



## PORT SHELTON TOWNSHIP

16201 Port Sheldon Street, West Olive, MI 49460

Telephone 616-399-6121 Fax 616-399-7173

[www.portsheldontwp.org](http://www.portsheldontwp.org) | [info@portsheldontwp.org](mailto:info@portsheldontwp.org)

---

# Requests for Proposals & Bids (RFP) Township Office Flooring Update

Port Sheldon Township is requesting proposals for professional services to replace the flooring in the Township Office.

The Township office serves as an in-person location for residents to interact with local officials, secure building and zoning permits, pay taxes, and conduct other township related business. Upgrades to the current flooring are a high priority at this time in order to keep up with the demand for use and upkeep of this facility.

### Current Condition:

The current flooring is a mix of carpet and ceramic tile, approximately 10-16 years old. Carpeted areas are showing excessive wear, and tiled areas contain loose tiles and grout.

### Proposals to include:

- Removal and disposal of current flooring (unless approved alternate solution is presented)
- Installation of Commercial carpet tiles, or an alternative Commercial hard flooring solution.
- All Product Warranties and service guarantees
- Certificate of Insurance

Proposals shall be mailed, hand delivered or emailed by Wednesday, December 18<sup>th</sup>, 2024 by 12:00 pm. At that time, the Bids received will be publicly opened and read.

Proposals may be submitted to:

Port Sheldon Township, Office of the Clerk  
16201 Port Sheldon St, West Olive, MI 49460.

Furnish the original proposal in an envelope with the company name. Bids may also be submitted electronically at [Info@portsheldontwp.org](mailto:Info@portsheldontwp.org). Provide the following on the outside of the envelope or in the subject line if submitting electronically:

**"PROPOSAL – Township Office Flooring"**

For further information, please contact Supervisor Mike Sabatino at [mike@portsheldontwp.org](mailto:mike@portsheldontwp.org) or 616.399.6121

### **Estimated Timeline:**

- Thursday, Dec 18, 2024 by 12:00 pm - Proposals Due •
- Wednesday, January 8th, 2024 – Contract Decision •