



# The Woodlands Township

The Woodlands, TX

***Carpet/Baseboard Removal, Disposal and Replacement  
Parks, Recreation and Environmental Services Building I  
8302 Millennium Forest Dr.***

**Scope of Services:**

Remove and dispose of all carpet and base boards in the Parks, Recreation and Environmental Services Building 1 provide 5200 square feet of 24 inch by 24 inch carpet tiles and 1400 linear feet of base board replacement.

**General Specifications:**

- The Woodlands Township reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous and to waive irregularity in the proposals.
- By bidding, the bidder acknowledges and will adhere to all bid specifications as stated within this bid packet.
- Quantities required are substantially correct, but The Woodlands Township reserves the right to increase and/or decrease the amount of work to be done by any amount at the same unit cost bid.
- Evaluation of bid takes into account the following considerations: price, quality, vendor's experience.
- All Bids must be made on the required BID TABULATION FORM. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted.
- Bid prices shall be firm for 90 days from bid opening.
- A conditional BID may be cause for rejection.
- An **optional** pre-bid meeting will take place at 1:00 p.m. on February 4, 2011. **Please note:** due to poor weather conditions on February 4, 2011, an additional pre-bid meeting has been scheduled for **February 11, 2011, at 1:00 p.m.** The meeting will take place at 8203 Millennium Forest Drive, PARDES II Building, The Woodlands, TX 77381.
- Any questions about the meaning, the intent or the specifications must be inquired by the Bidder in writing by February 11, 2011 by 4 p.m. FAX or E-Mail all questions to Bill Piske, Facilities Manager at [bpiske@thewoodlandstowship-tx.gov](mailto:bpiske@thewoodlandstowship-tx.gov). Any and all questions will be responded to in the form of written addenda. All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Bid Tab Page. All addendums will be uploaded to the same location as the Request for Bid on The Woodlands Township the website. (<http://www.thewoodlandstowship-tx.gov/Bids>).

- A BID includes the bid tabulation, references and acknowledgement of the general specifications which must be received by The Woodlands Township, Parks and Recreation Department, 8203 Millennium Forest Dr., The Woodlands, TX 77381 in a sealed envelope no later than **1:00 P.M. on February 18, 2011**. Each sealed envelope containing the bid(s) must be clearly marked on the outside **BID for Carpet Replacement at 8302 Millennium Forest Dr.** and the envelope should bear on the outside the name of the bidder and their address.

**Release Date: January 21, 2011**

### General Specifications and Acknowledgment

Bidder shall **complete every space** in the bidder's proposal column with either a check mark to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Item #	Description of Requirements	Bidder's Acknowledgement
1	The contractor shall furnish all labor, materials, equipment, services, transportation, insurance and daily expenses to meet the requirements of this scope of work and specifications. Prices shall be inclusive of all costs.	
	<b>Standard of Conduct and Appearance</b>	
2	Each employee will be identified by a company uniform (shirt, pants and cap) and vehicles will be clean and all marked with company name.	
3	Contractor must ensure user's safety when performing services in and around all locations. The contractor shall be responsible for coordination of all work so as not to create any undue interruptions of the normal operation of the area.	
	<b>Timeline and Contract Term</b>	
4	Contractor shall complete work within fifteen (15) days of receiving a Purchase Order and Notice To Proceed.	
	<b>References</b>	
5	Bid submittal shall include a list with addresses and contact information of three references of similar projects that the vendor has provided to similar clients within the past two (2) years.	
	<b>Insurance Requirements</b>	
6	Contractor shall provide The Woodlands Township acceptable proof of insurance which meets the requirements as identified in this bid packet.	
	<b>Sub-Contractors</b>	
7	The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of The Woodlands Township.	
	<b>Performance</b>	
8	Installation Limitations – It is The Woodlands Township desire to have a minimum disruption to staff and have the work performed after business hours or on a weekend. Preferably work shall be conducted between 6:00 p.m. and 6:00 a.m. NOTE: The Parks and Recreation Department has staff that work in building from 6:00 am to 12:00 pm, 7 days per week.	
9	Contractor is responsible for repairing any damage to facilities, grounds or landscape that occurred as a result of the contractor	

