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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT
P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID INSTALLATION OF FLOOR COVERING

Bid Date: July 1, 2019	Mandatory Pre-bid Meeting: July 11, 2019 10:00 a.m. CST	Bid Number: 52110-19B-020	Return Quotation By: July 17, 2019 10:00 a.m. CST
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Please submit a sealed price quotation on the items listed herein. **(Faxed bids will not be accepted.)** The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

Complete specifications on items not fully described can be obtained on request. Brand names and catalog numbers are used to indicate levels of quality. If you are unable to furnish an item as specified and desire to furnish a substitute, give full description of the item. Final determination as to equal quality of substitution will be made by the Purchasing Agent.

The Montgomery County Commission reserves the right to award this bid on an all or none basis, with or without a one year extended warranty for parts and labor, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Myrtle Singleton, Administrative Services Manager, Montgomery County Sheriff's Office, at (334) 832-7790 or myrtlesingleton@mc-ala.org.

Donald L. Mims
County Administrator and Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. Bid Number 52110-19B-020 must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
4. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
5. All pricing shall be F.O.B., Montgomery, Alabama. Delivery will be to the office of the ordering department listed on the purchase order with all freight charges paid by the vendor. Freight cost will be included in the bid price.
6. Vendors having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County.
7. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
8. The successful bidder awarded the contract/purchase order must provide documentation of its enrollment in the e-verify program.

DISPUTE RESOLUTION

If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.

BID PROTEST PROCEDURE

A formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

HOLD HARMLESS

The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also, agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.

SCOPE OF WORK

The Montgomery County Commission is seeking bids to install new floor covering at the Sheriff's Training Facility located at 6900 Janet Warner Road, Montgomery, Alabama, in three separate locations: Main Training Facility (Option 1), the Range Building (Option 2) and the Lower Range Building (Option 3). The Commission reserves the right to elect to exercise Options 1, 2, or 3 or any combination of options.

SPECIAL PROVISIONS

1. **A mandatory pre-bid meeting will be held July 11, 2019, at 10:00 a.m. CST, at Montgomery County Sheriff's Office Training Facility, 6900 Janet Warner Road, Montgomery, Alabama 36108.**
2. All installers and helpers must submit to and pass a background check to be performed by the Montgomery County Sheriff's Office.
3. All employees shall be identified with company I.D. badges or uniforms.
4. Successful vendor will be responsible for damage done to furniture, walls and other items in areas where work will be performed.
5. Removal of debris is the sole responsibility of the vendor.
6. Payment will be made upon completion and acceptance of job.

Required Bonds

1. Vendor must provide performance bond in the amount of contract. **Such bond will be required before the start of work by the successful vendor.**
2. Bid Bond in the amount of five-percent (5%) over the amount of \$50,000 must accompany your bid.

Insurance Requirements

Vendor will keep in effect at all times, and must furnish the Montgomery County Commission, with certificates for the following insurance coverage:

1. General Liability Insurance with a minimum One Million Dollars (\$1,000,000).
2. Workers' Compensation Insurance with statutory requirements or a minimum One Million Dollars (\$1,000,000) coverage per occurrence.

SPECIFICATIONS FOR VINYL TILE

MINIMUM SPECIFICATIONS	COMPLY YES	NO
1. Tile Manufacturer: Tarkett or Approved Equal	_____	_____
2. Style Name: Concrete CCN Atlantis Brown or Approved Equal	_____	_____
3. Style Number: 7241	_____	_____
4. Product Type: Vinyl Tile	_____	_____
5. Pattern: Concrete	_____	_____
6. ASTM Product Type: Solid Vinyl Floor Tile (ASTM F1700)	_____	_____
7. Surface Treatment: Techtonic	_____	_____
8. Total Thickness: ASTM F386 (0.120" – 3mm)	_____	_____
9. Wear Layer Thickness: ASTM F410 (32 mil – 0.80 mm)	_____	_____
10. Installation Method: Glue-Down	_____	_____
11. Size 36" x 36'	_____	_____
12. Warranty: Lifetime limited warranty against excessive wear Static, delamination, edge ravel, zippering and backing resiliency loss.	_____	_____

