

**CITY OF KENOSHA, WISCONSIN  
KENOSHA, WISCONSIN**

**REQUEST FOR QUOTATIONS  
PROVIDE AND INSTALL FLOOR ACCENTS FOR THE KENOSHA PUBLIC MUSEUM  
AT 5500 - 1<sup>st</sup> AVENUE**

**WITH INSTRUCTIONS TO VENDORS**

**PROJECT NO. 31-17**

ISSUED : Thursday December 14, 2017

The City of Kenosha, Wisconsin is seeking quotations for the installation of porcelain tile accents and carpet tile in ancillary rooms adjacent to the lobby of the Kenosha Public Museum located at 5500-1st Avenue, Kenosha, WI. 53140 from experienced and qualified carpeting and tile providers and installers, subject to the instructions, procedures, specifications and requirements:

**DEADLINE. Wednesday December 27, 2017 at 2:30 P.M.**

**CITY OF KENOSHA OFFICE WHERE FILED.** Department of Finance Office, Municipal Building, Room 208, 625 - 52nd Street, Kenosha, Wisconsin 53140.

**REQUIRED FORMS AND DOCUMENTATION.** Quotations are to be submitted, all on City forms, legible, fully complete in all respects and accurate. The City reserves the right to reject any incomplete quotation that is missing the necessary forms and/or documentation..

**FOR MORE INFORMATION.** Call Mark B. Willing, Purchasing Manager at (262) 653-4180.

**AREAS TO RECEIVE FLOOR ACCENTS.** Specific areas are on the Kenosha Public Museums first floor lobby area. These areas include the provision and installation of carpet tile in Room 103, the installation of porcelain tile in Room 103, and the installation of carpet tile in the Discovery Room, Room 111, adjacent to Room 103.

**CERTAIN SCHEDULE PROVISIONS.** The City of Kenosha desires to have the materials ordered, available and staged in the areas receiving floor accents by approximately January 12<sup>th</sup>. The opportune time to install is the week of January 15 through the 19 when the Kenosha Public Museum will be closed to the public. The City of Museum would be flexible in discussing completion of one of the satellite rooms early the following week and working on the logistics to work around the functioning of the building, if work needs to be completed when the Museum is again open to the general public.

As an add-alternate, the City of Kenosha is seeking costs for entry matting at two specific areas: Vestibule 01 an as add / alternate locations. These areas would be Vestibules 101 and 110.

**INSPECTION AND REVIEW OF SITE CONDITIONS.** Each vendor has a responsibility to inspect and examine the site upon which the WORK will be performed, to assess site conditions, to review plans, assess furnishings to be relocated before installation, and to receive any clarifications necessary from Museum staff. Quotations received from any vendor who has provided only a cost based upon only the information contained in this document and who has not met with Museum staff will be considered less favorably than the vendors who have performed an inspection. Coordination to

schedule a time to inspect the site would require contacting Mike Dosemagen, Museum Facilities Manager at 262-818-4770.

**CARPET WARRANTIES.** All manufacturer warranties shall apply for the porcelain and carpet tiles. These warranties shall be cited on the Quotation Sheet. A minimum one year warranty on workmanship on the installation of tiles shall be provided. Please indicate on the Quotation Sheet if the warranties on workmanship exceed that requirement. All adhesives to be used will be recommended by the manufacturer(s).

**INSURANCES.** Insurance from a company licensed to do business in the State of Wisconsin and having a minimum AM Best Financial Strength Rating of "A" or better with the following limits:

**a. Commercial General Liability**

\$1,000,000.00 Each Occurrence  
\$2,000,000.00 Aggregate

**b. Worker's Compensation: Statutory Limits**

Employer's Liability  
\$100,000.00 Each Accident  
\$100,000.00 Disease, Each Employee  
\$500,000.00 Disease, Policy Limit

**c. Umbrella Liability**

\$ 2,000,000.00 over the primary insurance coverage listed above.

**d. Certificate of Insurance**

The insurance coverage listed above shall be verified by a Certificate of Insurance issued to the City of Kenosha as Certificate Holder and shall provide that should any of the described policies be canceled before the expiration date thereof, the issuing insurer will mail thirty days written notice to the Certificate Holder.

**e. Additional Insured**

The City of Kenosha shall be named as an additional insured with respect to coverage.

**f. Insurance Compliance.** Each of the insurance limits listed above must be met. City reserves the right to reject any Bid which does not meet each of the insurance limits listed above.

**g. Sub-Contractor Insurance.** Any sub-contractors used by the successful installer shall provide and document the same insurance coverage as above.

