

# SANTA CRUZ VALLEY

Unified School District No. 35

REQUEST FOR QUOTES 21-12  
MANDATORY WALK THROUGH  
MAY 17, 2021 @ 10:00 A.M.

QUOTE DUE DATE: May 25, 2020 at 2:00 pm

## COMMERCIAL FLOORING REPLACEMENT PROJECT FOR CALABASAS SCHOOL

### General Instructions

1. The Santa Cruz Valley Unified School District #35 is seeking quotes from qualified firms or individuals to provide the above-mentioned services or products to the District.
2. Quotes written on company letterhead must be presented in person, mailed, or faxed to the Santa Cruz Valley Unified School District, Business Office, 1374 W. Frontage Rd., Rio Rico, AZ 85648. All quotes must be clearly marked with the name of the service or product to be provided.
3. All quotes are due no later than the time indicated above. Whether sent by mail, faxed or by personal delivery, the quoter assumes the full responsibility for having his quotes received on time at the designated location.
4. All information required by this quote, except signature should be typewritten for legibility. Signature must be handwritten. Illegible or vague quotes may be rejected.
5. All questions relating to this Request for Quotes (RFQ) shall be addressed to Lourdes Ocampo, Purchasing at (520) 281-8282.
6. Quotes will be evaluated and the award will go to the firm whose price quote is the lowest responsible and responsive quote conforming in all material respects to the requirements set forth in the specifications.
7. The Santa Cruz Valley Unified School District No. 35 is subject to the purchasing rules and regulations adopted by the Arizona State Board of Education.
8. The Specifications or Scope of work for this quote includes requirements and details. Additional information may be added to the quote as deemed necessary by the quoter. Services/products/costs not to be provided can be listed for clarification.
9. A formal contract can be entered into, upon decision of school district. Said contract shall bind quoter on his part to furnish and deliver at the rate quoted, for the time period indicated, and in accordance with all conditions of this quote.
10. The School District reserves the right to reject any or all quotes. The quote will not necessarily be awarded on price alone. Acceptance will be made taking into consideration the reliability of the quoter, past performance, their conformity with specifications, the purpose for which required and terms of delivery. The School District shall, in the exercise of its discretion, be the sole judge in determining the quality of the quoter services.
11. The School District reserves the right to terminate any resulting orders or contract upon thirty (30) days written notice.
12. Scope of Work is to include installation of carpet, carpet tile, various types of flooring, removal of existing flooring, disposal of flooring, labor services, parts and supplies as needed to furnish flooring as per attached map:
  - Installation services of any and all products offered under the resulting contract will only be performed by licensed contractors or subcontractors according to specifications herein. Demolition of existing flooring will be included in this category.
  - Include any travel fees.
  - Include removal of furniture.
  - The work includes, but is not limited to furnishing all labor, tools, equipment, disposal fees, materials and performing all operations in connection with Calabasas School Project.
  - The work consists of removal and disposal of existing carpet floor coverings and the procurement and installation of new carpet tiles and pad.

- All colors and patterns to be approved by owner's representative prior to commencement of work.
- Contractor is responsible for calculating quantity of old carpet to be removed and quantity of new carpet tile to be installed.

**Specifications:**

- Carpeting- Minimum Performance Specifications:

| <b><u>Carpet Property/Characteristic</u></b> | <b><u>Minimum Specifications</u></b>                                                                                 | <b><u>Test Method</u></b>       |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Type Yarn                                    | Solution or Yarn Dyed                                                                                                | --                              |
| Color                                        | Multi-Colored Products<br>(Select colors complimentary to soil type/color in region)                                 | --                              |
| Surface/Style                                | Level Loop, Multi-Level Loop, Textured Loop, or Cut & Loop<br>Cut pile may be satisfactory for administrative areas. | --                              |
| Static                                       | 3.5kv (max – not to exceed)                                                                                          | AATCC-134<br>Step Method        |
| Indoor Air Quality (IAQ)                     | CRI IAQ Certification                                                                                                | CRI Test Program<br>ASTM D-5116 |

