligated under any circumstance to pay for the information solicited or obtained. The County reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all proposals submitted pursuant to this RFP:

1. To reject all proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
2. To reject any proposal if, in the County's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of this RFP, the proposer does not meet the qualification requirements set forth herein or it is otherwise determined to be in the best interest of the County to reject the proposal.
3. To supplement, amend, substitute or otherwise modify this RFP at any time prior to the execution of a final contract.
4. Accept or reject any or all of the items in any proposal and award a contract for the whole or only a part of any proposal if the County determines, in its sole discretion that it is in the County's best interest to do so.
5. To reject the proposal of any proposer that, in the County's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable or is otherwise deemed to not be a responsible proposer.
6. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the County's sole judgment, material to the proposal.
7. To permit or reject, at the County's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to proposals by one or more of the proposers following proposal submission.

8. To request that one or more of the proposers modify their proposals or provide additional information.
9. To request additional or clarifying information from any proposer at any time, including information inadvertently omitted by a proposer.
10. To require that proposers appear for interviews and/or presentations of their proposals at County offices.
11. To require references from proposers' previous clients on projects similar in type and scope to the work sought in this RFP.
12. To conduct such investigations as the County considers appropriate with respect to the qualifications of any proposer and with respect to the information contained in any proposal.

**G. Proposal/Contract Award**

The County of Monroe may award a single contract or purchase order to the lowest responsible qualified bidder. The award will be for all the components of the project listed within this RFP. The County will reserve all rights to award a contract or contracts as it determines who will best serve the County.

**H. News Release**

News releases pertaining to this RFP or the services to be provided to which it relates shall not be made without the prior approval of the County of Monroe.

**I. Proprietary Information**

With the exception of items or information specifically marked as proprietary by the offeror, after the closing date and evaluation process, all proposals submitted become a part of the County's records and as such available for public review.

**J. Incurred Contractor Costs**

The County of Monroe will not be liable for any costs incurred by contractors or other respondents to this RFP, prior to issuance of an agreement, contract or other similar acquisition documents.

**K. Inspection of Work Site(s)**

The County may wish to visit and review the contractor's facility prior to award of contract. The contractor shall note this and be prepared to allow for this visit and/or meeting to review a contractor's capabilities prior to award.

**L. Qualification**

The selected contractor shall have a proven record of performing work of a similar nature to the project described herein. This record shall be for a minimum of five (5)

years. The contractor may be required to submit the names of five (5) references and include the name of the entity, contact person, telephone number and a brief description. Include an outline describing company's profile and ability to perform the work. The contractor shall be an approved contractor of the manufacturer for which the proposal is based upon.

**M. Other Provisions**

The contractor shall list any other criteria or requirements to delineate responsibility for any additional items/tasks to be completed by either the County or the contractor. These shall be in addition to those previously detailed or explained in this RFP. The project shall comply with the provisions of Public Act 98 of 2011, the Fair and Open Competition in Governmental Construction Act.

**N. Contract Terms**

The contract term shall be only for the duration of the schedule to purchase, construct and accept the work. Payment will be made by the County to the contractor within thirty (30) days of receipt of invoice for the work completed. Progress payments may be made to the contractor for work completed to date.

**O. Cancellation**

Neither party upon award of contract except for non-performance on the part of the contractor or issues of non-payment on the part of the County may cancel the contract.

**P. Manufacturer's Directions**

All manufactured articles, materials, equipment etc. shall be applied, installed, connected, erected, used, cleaned and conditioned as directed by the manufacturer, unless herein specified to the contrary. All materials shall be new and installed for the purpose of which they were manufactured.

**Q. Brand Name Specification**

Where applicable a brand name or equal specification as used in this solicitation, the brand name specification is for the purpose of describing the standard of quality, performance and characteristics desired and not intended to limit or restrict competition. Should a contractor object to the specified product the burden of proof to demonstrate an equal to the specified product falls upon the challenging contractor to show his product to be equal to or better than the one specified. Contractors may submit proposals from manufacturers not specified herein.

**R. Law, Rules and Regulations**

The work shall comply with all federal, state and local codes, rules and regulations including all ordinances and other statutory provisions pertaining to this class of work. Such Rules, Codes, Regulations and Ordinances shall be considered a part of these specifications. Any conflict between the RFP requirements and the aforementioned

rules shall be noted by the contractor at the time the proposal response is submitted. All safety precautions shall be taken by the contractor to ensure a safe work environment for employees performing the work on behalf of the contractor and to protect the site to prevent visitors from being injured.

**S. Prime Contractor Responsibilities**

The selected contractor will be required to assume full responsibility for all services offered in his proposal. Further, the County of Monroe will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The prime contractor shall be responsible for the coordination and supervision of all subcontractors and trades employed in this contract. The contractor shall list the names of all subcontractors to be employed under this contract.

