



Request for Proposal

UCFS is requesting bids to remove carpet and install plank flooring at Sheltering Arms located at 165 McKinley Avenue, Norwich.

Release date: March 25 2021

Submittal date: April 16, 2021



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Introduction

UCFS is seeking a vendor to remove carpeting on first floor of the Sheltering Arms building, prep and prepare floor and install Patcraft Timber Grove II 20 mil vinyl plank flooring at 165 McKinley Avenue, Norwich, CT. 06360

About UCFS

United Community and Family Services, Inc. (UCFS) is a nonprofit 501(c)(3) that has served Eastern CT since 1877. Sheltering Arms is a program of UCFS that is a home for men and women over 60 years of age. Our community offers a combination of housing and supportive services designed to meet the needs of individuals who require some assistance with activities of daily living

Confidentiality

This RFP is the property of UCFS and must be held in strict confidence. The RFP contains information regarding UCFS operations and is provided solely for the purpose of submitting a proposal. The Bidder shall not disclose to anyone, other than those who need to know in order to respond to this RFP, any information concerning this RFP. In some cases the selected vendor will need to demonstrate HIPAA compliance and where applicable will be required to enter into a Business Associates Agreement (BAA). If this is required it will be outlined below.

Contact Information

All questions pertaining to this RFP shall be in written form and sent via email to:

Janis Davis

jdavis@ucfs.org

Proposers are responsible for familiarizing themselves with the conditions and objectives of this RFP. The deadline for submitting questions is April 5, 2021 . Questions received will be responded to in writing and sent to all Bidders via email no later than April 7, 2021

Bid Delivery Instructions

Submit (1) copy of the complete proposal either by hand or mailed overnight to the name and address listed below. All envelopes must be sealed and all responses to the RFP must be received by April 16, 2021 at 2:00 pm.

UCFS,

Attn: Janis Davis

Sheltering Arms, 165 McKinley Avenue, Norwich, CT 06360

RFP Terms and Schedule

Schedule Milestones	Date	Time (where applicable)
Issue RFP	3/25/21	8:00 am
Walk Through (where applicable)	4/2/21	9:00 am
Pre-Bid Conference (where applicable)	N/A	
Last Day to Submit Questions	4/5/21	4:00 pm
Response to Final Questions	4/7/21	4:00 pm
Bids Due	4/16/21	2:00 pm
Bid Opening (where applicable)	N/A	
Estimated Bid Award	4/23/21	
Delivery and Installation	On or before June 15, 2021	

- **Scope of RFP**
- Remove existing carpet base from walls and existing glue down commercial broadloom carpeting from Entry, First Floor Hallway and three small areas off first floor hallway.
- Scrape existing glue residue from subfloor and skim coat floor with Ardex floor underlayment Leveler
- Supply and install new Luxury Vinyl Plank glue down flooring throughout areas referenced above.
Style: Patcraft Timber Grove II 20 mil
- Supply and install Johnsonite 6 inch vinyl base moldings on all walls and vinyl transition moldings at all necessary transition areas
- Clean, haul and dispose all debris removal to an offsite dumpster

Work needs to be performed during regular working hours Monday – Friday, 7:30 am – 3:30 pm). Or after hours no later than 9 pm.

Requests for Clarifications or Modifications

No material substitutions are allowed.

Brand Names

Patcraft Timber Grove II 20 mil

Samples

Samples must be provided when RFP is submitted.

Guarantee and Warranty Information

Please state guarantee and warranty information in bid proposal.

Delivery Requirements

Job completed no later than June 15, 2021. Job site must be cleaned and maintained daily until completed. All OSHA safety rules must be followed.

Packaging Requirements and Disposal of Packaging Material

All garbage and job materials must be transported to offsite by contractor. Cannot use UCFS dumpster.

Defective Items Handling

N/A

Proposal Format and Content

The proposal shall respond to the following items within the format described.

Proposal Format, Information, and Bid Form:

➤ **General Letter of Interest**

Maximum one page including the name of the firm, address, telephone number, email address, website address, facsimile number and contact person.

