

**REQUEST FOR RE-BIDS
COMMERCIAL CARPET INSTALLATION
ROCKINGHAM COUNTY OFFICES
#08-04**

Proposals will be received by Rockingham County, North Carolina in the Personnel-Purchasing Office, Rockingham County Governmental Center, 371 NC 65, Suite 210, Wentworth, NC 27375-0210, Wentworth, NC (Mailing Address: PO Box 210, Wentworth, NC 27375-0210) promptly at 2:00 pm on Friday, November 16, 2007 for furnishing the above service.

A pre-bid will be held promptly at 11:00 am, Friday, November 9, 2007 in the Commissioner's Annex Room on the second floor of the Rockingham County Governmental Center.

Persons interested in submitting a bid for providing this service must sign and return the attached proposal sheet to the Personnel-Purchasing Office no later than 2:00 p.m. on the due date.

Rockingham County invites and encourages participation in this procurement process by minority owned-businesses, women-owned businesses and businesses owned by disabled persons.

The right is reserved by the County to reject any and all proposals submitted, to waive informalities in bidding and to accept a proposal other than the lowest submitted, if such action is deemed to be in the public interest.

ROCKINGHAM COUNTY

**Diane A. Pritchard, C.P.M., CLGPO
Purchasing Agent**

DATE: November 1, 2007

**SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS FOR
CARPET INSTALLATION IN ROCKINGHAM COUNTY
GOVERNMENTAL CENTER OFFICES PUBLIC HEALTH,
SOCIAL SERVICES, AND THE CHILD SUPPORT OFFICES IN
REIDSVILLE**

1. **Purpose:** This serves as official notice that Rockingham County is soliciting proposals/bids for Carpet Installation services for specified office in the Governmental Center (see Exhibit A).
2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in Section V **no later** than 2:00 pm on Friday, November 16, 2007.
3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFB must sign the Bid/Proposal Form.
4. **Visual Inspection:** All Contractors shall visit site and conduct measurements of the proposed areas prior to submittal of bid. There will be a pre-bid for this purpose on Friday, November 9, 2007 at 11:00 am in the Commissioner's Annex at the Rockingham County Governmental Center, 371 NC 65, Wentworth, NC 27375. Appointments to view areas for installation can be made by calling Ron Farris at 336-342-8371(phone), 336-342-8105(fax), Monday thru Friday- 8:00 am -5:00 pm.
5. **Inquiries:** Questions regarding this RFB should be directed to Diane A. Pritchard at 336-342-8112 or Ron Farris at 336-342-8371.
6. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the state of North Carolina and acceptable to the County for the following limits:
 - i. Worker's Compensation = Statutory requirements
 - ii. Commercial General Liability = \$500,000.00
 - iii. Bonded = \$10,000.00 (min)
7. **Contract:** Selected Contractor must agree to use the standard contract form for Rockingham County
8. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed.
9. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of bid to the lowest responsive bidder will be based on quality, service, completion date, price and experience.

Rejection of Bids: The County reserves the right to reject any and all proposals/bids submitted, to waive informalities in bidding and to accept a proposal other than the lowest submitted, if such action is deemed to be in the best interest of the County.

SECTION III. MATERIAL SPECIFICATIONS

This information is to be discussed in more detail at the Pre-Bid conference beginning promptly at 11:00 am on Friday, November 9, 2007.

BRAND:	Collegiate
TYPE:	Broadloom
DENSITY:	8331
FACE WEIGHT:	28
SURFACE TEXTURE:	Tufted Loop
COLOR:	
YARN TYPE:	Colorstrand
BACKING:	ActionBac
INSTALLATION:	Direct Glue
WARRANTY:	10 years

Carpet shall meet or exceed the above specifications.

SECTION IV. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform the removal and disposal of the existing carpet. Prepare the existing floor and install new carpet as described in this RFB for specified offices at the Rockingham County Governmental Center. Installation shall occur at night or on weekends. This installation shall be completed no later than January 31, 2008.

CONTRACTOR RESPONSIBILITIES

- 1) Provide for removal of existing carpet and other coverings as appropriate for the project.
- 2) Provide for disposal of existing carpet.
- 3) Provide for preparation of the floor areas after removal of existing carpet, including cleaning smoothing or any other necessary preparation work.
- 4) Provide for professional measuring, placement, adhesion and detail installation of new carpet (see Exhibit A for approximate sq. ft.).
- 5) Provide total installation for floor covering that meets or exceeds the established standards for such installation.
- 6) Provide for removal and replacement of furniture as necessary for the project.
- 7) Provide for removal and reinstallation of base covering, baseboard or other materials necessary for completion of project.
- 8) Submit a phased installation schedule that adheres to the time frame specified. The scheduling of the installation shall not adversely interfere with the normal operation of the Governmental Center.
- 9) Provide for all necessary and reasonable precautions for the safety of your employees and subcontractors as well as Governmental Center personnel, visitors and traffic associated with the operation of Governmental Center.
- 10) Coordinate the installation schedule with the E&E Services Director and the Maintenance Supervisor.
- 11) Provide for minimum storage of materials on site during the project for timely delivery of materials necessary for the project, provide at least 24 hours of delivery of materials necessary for the project.
- 12) Provide at least 48 hours notice installation activities.
- 13) Provide representative sample(s) of carpet (if different) from material specifications with submission of bid.

COUNTY RESPONSIBILITIES

- 1) Provide access to the facility and work areas as necessary for the project; and coordinate with County security services.
- 2) Disconnect all computers and other hardware.
- 3) Provide prompt payment for the installation of the project upon receipt of invoice and acceptance of the project work.

ADDITIONAL INFORMATION

1. The drawings are to be provided at the Pre Bid Conference will indicate areas for replacement which may not be up to date. Square footage to be covered will also be discussed at the Pre Bid Conference or by contacting Ron Farris at 336-342-8371.
2. Rockingham County is not responsible for Contractor's equipment failure, breakdown, downtime, or other delays.

SECTION V. BID/PROPOSAL FORM

The undersigned proposes to furnish Commercial Carpet Installation Services for specified offices in the Governmental Center in accordance with the attached specifications stated herein for the price listed below.

*Material Cost per square foot \$ _____

Labor Cost for Project \$ _____

PROJECT TOTAL \$ _____

*Material Costs – material costs shall include all materials, sundries, adhesives, and freight necessary for completion of this project.

Submitted Certificate of Insurance with bid _____yes _____no

Visited site to view project _____yes _____no

Submitted proposed schedule with bid _____yes _____no

Submitted references with bid _____yes _____no

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

FAX: _____

DATE: _____