**T. Insurance-Responsibility for Damage Claims.**

The Contractor and his surety shall indemnify and save harmless the County and all his officers, agents and employees' representatives all suits, actions, or claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property by or from the said contractors or their employees or by or in consequence of any neglect in safeguarding the work or through the use of unacceptable materials in the work or by or on account of any act or omission, neglect, or misconduct of the said contractor or by or on account of any claims

Or amounts recovered by any infringement of patent, trademark or copyright, or from any claims or amounts arising or recovered under the Workmen's Compensation Law or any other law, Ordinance, order or decree. So much of the money due the said contractor under and by virtue of his contract, as shall be considered necessary by the owner may be retained or in case no money is due his surety shall be held until such suit or suits, action or actions, claim or claims for injuries or damages as aforesaid shall have settled and satisfactory evidence to that effect furnished to the owner. The finalist contractor, at its expense, must maintain during the term of any subsequent contract the following insurance:

Workers' Compensation Insurance which meets Michigan statutory requirements.

Each vendor shall take out and maintain during the life of this contract Workmen's Compensation Insurance for all employees employed at the site of the project and, in case any of the work is sublet, the vendor shall require the sub-contractor to provide such insurance. Proof of compliance with the Workmen's Compensation Laws and Social Security Laws shall be filed with and kept in full force and effect on file with the County at all times, until all the work on the project provided to be done under this

contract has been fully and finally completed. This shall be an absolute responsibility and duty of the vendor, who agrees to indemnify and save harmless the County from any contributions or taxes or liability.

Comprehensive General Liability Insurance with minimum limits of bodily injury of \$500,000 each person and \$1 million dollars aggregate and with minimum limits for property damage of \$2, 000,000 each occurrence and \$2 million dollars aggregate.

Comprehensive Automobile Liability (including hired and non owned vehicles) with Michigan no-fault coverage, with minimum limits for bodily injury of \$500,000 each person and \$1 million dollars each accident and with minimum limits for property damage of \$500,000 each accident.

Insurance policies must name the finalist contractor as the insured, along with the County as additional insured, and must not be canceled or materially changed without at least 30 days prior notice from the contractor or contractor's agent to the County. The contractor must submit certificates evidencing the insurance to the County at the time the contractor executes the contract, and at least 15 days prior to the expiration dates of expiring policies.

Certificates of Insurance acceptable to the County shall be filed with the County prior to commencement of the work. The contractor agrees that its insurance carriers waive subrogation against the County, its agents or employees with respect to any loss covered by the contractor's insurance.

#### **U. Workmanship**

All tradesmen shall be thoroughly experienced in the particular class of work upon which employed and the work and finished product shall be of a first class quality. Employees of the contractor shall perform work that conform to standard, state of the art practices for this class and type of work. Once the project installation begins by execution of a purchase document all work by the contractor shall be completed in the most expedient manner possible.

The contractor assumes full responsibility to carefully examine the work requirements before submitting a proposal. All proposals shall take into consideration all such conditions as may affect the work under this contract. The Contractor shall verify all conditions, locations, existing equipment etc. in order to achieve full understanding of the scope, nature and character of the work. The submission of a proposal automatically implies that the contractor is thoroughly familiar with the work to be performed and the County's requirements and expectations. No claims for extra compensation may be made after submittal of a proposal and acceptance by the County of the proposal.

**V. Owner's Representative**

The contractor shall allow at any time during the contract the access of the County's Representative to view, inspect or otherwise observe the work in progress. The only exception to this is when safety of the representative would be at issue. The County's Representative for this contract will be Michael Bosanac or his designee who will coordinate with other County employees for the completion of the work. Any approvals, questions, demands etc. from the contractor shall be forwarded to this person for direction to the contract. No other County Representative shall bind the County to additional costs or make any changes to the Project Scope.

**W. Guaranty/Warranty**

The contractor shall and hereby does warrant all work performed by him or subcontractors employed by him and agrees to deliver warranties to the County for the work for which guarantees are required. All warranty terms for all products and services shall be defined in the proposal response. All workmanship covering the project shall be covered with an installation contractor one (1) year unconditional warranty and the carpet tiles shall be covered by a standard manufacturer's warranty.

**X. Freedom of Information Act**

Information submitted in vendor proposals becomes public information and as such is subject to public disclosure and review under the Michigan Freedom of Information Act. Information contained in the vendor's proposal which is company confidential must be clearly identified in the proposal itself.

**END OF RFP**

PROPOSAL FORM  
MONROE COUNTY CARPET REPLACEMENT PROGRAM

We, the undersigned, propose to provide carpet tiles/squares with a complete installation accordance with the Request For Proposal dated February 21, 2019 to the County of Monroe for the following sums:

**YEAR 1 PRICING**

**BASE BID:**

Material & Labor Total Cost Per Square Yard:

Dollars (\$\_\_\_\_\_)

**VOLUNTARY ALTERNATE PRICING:**

**VOLUNTARY ALTERNATE if Applicable:**

Provide a short description of the proposed voluntary alternate for the County to consider:\_\_\_\_\_

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**VOLUNTARY ALTERNATE BID:**

Material & Labor Total Cost Per Square Yard:

Dollars (\$\_\_\_\_\_)

**YEAR 2 PRICING**

**BASE BID:**

Material & Labor Total Cost Per Square Yard:

Dollars (\$\_\_\_\_\_)

**VOLUNTARY ALTERNATE PRICING:**

**VOLUNTARY ALTERNATE if Applicable:**

Provide a short summary description of the proposed voluntary alternate for the County to consider:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**VOLUNTARY ALTERNATE BID:**

Material & Labor Total Cost Per Square Yard:

Dollars (\$\_\_\_\_\_)

Sub-contractors proposed to be used on the job:

\_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_