

Bid Request

Flooring Replacement
For:
NorthEast Ohio Community Alternative
Program

NEOCAP – Warren Facility

October 11, 2023

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LEGAL NOTICE:

Sealed bids for the tear out and replacement of the commercial floor covering is being accepted by NEOCAP, site location 411 Pine Ave. SE, Warren, Ohio 44483, **until 2:00 p.m.**, Warren, Ohio Time, on the **3rd day of November 2023**, at which time they will be publicly opened, read and tabulated.

Copies of the bid specifications may be obtained by prospective bidders by visiting NEOCAP during business hours, Monday through Friday from 8:30 a.m. to 4:30 p.m. (excluding holidays), by emailing a request to R.Blower@neocap.org, or downloaded from our website's homepage at www.neocap.org.

Site visits may be scheduled during business hours by contacting Robert Blower, Business Director. R.Blower@neocap.org / Office number 330-675-7453.

All questions must include a Company Name, Contact Name, and Email Address. Questions will only be accepted through email, at R.Blower@neocap.org, and the responses will be disbursed to all requesters only through the email address provided.

Bids shall be submitted in a sealed envelope and externally marked: "BID FOR FLOOR REPLACEMENT". Bids submitted without completing a proper site visit will be rejected.

Bids of Corporations not chartered in Ohio must be accompanied by proper certifications that such Corporation is authorized to do business in Ohio.

The attention of the bidder is directed to the requirement that each proposal must be accompanied by a Non-Collusion Affidavit duly signed by the bidder, and a Personal Property Delinquent Tax Affidavit duly signed by the bidder—required by Section 5719.042 of the Ohio Revised Code—thereof. No payment shall be made on any Contract for which no such affidavit has been submitted.

Attention is also directed to all bidders that Trumbull County adopted a "New" Drug and Alcohol-Free Workplace Policy on September 7, 2016, and the terms of this Policy also apply to any contractors directly reimbursed for services through the County; a copy of the Policy to be part of proposal, and that each proposal be accompanied by a "Sign-Off Sheet" duly signed by the bidder thereof.

Attention is also directed to all bidders that pursuant to Ohio Revised Code Sections 307.86 and 307.87, effective September 26, 2003, this notice of bid will be published one time only, with the condition that this notice has been posted on the NEOCAP's Internet Site on the worldwide web and found at <http://www.demandstar.com/>. (This notice may also be found on the Commissioners website at www.commissioners.co.trumbull.oh.us.)

The NEOCAP reserves the right to reject any or all proposals submitted, to waive any informality in the proposal process, and to accept any proposal deemed most favorable to NEOCAP.

In addition, the NEOCAP reserves the right to participate in state contracts which the Department of Administrative Services, Office of State Purchasing, has entered into for the purchase of supplies, services, equipment and certain materials pursuant to Ohio Revised Code Section 125.04.

Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, sex or national origin

PUBLISH ONE TIME: TRIBUNE CHRONICLE

October 11, 2023

SCOPE OF WORK:

The NorthEast Ohio Community Alternative Program, hereinafter referred to as NEOCAP, is a Community Based Correctional Facility located at 411 Pine Ave. SE, Warren, Oh 44483.

NEOCAP is accepting bids for the tear out, disposal, and replacement of the flooring throughout the 32,000 sq./ft. building as per the included floor plan. Please note, the areas on the floor plan in Blue and Orange will not need replaced. The facility's current flooring comprises of a combination of VCT and Carpet over cement foundation. All bids must include:

CONTRACTOR QUALIFICATIONS:

- A. Contractors must possess all certificates and licenses required to do business in the State of Ohio and the locality where the work is performed.
- B. Contractors shall have a minimum of 5 years' experience in installing commercial Carpet, Rubber Tile, and Luxury Vinyl Tile (LVT) with custom inlayed logos.

