

## LAKE HOLIDAY CLUBHOUSE FLOORING TAB FOR BOARD

### **ISSUE:**

The Lake Holiday Clubhouse is in need of new flooring. Attached is the RFP for replacing the Lake Holiday Clubhouse flooring.

### **BACKGROUND:**

In Dec of 2019, the Buildings and Grounds (B&G) Committee forwarded to the Board a recommendation to replace the flooring in the Clubhouse. Within this recommendation were several quotes from local vendors. After review and discussion, the Board decided to table the motion and created a subcommittee which consisted of Board members Pat Majewski, Betka Hardgrave and Elizabeth Hair along with several individuals already working on the project within the B&G Committee. During the subsequent Board meeting on Jan 28, 2020, there was much discussion about whether to replace the flooring and with what kind of treatment. The Board at that time chose to wait a year to award a contract; however, they did vote and pass the following motions with respect to Clubhouse Flooring during that meeting:

1. To replace all flooring at once rather than staggered,
2. To accept recommendations of the B&G Committee as to types of flooring for each area,
3. To hold off and not do the flooring for this year. (winter of 2019/2020)

There was general consensus that a Request for Proposal be prepared within 90 days so to receive consistent proposals and be ready to send out to vendors at a later date. Elizabeth Hair volunteered to create the RFP working with the B&G Committee and the General Manager, Mike Goodwin.

### **SUMMARY:**

The Board chose to

- Replace all flooring at once rather than stagger the areas,
- Accept the B&G floor type recommendations, and
- Wait a year to complete replacement of flooring in the Lake Holiday Clubhouse.

A year has passed and the Board needs to vote to replace the flooring in the Lake Holiday Clubhouse and approve release of the RFP.

### **RECOMMENDATION:**

Vote to replace the flooring this coming season and release the RFP.

### **PROPOSED MOTION/ACTION:**

Move to allow B&G release the RFP and replace the flooring in the Club House during winter of 2020/2021.

RFP B&G 2020-01  
Club House Flooring  
(date and year)

REQUEST FOR PROPOSAL (RFP)

Lake Holiday Country Club - Club House Flooring

ISSUING OFFICE

Lake Holiday Country Club

Buildings and Grounds Committee

RFP Number – RFP B&G 2020-01

(Date)

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## PART I

### GENERAL INFORMATION

I-1. Purpose and Scope. Lake Holiday Country Club (Lake Holiday) intends to award a contract from this Request for Proposal (RFP) to update the flooring in the Lake Holiday Club House. Installation will be conducted during our recreational off season which is during the months of January through March. The intent is to issue a contract using the Best Value Process. Lake Holiday may issue a contract to the Offeror with the best value and not necessarily the lowest price. Lake Holiday reserves the right to reject all proposals and not award a contract.

I-2. Issuing Office and Points of Contact (POC). Lake Holiday Country Club; General Manager Mike Goodwin, [gm@lakeholidaycc.org](mailto:gm@lakeholidaycc.org), 540-931-0951, or Office Manager Jill Whitacre, [office@lakeholidaycc.org](mailto:office@lakeholidaycc.org), 540-931-0951.

I-3. Subcontracting. Use of subcontractors must be identified in the proposal. Any subcontractors hired after award which were not identified in the proposal must be brought to the attention of the Lake Holiday POC. Use of subcontractors without disclosure to Lake Holiday POC may be grounds for breach of contract.

I-4. Lake Holiday is not liable for any costs incurred for the preparation of the proposal.

I-5. Questions may be directed to the POC who will provide a timely response. All questions and answers will be provided to all individuals who show an interest in providing a proposal.

I-6. Site Visits. Offerors may conduct a site visit prior to proposal submissions. Contact the POC at 540-931-0951 to set up a time for a site visit.

I-7. Proposals. To be considered, proposals must be delivered to Lake Holiday at 1045 Lake View Dr, Cross Junction, VA 22625 by (date) and must be submitted using the format provided in Part II. Either electronic or hard copies may be submitted.

I-8. Best and Final Offers. Lake Holiday reserves the right to conduct discussions with any or all Offerors to obtain “Best and Final” offers.

I-9. Signed Proposal. Receipt of a signed proposal shall be considered an offer on the part of the Offeror. The terms, conditions and specifications of this proposal will become part of the contract if deemed approved and accepted by the Lake Holiday Homeowners Association Board of Directors (The Board). The Offeror, to whom this contract is awarded, shall execute a written contract with Lake Holiday to perform the work as outlined in these specifications and in accordance with all the conditions as described in this RFP.

I-10. Proposal Contents.

I-10.A. Proposals must include the Schedule provided within this document.

I-10.B. All employees of the Offeror shall be covered under Standard General liability and worker compensation laws.