➤ **History and Credentials**

Provide no more than a one page summary that describes your firm's history, years in practice, stability and strength of being able to perform the RFP requirements, health care experience, general qualifications, and scope of services provided.

➤ **Firm Resources**

1. Indicate location of corporate headquarters and other divisional offices (if any). Specify which office or offices will be involved in this project.
2. List specific personnel proposed for the project team. Indicate the role or area of responsibility of each individual.
3. Include federal tax identification number and if incorporated, state in which incorporated.

➤ **References**

Submit a list of all projects your firm currently has in progress and the status of each.

➤ **Proof of Insurance**

Vendor shall purchase and maintain in full force defect insurance policies with the limits of insurance provided below.

- Commercial General Liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$1,000,000 and \$2,000,000 products-completed operations aggregate. Such insurance shall cover liability arising from premises, operations, independent contractors, product-completed operations, personal and advertising injury and liability assumed under an insured contract.

- Business Automobile Liability with a limit of not less than \$1,000,000 each accident, including owned, non-owned, leased and hired vehicles.
- Statutory Workers Compensation & employers liability coverage for all employees, including corporate officers and sole proprietors.
- Umbrella/Excess Liability with a limit of not less than \$1,000,000 per occurrence/aggregate.

UCFS is to be included as an additional insured on a primary, non-contributory basis for the first bullet in this section. .

Contractor agrees to require any and all subcontractors hired to perform work on the project to obtain insurance coverage as provided above. All such insurance coverage shall name UCFS as an Additional Insured on a primary, Non-contributory basis on form CG2010 11/85 or its equivalent. The foregoing coverages and limits are to be considered as minimum requirements and in no way limit the liability of the Subcontractor.

All policies required by this paragraph shall include a waiver of subrogation in favor of UCFS.

All policies and certificates of insurance shall expressly provide that UCFS must receive 30 days written notice in the event of material alteration, cancellation or nonrenewal of coverage.

➤ **Legal Concerns**

- A. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company.
- B. Explain your General Liability Insurance Coverage.
- C. Explain your Professional Liability Insurance Coverage.

Business Associate Agreement (BAA) – Outline whether a BAA document will be required and its effects on the bidding/selection process.

Not Applicable

Various checks will be performed to determine if each vendor and listed subcontractor has any restrictions, suspensions or debarment imposed by the federal government or regulatory body. Should any of these searches indicate a restriction it may result in the Bidder being eliminated from being considered further in the RFP process.

Selection Process

The lowest qualified bidder shall be the company who is awarded this bid.

Proposals will be evaluated to determine the bid that offer the best value to UCFS. The evaluation will be based upon the following criteria:

1. Cost Analysis
 - Product valuation, competitive pricing, overall cost
2. Product
 - Aesthetics
 - Features (ergonomics, ADA responsiveness, etc.)
3. Experience in similar projects
4. Credentials of staff to be assigned to the project
5. Ability to meet timing requirements to complete the project
6. Implementation plan – Does the submitted proposal meet the established timelines?
7. Are there any regulatory or legal restrictions that might disqualify the submitted vendor or subcontractors from the bidding process?
8. Does the vendor and subcontractors have the necessary insurances to be considered a valid responder?
9. Were there any concerns raised during the reference checking process?
10. Services
 - On call services
 - Customer service

UCFS, has discretion to:

- Choose not to accept any and all proposals submitted in response to this RFP.
- Use additional selection criteria not identified in this document.

END of RFP



Bid Form
Due Date: April 16, 2021

The undersigned, which is legally authorized to sign bid documents on behalf of the firm is familiar with the conditions surrounding this Request for Proposal is aware that UCFS reserves the right to reject any and all proposals and is making submission without collusion with any other person, individual or corporate.

Witness Signature _____
Company Name _____
Printed Name _____
Signature & Title _____
Address _____
Federal ID # _____
Telephone _____
Email _____

Total Cost of Project	