

# **Sayreville Housing for Seniors Corporation**

*"Gillette Manor"*

**650 Washington Road  
Sayreville, NJ 08872**

732-316-0177  
732-721-0062 fax

## **REQUEST FOR PROPOSALS**

**for**

## **AS-NEEDED FLOORING REPAIR AND REPLACEMENT SERVICES**

**at**

## **GILLETTE MANOR**

**April 7, 2021**

## CONTENTS

Cover Page .....	1
Table of Contents .....	2
Introduction.....	3
Proposal Submission.....	3
Notice-Request for Proposals.....	3
Form of Contract .....	4-6
Proposal Form.....	7-8
Qualifications Questionnaire.....	9-10
Section 09680, Carpeting.....	11-13
Section 08650, Resilient Flooring.....	14-17
Linoleum Section.....	17

**Request for Proposals**  
**FLOORING CONTRACTOR**

**INTRODUCTION**

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for a Flooring Contractor to perform as-needed flooring repair and replacement services at Gillette Manor, 650 Washington Road, Sayreville, NJ (100 units). The contractor shall provide all labor, materials and equipment as necessary and provide a per item cost per the bid proposal form attached herein for the floor repair and/or replacement of various kinds of flooring in the SHSC's Gillette Manor.

**PROPOSAL SUBMISSION**

Proposals must be received by the SHSC on or before 2:00 PM on Tuesday, May 4, 2021 and must be mailed or hand delivered in a sealed envelope addressed as follows:

Sayreville Housing for Seniors Corporation  
Attention: Brenda Malave  
650 Washington Road  
Sayreville, NJ 08872  
"Proposals for Flooring Contractor"

Proposals are to minimally include:

1. The Proposal form (attached herein).
2. A minimum of three references.
3. Business Registration Certificate.
4. Qualification Questionnaire (attached herein)

**NOTICE-REQUEST FOR PROPOSALS**

The Sayreville Housing for Seniors Corporation (SHSC) is accepting proposals for a qualified Flooring Contractor for the as-needed flooring repair and/or replacement services at Gillette Manor, 650 Washington Road, Sayreville, NJ for a two-year period with the option to renew for two additional 12 month periods at the same terms. Proposals will be received by mail, fax or email until 2:00 PM on Tuesday, May 4, 2021, prevailing time, at the SHSC, Gillette Manor, 650 Washington Rd., Sayreville, NJ 08872. All requirements for the work and for submitting an offer are described in the written Request for Proposals (RFP) which may be downloaded from [www.SayrevilleHA.org](http://www.SayrevilleHA.org). The SHSC invites the participation of Minority-Owned Business Enterprises in this solicitation and reserves the right to reject any or all offers or to waive any informalities in this solicitation.

**Form of Contract  
For Flooring Contractor**

This **AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_ by and between

(Name of Contractor)

(Address)

hereinafter called the "Contractor," and the

Sayreville Senior for Housing Corporation

‘Gillette Manor’

650 Washington Road, Sayreville, NJ 08872

hereinafter called the "SHSC".

**WITNESSETH** that the Contractor and the SHSC for the consideration stated herein mutually agree as follows:

**Article 1. Statement of Services.** The Contractor shall furnish all labor materials, tools and equipment and shall perform and complete all work required for the as-needed repair and replacement of vinyl tile flooring and carpeting at Gillette Manor in Sayreville, NJ.

**Article 2. Term of Contract.** This contract shall extend for a period of one year, May 1, 2021 through April 30, 2023. The contract shall be renewable for two additional twelve month periods at the sole option of the SHSC at the same rates stated in Article 5 below.

**Article 3. Performance of Work.** The SHSC shall have the sole right and discretion to order work under his contract. The SHSC reserves the right to award work of a similar nature, through other procurement methods, to other contractors.

Work shall be performed by the Contractor on an as-needed basis. The SHSC makes no representation as to the amount of work that may be required during the contract period.

The SHSC shall notify the Contractor of all work to be performed by means of a written work order. The Contractor shall complete all work orders within fourteen (14) calendar days of receipt of each work order.

Work shall be performed during the SHSC’s standard business hours.

Upon completion of each work order, the Contractor shall present the completed written work order and invoice to a designated representative of the SHSC.

**Article 4. Work Requirements and Contractor’s Responsibility.** The Contractor shall be responsible for furnishing all materials, equipment, labor and transportation necessary to perform the work. The Contractor shall be equipped with all tools and equipment ordinarily and incidentally used in the performance of residential and commercial flooring installation, repair and replacement.

