

John English Administrative Center
24661 Lahser
Southfield, MI 48034

Purchasing/ Food Service
Phone: (248) 746-8519
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SOUTHFIELD PUBLIC SCHOOLS

INVITATION TO BID CARPET

The Southfield Board of Education will accept bids for carpet installation in Southfield Lathrup High School Library:

All bids to be delivered to:

**MARTHA RITCHIE
PURCHASING MANAGER
SOUTHFIELD PUBLIC SCHOOLS
24661 LAHSER ROAD
SOUTHFIELD, MI 48033**

Bids to be in a sealed envelope clearly marked "**CARPET**" and returned no later than 2:00 p.m. E.S.T., Monday, June 29, 2009 at which the quotes will be opened and publicly read. Bids must be submitted on the official **FORM** provided. The board reserves the right to reject any or all bids.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

INSTRUCTIONS TO BIDDERS and CONDITIONS:

1. Bids are due and will be publicly read Monday, June 29, 2009 at 2:00 p.m. in the lobby area of the J.W. E. Administration Building, 24661 Lahser, Southfield, MI 48033

2. Bids to be in sealed envelopes, labeled with bidders name and address clearly marked: "CARPET".

3. The Board reserves the right to reject any and all bids or waive any part thereof.

4. Federal, state or local taxes are NOT to be included in price.

5. Any questions are to be directed to the Purchasing Manager, Martha Ritchie, (248) 746- 8519 or Dennis Gregory (248) 746.8542.

6. Bids to remain firm for sixty days.

7. REFERENCES: The contractor must provide the names, addresses and telephone numbers of at least five accounts of similar size, schools preferred.

8. TERMINATION: The Southfield Public Schools reserves the right to terminate any award to the bidder for cause, without liability, upon 30 days notice from the Purchasing Manager or his authorized representative.

9. INSURANCE REQUIREMENTS: The contractor will secure and maintain during the term of the contract insurance from and insurance company authorized to do business in the State of Michigan that will protect the School district from all liability (public liability, personal injury and property damage) claims which may arise from operations under the contract. The contractor may not start work until evidence of all required insurance has been submitted and approved by the school district. The contractor must cease work if any of the required insurance is canceled or expires. Three (3) copies of certificates of insurance shall be submitted to be approved by the school district prior to the execution of the contract.

The Certificate shall specifically name the school district as an additional insured party.

The certificates must contain the agreement of the insurance company notifying the school district in writing ten (10) days prior to any cancellation or material alteration of the policy. The limits of insurance shall not be less than the following:

A. Workers Compensation Insurance in the amount required by Michigan Law.

General Liability:	
Bodily Injury and Property Damaged Combined	
Each occurrence	\$500,000.00
Aggregate	\$1,000,000.00
Personal Injury	\$500,000.00

10. INSPECTION OF WORKSITE:

Before submitting a bid, each bidder shall inspect the site of the proposed work to arrive at a clear understanding of the conditions under which the work is to be done. He will be held to have compared the premises with the specifications, and to have satisfied himself as to all conditions affecting the execution of the work. Claims for extra payments based on lack of knowledge of existing circumstances will not be allowed. Contact Dennis Gregory at 248.746.8524 to arrange inspection time.

11. A catalog, description, or a brand and model designation when provided is included in the specification to establish minimum levels of performance, characteristics, quality, capacities, features, workmanship and materials. Use of catalog numbers and other requirements set forth in specifications are not intended to preclude use of any other approved manufacturers products or procedures which may be equivalent, solely as determined by the school district but are given for purposes of establishing standards of design, function and quality of materials, construction, and workmanship. Alternate suggestions may be offered if deviations from specifications are minor and if all deviations are properly outlined on an attached sheet, failure to outline all deviations may be grounds for rejection of your bid.

12. The decision of the Southfield Public Schools, acting through the Purchasing Manager, or her authorized representative, shall be final as to what constitutes acceptable deviations from specifications. The Southfield Public Schools will consider any alternates submitted, but reserve the right to reject low bids which are not considered equal.

13. Award - The Southfield Board of Education reserves the right to make an award to the lowest responsible net bidder or to split the award in whatever manner may be deemed to be in the district's best interest. The Board of Education reserves the right to reject bids which do not meet specifications.

14. Prices bid must **include freight, delivery, handling charges, and installation.**

15. All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of the school district, intermediate superintendent of the intermediate school district, or chief executive officer of the public school academy. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

16. 5% Bid Bond: A certified check or bank draft payable to Southfield Public Schools, or a satisfactory bid bond executed by the bidder and a surety company in the amount equal to not less than five percent of the maximum bid amount shall be submitted with each proposal.

17. Any licenses or permits that may be required to perform any of the work or provide any equipment anticipated by this request for bids shall be obtained by and at the expense of the service provider. Evidence of any required licenses or permits shall be provided to the School District upon request. Any fines or penalties levied by any governmental entity for conduct by the service provider in connection with the work contemplated by this request for bids shall be paid for by the service provider.

18. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond covering the faithful performance of the Contract and payment of all obligations arising there under, each in the amount of one hundred percent (100%) of the contract amount. The cost of such bonds shall be included in the Bid.

19. Vendor to pay Prevailing Wages. Prevailing wage rates posted on Southfield Public School website at www.southfield.k12.mi.us.

