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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

Commercial Flooring Installation, Replacement and Repairs

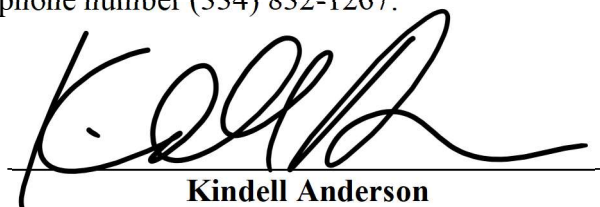
**Mandatory Pre-Bid Meeting Scheduled
October 8, 2025, at 10:00 a.m., CST**

Bid Date: October 1, 2025	Bid Number: 51901-25B-027	Return Quotation By: October 22, 2025 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.

The Montgomery County Commission reserves the right to award this bid on an all or none basis, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Khristie Davis, Purchasing Manager, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.


Kindell Anderson
County Administrator/Purchasing Agent

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number 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. Late bids will not be opened.
4. 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.
5. 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.**
6. All pricing shall be F.O.B., Montgomery, Alabama. Deliveries shall be to the site and designated location of the ordering department listed on the purchase order. The bid price shall include all freight/delivery, fuel, surcharge, handling, packaging, services charges, paid by the vendor.
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. Bidders 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. Separately, the Montgomery County Commission reserves the right to award the contract to a local responsible bidder if the bid is within 10% of a foreign entity's bid. A foreign entity is a business that does not have a place of business within the State of Alabama.
9. The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one (1) year periods. At the end of the one (1) year contract period, a price increase may be allowed but shall not exceed five percent (5%) per year.
10. The successful bidder awarded the contract/ purchase order must provide documentation of its enrollment in the E-Verify program. Successful bidder will maintain such insurance as will protect him and Montgomery County from claim under Workmen's Compensation Acts, and from claims for damage and/or personal injury, including death which may arise from operations under the contract.
11. Montgomery County Commission or the successful vendor reserves the right to cancel this

contract with a sixty-day (60) written notice at any time during the contract.

12. Montgomery County Commission reserves the right to add and/or remove carpet cleaning locations at any time during the contract.
13. Successful vendor shall file the following insurance coverage and limited liability with the Purchasing Department before beginning work with Montgomery County:

General Liability

\$1,000,000 – Bodily injury and property damage combined occurrence

\$1,000,000 – Bodily injury and property damage combined aggregate

\$1,000,000 – Personal injury aggregate

Comprehensive form including premises/operation, products/completed operations contractual, independent contractors.

Broad form property damage and personal injury.

Worker Compensation and Employers Liability

\$1,000,000 – Limited each occurrence

Umbrella Coverage

\$1,000,000 – Each occurrence

\$1,000,000 – Aggregate

14. 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.
15. If a bidder desires to protest a bid, 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*.

16. 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 suit at its sole expense. The successful vendor also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
17. The selected vendor affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
18. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to insure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.
19. Montgomery County Commission may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request.
20. Montgomery County Commission reserves the right to reject any bid if the evidence submitted by or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
21. While the bid award may be made to the lowest bidder meeting all specifications, Montgomery County Commission will not award the bid on the basis of the low bid only. Quality, conformity with specifications, terms of delivery, past service history, and experience are among factors that may be considered in determining the lowest responsible bidder.
22. Montgomery County Commission reserves the right to award the bid in any manner that is in the best interest of the County.

Montgomery County Commission is soliciting bids from a professional flooring company to install, replace and repair flooring at various county facilities.

Scope of Work

1. All services shall be performed in strict compliance with all applicable Federal, State and local laws and codes.
2. All work must be performed by qualified and trained personnel under direct supervision of the vendor.
3. All chemicals must be non-toxic, non-allergenic, and EPA approved.
4. Services will be performed on an as needed basis.
5. Vendor's cost shall include all personnel, supplies, equipment, and rentals equipment necessary to perform the services described herein this Invitation to Bid.
6. Flooring will include but may not be limited to Vinyl Composition Tile (VCT), Luxury Vinyl Tile (LVT) Luxury Vinyl Plank (LVP), Carpet Tile, Carpet Plank, Traditional Carpet and Ceramic Tile.
7. Wall base, cove base, transitions and thresholds are to be included in flooring replacement.

Furniture Removal and Reinstallation

1. Vendor shall be responsible for the removal and reinstallation of furniture.
2. Before removal of existing flooring, if necessary, furniture must be removed and upon the completion of flooring, furniture must be returned to the original placement.
3. Items within drawers, on top of furniture or on shelving, will be removed by county personnel.

Removal and Preparation of Existing Flooring

1. Vendor shall prepare existing floors to receive the specified product for installation.
2. It is the responsibility of the vendor to notify the county immediately upon discovery of deficiencies in the subflooring that will require additional work.
3. Flooring must be swept or vacuumed clean prior to patching and/or leveling and cleaned again prior to flooring installation.
4. Calcium chloride and relative humidity tests may be performed on subfloor applications with a history of adherence issues; these tests will be procured by the county.

