

# **Project Manual**

## **Library Carpet**

**Champlain Valley Union High School**

**369 CVU Road, Hinesburg, Vermont**

**March 7, 2021**

**Includes:**

- **Invitation to Bid**
- **Bid Form**

**OWNER:**

Contact: Tom Mongeon

[tmongeon@cvsdvt.org](mailto:tmongeon@cvsdvt.org)

802-373-1170

**Contract Administrator:**

**Champlain Valley School District**

5420 Shelburne Road, Suite 300

Shelburne, Vermont 05482

Contact: Jeanne Jensen, Chief Operations Officer

802-383-1234

FAX: 802-383-1242

**CHAMPLAIN VALLEY SCHOOL DISTRICT  
Champlain Valley Union High School  
Library Carpet**

**Invitation to Submit Proposals**

The Champlain Valley School District invites you to submit a proposal for replacing the Library carpets at Champlain Valley Union High School. The project outline and specifications for the above referenced project are contained in this packet.

**BID INFORMATION**

Bid Due Date is **April 2, 2021**. Bids received after 2:30 PM will not be accepted. Responses to the RFP shall be emailed to [tmongeon@cvsdvt.org](mailto:tmongeon@cvsdvt.org) or mailed in a sealed envelope marked "CVU Library Carpet". **Verbal and Facsimile quotes will not be accepted.** We will send a spreadsheet of all bidders who replied.

Direct Quotation and All Bid Correspondence To:

Chris Giard  
Champlain Valley School District  
5420 Shelburne Road, Suite 300  
Shelburne, VT 05482  
cgirad@cvsdvt.org  
802-383-1234  
802-383-1242 (FAX)

Point of Contact at Site:

Tom Mongeon  
Champlain Valley Union High School  
Hinesburg, VT 05482  
tmongeon@cvsdvt.org

Questions should be directed to Tom Mongeon and concurrently copied to Chris Giard by e-mail or in writing. Answers to questions will be provided via e-mail or in writing and conveyed to all bidders.

**CONTRACT AWARD**

The contract award will be made on the basis of timeliness, manpower and equipment availability, responsiveness to the bid requirements, and the cost of work. The owner reserves the right to reject any or all bids, to waive any informality in any bid, and generally take such action as shall be in their best interest.

**PROJECT SCHEDULE**

**Project Milestones:**

- Invitation to Bid March 10, 2021
- Bids Due (bid opening) April 2, 2021
- Site walk through March 19, 2021 @2:30
- Award Contract April 22, 2021
- Dates Site Available for Construction June 21, 2021
- Project Complete, No Later Than August 7, 2021

**STATE and LOCAL TAXES**

This project is tax exempt. State and local taxes applicable to the project will not be included in the bid.

**BID REQUIREMENTS**

1. The Bid Form is included in this manual and shall be completed in total and signed by an authorized representative of the Bidder.
2. The bid shall remain valid for forty-five (45) days from the Bid Due Date.
3. The Quotation shall be lump sum, all-inclusive, FOB job site, including any and all costs for labor, materials and equipment.
4. Exclusions to any of the work shall be clearly stated with the bid.
5. When a particular make or trade name is specified it is meant to establish a quality standard and is not intended to eliminate a competing manufacture of equal or greater quality. Owner must approve prior to bid.
6. Bidders shall include a completed Form W-9 with bid.
7. Bid proposal must state a detailed scope of work, parts list, parts manufacture name and model #

**MISCELLANEOUS INCLUSIONS**

1. All work must be in strict accordance with local, state and federal codes and requirements.
2. All materials provided will be Asbestos Free and a letter to the owner will be provided at the completion of the project that states all materials used were free of Asbestos containing material.
3. The Owner will not be responsible for costs incurred by overtime work required to meet the aforementioned schedule.
4. Contractor will insure the protection of Owner's property during construction. Contractor will protect materials brought on to the school grounds from damage and the elements.
5. In-building storage of material will be allowed as designated by the owner. All trash and leftover materials to be hauled away at contractor's expense.
6. **No Smoking permitted on school grounds or any other tobacco products are permitted.**
7. Job site clean up on a daily basis to a dumpster provided by the Contractor is part of the scope of work associated with this project. In the event that the contractor does not adequately perform clean up of its materials, then the work will be provided by the Owner at a cost of \$50.00/hour for each individual employed in the clean up process. The cost of it will be deducted from the contractor's contract amount.
8. Contractor will provide all equipment necessary for this project. It is not anticipated that a separate contractor will be needed to complete this work. If the bidder feels additional subcontractors of any kind are necessary, these subcontracts should be noted in the exclusions/qualifications section of the bid form.

**TERMS of PAYMENT**

1. The Board of School Directors will make payment to the successful Bidder within twenty (20) working days following approval of the Payment Requisition by the Owner and the Owner's representative.
2. Owner will withhold 10% of the successful Bidder's requisitioned amount until work is satisfactorily completed and accepted by Owner.

