

# REQUEST FOR PROPOSAL

Purchasing Department

Town of Mooresville

Stage Floor Replacement

RFP 010-10-0003

Issued October 05, 2010



**Proposals Required by**

**October 19<sup>th</sup>, 2010**

**2:00 PM**

**Town of Mooresville**

**Town Hall**

**413 N. Main St**

**Mooresville, North Carolina 28115**



Informal Bids will be received by the Town of Mooresville for the **Stage Floor Replacement at the Charles Mack Citizen Center** located at 215 North Main Street, until 2:00 PM on October 19<sup>th</sup>, 2010, at Town Hall. This is an informal bid according to NCGS 143-131. Bidders will be required to comply with all applicable statutes and regulations.

A pre-bid walk-through will be held at the Citizen Center on October 14<sup>th</sup>, 2010 at 2:00 PM to allow potential bidders to inspect the existing flooring space.

Bids must be submitted on this bid form showing unit and prices fully extended to the Town of Mooresville, North Carolina. The name and address of the bidder must appear on the bid that is submitted. Bids may be **mailed** to PO Box 878, Mooresville, NC 28115, **shipped** via courier (FedEx or UPS) to 413 N. Main St., Mooresville, NC 28115, **dropped off** at Town Hall located at 413 N. Main St, Mooresville, NC 28115, **emailed** or **faxed**. It is the responsibility of each bidder to ensure that their bid packet is received on time.

**Bidders are required to acknowledge receipt of this invitation** by facsimile (704 799-4135) or by email ([dwhitaker@ci.mooreville.nc.us](mailto:dwhitaker@ci.mooreville.nc.us)) to the attention of the Director of Purchasing in order to receive any addendums that might be issued. Failure to do so will be sufficient grounds for rejection of the bid by the Town.

The Town reserves the right to reject any and all bids submitted, or to select the bid or any part of the bid which, in our opinion, is in the best overall interest of the Town.

**Charles Mack Citizen Center Stage Floor Replacement  
Non Collusion Statement**

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, or equipment and is in all respects fair without collusion or fraud. I understand that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the Town Of Mooresville in accordance with the bid documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

Date \_\_\_\_\_

\_\_\_\_\_  
Official Legal Name of Bidder

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
Email Address

**Bid Packet Check List**

The following are enclosed or performed: (check all that apply)

- Bid Sheets
- Non-Collusion Statement
- Brochures
- Warranty Information
- Bidders Name & Bid Number.
- Acknowledged receipt of Bid packet via fax or email

## SPECIFICATIONS

### Charles Mack Citizen Center Stage Floor Replacement (Recreation)

#### (Minimum Requirements)

The following specifications are intended to describe the minimum requirements for **Replacing the Stage Floor at the Charles Mack Citizen Center** and to secure a firm installed price.

**Access Dates:**

Dates available to accomplish this job include:  
October 25 through November 11.

**Removal:**

All existing oak flooring shall be removed and discarded in a vendor provided dumpster. The dumpster shall remain until the job is completed.

**Material:**

The stage shall be replaced with pre-finished White or Red Oak true hardwood flooring measuring 2 1/4" wide by 3/4" deep. There is a 6 1/2" wide x 3/4" band around the front edge of the stage.

**Measurements:**

Approximate measurement of the flooring is 1,140 square feet. The winning bidder shall be solely responsible for accurate measurements.

**Floor Prep:**

Underlayment of two (2) layers of 3/4" plywood shall be included in the bid.

**Microphone and Electrical Pockets:**

All designated microphone and electrical pockets shall be removed and reinstalled. There are six (6) microphone/electrical pockets in the existing floor.

**Pre-Bid Walk-Through:**

A pre-bid walk-through will be held at the Charles Mack Citizen Center on October 14<sup>th</sup>, 2010 at 2:00 PM to allow potential bidders to inspect the existing flooring.

**Insurance Information:**

The successful bidder shall provide to the Town of Mooresville certificates of insurance (COI) of the following minimum levels of insurance coverage. The Town of Mooresville shall be named an additional insured with no exceptions.

- Comprehensive General Liability Insurance  
Bodily Injury & Property Damage - \$1,000,000 single limit, each accident.
- Auto Liability Insurance  
Bodily Injury & Property Damage - \$1,000,000 single limit, each accident.
- Workers Compensation Insurance as required by North Carolina law with the NC WC Statutory Limits checked.

**Contractor Qualifications/References:**

Prospective bidders must be able to demonstrate the successful completion of projects with a similar scope of work. The Bidder shall supply a minimum of three (3) references (including company name, contact person and phone number for whom they have completed similar projects.)

**Warranty:**

Installer shall provide a one (1) year warranty against any defects caused by normal wear and tear or improper installation and a manufacturer's guarantee.

**Stage Floor Replacement at Charles Mack Citizen Center**

Cost of Materials \$ \_\_\_\_\_ . \_\_\_\_\_

Cost of Labor \$ \_\_\_\_\_ . \_\_\_\_\_

Additional Charges (if applicable) \$ \_\_\_\_\_ . \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total \$ \_\_\_\_\_ . \_\_\_\_\_

Installation time frame (days) After Receipt of Order \_\_\_\_\_

**Contingency Hourly Rate**

Please quote an hourly rate to cover any unforeseen problems. \$ \_\_\_\_\_ . \_\_\_\_\_ / Hour

A contingency will be placed in the contract to allow for unforeseen problems if needed.

**Options:**

Please quote any options / changes to the above specs, indicating prices to be added or deducted from the total price. Any options quoted will not be considered in the final bid amount and will not be used to determine the award of the contract.

- a. \_\_\_\_\_ \$ \_\_\_\_\_
- b. \_\_\_\_\_ \$ \_\_\_\_\_
- c. \_\_\_\_\_ \$ \_\_\_\_\_

Prices must be valid for at least 60 days pending approval and awarding of contract(s).

Please list any exceptions to the above specifications on a separate piece of paper and attach it to your bid submittal. Also attach your list of three (3) references for similar type work you have completed in the past.

Please contact the Purchasing Department with any and all questions @ 704-662-8534 or email to [dwhitaker@ci.mooreville.nc.us](mailto:dwhitaker@ci.mooreville.nc.us).

Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_