

CITY COUNCIL
Alma Hernandez, *Mayor*
Jenalee Dawson, *Mayor Pro Tem*
Amit Pal
Parise Shepherd
Princess Washington



CITY COUNCIL MEETING
First and Third Tuesday
Every Month

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

Incorporated October 9, 1868

Request for Proposal (RFP) Joe Nelson Community Center Banquet Room Floor Replacement

DATE: November 5, 2025

REQUEST FOR PROPOSALS: Joe Nelson Community Center Banquet Floor Replacement

PROPOSAL DUE DATE: Wednesday, November 26, 2025 at 4:00 PM

General: The Suisun City Public Works Department seeks proposals for new Luxury Vinyl Flooring (LVF) in the Community Center. The Community Center is located at 611 Village Drive, Suisun City, CA 94585.

Project Description: This proposal consists of removing the Community Center existing parquet flooring (approximately 1,200 square feet) and installing LVF per the manufacturer's specifications.

The RFP and attachments are available on our website for download at www.suisun.com.

Interested Parties are invited to submit sealed proposals or PDF attachment emails in accordance with the requirements of the Request for Proposal contained herein.

Sealed proposals must be submitted to the Public Works Department at 701 Civic Center Boulevard or emailed to publicworks@suisun.com, as a PDF attachment, no later than 4:00 PM on November 26, 2025. Due to the possibility of negotiations with any bidder that may be eligible for contract award, prices will not be divulged at time of opening.

A proposal **MUST** be signed by an official authorized to bind the bidder and must contain a statement to the effect that the proposal price is firm for a period of ninety days beginning November 26, 2025.

Any sealed proposals must be marked "Joe Nelson Community Center Banquet Room Floor Replacement".

DEPARTMENTS: AREA CODE (707)
ADMINISTRATION 421-7300 ■ PLANNING 421-7200 ■ BUILDING 421-7310 ■ FINANCE 431-7320
FIRE 425-9133 ■ RECREATION & COMMUNITY SERVICES 421-7200 ■ POLICE 421-7373 ■ PUBLIC WORKS 421-7340
DEVELOPMENT SERVICES 421-7309 ■ FAX 421-7366

This Solicitation does not commit Suisun City to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for the services solicited. The City has the right to reject any or all proposals, to waive any minor irregularities, to cancel in part or whole this solicitation if it is in the best interests of the City, and to award a contract that will be most advantageous for the City.

The City of Suisun City is an affirmative action and equal opportunity agency.

Mandatory Pre-Bid Meeting will be on November 12, 2025 at 10:00 am and will be at the Joe Nelson Community Center, 611 Village Drive.

Required work: In general, the work consists of a contractor supplying all labor, materials, tools, equipment, implements and methods of process to complete the removal of approximately 1,200 square feet of existing flooring and installation of the new LVF at the Community Center.

The City is interested in the following colors of COREtec Pro Premium flooring:

Essex maple \$9.49 VV800-02035
Brookfield Mable \$9.49 VV800-04039
Douglas Maple \$9.49 VV800-05035

Contractors shall provide samples to staff for review and final color choice by the City.

Contractors shall ensure that the base floor and underlayment for the LVF are per manufacturer's specifications. Contractors shall submit the specifications to the City for review.

Installation would need to work around the Community Center's rental schedule. The dates that the Community Center is available are March 2-14, 2025. Any weekend work will be subject to City approval and staff availability.

The City reserves the right to change or modify the scope of the work. For City budgeting purposes please provide the annual cost for the service requested itemized by location.

The award of the contract will be based on the cost and on the qualifications of the contractor.

Contractors will need to provide a job reference list.

After the contract has been awarded the contractor will need to provide proof of current license(s), obtain a Suisun City Business License and submit insurance certificate naming Suisun City as additionally insured.

