

Request for Proposal – Decatur Migrant Head Start Center: Modular Building Floor Tile Installation

Telamon Corporation
416 North Cedar Street
Lansing, MI 48912

Project Scope and Specifications

The Decatur Migrant Head Start, 80195 County Road 358, Decatur, Van Buren County, MI 49045 is in need of floor tile installation.

Modular building floor plan attached. Measurements shown are approximate. It is contractor's responsibility to measure floors for accurate measurements.

Proposal will include separate pricing for each room/area.

- Remove installed carpeting in front administrative area and two offices.
- Remove VCT tiles from 6 classrooms, restrooms, kitchen, pantry, corridor, administrative areas, janitor closet, laundry closet, storage closets, and common areas.
- Remove cove base.
- Remove and reinstall toilets in order to install tile.
- Move furniture and equipment.
- Install wood underlayment
- Furnish and install 1/8" thick VCT 12" x 12" tiles.

NOTES:

1. Owner to select VCT colors.
 2. Classrooms tiles are to be light beige field with random placement of primary-colored tiles (red, blue, green, yellow).
 3. Other areas are to be light beige.
- Furnish and install 6" high rubber cove base molding; color selected by owner.
 - Submit spec sheets for materials used.
 - Provide product warranties.
 - Provide installation warranties.
 - Provide all necessary materials and labor to complete job.
 - Contractor responsible for repair of any building damage as a result of the installation.
 - Contractor to clean up and remove debris from site.
 - Contractor to pay for costs of any required permits and application fees.
 - Davis Bacon wage rates apply.

Precautions:

- Maintain 70 degrees F in material storage spaces and work areas for 48 hours before and after application. Clean and remove grease and other foreign matter from surfaces to receive materials.
- Prepare substrates as necessary for complete adhesion and smooth level floors.

Tile:

- Spread adhesives evenly.
- Place tile, level and true with tight aligned joints.
- Cut and fit neatly to walls and other vertical abutments.
- Orient tile with linear patterns all in same direction (no checker boarding).

Base:

- Fit base snugly to wall and floor, level and true, with tight straight joints.

NOTES:

- Contractor to clean up and remove debris from site.
- Contractor shall make themselves aware of all site and building conditions related to work prior to beginning work.

Please call Sally Piper at the listed phone number or email address with any project questions.

Contact person:

Sally Piper, Properties Coordinator

Direct dial: 517-575-6518

Email: spiper@telamon.org

Jobsite Pre-bid Inspection: March 5, 2019; 1:30 PM to 3:30 PM EST

Proposal Submissions: Bids Due: March 18, 2019; 3:00 PM EST

Bids may be sent by email (above email address) or fax (517-323-9840) to the Lansing office.

Bids are to be properly signed by a signatory of your company.

Project Timelines (daily work hours 8:00 AM to 4:30 PM EST)

- **Tentative Work Begin Date: April 8, 2019**
- **Tentative Work Completion Date: April 26, 2019**

Budget

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as an hourly rate. In-kind contribution should be identified and itemized.

IN-KIND CONTRIBUTION for Decatur Migrant Head Start Center: Floor Tile Installation.

The Administration for Children and Families (ACF) requires all Head Start grantees such as Telamon Corporation to provide contributions equal to 25 percent of their total Federal Head Start funding (or 20 percent of the total Federal and non-Federal combined). Telamon Corporation is asking for an in-kind contribution from the Contractor selected that might range from 2 percent to 10 percent of the base bid.

In-kind is defined as property or services that benefit a grant-supported project or program (such as the Head Start program) and are contributed by non-Federal third parties without charge to the grantee. In-kind contributions may consist of the value of real property and equipment and the value of goods and services directly benefiting the grant program and specifically identifiable to it.

Bidder Qualifications

Bidders must provide the following as part of their proposal for consideration:

- Three (3) references.
- Date when bidder is able to begin work and expected completion date.

Terms and Conditions

Telamon Corporation reserves the right to reject any and all bids. Telamon Corporation is an equal opportunity employer and service provider.

Evaluation Criteria

Telamon Corporation will evaluate all proposals based on the following criteria. To ensure consideration for the Request for Proposal, your proposal must be complete and include all of the following criteria:

- Overall proposal suitability: proposed work must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Previous work: Bidders will be evaluated on examples of their work pertaining to the quality and completion timeliness of work.

- Value and cost: Bidders will be evaluated on the cost of work to be performed in accordance with the scope of this project and in the in-kind contribution.
- Experience: Bidders must provide descriptions of staff experience.

The contractor selected will be required to name **Telamon Corporation as an additional insured** on a Certificate of Insurance listing the policy numbers and amount of coverage for Works Compensation and General Liability Insurance. Certificates of Insurance must provide for a minimum requirement of \$1,000,000 in General Liability and State required minimums in Workers Compensation coverage.

Attachment: Decatur Migrant Head Start - Modular Building Floor Plan

Decatur Migrant Head Start
80195 County Road 358
Decatur, MI 49045

