

REQUEST FOR PROPOSAL

**REMOVAL AND REPLACEMENT OF CARPET AT THE
CITY OWNED BUILDING LOCATED AT
2740 LENORA CHURCH ROAD
FOR THE
CITY OF SNELLVILLE PARKS & RECREATION
DEPARTMENT
PK20240424**



CITY OF SNELLVILLE

c/o Matthew Pepper
City Manager
2342 Oak Road
Snellville, GA 30078



INVITATION TO BID

Sealed bids for *Carpet Replacement at 2740 Lenora Church Road (PK20240424) – City of Snellville* are solicited as follows:

PROJECT DESCRIPTION:

The project consists of removal of the existing carpet at 2740 Lenora Church Road and replacing with new carpeting and Luxury Vinyl Tile (LVT) according to the specifications designated by the City of Snellville, Georgia. Work required under this contract may include, but not be limited to, furnishing materials, labor, equipment, etc. All Work will conform to City of Snellville Development Regulations.

OWNER: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Matthew Pepper, City Manager

PROJECT MANAGER: Lisa Platt
Parks & Recreation Department
2500 Sawyer Parkway
Snellville, Georgia 30078

RECEIPT OF BIDS:

Bids will be received at City Hall until 2:00 p.m. prevailing local time Tuesday, May 7, 2024. Bids will be publicly opened by the City of Snellville at 2:05 P.M. on May 7, 2024.

BIDDING DOCUMENTS:

The information for bidders, scope of work, and other related documents may be obtained from the City's website at www.snellville.org or at the following location:

Melisa Arnold
City Clerk
City of Snellville Administration Department
2342 Oak Road
Snellville, Georgia 30078
Email: marnold@snellville.org



BIDDER'S GENERAL QUALIFICATIONS:

All Bidders must submit, with the Bid, written evidence of Bidder's qualifications to perform the Work covered by the Contract Documents, and other documentation called for in Article 3 of the Instructions to Bidders. All Bidders are particularly directed to the contracting certifications and other requirements included as Appendix A to the Supplemental Conditions.

BID EXPIRATION:

Bid shall remain valid and shall not be subject to withdrawal for a period of sixty (60) calendar days after the Bid opening, except as provided in the Instructions to Bidders.

AWARD, WAIVER AND REJECTION OF BIDS:

All portions of the Bid Form must be completed in full. The contract will be awarded pursuant to the requirements of applicable state and federal laws and regulations. To the extent permitted by such laws and regulations, Owner reserves the right to reject any or all Bids, to waive any informality or irregularity in any Bid received, and to accept the Bid deemed by it to be in the best interest of the City of Snellville.

DEFINITIONS:

Terms used in the "Invitation to Bid" which are defined in the Bidding Documents shall have the meanings assigned to them by the Bidding Documents.

By: _____ Date: _____
City of Snellville

END
INVITATION TO BID

BID FORM

(This Bid Form is a part of the Bid Documents)

BID NUMBER: PK20240424

BID DATE: April 24, 2024

SUBMITTAL DATE: _____

BY: _____

PROJECT: REPLACE EXISTING CARPET AT 2740 LENORA CHURCH ROAD

THIS BID IS SUBMITTED TO: City of Snellville
2342 Oak Road
Snellville, Georgia 30078
(770) 985-3500

ATTN: Matthew Pepper, City Manager

1. This Bid will remain subject to acceptance for sixty (60) calendar days after the day of Bid opening.
2. In submitting this Bid, BIDDER represents that:
 - (a) BIDDER has examined and carefully studied the Bidding Documents and the following Addenda (receipt of all which is hereby acknowledged):

No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
No. _____ Dated _____	No. _____ Dated _____
 - (b) BIDDER has given City written notice concerning conflicts, errors, or discrepancies discovered in Bid Document Package and written resolution by City is acceptable to BIDDER.
 - (c) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other BIDDER to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other BIDDER or over OWNER.

(THIS SPACE IS INTENTIONALLY LEFT BLANK)

BID SCHEDULE

- NOTE 1.** **Failure to return all of Bid Schedule as part of Bid Document may result in rejection of bid.**
- NOTE 2.** **The City of Snellville requires firm pricing. Failure to hold pricing firm may be sufficient cause for the City to declare the bid non-responsive.**



■ LVP 7" X 48" TB... (2 rooms, 2618.63 SF)

Bill To: CITY OF SNELLVILLE LISA PLATT
 2500 SAWYER PARKWAY
 DIRECTOR OF PARKS & RECREATION
 SNELLVILLE GA 30078
 770-985-3535

lpatt@snellville.org

Ship To: CITY OF SNELLVILLE LISA PLATT
 2500 SAWYER PARKWAY
 DIRECTOR OF PARKS & RECREATION
 SNELLVILLE GA 30078
 770-985-3535
lpatt@snellville.org

Replacement of Existing Carpet at 2740 Lenora Church Road
 Bid# PK20240424
 April 24, 2024

BID PRICING SCHEDULE			
Bidder submits the following unit prices for the removal and replacement of existing carpet identified in Bid Form as part of this Bid.			
	CARPET REPLACEMENT 24x24 Shaw Carpet Tiles, Simply by Nature Collection - Style/Color TBD	COST	
		Per SF	Total
	Room 11 (Approx. 638 SF)		
	Room 12 (Approx. 140 SF)		
	Room 13 (Approx. 352 SF)		
	Room 17 (Approx. 610 SF)		
	Main Room (Approx. 5,194 SF)		
	CARPET TOTAL:		
	LVT (WOOD LOOK) Shaw Terrain II 2.5mm Vinyl Plank Tile - Style/Color TBD		
	Break Room (Approx. 140 SF)		
	Portion of Main Room (Approx. 1247 SF)		
	LVT TOTAL:		
	DEMOLITION / INSTALLATION COSTS	COST	
	Demolition and Haul Away of old carpet tile		
	Installation Costs		
	TOTAL BID:		
<i>Please attach detailed cost estimate as backup.</i>			
	COMPANY NAME: _____		
	AUTHORIZED REPRESENTATIVES _____		
	AUTHORIZED REPRESENTATIVE EMAIL ADDRESS _____		

Company Name: _____

CITY OF SNELLVILLE
NONCOLLUSION AFFIDAVIT



For Project: _____

Bid Date: _____

State of _____)

ss.

County of _____)

_____ being first duly sworn, deposes and says that:

- (1) Signer is the [*Owner, Partner, Officer, Representative or Agent*] (circle one) of _____, the Bidder that has submitted the attached Bid.
- (2) Signer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this signer, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against City of Snellville, or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any other of its agents, representatives, owners, employees or parties in interests, including this affidavit.

Subscribed and sworn to before me

BY: _____
(Signature)

this _____ day of _____, 20____.

(Title)

My commission expires _____.

END
NONCOLLUSION AFFIDAVIT