

The WorkPlace, Inc.

Request for Quote

Carpeting Services

Due: Wednesday, August 4, 2010, 3:30 p.m.

**350 Fairfield Avenue
Bridgeport, CT 06604**

QUESTIONS

Questions regarding the RFQ may be made to in writing to mbrighindi@workplace.org

DEADLINE AND INSTRUCTIONS for SUBMISSION OF PROPOSAL

To be considered for the award all bidders must complete the sections outlined below.

One (1) signed original must be submitted to:

**The WorkPlace, Inc.
350 Fairfield Avenue (3rd Floor)
Bridgeport, Connecticut 06604
Attention: Millie Brighindi**

Mark all proposal envelopes: “Carpeting Services”

Proposals must be received by **Wednesday, August 4, 2010 at 3:30 p.m.
Proposals may be mailed or hand delivered.**

THERE ARE NO EXCEPTIONS TO THIS DEADLINE.

OBJECTIVE OF THE ENGAGEMENT

The WorkPlace, Inc. is soliciting proposals from qualified vendors to provide carpeting replacement for approximately 4,400 square feet of office space.

BACKGROUND INFORMATION

The WorkPlace is a 501 (c)(3) non-profit corporation that provides workforce development by coordinating job training, employment and education services in the twenty communities of the Valley-Bridgeport-Norwalk-Stamford region in the State of Connecticut. *The WorkPlace is a 501(c)(3) organization and therefore should not be charged sales tax.*

SPECIFICATIONS

All proposals should meet the following specifications at a minimum. Please use the space on the enclosed response form (Schedule A) to describe both the specifications you will provide and any innovations or exceptions you will make beyond the minimum specifications.

Basic Specifications

- **Replace existing carpeting with new carpet tile style of carpeting, style and quality, to be specified by The WorkPlace.**
- **Remove all paintings, wall decorations, filing cabinets, to gain access to flooring base.**
- **Replace all paintings, wall decorations, filing cabinets upon completion of carpeting.**
- **Remove old base molding and replace with new base molding.**
- **ALL REPAIRS, FIXTURE REMOVAL AND PAINTING MUST BE PERFORMED AFTER 5 PM. NO WORK WILL BE ALLOWED PRIOR TO 5 PM UNLESS SPECIFICALLY AUTHORIZED.**
- **All floors and surfaces must be cleaned after carpeting is completed. No dust or items of repair to remain at the end of each work day.**
- **Pricing must include the cost of all repair and materials.**
- **A 10% deposit will be given upon start of work. A 25 % payment will be given upon completion of approximately half of the work. The balance of payment will be given upon completion.**
- **The successful vendor must produce an insurance certificate indicating workers compensation coverage and liability insurance equal to \$250,000.00.**
- **VIEWING OF SUBJECT PROPERTY CAN BE REQUESTED BY CALLING MILLIE BRIGHINDI at 203-610-8522.**

This RFQ does not commit *The WorkPlace* to award a contract. *The WorkPlace* will not pay any costs incurred by the Proposer in the preparation of this proposal. *The WorkPlace* may accept or reject any or all proposals received as a result of this RFQ, or cancel in part or in its entirety this RFP if it is in the best interest of *The WorkPlace* to do so.

The WorkPlace may request additional information or a personal interview in support of the written proposals.

The WorkPlace may award a contract under this RFQ without discussion with the Proposer. Therefore, proposals should be submitted on the most favorable terms from both the technical and cost standpoint.

The WorkPlace reserves the right not to fund the Proposer with the lowest cost.

The WorkPlace may require the selected Proposer to participate in negotiations and submit price, technical or other revisions to the proposal as a result of the negotiations.

The contract award is subject to the availability of federal or state funds and the execution of a contract acceptable to both the selected Proposer and *The WorkPlace*. *The WorkPlace* reserves the right to reject the proposal of any Proposer based on any misrepresentation.

All proposals must be signed by the authorized consultant submitting the proposal.

Schedule A

The WorkPlace, Inc. Response Form

Proposer's Name _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Authorized Signature: _____

Federal Employer ID#: _____

1. State the price for the carpeting services to be performed \$ _____.

Description of the specifications you will provide and any innovations or exceptions you will make beyond the minimum specifications: