

WASHTENAW COMMUNITY COLLEGE
Purchasing Department – Room SC 326
RFP 6901 Flooring Services
RFP Due Date: September 18, 2026 at 2:00pm EDT

4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
PHONE: (734) 973-3448

WASHTENAW COMMUNITY COLLEGE Request for Proposal #6901

Flooring Services

RFP Release Date: September 1st, 2026

Proposal Due Date: September 18th, 2026 at 2:00pm EDT

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6901

1.0 Proposal Invitation

Washtenaw Community College (WCC or “College”) is located in Ann Arbor, Michigan. The WCC Facilities Management Department is responsible for the maintenance, repairs, and installation of various flooring throughout the college.

The purpose of this RFP is to establish contract pricing with flooring installers to support operations and assist with miscellaneous installation of flooring types as needed. These events may be planned and scheduled or may be an emergency where an immediate response is required.

2.0 Planned RFP Schedule

RFP Issued – September 1st, 2026

Submission of Written Questions for Contractors – September 7th, 2026

Written Questions Responded by the College – September 10th, 2026

RFP Due Date – September 18th, 2026 by 2:00pm EDT

3.0 Project Specifications

Each of the following items must be addressed clearly and completely in the proposal. If necessary, include copies and/or samples of any reports or forms that would clarify these specifications.

Do not assume the College or evaluator/evaluation committee will know what your company’s capabilities are or what items/services you can provide, even if you have previously contracted with WCC. The proposals are evaluated based solely on the information and materials provided in your response. Address each item in the order given.

- The awarded contractor(s) will be issued a Blanket Purchase Order with a specified value. Work must be authorized by Washtenaw Community College’s Facilities Department.
- The Contractor will provide timely daily reports and detailed invoices as outline in the terms of this RFP.
- The college reserves the right to adjust the amount of work assigned to the contractor based on performance under this agreement.
- Materials/Consumables – The cost of materials and consumables required to complete assigned work will be reimbursed based on actual costs to the trade contractor. Only the actual quantities used on the project will be reimbursed. Material and consumables may be marked up; please indicate percentage mark-up on Attachment A.
- Equipment – Any equipment that will be charged to the project must be approved in advance by the WCC project manager. If it is approved, then the equipment will be reimbursed based on cost plus %. Please indicate this percentage in your response. For all approved equipment, the most cost-effective monthly, weekly, or daily rate will be applied. No markups beyond what is included in the rate will be reimbursed.

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- Regulatory and permit fees – These fees are reimbursable, with proper documentation.
- Freight charges – Freight charges for material delivery to the contractor for material used on this project may be reimbursable, pending approval from the WCC project manager.
- Restocking fees – These are not allowed, unless approved by the WCC project manager.
- Inventory carrying costs, travel time, travel costs, delivery fees, and contractor vehicle costs will not be reimbursable and should be included in the markup. Small tools, overhead and profit, and non-working supervision are included in the labor markups and are not separately allowed as billable items.

Billable items:

Journeyman Labor	Hourly Rates (ST, OT, Premium times – all must include markup)
Materials/Consumables	Actual costs + % markup, based on receipts
Equipment (rental)	Actual cost + % markup
Regulatory & permit fees	Must include documentation

General Conditions

- Provide barricades, including shoring and fencing required to maintain required safety regulations as defined by OSHA.
- Coordinate and adhere to all state and local building codes relative to this contractor's work.
- This contractor is to obtain and pay for all special permits associated with this category.
- This contractor MUST comply with MI-OSHA requirements for this work. This will be closely monitored.
- Smoking is prohibited on the Washtenaw Community College campus.
- On an on-going basis all identifiable trash or debris is to be cleaned up by the trade contractor who created it on a daily basis. This includes mud or other debris on college drives and public streets created as a result of moving trucks or other equipment into and out of the site.

4.0 Pricing

Please fill out Attachment A and if necessary, any explanation of the comprehensive cost proposal for this project as well as any assumptions being made. The college may or may not want vendors to supply flooring material. Each project will differ; some will require only labor. At a minimum, pricing proposals should include the requested information as listed in Attachment A.

5.0 RFP Specifications - General

The College is not liable in any manner or to any extent for any cost or expense incurred by the contractor in the preparation, submission, presentation or any other action connected with proposing or otherwise responding to this RFP. Such exemption from liability applies whether such costs are incurred directly by the contractor or indirectly through the contractor's agents, employees, assigns or others, whether related or not to the contractor.

In submitting a proposal, Contractor agrees that all materials associated with, attached to, or referenced by the submitted proposal will become the property of the College and may be incorporated into a subsequent contractual agreement between the successful contractor and the College. Response to this RFP confirms an understanding that this is *not* a contract or offer of business by the College.

6.0 Contract Award

The College intends to issue an award for contracted services for an initial period from the contract signature date through June 30, 2027 with an automatic yearly renewal thereafter, and shall be terminable for convenience by either party at any time.