THE CONTRACTOR SHALL SUPPLY AS A PART OF THE PROPOSAL:

- A. Contractor Profile - The Vendors shall provide the documents describing their current organization, experience, and capabilities to fulfill the bid requirements.
- B. A bid based on the total cost of job plus and addendum describing the fee schedule for any additional repairs found after tear off.
- C. Please provide references of past customers.
- D. A specific timeline for commencement, shingle and flat roof completion, and final completion of the work.
- E. A copy of all required Local, State, and Federal licenses required by law.
- F. A signed and notarized Non-Collusion Affidavit. (See Exhibit A)
- G. A signed Drug-Free Workplace Sign-Off (See Exhibit B)
- H. Full disclosure of any pending litigation of any nature, judgments, and liens, against the contractor.
- I. Certificate of Liability Insurance, with general liability coverage of at least Two Million Dollars per occurrence, also certificate of Workers' Compensation Insurance issued by the State of Ohio (and same for any subcontractor)
- J. A completed and signed Request for Taxpayer Identification Number and Certification form (W-9).
- K. Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization Form (See Page 9)
- L. A signed Prison Rape Elimination Act (PREA) Zero Tolerance Policy (See Exhibit C)

PROPOSAL SUBMISSION:

Bids must be mailed or hand delivered no later than November 3, 2023 at 2:00 P.M. to:

NEOCAP
Attn: Business Director
411 Pine Ave. SE
Warren, Oh 44483

All requests must include a Company Name, Contact Name, Telephone Number, and Email Address. Questions will only be accepted through email, r.blower@neocap.org, and the responses will be disbursed to all requesters through the email address provided by the requesters.

The following criteria may be used to evaluate the bids. Any bids that fail to address all the required information may be disqualified from consideration. Criteria not set forth below may also be used to evaluate the bids.

- Experience
- Site Visit
- Materials
- Manufacture & Workmanship Warranty
- Completion Timeline
- Bids that encompass entire job
- Price
- Addendum describing the fee schedule for any additional repairs found after tear off.

No one of the above-noted criteria, or any specified combination, will determine the successful Contractor. The criteria are evaluated as a whole in an effort to select the Contractor best able to serve the needs of NEOCAP.

NEOCAP reserves the right to reject any or all bids and to award or not award a contract. The decision will be based on the option is in the best interest of NEOCAP and Bids submitted without completing a proper site visit will be rejected.

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SPECIFICATIONS:

Materials:

- Mannington Luxury Vinyl Tile
 - Style: Natures Path
 - Color: TBD
- Milliken Commercial Carpet
 - Style: Free Flow
- Tarkett Rubber Tile
 - Style: Johnsonite Rubber
 - Color: TBD
 - Size: 2' x 2'

Common Areas and Offices:

- Take up and Disposal of existing glue down carpet or VCT (including removing glue)
- Moving and replacing all furniture
- Coordinating Transitions
- Skim Coating
- Priming/Sealing Floors (Lower Level)
- Installation of new carpet or LVT flooring
- 4" Rubber Bases
- Replace 90 degree trim under hand rails.

Resident Dorms:

- Take up and Disposal of existing VCT (including removing glue)
- Moving and replacing all furniture
- Coordinating Transitions
- Skim Coating
- Installation of new rubber tile flooring
- 4" Rubber Bases

Lobby:

- Take up and Disposal of existing VCT (including removing glue)
- Moving and replacing all furniture
- Coordinating Transitions
- Skim Coating
- Installation of new custom LVT floor with Engraved Logo
- 4" Rubber Bases

Stairs:

- Take up and Disposal of existing VCT (including removing glue)
- Coordinating Transitions
- Skim Coating
- Installation of new non-slip rubber tile covering

PERMITS:

The Contractor will be responsible for securing all necessary permits where applicable.

PAYMENTS:

All payments will be processed through the Trumbull County Auditor's office. Contractors need to expect payment for services to take between 7-14 days following contractor's submission of a written request for payment along with documentation of completion of the relevant portion of the work, as approved by the signature of NEOCAP's Business Director or designee. No exceptions will be made and all bidders must accept this stipulation if awarded the job.

The contractor may request an initial down payment to cover cost of materials not to exceed 25% of total bid. Contractor can submit for approval an incremental payments schedule, up to 90% of total project cost. The remaining 10% will be released when the total project has been completed and inspected for quality and workmanship by NEOCAP's Management.

The initial materials invoice will not be processed until all materials are physically delivered to jobsite. No exceptions will be made and all bidders must accept this stipulation if awarded the job.

The contractor will be held accountable to the timeline supplied in the bid packet. Liquidated damages of \$250 per day will be assessed for every day past the completion date, unless an extension has been approved by NEOCAP's Business Director.

