

Homewood Public Library
Carpet squares
February 10, 2023

BID PACKAGE

RE: Carpeting/flooring

FOR: Homewood Public Library

The documents attached contain information for bidders about the installation of carpet squares at the Homewood Public Library, 17917 Dixie Highway, Homewood, IL. 60430.

This Bid Package consists of:

1. Bid Notice
2. Specifications
3. Instructions to Bidders
4. Contract
5. Bid Proposal Form

February 10, 2023

Bid Notice

Project: Carpet squares/Flooring

Owner: Homewood Public Library, 17917 Dixie Highway, Homewood, IL. 60430

Bid Opening Date: March 13, 2023

1. **Sealed Bids:** Sealed bids for removal and replacement of current carpeting with carpet squares will be received at the Homewood Public Library, 17917 Dixie Highway, Homewood, IL., 60430. Bids shall be submitted in a sealed envelope. The outside of the envelope shall state: 1) Carpet squares/Flooring; and 2) Bidder's name.
2. **Bid Opening:** All bids will be opened publicly at the Homewood Public Library and read aloud at 5:00 P.M. CDT on March 13th, 2023.
3. **Procurement of Bid Documents:** Bidders may obtain bid documents from Homewood Public Library via e-mail by contacting colleenw@homewoodlibrary.org or leslies@homewoodlibrary.org with e-mail subject line "carpet squares/flooring bid". Alternately, bidders may obtain bid documents via the Homewood Public Library web site at homewoodlibrary.org and clicking on "carpet squares/flooring bid specifications". Bid Documents will be provided in electronic format only.
4. **Pre-Bid Meeting:** There will be a non-mandatory pre-bid meeting. The pre-bid meeting will be held on Wednesday, March 1st at 10:30 am at the Homewood Public Library.
5. **Bid Security:** Bid security in the form of a certified check shall be submitted with each bid in the amount of ten percent (10%) of total bid amount made payable to the Homewood Public Library. Alternately, bidders may provide a Bid Bond from the bidder's insurance carrier.
6. **Contractor Requirements:** 1) Prevailing Wage Rates apply; 2) A written sexual harassment policy is in place; 3) A drug-free workplace policy is in place; 4) Other requirements of the Contract.
7. **Bid Award:** The Library expects to accept a bid and award a contract on or before Thursday, March 23rd, 2023.
8. **Library Rights:** The Library reserves the right to reject any and all bids, to waive irregularities in the bidding procedure, and accept a bid which best serves the Library's interest.

SPECIFICATIONS

The removal of the current carpeting and installation of carpet squares for the Homewood Public Library (the Project) shall be performed in accordance with the following specifications:

1. Provide for temporary book and shelving relocation, within the building, and replacement after project completion;
2. Furnish and install carpet squares per the Specifications and of the Contract;
3. Removal and off premises disposal of current carpeting in accordance with applicable disposal laws;
4. Make all appropriate and necessary preparations to underlying surfaces to ensure effective carpet square installation, including removal of old adhesives with razor scraping (or a mechanical form) or skim coating and appropriate floor priming. Floor preparation will comply with the preferred method necessary to comply with any manufacturer warranties; consideration of padding shall be included in the bid as needed.
5. Ensure safety and effectiveness of any and all adhesives used;
6. Provide instruction manual/documentation outlining best practices for care of carpet squares after installation;
7. Provide 5% additional carpet squares for future use as well as any unused carpet or project materials
8. Provide a ten-year warranty on all carpet squares, and one year warranty on materials and workmanship;
9. Provide the manufacturer's warranty and related care information.

Special Provisions

Subcontractors

The Bidder shall provide with the bid a list of any subcontractors proposed for the project. The Owner reserves the right to reject any subcontractor at the Owner's sole discretion.

Description of Project

The Project includes temporary relocation, within the building, of books and book shelving, as well as some office furniture in areas to be determined, the removal and off-site disposal of designated existing carpeting/flooring, floor preparation and installation of new carpet squares, and replacement of temporarily relocated materials as directed by Owner. A combination of carpet squares/flooring will be considered.

Maps identifying the areas being considered for carpet squares are included with these bid documents. These maps are not to scale. The maps are provided to identify areas being considered for new carpet squares. It is the responsibility of the bidder to determine the exact measurements and materials needed for the project.

Bidders should specify project cost based on each area to receive carpet squares, separately, a combination thereof, and a total for all areas, specifically: main floor, staff office/story time room, upper level east, upper level south (all identified on the maps).

