



BAY CITY HOUSING COMMISSION

315 14th Street

~

Bay City, Michigan 48708

(989) 892-9581

fax (989) 892-5818

tdd (800) 545-1833 ext 561

Common Area Floor Covering Replacement RFP at Maloney Manor

This project proposes to remove and replace floor covering on the ground floor common areas of Maloney Manor, a senior/disabled housing development owned and operated by the Bay City Housing Commission (BCHC), Bay City, Michigan.

Description of Work. Remove all VCT from the 1st floor common areas and replace with new Luxury Vinyl Tiles (LVT). The base bid will include new floor covering for ground floor corridor, kitchen, community room, one office and two restrooms. A ground floor drawing is include which has approximate square foot calculations from our 2007 flooring replacement. We recommend interested vendors confirm with their own measurements.

PRODUCTS

Corridor, kitchen, community room, bathrooms: 12" x 24" LVT tiles (2.5 mm thickness, 20 mill wear layer) Bemiss Elite Series from Shaw Floors, Color # 748 Technology.

Office: 7.0"x 48" LVT planks (2.5 mm thickness, 12 mill wear layer) Sumpter Plus from Shaw Floors, color # 620 Universal.

Vinyl Wall Base. Base shall be factory molded solid vinyl with coved bottom, tapered top and ribbed back from BurkeMercer Flooring Products, Vibrant Series. Base shall be 4" high x 1/8" thick and be from 100' coiled stock and shall conform to Federal specifications ASTM F1861 type TF. Colors to be selected from standard colors. Transition/reducing strips with color to match will be included in the base bid. Colors to be selected from standard available colors.

Warranty. Each LVT product shall have the full manufacturer warranty against failure of materials for at least 10 years for 20 mil wear layer product. Office: 7 year for 12 mil product.

Pre-Bid Inspection. Pre-bid inspection will be **Tuesday, December 3, 2019, from 10:00 am to 12 Noon**. Attendance is encouraged but not required. Maloney Manor is located at 210 Fitzhugh Street in Bay City, MI 48708.

Bid Submission, Due Date and Time. All bids shall be submitted on proposal forms and are due no later than **Tuesday, December 10, 2019 at 12:00 Noon EST**. All bids must be delivered to:

Maloney Manor Flooring Replacement
Bay City Housing Commission
315 14th Street
Bay City, Michigan 48708

Bid Evaluations. Bay City Housing Commission reserves the right to reject any or all proposals, to waive any informality in the quote request process, or to terminate this quote process at any time, if BCHC determined it is in its best interest. Submissions will be evaluated and award made to the proposal that represents the best value to BCHC with price being the primary factor.

All work on this project shall be in accordance with all applicable federal, state and local codes and regulations. Bids shall include all state and local permits, fees and taxes.

Non-Debarred / Non-Collusive form. Bidders will need to certify that neither they nor the firm, partnership or association in which he/she has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, 29 CFR Part 5, or that any part of this contract has been or will be subcontracted if subcontractor, firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor as noted by regulatory provisions.

HUD General Conditions Instructions FORM 5350 EZ will apply to all contracts under \$100,000 and will be followed with this project. A copy is available upon request from BCHC, contact Karl Opheim, Assistant Director at Karl@baycityhousing.com. The web address for a copy is: http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/hud5a

Payroll Documentation. Davis-Bacon prevailing wage rates are not required on this project, however BCHC will require payroll documentation of all on-site employees. Contractor will submit payroll form WH-347 and Statement of Compliance and form WH-348 for each week during the course of work (<http://www.dol.gov/whd/forms/wh347instr.htm>). These reports must be submitted with the payment request.

Site Access and Tenant Notice. All work shall be performed during regular business hours Monday through Friday between 8:00 a.m. and 4:00 p.m., excluding official Housing Commission holidays. Advance notice of at least 48 hours is required. Twelve (12) occupied apartments are on the ground floor will tenants need specific advance notice of flooring replacement work.

Liability and Worker's Compensation Insurance. No work under any contract or any other agreement may begin without liability and workman's compensation insurance in force and Certificate(s) of Insurance has been obtained by BCHC as required by policy including the *Certificate of Insurance* on file with the Chief Executive Officer. All policies shall name the Bay City Housing Commission as an *additional named insured*.

Workers' Compensation and Occupational Disease Insurance. In accordance with federal and Michigan Workers' Compensation laws. Such coverage must specifically identify coverage as required by state law. The employer's liability limit must be a *minimum* of \$100,000 per accident and \$100,000 per disease, per employee with policy limit of \$500,000.