Southfield Public Schools Carpet Request for Proposal Specifications

SCOPE

The Southfield Public Schools District is seeking bids to furnish, deliver and install carpet in the Southfield Lathrup High School library. Southfield Lathrup is located at 19301 W. 12 Mile, Lathrup Village, MI 48076. The scope of work includes removal of the old carpet, installation of the new carpet squares, repair of the floor if needed, installation of new cove moldings and moving the bookcases. The District will remove loose furniture (i.e. tables and chairs). Moving of the bookcases before installation and set back in place after installation to be bid separately on the official bid form as an alternate.

MATERIALS

Acceptable carpet: Collins and Aikman Carpet squares, Style 03092 Illusory, Color 10707 Ambrosia or equal as approved by purchasing manager.

PREPARATION

1. Loose furniture will be moved side to side and put back in place by owner.
2. Contractor shall remove existing carpet, pad, tack strips, etc. in this contract and shall properly dispose of off site.
3. Prior to laying carpet floor shall be thoroughly broom cleaned and all grease, loose tile, oil, paint, plaster droppings or other foreign materials removed.
4. Inspect floor or area to be carpet for uniform substrate. Report any conditions adverse to proper substrate. Beginning of work constitute acceptance of substrate.
5. Carpet contractor shall patch and or replace tile as required for uniform base in this contract.
6. Vacuum floor surface.
7. All floor covering materials shall be delivered to project three days prior to installation per owner's schedule to achieve temperature stability. Specific location for storage to be coordinated with owner representative.

INSTALLATION

1. All carpeting shall be installed by qualified mechanics trained and approved by manufacturer. Installation shall be in strict accordance with manufacturer's latest printed instructions.
2. Carpet shall be laid per approved seam diagram. Secure to sub floor with recommended adhesive. Slightly stretch to lie flat on floor, leaving no bubbles or wrinkles on surface of carpeting.
3. Carpet cushion shall be installed with adhesive to substrate. Carpeting shall be installed with adhesive by direct glue down method.
4. Install carpet with grain carpet in same direction. Lay out carpet evenly along walls, opening and projections. Open all folding partitions, position seam under center of these partitions. All seams shall be made in strict accordance with carpet manufacturer's instructions. Finished installation shall be free of scraps, ripples and puckers.
5. Not more than two cross seams will be allowed in any fill area.
6. Trim strips and moldings shall be installed on all exposed edges of carpet that abut adjacent floor finishes.
7. Cut out carpet as required at any existing utility access covers. Furnish and install cover assemblies as required. Finished covers shall be as inconspicuous as possible, and flush to carpet.

CLEANING & MAINTENANCE

1. Upon completion of carpet installation remove loose threads, dirt carpet scraps and debris from surface of carpet. Clean carpet with broom or beater type vacuum cleaner. Remove soiled spots and excessive adhesive with proper spot remover. Trim all loose pieces of face yarn with sharp scissors. Clean up and remove all debris from site.
2. The carpet manufacturer shall submit two copies of maintenance manuals to owner indicating proper maintenance recommendations for carpeting materials specified.

SHOP DRAWINGS

1. Upon award submit complete working layout for each area to be covered indicating location of all seams for approval in writing to owner representative.
2. Layout shall indicate pattern, color, direction of carpet, type of trim strips and other pertinent installation details.

GUARANTEES AND CERTIFICATES

1. Submit Affidavits to Michigan State Fire Marshall certifying that carpet installation, including carpet and adhesives used for not exceed the maximum flame spread fuel contributed d and smoke development requirements specified herein as attested by a recognized testing laboratory in accordance with ASTM E-84 and the State of Michigan.
2. Submit 3 references of school or major commercial installation of specified or proposed alternate carpet.

DELIVERY AND INSTALLATION

Carpet installation to occur after the library is painted. Painting is anticipated to be completed no later than July 6, 2009. Carpet installation can begin after that date and is required to be completed by August 14, 2009. Installation may occur Monday through Friday 7:00-4:00 p.m.

MEASURING

The contractor is responsible for measuring the site. A floor plan with the areas to be carpeted shaded is included in the specifications.

**SOUTHFIELD PUBLIC SCHOOLS
OFFICIAL BID PROPOSAL FORM
CARPETING**

The undersigned having familiarized himself with all local conditions to be encountered affecting the cost of the work and examined the specifications does hereby propose to perform everything required to be performed and to furnish all of the labor, materials, services, equipment and tools necessary to complete the work required in connection with the said, project, in accordance with the specifications for:

Bid to provide and install carpet as specified

Bid: \$ _____

Brand and style bid: _____ -

Alternate I Bid to remove bookcases before installation and set back in place after installation:

Alternate I: \$ _____

Company Name: _____
Address: _____
Email Address: _____
Authorized Signature: _____
Name/Title: _____
Phone Number: _____
Cellular Number: _____

Fax: _____
Date: _____

Southfield Public Schools

Sworn and Notarized Familial Disclosure Statement

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Southfield Public Schools Board of Education of the Superintendent of Southfield Public Schools. The District will not accept a bid that does not include this sworn and notarized disclosure statement.

The following familial relationship exists between the owner or any employee of the bidder and member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Owner/Employee Name	Related to:	Relationship
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	
5. _____	_____	

Attach additional pages if necessary to disclose familial relationship.

There is no familial relationship that exists between the owner and any employee of the bidder and any member of the Southfield Public Schools Board of Education or the Superintendent of Southfield Public Schools.

Bidder's Firm Name _____

By (Signature) _____

Printed Name & Title _____

Subscribe and sworn before me this _____ Day of _____, 20__ a Notary Public

In and for _____ County

(Signature)

NOTARY PUBLIC

My Commission expires _____

SEAL

Map of Southfield Lathrup Library

