



**CITY OF EAST PROVIDENCE
CITY HALL CARPET INSTALLATION
SPECIFICATIONS
REQUEST FOR PROPOSAL
RFP EP22/23-32**

BID OPENING THURSDAY OCTOBER 26, 2023 AT 11:00AM

INTRODUCTION

The City of East Providence is seeking bids from qualified contractors for the installation of new carpet tiles and LVT Flooring (warranted for at least 10 years from installation) throughout the East Providence City Hall. The Contractor shall provide all materials, labor, tools and related services required for the performance of the contract. This includes removing and disposing of all existing carpeting and any carpet padding (if applicable). Installation of new carpet tile (with padding and adhesive as needed), and vinyl plank flooring.

SCOPE OF WORK

- Common Areas, Council Chamber Room and Misc. Conference Rooms and Offices as identified on attached plans – Approximately 12,925 Square Feet
 - Furnishing labor to remove existing floor covering and prepare new area to receive new carpet tile. In areas where existing Terrazzo floor is present, prepare subfloor to receive new carpet tile.
 - Furnishing and installing Shaw Sculpt Loop carpet tile with attached cushion.
 - # 5T183 Carbon or equal
 - If alternative carpet tile is proposed, the city reserves the right to review and approve color and style prior to installation.
 - Material samples shall be submitted to the city at no additional cost for final selection and approval.
 - Furnishing and installing Johnsonite 4" Black vinyl baseboard 1/8" or equal
- Elevator Lobbies Floors 1-3 and Staff Breakroom – Approximately 2,600 Square Feet
 - Furnishing labor to prepare subfloor as needed to receive new 5mm vinyl plank flooring on existing Terrazzo/vinyl floor
 - Furnishing and installing J+J Flooring Group Framework V5001 LVT vinyl flooring or equal
 - Material samples shall be submitted to the city at no additional cost for final color and style selection and approval.
 - Furnishing and install Johnsonite 4" Black vinyl baseboard
- Contractor shall meet manufacturer's recommendations for installation and all adhesives shall be approved by the manufacturer and meet manufacturer's requirements.
- Flooring preparation prior to new flooring installation shall meet flooring manufacturers recommendations and requirements.
- Contractor to supply dumpster for demolition and clean-up.
- Contractor to mark off worksite area while working and clean work areas before leaving.
- All work is to be performed after normal City Hall business hours:

Monday – Wednesday	8:00AM – 4:00PM
Thursday	8:00AM – 6:00PM
Friday	8:00AM – 1:00PM

- Work in conference rooms and non-common areas can occur during normal business hours, with appropriate notice. All other work should occur outside regular City Hall business hours.
- Enough excess tiles (carpet and LVT) to cover routine tile replacement shall be supplied to the city at no additional cost and included in total bid amount. A minimum of 3 percent of installed material should be provided to the city of each material type.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Three (3) copies and 1 Thumb Drive of proposals shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Kim Brown, Controller, 145 Taunton Ave., East Providence, RI 02914 no later than **THURSDAY OCTOBER 26, 2023 11:00 AM.**

Responses to this solicitation should at a minimum include the following:

- Name of Firm.
- Business address, including city, state, zip code and phone/fax number.
- If not incorporated, name of owner(s).
- Have you ever defaulted on an agreement? If so, where and why?
- Are you currently listed on the federal contractor disbarred list?
- Name and phone numbers of three (3) references and description of work done for them.
- Description of the background and relevant experience of the team to be responsible for the scope of work outlined above including a designated point of contact.
- Description of the background and experience of the designated project manager and others who will participate in the project implementation, including a description of the function of each designated participant.
- The selected general construction firm shall provide: a) general liability coverage of \$1,000,000 and workman’s compensation insurance, as required by the State of Rhode Island, for itself and any of its employees, and/or project participants. Proof of such insurance shall be provided by the institution chosen, prior to the signing of an agreement with the City, or b) provide waivers of liability for all those participating in the project.

PROJECT TIMETABLE

- Solicitation of Proposal: Thursday September 21, 2023
- Walk Through: Thursday October 5, 2023 (9:00AM)
- Questions by: Friday October 13, 2023 (11:00AM)
- Submission of Proposals: Thursday October 26, 2023 (11:00AM)

SELECTION PROCESS AND CRITERIA

Proposals will be reviewed by City staff. Responses will be evaluated on the basis of the relative merits of the proposal, Municipal Building floor replacements experience, in addition to associated fee. The City reserves the right to schedule interviews following the submission of the proposals. The selected firm shall be chosen based on its qualifications, strength of its proposal, and associated fees. The following criteria will be used to evaluate the responses:

- **Company Qualifications and Experience**
Specialized experience is required in a series of work areas. Proposals must clearly demonstrate full knowledge, understanding, and experience in the methods, techniques and guidelines required for the performance of the required work. All elements within this factor are of equal importance.
- **Personnel Qualifications and Availability**
Experience is required of the project personnel proposed to undertake the work assignments. Proposal must clearly demonstrate the capability, background, training and experience of the proposed personnel. The availability of the proposed staff is also of critical importance and must be demonstrated. Project experience relevant to this scope of work must be demonstrated, as well as specific company experience. Excellent communication of task and time lines is imperative
- **Performance Record of Firm**
References of similar past projects and the level of satisfaction expressed by them. Ability to complete the projects on time and within budget.

GENERAL CONDITIONS

- The City reserves the right to reject any and all proposals, to waive any informality, to request interviews of contractors prior to award and to select and negotiate the contractor's services in the best interest of the City. The City reserves the right to negotiate a contract for services and cost with the selected Contractor.
- The Contractor shall provide all necessary personnel, sub-contractors, materials and equipment to perform and complete all work under this proposal.
- The Contractor shall be prepared to commence work with-in 10 days of execution of a contract with the City.

Any questions regarding the RFP may be directed in writing to Kim Brown at kbrown@eastprovidenceri.gov and avieira@eastprovidenceri.gov no later than **Friday October 13, 2023 AT 11:00 AM.**

Equal Opportunity/Affirmative Action Employer
Kim Brown
kbrown@eastprovidenceri.gov