In glue-down installation, include CRI IAQ Testing Program label for installation adhesives. Carpet over cushion, include CRI IAQ Testing Program label for carpet cushion.

|                                   |                                                                                                        |             |
|-----------------------------------|--------------------------------------------------------------------------------------------------------|-------------|
| Flammability – Radiant Panel Test | Class II (min)<br>(Class I in some locations or per building code)                                     | ASTM E-648  |
| NBS Smoke                         | <450 Flaming Mode                                                                                      | ASTM E-662  |
| Tuft Bind (dry)                   | 8 lbs, all products (16 - 20 lbs suggested for unitary backing)                                        | ASTM D-1335 |
| Delamination                      | Secondary backed products, 3.5 lbs                                                                     | ASTM D-3936 |
| Dimensional Stability             | Removable modular products, 0.2% or less                                                               | ISO 2551    |
| Colorfastness: light              | 4 or better (60 AFU 3 cycles)                                                                          | AATCC 16-E  |
| Colorfastness: ozone              | 4 or better after 2 cycles                                                                             | AATCC 129   |
| Colorfastness: crocking           | 4 or better (wet & dry)                                                                                | AATCC 165   |
| Colorfastness: water              | 4 or better, AATCC Transference Scale (only yarn dyed carpets)<br>(grade change in color and staining) | AATCC 107   |
| Soil Resist Treatment             | Minimum average of 350 ppm fluorine on pile fiber of 3 separate tests                                  | CRI TM -102 |

**LITERATURE IS REQUIRED PROVING COMPLIANCE WITH THE FOLLOWING:**

- Minimum Warranty: Manufacturer's Standard Limited Replacement Wear Warranty.
- Electro Static Build – Up: AATCC Test Method 134.1979(Neolite). Static discharge is not to exceed 3.5 kilovolts (at 70 degrees F and 20% relative humidity). Static protection shall be permanent.
- Flammability: ASTM 648 - .45 watts/cm2 critical radiant heat flux minimum. NFPA Class B.
- Flame Spread Rating. Methenamine Tablet Test DOC FF I-70 for carpet and pad.
- Indoor Air Quality: The product type bid shall be tested for chemicals which could be released into the air. A label on the back of the carpet sample shall show that the product has been tested and has passed the Indoor

Air Quality (IAQ) Carpet Testing Program requirements of the Carpet and Rug Institute.

**STANDARD INSTALLATION SPECIFICATIONS FOR BROADLOOM, MODULAR, AND RESIDENTIAL**

Contract shall perform complete floor covering operation / installation including floor label on the back of the carpet sample shall show that the product has been tested and has passed the Indoor Air Quality (IAQ) Carpet Testing Program requirements of the Carpet and Rug Institute.

Installation procedures shall be in accordance with the "Standard for Installation Specification of Commercial Carpet" CRI-104 - 2002 and CRI-105 - 2002 "Standard for Installation of Residential Carpet" produced by the Carpet and Rug Institute. Also, installation procedure shall follow the step by step instructions of the manufacturer.

