

# Town of Poland



## Request for Proposals Town Office Carpet Replacement

The Town of Poland is requesting bid proposals for replacing the carpet in the Poland Town Office located at 1231 Maine Street, Poland Maine. Firms submitting bids must submit them in sealed envelopes with **“Town Office Carpet Replacement”** clearly printed on the exterior. Proposals must include vendor’s name, address, phone(s), contact person, and total cost. The enclosed bid form must be used, and bidders must observe all required state and federal laws and policies.

All inquiries regarding bids should be directed to the Town Manager at (207) 998-4601; email [mgarside@polandtownoffice.org](mailto:mgarside@polandtownoffice.org). Proposals must be delivered and clearly marked **“Town Office Carpet Replacement”** to the Town Manager, Town of Poland, 1231 Maine Street, Poland, ME, 04274 or by email at [mgarside@polandtownoffice.org](mailto:mgarside@polandtownoffice.org) no later than **11:00 AM, Thursday, February 29, 2024**, at which time they will be opened and read publicly in the Town Office conference room. The Board of Selectpersons will consider proposals on **Tuesday, March 5, 2024 at 7:00 PM** in the Town Office conference room. The Town of Poland reserves the right to reject any or all bids.

**Scope of Work:** Replace interior carpet in various offices and common space.

Prefer self adhesive, low pile carpet tiles, but would consider other options.

Work would include moving existing furniture to install carpet.

Remove and properly dispose of existing carpet.

Prepare floor for installation of new carpet.

Install new carpet and baseboard.

Return furniture to original location.

Work would need to be sequenced to allow for Town Office functions to continue. Some functions could be closed for a short time to accommodate installation.

Approximate total square footage of carpeted area in the Town Office is 3,280 square feet. Carpeted area is somewhat less when a kitchen, hallway, bathrooms and customer service lobby are excluded. Firms submitting a bid are encouraged to conduct a site visit. Contact the Town Manager, Matt Garside at 998-4601 or by email at [mgarside@polandtownoffice.org](mailto:mgarside@polandtownoffice.org) to set up a time.

**LIABILITY INSURANCE** – Successful Bidder must agree to procure and maintain at its expense, Commercial General Liability insurance for protection from claims under workers’ compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any other such employees, and from claims for damages because of injury to or destruction of property including loss of use resulting therefrom, which may arise from the performance of services hereunder. The minimum amounts of coverage are:

Type of Insurance	Each Occurrence	Aggregate
General Liability – Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
Automobile Liability – Combined Bodily Injury and Property Damage	\$1,000,000	
Umbrella/Excess Liability	\$1,000,000	\$1,000,000
Worker’s Compensation & Employer’s Liability	\$500,000 (Each Accident) \$500,000 (Disease Policy Limit) \$500,000 (Disease Each Employee)	

Each such certificate shall list the Town as an additional insured and contain a statement of the insurer’s obligation to notify the Town at least fifteen (15) days prior to cancellation of any policy covered there under. The Town shall be furnished with a Certificate of Insurance. In the event the Town is required to defend itself, the Successful Bidder shall reimburse the Town’s costs, including reasonable attorneys’ fees for defense of such liabilities which arise out of the Successful Bidder’s negligence. In any claim which may arise as a result of intentional or negligent acts or omissions of the Successful Bidder, the Comprehensive General liability insurance policy provided by successful Bidder shall be deemed primary protection against such claims and the Town shall not be called upon to contribute to a loss otherwise payable by the Successful Bidder’s insurer due to its insured’s act or omission.

**INDEMNIFICATION** – To the fullest extent permitted by law, Successful Bidder does agree to defend, indemnify and hold harmless the Town, its officers, agents and employees, from and against all claims, damages, losses or expenses, just or unjust, including but not limited to costs of defense, arising out of or resulting from the performance of services hereunder, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of Successful Bidder, its officers, agents or employees, anyone directly employed by it, or anyone for whose act it may be liable, except to the extent that said claim, damage, loss or expense is caused by the Town, its officers, or employees.

## Town Office Carpet Replacement Official Bid Form

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

**Include proof of standard liability insurance, which names the Town of Poland as an additional insured in an amount no less than \$1,000,000.**

CARPET TYPE/STYLE: \_\_\_\_\_

TOTAL PRICE: \_\_\_\_\_

GUARANTEED START DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE OF PERSON SUBMITTING THE BID:

\_\_\_\_\_ Date: \_\_\_\_\_

The Town of Poland reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the Town, renegotiate any contract and waive any informality which does not compromise the actual bid.