

P.O. Box 157
10405 Merrill Road
Hamburg, Michigan 48139-0157

(810) 231-1000 Office
(810) 231-4295 Fax



Supervisor: Pat Hohl
Clerk: Mike Dolan
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Cindy Michniewicz

**REQUEST FOR PROPOSAL
FOR
NEW FLOORING FOR SENIOR/COMMUNITY CENTER**

Issue Date: July 11, 2023

Proposal Deadline: **12:00 PM on Friday, July 28, 2023**

Hamburg Township
Hamburg Township Clerks Department
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139

Purchasing Contact: Julie Eddings, Senior Center Director
Phone: (810) 231-1000 Ext. 229
Direct: (810) 222-1142
Fax: (810) 231-4295
Email: jeddings@hamburg.mi.us

DESCRIPTION: Bids are being solicited for new flooring for the senior/community center

This solicitation, along with all attachments and addenda may be downloaded from the Hamburg Township website at <https://www.hamburg.mi.us> - Accounting/Human Resources – Purchasing – Open Bids and Bid Results. Copies of this solicitation document and any issued addenda may also be obtained from the Clerks Department, Hamburg Township, 10405 Merrill Road, P.O. Box 157, Hamburg, MI 48139, (810) 231-1000 Ext. 270. Please note that if a vendor elects to obtain documents directly from the Clerks Department, it is then the responsibility of the vendor to contact the Senior Center Director to find out if any additional addenda or attachments have been issued.

Proposals must be time stamped by the Clerks Department by the exact date and time indicated above. Late proposals will not be accepted.

**REQUEST FOR PROPOSAL
TOWNSHIP OF HAMBURG
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A. Introduction

Hamburg Township is looking for an outside vendor to supply &/or install luxury vinyl plank for the senior center.

B. Project Background

This is replacement of existing flooring in the building.

C. Project Description

Hamburg Township is seeking pricing on the following materials and installation.

1. Removal and haul away of all carpet

Located in the south activity room and director's office.

2. Removal and haul away and replacement of cove base

Located throughout the building.

3. Furnish and install Mohawk Living Local (Premium Wood) color to be selected.

To be installed in entire building except for the north/west mechanical room or under furnaces located in central mechanical room. Contractor responsible for the moving and replacement of all furniture. Manufacturers installation specs to be followed.

D. Contract Time Period

- RFP released: 07/11/2023
- Proposals due: 12:00 pm on 07/28/2023
- Planned Award Date: 08/01/2023

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E. Vendor Selection

The Senior Center Director will review the proposals and make a recommendation of award to the Township Clerk.

F. Submissions

Vendors wishing to be considered for this project should submit one (1) written copy or an email version of them to:

Hamburg Township Clerk's Office
10405 Merrill Road, P.O. Box 157
Hamburg, MI 48139
Email: clerk@hamburg.mi.us

Questions about the project should be directed to Julie Eddings, Senior Center Director, at the above address or at:

Telephone: (810) 231-1000 Ext. 229
Direct Line: (810) 222-1142
Email: jeddings@hamburg.mi.us

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G. Proposal Terms

Vendors are hereby advised that Hamburg Township is a public body and its records, including statements submitted in response to this request, are considered public records. All proposals become the property of the Township upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the vendor. The Township reserves the right to waive or not waive informalities or irregularities in submittals, and to accept or further negotiate cost, terms, and conditions of any proposal determined by the Township to be in the best interest of the Township even though not the lowest cost proposal. All bidders shall be advised that the Township is not bound in any manner to automatically accept the lowest bid. This solicitation in no way obligates the Township to award a contract.

If a proposal is selected, it will be the most advantageous proposal with respect to price, quality of service, and other factors that Hamburg Township may consider. The Township reserves the right to consider proposals for modifications at any time before a Contract is awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Township's specifications and needs.

The Township requests a 30-day net for payment of services.

The Township must receive all bids no later than **12:00 PM on Friday, July 28, 2023**. Bids received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted, however email proposals will be accepted.

H. Terms and Conditions and Proposed Agreement

The selected Vendor will be asked to enter into an Agreement that may include, but is not limited to, the following contract provisions:

- The Vendor will provide the required services personally and will not subcontract or assign the services without the Township's written approval.
- The Vendor will not hire any Township employee to provide any of the required services.
- The Vendor will maintain, at its own expense during the term of the Contract, Liability Insurance in an amount acceptable to Hamburg Township.
- The vendor will provide all necessary documents requested such as W-9 and Certificate of Insurance