

**Nesmith Library, Windham NH
Request for Quote**

Carpeting the Nesmith Library and Replacing Vinyl Flooring

The Nesmith Library Board of Trustees is currently inviting quotes from qualified individuals or companies, acting singularly or in consortium, to carpet and replace flooring at the Nesmith Library. This project would take place in 2017.

Proposals are due by June 13, 2017 at 2:00 p.m. Work is to begin in September 2017 and should be completed by October 15, 2017.

Note:

- Our preference is that the work will take place during the month of September 2017.
- Alternatively, work could take place during the month of December.

SECTION I : GENERAL REQUIREMENTS:

Proposals must be submitted to the Board of Trustees, Nesmith Library, 8 Fellows Road, Windham, NH 03087, NOT LATER THAN 2:00 p.m. on June 13, 2017. Explanatory materials, brochures, or other documents may be included.

- A. Bids will be considered for award by the Board of Library Trustees at their regularly scheduled meeting to be held the evening of June 13. The Board meets at 7 p.m. at the Nesmith Library in the Multipurpose Room. Bidders may have a representative present at said meeting.

The Library will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated above. All bids shall be valid for at least 120 days from the due date. No bid may be withdrawn prior to 120 days from the due date. The Library may request additional information after the bid opening.

- B. The Library Board is seeking a single proposal. However, the Library Board will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility to implement the whole project.

- C. The Library Board reserves the right to reject any and all bids, to award bids in whole or in part, to waive any technicalities, defects, informalities and / or irregularities in proposal responses; to accept substitutions or exceptions to these requirements ; to negotiate with the successful contractor; to change the scope of the project; and to otherwise act as shall be determined by the Library Board of Trustees to be in the best-interest of the Library and the Town of Windham, NH.

SECTION II: EVALUATION PROCESS:

The evaluation process will include each proposal being reviewed by the Library Director and the Library Board of Trustees.

Vendors' bids will be evaluated against specifications as presented in this document. No award will be made to any vendor who cannot satisfy the Board of Trustees that it has sufficient ability and experience in this class of work and sufficient capital and a plan to execute and complete delivery of the services successfully within the time frame defined herein. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

SECTION III : TIME TABLE:

The following schedule shall be adhered to under these specifications:

Due Date for Proposals -	Tuesday, June 13, 2017 2:00 P.M.
Proposal Opening -	Tuesday, June 13, 2017 7:00 P.M.
Proposal Award -	Tuesday, July 11, 2017 6:00 P.M.
Work May Begin After-	September 1, 2017
Completion Date -	October 15, 2017

SECTION IV: SCOPE OF WORK:

Successful bidder will provide all labor, tools and materials to re-carpet the Nesmith Library located at 8 Fellows Road, Windham, NH.

Carpet tiles will be used to replace existing carpet. Vinyl flooring will be used to replace existing hard floor surfaces.

Surface areas to be carpeted total approximately 11,000 square feet and include all areas of the library that are currently carpeted, with the sole exception being the library staff work area (behind the circulation desk.)

Surface areas to be replaced with vinyl flooring include the men's bathroom, women's bathroom, and staff bathroom. The staff work room flooring will be replaced with vinyl. There is a small section in the multipurpose room that will be replaced with vinyl. These areas constitute approximately 1,500 square feet.

1. Removal of existing carpet / Surface Preparation.

- All existing carpet shall be removed and disposed of properly.
- Surface areas will be skim coated with Ardex engineered cements (or equivalent approved by the library) to cover old adhesive residue and to smooth floor.
- A pressure sensitive adhesive approved by the carpet manufacturer shall be applied, as required.

2. Specifications for Carpet installation.

- Carpet tiles will be used throughout.
- Carpet tiles shall be from Interface, Shaw Contract Group, Shaw Specified Commercial, Patkraft, or another manufacturer of similar quality.
- The installer will cut around all shelving and any other immovable furniture.
- Nesmith library will move or protect all computers and other electronic devices.
- Nesmith Library will cover books and bookshelves to protect them from dust during the carpet removal process.

3. Specifications for hard surface flooring.

- Quality vinyl or linoleum flooring will be used.
- Product shall be from Armstrong, Mannington, Mohawk, Shaw or another manufacturer of similar quality.

- Surface areas will be skim coated as required with Ardex or other approved engineered cements to level floor.

Other Requirements

- The Contractor shall furnish all labor, equipment, materials, and services to perform all operations necessary to complete the work in a safe and workmanlike manner and to maintain the work area free of health and safety hazards.
- The Library Board, the Town of Windham Maintenance Supervisor, and the Library Director reserve the right to inspect work at any time for compliance with all specifications and requirement; to approve a portion of the work before further work may be done; to halt work deemed to be improper or not in compliance with specifications and conditions; and to require the Contractor to promptly correct all improper practices or deficient work.

SECTION V: WARRANTIES

The Contractor shall provide a minimum of one-year labor and material warranty for all work performed.

SECTION VI: PAYMENT TERMS

The successful Contractor will be paid within thirty (30) days from the date any such services are 100% complete or other installment terms mutually agreed to by the successful contractor and the Library.

SECTION VII: INSURANCE and CERTIFICATES

WORKER'S COMPENSATION INSURANCE - The Contractor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE - The Contractor shall purchase and maintain such public liability and property damage insurance as shall protect them and any subcontractor performing work covered by this proposal from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this proposal by the Contractor or any subcontractor or by anyone directly or indirectly employed by the Contractor.

CERTIFICATES - The Contractor shall include preliminary certificates with the proposal submission, showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the Library Board of Trustees.

SECTION VIII: NON COLLUSION CLAUSE:

I as the undersigned certify under penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for proposal.

FIRM: _____
SIGNATURE: _____
NAME (PRINT): _____
TITLE: _____
TELEPHONE: _____ DATE: _____

SECTION IX: PROPOSED COST

Total Cost of Project as Specified \$ _____

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