Commercial Carpet Replacement

RAPID CITY PUBLIC LIBRARY
RAPID CITY, SOUTH DAKOTA

December 21, 2005
2:30 P.M.

GRETA CHAPMAN
DIRECTOR

RAPID CITY PUBLIC LIBRARY BOARD OF TRUSTEES

Monte Loos
Jim Olson
Bobbie Christianson
Eric Abrahamson
Lynda Clark

Ron Kroeger
Sue Callahan

NOTICE FOR BIDS
FOR THE FOLLOWING ITEMS
FOR THE
RAPID CITY PUBLIC LIBRARY

Notice is hereby given that sealed bids will be received by the Rapid City Public Library Board of Trustees in Rapid City, South Dakota until 2:30 P.M., December 21, 2005 at the Rapid City Public Library Business Office, 610 Quincy Street, Rapid City, South Dakota, 57701, and will be publicly opened and read for the FOLLOWING ITEMS to be purchased by the Rapid City Public Library. All proposals shall be made on the forms furnished by the Library.

Specifications may be obtained at the Rapid City Public Library Business Office, Rapid City, South Dakota or at www.rapidcitylibrary.org. Questions should be directed to Carlos Ramirez, 394-6139 ext 217.

Bid Items are as follows:

Commercial Carpet Replacement
SPECIFICATIONS FOR
Commercial Carpet Replacement
Rapid City, South Dakota

Bids will be received at the Rapid City Public Library, 610 Quincy Street, Rapid City, South Dakota on December 21, 2005 until 2:30 P.M. for furnishing commercial carpet replacement which will meet the following qualifications:

SCOPE

It is the intent of these specifications to describe the commercial carpet replacement in sufficient detail to secure bids on comparable commercial carpet. All parts not specifically mentioned, which are necessary in order to install commercial carpet shall be included in the bid and shall conform in strength, quality of material and workmanship to what is usually provided the trade in general.

The Library’s intent is to obtain a reasonable bid from all interested bidders. If for any reason bidders are unable to meet or equal the following specifications, the Library will receive for consideration minor deviations of specifications. Deviations and variations of specifications must be fully detailed and explained by the bidder on the form provided and stapled to the BIDDER’S PROPOSAL.

All bids must be accompanied by literature completely describing the carpet to be furnished. Each bidder must be a certified dealer authorized by the manufacturer he represents and must be certified to install Collins and Aikman carpet. Each bid shall contain a dealer and/or factory warranty as a guarantee of the product to be furnished. The guarantee shall be stated in the descriptive literature or by a letter.

GENERAL CONDITIONS

1) Bidders Information

Each bid envelope shall contain ONLY ONE (1) Bid Proposal and shall be marked with the words "Sealed Bid – Commercial Carpet Replacement".

Each bid must be accompanied by a certified check, cashier's check or a bank draft for One Hundred Dollars ($100), such check to be certified or issued by either a State or National Bank and payable to the Rapid City Public Library, South Dakota, or in lieu thereof, a Two Hundred Dollar ($200) bid bond, such bond to be issued by a surety authorized to do business in this State, payable to the Rapid City Public Library, Rapid City, South Dakota, as a guarantee of the bidder entering into a contract, for the supplying of carpet for the Rapid City Public Library. After this has been accomplished, the bidder's check or bid bond will be returned; the checks or bonds of all the unsuccessful bidders will be returned within thirty (30) days after the bids have been opened.

Bids submitted by mail, express courier, or common carrier cannot be accepted unless received in the Rapid City Public Library Business Office prior to the time for the scheduled bid opening. Bids submitted by telefax cannot be accepted.

Each bid envelope shall contain the entire set of specifications. To save time for both the bidder and the Library, the bidder shall fill out and complete "ARTICLE 5 CONTRACT DOCUMENT" upon submittal of the bid.
To the extent provided by statute, preference will be given to materials, products, and supplies found or produced within the State of South Dakota. (SDCL Chapter 5-19; Residential Preference Statute.)

The Library reserves the right to reject all bids and unless all bids presented are rejected, the lowest responsible bid, in all cases, will be accepted. In case the low bid is not responsible or the bid is not made in accordance with the requirements of SDCL Chapter 5-19 or the low bid is withdrawn, the bid of the next lowest responsible bidder may be accepted; however, to the extent allowed by law the Library reserves the right to accept the bid that is to the advantage of and is in the best interest of the Rapid City Public Library.

Payment for the carpet replacement will be made BY CHECK, within a reasonable time after receipt and approval of the carpet removal and installation, receipt of a Library claim, and approval by the Rapid City Public Library Board of Trustees.

