

Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
(989) 667-3271

Request for Proposal
Carpeting – BACC
December 1, 2005

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from Flooring Companies for carpet and installation at the Bay-Arenac ISD Career Center.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

David Bourdon
Building Operations Supervisor
Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
Phone: 989.667.3270

Completed proposals must be received at the address noted above by Wednesday, January 4, 2006 at 1 pm. Proposals must be submitted in a sealed envelope that is clearly marked "BID OR PROPOSAL". Proposals submitted by facsimile will not be accepted. All proposals will be opened at the specified time and will be read aloud. The public is welcome to attend this bid opening.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase of audit services solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district.

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for services and does not constitute an agreement for those services. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal.

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to David Bourdon at the address noted above or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Bourdon is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

INSURANCE

The successful bidder is required to show certificate of Professional Liability and Workers Compensation Insurance.

TIME TABLE:

1. Release of RFP on or about December 1, 2005.
2. Mandatory walk through December 14, 2005 at 4 p.m. (those wishing to take measurement will be able to do so at 4:30 p.m.)
3. Proposals due at 1 p.m. on Wednesday, January 4, 2006.
4. Sealed Proposals will be opened at 1:15 p.m. on January 4, 2006.
5. Board of Education action on Monday, January 16, 2006.
6. Notification to all firms as soon as possible after January 16, 2006.
6. Work to be conducted during a mutually agreeable time for all.
7. Completion date: June 1, 2006

REQUIREMENTS:

Scope of service:

Removal of existing Carpet and Floor Prep.

Provide and Install Carpeting for Bay-Arenac ISD Career Center Administration Office Area as follows:

- 1.) Main Carpet - Approximately 533 sq. yds.
 - Interface Carpeting CPT Tile – Style: Route 66 – Color: 5190 Grante – Backing: Glasbac
 - Adhesive
 - 4” Vinyl Cove Base: P185 Burgundy
 - All Prep work
 - Freight costs, Removal, & Installation
- 2.) Design – Approximately 4 sq. yds.
 - Bigelow Carpeting 12’ Broadloom – Style: Teasel BC 125 Everset – Color: 944 Sky Fog
 - Adhesive
- 3.) Border and Design – Approximately 53 sq. yds.
 - Bigelow Carpeting 12’ Broadloom – Style: Teasel BC 125 Everset – Color: 473 Mellow Wine
 - Adhesive

METHOD OF EVALUATING PROPOSALS

- Proposals will be evaluated with a strict emphasis on quality. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the firm that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

NOTICE OF NONDISCRIMINATION

The Bay-Arenac ISD does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Michael R. Dewey, Superintendent
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 686-4410

PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 1 p.m. on Wednesday, January 4, 2006.**

BACC Administration Office Area:

Interface Carpeting (5190 Grante): \$ _____

Bigelow Carpet – Design (944 Sky Fog) \$ _____

Bigelow Carpet – Border & Design (473 Mellow Wine) \$ _____

4” Vinyl Cove Base (Burgundy) \$ _____

Removal of Existing Carpet \$ _____

Installation: \$ _____

Total Bid: \$ _____

Bid to include but not limited to freight, adhesive, transition strips, floor prep. Etc....

Name of Firm: _____

Address: _____

Telephone: _____

(Please Type or Print) Name

Title

Signature

Date