

Town of Old Orchard Beach Maine



NOTICE OF REQUEST FOR PROPOSALS
New Carpet Installation
OLD ORCHARD BEACH TOWN HALL BUILDING
March 20, 2026

Tim Fleury – Executive Assistant to the Town Manager

Town of Old Orchard Beach

1 Portland Ave.

Old Orchard Beach ME 04064

Town of Old Orchard Beach

Request for Proposal – New Carpet Installation - continued

OBJECTIVES

The Town of Old Orchard Beach is soliciting proposals from qualified proposers to furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform the removal and disposal of the existing flooring and install new commercial grade carpet (commercial carpet or commercial carpet tile) at the offices located at Old Orchard Beach Town Hall, 1 Portland Ave, Old Orchard Beach, ME 04064, specifically the third floor Town Council Chambers and the Elevator servicing all floors.

This Request for Proposal document does not define any contractual relationship between the selected respondent and the Town of Old Orchard Beach or obligate the Town of Old Orchard Beach to follow a set selection process. Any binding agreement between the Town of Old Orchard Beach and the successful respondent will be through a formal written agreement (contract) after the Town of Old Orchard Beach Town Council has made its selection.

A. SUBMISSION INFORMATION AND REQUIREMENTS

Three (3) complete copies of each firm's response shall be submitted in a sealed container plainly marked **"New Carpet Installation – RFP"** and will be received at the **Town Manager's Office, Old Orchard Beach Town Hall, 1 Portland Ave., Old Orchard Beach, Maine 04064 until Friday April 24, 2026 at 2:00pm.** Submissions will be accepted by mail, email or hand delivered. E-mail submission should be sent to Tim Fleury, Executive Assistant tot the Town Manager at tfleury@oobmaine.com. The original copy, being so marked, must be signed with the firm's name and bear the handwritten signature of an officer or employee having authority to bind the company by his or her signature (utilize the town-provided *Proposal Submission Form* labeled *Exhibit B; page 7*).

Each proposal shall include:

Introductory Letter: Include an introductory letter expressing an interest in providing the services.

References: Please include names, address, phone number and contact persons of at least three (3) similar clients with whom the Proposer has provided similar commercial services.

Proposed Approach: Describe in sufficient detail, how the Proposer plans to provide the services, including supporting business hours and the needs of the Town. Bid should include the time to complete the project and a proposed schedule that is agreeable to the Town of a start time and a completion date. For example – *work to begin on a Friday evening after 4:00 through a Monday holiday at midnight.*

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Qualifications: Describe in sufficient detail the Proposers' experience and expertise to provide the services.

Price: Detail the proposed all-inclusive fee for the services, including a bid sheet – see attached *Proposal Submission Form* labeled Exhibit B, page 7.

INQUIRIES

Any firm requiring significant further information concerning the proposal, the project or terms, must submit specific questions in writing to the Executive Assistant to the Town Manager by mail or email. A written response, if provided, will be sent to all firms on file as being in receipt of this proposal. Inquiries concerning the Request for Proposals must be made to:

Tim Fleury – Executive Assistant to the Town Manager

Town of Old Orchard Beach

1 Portland Ave.

Old Orchard Beach, Maine 04064

(207) 937-5626

E-mail address: tfleury@oobmaine.com

Changes to Proposal

The proposer must indicate any variances from our specifications, terms, and/or conditions, no matter how slight. If variations are not stated or referenced in writing prior to the final proposal, it will be assumed that your proposal fully complies with our terms, conditions and specifications.

Reservation of Rights

The Town reserves the right to request clarification of and/or solicit additional information of any proposer; to have proposer(s) make presentations to the Selection Committee; and/or to negotiate with any proposer(s) regarding any terms of their proposal, including but not limited to the cost and/or scope of services, with the intent to achieve the best proposal that shall result in a contract that is deemed by the Town to be in its best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement, if possible.

