REQUEST FOR PROPOSALS (RFP)
FLOORING FOR LAKE COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES BUILDING
BALDWIN, MI

OVERVIEW

Lake County is requesting proposals from licensed and insured contractors to provide new carpet and Luxury Vinyl Tile for the Lake County Department of Health and Human Service Building, located at 5653 S M-37, Baldwin, MI 49304

RFP TIMELINE

November 20, 2026	RFP sent out
January 4, 2027 @ 4:00 pm	RFPs returned to Lake County Administrative Office

SUBMIT PROPOSAL TO THIS ADDRESS

Lake County Courthouse
Attn: Flooring RFP
Administration Office
800 Tenth Street, Suite 100
Baldwin, MI 49304

DIRECT ALL INQUIRIES TO

Robert Ceccon
Lake County Maintenance
Phone: 231-745-3821
Email: rceccon@co.lake.mi.us

INTRODUCTION

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for replacing flooring at the Lake County Department of Health and Human Service Building.

The County intends to use the results of this process to award a contract for the product(s) and/or service(s) stated.

SUBMITTAL INSTRUCTIONS

Proposals must be received by the Lake County Administration Office by the specified time stated above. Proposals may also be emailed to rceccon@co.lake.mi.us Proposals received in response to this solicitation will not be returned to the proposers. Lake County is not liable for any cost incurred by proposers in replying to this RFP. All proposals that are mailed, or submitted in person, must be packaged, sealed and show "FLOORING RFP" on the outside of the envelope and/or package. Proposals that are emailed should clearing state "FLOORING RFP" in the subject line.

SCOPE

Interested firms are to provide two separate, itemized, detailed proposals for services. Proposals should itemize the costs for flooring (by type), installation (by type), Vinyl Cove Base replacement, and replacement of thresholds/transitions.

1. Carpet replacement throughout the Lake County DHHS Building approximately 10,800 sq ft. Carpeting in all designated office areas and Hallways
2. Carpet replacement throughout the Lake County DHHS Building approximately 9,435 sq ft. Carpeting in all designated office areas and Hallways. Luxury Vinyl Tile in designated areas approximately 1,365 Sq ft.

Proposals should also include

- Information of warranty
- Vendor set up information and copies of the company's general liability and Workers' Compensation insurances.
- History and qualifications of firm

PROJECT SPECIFICATIONS

- Replace carpeting with commercial grade carpet Squares/Tiles. Must be 20 oz or better
- Install Shaw Hemingway Oak 2mm Luxury vinyl tile in designated areas to match existing LVT
- All work to be done in coordination with County and State DHHS staff
- Replace all effected Vinyl Cove Base
- Replace any/all effected transitions/thresh holds
- Provide timeline and completion date
- Patch or level floors where needed

SITE VISIT WITH WALK THRU

On December, 9, 2027 @ 1:00 p.m.

TIME LINE

Lake County intends to award a contract at the beginning of January with work to be scheduled in conjunction with County and State DHHS staff for February 22, 2027 to March 12, 2027. The County is under contractual obligation to have the carpet installed by May 31, 2027.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL PROPOSALS, to waive defects, informalities and minor irregularities in proposals or in the receipt of proposals, to select the proposal deemed to be in the best interests of the County and to negotiate with the selected bidder.

Tobi G Lake
Administrator
County of Lake, Michigan