COMPLIANCE WITH LAW:

The vendor will secure all permits required to perform duties and will comply with all applicable Workers' Compensation, employer's liability, and other federal, state, county and municipal laws, ordinances, rules and regulations.

Each party and its employees and subcontractors, if any, are independent contractors in relation to the other party with respect to all matters arising under this Agreement. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties.

CONTRACT:

This Agreement has been adopted by the parties and performance is in compliance with all applicable federal, state and local laws, regulations, circulars, rules, and ordinances, including the requirements of the Ohio Open Meetings Act. The Contractor submitting a bid selected by NEOCAP will execute a contract in the form attached hereto as Exhibit D. Said Contract is

entered into and only enforceable in Trumbull County, Ohio, and shall be governed by Ohio law. In the event that any portion of this agreement is deemed unlawful or otherwise unenforceable, it shall be stricken and the remaining provisions shall remain in full force and effect.

Any controversy or claim arising out of or relating to said Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its dispute resolution procedures.

ASSURANCES AND RESERVATIONS:

The Contractor agrees to have all required federal, state, and local Assurances stated in this section completed and submitted prior to the provision of services.

Non-Discrimination

The Contractor agrees to fully comply with all laws and regulations, whether federal, state or local, relating to non-discrimination of whatever type or to affirmative Action programs where applicable. The Contractor will comply with the Civil Rights Act of 1964, Title VI and Title VII. The Contractor will not discriminate against any employee based on a legally protected status or condition.

Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Federal, State and Local non-discrimination laws.

I-9 Form (Employment Eligibility Verification)

All contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA). This Act, with certain limitations, requires the verification of the employment status of all individuals who are hired by a prime contractor as well as a subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. When entering into a contract with NEOCAP, the contractor is certifying without exception that such contractor has complied with all laws relating to immigration and reform. Contractors will be requested to provide a copy of the I-9 Form for each employee who may or will be performing work or services on NEOCAP grounds. This information is needed to allow NEOCAP to ensure that those working are eligible to do so, and to ensure compliance with Immigration Laws.

Drug-Free Workplace

NEOCAP maintains Trumbull County's policy that requires NEOCAP's building and grounds to be drug-free. NEOCAP is required to insure that all contractors adhere to state and federal laws requiring a Drug-Free Workplace.

Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA)

The contractor must complete and submit a copy of the DMA to the Department of Public Safety. Sections 2909.32, 2909.33, and 2909.34 of the Ohio Revised Code defined and created the DMA. The DMA form must be completed by applicants to certify that they have not provided “material assistance”, including “material support and resources”, to a terrorist organization included on the U.S. Department of State Terrorist Exclusion List (TEL), in order to do business with an organization funded by the State.

<http://www.publicsafety.ohio.gov/links/HLS0038.doc>

Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio DMA laws.

Prison Rape Elimination Act (PREA):

NEOCAP has a ZERO TOLERANCE Policy toward any acts of sexual harassment or abuse. NEOCAP reserves the right to deny entry to anyone who interacts inappropriately with NEOCAP residents or staff. Any person with knowledge of inappropriate interaction is required to immediately notify management staff. (See Appendix C for complete details)

Subcontractors:

Contractor shall not engage any subcontractor or independent contractor to perform the work unless (a) NEOCAP has issued written approval of same, and (b) any subcontractor or independent contractor has acknowledged in writing that it complies with all requirements set forth in this RFP and the Contract.

EXHIBIT A: NON-COLLUSION AFFIDAVIT

THE STATE OF _____, COUNTY of _____, as:

_____ being first duly sworn, deposes and says that he is
(Affiant's Name – typed or printed)

_____ of _____
(sole owner, partner, president, etc.) (Company Name – typed or printed)

the party making the foregoing proposal or bid: that such bid is genuine and not collusive or sham; that said Vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any Vendor or person to put in a sham bid, or that such other person all refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or any other Vendor, or to fix any overhead, profit or cost element of said bid price, or that of any other Vendor, or to secure any advantage against NEOCAP or any other person or persons interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further that such Vendor has not, directly or indirectly, submitted this bid, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

AFFIANT (SIGNED in blue ink)

Sworn to and subscribed before me this _____ day of _____, 20____.