All work shall be performed in accordance with the Specifications at the end of this RFP titled Section 09650, Resilient Flooring and Section 09680, Carpeting and in accordance with federal, State, County and local statutes, regulations and codes presently established or as may be established during the term of this contract. If the Contractor performs any work contrary to any federal, State, County or local statute, ordinance, regulation or code, he shall assume full responsibility and shall bear any and all costs attributable thereto

The Contractor shall be responsible to apply for and secure any and all permits required by governing authorities to perform the work.

The Contractor shall be responsible for all materials delivered and work performed until completion and acceptance of each work order.

The Contractor shall not sub-contract any work under this contract without express prior written approval of the SHSC.

The Contractor shall at all times keep the work area orderly and free from accumulations of waste materials. After completing each work order, the Contractor shall remove all equipment materials and tools that are not the property of the SHSC and leave the work area in a neat, clean and orderly condition. The Contractor shall remove and legally dispose of old flooring and other waste materials off-site.

The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence, and shall take all necessary health and safety precautions to protect the work, the workers, the public, and the property of others. The Contractor shall hold and save the SHSC, its officers and agents, free and harmless from liability of any nature occasioned by the Contractor's performance.

**Article 5. Rates and Payments.** The SHSC shall pay the Contractor for work at the rates shown in the attached Schedule of Rates. The rates shall be inclusive of all costs for materials, labor, tools and equipment.

The SHSC shall make payments not more frequently than monthly upon the completion of work by the Contractor and the presentation of an invoice. Payment shall be due within 30 days of receipt of the invoice by the SHSC.

**Article 6. Insurance.** Before performing any work, the Contractor shall furnish the SHSC with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

1. Workers' Compensation, in accordance with New Jersey Workers' Compensation laws.
2. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$1,000,000.00 per occurrence to protect the Contractor and the SHSC against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract, and the extended reporting period may not be less than five years following the completion date of the Contract.
3. Automobile Liability on owned on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000.00 per occurrence.

All Insurance shall be carried with companies which are financially responsible and admitted to do business in the State of New Jersey. If any such insurance is due to expire during the contract period, the Contractor shall not permit the coverage to lapse and shall furnish evidence of coverage to the SHSC. All certificates of insurance, as evidence of coverage, shall provide that no coverage maybe canceled or non-renewed by the insurance company until at least 30 days prior written notice has been given to the SHSC.

**Article 7. New Jersey Business Registration Requirements.** The contractor shall provide to the SHSC proof of the contractor's business registration with the New Jersey Division of Taxation. This document is required component of the proposal package.

The contractor shall provide written notice to its subcontractors and suppliers of the responsibility to submit proof of business registration to the contractor. The requirement of proof of business registration extends down through all levels (tiers) of the project.

Before final payment on the contract is made by the SHSC, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of this Agreement, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-49(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section 1 of P.L. 2001, c.34 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L. 1977, c.110 (C.5:12-92), or that provides false business registration under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency.

**Article 8. Contract Documents.** Contract Documents shall consist of the following component parts:

1. This instrument;
2. Section 09650 - Resilient Flooring;
3. Section 09680 - Carpeting;
4. Linoleum Section;
5. Schedule of Rates; and
6. Addenda (if any).

This instrument together with the document enumerated in this Article form the Contract, and they are fully a part of the Contract as if hereto attached or herein repeated. In the event that any provision in one of the component parts of the Contract conflicts with any provision of any other component part, the provision in the component part first enumerated in this Article 8 shall govern, except as otherwise specifically stated.

**IN WITNESS WHEREOF**, the parties hereto have caused this instrument to be executed the date and year first above written.

In the presence of:

\_\_\_\_\_ by \_\_\_\_\_  
(Name)  
(Title)  
(Company Name)

In the presence of:

\_\_\_\_\_ by \_\_\_\_\_  
Douglas G. Dzema, PHM  
Executive Director  
Sayreville Senior for Housing Corporation

## Proposal Form Flooring Contractor

Proposal for: Flooring Contractor

TO: Sayreville Senior for Housing Corporation  
650 Washington Ave., Sayreville, NJ 08872

FROM:

Company Name of Bidder	Federal ID#
Street Address	
City, State - Zip Code	
Contact Name / Telephone Number / Fax Number	
Contact Email Address	

