

City of Russell

Request for Proposals

Commercial Flooring

Date of Issue: January 15, 2021

Proposal Due Date: January 29, 2021

Introduction

The City of Russell is requesting proposals for commercial flooring. Proposals will be accepted until 5:00 p.m. on January 29, 2021, at the City Building, 133 W. 8th St., P.O. Box 112, Russell KS 67665.

This written Request for Proposals (R.F.P.) states the scope of the City of Russell requirements and specifies general rules preparing the Proposal.

The Proposal should demonstrate how the vendor can best satisfy the requirements of the City of Russell. The City of Russell shall reserve the right to award the purchase order, which is most advantageous to the City of Russell.

Rules of Preparation

The submitted Proposal must follow the rules and format established within this R.F.P. Adherence to these rules will ensure a fair and objective analysis of all Proposals. Failure to comply with any portion of this request may result in rejection of a Proposal.

Vendor Inquiries

Please direct questions or comments concerning either the administrative or technical requirements of this R.F.P. to the project manager.

Jon Quinday
City Manager
City of Russell
PO Box 112
Russell KS 67665
785.483.6311 office
quinday@russellcity.org

Submission of Proposal

Please prepare and submit one (1) original and one (1) copy of the proposal. Completed proposals should be sealed and clearly marked "Flooring Proposals" in bold or highlighted text with strict instructions not to open until the due date and be submitted by the due date.

Proposals received after the above date and time will be considered late and will not be accepted. Responses will be evaluated objectively based on the vendor's response to the R.F.P.

The City of Russell will not pay costs incurred in the proposals preparation including but not limited to the costs for printing, demonstration, negotiations process, etc. The proposing vendor shall bear all costs for the preparation of the proposals.

Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn by an authorized representative of the vendor or by formal written notice prior to the final due date and time specified for Proposal submission. Otherwise, Proposals will be considered valid for at least sixty (60) days from the opening date. Submitted Proposals will become the property of the City of Russell after the Proposal submission deadline.

Minimum Specifications and Scope of Project

See Attachment "B" for Minimum Specifications

Contractual Obligations

The successful vendor will be required to accept a purchase order from the City of Russell in which the vendor will undertake certain obligations. These obligations include, but are not limited to, the following:

Insurance – The successful vendor shall maintain and shall require all of its subcontractors to maintain general aggregate insurance with limits of not less than \$1,000,000 per accident.

Costs – All costs are to be stated in exact amounts. All costs must be detailed specifically in the vendor cost summary section of the Proposal; no additional charges (e.g. for sales tax, container packing, installation, training, out-of-pocket expense, etc.) will be allowed unless so specified in the Proposal.

Selection – The final award is subject to the City of Russell's purchasing policy.

Right of the City of Russell to Reject Proposals

The City of Russell reserves the right to reject any and all Proposals or any part of any Proposals, to waive minor defects or technicalities, or to solicit new Proposals on the same project or on a modified project which may include portions of the originally proposed project as the City of Russell may deem necessary in its best interest. The City also reserves the right to negotiate with any vendor, all or part of any Proposal that is in the best interest of the City.

Non-limitations to R.F.P.

The format of the R.F.P. must be followed and all requested information must be submitted as indicated; however, the City of Russell is receptive to any additional suggestions pertaining to services development, additional related capabilities, and any alternative methods for providing related services. Any exceptions to the R.F.P. terms and conditions must be included in writing in the Proposal.

Interpretations and addenda

No interpretation made to any respondent as to the meaning of the R.F.P. shall be binding on the City of Russell unless repeated in writing and distributed as an addendum by the City of Russell. Interpretations and/or clarification shall be requested in writing from the City Manager.

Proposal Response Format

In order to facilitate the analysis of response to this R.F.P., vendors are required to prepare their Proposal in accordance with the instructions outlined in this section. Each vendor is required to submit the Proposal documents in response to the R.F.P. in a sealed envelope. Vendors whose Proposals deviate from these instructions may be considered nonresponsive and may be disqualified at the discretion of the City of Russell.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the R.F.P. Expensive bindings, promotional material, etc., are not necessary or desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. The Proposal should be submitted on the Proposal Sheet provided in Attachment "C".

Confidentiality of Documents

All responses to the R.F.P. submitted by vendors shall be deemed public documents at the time opened by the City of Russell. The R.F.P. is intended to be worded in a manner so as not to elicit proprietary information from the vendor. If proprietary information is submitted as part of the Proposal, such information is to be labeled proprietary and be accompanied with a request that the information is to be returned by the City of Russell to the submitter. Any Proposal that is submitted with a blanket statement or limitation that would prohibit or limit such public inspection shall be considered non-responsive and shall be rejected.

Legal Notice

The City of Russell reserves the right to reject any and all Proposals and waive any or all technicalities, as determined by the City Manager of the City of Russell.

The City of Russell expects a professional job, done commensurate with the standards and practices of the profession/or business.