All public areas currently carpeted shall be replaced with new carpet squares.

Consideration may be given, and is encouraged, to varying styles in different spaces, such as the area identified as the FORT (teen area), the Story time room and the Children's play area.

Office areas currently tiled may remain as such.

Public areas currently tiled may remain as such.

Materials and Cost

Eco friendly carpet squares (easily replaceable) will be given priority consideration. Material (flooring/carpeting) samples for consideration shall be provided by the bidder to the Owner prior to or simultaneously with submission of a bid. All related materials including adhesives and wall bases shall be included in the bid.

Timeline

The Project is to be completed on or before October 1, 2023 with minimal, if any, building closures.

Pre-Construction Meeting

Upon approval an execution of contract, a pre-construction meeting will be held, between Contractor and Owner prior to initiation of the work. At the meeting the Contractor shall present his schedule for performing the work as well as discuss his proposed methodology for performing the work.

Contractor and owner shall discuss the following:

- a. Review Contractors Bid Work Schedule/ Product Lead Time(s)
- b. Review Existing Site Conditions
- c. Material Storage Identification
- d. Confirm Measurements
- e. Confirm Carpet I VCT Tile I Resilient Wall Base (Colors and Patterns)
- f. Review Work Scope
- g. Other Misc. Needs

Payment

Payments shall be made in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq.

Prevailing Wage Act

This contract calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information

regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.

The Contractor shall require each Trade Contractor, and all subcontractors and sub-subcontractors participating on the Project to make and keep those records required under Section 5 of the Act. In conformance with the Act, each Contractor and/or subcontractor, or other entity performing Work on the Project, shall maintain records of all laborers, mechanics and other workers employed by them on this Project, including the following information on each worker: (1) name; (2) address; (3) telephone number when available; (4) social security number; (5) classification or classifications; (6) hourly wages paid in each pay period; (7) number of hours worked each day; and (8) starting and ending times of each day. These records shall be kept by the participating Contractor and subcontractor for a period of not less than five (5) years. Each participating Contractor and subcontractor shall submit a monthly certified payroll to the Owner consisting of the above-referenced information as well as a statement signed by the participating Contractor or subcontractor that certifies: (a) the records are true and accurate; (b) the hourly rates paid to each worker is not less than the general prevailing rate of hourly wages required under the Act; and (c) the Contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class A misdemeanor. Contractor shall include the above-referenced certified statement from each applicable Trade Contractor, subcontractor and/or sub-subcontractor referenced in each Application for Payment

INSTRUCTION TO BIDDERS

You are invited to submit a lump sum bid to the Homewood Public Library (“Owner”) for the furnishing of all labor, materials, equipment, and supplies to remove the current carpeting/flooring and install carpet squares at the Library.

Bid Security: Bid security in the form of a certified check shall be submitted with each bid in the amount of ten percent (10%) of total bid amount made payable to the Homewood Public Library. Alternately, bidders may provide a Bid Bond from the bidder’s insurance carrier.

The Bidder agrees that the proceeds of the Bid Security will become the property of the Owner if for any reason the bidder withdraws his bid after bid opening. A defaulting bidder shall pay the Owner all costs which exceed the amount of the Bid Security including but are not limited to, additional advertising and services, including reasonable attorneys’ fees.

1. Description of Work: The work is described in the Specifications, Special Provisions and the Contract (the Work).
2. Miscellaneous Items:
 - a. Bidders may obtain bid documents from Homewood Public Library via e-mail by contacting colleenw@homewoodlibrary.org or leslies@homewoodlibrary.org with e-mail subject line “carpeting bid”. Alternately, bidders may obtain bid documents via the Homewood Public Library web site at homewoodlibrary.org and clicking on “carpeting bid specifications”. Bid Documents will be provided in electronic format only.
 - b. Qualifications: Only bidders who can furnish proof of satisfactory performance on similar projects should submit a bid.
 - c. Examination: Bidders shall visit the site and fully acquaint themselves with existing conditions so that they may fully understand the scope of work associated with the Project. Bidders shall thoroughly examine and be familiar with the Specifications. The failure or omission of any bidder to receive or examine any documents or to visit the site and acquaint themselves with existing conditions in no way relieves the bidder from any obligation with respect to their Bid.
 - d. Pre-Bid Meeting: There will be a non-mandatory pre-bid meeting. The pre-bid meeting will be held on Wednesday, March 1st at 10:30 a.m. at the Homewood Public Library.
 - e. Questions: Submit all questions electronically to colleenw@homewoodlibrary.org. If warranted, replies will be issued to all bidders of record. Questions received less than 72 hours before the bid opening cannot be answered.
 - f. Parties to the Contract: The bidder will be working directly for the Owner (Homewood Public Library). The bidder will enter into a Contract with the Owner. All payments for the Work will be made by the Owner.
 - g. Bid Proposals: Bid Proposals shall be submitted solely via unaltered Bid Proposal Forms.
 - h. Modification and Withdrawal: Bids may not be modified after submittal. Bidders may withdraw bids at any time before bid opening, but may not resubmit them. Bids are effective for 60 days.

