WARREN HOUSUNG AUTHORITY

Request for Proposals
On-Call Flooring Services

Proposal Opening: November 25, 2026, at 11:00AM

Proposal Opening Location:
Warren Housing Authority
20 Libby Lane, Warren, RI 02885

Contact:
Virginia Dutra
Executive Director
401-245-7019 ext. 11

WARREN HOUSUNG AUTHORITY

Request for Proposal
On-Call Flooring Services

Notice is hereby given that Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA", will receive sealed Proposals for **"On-Call Flooring Services"** for Kickemuit Village, Warren Housing Authority, Warren, Rhode Island. Kickemuit Village is a Public Housing development comprised of 8 two-story dwelling structures. Qualified and experienced flooring contractors will be contracted to furnish all labor, equipment, materials and perform all operations necessary for on-call routine flooring installation services of unoccupied housing units. The length of the contracts will be for a three (3) year period at the discretion of the WHA this contract may be extended to a term of five (5) years.

Interested parties are invited to submit Proposals in sealed envelopes labeled "**On-Call Flooring Services".** The sealed proposals shall be delivered before 11:00AM, local time, on November 25, 2026, to the Warren Housing Authority, at which time the bids will be opened publicly. Bid proposals received after the above time will not be accepted. Qualifying candidates may be interviewed prior to final selection.

All processes and communications will be completed by mail and/or email. Sealed Proposals may be submitted via USPS mail or via the Document Drop-Box located in the Main Office vestibule at 20 Libby Lane, Warren, RI.

Proposal Specifications will be available on or after November 11, 2026 by email request to Virginia Dutra, Executive Director, at vdutra@warrenhousing.org or via the Warren Housing Authority website https://www.warrenhousing.org/opportunities/ .

Individuals requesting interpreter services for the hearing impaired must notify the Warren Housing Authority at (401) 245-7019 seventy-two (72) hours prior to the bid opening.

"Warren Housing Authority is an Equal Employment Opportunity Provider and Employer"

Virginia Dutra
Executive Director

Warren Times Gazette: November 11, 2026
Solicitation Number: 20261111b
State of Rhode Island: Division of Purchases

WARREN HOUSUNG AUTHORITY

Request for Proposal
On-Call Flooring Services

Overview

The Warren Housing Authority, Warren, Rhode Island hereinafter called the "Owner" or "WHA", will receive sealed Proposals for "On-Call Flooring Services" for Kickemuit Village, Warren Housing Authority, Warren, Rhode Island. Kickemuit Village is a Public Housing development of 153 units, comprised of 8 two-story dwelling structures. This proposal shall be for on-call routine and emergency flooring of the units. The length of the contracts will be for a three (3) year period at the discretion of the WHA this contract may be extended to a term of five (5) years.

The On-Call Flooring services shall be based on the following criteria:

Average Square Footage of Units	**436 – 550 sqft**

Scope of Work

The contractor shall note that WHA will be responsible for the removal of old flooring material and the preparation of the subfloor.

The contractor will be available as needed on an on-call basis to perform routine replacement of existing floors as part of the Authority's renovations of Public Housing units.

All work under this contract must be performed by a licensed contractor.

The scope of work, without limiting the generality thereof, includes providing all labor, materials, tools, equipment, and supervision required to accomplish the work described herein, in accordance with all specifications and requirements.

All work must comply with local, State and Federal codes as well as Industry Standards, including Manufacturer's requirements.

The contractor shall note:

- The actual apartments available for turnover renovation will vary each year. WHA may have less or more than the anticipated number of vacant units requiring renovation.
- WHA will use the Bid Form of the successful lowest bidder as the basis for changes and may request the contractor to provide a cost for any unit added or removed from the contract.
- The Base Bid includes all rooms in each unit (bedroom, living room, kitchen, bathroom). The actual work required in each unit may vary.

- The contractor shall respond within a reasonable timeframe once the contractor is contacted by WHA.
- Work tasks may include performing work in vacant units, which could be 1 or more units at a time with multiple work tasks being assigned for the duration of this contract. Contractors should note that work is subject to residents vacating the unit(s).

