



**Charter Township of West Bloomfield  
Request for Quote  
Clerk's Office- New Carpet Installation**

**Bid Number #01222018**

**Deadline: Tuesday, February 5, 2018 @ 2 p.m.**

The Charter Township is requesting quotes from experienced qualified bidders for the purchase and installation of new carpet tile and vinyl wall base moldings for the Clerk's office at West Bloomfield Town Hall. Sealed bids will be received by the Charter Township of West Bloomfield Clerk's Department at 4550 Walnut Lake Road, West Bloomfield, Michigan 48323 until **2:00 P.M., February 5, 2018** at which time the name of submitting proposers will be read.

*A walk-thru meeting will be held January 31, 2018 at 10am at the West Bloomfield Town Hall, located at 4550 Walnut Lake Road, West Bloomfield, MI 48323, for contractors to familiarize themselves with the conditions of the site. It shall be the responsibility of the contractor to determine and provide all materials required and incorporate all such items in their quote.*

Bid documents may be obtained at the Township Clerk's office during normal working hours 8:00 am – 4:30 pm or through the Michigan Intergovernmental Trade Network (MITN) [www.MITN.info](http://www.MITN.info)

**WEST BLOOMFIELD TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS AND TO WAIVE ANY IRREGULARITIES.**

**QUOTE SUBMITTAL:**

1. All quotes must be submitted in a sealed envelope or package, and must include the following information on the exterior of the package. No faxed or emailed bids will be accepted.
  - **Bidder's Business Name and Address**
  - Bid number and Proposal Name

Send quotes to:

Township of West Bloomfield Clerk's Department  
4550 Walnut Lake Road, West Bloomfield, Michigan 48323

**DO NOT PUT YOUR QUOTE IN THE TOWNSHIP DROP BOX.**

It is the responsibility of the Bidder to ensure that the quotes arrive on time and at the right place.  
**Any quotes received after the above date and time will be disqualified.**

2. The township does not pay state tax on materials ordered. Prior to ordering the contractor will be given the necessary documentation to meet this requirement Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The Township will furnish the successful bidder with tax exemption certificates when requested.

### **Minimum Scope of Service:**

This is a time is of the essence contract and all work must be completed in the stipulated timeframe to minimize disruption to the Clerk's Office operations. The overall project must be completed before March 16, 2018.

The successful contractor will order, deliver and install the selected carpet tiles and vinyl wall base molding and all other material required for the installation of carpeting in the clerk's office.

All work shall be completed in accordance with manufacturer's instructions, specifications and standard trade practices.

Contractor shall prep the area for installation as per the recommendation of the manufacture.

The Contractor shall confine his operations to the areas to be improved. No storage of materials is allowed on site prior to the installation period. Contractor is to store carpet tiles, vinyl base molding, adhesives at his facility until the installation date. The contractor is to deliver all materials to the site.

The Contractor must allow for staging of the carpeting installation. Contractor may need to remove and relocate various work stations, shelving, desks and other hard case items to facilitate the installation of the carpeting.

Work hours shall be Monday through Friday from 7:30 am to 4:00 pm. Weekend work may be allowed only with the permission of the Township representative.

The contractor is to maintain the work area in a neat and tidy condition. The work shall not be considered as completed, nor will final payment be made until the area has been restored to a neat, orderly appearance acceptable to the Township representative. The contractor shall have access to the dumpster on site for remove of any installation debris.

A preconstruction meeting will be held prior to the start of installation.

The contractor is to provide all warranty documents to the Township representative.

### **SAFETY:**

All contractors and subcontractors performing services for the Township are required and will comply with all Occupational Safety and Health Administration (OSHA), State and Township Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors will be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract. Contractor shall provide all safety equipment, as necessary.

Contractor shall take all necessary measures to prevent damage to other areas adjacent to his work. Should damage occur as a result of the Contractor's work, the Contractor is responsible for the repair and/or replacement of the damaged area and to restore to original condition. Otherwise the Township shall repair

and/or replace the damaged area and charge the Contractor or deduct the amount from the Contractor's invoice. Contractor shall also be responsible for all costs related to the relocation of, damage to, repair of, any existing utility runs and/or improvements which are damaged as a result of contractor or subcontractor in or around the premises.