Commercial General Liability. A combined single limit for bodily injury and property damage of not less than \$1,500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on site(s) not covered by Automobile Liability. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

Automobile Liability is required on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

Floor Inspection. Contractor is responsible for measurement and inspection of all floors and subfloors prior to installation to determine that surfaces are free from curling, sealing, parting and hardening compounds; residual adhesives; adhesive removers; and other foreign materials that might prevent adhesive bond. Inspect for evidence of moisture, alkaline salts, carbonation, dusting, mold, or mildew. All subfloor surfaces need to be smooth and free from cracks, holes, ridges, and other defects that might prevent adhesive bond or impair durability or appearance of the flooring material.

Report to owner any conditions to contract requirements that would prevent a proper installation. Do not proceed with the installation until unsatisfactory conditions have been corrected. Failure to call attention to defects or imperfections will be construed as acceptance and approval of the subfloor surface. Product specifications (shop drawings) shall be submitted in advance for review and approval by owner.

Preparation: Smooth concrete surfaces, removing rough areas, projections, ridges, bumps, filling low spots, control or construction joints, and other defects with Cement-Based Underlayment or Cement-Based Patch and Skim Coat as recommended by the flooring manufacturer.

Remove any paint, varnish, oils, release agents, sealers and residual adhesives as recommended by the flooring manufacturer. Remove curing and hardening compounds not compatible with the adhesives used. Avoid organic solvents. Vacuum or broom-clean surfaces to be covered immediately before the application of flooring. Make certain subfloor is free from dust, dirt, grease, and all foreign materials.

Housing Commission staff will move all furnishings, tables, chairs, filing cabinets, computers, etc. Contractor must provide at least 48-hour advance notice to staff before work begins.

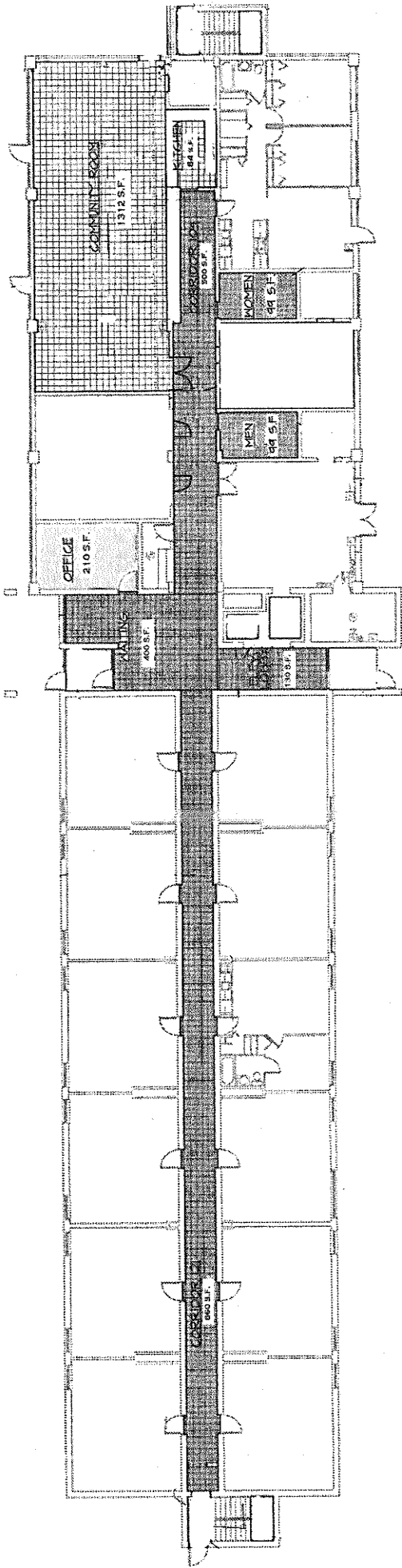
Installation of flooring. Install flooring with adhesives, tools, and procedures in strict accordance with the manufacturer's written instructions. Observe the recommended adhesive trowel notching, open times, and working times. Finished surfaces having all joints tightly joined and aligned. Remove all excess adhesive from flooring immediately.

Extend flooring into toe spaces, door recesses, closets, and similar openings. Scribe, cut, and fit to permanent fixtures, columns, walls, partitions, pipes, outlets, and built-in furniture and cabinets.

Adhere flooring to the subfloor without cracks, voids, raising and puckering at the seams. Roll with a 100-pound (45.36 kilogram) roller in the field areas. Hand-roll flooring at the perimeter and the seams to assure adhesion as necessary.