Conduct of Work

- All units will be unoccupied during construction. The Contractor shall take all necessary precautions to ensure public safety and convenience of other residents during the construction.
- Unless specifically specified by WHA, the work must be conducted between the hours of 8:00AM-3:30PM, Monday-Friday. No work is to be performed on holidays, Saturdays or Sundays unless otherwise specified by WHA.
- Work shall not be accomplished on an overtime basis unless prior written approval has been obtained from the Executive Director or Maintenance Supervisor.
- The contractor will install and complete all work in accordance with the Manufacturer's instructions.
- All equipment and materials furnished in connection with the installation shall be new and shall be furnished and installed in accordance with these specifications and Manufacturer's requirements.
- Only approved charges for materials and labor will be allowed. Charges for travel, mileage, portal to portal, and other miscellaneous charges will not be covered under the contract.
- All services to be performed pursuant to this solicitation must be requested by an authorized representative of the Warren Housing Authority. A list of authorized representatives will be supplied to the vendor once the contract is awarded.
- Upon completion of any work performed under the contract, the area(s) serviced will be examined by the Executive Director or an authorized representative. Any area that is deemed unsatisfactory must be redone at the vendor's expense until the Executive Director or authorized representative determines that the services are adequate and acceptable.

Installation

The contractor shall note that WHA will be responsible for the removal of old flooring material and the preparation of the subfloor.

Protection and Access

The Contractor shall, at times, leave an unobstructed way along the walks and roadways, and shall maintain barriers and lights for the protection of all persons and property in all locations where materials are stored or work in progress.

The Contractor shall take special measures to protect the tenants from noise, dust, and other disturbances.

The Contractor shall take necessary precautions to ensure against fire during construction. The Contractor shall be responsible for ensuring that the area within the contract limits is kept orderly and clean and that the combustible rubbish and construction debris is promptly removed from the site.

Temporary Facilities

Temporary Water- The Contractor may make use of the available water supply at the site, metered, and paid for by WHA, for construction purposes only contingent the water is not used wastefully.

Temporary Electricity- The Contractor may use the electricity available at the site, metered and paid for by WHA, provided the Contractor supplies the proper adapters and extension cords. Where heavy duty electric equipment drawing a current of more than 15 amps is required, the Contractor shall provide a temporary electric source to supply this power.

Temporary Toilets- The Contractor may make use of the toilet facilities in Andreozzi Hall or the Main Office, and/or the unit the work is currently being performed in, provided the facility is kept orderly and clean. Under no circumstances shall residents' facilities be used.

Delivery and Storage

The Contractor must abide by the Manufacturer's requirements.

The ensure fire protection, the Contractor must do the following:

- Place materials which might constitute a fire hazard into metal containers.
- Remove hazardous materials from premises at close of each day.
- Take precautions to avoid damage by fire.

Submittals and Samples

Product Data: The Contractor shall submit the Manufacturer's technical data and installation instructions for each product to be installed, including all accessory products such as, but not limited to, underlayment's adhesives, crack fillers, primers, polishes, etc.

Products shall be domestically produced and sourced.

Color Selection Samples: For each flooring and accessory finish product specified, the Contractor shall provide one (1) set of Manufacturer's standard colors for selection by WHA.

All materials used must be approved by WHA.

Quality Assurance

Materials and installation shall conform to all applicable ASTM< ACI< and RFCI standards consistent with the highest industry standards.

Material handling, storage, and installation shall be in strict accordance with the manufacturer's recommendations and instructions.

All products shall comply with Americans with Disabilities Act (ADA) regulations. Any installations found to be non-compliant shall be removed and new material shall be installed at no additional cost to WHA.

Delivery, Storage, Handling

The Contractor shall store products in manufacturer's unopened packaging, out of direct of sunlight or high temperature locations, in a protected, dry interior area until ready for installation. Do not stack pallets or rolls.

The Contractor shall not attempt to install material that has been damaged or distorted during storage or transport.

Products

Luxury Vinyl Tile: Commercial hardwood-look vinyl planks.

Construction: Tile
Installation: Glue Down
Thickness: 140 Gauge
Wear Layer: 20 mils

Acceptable manufacturers, product specifications, and colors are attached to this specification packet, see Exhibit 1.