All contractors shall, at the end of each workday, clean area of work and secure all equipment in a safe condition. Contractor shall store materials, supplies and equipment in a neat and orderly manner so as not to unduly interfere with the progress of work, the work of other contractors or the operation of Township business. Contractor shall not unload, move, hoist and/or store material or equipment so as to interfere with normal use of facilities, roads, driveways, sidewalks or building entrances, except with prior written authorization by the Charter Township of West Bloomfield. All surfaces involved in the work shall be cleaned and made ready for use. Contractor shall remove all rubbish and debris from Township property and legally dispose of it.

Contractor is responsible for the storage and security of equipment and materials and that of their subcontractors. Location of materials and equipment storage, vehicle parking and staging areas shall be established, only after approval by the Charter Township of West Bloomfield.

Contractor shall perform cleanup of work area on a daily basis to remove debris from that day's work. At the completion of the work, the contractor shall remove all equipment, surplus material, rubbish and debris, etc., from the premises.

### **Material Requirements:**

The following material selection has been made for the Clerk's office:

#### Carpet Tile

24"x 24" carpet squares, glued to the floor, Diffuse, Random Pattern, Magnetic Fields 75505 by Shaw Contract Group. No substitution of material is allowed.

#### Rubber/Vinyl Base Molding

Pinnacle Type TV, 6" with cove, 150 Dark Gray by Roppe.

Quantities provided on the attached exhibit A are for bidding purposes only. The successful contractor is to field measure and determine the amount of carpeting and base moldings prior to ordering. It shall be the responsibility of the Contractor to determine quantities of any special materials required and incorporate any such items into their proposal. There will be no change orders based on mistaken quantity, count, measurements or dimensions.

The contractor is to include a 5% attic stock of all materials.

Products shall be new and free from defects in material and workmanship from the date of their original purchase, for normal commercial use and for applicable warranty period specified. Products will conform to specifications and other descriptions and to accepted samples, will be merchantable, and if ordered for a specific purpose, will be fit for such purpose. Contractor shall repair or replace within 48 hours, without charge to the original purchase, any product or part thereof which fails as a result of such a defect during the warranty period.

**PROPOSED PRICE:**

The prices proposed shall be held firm for 120 days or final award of contract, whichever comes first, except the successful proposal prices shall be held firm for the entire contract period. The terms and provisions of this quote shall become contractual obligations if a contract ensues. Failure of the successful Contractor to accept these obligations may result in cancellation of the award.

The Contractor shall be required to provide a certificate of insurance evidencing the required coverage prior to execution of the contract and the policies shall include the additional insured language. In addition, a copy of your current insurance coverage must be attached to this bid.

The Contractor shall, at its own expense, protect, defend, indemnify and hold harmless the Charter Township of West Bloomfield, its elected and appointed officials, employees and volunteers and others working on behalf of the Charter Township of West Bloomfield, against any and all claims, damages (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.



**Charter Township of West Bloomfield  
Quote for  
Clerk's Office- New Carpet Installation**

The undersigned propose to furnish all materials and provide installation of the items listed in this document and guarantee that if awarded the bid, we will furnish this in accordance with the attached specifications.

**BIDDER INFORMATION**

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Firm Established:** \_\_\_\_\_ **Years in Business:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_ **State of Organization:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>Bid Item</b>	<b>Price per Unit (Purchased and Installed)</b>	
Carpet Squares, 24"x 24", Magnetic Fields Approximately 2,360 sft including attic stock		
Base Molding, Pinnacle Type TV, 6", cove, Approximately 600 lft including attic stock		
<b>TOTAL LUMP SUM BID PRICE QUOTED FOR COMPETE PROJECT</b>		\$ _____

By submitting this form, the contractor agrees that the bid price is guaranteed for 120 days after being opened by the Charter Township of West Bloomfield Attach copy of contractors Certificate of Insurance.

ATTACHMENT B

VENDOR CERTIFICATION THAT IT IS  
NOT AN  
“IRAN LINKED BUSINESS”

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with a prospective Vendor, the Vendor must first certify that it is not an “IRAN LINKED BUSINESS”, as defined by law.

VENDOR	
Legal Name	
Street Address	
City	
State and Zip	
Corporate ID # / State	
Taxpayer ID #	

(please complete in its entirety)

The undersigned, with: 1) full knowledge of all of Vendors business activities, 2) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq., and 3) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an “IRAN LINKED BUSINESS” as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to West Bloomfield Township.