Award of a contract may be issued to one or more contractors and will be based on the best overall proposal(s). Criteria for award of a contract include, but are not limited to, price, the proposal that includes the specifications contained herein, previous range of capabilities, location, customer references, portfolio samples, deliverable timeline, and the recommendations put forth by the Contractor. The College reserves the right to give preference to contractors who provide apprenticeships registered with the U.S. Department of Labor. WCC may request follow-up information such as questions, demos and site visits prior to awarding the contract.

The College reserves the right to reject any and all proposals and waive any irregularities. Proposals which fail to comply fully with any provisions of this document may be considered invalid and may not receive consideration. The College reserves the right to award a contract based on any combination of the specifications described herein.

Proposal submissions shall be subject to and governed by the College's [Terms and Conditions for Services Provided to WCC \(wccnet.edu\)](https://wccnet.edu/terms-conditions) and are hereby incorporated as part of this solicitation. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFP documents and those included in a Contractor's proposal response, the Terms & Conditions of the RFP documents shall govern. Proposal submissions must include all terms and conditions of service. A purchase order signed by an authorized agent of the College must accompany a fully executed complete and final agreement to constitute acceptance of Proposal offer and offer terms and conditions of service. This RFP and any subsequently offered contracts will be governed by the laws of the State of Michigan. Any and all applicable valid executive orders, Federal, State or local laws, ordinances or rules or regulations shall apply to any contract if and when offered and are deemed incorporated herein.

As a public institution, the College is subject to the terms and conditions of the Freedom of Information Act. As required by law, any information submitted in response to this request for proposal could become public information. Contractors responding to this proposal are cautioned not to include any proprietary information as part of their proposal unless such proprietary information is carefully identified in writing as such and accepted by the College as proprietary. Any documents submitted may be reviewed and evaluated by any person at the discretion of the College, including non-allied and independent consultants retained by the College now or in the future.

This request for proposal in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order.

7.0 RFP Requirements - General

The following requirements must be met when responding to this RFP:

- A. Proposals should provide a comprehensive solution to achieve the objectives listed above.
- B. Proposals should be comprehensive by including all services available as well as any costs necessary to meet the goals of the College as outlined in this RFP.
- C. Proposals may specify a detailed approach/methodology, Contractor and College staffing requirements, and any other assumptions to complete the proposed work.
- D. A statement acknowledging the contractor's understanding of the scope of this RFP (signature page).
- E. The contractor must provide a comprehensive price proposal that may outline costs of products or services, rates by individual, travel expenses and any other costs incurred as well as all assumptions. **Include license fees, maintenance fees, all hardware, software, and training costs required to meet the primary objectives as stated in this RFP.** Clearly identify what licenses and hardware is WCC's responsibility and what is included in Contractor pricing. Also, clearly identify which services/systems are hosted on-campus and which are hosted off-campus. Washtenaw Community College holds a tax-exempt status and shall not be charged any Federal or State taxes where allowed. Tax-exempt documentation shall be presented when required.
- F. The contractor must warrant its products and services to the requirements and objectives in this RFP.
- G. Contractors submitting a proposal agree to work with the College to develop a detailed Statement of Work that will be part of the contract at no cost to the College.
- H. **Proof of Insurance** - shall be maintained and a copy shall be provided to the College. No changes are permitted in the insurance coverage unless agreed to in writing by the College. Insurance shall be maintained in accordance with Section 9 – Insurance Coverage and Levels in the College's [Terms and Conditions for Services Provided to WCC \(wccnet.edu\)](#)
- I. **Contractor Company Information**
 - 1. Background - Brief history and background of your company as well as the length of time you have supplied services requested in this RFP. Describe the product(s) and service(s) being offered for this solution.
 - 2. Industry Recognition - What industry recognition has your company received?
 - 3. Customers- Who are your key customers? Do you specialize in a certain vertical?
 - 4. Implementation -Please describe how you go about implementing services requested in the RFP.
 - 5. Training - Please provide an outline of your training capabilities.

8.0 Submission Directions

- A. Proposals following the guidelines outlined in this document are due on or before September 18th, 2026 at 2:00pm EDT.

Submit proposals electronically via email to:

Susan Pulice
Washtenaw Community College
pur@wccnet.edu
RFP # 6901 Flooring Services

- B. Submit **one (1)** signed electronic copy in a single PDF format. Faxed and mailed replies are not acceptable and will be rejected. It is the responsibility of the contractor to ensure that proposals are received via email on or before the due date and time.
- C. Questions must be addressed to pur@wccnet.edu with “RFP 6901 Question” in the subject line. The deadline to submit questions is September 7, 2026. All questions received by the deadline date will be posted with answers on the WCC Purchasing website [Requests for Proposals and Bids \(wccnet.edu\)](#) by end of day September 10, 2026.