Accessories, protecting and cleaning. Apply top set wall base to walls, columns, casework, and other permanent fixtures in areas where top-set base is required. Install base in lengths as long as practical, with inside corners fabricated from base materials that are mitered with finished surfaces having all joints tightly joined and aligned. Remove all excess adhesive from flooring immediately. Fill voids with plastic filler along the top edge of the resilient wall base or integral cove cap on masonry surfaces or other similar irregular substrates.

Place resilient edge strips tightly butted to flooring, and secure with adhesive recommended by the edge strip manufacturer. Install edge strips at edges of flooring that would otherwise be exposed. Clean new LVT floors with neutral solvent as directed by manufacture. Protect unsealed floors from foot traffic to prevent soiling and damage until installation is completed. Contractor will instruct maintenance staff on proper maintenance procedures.



MALONEY MANOR

GROUND FLOOR PLAN

SCALE: 1/16" = 1'-0"



(PASTE or TYPE ON BIDDER'S LETTERHEAD,
and SUBMIT WITH QUOTE)

NON-COLLUSIVE AFFIDAVIT

State of (_____) ss.

County of (_____)

_____, being first duly sworn, deposes and
says:

That he/she is _____ (a partner or officer of the firm of,
etc.) the party making the foregoing proposal or bid, that such-proposal or bid is genuine and not
collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or
indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not
in any manner, directly or indirectly sought by agreement or collusion, or communication or
conference, with any person, to fix the bid price or of any other bidder, or to fix any overhead,
profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage
against the Bay City Housing Commission or any person interested in the proposed contract; and
that all statements in said proposal or bid are true.

NON-DEBARRED CERTIFICATION

This is to certify that the below signed bidder is not nor has been debarred, suspended or
otherwise prohibited from contacting or entering into construction or modernization agreement
with any federal, state or local agency including the U.S. Department of Housing and Urban
Development.

Date: _____ Signature: _____
Bidder, if the bidder is an individual
Partner, if the bidder is a partnership
Officer, if the bidder is a corporation

Subscribed and sworn to _____ before me

This _____ day of _____ 20 _____.

My commission expires _____ 20 _____

PROPOSAL FORM

⇒ PLEASE PASTE YOUR COMPANY'S LETTERHEAD AT THE TOP OF THIS PAGE

Bid For: Common Area Flooring Replacement at Maloney Manor

To: Bay City Housing Commission (owner)
315 14th Street
Bay City, MI 48708

Gentlemen:

The Undersigned, having familiarized myself with the local conditions affecting the cost of this work, and the Contract Documents (Advertisement and Instructions to Bidders, Non-Collusive Affidavit, HUD 5370 EZ General Conditions, Description of Work) and any Addenda issued, hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, tools, expendable equipment, utility and transportation services, etc., necessary to perform and complete in a workmanlike manner all of the Building Trades Work required under the Base Bid for the aforementioned project, all in strict accordance with the Contract Documents prepared by Bay City Housing Commission in connection with, and any addenda issued thereto for the sum of:

_____ Dollars (\$ _____)

VOLUNTARY ALTERNATES

Voluntary alternates for substituting material or equipment. Attach all information.

Describe _____ PRICE \$ _____

1. In submitting this bid, it is understood that the right is reserved by the Bay City Housing Commission to reject any or all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract on the prescribed form.
2. Attached hereto is an affidavit in proof that the Undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitted proposal for the contract for which this proposal is submitted.
3. The bidder represents that he () has, () has not, participated in a previous contract subject to the Equal Opportunity clauses prescribed by Executive Orders 10925, 11114, or 11246, or the Secretary of Labor, and that he () has, () has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the Clause).

4. Completion Date: The undersigned agrees if awarded the contract, to complete the work in full on or before the time proposed below.

<u>SCOPE</u>	Estimated completion time (calendar days)
Base Bid	_____

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

The information contained in this proposal is to be relied upon by the Bay City Housing Commission, and such information is warranted by the bidder to be true. The bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the bidder, as may be required. Attach additional sheets if necessary.

Signed: _____ Date: _____, 2019

Print/Type Name: _____ Title: _____

Company Name: _____

Address: _____ City/Zip: _____

Telephone: _____ Email: _____

Bids are due Tuesday, December 10, 2019 at 12:00 Noon EST at Bay City Housing Commission, 315 14th Street, Bay City, Michigan 48708 via mail or other direct delivery, or email to (Karl@baycityhousing.com). All email submissions must be followed by a signed hardcopy within three business days.