



OWEN COUNTY PUBLIC LIBRARY

1370 Highway 22 East
Owenton, KY 40359

Your Door to Lifelong Learning

Flooring Project Request for Proposals (RFP)

Owen County Public Library is seeking competitive sealed bids for replacing the carpet in the Meeting Room with luxury vinyl plank flooring located at 1370 Highway 22 East, Owenton, Kentucky 40359.

Sealed Bids should be submitted only to:

Cyndi Clifton, Director
Owen County Public Library
1370 Highway 22 East
Owenton, KY 40359
(502) 484-3450

Sealed Bids due date and time:

No later than Friday, February 13, 2026, @ 5:00 pm EST:

THIS PAGE, AND THE ATTACHED PRICE WORKSHEET, SHALL BE COMPLETED, SIGNED, AND RETURNED WITH THE SEALED BID.

Full Legal Name & Address of Bidder:

Company's Legal Name

By: _____
Authorized Representative Signature

Address 1

Printed Name

Address 2

Title

City, State, Zip Code

Email

Phone

Date

Project

The scope of this project consists of all labor, material, tools, equipment, permits, and supervision necessary to replace the carpet in the Meeting Room (and closet) with luxury vinyl plank flooring at the Owen County Public Library, as detailed in this RFP. Contractors are invited to bid on the following scope of work.

Scope of Work

1. All materials and workmanship shall be guaranteed to be free from defect for not less than two (2) years following the Owner's acceptance of the completed installation, unless otherwise specified for a longer period within the terms of the material manufacturer's warranty for said specified material.
2. All materials shall be new, unless otherwise noted.
3. Exact dates are TBD, but final completion shall be no later than May 15, 2026.
4. The bid shall include all necessary components to provide a fully functional product. Proposals shall be for the removal of the existing rubber base and carpet, field measurement, delivery, installation of luxury vinyl plank flooring, and removal & installation of new trim if needed. These items shall be included in the price and are the sole responsibility of the Bidder.
5. There are no dumpsters on site. Removal of old and scrap material is the sole responsibility of the Bidder.
6. Bidder may select the brand of flooring; the color shall be chosen by the Owner. **A sample of the flooring must be included with the bid submission.**
7. Work may occur during normal business hours, Monday through Friday. Work may also occur before or after hours if necessary. Hours of work are open to negotiation, depending on when access to the building is required. Bidder shall work with the Owner in developing a schedule and work sequence that will be coordinated ahead of time, particularly for any activities which impact the building's occupants.
8. The bidder shall be held liable for any damage caused to the buildings, its contents, and/or injury to its occupants, project grounds or landscape resulting from the execution of the work and/or from not exercising proper precautionary measures. Any cost of repair or replacement resulting from damage shall be at the bidder's expense.
9. **Bids are due no later than February 13th at 5:00 p.m. EST. Bids shall be submitted to Cyndi Clifton, Director, and will be opened at the monthly library board meeting on Tuesday, February 17th at 9:30 a.m.**
10. Questions shall be directed to Cyndi Clifton at 502-484-3450 or cclifton@owenlibrary.org
11. Pre-bid bidder walk-throughs are available upon request and shall be scheduled with Cyndi Clifton.

Qualifications

1. All potential bidders shall have experience installing luxury vinyl plank flooring and shall provide a substantial history (minimum of 3 references from similar projects) of satisfactory performance.
2. Provide a detailed breakdown of all costs associated with this project. Include the Price Worksheet at the end of the proposal. Owen County Public Library is exempt from sales tax.
3. The Bidder, not the Owner, shall perform quality control.
4. A copy of the Bidder's liability insurance must be included with the bid submission.

Instructions to Potential Bidders

1. Bidders are requested to refrain from discussing this project with Library Trustees and Library Staff prior to a selection announcement, except as described in this document.
2. Any cost incurred by bidders in preparing or submitting a proposal for the project shall be the bidder's sole responsibility.
3. All responses, inquiries, or correspondence relating to this RFP shall become the property of the Library when received.

4. Owen County Public Library has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
5. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
6. Proposals shall be valid for at least 90 days from RFP opening. The expiration date shall be included in the proposal.
7. Any proposal received after the proposal due date and time as detailed in this document shall not be accepted or considered.
8. If the Library declares a weather emergency closing, scheduled receipt of proposals shall be extended to the next business day.
9. Oral proposals or proposals delivered by electronic means, such as fax and email, shall not be considered.

Evaluation Criteria

The criteria below will be used to evaluate firms for further consideration:

1. Specialized, appropriate expertise for this type of project;
2. Responsiveness, comprehensiveness, and quality;
3. Compliance with the format and content of the proposal, as well as inquiry and submission requirements;
4. References from previous clients;
5. All-inclusive cost proposal; and
6. Other factors that may be appropriate for the project.

Award

An award will be made by the Board of Trustees. Owen County Public Library intends to award contracts based on the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.

Price Worksheet

All bidders shall use the following price sheet for their proposal to be considered. **THIS PAGE SHALL BE COMPLETED AND RETURNED WITH THE SEALED BID.**

Firm Name: _____

Contact: _____

Phone/Email: _____

Flooring description (brand):

	Cost per square foot	Square Footage	Total Cost
Removal of Carpet & old material			
Cost of new flooring:			
Labor to install new material:			
Other:			
Total Cost:			







