



Cartersville School System

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REQUEST FOR PROPOSAL

April 1, 2021

Dear Sir or Madam:

The Cartersville School System invites you to submit a proposal on the following items.

Installation of Carpet, VCT and Cove Base at Cartersville Middle School

Return your sealed pricing bid clearly marked **on the outside of the envelope or package to:**

Cartersville School System
RFP # 0330-0401-142 ENCLOSED
P.O. Box 3310, 15 Nelson Street
Cartersville, Georgia 30120

no later than 2:00 p.m., Friday, April 30, 2021.

The Cartersville School Board reserves the right to accept and/or reject any and all bids.

We invite your participation.

Respectfully,

Richard Dyke
Chief Financial Officer

Enclosures

PROPOSAL FORM

Please include this cover sheet as (page 1) of your proposal

Cartersville School System
P.O. Box 3310
15 Nelson Street
Cartersville, Georgia 30120

We have carefully examined and fully understand the Instructions to Bidders and other documents found in the specifications as prepared by you.

We propose to enter into a contract to furnish the materials and deliver services as specified at the price listed below. We also assure you that a company representative will be readily available to assist in reviewing the materials and services.

Installation of Carpet, VCT and Cove Base at Cartersville Middle School

\$ _____

Name of Company

Signature of Company Representative Authorized to Submit this Proposal

Printed Name of Representative

Business Address/ Street, City, State, Zip Code

Phone Number

Fax Number

Email

Office use only

INSTRUCTION TO BIDDERS

1. Proposals are due no later than 2:00 PM., Friday, April 30, 2021, and shall be opened publicly at that time.
2. **Proposals must be submitted on the forms enclosed.** Bidders may attach other appropriate information to best evaluate the proposal.
3. Proposals must meet the requirements relating to any and all Georgia Department of Education guidelines.
4. Proposals must include manufacturer and carpet, VCT specifications.

There will be a mandatory pre-bid meeting will be held on Monday, April 12, 2021 @ 2:00 PM EST. at the Cartersville City School System's Central Office located at 15 Nelson Street, Cartersville Georgia. Only one representative per company may attend.

5. The Cartersville City School Board reserves the right to accept or reject any and all proposals.
6. Work is to begin no earlier than June 3, 2021 and must be completed no later than July 30, 2021.
7. Payment will be made within 30 days of the completion of project.
8. Proposals will be evaluated on price, starting date and completion date and materials to be used.
9. Carpet and VCT samples may be required.
11. Contractor must dispose of existing carpet, VCT and cove base and provide a disposal unit (dumpster) to be used to discard VCT, carpet and cove base.
12. Contractor must provide a copy of **Certificate of Liability Insurance, E-Verification number, Workers Compensation Insurance and a W-9 form.**
13. Contactor is responsible for all measurements regarding amount of carpet, VCT and cove base to be used.
14. Further information regarding the RFP can be obtained by email only:

Ken Paige
Director of Operations
Cartersville City School System
kpaige@cartersvilleschools.org

SPECIFICATIONS

1. SCOPE OF WORK AND LOCATION:

- A. Installation of carpet and VCT in media center.
- B. Installation of cove base in all areas where carpet is installed.
- C. Removal of existing carpet, VCT and cove base.

2. PRODUCTS:

A. Manufacturers:

- 1. Carpet: Mohawk
- 2. Cove Base: Johnsonite
- 3. VCT: Armstrong

3. SPECIFICATIONS:

Carpet

Product	Aladdin Commercial
Style Name / Number	Scholarship II / 2B99
Construction	Tufted
Surface Appearance	Textured Heather Loop
Width	12'
Pattern Repeat	None
Warranties	Lifetime Wear
Color	To Be Determined

VCT

Product	Excelon
Thickness	1/8 in.
Size	12" x 12"
Warranty	5 Year
Color	To Be Determined

Cove Base

Match existing colors and manufacturer

4. PREPERATION:

Carpet

- A. Comply with manufactures written installation instructions for preparing substrates before carpet is installed.
- B. Use floor sander to remove carpet glue or any products from substrates that might cause carpet not to stick.
- C. Use trowel leveling and patching compound to fill cracks, holes and depressions in substrates.
- D. Sweep and Vacuum cleans substrates to be covered before product installation.
Check for any items that might have been missed when cleaning surface.

Cove Base

- A. Comply with manufactures written installation instructions for preparing substrates indicated to receive resilient products.
- B. Remove glue or any products from substrates that might cause cove base not to stick.
- D. Cove base must be wiped down with cleaning solution after installation is completed.

VCT

- A. Comply with manufactures written installation instructions for preparing substrates before VCT is installed.
- B. Use floor sander to remove adhesive or any products from substrates that might cause VCT not to stick.
- C. Use trowel leveling and patching compound to fill cracks, holes and depressions in substrates.
- D. Sweep and Vacuum cleans substrates to be covered before product installation.
Check for any items that might have been missed when cleaning surface.

SCOPE OF WORK PRICING

Installation of Carpet \$ _____

Installation of Cove Base \$ _____

Installation of VCT \$ _____

Total Proposal \$ _____

Date Submitted: _____

Authorized Signature: _____