

Woodstock Public Schools

REQUEST FOR PROPOSAL (RFP)

Band/Stage Rehearsal Room 187 2x2 Tiles, Using Pressure Sensitive Adhesive, Cove Base 200 LF, Cove Base Adhesive, Labor To Install Carpet Tile And Cove Base, Prep And Skim Floor.

Media Center 438 2x2 Tiles, Using Pressure Sensitive Adhesive, 500 LF Cove Base, Cove Base Adhesive, Labor To Remove Existing Carpet, Labor To Install Cove Base, Prep And Skim Floor.

Music/Choral Room 300 2x2 Carpet Tiles, Pressure Sensitive Adhesive, 300 LF Cove Base, Cove Base Adhesive, Labor To Remove Existing Carpet, Labor To Install Cove Base, Labor To Prep/skim Floor.

Viktor Toth

WOODSTOCK MIDDLE SCHOOL CARPET TILE PROJECT

Woodstock Public Schools
147A Route 169
Woodstock, Connecticut 06281
Phone: 860-928-7453 | Fax: 860-928-0206
Tothv@woodstockschoools.net

RFP ID: WMS1
Prepared By: Viktor Toth
Date: June 1, 2023

REQUEST FOR PROPOSAL
WOODSTOCK MIDDLE SCHOOL CARPET TILE PROJECT
Woodstock - Connecticut

RFP ID: WMS1

PROPOSAL SUBMISSION DEADLINE: June 9, 2023, 3:00 PM

QUESTION SUBMISSION DEADLINE: June 7, 2023

Questions may be submitted in written form to:

Contact Name: Janice Thurlow
Contact Address: 147A Route 169
Woodstock, Connecticut 06281
Telephone Number: 8609287453 Ext. 310
Email Address: Thurlowj@woodstockschoools.net

INTRODUCTION

Woodstock Public Schools invites and welcomes proposals for their Woodstock Middle School Carpet Tile Project project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 147B Route 169, Woodstock, Connecticut 06281.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project Finances, contact:

Name: Janice Thurlow
Title: Business Manager
Phone: 860-928-7453- Ext. 310
Fax: 860-928-0206
Email: Thurlowj@woodstockschoools.net

PROJECT OBJECTIVE

The objective and ultimate goal for this project is goal of the project is to install carpet tiles in the band rehearsal room, the media center and the general music/choral room..

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specification are:

Band/Stage Rehearsal room 187 2x2 tiles, using pressure sensitive adhesive, cove base 200 LF, cove base adhesive, labor to install carpet tile and cove base, prep and skim floor.

Media Center 438 2x2 tiles, using pressure sensitive adhesive, 500 LF cove base, cove base adhesive, labor to remove existing carpet, labor to install cove base, prep and skim floor.

Music/Choral Room 300 2x2 carpet tiles, pressure sensitive adhesive, 300 LF cove base, cove base adhesive, labor to remove existing carpet, labor to install cove base, labor to prep/skim floor.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

Completion of Project:

DATE

August 18, 2023

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Woodstock Public Schools shall award the contract to the proposal that best accommodates the various project requirements. Woodstock Public Schools reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Woodstock Public Schools no later than 3:00 PM on June 9, 2023 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Woodstock Public Schools reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Connecticut (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Woodstock Public Schools, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

By submitted a proposal, Bidder agrees that Woodstock Public Schools may contact all submitted references to obtain any and all information regarding Bidder's performance.