(SEAL)

NOTARY PUBLIC

My commission expires: _____

EXHIBIT B: DRUG FREE WORKPLACE SIGN-OFF

SIGN-OFF SHEET

The Contractor certifies that it will provide a drug free workplace to its employees who are employed within NEOCAP.

By signing below, the undersigned certifies that they have:

1. Developed a “Drug and Alcohol-Free Policy” and agree to abide by its full terms.
2. Read and understand the “Compliance with the Drug Free Workplace Act” statement and agree to abide by its full terms if applicable.
3. Agree to make a good faith effort to continue to maintain a drug and alcohol-free workplace.
4. Agree to immediately notify the management of NEOCAP if any employee is found to have violated the Drug and Alcohol-Free Policy.

NAME OF COMPANY (PRINT)

SIGNATURE (TITLE)

Date

EXHIBIT C: PREA ZERO TOLERANCE POLICY

NOTICE TO VENDORS, VOLUNTEERS, CONTRACTORS AND INTERNS: ZERO TOLERANCE AGAINST SEXUAL ABUSE AND SEXUAL HARASSMENT

The NorthEast Ohio Community Alternative Program (NEOCAP) has a ZERO TOLERANCE Policy toward any acts of sexual harassment or abuse. NEOCAP reserves the right to deny entry to anyone who interacts inappropriately with NEOCAP residents or staff.

As a vendor, volunteer, contractor or intern of NEOCAP, you are required to immediately report any allegation of sexual harassment or abuse to NEOCAP staff. Reports may also be submitted in writing to the PREA Coordinator or the Personnel and Resource Director at 411 Pine Ave., S.E., Warren, OH 44483. Additionally, you may call the PREA Coordinator at 330-675-7466, with any information into a possible claim of sexual harassment or abuse.

Pursuant to Section 115.232 of the Prison Rape Elimination Act (PREA) and NEOCAP's Policies and Procedures, I acknowledge that NEOCAP has the right to deny me, or the company I represent, access to the facility due to violations of this policy. I acknowledge that any contract or agreement between me and NEOCAP may be cancelled should any allegation against me of sexual harassment or sexual abuse be substantiated.

By signing this document, I also acknowledge that I understand my responsibilities under NEOCAP's Policies and Procedures regarding sexual abuse / harassment prevention, detection and response.

Signature, Title

Date

Company/Organization

EXHIBIT D: FORM OF CONTRACT

A Contract between NorthEast Ohio Community Alternative Program (NEOCAP)
and _____, Contractor

This Contract, which results from NEOCAP's selection of Contractor as the successful bidder under a Bid Request, Flooring Replacement Specifications for: NorthEast Ohio Community Alternative Program, NEOCAP – Warren Facility ("RFP"), and is entered by and between NEOCAP and _____ (the "Contractor").

This Contract consists of the referenced RFP, including all of its attachments and any supplements and written amendments thereto, the Contractor's proposal submitted in response to the RFP, and any written, authorized amendments to the Contractor's proposal. It also includes any materials incorporated by reference in the above documents and any purchase orders and change orders issued under the Contract. The form of Contract is this one-page document, which incorporates by reference all of the documents identified above. The specifications, terms and conditions for this Contract are contained in the RFP. If there are any conflicting provisions among the documents that make up the Contract, the order of precedence for the documents is as follows:

1. This Document
2. The RFP, and as it may be amended
3. Any documents and materials incorporated by reference in the RFP
4. The Contractor's proposal submitted in response to the RFP, as accepted by NEOCAP
5. Any written description of the work provided to the Contractor by NEOCAP

Notwithstanding the order listed above, change orders and amendments issued after this Contract is executed may expressly change the provisions of this Contract. If they do so expressly, then the most recent of them will take precedence over anything else that is part of this Contract.

This Contract has an effective date of _____, 2023.

To show their agreement, the parties have executed this Contract as of the dates below.

CONTRACTOR

NEOCAP

By _____
Its _____

By _____
Its _____

Date: _____

Date: _____

EXHIBIT E: FACILITY LAYOUT

Note: Larger Copies of the layout will be available to be picked up onsite.

Addendum 1:

NEOCAP will not require a BID BOND in order for a vendor to submit a bid.

However, the winning bidder will be required to submit to NEOCAP a PERFORMANC BOND, equal to the total bid amount, within 7 days of notice that they are the winning bidder.

Revised October 24, 2023