

**Scheben Branch Carpet
Request for Proposals (RFP)**

Main Library
1786 Burlington Pike
Burlington, KY 41005

Florence Branch
7425 U.S. 42
Florence, KY 41042

Hebron Branch
1863 North Bend Rd.
Hebron, KY 41048

Scheben Branch
8899 U.S. 42
Union, KY 41091

Walton Branch
21 S. Main St.
Walton, KY 41094

Chapin Memorial Library
6517 Market St.
Petersburg, KY 41080

Boone County Public Library is seeking competitive sealed bids for replacing the carpet at the Scheben Branch located at 8899 U.S. Highway 42, Union, Kentucky 41091. The successful bidder will be contracted directly with the Library.

Title of Project: 2021 BCPL SCHEBEN BRANCH CARPET

Sealed Bids should be submitted only to:

Carrie Herrmann, Director
Boone County Public Library
1786 Burlington Pike
Burlington, KY 41005

Sealed Bids due date and time:

No later than Thursday, February 4, 2021, @ 1:30 pm EST:

**THIS PAGE SHALL BE COMPLETED, SIGNED AND RETURNED
WITH THE SEALED BID.**

Full Legal Name & Address of Offeror:

By: _____
Company's Legal Name Authorized Representative Signature

Address 1 Printed Name

Address 2 Title

City, State, Zip Code Email

Phone Date

Project

The scope of this project consists of all labor, material, tools, equipment, permits, and supervision necessary to replace the carpet at the Scheben Branch as detailed in this RFP. Contractors are invited to bid on the following scope of work.

Scope of Work

1. Set up staging and safety area to close off work areas with caution cones and tape. Parking areas adjacent to the facility shall be kept clear at all times throughout the project. Temporary closure of parking areas for loading /unloading materials may be permitted, provided proper advance notification is given to Owner.
2. All materials and workmanship shall be guaranteed to be free from defect for not less than two (2) years following the Owner's acceptance of the completed installation, unless otherwise specified for a longer period within the terms of the material manufacturer's warranty for said specified material.
3. All materials shall be new, unless otherwise noted.
4. All equipment, materials, and workmanship on this project shall conform to applicable federal, state, and local codes.
5. Any and all permits as required by authorities having jurisdiction, whether local, state, county, and/or federal, are the complete responsibility of the Bidder and shall be obtained prior to commencement of work. Any and all expense/cost related to obtaining required permits is the sole responsibility of the Bidder.
6. Exact dates are TBD, but final completion shall be no later than May 15, 2021.
7. The bid shall include all necessary components to provide a fully functional system. Proposals shall be for the removal of the existing rubber base and carpet, field measurement, furnish, delivery, installation, and cleaning of carpet and rubber base in the Scheben Branch. Removal of the existing VCT and carpet, field measurement, furnish, delivery, installation and cleaning of carpet and rubber base shall be included in the price and are the sole responsibility of the Bidder.
8. Any existing dumpsters on site are for Owner's use only. Provide dumpster(s) to adequately contain all accumulated material from project. Remove all project-related rubbish and waste from Owner's property and legally dispose of property safely.
9. Basis of design is Milliken Elevation Carpet Tile or Forbo Flotex FCT or Forbo Flotex Tile. Bid shall specify product.
10. Work may occur during normal business hours, Monday through Friday. Work may also occur before or after hours if necessary. Hours of work are open to negotiation, depending on when access into the building is required. Bidder shall work with the Owner in developing a schedule and work sequence that will be coordinated ahead of time, particularly for any activities which impact the building's occupants.
11. Bidder shall work with the Owner, Painters, and Shelf Movers/Installers in developing a schedule and work sequence that will be coordinated ahead of time.
12. The bidder shall be held liable for any damage caused to the buildings, its contents, and/or injury to its occupants, project grounds or landscape resulting from the

