Dexter Community Schools
2704 Baker Rd
Dexter, Michigan 48130
www.dexterschools.org
(734) 424-4100

Request for Proposal
for
Dexter Community Schools-Dexter Senior Center Flooring

Issue Date: January 14, 2025
Proposal Due Date: January 21, 2025 at 4:00 pm

Owner/Bid Contact:
Sharon Raschke, Senior Project Manager
Dexter Community Schools
2704 Baker Rd
Dexter, MI 48130
Phone: (810) 923-3767
raschkes@dexterschools.org

Job Site Building Addresses:
Dexter Senior Center
2740 Baker Rd
Dexter, MI 48130

Bid Summary:
Dexter Community Schools is soliciting quotes/proposals from contractors for the installation of flooring for the new Dexter Senior Center.

In lieu of a formal bid submission, please provide pricing and a proposal.

Materials are being provided by Owner, with the exception of adhesive and caulk for wall base. This is an installation only project, with the exception that the Contractor will provide the following materials: adhesive for wall base and caulk for where cabinet sides meet the new flooring. For planning purposes, installation will commence when the materials are delivered from the manufacturer, Forbo. Flooring is scheduled to arrive in mid-February, 2025.

Attachments:
The following attachments are an integral part of the specifications for this request for proposal:
1. **Architect's Drawings** – Containing the floor plan and dimensions
2. **Markup** – Depicting the placement of flooring and base

Specifications:
Base Proposal
1) Installation of Forbo Flotex Modular in Quiet Room per layout
2) Installation of Forbo 20x20 Modular Marmoleum in remainder of building per layout
3) Installation of Forbo 6" wall base (including providing the adhesive for wall base and caulking for cabinet sides) in all areas receiving Forbo Flotex and Forbo Marmoleum

Alternate #1

1) Add Installation of Forbo Acoustic Underlayment NR99 under all Marmoleum

Flooring selection for reference (materials to be provided by Owner):

Forbo Modular Marmoleum Product	20x20 Rosato 158529
Forbo Acoustic Underlayment Product	NR99 Acoustic Underlayment 251997
Forbo Flotex Modular for Quiet Room	Ombre 149004 Moraine
Forbo Wall Base 6 "	C77 Silver Birch

Owners will be providing the following quantities of materials (includes waste):

Description	Quantity	UoM
Marm Modular Tile 50*50 (53.82 FT2/CS)	159	CASE
Flotex Planks HD 25*100 (26.91 FT2/CS)	39	CASE
NR99 Acoustic System (300 FT2/GAL)	8,557	FT^2
Wall Base 6" (100 FT/CAR)	12	CAR
Adhesive FST 1299 - 4 GAL (125 FT2/GAL)	1	EA

Bid Requirements:
Bidders/Contactors are requested to submit a proposal with pricing.

A pre-bid walkthrough is offered, but not mandatory.

Bidders/Contactors shall submit a digital/electronic copy of their bids to include:
1. Bid Proposal Form (attached as a PDF)
2. Bid Disclosure Statement and Affidavit (last page of this PDF)

The Owner shall not be responsible for any cost or expense the Bidder/Contactor incurs during the preparation of this bid. The Owner reserves the right to hold the bids for ninety (90) days; to accept or reject any or all bids; to omit or accept any informalities in any bid and to make such awards as it considers in its best interest, whether low bid or not.

Should a Bidder/Contactor find discrepancies in, or omissions from, the specifications, plans, drawings, details, instructions and bid proposal form, or should the Bidder be in doubt as to the meaning, the Bidder should notify, at once, the Bid Contact who will send written instructions to all appropriate Bidders. The Owner shall not be responsible for any oral instructions.

A post-bid walkthrough will be required before a Purchase Order is issued.

The Contract shall be awarded when a Bidder/Contactor has been issued a Purchase Order. After a contract agreement has been executed, the Bidder/Contactor shall not be allowed any sum over and above the price(s) specified in the contract agreement.