1. The undersigned, having read the Specifications, including the Request for Proposals, the form of contract, the technical specifications, this proposal form, the statement of offeror's qualifications, and addenda, if any, thereto, and having investigated the local conditions affecting the cost of the work, hereby propose to furnish all labor, materials, services, equipment and related items to complete all work for flooring repair and replacement in accordance therewith at the following rates:

(The prices below include all expenses related to the installation of each product. All prices below shall be in terms of per square foot and shall include the cost of the rip-up and disposal of the old flooring as well as prepping the sub-floor (aside from skim coating) for the new flooring)

### Schedule of Rates

**Replace Vinyl Composition Tile Flooring:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_) per square foot.

**Install /Replace Vinyl Cove Base:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_) per linear foot.

**Install /Replace Carpeting:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_) per square foot.

**Remove and Replace Skim Coating:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_) per square foot.

**Remove and Replace sub-Floor:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_) per square foot.

**Install /Replace Linoleum:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_) per square foot.

**Install Reducers:**

\_\_\_\_\_ dollars and \_\_\_\_\_ cents (\$\_\_\_\_\_) per linear foot.

2. The offeror acknowledges the receipt of the following addenda, if any, issued by the SHSC:

Addendum Number \_\_\_\_\_ dated \_\_\_\_\_  
Addendum Number \_\_\_\_\_ dated \_\_\_\_\_

3. The names and address of persons interested as principals or as stockholders in this Proposal are as follows. (If the offeror is a corporation or partnership, list all persons who have 10 percent or more ownership in the corporation or partnership.) Attach additional pages if needed.

Full Name	Address	% of ownership
Full Name	Address	% of Ownership
Full Name	Address	% of ownership

The offeror shall state on the line below, whether or not he is a citizen of the United States, and in the case of a partnership, whether or not all partners are citizens of the United States.

4. This Proposal is accompanied by:

- (1) Qualification Questionnaire.
- (2) Copy of New Jersey Business Registration Certificate issued by the New Jersey Department of the Treasury, Division of revenue

5. In submitting this proposal, it is understood that the SHSC reserves the right to reject any and all offers. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within 60 days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a Contract in prescribed form within 10 days after the contract is presented to him for signature.

\_\_\_\_\_  
Signature of Offeror - Title

\_\_\_\_\_  
Date



## Qualification Questionnaire

Proposal for: Flooring Contractor

Name of Offeror: \_\_\_\_\_

(a) It shall be necessary for the offeror to present evidence that he has been in business for at least 3 years in this field and can submit a suitable record of satisfactorily completing similar contracts.

How many years have you been or engaged in business under your present firm or trade name?

\_\_\_\_\_ Years.

(b) How many years has your organization been performing the work required under this contract?

\_\_\_\_\_ Years.

(c) If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name(s): \_\_\_\_\_

(d) If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

(e) If the contract is awarded to your firm, who will personally supervise the work?

\_\_\_\_\_

(f) Are there any liens of any character filed against your company at this time? If so, specify the nature and amount of the lien.

\_\_\_\_\_

(g) Give trade references:

\_\_\_\_\_

\_\_\_\_\_

(h) Give bank references:

\_\_\_\_\_

\_\_\_\_\_

(i) Give full information concerning all of your contracts in progress or completed within the last 3 years, whether private or government contracts.

OWNER/LOCATION

DESCRIPTION

CONTRACT AMOUNT

\_\_\_\_\_

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

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says:  
(Individual's Name)

THAT he is \_\_\_\_\_ of  
(Owner, Officer or Partner)

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

and that he hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Sayreville Housing for Seniors Corporation in verification of the recitals comprising this Statement of Offeror's Qualification; and that all answers to the foregoing questions and all statements therein contained are true and correct.

\_\_\_\_\_  
(Signature of Offeror)

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission expires \_\_\_\_\_

## Section 09680 Carpeting

### Part 1- General

#### Related Documents

General provisions of the Contract apply to this section.

#### Summary

This section includes the following:  
Carpet

#### Submittals

**General:** Submit the following:  
Product data for each type of product specified.

**Samples for verification purposes** in full size pieces of the carpet which will show the full range of the grading and color.

#### Quality Assurance

**Single source responsibility for flooring:** Obtain material from a single source to provide products of consistent quality and appearance.

#### Project Conditions

Install material that has been conditioned to the room temperature 48 hours prior to installation. The material should be delivered to the site with no higher moisture content than recommended by the manufacturer. Material is to be kept dry until installed.

**Maintain a minimum temperature of 70** degrees Fahrenheit in rooms to receive floor for 24 hours prior to installation with relative humidity of 12-65%. These conditions must be maintained throughout the installation and for 72 hours after the installation is completed.