- i. References. All bids must include a completed list of references as set forth in this package.

CONTRACT FOR CARPET SQUARES/FLOORING

Homewood Public Library and ABC Company*

WHEREAS, the Homewood Public Library ("Owner") is a Public Library operating pursuant to the Local Library Act; and

WHEREAS, ABC Construction Company ("Contractor") is engaged in the carpet squares/flooring business; and

WHEREAS Contractor submitted to the Owner a Bid Proposal Form to remove current carpeting and install new carpet squares/flooring (the Work) at the Homewood Public Library, 17917 Dixie Highway, Homewood, IL., 60430.

NOW, THEREFORE, the Owner and Contractor agree as follows:

1. Contractor shall remove and dispose of current carpeting and install new carpet squares/flooring at the Homewood Public Library, 17917 Dixie Highway, Homewood, IL., 60430 in compliance with the Bid Notice, Specifications, Instructions To Bidders and Bid Proposal Form.

2. Contractor's work shall be performed for the areas as follows:

a. The sum of \$ _____ for currently tiled areas;

b. The sum of \$ _____ for the FORT;

c. The sum of \$ _____ for the Children's Department Area, _____, and Story time Room _____;

d. The sum of \$ _____ for all designated areas in accordance with the Bid Documents.

3. Attached is Contractor's Certification/Affidavit.

4. All notices shall be in writing and shall be served on the parties at the following addresses:

Notices to Contractor: ABC Company
 (address to come)

* The name of the successful bidder will be incorporated here.

Notices to Library: Board of Library Trustees
Homewood Public Library
17917 Dixie Highway
Homewood, Illinois 60430
ATTN: Colleen Waltman, Director
(708) 798-0121 x 214

5. All materials and components incorporated in the Work shall be new and of the best available grade and quality. The Work shall be done in a first-class and workmanlike manner, shall be neat and orderly, and shall conform to the best trade practices generally accepted in the industry and shall be covered by a formal written warranty for a minimum of 10 years.

6. Contractor warrants that the Work will be free of defects in materials and workmanship. Any portion of the Work that, in the reasonable judgment of Owner, does not comply with the Contract or which proves defective within a period of one (1) year from the date of acceptance of the Work shall promptly be repaired or replaced to the satisfaction of the Owner at no additional cost to the Owner. The Owner will notify Contractor of defects or non-conformity as soon as practicable after discovery thereof.

7. Contractor shall deliver the Work to the Owner free and clear of all claims, liens and encumbrances for labor and material and protect and hold the Owner harmless from all claims, liens and encumbrances arising out of the performance of the Work.

8. Contractor shall pay all sales, use, occupation, excise, social security, unemployment compensation and all other taxes and union benefits applicable to the material and labor furnished in the performance of the Work and will indemnify the Owner from any claims by any parties arising from these obligations. The Owner is exempt from the Retailers Occupation Tax and the Use Tax on materials and equipment to be incorporated into the Project.

9. Time of performance is of the essence of the Contract. All work shall be completed within the time limits set forth in the Bid Proposal Form. Failure to meet such commitments, unless due to the fault of the Owner or caused by strikes, accidents or other causes beyond the control of Contractor, shall be deemed a failure to perform in accordance with the terms of the Contract. In the event of delays caused by the Owner or by such other causes beyond the control of Contractor, the parties shall mutually agree in writing on the

amount of additional time to be allowed Contractor to complete the Work. The Contractor agrees that in the event of delay for any reason caused by any party or person other than the Contractor or its agents or employees, Contractor will be fully compensated for the delay by an extension of time to complete the Contract and will not seek additional compensation from the Owner. Project delays resulting from issues within the control of Contractor shall result in Contractor's payment to Owner of liquidated damages of \$500.00 per day.