Pricing:
Please enter price for each item on the Bid Proposal Form.

Installation:
Installation only project plus the contract to provide adhesive for the wall base and caulk for where cabinet sides meet the new flooring, where specified. All other materials and adhesives provided by

Owner.

The Contractor shall identify one person from his installation crew, acceptable to Owner, who shall act as liaison with the Owner. This person shall have the authority to direct installation changes/modifications.

The Contractor is responsible for removing from the project all the waste materials and rubbish resulting from his operations and installation including all packing cartons and debris. Failure to do so will result in the Owner doing so and the cost thereof shall be charged to the Contractor as a deduction in his contract price.

The Contractor shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.

The Contractor shall be responsible for final cleaning of all the flooring items installed by his crew. All protective materials shall be removed, all surfaces cleaned of dirt, smears, fingerprints, etc. All items are to be prepared for final acceptance by Owner.

The Owner has no preference on union or non-union labor.

Delivery and Installation Schedules:
Contractor to coordinate installation in second half of February 2025. The material is scheduled to be delivered in mid-February.

Damage:
The Contractor is responsible for all damages and losses until the installation has been completed and accepted by the Owner. The Owner will judge the damage. Damaged or defective flooring shall be replaced and/or repaired at no cost to Owner. Contractor shall provide all protection necessary to walls and other surfaces.

Warranties:
The Contractor shall provide written documentation which guarantees installation defects in workmanship, for a minimum period of one (1) year from the date of project completion and Owner acceptance. Upon notification from the Owner, the Contractor shall, by repair, replacement, or otherwise, place the item in a condition satisfactory to the Owner in every respect. Usual wear and tear and results of Owner's accidents are exempted from the requirements of this guarantee. Everything required to fulfill this guarantee shall be done without additional cost to the Owner.

Contractor Code of Conduct:
The purpose of the Dexter Community Schools and its employees is to provide a safe, positive learning environment for the students of the District. In providing that environment it is mandatory that all employees, visitors, and Contractors follow certain levels of conduct, dress, and demeanor. This Code of Conduct outlines the expectations of the Dexter Community Schools for persons both contemplating performing work and performing work for Dexter Community Schools in the capacity of a Contractor.

These rules will become part of the mandatory working conditions of the contract and failure to comply by the any Contractor, sub-Contractor, management, employee, or contracted consultant may result in the cancellation of the contract.

In general, it is expected that everyone entering a Dexter Community Schools facility, whether a school, support facility, or the surrounding grounds, must dress, act, and talk in a manner that is conducive to the

education process of children while assuring their overall safety and security.

The Contractor Code of Conduct can be supplied by request.

Proposal:
Questions regarding the specifications or bidding process may be submitted to the Bid Contact.

Please submit a proposal and/or quote, as set forth in this Request for Proposal, by the Proposal Due date/time. Email of entire proposal is preferred to Bid Contact, raschkes@dexterschools.org. All mailing, shipping, emailing, or delivery of proposals should be addressed to the Bid Contact. No verbal or faxed proposals will be considered.

This request for proposal is posted on the District website and available through the Proposal Due Date. From www.dexterschools.org follow the links to Departments → Business Office → Bids/RFPs.

