

# Flooring renovation at Wilmington Public Library



## Bid specifications

## Flooring renovation at Wilmington Public Library

Issued by:

Wilmington Public Library

Representative/Person to Contact:

KC Cozzens

Facilities Manager

[kc@wilmington.lib.oh.us](mailto:kc@wilmington.lib.oh.us)

937-382-2417

Have questions? Contact KC Cozzens, and questions will be answered within two business days.

Bids are due by noon local time on 2/7/2023. Bids must be sealed and mailed to Sandra Arrasmith, Attn: Flooring, Wilmington Public Library, 268 N. South, Wilmington, OH, 45177.

All bidders must take part in a pre-bid meeting and building walkthrough. Bidders must visit Wilmington Public Library between 1/9/2023 and 2/6/2023. Bidders must contact KC Cozzens, Facilities Manager, to schedule an appointment. Mr. Cozzens can be reached at [kc@wilmington.lib.oh.us](mailto:kc@wilmington.lib.oh.us) or at 937-382-2417.

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# 1. Introduction & Background

The Wilmington Public Library of Clinton County (WPL), an institution in Clinton County, is in need of new carpeting and tile through the staff portions of the building, and is accepting sealed bids in response to this Request for Bids (RFB) in order to find a qualified source to provide durable and aesthetically pleasing floors that will serve WPL for years to come.

Our goal with this renovation project is to:

1. Remove the old carpeting and tiles from the staff sections of the library.
2. Install durable carpet squares and appropriate hard floors.
3. Preserve historic baseboards and other building fixtures original to the oldest sections of our building installed in 1904.
4. Complete the project in a timely matter such that library operations are not disrupted.

The objective of this Bid Specifications is to locate a source that will provide the best overall value to WPL.

## 2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal turn in a sealed bid no later than noon on 2/7/2023.
3. A technical proposal must be provided that is not more than 6 pages. This technical proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than 3 pages. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours to complete the project from the time to bid is awarded to final acceptance of the work.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal.  
All terms and conditions will be subject to negotiation.
  - a. Proposals must be sealed, mailed, and received prior to noon local time on 2/7/23 to be considered.
  - b. Proposals must remain valid for a period of 60 days.

### 3. Project Description

The purpose of this project is as follows: Our current staff area carpeting and tile floors are at least 25 years old, and they show significant wear. Our purpose with this project is to have brand new floors in the staff areas of the building.

### 4. Project Scope

The scope of the project entails the removal of flooring in all staff sections of the library. The book shelves, desks, furniture, and other objects must be moved to make way for the demolition. Moving of furniture and fixtures must be included in bids. Moving of furniture and fixtures must be done in a way that is safe, and maintains the basic functionality of the library.

New carpeting and tile must be placed in a manner that it complements the aesthetics of our historic building. Care must be taken to not destroy original wood work from 1904. All flooring will be put down on cement subfloors. All the book shelves, desks, furniture, and other objects must be returned to their original location or mutually agreed upon locations at the completion of the project. Project is to include new cobase in all areas except for the Board Room, which requires new quarter round.

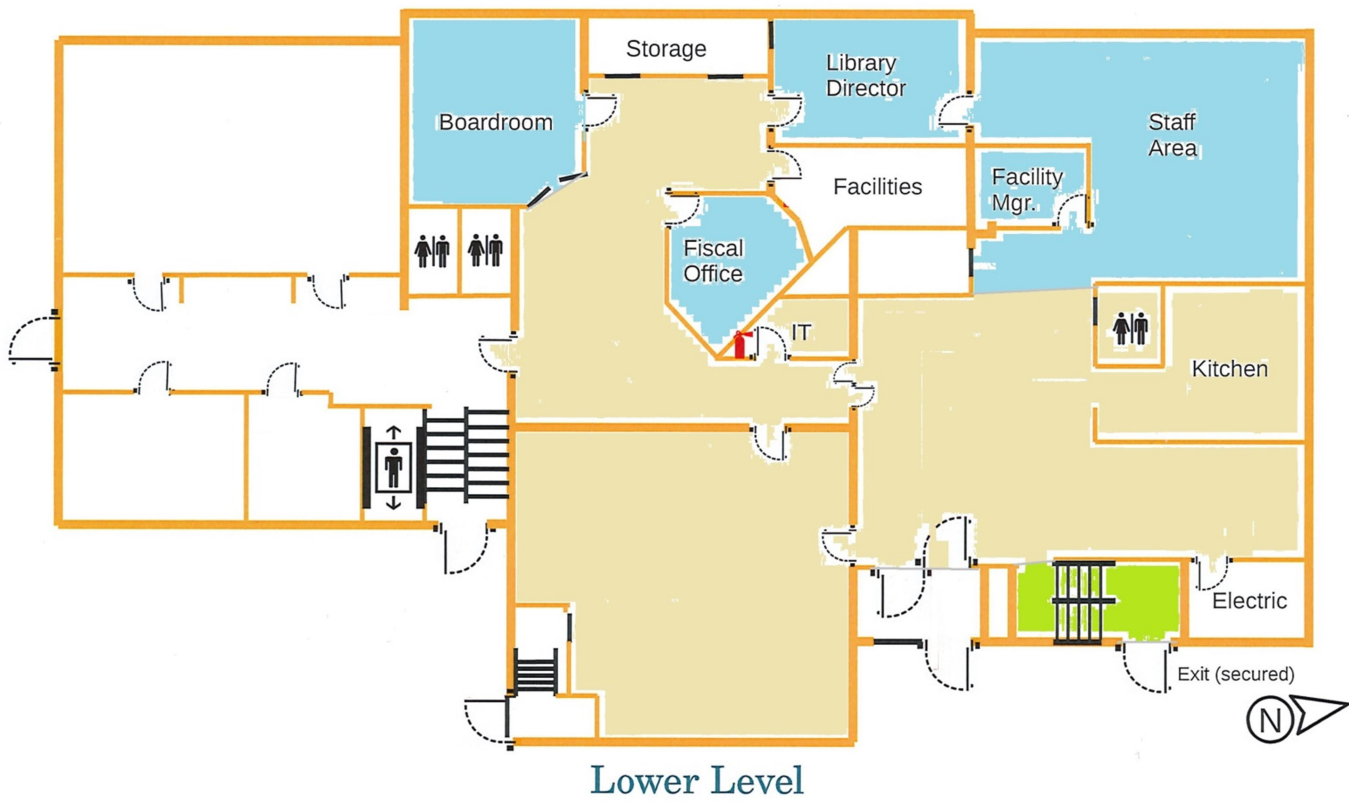
Flexibility and adaptability are key with this building.