- execution of the work and/or from not exercising proper precautionary measures. Any cost of repair or replacement resulting from damages shall be at the bidder's expense.
13. Bids will be awarded on best evaluated and not necessarily lowest price. The Library reserves the right to accept or reject any bid based on factors including, but not limited to, pricing, work history, work references, and/or ability to meet schedule requirements.
 14. **Bids are due no later than February 4th at 1:30 p.m. EST. Bids shall be submitted to Carrie Herrmann, Director, at the Main Library (1786 Burlington Pike, Burlington, KY 41005) and will be read aloud in a Zoom Webinar at 2:00 pm. To view the bid opening <https://us02web.zoom.us/j/85300644414?pwd=MENqZ1hIWlJjSUNpbjdVeFpFM2NQZz09>
Passcode: 612504
Webinar ID: 853 0064 4414**
 15. Questions shall be directed to Jeff West at jwest@bcpl.org
 16. Pre-bid bidder walk-throughs are available upon request and shall be scheduled with Jeff West.

Alternate 1

1. The bid shall include all necessary components to provide a fully functional system. Proposals shall be for the removal of the existing tile, field measurement, furnish, delivery, installation of carpet and rubber base, and cleaning of carpet in the Scheben Branch. Removal of the existing tile, field measurement, furnish, delivery, installation of carpet and rubber base, and cleaning of carpet shall be included in the price and are the sole responsibility of the Bidder.
2. Any existing dumpsters on site are for Owner's use only. Provide dumpster(s) to adequately contain all accumulated material from all trades. Remove all project-related rubbish and waste from Owner's property and legally dispose of property safely.
3. Basis of design is Milliken Elevation Carpet Tile or Forbo Flotex FCT or Forbo Flotex Tile. Bid shall specify product.
4. Work may occur during normal business hours, Monday through Friday. Work may also occur before or after hours if necessary. Hours of work are open to negotiation, depending on when access into the building is required. Bidder shall work with the Owner in developing a schedule and work sequence that will be coordinated ahead of time, particularly for any activities which impact the building's occupants.
5. Bidder shall work with the Owner, Painters, and Shelf Movers/Installers in developing a schedule and work sequence that will be coordinated ahead of time.

Qualifications

1. All potential bidders shall have experience installing carpet in public buildings and shall provide substantial history (minimum of 3 references from similar projects) of satisfactory performance.
2. Where the specifications pertain to a specific brand or model of equipment, BCPL will evaluate any bidder proposed alternate with emphasis on design, construction, dimensions, materials, maintenance, required parts, stocking, operator controls, and performance. To be considered an approved equal, the alternate equipment shall, in the sole opinion of BCPL, meet or exceed all of the listed criteria when compared to the specific brand and model.
3. Provide a summary letter of the information contained in the proposal, including, but not limited to:
 - a. Provide a description of your company's qualifications, credentials, experience, in installing carpet in a public library facility;
 - b. Total Proposed cost of project, inclusive of all related costs.
4. Provide a detailed breakdown of all costs associated with this project. Include the Price Worksheet at the end of the proposal. Boone County Public Library is exempted from sales tax.
5. The Bidder, not the Owner, shall perform quality control.

Instructions to Potential Bidders

1. Sealed bids submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope shall have the Project Name, Bidder's Name, and date on the outside.
2. Submittals shall be made on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 1:30 p.m. EST on or before the deadline for submission.
3. This Request for Proposal and any addenda are available on the Boone County Public Library website (www.bcpl.org). The link which contains the Request for Proposal information is on the home page.
4. Bidders are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of the Request for Proposal. Bidders are solely responsible for checking the website to insure they have the most current information regarding the Request for Proposal.
5. Bidders are requested to refrain from contact with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
6. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.
7. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.

8. Boone County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
9. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
10. Proposals shall be valid for at least 180 days from RFP opening. The expiration date shall be included in the proposal.
11. In addition to evaluating the Bidder's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper and necessary to determine the ability/capability of the Bidder to perform the services/furnish the goods.
12. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
13. Any proposal may be withdrawn prior to the opening upon written request.
14. If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
15. Oral proposals or proposals delivered by electronic means such as fax and email shall not be considered.

