



**CITY OF EAST PROVIDENCE  
RIVERSIDE BRANCH LIBRARY CARPET REPLACEMENT  
SPECIFICATIONS  
REQUEST FOR PROPOSAL  
RFP EP22/23-09  
BID OPENING THURSDAY MARCH 30, 2023 AT 11:00AM**

**INTRODUCTION**

The City of East Providence is seeking bids from qualified contractors for the installation of new carpet tiles (warranted for at least 10 years from installation) throughout the Riverside Branch Library. The Contractor shall provide all materials, labor, tools and related services required for the performance of the contract. This includes removing furniture needed to accomplish project, removing and disposing of all existing carpeting and any carpet padding (if applicable). Installation of new carpet tile (with padding and adhesive as needed), vinyl plank flooring and relocating of furniture as designated by library staff member. Enough excess tiles to cover routine tile replacement should be included in final total.

**SCOPE OF WORK**

- Regarding Circulation and Main Area including Children's Room – Approximately 6,500 Square Feet
  - Furnishing labor to move furniture and shelving
  - Furnishing labor to remove existing floor covering
  - Furnishing and installing Tandus All Star carpet tile with attached cushion
  - # 17309 Outside The Lines or # 17302 Haberdashery or like
  - Furnishing and installing Johnsonite 4" vinyl baseboard 1/8" or like, color to be confirmed
  
- Regarding Program Room, Kitchen and Storage Room – Approximately 1,200 Square Feet
  - Furnishing labor to move furniture and shelving
  - Furnishing labor to remove existing floor covering
  - Furnishing labor to prepare floor with skim coat of Portland cement or like
  - Furnishing and installing Tandus Event # 3308 Ash luxury vinyl plank 6" X 48" or like cemented to floor
  - Furnishing and installing Johnsonite 4" vinyl baseboard or like, color to be confirmed
  
- Regarding Entry Vestibule – Approximately 100 Square Feet
  - Furnishing labor to remove existing floor covering
  - Furnishing and installing Trilogy walk off entry tile or like, color to be determined
  
- Vendor to provide rolling shelves, crates/totes and dollies for staff to empty and replace shelves
  
- Vendor to supply dumpster for demolition and clean-up
  
- Vendor to mark off worksite area while working and clean work areas before leaving

## **FLOORING PLAN**

- Vinyl Plank – Blue Area on Floor Plan Document
- Carpet Tile – Green Area on Floor Plan Document
- Highly Absorbent Carpet Tile – Red Area on Floor Plan Document
- Existing Floor Remaining - Orange Area on Floor Plan Document

## **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: Ralph Mitchell Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **THURSDAY MARCH 30, 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: March 1, 2023
- Walk Through: March 9, 2023 (9:00AM)
- Questions by: March 16, 2023 (11:00AM)
- Submission of Proposals: March 30, 2023 (11:00AM)

## **SELECTION PROCESS AND CRITERIA**

Proposals will be reviewed by City staff from the Public Library. Responses will be evaluated on the basis of the relative merits of the proposal, Library 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 Ralph Mitchell at [rmitchell@eastprovidenceri.gov](mailto:rmitchell@eastprovidenceri.gov) and [mbondsharmon@eastprovidenceri.gov](mailto:mbondsharmon@eastprovidenceri.gov) no later than **THURSDAY MARCH 16, 2023 AT 11:00 AM.**

Equal Opportunity/Affirmative Action Employer

Ralph Mitchell  
[rmitchell@eastprovidenceri.gov](mailto:rmitchell@eastprovidenceri.gov)