Indemnification:
The Bidder/Contractor hereby agrees to indemnify the Dexter Community Schools for all claims, demands, liability and causes of action arising from or related to the services provided by Bidder/Contractor, including, but not limited to, any act or omission occurring on or about the Dexter Community Schools' premises or the premises where the services are provided, including acts or omissions involving Bidder/Contractor's use of equipment of the Dexter Community Schools. Bidder/Contractor's indemnification includes, but is not limited to, any act of negligence of the Bidder/Contractor and/or also includes, but is not limited to, claims, demands, liability and causes of action involving injury or damages of whatsoever kind or nature to any person or persons or the property of any person, persons, corporations, school districts or any other entity. Bidder/Contractor's agreement to indemnify the Dexter Community Schools covers all costs, expenses, liabilities and fees, including attorney fees, incurred by Dexter Community Schools in the event an action, litigation or proceeding in initiated against the Dexter Community Schools. Bidder/Contractor shall upon written notice from the Dexter Community Schools, defend such litigation, action or proceeding. In certain instances, determined by the Dexter Community Schools, the Dexter Community Schools shall retain the right to request that the Bidder/Contractor provide proof of public liability insurance in such sums as shall be deemed appropriate by the Dexter Community Schools. The Bidder/Contractor shall not be responsible for any action or inaction of Dexter Community Schools or its officers, agents, or employees, nor for insurance costs of legal fees related thereto.

Awarding Contract:
After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the Contractor that is most qualified and reasonable in cost will be recommended. The responsible District administrator (or the Board of Education, when required by Board Policy) will authorize awarding the contract.

Orders or contracts will be awarded to the lowest bidder; however, consideration can be given to the quality of items to be supplied, conformity with specifications for reasons of establishing uniformity, suitability to the requirements of the school, delivery terms, and past performance of Contractor.

Contracts for professional, technical and consultant services shall be awarded on the basis of an analysis of the quality of the service and may be based on the presence of a continuing relationship with the provider.

Whenever goods and services are of comparable quality and cost, qualified local businesses shall be given preference. A qualified local business is defined as one whose principal place of business is located within the geographic boundaries of the school district.

The District reserves the right to reject any or all proposals, to waive any informalities, irregularities or technical defects in proposals, and unless otherwise specified by the District to accept any item or groups of items in the proposal, as may be in the best interest of the District. The District retains the right to qualify or disqualify Contractors on the basis of available information pertaining to their service and/or the suitability of the goods and services proposed. No bid shall be accepted from or contracted to any person who is in arrears to the District upon debt through contract or purchase, or who is the defaulter of security or otherwise upon an obligation to the District, or who shall in other respects be disqualified.

The Owner is a federally constituted government body. All purchases are to be exempt from all taxes, including state and federal taxes. A Michigan Sales Tax Exemption Certificate is available on the District website or will be furnished upon request.

Bid Proposal Form

This form must have original signatures and notary endorsement
Do not modify, alter, qualify, or attach stipulations

DATE: _____

COMPANY NAME: _____

LEGAL ADDRESS: _____

_____ ZIP CODE _____

TELEPHONE: _____

CONTACT NAME: _____

E-MAIL ADDRESS: _____

PROJECT: **Dexter Community Schools-**
Dexter Senior Center Flooring

RECEIPT OF BIDS: prior to **4:00 PM,** local time, **Tuesday, January 21, 2025**

ADDRESSED TO: raschkes@dexterschools.org

Attn: **Sharon Raschke**
Dexter Community Schools
2704 Baker Rd.
Dexter, MI 48130

The bidder agrees to perform all work as described in these documents, for the base bid(s) stated below. Bidders are required to bid the entire scope of work. The undersigned Bidder, having carefully examined and thoroughly perused specifications for the above named project; and become fully familiar with all conditions affecting the work required by those specifications, dated January 14, 2025 hereby proposes to provide all materials, labor, services, etc., required thereby for the base bid of:

Bid Itemization	**Base Bid Amount**
Installation of Forbo Flotex Modular in Quiet Room per layout	
Installation of Forbo 20x20 Modular Marmoleum in remainder of building per layout	
Installation of Forbo Wall Base 6 "	
Total Base Quote	

REQUESTED ALTERNATES: Contractor agrees that prices quoted for Requested Alternates (to be quoted below) shall be acceptable as full compensation or credit for work thus described in the drawings, specifications, and Instructions to Bidders.