10. Contractor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures, and for coordinating all portions of the Work.

11. All material and workmanship shall be subject to inspection, examination and testing by authorized employees or agents of the Owner, at any and all reasonable times during performance of the Work and at any and all places where the Work is performed.

12. To the fullest extent allowed by law, Contractor and its insurers shall indemnify and hold harmless the Owner and its elected officials, agents, servants and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, expert witness fees, and costs arising out of or resulting from Contractor's conduct in connection with the Work. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor under worker's compensation laws, disability acts or other employee benefits statutes. This section is not intended to indemnify the Owner or its representatives for Owner's negligence or intentional misconduct.

13. Contractor shall not assign the Contract without the prior written approval of the Owner.

14. Payment to the Contractor shall be made upon completion of the Work and submission of all required lien waivers and warranty documents, and in accordance with the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.* No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably should have discovered prior to bidding.

15. Except for minor modifications in the Work not involving extra cost and not inconsistent with the purpose of the Project and except in an emergency endangering life or property, no changes shall be made

or extra work performed unless authorized in writing by the Owner. Contractor acknowledges that no claim for an addition to the contract price for such work shall be valid unless so authorized by the Owner.

16. Upon completion of the Project and before final payment, Contractor shall furnish to the Owner one complete set of marked drawings showing the sizes and locations of all installations and the as-built conditions of the Project actually completed.

17. Owner shall be permitted to test any portions of the Work to ensure compliance with the Contract.

18. In the event the Contractor fails to, or is otherwise unable to comply with the provisions herein as to the Work or time of performance, and the failure is not cured within five days after the Contractor's receipt of a written notice to cure from the Owner, the Owner may, without prejudice to any other right or remedy, take over and complete the performance of this Contract at the expense of the Contractor and terminate the Contract.

19. At all times the Work is in progress, Contractor shall designate and keep on the premises a responsible employee who shall be authorized by Contractor to give and receive information and receive notices and directions. Contractor shall advise the Owner of the identity of this employee prior to commencement of the Work.

20. Contractor shall provide insurance coverage as stated on the attached Contractor's Insurance Coverage.

21. The Contractor shall furnish to the Owner at the time of execution of the Contract, bonds in the full amount of the Contract Sum securing the full and faithful performance of this Contract and the payment for all labor and material furnished by the Contractor or anyone furnishing such under the Contractor's Contract or a Subcontract of any tier. Said bonds shall be in conformance as set forth below and any additional specifications imposed by other Contract Documents, including, but not limited to, the prevailing wage requirements set forth in the Contract Documents. Said bonds shall be written by a surety that is acceptable to the Owner, in the Owner's discretion. Such bonds shall be obtained from a company with a minimum A.M. Best Rating of A- and to which the Owner has no reasonable objection.

The Contractor shall provide Performance and Labor and Material Payment Bonds as follows:

- a. Provide a 100 percent Performance Bond in conformance with AIA Document 312 as modified by Owner and Contractor.
- b. Provide a 100 percent Payment Bond in conformance with AIA Document 312 as modified by Owner and Contractor.
- c. Deliver bonds within 10 days after execution of the Contract.
- d. The bonds must be from a reputable company acceptable to the Owner set forth above and authorized to do surety business in Illinois.

22. Work will not begin nor will any payment be authorized absent submission by the Contractor to the Owner of proof that all required insurance coverages and bonds are in effect. A Certificate of Insurance is not adequate proof. The Contractor may provide a Certificate of Insurance but shall also provide the actual endorsement from Contractor's insurance company.

23. The responsibilities/liabilities of the Owner and the Contractor and their consultants, agents and employees and any concomitant damages and/or consequential damages shall be determined in such amount and to such extent as provided by Illinois law.

24. Contractor shall pay all reasonable attorneys' fees, experts' fees, and costs incurred by the Owner in enforcing the terms and provisions of the Contract and in defending any proceeding to which the Owner is made a party as result of the acts or omissions of the Contractor.

25. Contractor acknowledges full and sole authority for all safety programs and precautions in connection with the work.

26. Any claims, disputes, liabilities of the parties or other matters between the Owner and the Contractor shall be resolved in the Circuit Court Cook County, Illinois in accordance with Illinois law.