### Part 2 - Products

Carpet:

Backing: Latex with woven polypropylene secondary  
Backing Brand: Standard SBR  
Fiber Brand: Antron Legacy  
Fiber type: Nylon 6,6  
Pile thickness: 0.119"  
Face weight: 26 ounce  
Stitches per inch: 8.33  
Soil resistance brands: Antron Legacy  
Manufacturer's Warranty: 10-year limited wear  
Size: 12 feet width  
Carpet backing: Attached

Acceptable Manufacturers:

Mannington Mills: "Gametime III 26" or approved equal (must be fire rated)

Color: From manufacturer's full line of standard colors and patterns.

**Accessories/Edge Strips:** 3/4" oak reducing strips  
vinyl reducing strips  
metal edging

**Vinyl Base:**

Size: 4" Straight  
Gauge: .080"

Acceptable Manufacturers:

Roppe  
Johnsonite

**Floor Patch:**

Acceptable Manufacturers:

DAP; Webcrete 95

**Part 3 - Execution**

**Examination**

**General:** Examine areas where installation of floor repair is to take place and verify that the existing concrete/plywood substrate is clean and ready to accept carpet.

All concrete floors shall be skim coated prior to installation of carpet if required. Remove all bumps, fill holes and cracks. Patch and fill joints, cracks or holes in Plywood sub floors.

**Test** an area on each floor to receive floor tile to confirm capability of floor patch, adhesives and existing substrates.

**Preparation**

**General:** Comply with manufacturer's installation specifications to prepare substrates.

**Broom or vacuum clean** substrates before covering with carpet flooring.

**Remove** existing metal or vinyl base prior to installation of flooring.

**Prep** by skim coating existing concrete floors with Webcrete 95

**Installation:**

**General:** Comply with manufacturer's installation directions and other requirements applicable to this project. Confirm capability of floors products with each other, as recommended by the manufacturers.

**Patch** concrete floor as required by manufacturer, prior to laying carpet.

**Layout** floor prior to installation to minimize the number of seams. Do not seam the center of a room.

**Scribe, cut and fit** flooring tight to walls, doors frames.

Provide and install reducing strip, as required, where new floor meets other floor finishes. Resolve carpeting into existing finishes in workmanlike manner.

Install 4" vinyl base at all areas where carpet is installed. **Use a straight vinyl base not a cove base.** The SAHA will indicate what areas shall receive base.

**Clean** flooring prior to final inspection by owner.

### **Floor finishing**

Upon completion of the work the new floors cleaned and vacuumed

### **Protection**

**Protect** other adjoining finishes from the removals and installations of new product. Repair damage to adjoining surfaces to the satisfaction of the Housing SHSC. Protect work areas with plastic sheeting or other means and remove upon completion of work.

### **Additional Materials**

None

### **Warranty**

Provide manufacturers warranty's for all materials used

**End of Section**

## **Section 09650 Resilient Flooring**

### **Part 1 - General**

#### **Related Documents**

Drawings and general provisions of the Contract apply to this section.

#### **Summary**

**This section includes** the following:

Vinyl Composition Tile  
Flooring accessories

#### **Submittals**

**General:** Submit the following in accordance with Conditions of Contract

**Manufacturer's Product data** for each type of product specified.

**Samples for verification purposes** in full size pieces of the VCT floor which will show the full range of the grading and color, vinyl base and accessories.

#### **Quality Assurance**

**Single source responsibility for flooring:** Obtain material from a single source to provide products of consistent quality and appearance.

#### **Project Conditions**

**Maintain a minimum temperature** of sixty-five (65) degrees Farenheit in rooms to receive new flooring. Install material that has been conditioned to the room temperature forty-eight (48) hours prior to installation.

The material should be delivered to the site with no higher moisture content than recommended by the manufacturer. Material is to be kept dry until installed. Do not apply materials in adverse conditions.