Washtenaw Community College Contractor Responsibility Form

Firm: _____

(Insert name, address and telephone number of firm submitting certification)

Project Name: Flooring Service

Type of Work/Project: Independent Contractor/Contracted Services

Bid/RFQ/RFP Number: RFP 6901

As a condition of performing work on a contract for Washtenaw Community College, a contractor submitting a bid shall complete this form with the responsible contractor qualification standards set forth below. Bids will not be accepted unless they are accompanied by a completed copy of this form. The form is required for all bona fide solicited contracts greater than or equal to \$20,000. Washtenaw Community College will use this form and the items noted below in consideration of awarding the bid for the project identified above.

This form must be completed by an employee or other person representing the submitting firm who has the authority to execute this form and has adequate knowledge to address all matters specified herein. The person completing this form shall answer each question and execute the signature requirement at the end of this form in the presence of a notary. If this form has already been completed and submitted by a responding contractor for a previous bid or contract, it shall be valid for a period of no longer than two years from the date of receipt.

Contractor Qualification Standards

- (1) Does the firm meet the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including general liability insurance, workers compensation insurance and unemployment insurance?
YES_____ NO_____
- (2) Has the firm been debarred or suspended by any federal, state or local government agency or authority in the past three years?
YES_____ NO_____
- (3) Has the firm defaulted on any contract in the past three years?
YES_____ NO_____
- (4) Has the firm had any type of business, contracting or trade license, registration, or other certification revoked or suspended in the past three years?
YES_____ NO_____

- (5) Have the firm or its owners been convicted of any crime relating to the contracting business in the past ten years?
YES_____ NO_____
- (6) Has the firm within the past three years been found in violation of any law applicable to its contracting business, including, but not limited to, licensing laws, tax laws, prompt payment laws, wage and hour laws, prevailing wage laws, environmental laws or others, where the result of such violation was the payment of a fine, back pay damages or any other type of penalty in the amount of \$5,000 or more?
YES_____ NO_____
- (7) Is the firm currently a party to any pending litigation and/or arbitration?
YES_____ NO_____
- If the answer to above is “YES”, please describe:_____
- (8) Does the firm pay all craft employees that it employs on the contract the current wage rates and fringe benefits as required under applicable federal, state or local wage laws?
YES_____ NO_____
- (9) Will all individual workers on the contract be “W-2 employees”?
YES_____ NO_____
- (10) Have all craft labor, who will be employed by the firm for the contract, completed at least the OSHA 10-hour training course for safety established by the U.S. Department of Labor, Occupational Safety & Health Administration?
YES_____ NO_____
- (11) Will the firm employ craft employees in all classifications and individual trades required to successfully perform the work related to this contract?
YES_____ NO_____
- (12) Does the firm participate in a Class A Apprenticeship Program for each separate trade or classification in which it employs craft employees and will the firm continue to participate in such program or programs for the duration of the contract? For the purposes of this section, Washtenaw Community College defines “Class A Apprenticeship Program” as any apprenticeship program that is currently registered with and approved by the U.S. Department of Labor or appropriate state apprenticeship agency and has successfully graduated apprentices to journeyman status for at least three of the past five years.
YES_____ NO_____

- (13) Does the firm have all other technical qualifications and resources, including equipment, personnel and financial resources necessary to perform the referenced contract, or will obtain same through the use of qualified, responsible subcontractors?

YES_____ NO_____

- (14) Will the firm maintain all qualifications, resources and capabilities referenced in this form throughout the duration of the contract?

YES_____ NO_____

- (15) Can the firm provide a listing containing a minimum of three (3) similar projects completed including the client name, dollar value of the project, and documentation regarding timeliness, extension requests, any fines or penalties imposed, liens filed, and claims for extra work? (If “Yes”, please be prepared to provide listing at request of College)

YES_____ NO_____

- (16) Will the firm notify Washtenaw Community College, within seven days of any material changes to all matters attested to in this form?

YES_____ NO_____

- (17) If the firm is identified as the lowest responsible bidder, will it affirm to Washtenaw Community College that any and all subcontractors used for this contract will also adhere to the same contractor qualification standard responses attested to within this form within seven days-excluding items (7) and (15)?

YES_____ NO_____

The undersigned attests that he or she has the authority to execute this form and has sufficient knowledge to address all matters specified herein and attests, under the penalty of perjury, that the information submitted is true, complete and accurate.

Signature

Printed Name

Title

Name of Firm

Date

SIGNATURE PAGE

This page must be signed and submitted with the proposal.

By virtue of submittal of a proposal, Contractor acknowledges:

- That all of the requirements of this RFP have been read and understood.
- That Contractor is presently not debarred, suspended, proposed for debarment, declared ineligible, nor voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to WCC are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with the Act.
- By signing below the Contractor warrants that the information submitted is complete and factual.
- The individual signing below has authority to enter into this on behalf of Contractor.
- Proposal shall remain valid for a minimum of ninety (90) days.
- Supplier agrees that in the event there is any conflict between the Terms & Conditions referenced in this RFP and those included or referenced in any response to this RFP, the Terms & Conditions referenced herein shall prevail.

Company Name

Title

Printed Name

Signature

Address

Phone

City, State, Zip

email

The Contractor agrees to comply with all applicable federal, state, local and College laws, rules and regulations in providing goods and services under this agreement.