Vinyl Cove Base

The Contractor shall install new 4" cove base on walls in apartment and cut to fit at cabinets and other areas.

- Johnsonite (Basis of design) or WHA approved equivalent
- Style: Traditional 4" with Toe, 1/8" gauge
- Color: Fudge. Per WHA, requirements or approved equal product. WHA reserves the right to change color as needed.

Installation of Accessories, Adhesives and Underlayments

- The Contractor shall provide and install all accessories, adhesives, primers, underlayment, etc., required by and in strict accordance with, the manufacturers installation instructions and recommendations for a complete installation.

- Where manufacturer lists more than one recommended adhesive, the manufacturer's preferred choice shall be used.
- The Contractor shall use only manufacturer recommended cleaners.

Installation of Flooring

The Contractor shall be responsible for the following:

- Install each product in strict accordance with the manufacturer's printed instructions, per highest industry standards, and in a manner that minimizes the number of cuts to whole pieces of material. Where required, all cuts shall be straight, neat, and covered with approved edging.
- All flooring edges shall be covered with continuous molding, door threshold, or transition strip.
- The temperature in the area to receive new flooring and flooring accessories shall be maintained at a minimum of 65°F and 100°F, or as required by the manufacturer, throughout the duration of construction.
- Where applicable, align surface and coursing of new tiles with existing adjacent flooring tiles. Tiles shall be straight, flush, free of adhesive leaking to the surface, and sufficiently tight.
- LVT planks shall be installed in a pattern recommended by the manufacturer for a wood-look finish.
- After installation of finish flooring, install 4" vinyl cove base.
- After installation of finish flooring, install transitions. All transitions at openings less than 12'0" wide shall be a single piece of material. Transitions shall not exceed 1/2-inch total rise from the lowest adjacent floor surface to the top of the transition and shall be tight to adjacent floor surfaces.
- Flooring and finish accessories shall be from a single manufactured batch for each product.

Delivery, Storage, And Handling

The Contractor shall store all new material in accordance with Manufacturers' requirements and local ordinances.

The Bidding Process

Bidders shall provide an itemized bid price, see Bid Form. Note that this is the general scope of work; the actual scope of work may vary as is subject to the Work Order issued when the Contractor is contacted to perform the work.

For Material Specifications, see Exhibit 1 "Product Specifications". Colors shall be selected by WHA; contractor to provide samples.

All Proposals Must Include:

- A resume that demonstrates knowledge and experience both with public housing authorities and non-profit corporations.

- A work plan that describes how the floor installation will be performed, including estimates of time for field work.

- A schedule showing the details of the calculation of the proposed total cost. Also included should be the hourly rate (referred to above) for any additional work.

- A Certificate of Non-Collusion; a copy of which is attached. Proposal will be rejected if not included.

Duration of Contract

- The contract shall be for three (3) years at the discretion of the WHA this contract may be extended to a term of five (5) years.
- The Owner reserves the right to terminate the contract for good reason.

Selection Criteria

In addition to any provisions of the General Conditions, the Contractor will be selected based on the lowest bid and upon determining successful completion of the following criteria:

- Established business for a minimum of five (5) years
- Has appropriate state licenses
- Has completed three (3) similar projects

The specific criteria and the weight given to each are as follows:

- Experience in working with Public Housing Authority programs, HUD programs and/or other government or private entities. Responsiveness to RFP Scope of Work. **10 Points Maximum**
- Qualifications of the staff as related to floor installation in an efficient, accurate and timely manner. **25 Points Maximum**
- All proposers are required to carry insurance policies to include Worker's Compensation, General Liability and Professional Liability of no less than $1 Million and Non-Owners Auto Insurance **15 Points Maximum**
- A verifiable list of other government or private entities for which floor installation services are or have been provided. **10 Points Maximum**
- Total cost of services to be provided shall be clearly outlined and described. **25 Points Maximum**
- Proposers shall describe the effective start date and schedule of activities to be performed. **10 Points Maximum**

- Proposers are encouraged in consideration with Minority Business Enterprise, Section 3 Business concern and/or Women Owned Business. **5 Points Maximum**

The following clauses will be an integral part of the resulting contract:

- There shall be no discrimination against any employee of entity providing services under the contract because of race, creed, color, sex, sexual orientation, religion, age, national origin, veteran status, or handicap.

