PENNFIELD COMMUNITY SCHOOLS

REQUEST FOR PROPOSAL

FLOOR MATTING MATERIAL & INSTALLATION

Pennfield Community Schools (the "School District") is accepting sealed proposals for the **furnishing and installation of commercial entrance floor matting** at the following facilities:

- Pennfield High School
- Pennfield Middle School
- Dunlap Elementary School
- North Penn Elementary School

RETURN TO:

Robbie Hattan
Director of Facilities & Maintenance
Pennfield Community Schools
8299 Pennfield Road
Battle Creek, MI 49017

Phone: (269) 961-9776
Email: hattanr@pennfield.net

Bid Sheet

VENDOR BID SHEET

Vendor Name: _____

Base Bid:
North Penn Elementary (12 Mats): $_____
Pennfield High School (10 Mats): $_____
Dunlap Elementary (12 Mats): $_____
Pennfield Middle School (7 Mats): $_____

Logo Mat Cost (if separate): $_____
Removal of Existing Matting (if applicable): $_____
Installation Cost: $_____

TOTAL BASE BID: $_____

Alternate Pricing (Additional Recommended Matting):
Description: _____
Cost: $_____

Installation Timeline (3–5 Weeks): _____

Authorized Signature: _____

1. RFP PROCESS

1.1 RFP TIMELINE

Mandatory Pre-Bid Walk-Through & Measurements:
Thursday, February 19th, 2026 – 10:00 AM
Beginning at Pennfield High School
Followed by Pennfield Middle School → Dunlap Elementary → North Penn Elementary

Deadline for Questions:
February 20th, 2026 – 12:00 PM

Bid Due Date & Public Bid Opening:
Monday, February 23rd, 2026 – 10:00 AM
Pennfield High School

Bids must be mailed and received prior to the bid opening. Late bids will not be accepted.

1.2 INTENT TO RESPOND

Vendors intending to submit a proposal are requested to submit an Intent to Respond via email to:

hattanr@pennfield.net

This will ensure receipt of any addenda or clarifications. Failure to submit an Intent to Respond does not disqualify a vendor.

1.3 RFP AVAILABILITY

The RFP will be available on the School District website:

www.pennfield.net

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2. OVERVIEW & OBJECTIVE

The School District is seeking proposals from qualified vendors to provide:

- Commercial-grade entrance matting systems
- Custom logo mats in school colors for each building
- Complete delivery and professional installation

The objective is to improve:

- Safety
- Moisture and debris control
- Protection of interior flooring
- Overall appearance of building entrances

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3. MANDATORY WALK-THROUGH

Attendance at the walk-through is required to submit a proposal.

Vendors will:

- Take field measurements
- Evaluate recessed and surface-mounted mat locations
- Assess site conditions

Vendors shall not visit facilities outside of the scheduled walk-through.

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4. SCOPE OF WORK

The successful vendor shall provide **all labor, materials, equipment, delivery, and installation** required for a complete matting system.

4.1 BASE BID QUANTITIES

- North Penn Elementary – 12 mats
- Pennfield High School – 10 mats
- Dunlap Elementary – 12 mats
- Pennfield Middle School – 7 mats

Final sizes and placement will be determined during the walk-through.

4.2 ALTERNATE BID

Vendors may submit an alternate bid for additional matting if expanded coverage is recommended.

4.3 REMOVAL OF EXISTING MATS

Removal and disposal of existing matting shall be included **if applicable**.

5. PRODUCT REQUIREMENTS

Matting shall:

- Be commercial-grade for high-traffic educational facilities
- Provide moisture and dirt control
- Be ADA compliant
- Be low-profile to prevent trip hazards
- Have non-slip backing
- Be resistant to crushing, fading, and edge curl
- Be easy to clean and maintain

5.1 LOGO MATS

Each building shall receive custom logo matting that:

- Incorporates the school logo
- Uses school colors
- Has permanently embedded graphics (not surface printed)
- Is colorfast and bleach-resistant

5.2 WARRANTY

All matting shall include an **industry-standard manufacturer's warranty**.

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6. INSTALLATION

Installation shall:

- Be completed within **3–5 weeks after award of contract and product delivery**
- Be coordinated with the School District to minimize disruption
- Ensure proper fit and secure placement
- Meet all applicable safety standards

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7. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted in a sealed envelope marked:

Each proposal shall include:

- Company background and qualifications
- References for similar K–12 projects
- Product specifications and cut sheets
- Warranty information
- Installation timeline
- Base bid pricing
- Alternate bid pricing (if applicable)

No faxed or emailed proposals will be accepted.

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8. INSURANCE

The successful vendor shall provide proof of:

- General liability insurance
- Workers' compensation coverage

prior to the start of work.

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9. IRREVOCABILITY OF PROPOSALS

All proposals shall remain firm for a period of ninety (90) days after the bid opening.

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10. EVALUATION OF PROPOSALS

Proposals will be evaluated based on:

- Cost
- Product quality and durability
- Vendor experience with school districts
- Warranty
- Installation timeline
- Overall value to the School District

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11. RESERVATION OF RIGHTS

The School District reserves the right, in its sole and absolute discretion, to:

- Accept or reject any or all proposals
- Waive informalities or irregularities
- Request additional information
- Negotiate with selected vendors

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12. FINAL DECISION

The contract award recommendation will be made by the Director of Facilities and Maintenance.

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13. QUESTIONS

All questions must be submitted via email to:

hattanr@pennfield.net