The new flooring breakdown is as follows:

- **122 sqft** of walk-off carpet in the receiving entryway. (Prefer Shaw or Interface walk-off carpet squares.)
- **2,604 sqft** of carpet squares in the board room and several offices. (Prefer Shaw or Interface carpet squares.)
- **251 sqft** of tile flooring in a staff stairwell.(Prefer Mohawk rubber tile or Nora rubber floors.)
- **3,836 sqft** of rubber tile flooring in hallways, a storage area, the Friends sorting room, staff breakroom and a receiving area. (Prefer Mohawk rubber tile or Nora rubber floors.)
- The total project represents **6,439 sqft** of flooring removal and replacement.

Drawings of the building with flooring maps overlaid on them are following:

Lower level:



-  Carpet
-  Rubber flooring
-  Stairwell

## 5. Project Timelines

The Request for Proposal timeline is as follows:

Bid specifications and advertisement issued	1/03/2023
Proposals final acceptance date	Sealed bids due 2/7/2023 at noon local time
Bids opened in public meeting	Immediately following due date and time
Selection of Top Bidder / Notification to Unsuccessful Bidders	2/22/2023, 7pm local time

The deadline date for project completion is 8/01/2023. Bidder will be subject to liquidated damages in the amount of \$100 per day for every day that project exceeds contract completion date.

## 6. Evaluation Factors

Responsiveness to the requirements set forth in this bid specification shall be used to evaluate the responsibility of each bid.

Bid will be awarded based on Project Total Cost.

WPL reserves the right to award to the bidder that presents the lowest and best value and expertise to WPL as determined solely by WPL in its absolute discretion.

WPL shall review bids proposals based on total price and may also consider the following factors if relevant:

1. Relevant past performance and references. Please include 3 references in your proposal.
2. Samples of work. Please include samples of 3 similar projects that you have completed. These can be the same projects associated with your 3 references.
3. Technical expertise/experience of bidder and bidder's key personnel. Please include background of key personnel, including their years of experience.
4. Minority-owned or women-owned business.
5. Business with brick and mortar presence in Clinton County, Ohio.
6. Technical proposal (overview of project details, schedules, and timelines)

WPL reserves the right to reject any and all bids, waive irregularities in the bids and accept the bid(s) that it sees is in the best interest of WPL. WPL reserves the right to select a successful bid on the basis of the bid received without seeking clarification from the bidder.

WPL does not guarantee that any contract/purchase order will be awarded as a result of this Bid. Should a contract/purchase order be awarded but not executed, WPL may or may not attempt to re-award a contract/purchase order to any other bidder.

All local, state, and federal laws governing these bid specifications shall be followed.

WPL is a tax exempt entity. This project is subject to Ohio Prevailing Wage Laws

Bidders must be properly licensed under the laws governing their respective trades where applicable and be able to obtain insurance and bonds required for the work. A Performance Bond, Material Payment Bond, and Insurance (with WPL listed as additionally insured) in a form acceptable to the Board of Trustees of WPL shall be required.

Bidders must also submit a copy of their Worker's Comp certificate to WPL.

Bidder must provide Proof of insurance. Minimum \$1,000,000 per occurrence \$2,000,000 aggregate.

Approved by the Board of Trustees of the Wilmington Public Library of Clinton County,  
December 28, 2022