- No member, officer or employee of the Warren Housing Authority, no member or governing body of the locality in which any of the projects are situated, no member of the governing board of the Town of Warren where the Warren Housing Authority was activated and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Warren Housing Authority's projects during his/her tenure, or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

- No member of or delegate to the Congress of the United States, or Resident Commissioner, shall be admitted to any share or part of the contract or to any benefits that may arise there from.

- The proposer warrants that he/she has not employed any person to solicit or secure the contract upon any agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Warren Housing Authority the right to terminate the contract, or in its discretion, to deduct from the auditor's fee the amount of such commission, percentage, brokerage, or contingent fee.

- The proposer shall not assign or transfer any interest in the contract without prior approval of the Warren Housing Authority.

- The proposer covenants that he/she presently has no interest and shall not acquire any interest, direct or indirect, in the projects and/or programs of the Warren Housing Authority or any other interest, which would conflict with the performance of his/her functions.

Solicitation of the request for proposals does not commit the Warren Housing Authority to pay any costs incurred in the preparation or submission of qualifications. ***The Warren Housing Authority reserves the right to reject any or all proposals***.

Questions concerning these matters must be addressed to:

Virginia Dutra
Executive Director
(401) 245-7019

Attachments

1) Warren Housing Authority Bid Form
2) Form HUD-5369-A Representations, Certifications and Other Statements of Bidders
3) Form HUD-5369-B Instructions to Offerors Non-Construction
4) Form HUD-5369-C Certifications and Representations of Offerors Non-Construction
5) Warren Housing Certificate of Non-Collusion
6) Warren Housing Authority Conflict of Interest Statement
7) Exhibit 1: Product Specifications

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Request for Proposals

On-Call Flooring Services - **BID FORM**

Date: _____

Submitted By: _____

Name: _____

Address: _____

Telephone Number: _____

Having examined the proposal specifications, we propose to enter into a contract with the Warren Housing Authority to perform services per the specifications for the costs listed below:

	Year 1	Year 2 (if different)	Year 3 (if different)
Material Cost per sqft			
Installation Cost per sqft			

Please list references below:

Company Name	Contact Person	Telephone #

Signature: _____

Printed name: _____

Title: _____

20 Libby Lane ● Warren, RI 02885 ●Phone: 401-245-7019 ● Fax: 401-245-1392

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Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this, the undersigned certifies under penalties or perjury that this bid or proposal has been made and certification the word "person" shall mean any natural person, business, partnership, corporation, union committee club or other organization, entity, or group of individuals.

_____

Signature of Person Signing Proposal

_____

Printed Name of Person Signing Proposal

_____

Name of Business

_____

Date

20 Libby Lane ● Warren, RI 02885 ●Phone: 401-245-7019 ● Fax: 401-245-1392

WARREN HOUSUNG AUTHORITY

Request for Proposals- On-Call Flooring Services

Conflict of Interest Statement

RESPONDENT:_____

The owner(s), corporate members, or employees of [_____], shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Warren Housing Authority. Each individual shall disclose to the Warren Housing Authority any personal interest or direct relationship which he or she may have and shall refrain from participation in any decision making in related manners.

Any owner, corporate member or employee of [_____] who is an officer, board member, a committee member or staff member of a related organization shall identify his or her affiliation with such agency or agencies; further, in connection with any policy committee or board action specifically associated with the Warren Housing Authority, he/she shall not participate in the decision affecting that entity and the decision must be made and/or ratified by the full board.
At this time, I am a Board member, a committee member, or an employee of the following organizations/companies:

_____
_____
_____

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:
1) A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with the Warren Housing Authority which has resulted or could result in personal benefit to me.
2) A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Warren Housing Authority.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Warren Housing Authority.

_____ _____

_____ _____

_____ _____

Date: _____

Signature: _____

Printed name: _____

Respondent: _____

Address: _____

Telephone: _____