**WORK LOAD**

1. The bidders will state their current workload (i.e. jobs in progress at the time of bid) and will clearly indicate their ability (by statement) to perform in accordance with the schedule enclosed herein

**DISCREPANCIES**

In the event of conflicts, discrepancies, errors, omissions or work shown but not specified or vice versa, it shall be brought to the attention of the Owner, in writing, requesting clarification in the matter.

Irregularities in the documents shall not constitute basis for a claim since the work shall be considered whole and complete as contained in the documents.

Statements in the Invitation to Bid take precedence over the specifications.

**Scope of Work:**

The scope of work to be incorporated with this project includes, but is not limited to the following:

The Bidder shall provide the district with the cost to provide and install

**Library Carpet**

- Remove existing carpet and cove base in Library and 2 library offices
- Dispose of old carpet and cove base.
- Properly remove existing mastic to provide a smooth and clean finish.
- Furnish and install Flotex carpet tiles ( t570003 Cirrus sisal)
- Apply quick release glue that is Enviro-friendly and low VOC.
- Install new 6-inch vinyl Cove Base with toe (match existing color)
- Include 10% extra carpet tile for future repairs.

**NOTE:**

- 1) The contractor shall notify the owner five (5) days prior to the commencement of work.
- 2) The contractor shall be responsible for initiating, maintaining and supervising all OSHA safety precautions in connection with this project.
- 3) Prior to the commencement of this project, the contractor shall be familiar with all safety regulations and practices applicable. No additional payments will be made for equipment and procedures necessitated by these safety precautions.
- 4) Certificate of Insurance acceptable to the Owner shall be filed with the Owner prior to commencement of work.
- 5) Contractor will warranty workmanship for a minimum of one year.



**CHAMPLAIN VALLEY SCHOOL DISTRICT  
Champlain Valley Union High School  
Library Carpet  
BID FORM**

Date \_\_\_\_\_

Proposal of \_\_\_\_\_

Hereinafter called "Bidder", a (corporation) (partnership) (circle one)

Of the State of \_\_\_\_\_

To: Champlain Valley School District;

The Bidder, in compliance with the Invitation for Bids for the proposed Champlain Valley Union High School Library Carpet project, having examined the Specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies necessary to satisfactorily complete the in accordance with the Contract Documents, within the time set for the therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part. The Bidder hereby agrees to commence work under this Contract after \_\_\_\_\_ on a date to be specified in written notice by the bidder to the OWNER and to reach final completion of the project, by \_\_\_\_\_.

The undersigned, as Bidder, declare the only person or parties interested in this Proposal as principals are those named herein; that this Proposal is made without collusion with any other firm, and the undersigned will take in full payment, therefore, the following Base, Bond, Warranty, Unit and Alternate Prices, to wit:

Library Carpet  
3/7/21

**Base Bid Amount**

Dollars

\_\_\_\_\_

Base Bid Written Amount

\_\_\_\_\_ Dollars

Base Bid Numerical Amount

**Bid Form (cont.)**

**Alternates**

Dollars

\_\_\_\_\_

Base Bid Written Amount

\_\_\_\_\_ Dollars

Base Bid Numerical Amount

**Unit Prices**

We propose to provide additional labor and materials for the following work based upon the following unit prices. The Owner and Owner’s representative shall approve the necessity of these additional materials prior to their procurement, and the installed quantities shall be certified by the Owner’s

\_\_\_\_\_  
\_\_\_\_\_

**Contractor Exclusions, Additional Subcontracts, and/or receipt of Addendum**

Use the space below to list any exclusions, Additional Subcontractors required and/or receipt of Addendums issued by the Owner or Owner’s Representative. Attach an additional page signed and dated if necessary.

\_\_\_\_\_  
\_\_\_\_\_



**Current Work and Proposed Schedule**

We currently have \_\_\_\_\_ jobs scheduled for this summer.

Barring unforeseen circumstances, we proposed to have materials on site and begin work on \_\_\_\_\_ . (Date)

**Bidder Qualifications**

The undersigned submits answers to the following questions to enable the Champlain Valley School District to judge his/her experience and ability in and facilities for the work proposed to be done.

- 1. The work, if awarded to you, will have the resident personal supervision of whom? State his/her (or their) special qualifications.

---



---

- 2. Describe equipment you propose to furnish. (a) Your own; (b) rented.

---



---

- 3. How many years has your organization been in business as a contractor under the name in which you propose to execute this contract?

---

- 4. Has your present organization ever failed to complete work awarded to it? If so, state when, where and why.

---



---

**Bidder Acknowledge**

**The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed on the work.**

**The undersigned hereby acknowledges that he/she has read this proposal in its entirety and understands and agrees to all provisions contained herein.**

**Respectfully submitted:**

\_\_\_\_\_  
(Firm Name)

By \_\_\_\_\_  
(Signature)

**Firm Information**

Contact Person:  
\_\_\_\_\_

Mailing Address  
\_\_\_\_\_

Phone Number  
\_\_\_\_\_

Fax Number  
\_\_\_\_\_

**END of BID FORM**