All persons awarded and/or entering into purchase orders with the City of Russell shall be subject to and required to comply with all applicable City, State and Federal provisions.

ATTACHMENT A

ATTENTION: RUSSELL COUNTY NEWS
FAX #

REQUEST FOR PROPOSALS

SPECIAL NOTICE

The City of Russell is accepting Proposals for commercial flooring. Proposals must be received at the City Building, 133 W. 8th Street, Russell, KS before 5:00 p.m. on January 29, 2021. If you are interested in submitting a Proposal, contact Katrina Woelk, 785.483.6311 for a copy of the R.F.P.

SPECIAL NOTICE

PLEASE RUN THIS AD: **One time ASAP**

IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CALL 785.483.6311 AND ASK FOR JON QUINDAY.

FAXED: _____

TIME: _____

PLEASE MAIL TEAR SHEETS AND BILL TO:

City of Russell
133 W. 8th; P.O. Box 112
Russell, KS 67665

CITY OF RUSSELL

**PROPOSAL INSTRUCTIONS
FOR
COMMERCIAL FLOORING**

GENERAL

The specifications and dimensions that follow shall apply to the purchase and installation of commercial flooring for the City Building, 133 W. 8th Street, Russell, Kansas. The City reserves the right to waive minor technicalities under this specification.

The commercial flooring shall be new and unused, under standard production by the manufacturer. Proposer must be a manufacturer's authorized dealer for the product represented in their Proposal, and will be held responsible for the submission of proper information to the manufacturer.

The Proposer agrees, if his proposal is accepted, to guarantee the design, material and workmanship of the commercial flooring according to the standard factory warranty, or for one year, whichever is greater. **A copy of the warranty shall accompany the Proposal.** All service called for in the standard warranty shall apply without exception. Warranty coverage shall include costs incurred in the transportation of the commercial flooring to and from the dealer's and/or manufacturer's shop, if required, or travel time and expenses to and from the City of Russell's facilities, should warranty work be performed in the field.

Complete specifications and literature on the commercial flooring shall accompany the Proposal. Any exceptions to these specifications shall be indicated on the Proposal or on a separate attachment to the Proposal, labeled as such.

Any "Or Approved Equal" or "equivalent" (O.A.E.) items for brand specified components shall be listed with the Proposal package. Complete description and literature on the "equivalent" components shall be supplied for consideration by the City. The burden of proof regarding the "equivalent" shall be upon the vendor.

DELIVERY

The commercial flooring shall be delivered and installed. The commercial flooring must comply with all applicable Federal and State regulations. A minimum of five (5) business days' notice shall be given prior to delivery and installation.

All costs associated with transportation will be Proposer's responsibility.

Commercial flooring failing to meet specification shall not be accepted and shall become the vendor's responsibility.

**ITEM SPECIFICATIONS
FOR
Commercial Flooring**

SHOW MFG. AND MODEL OFFERED: _____

BASE PROPOSAL – Commercial Flooring for the City Building, 133 W. 8th Street, Russell, Kansas, to include removal and disposal of existing flooring and installation of new flooring with color matched baseboard. Color to be determined by the City of Russell.

If specification is met, indicate with a “Y” in the provided space. If exception is taken, Proposer must indicate with an “N” and explain in the Exception Comment section following the line item specification. (Use separate page, if necessary and list page number and item number.)

Flooring shall be new, unused, and ready for delivery.

FLOORING

(Y/N)

Item #

1) Stipple Modular

Comments: _____

2) Total Weight (nominal average) 4.5 oz – 5.2 oz per / square feet

Comments: _____

3) Dimensions 24 x 24 inch modules

Comments: _____

4) NSF/ANSI 140 Platinum Certification

Comments: _____

5) Less than 3.0 kv electrostatic propensity

Comments: _____

6) Water repellency rating of 4.0 or greater

Comments: _____

7) Complies with ADA Guidelines for level surface

Comments: _____

8) Noise Coefficient Rating of 0.30 or better

Comments: _____

9) Impact Insulation Classification Rating of 64 or better

Comments: _____

10) Resistant to most challenging stains

Comments: _____

10) Carpet and Rug Institute Green Label Plus

Comments: _____

PROPOSAL SHEET

BRAND AND MODEL: _____

APPROXIMATE DELIVERY/INSTALLATION DATE: _____

WARRANTY: _____

ALL OPTIONS SHALL REFLECT THOSE COSTS IN ADDITION TO THE BASE PROPOSAL

DELIVERED F.O.B. TO CITY OF RUSSELL, 133 W. 8th Street, Russell, KS 67665

	OUT-RIGHT PRICE	TRADE-IN CREDIT	TOTAL
BASE PROPOSAL-	\$ _____	<\$ <u>N/A</u> >	\$ _____
OPTION #1	\$ <u>N/A</u>		\$ <u>N/A</u>
TOTAL PROPOSAL			\$ _____

REPRESENTATIVE _____

COMPANY _____

ADDRESS _____

TELEPHONE NUMBER _____ DATE _____

COMMENTS _____
