

Henderson County Facility Services



Formal Bid for the Purchase and Installation of Carpet

Due Date: Wednesday, October 14, 2020

Time: 3:00 PM EST

Location: Henderson County Finance Department

Address: 113 N. Main Street

Hendersonville, NC 28792

NOTICE AND INSTRUCTIONS TO BIDDERS

County of Henderson
Doug Guffey-Purchasing Agent
Phone: 828.694.5023
Historic Court House Annex
113 N. Main Street
Hendersonville, NC 28792

Henderson County will receive sealed bids for the purchase and installation of carpet as specified until Wednesday, October 14, 2020 at 3:00PM EST at the Henderson County Finance Department, 113 North Main Street, Hendersonville, NC 28792 where the bids will be publicly opened and read aloud. Bids must be sealed and visibly labeled as “**Formal Bid: Purchase & Installation of Carpet**”.

A **MANDATORY PRE-BID MEETING** will be held at each location on Friday, October 2, 2020 beginning at 10:00 AM EST at the Cooperative Extension Agency, 100 Jackson Park Rd. Hendersonville, NC 28792. Please call Chris Hill for any questions relating to the mandatory pre-bid meeting. If your company does not attend the pre-bid meeting your bid will not be considered.

The bid will be awarded on the lowest, responsive, responsible bidder standard.

If an error or omission occurs bidder(s) must submit in writing no more than seventy-two hours after the bid opening, a request to withdrawal their bid, excluding Saturdays, Sundays, or Holidays for which Henderson County offices are closed.

The County of Henderson reserves the right to reject any and/or all bids received, or to select the bid which, in our opinion, is in the best overall interest of the County.

Complete specifications shall be included on all products. The bidder must meet all of the above requirements for bid to be considered.

Doug Guffey, Purchasing Agent

PROPOSAL

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that he will furnish the products and labor called for in the manner prescribed in the specifications and instructions to bidders for the following prices:

Table A: CARPET (SHAW UNIFY)			
LOCATION	SQUARE FOOTAGE	UNIT PRICE CARPET (PER SQUARE FOOT)	EXTENDED COST
CLERK OF COURT			
PERMIT DEPARTMENT			
DSS MAIN HALLWAY			
FINANCE DEPARTMENT			
COOPERATIVE EXTENSION OFFICES			
HEALTH DEPARTMENT ADMIN			
HEALTH DEPARTMENT WIC			
Table A Total			

Table B: 4" BASEBOARD			
LOCATION	LINEAR FOOTAGE	UNIT PRICE BASEBOARD (PER LINEAR FOOT)	EXTENDED COST
CLERK OF COURT			
PERMIT DEPARTMENT			
DSS MAIN HALLWAY			
FINANCE DEPARTMENT			
COOPERATIVE EXTENSION OFFICES			
HEALTH DEPARTMENT ADMIN			
HEALTH DEPARTMENT WIC			
Table B Total			

Warranty period: _____

Printed Name of Firm Representative

Name of Firm Submitting Proposal

Signature of Firm Authorized Representative

Firm Address

Title

Telephone Number

Email Address

Henderson County, North Carolina
Facilities
Purchase and Installation of Carpet

It is the intent of these specifications to set up minimum requirements for **the purchase and installation of carpet** at Henderson County facilities.

I. County Locations

Location	Address	Estimated Square Footage
CLERK OF COURT	200 N Grove St Hendersonville, NC 28792	5,612
PERMIT DEPARTMENT	100 N. King Street Hendersonville, NC 28792	675
DSS MAIN HALLWAY	1200 Spartanburg Hwy Hendersonville, NC 28792	2,320
FINANCE DEPARTMENT	113 N. Main Street Hendersonville, NC 28792	2,027
COOPERATIVE EXTENSION OFFICES	100 Jackson Park Rd Hendersonville, NC 28792	3,356
HEALTH DEPARTMENT ADMIN	1200 Spartanburg Hwy Hendersonville, NC 28792	2,493
HEALTH DEPARTMENT WIC	1200 Spartanburg Hwy Hendersonville, NC 28792	3,907

***** Please note the estimated square footage is the County's estimate at each location in order to indicate the size and complexities of each job location. The contractor is solely responsible for the measuring of each location, which is to be included in the proposal page for each category of work. *****

II. Carpet Specifications

a. General

- i. No alternative of various types of carpet will be considered. This is to ensure that the carpet products across the County are uniform.

- b. Carpet
 - i. Shaw Unify Carpet Tile (Part No 54521)
 - 1. 24" X 24" Carpet Tile
 - 2. Fiber: Solution Q Nylon
 - 3. Backing: EcoWorx Tile
 - 4. Dye Method: Solution Dyed/Space Dyed
 - 5. Tufted Weight: 19
- c. Warranty
 - i. Shall include a lifetime commercial warranty
- d. Please indicate color options below
 - i. Shaw Unify

- ii. Upon the request of Henderson County carpet samples shall be provided.

III. Base Board

- a. Tarkett 4" Vinyl Base Molding or equivalent

IV. Installation

- a. Shall include the removal of existing carpet and preparation of the surface for installation of the new carpet.
- b. Shall include all supplies and materials to install the carpet
- c. All Installation at each location shall be coordinated with Chris Hill, Maintenance Manager

V. Moving of Furniture

- a. Shall include the removal of furniture and other items from the installation area
- b. Shall return all furniture and other items to their previous locations

VI. Terms and Conditions

- a. For Disadvantaged Business Enterprise requirements, see Minority Business Participation Guidelines posted under Doing Business with Henderson County at <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>
- b. Contractors with 25 or more employees as defined in Article 2 of Chapter 64 of the NC General Statutes must verify compliance with the E-verify, NCGS 160A-20.1(b).
- c. Compliance with Purchase Order Terms & Conditions <https://www.hendersoncountync.gov/county/page/doing-business-henderson-county>