SPECIFICATIONS FOR VINYL TILE

MINIMUM SPECIFICATIONS	COMPLY YES	NO
1. Tile Manufacturer: Tarkett or Approved Equal	_____	_____
2. Style Name: Sunstone or Approved Equal	_____	_____
3. Style Number: 8044	_____	_____
4. Series: Victory	_____	_____
5. Product Type: Vinyl Tile	_____	_____
6. Classification: ASTM F 1700 Class I Type B	_____	_____
7. Total Thickness: .120" (3.0 mm)	_____	_____
8. Wear Layer Thickness: N/A Solid Vinyl Tile	_____	_____
9. Edge Treatment: Square Edge, Slight Bevel or Deep Bevel	_____	_____
10. NSF 332 Certification: Gold	_____	_____
11. Size: 6" x 36"	_____	_____
12. Wet Spread: Backing specific Tandus Adhesives	_____	_____
13. Warranty: Lifetime limited warranty against excessive surface wear, static, delamination, edge ravel, zippering and backing resiliency loss.	_____	_____

Option 1:

Furnish all necessary labor, supplies and materials to remove existing carpet, which shall be removed and properly dispose of off-site. Prepare floor and do necessary preparation and installation of vinyl tile in accordance to specifications. All work will be done in a professional workman like manner. Vendor will be responsible for moving of furniture. **Vendor shall be responsible for accurate measurements of all areas to be installed with vinyl tile.** Location is 6900 Janet Warner Rd., Main Training Facility.

Provide and install Tandus/Centiva Contour Series 36" x 36" Vinyl Tile or Approved Equal.

Color is #7241 Atlantis Brown

Pattern Type is Concrete

Sheriff's 4' x 4' Logo

Victory Series 6" x 36" Accent Strip Color: #8044 Sunstone
4" Rubber Base.

Specify Vinyl being bid _____

S.Y. Measured _____

Price per S.Y. for Tiles _____

Price per Carton of Tiles _____

Total Cost for Tiles _____

Total Cost for Rubber Base _____

Total Cost for Sheriff's Logo _____

Price for Moving Furniture _____

Option 1 Total \$ _____

Option 2:

Furnish all necessary labor, supplies and materials to remove existing floor, which shall be removed and properly dispose of off-site. Prepare floor and do necessary preparations and installation of vinyl tile in accordance to specifications. All work will be done in a professional workman like manner. Vendor will be responsible for moving of furniture. **Vendor shall be responsible for accurate measurements of all areas to be installed with vinyl tile.** Location is Range Building.

Provide and install Tandus/Centiva Contour Series 36" x 36" Vinyl Tile or Approved Equal

Color is #7241 Atlantis Brown

Pattern Type is Concrete

4" Rubber Base

Specify Vinyl being bid _____

S.Y. Measured _____

Price per S.Y. for Tiles _____

Price per Carton of Tiles _____

Total Cost for Tiles _____

Total Cost for Rubber Base _____

Price for Moving Furniture _____

Option 2 Total \$ _____

Option 3:

Furnish all necessary labor, supplies and materials to remove existing floor, which shall be removed and properly dispose of off-site. Prepare floor and do necessary preparations and installation of vinyl tile in accordance to specifications. All work will be done in a professional workman like manner. Vendor will be responsible for moving of furniture. **Vendor shall be responsible for accurate measurements of all areas to be installed with vinyl tile.** Location is Lower Range Building.

Provide and install Contour Series 36" x 36" Vinyl Tile or Approved Equal
Color is #7241 Atlantis Brown
Pattern Type is Concrete
4" Rubber Base

Specify Vinyl being bid _____

S.Y. Measured _____

Price per S.Y. for Tiles _____

Price per Carton of Tiles _____

Total Cost of Tiles _____

Total Cost of Rubber Base _____

Price for Moving Furniture _____

Option 3 Total \$ _____

Complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title