

CITY OF GALESBURG



PURCHASING

55 West Tompkins Street
Galesburg, IL 61401
Phone: 309/345-3678

INVITATION FOR QUOTES

To provide floor demo work/concrete polishing and Terrazzo Restoration at Brooks St. Fire Station located at 1575 E Brooks St. for the City of Galesburg, Illinois

Instructions to Vendors

1. The City of Galesburg is requesting quotes for various flooring work to be completed at the Brooks St Fire Station. Quotes will be accepted until 11:00 A.M. local time on September 21, 2016.
2. The person, firm or corporation making a quote shall submit it to the Purchasing Agent or his duly designated representative on or before the hour and the day stated above.
3. The vendor shall insert the cost, and supply all the information, as indicated on the Quoted Form. The cost inserted shall be net and shall be the full cost for the work specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each vendor shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this quote for any reason of personal gain.
6. Insurance coverage shall be carried by the successful vendor per the attached Special Provisions sheet for Contractor's Insurance.
7. The bid award will be made to the lowest, responsive, responsible bidder; however, the City of Galesburg reserves the right to accept or reject any and all bids submitted. Acceptance of any bid is subject to concurrence by the Illinois Department of Transportation from which a portion of the funds provided through this contract is designated
8. Certified DBE's (Disadvantaged Business Enterprise) are encouraged to participate in any procurement activity with City of Galesburg. The City of Galesburg shall not

discriminate on the basis of race, color, national origin, or sex in the participation of performance of this contract. Please certify if you are a DBE business.

9. Any contract resulting from these bids is subject to financial assistance contracts between City of Galesburg, and the Illinois Department of Transportation.
10. The right is reserved to accept any bid or any part or parts thereof or to reject any and all bids. .
11. The City has adopted an "Equal Employment Opportunity Clause", which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, in Galesburg, Illinois.
12. The City of Galesburg has adopted an Affirmative Action Program.
13. Vendor certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of submission of quote shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that vendor.
14. The successful vendor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg.
15. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
16. Interested vendor should submit a quote on company letterhead or complete the attached quote form.
17. These instructions are to be considered an integral part of any quote submission.

Dated: September 1, 2016

Kraig Boynton, Purchasing Agent

SPECIFICATIONS FOR PROJECT

GENERAL

The City of Galesburg is requesting quotes to complete a flooring project at the Brooks St. Fire Station located at 1575 E. Brooks St. in Galesburg, IL

SCOPE OF WORK

The awarded vendor will be required to supply all materials, equipment, labor, and incidentals to complete the two phases of the project as described below:

Area 1: Floor demo/concrete polish in kitchen & day room (approximately 630 sq. ft.)

Contractor shall:

1. Demo and mechanically grind existing glue.
2. Make necessary repairs – Chase and fill control joints (semi rigid gray polyuria).
3. Start grind with 80 metal bond diamond.
4. Auto scrub and densify (Vexcon Starseal)
5. Polish concrete up to 80 resin bond diamond.
6. Stain protector/Guard applied (two applications).
7. Burnish concrete with 1500 twister pad.

Area 2: Terrazzo Restoration in bathroom (approximately 225 sq. ft.)

Contractor shall:

1. Using terrazzo resins in the progression 50 grit, 100, 200, 400 and finishing with 800 grit.
2. Cove base will be hand tooled to match field of floor.
3. Apply two coats of terrazzo stain guard.
4. Burnish with heat pad on high speed burnisher.

For all work above, contractor will be responsible for cleanup and disposal of job related debris as well as providing any non-standard power source that might be needed in this process.

Interested vendors are encouraged to make an appointment to inspect the property by contacting 309-345-3756 during normal business hours.

Submission of quote:

1. Quote shall be submitted on vendor letterhead.
2. For budget purposes, quote shall be divided out by “area 1” and “area 2” with a total price listed as well. The work will be awarded to one vendor.
3. Quote shall include in detail what will be provided under quote.
4. Quote shall list estimated start date and days to complete.
5. Quote shall be signed and dated by authorized company representative.
6. As this will be work performed on City property, applicable prevailing wage laws shall be followed and certified payrolls will be required to be submitted with invoicing.

Quotes due to Purchasing by 11:00 A.M., September 21, 2016

Quotes may be submitted in person, via email, or fax.

In person: Kraig Boynton
Galesburg City Hall
55 W. Tompkins St
Galesburg, IL 61401

Via email: kboynton@ci.galesburg.il.us

Via Fax: (309) 343-4765