



BAY CITY HOUSING COMMISSION

## RFP Common Area Floor Covering Replacement for Maloney Manor

This project proposes to remove and replace the floor covering on five (5) corridor floor areas and an office at 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 (single layer) from the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> corridors and manager's office and replace with new Luxury Vinyl Planks (LVP). A typical floor drawing is included which has approximate square foot calculations from our 2007 flooring replacement. We recommend interested vendors confirm with their own measurements.

**PRODUCTS.** Two products will be bid in two different thickness wear layers.

1. *Mission Point* Premium Grade from Homecrest Flooring. 6"x48" LVP (3 mm, 20 mil thickness wear layer). Alternate Bid for Mission Point Builder Grade (2 mm, 12 mil wear layer). Color: Sandusky Oak.
2. *Chassis Pro*, CPR-9262 from Earthwerks, 7" x 48" LVP (3 mm thickness, 20 mil wear layer). Alternative Bid for *Chassis Advantage*, CAD-8922 (2 mm thickness, 12 mil wear layer). Color: Suspension

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

**Warranty.** Each LVT product shall have the standard manufacturer warranty for thickness grade against failure of materials for at least 10 years for 20 mil wear layer product. Workmanship shall be warranted for one (1) year from the date of completion.

**Pre-Bid Inspection open visit is Tuesday, March 18, 2025, between 10:00 a.m. to 12 Noon.** Attendance is encouraged but not required to bid. 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 **Wednesday, April 2, 2025 at 12:00 Noon EST**. All bids must be delivered to:

Maloney Manor Flooring Replacement  
Bay City Housing Commission  
315 14<sup>th</sup> 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 process at any time, if it is determined it is in BCHC's best interest. Submissions will be evaluated and the award made to the proposal that represents the best value to BCHC with price being a primary factor.

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MEMBER AGENCY OF THE NATIONAL ASSOCIATION OF HOUSING AND REDEVELOPMENT OFFICIALS

315 14<sup>th</sup> Street Bay City, Michigan 48708  
Administration (989) 892-9581 Fax (989) 892-5818 TDD (800) 545-1833 Ext 561



All work 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 sales taxes.

**Non-Debarred / Non-Collusive form.** Bidders must 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 defined by regulatory provisions.

**HUD General Conditions** Instructions HUD Form 5350 EZ for contracts under \$100,000 and will be applicable to this project. A copy is available upon request from BCHC, contact Karl Opheim, Assistant Director at [Karl@baycityhousing.com](mailto:Karl@baycityhousing.com). The web address for a copy is: <https://www.hud.gov/sites/dfiles/OCHCO/documents/5370EZ.pdf>

**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>) and 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 72 hours is required for our tenants of work on their floor.

**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 on a primary and non-contributory basis for work performed as per the Contract Documents

**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 72-hour advance notice to staff and tenants 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.

(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

⇒ 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 14<sup>th</sup> 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, , Description of Work/Instructions to Bidders, Non-Collusive Affidavit, HUD 5370 EZ General Conditions) plus any Addenda issued, proposes to perform everything required, including all labor, materials, tools, expendable equipment, utility and transportation services, etc., necessary to perform and complete in a workmanlike manner of the Building Trades Work required for the aforementioned project, in accordance with the Contract Documents prepared by Bay City Housing Commission with, for the sum of:

**Option 1:** Remove and replace floor covering with Mission Point *Premium Grade* (3mm, 20mil)  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Alternate 1:** Remove and replace with Mission Point *Builder Grade* (2mm, 12mil)  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Option 2:** Remove and replace floor covering with Earthwerks *Chassie Pro* (3mm, 20mil)  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

**Alternate 2:** Remove and replace with Earthwerks *Chassie Advantage* (2mm, 12mil)  
\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

*VOLUNTARY ALTERNATES. Voluntary alternates for substituting material or equipment.*

Attach all information. 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 bid 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 agree, if awarded the contract, to complete the work in full on or before the time proposed below.

SCOPE 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 provide 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: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Bids are due Wednesday, April 2, 2025 at 12:00 Noon EST** at Bay City Housing Commission, 315 14<sup>th</sup> 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 four business days.