I-10.C. All proposals will be held in confidence and will not be revealed/disclosed with competitors. However, if a contract is executed, the contract is available for the audit purposes to the membership of Lake Holiday and any other audit agent working for Lake Holiday. If there is any proprietary data/work product within the contents of the proposal, the Offeror shall mark as such and Lake Holiday will take prudent care to protect such data.

I-11. Award. The Board, at its sole discretion, intends to award this contract to the most responsible, responsive Offeror. Price will be a consideration but will not be the determining factor in our selection. The award of this contract will be based on “Best Value.” “Best Value” will allow the Board to consider factors beyond pricing such as whether the responsible Offeror is able to meet and/or exceed the required specifications. Award of the contract signifies that after all factors have been considered, the selected proposal was deemed most advantageous to the Lake Holiday Homeowners Association.

PART II

WORK STATEMENT/SCHEDULE

II-1. Lake Holiday is seeking professional services in removing, prepping and replacing flooring in the Lake Holiday Club House located at 1045 Lake View Dr, Cross Junction, VA 22625.

II-2. Flooring for the Club House will be fit for use in high-volume traffic areas. Paragraph II-4. Schedule identifies each room and what type of flooring required. **Measurements included are approximate, and Offeror is responsible for accurate measurements which may be obtained through a site visit.**

II-3. Offerors will be responsible for:

- removal and disposal of existing flooring/cove base/molding,
- preparation for new installation,
- installation of new flooring/cove base/molding,
- and any other required work to install new flooring in an existing area.

II-4. Schedule

**MAIN LEVEL**

PRICE

II-4.A. Great Room (large gatherings, tables and chairs are frequently moved in and out of this room)

Type of flooring: Carpet Tile

Measurements (approximate): 70'5" x 38'1"

SUBTOTAL

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II-4.B. Main Office,

Type of flooring: Carpet Tile

Measurements (approximate): 38' x 19'

SUBTOTAL

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II-4.C. Storage room, (upper level, next to kitchen),

Type of flooring: Plank Core

Measurements (approximate): 20' x 27'

SUBTOTAL

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II-4.D. Upper hallway area

II-4.D.1. Hallway (upper level),

Type of flooring: Carpet Tile

Measurements (approximate): Elevator lobby – 16' x 17'4"; hall – 16' x 6'

SUBTOTAL

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II-4.D.2. Side entrance to the office door in hallway,

Type of flooring: Walk off tile (Wet weather entry pad)

Measurements (approximate): 6' x 6'

SUBTOTAL

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II-4.E. Elevator

Type of flooring: Carpet Tile

Measurements (approximate): 4' x 5'

SUBTOTAL

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II-4.F. Stairs and Risers (16 steps total)

Type of flooring: Rubber Floor Tread

Step Measurements (approximate): 3'9" x 12"

SUBTOTAL

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II-4.G. Landings

Type of flooring: Carpet Tile

Measurements (approximate):

1. 3'10" x 3'10"

2. 3'11" x 4'4"

3. 4' x 4'

SUBTOTAL

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**LOWER LEVEL**

II-4.H. Basement Office

II-4.H.1. Office proper

Type of flooring: Plank Core

Measurements (approximate): 20'6" x 23'10"

SUBTOTAL

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II-4.H.2. Entry to office proper.

Type of flooring: Ceramic tile

Measurements (approximate): 6' x 6'

SUBTOTAL

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II-4.I. Game room,

Type of flooring: Carpet Tile

Measurements (approximate): 24'2" x 25'

SUBTOTAL

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II-4.J. Hallway (lower level),

Type of flooring: Carpet Tile

Measurements (approximate): 32' x 5'5"

SUBTOTAL

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II-4.K. Elevator lobby

Type of flooring: Carpet Tile

Measurements (approximate): 9' x 16'

SUBTOTAL

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II-4.L. Storage room (lower level),

Type of flooring: Plank Core

Measurements (approximate): 24' x 9'6"

SUBTOTAL

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II-4.M. Fitness room, **NOTE:** Fitness equipment will be removed and reinstalled by a separate contractor. Offeror must be willing to work with other contractor to establish scheduling of work.



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Type of flooring: Rubber Floor (conductive to an exercise room)

Measurements (approximate): 37' x 23'

SUBTOTAL \_\_\_\_\_

II-4.N. Other direct cost (Please list and price)

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SUBTOTAL \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

II-4.O. The Offeror shall provide all warranties afforded for said flooring installation and product.

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II-4.P. For performance of contract, please provide dates of availability, projected time line and approach for installation. PLEASE NOTE: Lake Holiday requires installation be accomplished within the months of January through March.

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(date and year)

III-3.C. Cost. Costs should be considered reasonable; however, the Subcommittee will evaluate on best value as opposed to lowest price.

III-3.D. Warranties. Evaluators will review what, if any, warranties as to length, applicable, and valid warranties for the service provided.