**RFPs are due on Wednesday, November 26, 2024, at 4:00 PM at
Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA
94585.**

Please direct all questions or proposals to:

Gemma Geluz
Public Works Administrative Technician
(707) 421-7340
Email: ggeluz@susun.com

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|------------------------------|---|
| 1. Advertised | November 3, 2024 |
| 2. Mandatory Pre-Bid Meeting | Wednesday, November 12, 2025 at 10:00 AM
Joe Nelson Community Center
611 Village Drive, Suisun City |
| 3. Deadline for Questions | Wednesday, October 19, 2025, at 4:00 PM |
| 4. Deadline for RFPs | Wednesday, November 26, 2025, at 4:00 PM |

Send Questions To: Gemma Geluz
Public Works Department
Email: publicworks@suisun.com

**Mail Proposals To: City of Suisun City
Public Works Department
701 Civic Center Blvd.
Suisun City, CA 94585

Hand-Carry Proposals To: City of Suisun City
Public Works Department
701 Civic Center Blvd.
Suisun City, CA 94585

Mark Envelopes: " Joe Nelson Community Center Banquet Floor Replacement "

**Bidders mailing proposals should allow a sufficient mail delivery period to insure timely receipt of their proposals by the City.

Joe Nelson Community Center Banquet Floor Replacement
Bid Schedule

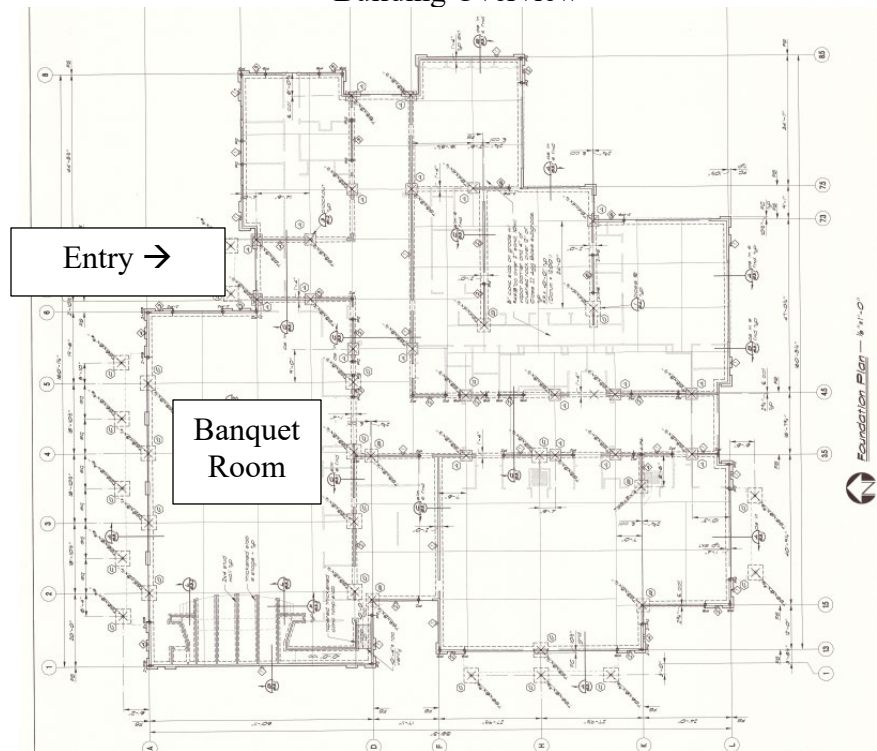
Item	Description	Quantity	Unit	Total
1	Remove and replace existing flooring in the Banquet Room located at the Joe Nelson Community Center.	1	LS	\$
	Total			\$
Total bid written out:				
Determination of the Low Bidder will be based upon the lowest responsive Base Bid.				
The undersigned declares to have carefully examined the location of the proposed work, the contract plans and specifications.				
LUMP SUM unit price shall include supplying all labor, materials, tools, equipment, implements and methods to properly remove and replace the existing flooring.				

Attachment 1: Location and Building Overview

Joe Nelson Community Center, 611 Village Drive, Suisun City



Building Overview



Attachment 2
Banquet Room Plan

