

REQUEST FOR PROPOSAL

**The Midwestern Intermediate Unit IV invites qualified vendors to submit proposals for:
Flooring**

SUBMISSION OF PROPOSALS

The vendor shall submit two (2) signed copies (1 original, 1 photocopy) of the completed proposal.

Proposals are due by 10:00 a.m. – Thursday May 8, 2025

Mail, email or deliver proposal to the following address:

**Director of Business Services
Midwestern Intermediate Unit IV
453 Maple Street
Grove City, PA 16127
maureen.werwie@miu4.org**

The Midwestern Intermediate Unit IV 453 Maple Street, Grove City, PA 16127 will receive proposals for flooring as described herein until 10:00 a.m., May 8, 2025. A certified check, bank cashier's check, or bid bond with corporate surety in the amount of five percent (5%) of the total base bid, payable to the Midwestern Intermediate Unit IV, shall accompany each proposal as a guarantee of delivery. When the contract is awarded, the bid bond will be returned to the bidder within (10) days of delivery. The MIU IV board of directors shall accept the proposal of the lowest responsible bidder, kind, quality, and material being equal but, shall have the right to reject any and all bids or proposals at its discretion.

A building walkthrough is scheduled for April 22 & 29, 2025 (9am-12pm) Confirm participation in the walkthrough by contacting:

Jason Williams
Director of Technology & Information Systems
724-458-6700 x1273
jason.williams@miu4.org

Request for Proposal (RFP) for Flooring Project

Project Overview:

Midwestern Intermediate Unit IV is seeking proposals from qualified flooring contractors to install new flooring in our commercial/educational space. The project involves providing the flooring, the removal of existing flooring and the installation of new flooring materials. The objective is to enhance the aesthetic appeal, durability, and functionality of our space while adhering to our budget and timeline constraints.

Scope of Work:

1. Removal of existing flooring materials, including carpet, tile, laminate, or hardwood, as applicable.
2. Preparation of the subfloor, including leveling, patching, and addressing any issues to ensure a smooth and stable surface.
3. Installation of new flooring materials in designated areas: Map will be available during walkthrough
4. Application of appropriate adhesives, underlayment, and sealants as required by the chosen flooring materials.
5. Installation of transition strips, trim, and other finishing touches to achieve a polished and professional look.
6. Removal and disposal of all debris and waste materials generated during the installation process.
7. Compliance with all local building codes, regulations, and industry standards.
8. Work with MIU IV to develop a schedule for installation beginning July 2025 and ending December 2025.

Project Details:

Location:

Midwestern Intermediate Unit IV
453 Maple St
Grove City, PA 16127

Total Area to be Floored:

- The project includes the following areas, totaling approximately 20,000 square feet. Bidders shall provide separate pricing for each priority level outlined below:
 - Priority 1 - 13,500 sq ft
 - Priority 2 - 6500 sq ft
 - Entire Project Area - 20,000sqft
- The final scope of work awarded will be determined based on available budget and the pricing received.
- The map of work will be provided to vendors during walkthrough.

Type of Flooring Materials Preferred:

Eastern commercial flooring LVP 28 mil wear layer 3mm thick Heavy weight color Hampden 3053

Preferred Start Date: July 2025

Desired Completion Date: December 2025

Submission Requirements:

Interested contractors are requested to submit the following information:

- 1. Company Profile:**
 - a. Name of Company
 - b. Contact Information (Address, Phone Number, Email)
 - c. Years of Experience in Flooring Installation
 - d. Portfolio of Past Projects (including photos and client references)
- 2. Proposed Flooring Materials:**
 - a. Description of the proposed flooring materials, including brand, type, color, and specifications.
- 3. Installation Plan:**
 - a. Detailed plan outlining the installation process, including timelines, milestones, and any potential challenges or considerations.
- 4. Pricing:**
 - a. Itemized breakdown of costs, including labor, materials, equipment rental, permits, taxes, and any additional fees.
 - b. Final per square footage cost for
 - c. Priority Area 1 - 13,500 sqft
 - d. Priority Area 2 - 6,500 sqft
 - e. Entire Project Area - 20,000sqft
- 5. Warranty and Guarantee:**
 - a. Description of warranties or guarantees provided for both materials and workmanship.
- 6. Certifications and Insurance:**
 - a. Proof of relevant certifications, licenses, and insurance coverage (e.g., liability insurance, workers' compensation).
- 7. References:**
 - a. Contact information for at least three client references for whom similar flooring installations have been completed.

Prevailing Wage Requirements:

This project is subject to the Pennsylvania Prevailing Wage Act (Act of August 15, 1961, P.L. 987, No. 442, as amended). The Contractor shall pay all workers on this project the prevailing wage rates and benefits as determined by the Pennsylvania Department of Labor & Industry.

Bidders can access the prevailing wage determination for this project at

<https://www.dlsecureweb.pa.gov/PrevWage/Pages/Search.aspx?ID=&PageType=>. The relevant details for this project are:

- **County:** Mercer County
- **Construction Type:** Building
- **Estimated Project Start Date:** July 2025

The Contractor shall certify in its proposal that it understands and will comply with the Prevailing Wage Act. The awarded Contractor will be required to submit certified payroll records to the Midwestern Intermediate Unit IV on a bi-weekly basis, demonstrating compliance with prevailing wage rates.

Evaluation Criteria:

Criteria	Possible Score	Evaluator's Score
Experience and Qualifications of the Contractor	10	
Proposed Installation Plan and Timeline	5	
Price	70	
Warranty and Guarantee Offered	5	
References and Client Satisfaction	10	

Selection Process:

Upon receipt of proposals, our selection committee will review and evaluate all submissions based on the specified criteria.

Contact Information:

For inquiries and submission of proposals, please contact:

Jason Williams
Director of Technology & Information Systems
724-458-6700 x1273
jason.williams@miu4.org

MIDWESTERN INTERMEDIATE UNIT IV BID SHEET

Proposal for flooring project

The undersigned hereby proposes to complete the flooring project for the Midwestern Intermediate Unit IV as per the prices quoted on the previous page. The undersigned certifies to have read and fully understand the specifications and offer to furnish the services in exact accordance with the specifications and at the prices quoted.

NAME: _____

SIGNATURE: _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

CONTACT: _____

PHONE: _____

Schedule C
NON-COLLUSION AFFIDAVIT

Description: MIDWESTERN INTERMEDIATE UNIT IV - Flooring Project RFP

State of: _____

County of: _____

I state that I am _____ (title) of _____ (Name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the prices(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) _____ (Name of firm), its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (Name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by Midwestern Intermediate Unit IV in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Midwestern Intermediate Unit IV of the true facts relating to the submission of bids for this contract.

_____ (Name and Company Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS ____ DAY

OF _____, 20____

(Seal) _____ (Notary Public)

My Commission Expires: _____