

## **Town of Tiverton, Rhode Island Request for Proposal (RFP)**

Installation and replacement of flooring and carpeting in Tiverton Town Hall offices.

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### I. Introduction

The Town of Tiverton is seeking proposals from qualified flooring and carpeting contractors for the installation of new flooring and carpeting in various areas of our facility. The goal is to enhance the appearance, durability, and functionality of the town hall spaces. This RFP outlines the project requirements and the process for submitting proposals.

### II. Project Overview

The project involves the removal and replacement of existing flooring and carpeting in specific areas within the town hall, including:

- Area 1: Town Clerk's Office
- Area 2: Town Administrator's Office
- Area 3: Tax Collector's Office
- Area 4: Building Official's Office
- Area 5: Planning Office
- Area 6: Treasurer's Office

The scope of work includes:

- Removal of existing flooring and carpeting
- Preparation of subflooring (where necessary)
- Installation of new flooring and carpeting (materials to be specified)
- Finishing (e.g., trimming, sealing, etc.)

### III. Scope of Work

- **Materials:**  
Contractors should specify the materials they recommend for both flooring and carpeting, including brand names, quality standards, and any warranty information. The town hall is interested in [types of flooring materials, e.g., vinyl, tile, hardwood, carpet] for specific areas.
- **Design and Layout:**  
Proposals should include recommendations for color schemes and designs based on functionality and aesthetics. The layout of the flooring and carpeting should complement the existing design of the town hall.
- **Installation Timeline:**  
The installation must be completed within [insert number of weeks] weeks from

the start of the project. The contractor should provide a detailed timeline, including key milestones.

- Cleanup:  
The contractor is responsible for removing all debris and cleaning the work areas upon completion of the installation.

#### IV. Proposal Requirements

Proposals must include, at a minimum, the following:

- Company Information:  
Name, address, and years in business.  
A description of the company's experience with similar projects.
- Scope of Work:  
A detailed description of the services offered, including the types of flooring and carpeting to be installed, and the installation process.
- Cost Proposal:  
A breakdown of all costs associated with the project, including labor, materials, and any other charges. Please include options at different budget levels, if applicable.
- Project Timeline:  
A proposed schedule outlining key milestones, including the start date, work phases, and expected completion date.
- Warranty Information:  
A description of any warranties or guarantees for the materials and labor.

#### V. Proposal Requirements

Proposals should include the following information:

- A detailed breakdown of costs (materials, labor, equipment, etc.)
  - Proposed schedule for completing the work
  - A description of the contractor's qualifications and experience
  - List of references from past projects, particularly municipal or commercial
  - A copy of the contractor's insurance certificates and relevant licenses
  - Any warranty or guarantees for the work
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## VI. Submission Instructions

**Bids shall be filed in a sealed envelope bearing the title “Flooring & Carpeting in Town Hall” on the outside of the envelope to the Office of the Town Clerk of Tiverton on or before 2:00 PM on Wednesday, February 26, 2025, at which time they will be publicly opened and read in the Town Council Chambers. Bids received after the deadline will not be considered. A duly authorized representative must sign bids in the name of the bidding company.**

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## VII. Terms and Conditions

- The Town reserves the right to reject any or all proposals.
  - The contractor will be responsible for all required permits and inspections.
  - All work must comply with applicable local, state, and federal laws, including ADA requirements and historic preservation guidelines.
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All timely and responsive bids will be reviewed, and the town reserves the right to award the contract to the most qualified and responsive bidder in the best interests of the municipality.

Thank you for your interest in this project. We look forward to receiving your proposal.