

Request for Proposal – Flooring

I. Introduction

Hope Shores Alliance (HSA) is soliciting proposals from qualified flooring contractors to perform flooring installation at our residential shelter facility located in Alpena, MI (specific address will be provided while scheduling walk through). The purpose of this RFP is to select a contractor who can deliver professional, timely, and high-quality flooring services.

II. Scope of Work

- A. Contractor will submit a quote for replacement of all flooring on the top and main floor in the facility except for specific excluded areas such as tiled bathrooms, maintenance closets, and the basement.
- B. Contractor will provide all labor, equipment, and materials necessary to complete the flooring work. This scope includes, but is not limited to:
 - Removal and haul away of previous flooring and trim
 - Final clean up of job site include dust removal, removal of all tools and scraps, and general cleanliness
 - Surface preparation including cleaning, sanding, glue removal, staple remover, carpet tack removal, and repairing damage to subfloor
 - Information on whether or not the need for a leveling compound is anticipated and costs associated with it
 - Transition strips, trim, and stair tread/risers/flooring

III. Project Specifications

A. Materials

Hope Shores Alliance is seeking input from experts regarding the type of flooring best suited to a high traffic, high volume residential living facility with families and children. We are considering carpet squares, vinyl plank flooring, or glue down flooring but are seeking input on suggestions. Flooring should be commercial grade and waterproof/water resistant.

B. Square Footage

Contractors are encouraged to complete their own professional measurement of the space but it is estimated around 4,500 square foot of living space to be replaced.

IV. Contractor Requirements

A. Contractors submitting proposals must:

- Provide proof of liability insurance and workers' compensation coverage
- Provide proof of required licensure

- Agree to complete a criminal and sexual offender registry check for any workers entering the facility
- Not be on the state or federal debarment list
- Agree to abide by confidentiality and safety site standards, including no photography or recording

V. Deliverables

A. The contractor will provide:

- A detailed project timeline
- Total cost projection with line items breakdowns including labor, materials, travel costs, and/or additional services
- A warranty or guarantee on workmanship and flooring products including a minimum of 12 month warranty on workmanship including minor repairs and touch ups due to bubbling or floor failure not caused by occupant damage

VI. Project Timeline

HSA intends to begin flooring following completion of the painting project, slated to end on February 16th, 2026. Unless delayed by painting, flooring installation should be completed by March 30th, 2026. Proposals should include:

- Estimated start date availability
- Estimated duration of work
- Estimated completion date

VII. Site Visits

Contractors may schedule a walkthrough of the facility prior to submitting a proposal. Walkthrough appointments must be coordinated in advance. To request a walkthrough, contact Jillian Ferguson, Support Services Coordinator, at jferguson@hopeshores.org (989)356-2560 ext. 108.

VIII. Proposal Format

Bids/proposals should include:

- Company name, address, and contact information
- Timeline and availability
- Proof of licenses and insurance
- Specific product information if applicable
- Any important exclusions or conditions
- Pay timeline and expectations including deposits, invoicing process, etc.

IX. Evaluation Criteria

Hope Shores Alliance reserves the right to reject any or all proposals, request additional information, and award the project to the contractor who best meets

the needs of the organization, regardless of cost. Bids/proposals will be evaluated by the shelter leadership team and selected based on:

- Cost
- Demonstrated experience and quality of past work
- Responsiveness and clarity of submission
- Ability to meet project timeline

X. Submission Details

All bids/proposals must be submitted by Friday, January 23rd at 5:00pm.

Proposals may be submitted by email to Jillian Ferguson, Support Services Coordinator, at jferguson@hopeshores.org or by mail at Hope Shores Alliance Attn: Flooring RFP, PO Box 797, Alpena, MI 49707. Postmark date indicates date of submission. Any questions regarding this RFP can be directed to Jillian Ferguson at jferguson@hopeshores.org or (989)356-2560 ext. 108. All individuals who submitted a bid will be notified of selection on or before February 2nd, 2026.