27. Contractor acknowledges that he has examined the property and has familiarized himself with all local conditions affecting the Project and is solely responsible for all aspects of preparation and installation and removal of all materials necessary for project completion, and will maintain all industry standards accordingly.

28. Contractor acknowledges sole responsibility for determining the nature and extent of any and all work required to complete the Project including necessary and related property clean up.

29. Contractor shall at all times observe and comply with all laws, ordinances, regulations and codes of any applicable governmental entity including, without limitation, compliance with prevailing wage laws.

30. This contract calls for the construction of a “public work,” within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (“the Act”). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current “prevailing rate of wages” (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department’s web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor’s website. The Contractor shall comply with all the requirements of the Act (820 ILCS 130/5). The Contractor shall require each Trade Contractor, and all subcontractors and sub-subcontractors participating on the Project to make and keep those records required under Section 5 of the Act (820 ILCS 130/5). In conformance with the Act, each Contractor and/or subcontractor, or other entity performing Work on the Project, shall maintain records of all laborers, mechanics and other workers employed by them on this Project, including the following information on each worker: (1) name; (2) address; (3) telephone number when available; (4) social security number; (5) classification or classifications; (6) hourly wages paid in each pay period; (7) number of hours worked each day; and (8) starting and ending times of each day. These records shall be kept by the participating Contractor and subcontractor for a period of not less than five (5) years. Each participating Contractor and subcontractor shall submit a monthly certified payroll to the Owner consisting of the above-referenced information as well as a statement signed by the participating Contractor or subcontractor that certifies: (a) the records are true and accurate; (b) the hourly rates paid to each worker is not less than the general prevailing rate of hourly wages required under the Act; and (c) the Contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class A misdemeanor. Contractor shall include the above-referenced certified statement from each applicable Trade Contractor, subcontractor and/or sub-subcontractor referenced in each Application for Payment.

31. Payment shall not be made by the Owner until certified payroll is received from Contractor.

32. Contractor's standard of care shall be the standard of care consistent with those usual and customary standards of care, skill, and diligence which are, at the time of performance of services under this Contract, commonly followed by Contractors performing the same or similar services in the locale in which the work is being done. The warranty shall include all labor and material costs associated with repairs or replacement.

33. "As built" drawings from the Contractor are a condition of receipt of the Contractor's final payment.

34. Any claim shall be commenced within the limitations stated in 735 ILCS 5/13-214.

35. If required, the Contractor shall obtain and pay for the building permit and/or any other permits, governmental fees, licenses and inspections necessary for the proper execution and completion of the Project.

36. Contractor shall provide Owner with all documents requested by Owner pertaining to the Work thereby enabling Owner to respond timely to any request to Owner for documents pursuant to the Freedom of Information Act.

ABC CONSTRUCTION COMPANY

By: _____
John Doe, President

Date signed: _____

HOMEWOOD PUBLIC
LIBRARY

By: _____
President
Board of Library Trustees

Date signed: _____

Homewood Public Library
Carpet squares/flooring
February 10, 2023

CONTRACTOR'S CERTIFICATION/AFFIDAVIT

I, John Doe, President of ABC Construction Company ("ABC"), hereby certify and affirm, under oath, that ABC:

1. Has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A)(4) and will take measures to assure that the policy is followed;
2. Shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-free Workplace Act.
3. Is not ineligible for award of this Contract by reason of debarment for a violation of the Illinois Drug-free Workplace Act.
4. Is not barred from contracting with any unit of State or local government as a result of a violation of either Section 33E or 33E-4 of the Illinois Criminal Code or any similar offense of any State of the United States which contains the same elements as the Illinois offenses of bid rigging or bid rotating.

ABC CONSTRUCTION COMPANY

By: _____
John Doe, President

Subscribed and sworn to before
me this _____ day of TBD

Notary Public

CONTRACTOR'S INSURANCE COVERAGE

Contractor shall provide insurance for the work as follows:

1. Worker's Compensation: Statutory
2. Commercial General Liability
 - a. \$1,000,000.00 General Aggregate
 - b. \$1,000,000.00 Products Completed Operations Aggregate
 - c. \$1,000,000.00 Personal and advertising injury
 - d. \$1,000,000.00 Each Occurrence
 - e. \$ 50,000.00 Fire Damage (any one fire).
 - f. \$ 5,000.00 Medical Expense (any one person).
3. Business Automobile Liability (including owned, non-owned and hire vehicles):
 - a. Bodily Injury:

\$1,000,000.00	Per Person
\$1,000,000.00	Per Accident
 - b. Property Damage:

\$1,000,000.00	Per Occurrence
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 - c. Bodily Injury and Property Damage Combined:

\$1,000,000.00	Per Occurrence
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4. Umbrella Excess Liability:

\$2,000,000.00	Over Primary Insurance
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5. Performance Bond (surety)
6. Labor and Material Payment Bond (surety)

BID PROPOSAL FORM

Bid To: **Homewood Public Library** Date: _____
17917 Dixie Highway
Homewood, IL. 60430

Project: Carpet squares/flooring

Bidder Name: _____

Contact: _____

Address: _____

Telephone: _____

Email: _____

I have examined the site conditions and the Bid Documents and confirm I will:

- A. Hold this Bid open until sixty (60) calendar days after the date of Bid Opening.
- B. Accept the provisions of the Instruction to Bidders regarding disposition of Bid Security.
- C. Enter into and execute the Contract (included in the Bid Documents) if awarded the Bid.
- D. Accomplish the work in accordance with the Bid Documents.
- E. Provide schedules for completion of work.
- F. Complete the Work by the dates stated below.
- G. Provide the required insurance coverage and the Performance Bond and Payment Bond in an amount equal to 100% of the Contract amount.
- H. Provide full coordination and supervision of all subcontractors and suppliers, expedite work, provide management of payment requests, and general administration of the project.
- I. Provide supervision and responsibility for all safety on, in and around the construction site at all times.
- J. Provide references and such additional reference information as requested by Owner.

By submitting this Bid Proposal Form, the bidder:

- a) Acknowledges he has received, reviewed, and understood the Project Specifications.
- b) Acknowledges responsibility for all supervision, labor, material, equipment and other items to perform all work and other matters set forth in the project specifications.
- c) Acknowledges he has examined the property and has familiarized himself with all field conditions and local conditions affecting the project.
- d) Understands that, if his proposal is accepted and he fails to enter into a Contract with the Owner, he shall be liable to the Owner for any damages the Owner may thereby suffer.
- e) Is aware that comparison of bidders' bids is a subjective process requiring evaluation of multiple factors including price, references, recommendations, and feedback from third parties. This process requires subjective assessment of bidders by the Owner as to overall suitability of the bidder for the project.
- f) Acknowledges the Owner has substantial discretion in accepting a bid based on the Owner's evaluation of multiple variables. The Owner reserves the right to waive any irregularities and to accept any or reject all bids when, in the opinion of the Owner, such action will serve the best interest of the Owner.

Bid Security for \$ _____ in the form of a Certified Check or Bid Bond made payable to the Owner is enclosed.

The bidder agrees to perform all the specified work as set forth in the Bid Documents for the sum of:

BID AMOUNT:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

DATE OF PROJECT START: _____

DATE OF PROJECT COMPLETION: _____

**DESCRIPTION OF CARPETING/
FLOORING TO BE INSTALLED:** _____

LIST OF REFERENCES

This list describes other projects of similar size and cost. The list of projects should be located as near to project site as possible.

Name of Project (Owner) -----
Location -----
Cost -----
Date Completed -----
Contact Person (Owner) -----
Telephone (Owner) -----
Architect/Engineer -----
Telephone (Architect) -----

Name of Project (Owner) -----
Location -----
Cost -----
Date Completed -----
Contact Person (Owner) -----
Telephone (Owner) -----
Architect/Engineer -----
Telephone (Architect) -----

Name of Project (Owner) -----
Location -----
Cost -----
Date Completed -----
Contact Person (Owner) -----
Telephone (Owner) -----
Architect/Engineer -----
Telephone (Architect) -----

Name of Project (Owner) -----
Location -----
Cost -----
Date Completed -----
Contact Person (Owner) -----
Telephone (Owner) -----
Architect/Engineer -----
Telephone (Architect) -----

SIGNATURE SHEET

If an Individual:

Signature of Bidder _____

Name (print) _____

Date Signed _____

• • •

If a Partnership:

Signature of Bidder _____

Name (print) _____

Date Signed _____

• • •

If a Corporation:

Name of Corporation _____

State of Corporation _____

President _____

Name (print) _____

Date Signed _____

Treasurer/Secretary _____

Name (print) _____

Date Signed _____

