

Village of Howard City  
125 Shaw Street\*P.O. Box 510\*Howard City\*MI\*49329  
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www.howardcity.org

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May 19, 2023

## **Request for Proposals VILLAGE HALL FLOORING**

Sealed bids are being currently accepted for the extraction and installation of flooring within the Village Hall, located at 125 E. Shaw Street, Howard City, Michigan 49329. Proposals not physically received by the Village by 11:00 a.m. on Wednesday, July 13, 2023, will not be considered. Emailed or faxed bids will not be accepted. All proposals should be addressed to:

The Village of Howard City

Re: (vendor name)

Proposal for Village Hall Flooring

Attention: Mike Falcon, Manager, PO Box 510, Howard City, MI 49329

### **Project Description**

The Village of Howard City is seeking a professional flooring layer (Contractor) to redo flooring in various places within the Village Hall. The project will consist of the extraction and installation of flooring in identified areas. The Building will remain open for regular business during the flooring process. All work is to be performed in a way that the impact to business traffic is minimized. The Village will consult with the Contractor regarding flooring type(s) and color(s) colors to be used. The Contractor will be replacing flooring in the main office, hallways, and two bathrooms.

### **Summary of Requirements**

The Contractor shall furnish all labor, materials, tools and equipment necessary to complete the flooring of the rooms in Village Hall.

All products used by the Contractor shall comply with any laws, codes or industry standards for the products intended use and shall be used in accordance with manufacturer recommendations.

Village will work with contractor to remove as many items as they can that may be in the way of installing the flooring. The Contractor will be responsible for the protection of all surrounding items and surfaces. The Contractor shall be responsible for repairing, at the

Contractor's expense, any damage that results in the Contractors providing inadequate protection from damage.

The Contractor shall prepare all flooring surfaces in accordance with industry standards/manufactures' recommendations, laws, codes, and ordinances. This includes but is not limited to, removing existing flooring, scraping, sanding, cleaning, etc.

The Contractor shall be solely responsible for the protection and safety of the public and use appropriate means to ensure that the public is safe during times of preparation and floor installation.

The Contractor will be responsible for site cleanup daily after work has been performed, and removal of all debris associated with the project site in accordance with any local, state and federal regulations.

The Contractor shall fully guarantee all work, materials and parts furnished and installed under this contract for one full year after completion. Defects shall be replaced or repaired at the Contractor's expense. Prior to bidding, a walk through for measurements or to just see the flooring needs is not only welcomed but suggested. Please email or contact us by phone or email to set up a time.

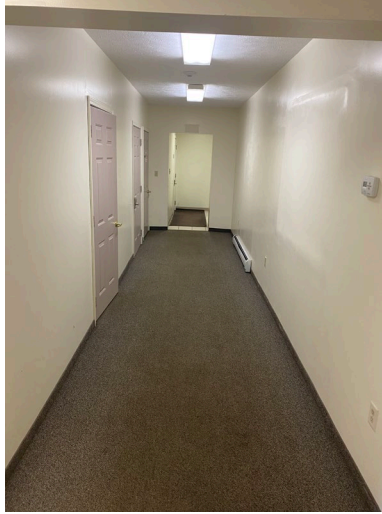
**Flooring Areas:**

- Village Hall Hallways (2):

- 1.) Approximately 72' L by 73" W



2.) Approximately 35' L by 73" W by 8'.

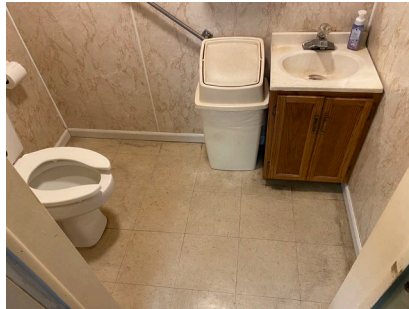


3.) Village Office: Approximately 23' L by 15' on end and 11' on another end.



#### 4.) Bathrooms

Bathroom #1: Approximately 6' x 4'



Bathroom #2: Approximately 10' x 6'



#### **Evaluation of Proposals**

Proposals submitted, which conform to the requirements of this RFP, will be evaluated based upon the following criteria:

- The firm's experience and performance working with public agencies providing similar services.
- The quality of the firm's professional personnel to be assigned to this project.
- Completeness of response in accordance with RFP instructions.
- Reasonableness of Cost and Price.
- It is anticipated that a contract for service will be offered to the firm deemed most highly qualified by the Village as a result of this process.

#### **Right to Reject**

This RFP does not commit the Village to award an agreement or to contract for services. The Village reserves the right to reject any and all proposals, to waive minor irregularities in any proposal, to negotiate with qualified sources, or cancel this request in total or in part. The Village shall not be responsible for any proposer's costs incurred in preparation and submittal of their proposals, nor in the selection process.

**Damage Liability**

The successful vendor is liable and responsible for any damage to the premises (e.g., floor, walls, etc.) caused by vendor personnel or equipment during installation and is responsible for the removal of all project related debris.

**Insurance**

The vendor, at vendor expense, must procure and maintain satisfactory public liability and casualty insurance to adequately protect the vendor's personnel and Village against damages for bodily injury, including death that may arise from operations under this contract, whether such operations are by the vendor or by the vendor's sub-contractor, or anyone directly or indirectly employed by the vendor.

**Vendor Responsibility**

Unless otherwise stipulated, vendor shall provide, and pay for, all materials, labor, tools, equipment, transportation, and other facilities necessary for the performance and completion of the work.

**PROPOSALS ARE DUE NO LATER THAN JULY 13, 2023 at 11 A.M.**

**Proposal:** Proposals submitted shall contain the following:

1. Detailed cost breakdown for flooring services.
2. Detailed cost breakdown for any recovery that may be required.
3. Proposals can be submitted in person or by mail to:

Village of Howard City  
 125 E Shaw Street  
 PO Box 510  
 Howard City, MI 49329-0510

**Selection Process:** The Village of Howard City will review the proposals and will contact the top candidate directly. Once a final candidate is selected, a formal contract between the Village and Contractor will be established.

The following is an **ANTICIPATED** schedule for the RFP process. The Village reserves the right to modify any part of this schedule.

- RFP available to Vendors: May 19, 2023
- Proposals Due By: 11:00 A.M. July 13, 2023
- Select Candidate By: July 21, 2023

**Disclosure of Contacts**

All information provided in the RFP will be held in confidence and will not be revealed or discussed with competitors until the deadline for submission of proposals has expired. Pursuant to Section 13(1)(i) of the Michigan Freedom of Information Act, as amended, MCL 15.243(1)(i), provides that a public body may exempt from disclosure as a public record [a] bid or proposal by a person to enter into a contract or agreement, until the time

for the public opening of the bids or proposals, or if a public opening is not conducted, until the deadline for submission of bids or proposals has expired.

**RFP Questions**

Additional questions regarding this RFP should be submitted by email to Michael Falcon, Village Manager, at [mfalcon@howardcity.org](mailto:mfalcon@howardcity.org) by 4:30 p.m. EST on Monday, July 12, 2023.