



# Request for Proposals (RFP)

## Flooring Services for Apartment Unit Turnovers

**Issued By:**

Westbrook Housing  
30 Liza Harmon Drive  
Westbrook, ME, 04092

**RFP Issue Date:**

March 17, 2026

**Proposal Due Date:**

April 17, 2026 by 4 pm

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### 1. Introduction

Westbrook Housing is seeking proposals from qualified and experienced flooring contractors to provide **flooring removal, supply, and installation services** for apartment units during unit turnover periods. The intent of this RFP is to establish a reliable vendor or vendors capable of performing timely, high-quality flooring work that supports rapid unit readiness for occupancy.

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## 2. Scope of Work

The selected contractor(s) will provide flooring services in **vacant apartment units** as part of the unit turnover process. Work may include, but is not limited to:

### Flooring Types

- Luxury Vinyl Plank (LVP)
- Vinyl Composition Tile (VCT)
- Sheet vinyl
- Carpet and carpet tile
- Ceramic or porcelain tile (limited locations)
- Transitions, base, and trim as required

### Services

- Removal and disposal of existing flooring
  - Subfloor inspection, preparation, and minor repairs
  - Installation of new flooring materials
  - Installation of transitions, thresholds, and trim
  - Moisture testing where required
  - Final cleanup and debris removal
  - Coordination with maintenance staff and property management
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## 3. Volume and Locations

- Work will occur across **multiple apartment properties** managed by Westbrook Housing.
  - Unit sizes typically range from **studios to three-bedroom units**.
  - Flooring needs will vary based on unit condition and approved specifications.
  - No minimum volume of work is guaranteed.
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## 4. Scheduling & Turnaround Expectations

- Flooring work will primarily be performed during **unit turnover periods**.

- Contractor must be able to:
    - Respond to work orders within **3–5 business days**
    - Complete standard unit flooring installation within **5–10 business days**, depending on scope
  - Flexibility and responsiveness are critical to minimize unit vacancy time.
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## 5. Contractor Qualifications

Proposers must demonstrate:

- A minimum of **three (3) years of experience** in residential or multifamily flooring
  - Proven experience working in **occupied or turnover housing environments**
  - Ability to meet tight deadlines
  - Proper licensing to operate in the State of Maine
  - Compliance with all local, state, and federal regulations
  - Experience coordinating with property management and maintenance teams
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## 6. Insurance & Compliance

Contractors must carry and provide proof of:

- General Liability Insurance
- Workers' Compensation Insurance
- Automobile Liability Insurance (if applicable)

All work must comply with:

- OSHA regulations
  - Fair Housing and Reasonable Accommodation requirements
  - Applicable building codes and housing standards
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## 7. Pricing Structure

Proposals should include:

- Installation pricing by flooring type (per square foot)
- Removal and disposal costs
- Subfloor repair pricing (if applicable)
- Transition and trim pricing
- Any additional fees or charges
- Discounts for volume or long-term agreements (if offered)

Pricing must remain firm for a minimum of **one (1) year**.

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## 8. Materials & Specifications

- Contractors must use materials that meet or exceed **industry standards** and Westbrook Housing specifications.
  - Samples may be requested.
  - All materials must be approved prior to installation.
  - Warranty information for both materials and labor must be provided.
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## 9. Proposal Submission Requirements

Each proposal must include:

1. Company profile and contact information
2. Relevant experience and references (minimum of 3)
3. Description of staffing and capacity
4. Pricing proposal
5. Proof of insurance and licenses
6. Warranty details
7. Any exceptions or additional terms

Proposals must be submitted electronically to:  
**[jdubois@westbrookhousing.org](mailto:jdubois@westbrookhousing.org)**

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## 10. Evaluation Criteria

### Proposal Evaluation Criteria (Total: 100%)

- **Experience and Qualifications – 25%**  
Demonstrated experience with multifamily flooring, unit turnovers, staffing capacity, and required licensing/insurance.
- **Ability to Meet Turnaround Timelines – 25%**  
Proven ability to respond quickly and complete work within required turnover timeframes.
- **Responsiveness and Communication – 15%**  
Timeliness, clarity of communication, and coordination with Operations Coordinator and maintenance staff.
- **Pricing and Value – 15%**  
Competitive pricing, cost transparency, and overall value relative to services provided.
- **Quality of Materials and Workmanship – 10%**  
Quality, durability, warranties, and adherence to specifications and industry standards.
- **References and Past Performance – 10%**  
Feedback from similar clients, reliability, and history of successful projects.

Westbrook Housing reserves the right to reject any or all proposals.

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## 11. Contract Term

The anticipated contract term is **one (1) year**, with the option to renew based on performance and organizational needs.

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## 12. Questions

All questions regarding this RFP must be submitted in writing to:  
Joshua Dubois  
jdubois@westbrookhousing.org

No verbal inquiries will be accepted.

## **13. Reservation of Rights**

Westbrook Housing reserves the right to:

- Cancel or modify this RFP
- Negotiate terms with selected proposer(s)
- Award contracts in whole or in part