	performed work.	
10	Vendor equipment must be well maintained and in good operating condition.	
11	Vendor shall minimize employee and visitor disruptions while undertaking the project.	
12	Safety of office occupants and visitors is of the utmost importance. It will be the contractor's responsibility to secure areas where the work is taking place.	
13	Contractor shall use USEPA or Texas DEQ approved materials and provide MSDS sheets for any materials utilized for this project	
14	Bidder shall be capable of receiving communication and orders by fax, web, email, and via phone call/message.	
	<b>Payment</b>	
15	Payment will be made by The Woodlands Township within thirty (30) calendar days after invoice based on the Account Payable calendar, which will be provided to the successful contractor.	
16	No taxes shall be included in the bid price since The Woodlands Township is exempt from all sales tax. The Woodlands Township will provide selected vendor applicable proof of sales tax exemption.	
17	The invoice shall identify service, location, date of service, quantity (square feet), unit cost and total cost.	
	<b>Scope of Work</b>	
18	Removal - Remove and properly dispose of at the contractors cost all carpet and baseboards are located in PARDES I.	
19	Re-carpeted Area - All areas (approximated 5,200 sq. feet) in PARDES 1 that are currently carpeted will be included for installation of new carpet.	
20	Carpet Type - Carpet tiles (24 X 24 inches) shall be used throughout the re-carpeted area.	
21	Carpet Quality - Due to high foot traffic and exposure to dirty work boots in the building, the commercial grade carpet shall be able to maintain its original color and texture quality, i.e., not show any wear, for at least ten (10) years under standard cleaning and maintenance practices. The carpet quality will be equal to or equivalent to Shaw Swizzle brand modular commercial carpet.	
22	Carpet Color - The selected vendor will provide samples of carpet style/pattern/color to The Woodlands Township to review/approve no less and two (2) weeks prior to installation.	
23	Vinyl Baseboards - Approximated 1400 feet of vinyl baseboards will require replacement in kind as part of the scope of work.	
24	Office Furniture - Movement and replacement of all furniture will be the responsibility of the Contractor.	

25	Additional Product - The vendor will provide to The Township 10% of the total square/linear footage of carpet tiles, adhesive material and baseboard at the completion of the project.	
26	Notice - The vendor will provide The Woodlands Township at least one (1) week notice (7 calendar days) prior to commencement of the project.	
27	Kick-Off Meeting - The vendor will meet with The Woodlands Township Project Manager to plan the work and discuss any unique requirements	

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINT/TYPE NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**EMAIL**

### Bid Tabulation Form

	<i>Item</i>	<i>Unit</i>	<i>Units</i>	<i>Unit Cost</i>	<i>Total Cost (Unit Cost * Units)</i>
1	Carpet	Square Foot	5,200		
2	Baseboard	Linear Foot	1,400		
3	Days to Complete Work				

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, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Company

**Addendum Acknowledgement.**

Please sign to indicate that you received the addenda by signing your name along with the date received.

Addenda #1 \_\_\_\_\_

Addenda #2 \_\_\_\_\_

Addenda #3 \_\_\_\_\_

## References

Please provide information from three (3) references

1. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

2. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:

3. Agency/Company:

Contact Name:

Contact Phone:

Products delivered:



### Insurance Requirements

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

Worker's Compensation Insurance		Statutory
Employers Liability	-	\$100,000
Automobile Liability (Including Owned and Non-Owned autos)		
Bodily Injury	-	\$250,000 each person
	-	\$500,000 each occurrence
Property Damage	-	\$100,000 each occurrence
Commercial General Liability		
Combined Single Limits for Bodily Injury and Property Damage:		
Each occurrence for premises/operations:		
Broad form CGL liability coverage	-	\$1,000,000
Products/ Operations aggregate	-	\$1,000,000
Advertising Injury	-	\$1,000,000
General Aggregate	-	\$2,000,000
Umbrella Liability	-	\$1,000,000 each occurrence
	-	\$1,000,000 annual aggregate
	-	\$25,000 self insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to The Woodlands Township shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against The Woodlands Township and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify The Woodlands Township to The Woodlands Township in duplicate, evidencing compliance with all requirements herein. The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless The Woodlands Township.