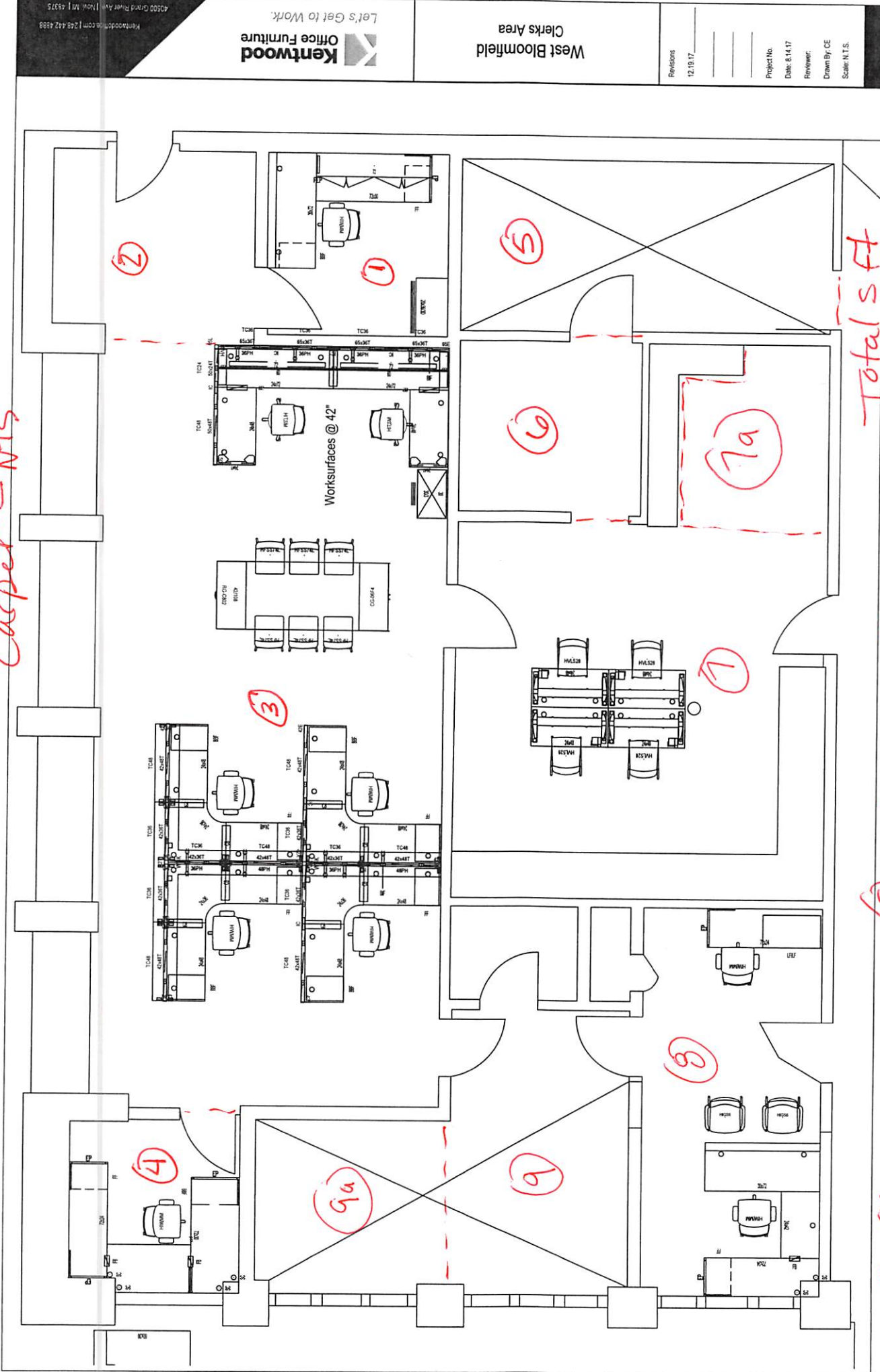
Signature of Vendor's  
Authorized Agent: \_\_\_\_\_

Printed Name of Vendor's  
Authorized Agent: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Printed Name of Witness: \_\_\_\_\_

*Carpet - NTS*



- ① 96
- ② 92
- ③ 656
- ④ 86

- ⑤ 202
- ⑥ 90
- ⑦ 83
- ⑧ 336

- ⑨ 171
- ⑩ 145
- ⑨a 86

*Total s.ft*  
 2043

+10% = 2,247 SF+ (Waste)  
 +5% = 2,360 SF+ (Attri)