

Town of Jay

Request for Proposals - Invitation to Bid Municipal Building Carpet and LVT Replacement

The Town of Jay is seeking proposals to replace some of the flooring in the Town of Jay Municipal Building at 340 Main Street, Jay, Maine. Bids are to be in sealed envelopes clearly marked “Municipal Building Carpet and LVT Replacement” and are due by Thursday, August 8, 2024 at 2:00 PM at the Town Office, 340 Main Street, Jay, ME 04239. Bids will be publicly opened at that time and will be reviewed at the Select Board meeting on August 12th at 6:00 p.m. and awarded either at the meeting or discussion of the award will continue and be announced. Bids submitted via email, fax, or any other way than in a sealed, marked envelope will not be accepted. Installation shall be completed by December 1, 2024.

Bidders shall be regularly engaged in the carpet and LVT installation trade and the Town will require references be provided. The successful contractor, and sub-contractors if any, shall provide proof of general liability insurance in the amount of \$1,000,000 that names the Town of Jay as an additional insured and, if applicable, workers compensation insurance in the state statutory amount prior to commencement of work. Guarantees and warranties on workmanship and material shall be stated in the bid. The Town of Jay reserves the right to accept or reject any or all bids. The successful bidder shall be selected based on the ability to fulfill the project as described for the cost deemed to be in the best interest of the Town.

Questions may be directed to: Ronda Palmer, Office Manager or Shiloh LaFreniere, Town Manager - 340 Main Street, Jay, ME 04239 – 207-897-6785 - joffice@jay-maine.org

Scope of Work: Provide all labor, materials, fasteners, equipment and incidentals needed to replace the carpet and LVT in various offices and common spaces in the Municipal Building, including the Town Office and Police Department. (See attached floor plan.) The project shall include, but not be limited to:

- Removal and offsite disposal of existing flooring
- Floor prep as needed for installation. (Removal and replacement of all furniture will be done in-house and will not be the responsibility of the contractor.)
- Carpet for areas identified on the floor plan. Preference is for low pile, carpet squares but the Town is open to suggestions. Color choices shall be provided for Town approval.
- LVT for areas identified on the floor plan. Color choices shall be provided for Town approval.
- 10% additional flooring for future use.

It will be the contractor's responsibility to measure the area. All measurements and specifications provided in this RFP and/or by the Town of Jay are for reference only. Contractors submitting a bid are encouraged to conduct a site visit. Work will need to be sequenced to allow for Town Office and Police Department functions to continue. Some functions could be closed for a short time to accommodate installation.

Town of Jay - Municipal Building Carpet and LVT Replacement
Bid Submission Form

Company Name: _____

Address: _____

Phone: _____ E-mail: _____

Point of Contact: _____

TOTAL BID (Includes all Scope of Work items): _____

Specification of project details, guarantees and warranties on workmanship and material:

_____ Attach additional documents as necessary.

Approximate date of installation: _____

Approximate number of workdays necessary to complete: _____

References (List at least 3 references with names and contact information.):

I understand that the project as described is to be completed by December 1, 2024. I understand that the Town of Jay reserves the right to accept or reject any or all bids. I understand that I will be required to file proof of general liability insurance and workers compensation insurance and will sign an Independent Contractor Agreement if awarded the bid for this project. I guarantee the price stated above through December 1, 2024.

Signature: _____ Date: _____

Printed Name & Title: _____

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