Installation of Flooring

1. All flooring installations shall be in accordance with the standards, methods, and procedures established in the original manufacturer's operations, maintenance and repair manual.
2. All flooring shall be adhered directly to the existing subfloors in accordance with manufacturer's recommendations in the product installation manual.
3. Prior to installation, the vendor must notify the county of any obstructions which may occur.
4. Flooring must be installed under open-bottom obstructions and under removeable flanges and furnishings.
5. All flooring must be installed in a pattern selected by the County.
6. Wall surfaces must be cleaned and in good condition prior to installing the cove base.
7. Cove base must maintain consistency.

Vendor Work Schedule

1. Most projects will be scheduled after-hours Monday – Friday from 5:00p.m. to 6:00 a.m., Saturdays, Sundays and Holidays.

Warranty

1. The County requires a one-year warranty on all material and labor.
2. The vendor shall warrant against failure of all material and workmanship associated with its work for one (1) year after completion date of work.
3. The vendor shall provide warranty information to the County.
4. If workmanship or material issues arise, the vendor shall correct such issues promptly, at no cost to the County.
5. The vendor must respond within two (2) business days regarding any warranted repairs.

Protection, Cleaning and Restoration of Worksite

1. The vendor shall keep worksites clean and free of debris.
2. Newly installed flooring should be kept clean and protected from damage.

3. Any surface and/or finish that is damaged by the vendor shall be patched, repaired and repainted to match surrounding area.
4. All waste shall be promptly disposed of and comply with legal regulations and requirements.

Service Call Repairs

1. The vendor shall provide flooring repair service calls on an as need basis.
2. The vendor shall respond to a service call repair request with a written estimate within five (5) business days.

Safety

1. Vendor shall take precautions to prevent accidents due to physical hazards.
2. The vendor shall provide barricades and signs as required to protect the vendor's personnel, county personnel and the public from hazards.
3. Barricades and warning signs shall comply with OSHA safety regulations.

Vendor Requirements

1. A mandatory pre-bid meeting is scheduled on October 8, 2025, at 10:00 a.m., CST at the Montgomery County Commission Administrative Annex III Building located at 101 South Lawrence Street, Montgomery, Alabama in the Purchasing Department.
2. At the scheduled pre-bid meeting the vendor will be responsible for taking measurements of the first project.
3. Vendor must have a minimum of two (2) years' demonstrated performance with services of similar scope both in occupied commercial office spaces and types of flooring.
4. Vendor must submit a minimum of three (3) references, which the vendor has performed flooring installations of a similar scope for within the last two years.
5. Vendor shall be held responsible for any breakage, damage or loss incurred through carelessness.
6. Vendor's employees must complete a criminal background check and be granted authorization by the Montgomery County Sheriff's Office inside county buildings.
7. At NO TIME shall the vendor allow anyone into any county building other than employees who have an approved criminal background clearance from the Montgomery County Sheriff's Office.
8. Successful vendor may not assign, transfer, convey, or otherwise dispose of the contract or its rights, title or interest in or the same, or any part thereof, without written consent from Montgomery County Commission.

Bid Response

Flooring Installation	
Install Vinyl Composition Tile (VCT)	\$ _____/sq. ft.
Install Luxury Vinyl Planks (LVP)	\$ _____/sq. ft.
Install Luxury Vinyl Tiles (LVT)	\$ _____/sq. ft.
Install Traditional Carpet	\$ _____/sq. ft.
Install Carpet Tiles	\$ _____/sq. ft.
Install Ceramic Tile	\$ _____/sq. ft.
Install Cove Base	\$ _____/linear ft.
Install Transition and/or Thresholds	\$ _____/linear ft.
Flooring Markup	
Flooring Markup (any flooring)	_____ %
Moving and Reinstalling Furniture	
Labor Rate for Moving Furniture	\$ _____/per person

Removing Flooring	
Removal of Vinyl Composition Tile (VCT)	\$ _____/sq. ft.
Removal of Luxury Vinyl Planks (LVP)	\$ _____/sq. ft.
Removal of Luxury Vinyl Tiles (LVT)	\$ _____/sq. ft.
Removal of Traditional Carpet	\$ _____/sq. ft.
Removal of Carpet Tiles	\$ _____/sq. ft.
Removal of Ceramic Tile	\$ _____/sq. ft.
Removal of Cove Base	\$ _____/linear ft.
Removal of Transition and/or Thresholds	\$ _____/linear ft.

REFERENCE LIST

This reference list shall be completed and attached to the bid form when submitted to the Purchasing Office. Bids received without this completed reference list, will be disqualified.

List three (3) contracts that you have performed successfully of a similar scope in the last two (2) years.

1.

Company Name

Name of Contact Person/Title

Phone Number

Email Address

2.

Company Name

Name of Contact Person/Title

Phone Number

Email Address

3.

Company Name

Name of Contact Person/Title

Phone Number

Email Address

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

_____ Caucasian

_____ 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