Evaluation Criteria

The criteria below will be used to evaluate firms for further consideration:

1. Specialized, appropriate expertise for this type of project;
2. Responsiveness, comprehensiveness, and quality;
3. Previous experience with public libraries and/or public buildings;
4. Compliance with format and content of proposal, as well as, inquiry and submission requirements;
5. References from previous clients;
6. All-inclusive cost proposal; and
7. Other factors that may be appropriate for the project.

Submission of Proposal Packages

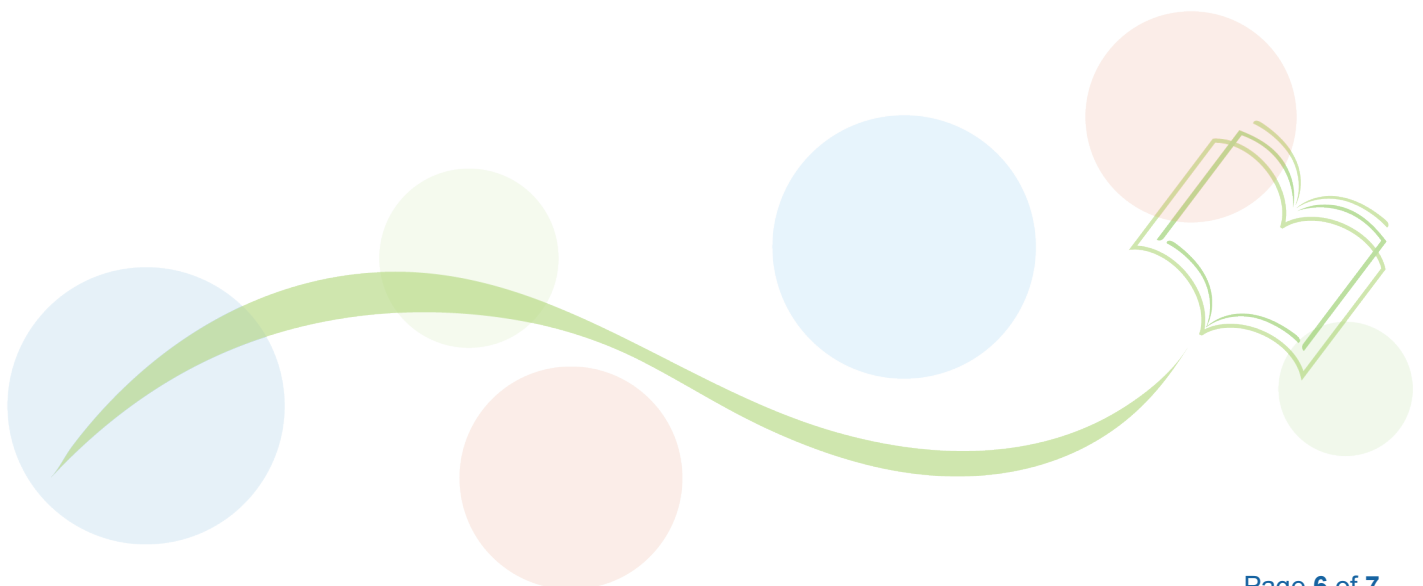
Completed proposals shall be submitted on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications shall be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 1:30 p.m. EST on or before the deadline for submission.

Award

An award will be made by the Board of Trustees. Boone County Public Library intends to award contracts based upon the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to

be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.

All bidders will be notified of the Library's selection as soon as possible. The successful bidder is expected to enter into a written contract with the Library. Approval of the final contract between Boone County Public Library and the successful bidder is subject to approval by the Board of Trustees.



Price Worksheet

All bidders shall use the following price sheet for their proposal to be considered. THIS PAGE SHALL BE COMPLETED AND RETURNED WITH THE SEALED BID.

Firm Name: _____

Contact: _____

Phone/Email: _____

Item Description (Carpet and Base Proposed):

	Cost per square foot	Square Footage	Total Cost
Carpet Bid			
Alternate Bid			
Total Cost			

