

Bay-Arenac Intermediate School District

Request for Proposal

for

**Carpet Replacement
Living and Learning Center – Bay Campus
1435 W. Center RD. Essexville MI 48732**

**Educational Service Center
4228 2 Mile Rd, Bay City MI 48706**

**Career Center
4155 Monitor Rd. Bay City MI 48706**

Proposals due: Tuesday, May 30, 2023 by 2:00 p.m.



**Contact:
Becky Smith
989-667-3201
smithr@baisd.net**

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from qualified vendor for carpet removal, disposal, labor, materials, supplies and installation of new carpet tiles. The replacement will include:

- Carpet Tiles – chosen by the district
- Providing the trim/base removal and replacement
- Adhesive
- Basic floor patch, floor leveling, subfloor replacement/repair as needed
- Installing and removal of molding/transition/trim
- Removal and disposal of existing carpet tiles and cove base

Career Center – South Stairway 897 square feet

Educational Service Center – Special Education Itinerant area – 3034 square feet

LLC Bay Campus – multiple classrooms 9945 square feet

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

Completed proposals must be received by **2:00 p.m. on Tuesday, May 30, 2023** at:

**Bay-Arenac ISD
Educational Service Center
Business Office
4228 Two Mile Rd
Bay City, MI 48706**

Proposals must be submitted in an envelope that is clearly marked **“Carpet Replacement”**. Proposals submitted by facsimile or email will not be accepted.

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 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. (See *Method of Evaluating Proposals* on page 3.)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product and does not constitute an agreement for that product. 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 Becky Smith at the address noted above or by telephone or email. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Becky Smith 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 Wednesday, May, 17, 2023.
2. Proposals due at 2:00 p.m. on Tuesday, May 30, 2023.
3. Bids will be opened at 2:15 p.m. on Tuesday, May 30, 2023.
4. Board of Education action on Monday, June 19, 2023.
5. Notification to all firms as soon as possible after Monday, June 19, 2023.

PROJECT QUALIFICATIONS:

The Bay-Arenac ISD is soliciting proposals from qualified vendor for the total cost of carpet removal, disposal, labor, materials, supplies and installation of new carpet tiles. The replacement will include:

- Carpet Tiles – chosen by the district
- Providing the trim/base removal and replacement
- Adhesive
- Basic floor patch, floor leveling, subfloor replacement/repair as needed
- Installing and removal of molding/transition/trim
- Removal and disposal of existing carpet tiles and cove base

Career Center – South Stairway 897 square feet

Educational Service Center – Special Education Itinerant area – 3034 square feet

LLC Bay Campus – multiple classrooms 9945 square feet

REQUIREMENTS:

The qualified firm will be licensed and insured.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor(s) that is/are most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

**BAY-ARENAC ISD
REQUEST FOR 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 2:00 p.m. on Tuesday May 30, 2023.**

QUALIFICATIONS

NOTE: Each cost listed below must be a total cost that includes any and all shipping and installation.

District Carpet Replacement

The Bay-Arenac ISD is soliciting proposals from qualified vendor for carpet removal, disposal, labor, materials, supplies and installation of new carpet tiles. The replacement will include:

- Carpet Tiles – chosen by the district
- Providing the trim/base removal and replacement
- Adhesive
- Basic floor patch, floor leveling, subfloor replacement/repair as needed
- Installing and removal of molding/transition/trim
- Removal and disposal of existing carpet tiles and cove base

Career Center – South Stairway 897 square Feet

Educational Service Center – Special Education Itinerant area – 3034 square Feet

LLC Bay Campus – multiple classrooms 9945 square feet

The named company hereby submits a bid of \$_____ (all items listed in requirements included).

Name of Vendor _____

Telephone: _____

Address: _____

Name of Person in Charge of Account (Please Print)

Title

Signature

Date

Familial Disclosure Form

The undersigned, the owner or authorized officer of _____ (the "Proposer"), pursuant to the familial disclosure requirement provided in the Bay-Arenac Intermediate School District Request of Proposals and Specifications, hereby represent and warrant, except as provided below, that no familial relationship exist between bidder(s) or any employee of BAISD, and any member of the Board of Education of the School District or the Superintendent of the Schools or the LEAs listed in the Request for Proposal.

List any Familial Relationships:

Dated: _____

PROPOSER: _____

By: _____

Its: _____

State of Michigan)
County of _____)^{ss}:

This instrument was acknowledged before me on the ____ day of _____, 20__, by _____.

Notary Public, _____ County, Michigan
My Commission Expires: _____
Acting in the County of _____

Assurances and Certifications

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

The prospective contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded for from participating in this transaction by any Federal department of agency. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this proposal.

Certification Regarding Nondiscrimination Under Federally and State Assisted Programs

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the MDE.

Assurance Regarding Access to Records and Financial Statements

The applicant hereby assures that it will provide the pass-through entity, i.e., Bay-Arenac ISD, and auditors with access to the records and financial statements as necessary for the pass-through entity to comply with Section 400 (d) (4) of the U.S. Department of Education Compliance Supplement for A-133.

Iran Economic Sanctions Act

The prospective contractor certifies that its organization, by submission of this proposal, is not an Iran Linked Business. Please refer to the "Iran Economic Sanction Act" Public Act 517 for clarifications or questions. Bay-Arenac ISD as a Michigan public entity is required to follow Public Act 517 of 2012.

Dated: _____ PROPOSER: _____

By: _____

Its: _____

State of Michigan)
County of _____)^{ss:}

This instrument was acknowledged before me on the _____ day of _____, 20____, by _____.

Notary Public, _____ County, Michigan
My Commission Expires: _____
Acting in the County of _____