**LISTING OF SUBCONTRACTORS, MAJOR MATERIAL SUPPLIERS (OVER \$5,000.00) AND DUMPING/DISPOSAL SITES.** Vendors shall list all Subcontractors, major material and consumables (over \$5,000.00) suppliers.

**AWARD OF WORK.** The City of Kenosha, in making its determination, shall proceed with the lowest and responsive quotation.

**COMMENCEMENT AND DILIGENT PROGRESS OF WORK.** The vendor selected to perform WORK will conduct the WORK diligently until fully complete and as reasonably possible within the established installation schedule.

**EQUIPMENT AND MATERIAL STORAGE.**

Any use of public space will not be allowed without the approval of the Facility Manager. Any staging must take into account the safety of Museum staff and the general public.

**DOCUMENTS TO BE SUBMITTED.** Vendors shall submit the following documents, on City forms, in the course of assimilating their quotation:

1. Quotation Sheet,
2. List of any subcontractors and major suppliers to be utilized,
3. Documentation of Insurances and Additional Insured endorsements.

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**SPECIFICATIONS**

**NO. 31-17**

Porcelain Tile Accents for Lobby, Room 103

- Area at west entrance: 3.33 square yards.
- Area at east entrance: 13.44 square yards.
- Seven two foot wide strips between vertical steel columns that are set across the lobby.
- Abrade surface of floor and coat with Mapei Prim Grip or equivalent.
- Furnish and install 12" x 24" porcelain floor tiles.
- Schuler or equivalent metal edge protection along edges of porcelain tiles.
- Color of porcelain tile and grout will be selected with successful vendor.

Carpet Tile for Lobby, Room 103

- Abrade surface of floor and coat with Mapei Plainpatch or equivalent.
- Furnish and install Patcraft or equivalent, high-traffic grade commercial, 24" x 24" carpet tiles (64 square yards). Final determination of style and color to be determined with successful vendor. A similar style of carpet tile that meets this desired specification is similar to the Carpet Tile that is installed in the Civil War Museum.
- Carpet cut tight to walls. There is no vinyl cove base to be included.
- Carpet to concrete floor transitions are included.

Carpet Tile in Discovery Room, Room 111 (adjacent to Lobby, Room 103).

- Remove and dispose of existing carpet in the construction dumpster supplied by Vendor.
- Furnish and install Patcraft Commercial or equivalent, 24" x 24" carpet tiles (64 square yards). Final determination of style and color to be determined with successful vendor. A similar style of carpet tile that meets the desired specification is similar to the Carpet Tile that is installed in the Civil War Museum.
- Carpet cut tight to walls. There is no vinyl cove base.

Add/alternate #1: Entry mat at Vestibule 101.

- Remove and dispose of existing rubber mat.
- Template the recess in the concrete for new entry mats
- Furnish and install custom entry mat for vestibule
- Include Grate Mats, with 3/8" thick aluminum hinge with brush inserts

Add/alternate #2: Entry mat at Vestibule 110.

- Remove and dispose of existing rubber mat
- Template the recess in the concrete for new entry mats
- Furnish and install custom entry mat for vestibule
- Include Grate Mats, 3/8" thick aluminum hinge with brush inserts

Miscellaneous.

- Work shall include the relocation of tables and chairs to pre determined area by Museum
- The City of Kenosha would be responsible for any computers or other technological equipment
- Storage and disposal of all residual waste materials is the responsibility of the Vendor
- Return all furniture items upon completion of the room
- City staff will return and reconnect any technological equipment

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**QUOTATION SHEET**

**PROJECT NO. 31-17**

Finance:

A representative of this organization has inspected the building described below at the specified location, and hereby submits the following quotation to provide all necessary materials, supplies, consumables, job supervision and labor to install porcelain and carpet tile in designated areas of the Kenosha Public Museum.

1. Porcelain Tile Accents for Lobby, Room 103: \$ \_\_\_\_\_

2. Carpet Tile for Lobby, Room 103: \$ \_\_\_\_\_

3. Carpet Tile in Discovery Room, Room 111: \$ \_\_\_\_\_

Total Cost for Installation of Floor Accents (#1-#3): \$ \_\_\_\_\_

Add/alternate #1: Entry mat at Vestibule 101: \$ \_\_\_\_\_

Add/alternate #2: Entry mat at Vestibule 110: \$ \_\_\_\_\_

Manufacturer of Porcelain Tile Quoted: \_\_\_\_\_

Manufacturer's Warranty: \_\_\_\_\_

Manufacturer of Carpet Tile Quoted: \_\_\_\_\_

Manufacturer's Warranty: \_\_\_\_\_

Warranty on Installation and Workmanship: \_\_\_\_\_

List any sub-contractors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Quotation Respectfully submitted,

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTACT /VENDOR INFORMATION**

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_