



REQUEST FOR QUOTE RESIDENTIAL AFC HOME FLOORING

NORTH COUNTRY COMMUNITY MENTAL HEALTH AUTHORITY
1420 PLAZA DRIVE, PETOSKEY MI 49740
CONTRACT MANAGEMENT OFFICE
231/439-1297

RFQ DATE: July 18, 2023

PURCHASER: NORTH COUNTRY COMMUNITY MENTAL HEALTH AUTHORITY (NCCMH)

North Country Community Mental Health Authority (NCCNH) is the prepaid in-patient health care plan for the administration of Medicaid funded community support, therapeutic support, housing and related services for qualified mentally ill and developmentally disabled persons in the Michigan Counties of Antrim, Charlevoix, Cheboygan, Emmet, Kalkaska and Otsego. All Medicaid reimbursements are required to be completed through a formal contract with the vendor. Questions on this RFQ, reimbursement procedures or scope of project may be directed to Lani Laporte, Contract Manager, North Country Community Mental Health, Petoskey Michigan at 231/439-1297 or email llaporte@norcocmh.org.

YOU ARE INVITED TO BID ON THE FOLLOWING MEDICAID FUNDED PROJECT:

PROJECT LOCATIONS:

There are four adult foster care home locations requiring new flooring. Each location will be approximately 2000 - 2500 s.f. of flooring excluding bathrooms; however, bids must be based upon your actual measurement of all areas of flooring to be replaced. The four locations are as follows:

Gentle Harbor Transition Home: 2677 Howard Road, Petoskey MI 49770

Candlewood AFC Home: 2150 Country Club, Walloon Lake, MI 49770

Cleveland AFC Home: 445 Cleveland Street, Cheboygan, MI 49721

Harrison AFC Home: 2154 Harrison Street, Cheboygan, MI 49721

PROJECT ON-PREMISE REVIEW/INSPECTION OPPORTUNITY:

To view the worksite for estimates, perform any advance testing or other as may be necessary to provide a complete and accurate bid, please contact:

Candlewood Home Manager: Kim Harbaugh, Phone: 231-535-2442

Gentle Harbor Home Manager: Karla Matchinski, Phone 231-347-5444

Cleveland AFC Home Manager: Janice Baksic 231-627-4405 Cell - 906-282-8123

Harrison AFC Home Manager: Holly Grenier 231-627-7750 Cell - 231-420-7398

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DEADLINES:

- **PLEASE EMAIL [LLAPORTE@NORCOCMH.ORG](mailto:llaporte@norcocmh.org) NO LATER THAN MONDAY, JULY 24, 2023, TO INDICATE YOUR INTEREST IN BIDDING** on one or more of the home flooring projects, identifying which project(s) you plan to measure and bid on.
- **DEADLINE TO SUBMIT QUESTIONS VIA EMAIL ON THIS REQUEST FOR QUOTE IS FRIDAY, JULY 28, 2023, 5 PM.** Questions on this bidding process may be directed in writing to the NCCMH Contract Manager: Lani Laporte, via email at llaporte@norcocmh.org. All vendors bidding will be notified via email of any question posed and the response by NCCMH.
- **DEADLINE TO VISIT PROPERTIES FOR MEASURING IS FRIDAY, JULY 28, 2023, 5 PM.**
- **DEADLINE TO SUBMIT BIDS VIA EMAIL IS TUESDAY, AUGUST 1, 2023, 5 PM.**

SUBMIT BIDS TO:

CONTRACT MANAGER, NORTH COUNTRY COMMUNITY MENTAL HEALTH AUTHORITY
1420 PLAZA DRIVE
PETOSKEY, MI 49770
VIA EMAIL TO: llaporte@northcocmh.org
FAX ATTN: Contract Manager at 231/487-2374

PROBLEM STATEMENT:

Existing Carpet or laminate flooring is damaged and/or contaminated such that it cannot be adequately repaired or cleaned. Installation of replacement luxury vinyl planking flooring is required in all areas excluding bathrooms. Contractor is to bid separately by location, by material listing and by labor

SCOPE OF WORK:

Please complete the Material and Labor Quote Sheet by Location for each location as follows:

- Investigate the premises and measure for flooring replacement
- **Replace flooring in all areas of each home excluding the bathrooms.**
- Include in your bid the following for each PROJECT LOCATION as shown above:
 - Removal and replacement of furnishings in each room
 - Removal and disposal of existing flooring as required. Specify if you will remove down to slab, sub-floor or other.
 - Installation of sub floor, leveling of sub-floor and installation of glue-down luxury vinyl planking.
 - Removal and re-installation of baseboards equal to what is currently in place, including stain and/or paint touchup.
 - Alternatively quote total baseboard replacement, stain and/or painting of new baseboards where it may be necessary. Wood baseboards preferred.

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- **QUOTE SHOULD BE SUBMITTED FOR EACH LOCATION ON THE “MATERIAL AND LABOR QUOTE FORM” SPECIFYING:**
 - The Specification, quantity, and material description/brand/vendor identification numbers for flooring, subflooring, waterproofing, glue, baseboards or other materials required by location for each material. In order to meet our purchasing policies, NCCMH reserves the right to order materials separately from labor.
 - Disposal of all removed material.
 - Labor by sq. ft. for installation to be quoted separately by location
 - Complete job in as short a time as possible as separate accommodation for residents may have to be made while workers are on the premises.
 - Quote time and materials rates for unforeseen or suspected repair items not included in bid.
 - Guarantee that all work can be completed no later than September 30, 2023.

- QUOTE ON THE FOLLOWING FINISH MATERIAL OR EQUAL TO THIS SPECIFICATION FOR ALL HOMES

Karndean Antique Karri Van Gogh **Glue down VGW39T**

- **Thickness:** 4.5 mm
- **Wear Layer:** 20 mil (0.50 mm)
- **Warranty:** 15 year commercial warranty
- **Edge Style:** Non- Beveled
- **Texture:** Textured
- **Installation:** Glue down.
- **Where needed, utilize matching Karndean Quarter Round, Vinyl Trim, End Caps, and T- Mold**
- **Where needed, utilize quarter round and matching baseboard material to cosmetically match other products currently in the home, including paint and/or stain.**

BIDDING OPTIONS: BIDDERS MAY QUOTE THEIR OPTION OF ONLY MATERIALS, OR ONLY LABOR, OR COMPLETE TURNKEY FOR ONE OR MORE PROJECT(S) BY LOCATION DEPENDING ON THE SERVICES OFFERED BY BIDDING ORGANIZATION. NORTH COUNTRY CMH RESERVES THE RIGHT TO PURCHASE MATERIALS SEPARATELY FROM INSTALLATION LABOR OR TO PURCHASE FROM THE ACCEPTED BIDDER ON A TURNKEY BASIS. QUOTE EACH ITEM USING THE ATTACHED QUOTE FORMS AND SUBMIT VIA SAME. FORMS ARE PROVIDED IN EXCEL AND PDF FORMAT.

BIDDER/CONTRACTOR RESPONSIBILITIES - TERMS AND CONDITIONS OF BID:

- Specify any down payment or net terms within bid. If no down payment is requested at time of bid, a Net 30-day term after completion and acceptance of work will be assumed, and all payments to bidder for project will be based on same. Bid shall be valid for a period not less than 60 days from date of bid.
- Bid shall include all material, labor and equipment required for completion of the project as described.



