

REQUEST FOR PROPOSAL (RFP)

LLANO COUNTY, TEXAS

INVITATION TO BID: FLOORING INSTALLATION AND BASEBOARD REPLACEMENT

Project Name: Llano County Library Flooring

Project Location: 102 E Haynie, Llano, Texas

Project Number: 2025-510-22

Introduction

The Commissioners Court of Llano County, Texas invites qualified contractors to submit sealed bids for the following project at the Llano County Library located at 102 E. Haynie St, Llano, Texas. This project involves the procurement and installation of vinyl plank flooring, baseboard installation, and related services. The full scope of work is outlined in the "Scope of Work" section below.

Scope of Work

The scope of this project includes the following tasks:

- Procurement of **Shaw Floorte Pantheon HD Plus vinyl plank** flooring (color: Saggio 00159) and all necessary transition materials.
- Purchase, stain, and installation of new **1x6 baseboards** in all areas where new flooring is installed.
- **Demolition** and disposal of all existing flooring.
- **Subfloor preparation**, including cleaning, leveling, and installation of floor leveler as needed.
- Removal and reinstallation of **toilets** where necessary, including new appropriate hardware.
- Provision and management of a **dumpster** for disposal of debris.
- Maintaining a **clean and safe work environment** consistent with all state and federal law for all employees and occupants during the project.
- **Removal and replacement of furniture** as needed to complete flooring installation.
- Professional **reinstallation of toilets** with appropriate new hardware after flooring installation.
- Replacement and repositioning of **large furniture items** post-installation.

Bid Submission Guidelines

1. Submission Deadline:

- **Opening Date:** June 13, 2025, 11:30 a.m.
- **Location:** Llano County Auditor's Office, 100 W. Sandstone, Llano, Texas, 78643

- Bids received after the deadline will not be considered.
- 2. **Award Date:**
 - The contract will be awarded on **June 23, 2025, at 9:00 a.m.** during the Llano County Commissioners' Court meeting.
- 3. **Bid Format and Requirements:**
 - Each bid must be **manually signed** in ink by a person with the authority to bind the bidding company in a contract.
 - Bids must be placed in a **sealed envelope**, with the project name and number clearly marked on the outside.
 - All bids must include the **completed Bid Submission Form** and any required technical data or additional documents.
- 4. **Bid Bond:**
 - A bid bond in the amount of **5% of the total project cost** must be submitted along with the bid.
- 5. **Insurance:**
 - Proof of **commercial general liability insurance** is required.
- 6. **Performance:**
 - The successful bidder agrees to perform the project within a time frame not exceeding **60 days** from the date of award.
 - All debris must be disposed of according to local and state regulations.
- 7. **Non-Discrimination Policy:**
 - Llano County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or service provision.

Evaluation Criteria

The Commissioners Court of Llano County reserves the right to accept or reject any and/or all bids based on factors such as:

- **Price of the materials and labor**
- **Reliability of the bidder**
- **Quality and availability of the goods**
- **Performance history (ability, capacity and skill) of the bidder**
- Other factors (including ability of bidder to perform without delay; the bidder's quality of previous work) deemed to be in the best interest of Llano County.

General Terms and Conditions

- The Commissioners Court reserves the right to **cancel the contract** with a 30-day written notice.
- Llano County reserves the right to **enforce contract performance** and terminate the contract immediately in case of non-compliance.
- Bidders must agree to **indemnify and defend** Llano County from any claims arising from the bidder's work.

Questions and Contact Information

Bid# 2025-510-22

For questions regarding the bid process, specifications, or additional details, please contact:

- **Kelly Eckhardt, Llano County Auditor**
Phone: (325) 247-3783
- **Jeremy Vick, Project Coordinator**
Phone: (325) 248-8879

Bid Submission Address

Please submit your sealed bids to:

LLANO COUNTY AUDITOR
100 W. Sandstone
Llano, Texas 78643

BID SUBMITTAL FORM

Project Name: Llano County Llano Library Flooring

Project Location: 102 E Haynie, Llano, Texas

BIDDER AGREES TO PERFORM THIS PROJECT IN ACCORDANCE WITH THE
SPECIFICATIONS PROVIDED WITHIN A TIME FRAME NOT TO EXCEED 60 DAYS.

Printed Bidder Business Name:

Business Address:

Telephone Number:

Signature of Authorized Official:

Date:

LLANO COUNTY, TEXAS
BID AFFIDAVIT

All pages in the company's bid containing statements, letters, etc., shall be signed by a duly authorized officer of the company, whose signature is binding on the contract.

The undersigned agrees to furnish all of the items/services upon which prices are stated in the accompanying bid. The period of acceptance of this bid will be 365 calendar days from the date of the bid opening. Period of acceptance will be 90 calendar days unless otherwise indicated by bidder.

STATE OF TEXAS

COUNTY OF _____

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, who after being by me, duly sworn, did depose and say: "I, _____, am a duly authorized office or agent for _____ and have been duly authorized to execute the foregoing bid on behalf of the said firm."

"I, hereby certify that the foregoing bid has not been prepared in collusion with any other offer or other persons engaged in the same line of business prior to the official receipt of this bid. Further, I certify that the bidder is not now, nor has been for the past 6 months, directly or indirectly concerned in any pool or agreement or combination, to control the price of services/items offered, or to influence any person or persons to offer or not to offer thereon."

Printed Name and address of bidder: _____

By: _____ Title: _____

Signature: _____

Subscribe and sworn to before me by the above named _____ on
this the _____ day of _____, 2025.

Notary Public in and for the State of Texas

BIDDER SHALL RETURN THIS AFFIDAVIT AS PART OF PROPOSAL