

Bay-Arenac ISD
4155 Monitor Road
Bay City, MI 48706
(989) 667-3270

Request for Proposal
Carpeting, Wallcovering, and Recovering Chairs
December 1, 2009

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting bids from qualified vendors for carpeting, wallcovering, and recovering chairs for Bay-Arenac Career Center, located at 4155 Monitor Road, Bay City, MI 48706.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered, your company 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
989.667.3270

Completed proposals must be received at the address noted above by 1:00 p.m. on Wednesday, December 23, 2009. Proposals must be submitted in an envelope that is clearly marked "Carpeting, wallcovering, and chair recovering Bid". 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 bid for the Carpeting, wallcovering, and chair recovering 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 equipment with the company 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(s).

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.

TIME TABLE:

1. Release of RFP on or about December 1, 2009.
2. Mandatory walk through at 10:45 a.m. on Wednesday December 9, 2009
3. Proposals due at 1:00 p.m. on Wednesday, December 23, 2009.
4. Sealed Bids will be opened at 1:15 p.m. on December 23, 2009.
5. Presented to the Board of Education for approval on January 18, 2010.
6. Notification to all companies as soon as possible after January 18, 2010.

REQUIREMENTS:

Chair recovering should be done with 10-12 chairs at a time – for continued use of chairs during transition. Chairs are to be recovered and repainted. Vinyl Wallcovering – including materials, painting, chair rail, removal of existing wallcover and prep walls. Installation of carpet tile is to include 4” cove base and transition, removal of existing carpet and prep of area.

Bid specifications for all carpeting, wallcovering, and chair recovering must match specifications on the bid sheet or be of equal specifications to be accepted. Please include all cost factors and a specific delivery time frame. Please include color samples of items bid.

METHOD OF EVALUATING PROPOSALS

After the bids have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the Vendor that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

PAYMENT

Final payment to the successful bidder will be paid upon delivery of product.

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

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4155 Monitor Rd.
Bay City, MI 48706
989.667.3270**

PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your business.

Olson Classroom Stools:

<u>Qty</u>	<u>Description</u>	<u>Each</u>	<u>Total</u>
63	Recovering and repainting of existing Chairs – suggested covering: Manufacturer: ARC COM Pattern: Eclipse AC-68829 Color: Dawn #10	\$_____	\$_____
1	Vinyl Wallcovering Including removal & prep Suggested wallcovering: Manufacturer: Versa Pattern: Seneca Color: Verbena 2 1/2" Hardwood Bullnose Chair Rail	\$_____	\$_____
1	Carpet Tile – including cove and transition Removal and prep work Suggested Carpet tiles: Style: Complex Modular DT 135 Color: 1378 Brilliant Backing: ECO Flex Back	\$_____	\$_____

Tax Exempt (Education)

Freight & Delivery : _____ \$_____

Please include estimated Delivery time. _____

Total Price: _____ \$_____

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your business.

Name of Company: _____

Address: _____

Telephone: _____

(Please Type or Print) Name

Title

Signature

Date