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- NCCMH understands that in some instances there may be hidden structural concerns not evident at the time of bidder inspection/evaluation/review prior to bid. Bidder is requested to specify a separate standard hourly labor charge, in addition to the project proposal, to identify labor costs due to unforeseen, project related work. In such instances, repair or replacement of any materials discovered during the course of project completion will require bidder to submit additional project quotes, and obtain written approval to proceed with additional project costs. Additional amounts above and beyond the contracted amount contained herein are subject to pre-approval by purchaser. There shall be no automatic approval of time and material adders to bids.
- Contractor understands that funding for this project is through Federal Medicaid Dollars and agrees to utilize dollars reimbursed specifically for the work authorized.
- If requested, Contractor shall submit W9, Disclosure of Ownership and Criminal Background Check with bid; background checks subject to approval prior to bid award
- By affixing their signature to this RFQ, Bidder certifies that the bidding entity and owners of bidding entity have not been sanctioned for Medicaid claim fraud nor debarred from being awarded a Medicaid funded reimbursement as stated under General Terms below.
- Work performed, the vehicles utilized, and equipment required to complete the contract must not disrupt access to the home/facility/structure etc. by staff, residents or visitors in an unplanned manner. Home Managers, as specified, will work directly with successful bidder in order to allow adequate access to home for completion of project.
- Contractor will be advised of and coordinate with any other vendors providing services or materials.
- Contractor is responsible to:
 - Be knowledgeable of and install all materials in keeping with the material manufacturer's recommended installation practices.
 - **Be licensed to perform the services required herein**, i.e. licensed builder, plumber, mechanical, or other, and supply copy of license with bid. Building Contractor License **MUST** be submitted with bid for bid to be considered.
 - **Provide Certificate of Liability Coverage with bid** and maintain general liability, vehicle, equipment, property and workman's compensation insurance throughout the duration of the project.
 - **Obtain all permits**, perform work in compliance with all governing building codes, & call for and obtain written permit inspection reports prior to submitting final invoice. Submit approved inspection reports with final invoice.
 - **Enclose or fence off any interior or exterior work areas** which present any possibility of danger to individuals near or within the work area, such that Bidder shall preclude undue infiltration of dust and debris, fumes, smoke, or other potential safety hazards to any person occupying the building.
 - **Keep all tools, equipment and materials contained** such that no individuals may access them at any time.
 - **Clean up work area**, clear all waste and debris, and/or dispose of same **on a daily basis** and upon completion of project.
 - **Meet all MIOSHA safety regulations**, including but not limited to lead based paint, fall protection, scaffolding requirements, and other applicable safety regulations.

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- **Coordinate access to home** with Home Manager as specified herein prior to commencement of work. Contractor will comply with instructions for notification of worker presence on the property as may be required by NCCMH or its providers.
- **Bidder may be required to purchase Performance Bond based on value of project. Such cost shall be quoted separately and added to the cost of the project. Such cost shall be reimbursed to the vendor 'AT COST' by NCCMH.**
- Unless otherwise directed, contractor agrees to **comply with the following project completion dates**, weather and availability of project location permitting:
 - Any Material shall be purchased within seven (7) business days from start of project and/or receipt of any down payment.
 - Project demo/construction shall commence within seven (7) business days from arrival of materials.
 - Work will be completed within Three (3) business days of each individual project start unless agreed upon otherwise. This is a critical point so that residents of the homes are not unduly affected by construction.
- **All work on each individual project location must be completed no later than September 30, 2023. Failure to complete the work on a timely basis as required shall demonstrate a material breach of this agreement.**
- **Successful completion shall be as verified by submittal of signed invoice** according to Final Invoicing Procedure, Submission of Final Building Permit Inspection(s), approval by NCCMH and/or approval of Homeowner/Home Manager, as may be applicable, as contained herein.
- **If finish materials are being provided**, such as paint, flooring, trim, or other fixtures, the bid shall specify exact product and quantity by Manufacturer's Part #, Make/Model and identify line-item pricing as applicable with color, quantity and warranty documentation.
- **Bid shall identify sub-contractors involved** and each sub-contractor's duties. General Contractor bidding on project understands that all subcontractors hired in performance of the project are subject to the same contractual requirements as General Contractor.
- **Contractor shall supply with bid a written statement allowing one (1) year labor warranty from completion of project, as well as written documentation of manufacturer's material warranty (Copies of material warranties and operations manuals are acceptable).**
- **Contractor shall specify in their bid any hazardous material** to be utilized on the project.
- **Contractor may bid optional or alternative solutions** to problem within the bid.
- **Contractor's bid must assure resolution of the project problem statement.** Contractor is responsible to investigate/evaluate and review the premises and conditions of the project to assure that their bid is both accurate and complete prior to submittal.
- **All bids issued in response to this RFQ shall automatically be construed to comply with all terms stated in this RFQ unless specifically mentioned otherwise in bidder's quotation.**
- **Bidder is required to sign one copy of this RFQ and submit it with their bid, Material and Labor Quote Form, Certificate of Liability insurance, Statement of One Year Labor Warranty, and Builder's License.**
- **NCCMH Contract Manager is responsible for approval of any alterations to this RFQ, the bid, unforeseen costs associated with the project, and the final invoice.**



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BIDDER FINAL INVOICE PROCEDURE

Upon award of project, Bidder shall submit an invoice for any down payment due on project per the terms quoted in the bid.

Upon completion of project, **contractor shall present a final invoice for the project to NCCMH Contract Manager as shown.** Invoice shall identify initial contract amounts by project per above, showing deduction for any down payment, and balance due. Final Invoice submitted shall state the following:

*Services were completed according to the terms of agreement on (date) .
All Sub-contractors have been paid by the General contractor, as applicable.
Signed by: (Contractor Signature)/(date).*

Note: Contractor is required to submit a final invoice, along with a copy of any building permit as well as successful inspection report showing completion of the project in order to receive final payment. Final invoices submitted without this verification will not be paid.

BIDDER GENERAL TERMS OF AGREEMENT FOR MEDICAID REIMBURSEMENT

APPLICABLE LAW

BIDDER will comply with applicable federal and state laws, guidelines, rules and regulations when carrying out the term of this agreement including laws pertaining to the Health Insurance Portability and Accountability Act, Whistleblower's Act, Debarment and Suspension, Pro-Children Act, Hatch Political Activity Act.

ANTI-LOBBYING ACT

The BIDDER will be aware and comply with the Anti-Lobbying Act, 31 USC 1352 as revised by the Lobbying Disclosure Act of 1995, 2 USC 1601 et seq, and Section 503 of the Department of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act (Public Law 104-209).

NON-DISCRIMINATION

Pursuant to the Michigan Civil Rights Act, Title VI of the Civil Rights Act of 1964, and Executive Order 11478, the BIDDER will not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex (gender), sexual orientation, height, weight or marital status.

BIDDER further agrees that pursuant to the Michigan Persons with Disabilities Civil Rights Act, the Elliott-Larsen Civil Rights Act, 1976 PA, as amended, and Disabilities Civil Rights Act, 1976 PA 220, as amended, the BIDDER will not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment or a matter directly or indirectly related to employment because of a disability that



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is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of contract.

BIDDER will not discriminate against minority and women owned businesses and that it will proactively seek out minority and women owned businesses and businesses owned by persons with disabilities in contract solicitations.

DEBARMENT AND SUSPENSION

Assurance is hereby given that the BIDDER will comply with Federal Regulation 45 CFR Part 76 and BIDDER certifies to the best of its knowledge and belief that its employees and subcontractors:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or PIHP;
2. Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and;
4. Have not within a three-year period preceding this agreement had one or more public transactions (federal, state or local) terminated for cause or default.

GOVERNMENTAL IMMUNITY

Nothing herein shall be construed as a waiver of any governmental immunity that has been provided to North Country Community Health Authority (NCCMH) or its employees by statute or court decisions.

INSURANCE

At all times during the term of this Agreement, the BIDDER shall maintain insurance in amounts calculated to protect NCCMH from reasonable risk associated with the performance of services under this Agreement.

FUNDING CONTINGENCY

North Country Community Mental Health Authority cannot guarantee funding during the term of this Agreement. NCCMH's existence and primary sources of funding are subject to federal, state and county legislative action. If federal, state or county legislation or rules are passed which provide for the eventual termination of NCCMH or, which in the determination of NCCMH reduces NCCMH funding, then NCCMH may elect to immediately terminate this Agreement with no further liability to the BIDDER except for payment for those services which have been provided by the BIDDER as of the date of the Agreement termination.



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BIDDER: PLEASE SIGN YOUR ACCEPTANCE OF THESE TERMS AFCAND ATTACH TO YOUR BID ALONG WITH ALL SUPPORTING DOCUMENTATION INCLUDING: SIGNED BIDDER ACCEPTANCE OF TERMS, MATERIAL AND LABOR BID SHEET FOR EACH LOCATION, COPY OF BUILDER’S LICENSE, CERTIFICATE OF LIABILITY INSURANCE, STATEMENT OF ONE YEAR LABOR WARRANTY.

BIDDER ACCEPTANCE OF TERMS:

Authorized Bidder’s Signature

Print Name/Title

Phone Number

Email

Bidder Company

Address

City

State

Zip

Please provide contact information for questions on your bid if other than above:

Contact Name

Contact Title

Phone Number

Email