The Town reserves the right to waive any informality in the proposal, to accept any proposal, and, to reject any and all proposals, should it be deemed for the best interest of the Town to do so. The Town reserves the right to substantiate the Proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations to the Town, as follows:

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Pursuant to Town ordinance, the Town is unable to contract businesses or individuals who are delinquent in their financial obligations to the Town. These obligations may include but are not limited to real estate and personal property taxes. Bidders who are delinquent in their financial obligations to the Town must do one of the following: bring the obligation current, negotiate a payment plan with the Town's Finance office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.

B. DESCRIPTION OF SERVICES

All interested parties shall visit the site and conduct measurements of the proposed areas prior to submittal of bid. Proposer should visit the site during normal business hours (Mon, Wed Thurs., Fri 8 am - 4pm, Tue 8 am - 6 pm), check in with Brian Bohn, Facilities Manager to view the areas of installation and conduct measurements of the proposed areas.

See Attachment "Exhibit A" – Scope of Services, which is provided in this RFP, page 6.

C. EVALUATION AND SELECTION CRITERIA

All Proposals received will be reviewed by a review panel. Each evaluation criterion has been given a percentage based on its relative value. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Quality of Carpet	40%
Experience / References	10%
Proposed Approach	10%
<u>Price</u>	<u>40%</u>
Total	100%

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D. METHOD OF AWARD

The Town of Old Orchard Beach will review all proposals and may request respondents to supplement initial proposals with additional written material. The Town may, in its discretion, interview some or all of the respondents. The Town of Old Orchard Beach may perform any other review as it deems prudent in its selection process.

The Town of Old Orchard Beach reserves the right to choose the respondent that demonstrates the best ability to fulfill the project in the Town's sole discretion. The successful respondent may be chosen based on the qualifications, selection criteria evaluation, possible interview, and any other criteria determined necessary by the Town of Old Orchard Beach.

The respondent selected may be given a right to negotiate an agreement acceptable to the Town. In the event that an agreement satisfactory to the Town cannot be reached, the Town reserves all rights to enter into negotiations with one or more of the remaining respondents. The successful respondent shall commence with the Town Hall project only after execution of an acceptable contractual agreement.

Town of Old Orchard Beach

Request for Proposal – New Carpet Installation - continued

EXHIBIT A

SCOPE OF SERVICES

Furnish and provide all materials, supplies, tools, equipment labor, supervision and expertise to properly and professionally perform the removal and disposal of the existing carpet. Prepare the existing floor and install new commercial carpet (or commercial carpet tile) as described in the proposal for specified areas at the Town Hall.

CONTRACTOR RESPONSIBILITIES:

1. Provide for removal of existing carpet and other floor coverings.
2. Provide for the disposal of existing carpet or tile flooring.
3. Provide for preparation of the floor areas after removal of existing carpet, including cleaning smoothing or any other necessary preparation work.
4. Provide for professional measuring, placement, adhesion and detail installation of the new carpet.
5. Provide total installation for floor covering that meets or exceeds the established standards for such installation.
6. Provide for removal and replacement of furniture as necessary for the project.
7. Provide for removal and reinstallation of base covering, baseboard or other materials necessary for completion of the project.
8. Provide for all necessary and reasonable precautions for the safety of your employees and subcontractors.
9. Provide and coordinate the installation schedule with the Facilities Manager.
10. Provide at least three (3) samples to select from, of comparable commercial carpet or carpet tiles.

TOWN RESPONSIBILITIES:

1. Provide access to the facility and work areas as necessary for the project.
2. Disconnect all computers and other hardware.

The Town of Old Orchard Beach is not responsible for the Contractor's equipment failure, breakdown, downtime, or other delays.

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EXHIBIT B

PROPOSAL SUBMISSION FORM

The undersigned proposes to furnish Commercial Carpet Installation Services for the Town of Old Orchard Beach as described in the Scope of Services for the price listed below:

*Material Cost Per Square Foot	
Labor Cost For Project	
Project Total Cost	

**Material costs shall include all materials, adhesives, and freight necessary for completion of the project.*

Room	Room Dimension
Council Chambers	
Alcove, Council Chambers	
Elevator	
Total	