### **Part 2 - Products**

#### **VCT Flooring**

**Grade:** Federal specification SS-T-312B

Type IV  
Composition 1

ASTM-F-1066, Class 2

NFPA 253 (ASTM E-648 ), Class I

**Size:** 12" x 12"

**Gauge:** 1/8"

**Color:** from manufacturer's full range of standard colors and patterns

Acceptable Manufacturers:

Azrock by Tarkett Commercial

Armstrong

**Edge Strips:** 3/4" oak reducing strips

vinyl reducing strips

metal edging

**Vinyl Base:** Cove for VCT and straight base for carpet

Size: 4" x .080"

Acceptable Manufacturers:

Roppe

Johnsonite

**Floor Patch:**

Acceptable Manufacturers:

DAP; Webcrete 95

**Floor Tile Adhesive:**

Acceptable Manufacturers

Henry; 660 Multi-Purpose  
Tarkett 100

### **Part 3 - Execution**

#### **Examination**

**General:** Examine areas where installation of floor is to take place and verify that substrates are in satisfactory condition. The existing substrates are concrete or wood depending on the development. Verify that sub-floor is free of surface irregularities that would interfere with the installation of the VCT flooring and finish product. Notify Housing SHSC of any problems prior to installation. Do not proceed with any installations until all unsatisfactory conditions have been corrected. Contractor shall receive

written authorization detailing the floor areas and quantities to be repaired. The minimum floor repair is assumed to be forty (40) square feet. There may be larger quantities awarded.

All concrete floors shall be skim coated prior to installation of VCT.

**Test** an area on each floor to receive floor tile to confirm capability of floor patch, adhesives and existing substrates.

## **Preparation**

**General:** Comply with manufacturer's installation specifications to prepare substrates.

**Broom or vacuum clean** substrates before covering with VCT flooring.

**Remove** existing metal or vinyl base prior to installation of flooring as required.

**Prep** by skim coating existing concrete floors with Webcrete 95 or equal

**Prep Plywood** sub floor per the tile manufacturer's instructions.

**Remove** sub floor ridges and bumps; fill low spots, cracks, joints, holes and other defects with sub floor filler. Sand smooth.

**Coat** all plywood joints

## **Installation:**

**General:** Comply with manufacturer's installation directions and other requirements applicable to this project. Confirm compatibility of floor products with each other and as recommended by the manufacturers.

**Patch** underlayment as required by manufacturer, prior to laying tiles. **Note:** Contractor shall patch 100% of the floor areas to receive VCT and as necessary to match up to existing flooring.

Thoroughly clean floor of dust and any other debris that could inhibit adhesion and that would cause bumps in the tile face.

Layout floor prior to installation to ensure equal borders on all sides

**Spread glue** evenly in the quantity required by the manufacturer. Take care to use manufacturer's recommended notched trowels for the adhesive used, and apply adhesive consistent with the manufacturer's requirements for full tile adhesion.

**Scribe, cut and fit** flooring to all vertical surfaces and allowing for minimum expansion to produce net joints. Neatly and tightly cut tiles around outside comers of walls, door frames and other building components

**Provide and install** reducing strip, as required, where new floor meets other floor finishes and at all unprotected edges where floor terminates.

**Clean** flooring prior to final inspection by owner.

Protect flooring and prohibit traffic for 48hrs after installations.



**Floor finishing**

Upon completion of the tile work the new floors shall be sealed. Apply minimum of (3) coats of sealer for new VCT flooring. Apply sealer as recommended by the manufacturer. Prevent dust, dirt or other particulate from contaminating the sealer applicators.

**Protection**

**Protect other** adjoining finishes from the removals and installations of new product. Repair damage to adjoining surfaces to the satisfaction of the Housing SHSC. Protect work areas with plastic sheeting or other means and remove upon completion of work.

**Additional Materials**

Provide the owner with open box of floor tile of each color used.

**Warranty**

Provide manufacturer's warranty for all materials used. Five (5) year minimum on materials

**End of Section****Linoleum Flooring Section**

Product shall be Armstrong Tough Guard or equivalent with the overall thickness equal to 60 mil, wear layer 10 mil. Warranty 5 years, including a guarantee the flooring will not rip, tear or gouge from normal household use; permanently indent; wear through; discolor from moisture or underlayment panels; contain any manufacturing defects.

**Installation:**

Comply with manufacturer's instructions and recommendations for seam locations and direction of linoleum or carpet (flooring); maintain uniformity of flooring direction and lay of pile, if applicable.

Maintain direction of flooring pattern and texture at edge seams. End butt seams shall not be permitted. At doors, center seams under doors; do not place seams in traffic direction at doorways.

Extend flooring under open-bottomed obstructions and under removable flanges and furnishings and radiators, and into alcoves and closets of each space.

Provide cutouts where required, and bind cut edges properly where not concealed by protective edge guards or overlapping flanges.

Install flooring edge guard where edge of flooring is exposed; anchor guards to substrate.

Expansion Joints: Do not bridge building expansion joints with continuous flooring, provide for movement.

**End of RFP**