



Request for Proposals: Philip Merrill Center Lobby Floors

ORGANIZATIONAL INFORMATION:

Name: Chesapeake Bay Foundation, Inc.
Address: 6 Herndon Avenue
Annapolis, MD 21403
Contact: Cory Deere

ISSUE DATE: December 27, 2021

SUMMARY OF NEED: Replace bamboo flooring in the Philip Merrill Center lobby and adjacent areas to include inlaid logo.

THE PROJECT:

The bamboo flooring in the Merrill Center is over 20 years old. We are looking to replace the flooring in the main lobby, reception desk area, stairwell, landing, and upstairs bridge area.

SCOPE OF WORK:

Job details:

- Removal of old cork and bamboo flooring
- Materials must be sustainable
- Material must be durable and stand up to high traffic
- Interested in vertical grain bamboo but open to recommendations
- To include an inlaid CBF logo in lobby floor
- Separate quotes for 2 areas
 - Main lobby floor to include the reception desk and copier areas
 - Stairwells, landing, and upstairs bridge
- Job survey by appointment

THE SCHEDULE:

We request that your proposal be delivered electronically to CBF staff member McKenzie Scott (msscott@cbf.org) no later than 5:00pm on January 28, 2022.

It is the intent of CBF to make a selection no later than March 1, 2022. We will notify you once a decision for award of bid is made.

MINIMUM REQUIREMENTS:

At a minimum, you must be able to provide the following:
Certificate of Insurance to include General Liability and Workers Comp.

MINORITY PARTICIPATION:

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

FOR FURTHER INFORMATION OR QUESTIONS:

Cory Deere; cdeere@cbf.org

BID RESPONSE FORM:

Please complete the following information for your response:

1. The name and full contact information of your company and, if applicable, any other entity comprising your team: [Attach resumes of individuals involved.]
2. List and describe three projects completed within the previous five years that are relevant to this project. If the relevance is not immediately obvious, please describe briefly the relationship as you see it: [Attach additional information as appropriate.]
3. List three client references and their contact information for whom you or your team members have completed work similar to that described in this RFP:
4. Include basic information and history about the business entity, financial information, technical capability, and any other information you feel is important for us to know.
5. Fee Proposal, detailed to the greatest extent possible – cost for service: hourly rates (if applicable), typical direct out of pocket costs such as travel reimbursement, copies, mailings etc...., and any other anticipated expenses that you foresee: (change this description if it is for equipment, software, or supplies)
6. Additional information, such as you/your team member's particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position.

A successful applicant may need to provide proof of insurance based on the services or product provided.

The undersigned certifies that the information submitted above is true and accurate.

The undersigned certifies that the person, firm, association, co-partnership or corporation herein named, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation and submission of a proposal to the Chesapeake Bay Foundation for consideration in the award of a contract.

The undersigned further certifies that the firm, association, or corporation or any person in a controlling capacity associated therewith or any position involving the administration of federal funds; is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred voluntarily excluded, or determined ineligible by any federal agency within the past three years; does not have a proposed debarment pending; and has not been indicted, convicted, or had a civil judgment rendered against said person, firm, association, or corporation by a court of competent jurisdiction on any manner involving fraud or official misconduct within the last three years.

I further acknowledge that by signing this page of the proposal, I am deemed to have agreed to the provisions of the affidavit.

(Name of Firm)

(Authorized Signature)

(Title)

(Please print Name)

(Date)