The unit price of the bid must be stated on the Bidder's Proposal form, along with the extended price bid. Unit price shall take precedence over extended price; written figures shall take precedence over numerical figures.
## Voyagers

**Style #**: 05196  
**Type**: Tile 2.0 FT 16" x 16"  
**Color**: Indigo/Voyager

**Installation Instructions**:  
- Use 3/8" Pro Level  
- Use proper tile adhesives

**Carpet Sizes**:  
- 12" x 12"  
- 18" x 18"  
- 24" x 24"  
- 36" x 36"  
- 48" x 48"  
- 60" x 60"

**Product Information**:  
- **Product Name**: Voyagers  
- **Product Code**: 05196  
- **Type**: Tile 2.0 FT 16" x 16"  
- **Color**: Indigo/Voyager

**Technical Specifications**:  
- **Product**: Voyagers  
- **Color**: Indigo/Voyager

**Surface**:  
- **Material**: 100% Polyester  
- **Thickness**: 0.08"  
- **Pile Height**: 0.03"  
- **Construction**: Patterned Loop  
- **Color**: Indigo/Voyager

**Product Details**:  
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BIDDER’S PROPOSAL

NAME OF BIDDER: ______________________________________________________________

ADDRESS: ________________________________________________________________

PHONE NO.: (______) __________ FAX NO.: (______) __________
e-mail address: ____________________________________________________________

Bidder proposes and agrees to and with the Rapid City Public Library, South Dakota
("Library") to furnish commercial carpet replacement at the following price, to-wit:

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>Quantity</th>
<th>UNIT PRICE (numerical)</th>
<th>EXTENDED PRICE (numerical)</th>
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<tr>
<td>3</td>
<td></td>
<td>1</td>
<td>$____________</td>
<td>$____________</td>
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</table>

(Extended Price in Words)

Make_________________________ Model_________________________

Warranty________________________

TOTAL CONTRACT PRICE $_________________________

(Total Contract Price in Words)

The within proposal and agreement are based upon the conditions, stipulations, and
specifications named in the notice inviting bids for said commercial carpet replacement
which notice and detailed specifications are made a part of this contract as if written herein
at length. The commercial carpet shall be delivered F.O.B., Rapid City Public Library, 610
Quincy Street, Rapid City, South Dakota, 57701, within ________ calendar days (to be
filled in by Bidder) after date of awarding contract.
The Bidder further agrees and states that he has read the notice calling for bids and has studied the detailed specifications and that he is familiar with the terms and conditions stipulated therein and agrees to enter into attached Contract.

NAME OF COMPANY - BIDDER

AUTHORIZED SIGNATURE

Print Name & Title

Address

Date

**BIDDER MUST FILL IN ALL SPACES PROVIDED ABOVE**
CONTRACT
SUPPLIES AND EQUIPMENT
BETWEEN
SUPPLIER AND RAPID CITY PUBLIC LIBRARY

THIS AGREEMENT, made the ____ day of _____________________, 20____, by and between ______________________________________________ hereinafter "Supplier," and the Rapid City Public Library, South Dakota, hereinafter "Library," WITNESSETH:

That the Supplier and the Library, for the consideration named, agree as follows:

ARTICLE 1. SCOPE OF WORK

The Supplier shall furnish all of the materials, labor and perform all of the work as described in the specifications for Supplies and Equipment entitled commercial carpet replacement prepared by the Rapid City Public Library, Rapid City, South Dakota, and shall do everything required by this Contract, General Conditions, Special Conditions, and Detailed Specifications, which are hereby made a part of this Contract, including the following Addenda.

Addendum No. Dated

_________________________ _______________

_________________________ _______________

ARTICLE 2. TIME OF COMPLETION

The furnishing or ordering of materials, supplies, and equipment under this Contract shall be commenced as soon as possible within the time stated in the specifications unless the specifications expressly provide for a one time delivery, it is agreed that the Library may place orders under this Contract at any time or times within the Contract period. Failure to meet the terms of the Contract on or before the completion date may result in forfeiture of the Performance Bond or deposit, if any; and shall be deemed a breach of this Contract. Request for time extensions shall be made in writing to the Rapid City Public Library at least fourteen (14) days before the Contract completion date. The Library will issue all time extensions.

ARTICLE 3. THE CONTRACT SUM

The Library shall pay the Supplier for the performance of the Contract, subject to additions and deductions provided therein, in current funds as follows:

______________________________ Dollars ($________________)

ARTICLE 4. ACCEPTANCE AND FINAL PAYMENT

Upon delivery of any items under this Contract, the Individual or Department specified in Article 2 for making time extensions, shall satisfy himself by examination that the furnishing of supplies and equipment has been finally and fully completed in accordance with the Specifications and Contract, and shall make up the appropriate purchase order. The Supplier must complete and return a proper Library voucher and payment will be made on said voucher as soon as possible after approval by the Rapid City Public Library Board of Trustees.
ARTICLE 5. THE CONTRACT DOCUMENTS

The Notice for Bids, General Conditions, Special Conditions, Addendum, Specifications, and the Bidder’s Proposal together with this Agreement, form the Contract, and all are as fully a part of the Contract as if herein set forth at length.

The Supplier further agrees and states that he has read the advertisement calling for bids and has studied the detailed specifications and that he is familiar with the terms and conditions stipulated therein.

IN WITNESS WHEREOF: The Rapid City Public Library, South Dakota, its Board of Trustees having duly approved this Contract, has caused this Contract to be executed in its behalf by its Mayor, hereunto duly authorized, attested thereto by its Finance Officer, and has hereto attached its corporate seal this ______ day of ____________, 20____.

RAPID CITY PUBLIC LIBRARY, SOUTH DAKOTA

ATTEST:

Jim Shaw, MAYOR

James F. Preston
Finance Officer

(SEAL)

NAME OF COMPANY

AUTHORIZED SIGNATURE

Print Name & Title

Address

Date__________________________