Bid Itemization	**Alternates Amount**
Add Installation of Forbo Acoustic Underlayment NR99 under all Marmoleum	

LABOR RATES: The following labor rates are required to be offered by all Bidders. The Bidder agrees that the following amounts will be used in determining contract changes from the base bid for authorized changes in the scope of work. Labor rates SHALL NOT include Bidder's mark-up for overhead and profit. Appropriate back-up of labor rates will be required at the post-bid meeting to confirm accuracy of labor rates. Submitted labor rates will be compared with industry-accepted rates.

List all job classifications for all trades planned for work.

	FOREMAN		JOURNEYMAN	
JOB TITLE	TIME	TIME & ½	TIME	TIME & ½
	$	$	$	$
	$	$	$	$
	$	$	$	$

TAXES, PERMITS, BONDS AND FEES: The bid amount must include all applicable taxes, permits, bonds and fees, required by all legal authorities at the location of the Work. None are anticipated at this time.

EMR DISCLOSURE: Provide the current EMR for your company. ____ . Note the Owner may not elect to offer a contract to firm's having an EMR.1.0, depending upon its understanding of the cause of and rating > 1.0.

ASBESTOS-FREE PRODUCT INSTALLATION: It is hereby understood and agreed that no products/materials containing asbestos, including chrysotile, amosite, crocidolite, tremolite, anthophyllite, actinolite or any combination of these materials that have been chemically treated and/or altered shall be installed or introduced into the building by the contractor or his employees, agents, Contractors, or other individuals or entities over whom the contractor has control. The contractor, its Contractors of any tier, and Contractors of any tier shall be required to sign a certification statement ensuring that all products or materials installed or introduced into a building will be asbestos-free.

NON-COLLUSIVE CERTIFICATION: By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief.

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
3. No attempt has been made or will be made by the bidder to insure any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
5. That attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signature of this bid or proposal in behalf of the corporation bidder.

AGREEMENT: Undersigned agree(s) to execute an agreement for work covered by this proposal on the form included in of these bid documents, and in accordance with the General Conditions, Supplementary Conditions, and other Contract Documents, provided the Bidder be notified of proposal's acceptance within ninety (90) days after due date of opening. Undersigned further agrees that this proposal shall remain open during such ninety (90) day period. Signature below serves as acknowledgment that Bidder understands Bid Documents and Appendices, and Bidder assumes full responsibility for the cost impact of same. Undersigned also acknowledges that Owner reserves right to accept or reject any and all bids with or without cause, and/or to waive informalities in bidding.

BID ATTESTATION: The Bidder, having examined the Bidding Documents and all other related documents and being familiar with the site of the proposed work including the availability of materials and labor and weather conditions hereby proposes to furnish all labor, materials, tools, equipment, machinery, equipment rental, transportation, superintendence, all services, and to perform all work for completion of Dexter Community Schools-Dexter Senior Center Flooring, for the amount stated above.

All applicable taxes, permits, fees, and bond costs are included in the Base Bid/s, all listed Alternates, and all Unit Prices.

FIRM NAME _____

BY (Signature) _____

NAME (Type or Print) _____

TITLE _____ DATE _____

Dexter Community Schools
Bid Disclosure Statement and Affidavit

☐ Initial The Contractor affirms that there is no direct or indirect business relationship between this firm And any of its employees, with any member of the Dexter Community Schools Board of Education or any school district employee in a position of influence and there is no conflict of Interest, except as indicated below:

_____
_____
_____
_____
_____

☐ Initial The Contractor certifies that it is not an Iran Linked Business per bid requirements under Michigan's "Iran Economic Sanctions Act," effective April 1, 2013.

Firm name _____

Name (Printed) _____

Title _____

Signature _____

Date _____

STATE OF)

COUNTY OF)

This instrument was acknowledged before me on the _____day of _____, 20___, by _____.
Name of Contractor

_____
_____, Notary Public
_____County, _____ (state)
My Commission Expires: _____
Acting in the County of: _____