**Throughout the entire installation process, the contractor shall comply with the following guidelines as applicable:**

- **Measuring:** Field measurements shall be required for each installation and performed by the contractor at no additional cost to the agency. Measurements will be scheduled through and arranged by the agency's representative, who may accompany the measuring party. All measurements will be from a physical site.
  - The District does not assume any responsibility if contractor and/or installer works off floorplan.
  - The District, at their discretion, may assign facilities management employees to double check any measurements performed by the contractor.
- **Removal of Existing Floor Covering:** If existing carpet and base is removed, all refuse becomes property of contractor. State dumpsters are not to be used for carpet waste. Contractor cannot leave removed carpet on state property under any circumstances
- **Floor Preparation:** Floor preparation shall only be done under normal and reasonable situations. If an unreasonable floor situation occurs, contractor shall contact the agency representative before commencing any work. Floor preparation shall include reasonable patching of the floor. Tile floor preparation shall include removal of and disposal of any existing sheet vinyl and/or vinyl composition tile.
- **Cutting and Fitting:** Contractor shall neatly cut and fit carpet to electrical and mechanical penetrations through floors. Cracks and joints in floor surfaces shall be filled with approved filler.
- **Installation:** Carpet and pad shall be installed in accordance with the specific instructions of the manufacturing mill, and must conform to the **STANDARD FOR INSTALLATION OF COMMERCIAL CARPET, CRI-104 -2002** PUBLISHED BY THE Carpet and Rug Institute of Dalton, Georgia. All carpeting must be installed with the manufacturer's recommended materials and method(s) of installation.

“Standard Installation” of carpet means glued-down carpet to prepared flooring, normally concrete, from wall-to-wall. No additional costs are warranted for installations involving walls built on top of existing carpet. Bids submitted will assume all installations involve walls built on top of carpet. Installations considered by ensuing contractor as “abnormal” or “non-standard” warranting additional costs will require pre-approval of the ordering agency.

- **Seaming:** Installation of the carpet shall be in accordance with the approved seaming diagram. Contractor shall lay carpet with a minimum of seams. Small carpet strips shall not be used. All seams shall be seam sealed with proper (i.e. manufacturer’s requested or recommended) sealer. The Hot Melt Tape method shall be used in seaming carpet unless the fabric or carpet manufacturer recommends otherwise.
- **Stretching:** Contractor shall install carpet stretched tight with equipment recommended by manufacturer.
- **Base:** At the agency’s discretion, existing base shall be left on and reused, removed and replaced or a new rubber cove base or carpet base shall be used. Cove base shall be made of Rubber. Preformed corners shall be used on returns less than 2”. The adhesive used to attach the cove base to the wall shall be the adhesive recommended by the manufacturer for this purpose. Cove base shall be available in standard colors.
- **Adhesive System:** Adhesives used at any phase of floor covering installation shall be water-based, non-toxic, and non-flammable premium adhesives and shall contain no hazardous ingredients. The products’ VOC emission levels shall be below those established by CA SCAQMD Rule 1168. The system shall consist of solvent-free safe to use materials that are requested or recommended by the manufacturer for commercial floor covering installations. Information on the material safety data (MSDS) shall be submitted with the quote as part of the descriptive literature.
- **Scrap:** Unless agency’s representative states otherwise, overages and scrap over one (1) square shall be neatly rolled, tied or taped and marked with pen identifying size and job name and stored as directed near the installation site.
- **Clean-up:** Job site shall be kept swept clean and kept tidy throughout the installation with all trash, scraps, wrappers, miscellaneous dirt, tools, and equipment removed from project are daily (nightly).
- **Inspection:** Upon completion of installation, carpeting shall be vacuumed clean with contractor’s vacuum. Any spoiled spots or excessive adhesive on carpet shall be removed. All loose pieces of face yarn shall be using sharp scissors. As part of the inspection process, the ordering agency may require at certain projects that an agency representative be called for inspection before replacement of furnishings.
- **Guarantee:** Flooring contractor shall guarantee installation to hold firmly and tightly in place in accordance to the manufacturer’s installation guide. All work executed shall be free from defects of materials and workmanship for three (3) years from date of final acceptance of work. Guarantee shall cover value of installation and materials requiring replacement due to installation defects not to abuse by damage thereby which becomes defecting during the term of the guarantee/warranty period. The warranty period on any part repair or replaced under warranty shall be extended for a period of twelve (12) months beyond the existing (3) year warranty from the date of such repair of replacement.
- **Warranty Repair:** All warranty repair work shall be completed within seven (7) working days from the initial notification by user agency representative.
- **Concrete Floor Grinding:** Flooring contractor shall guarantee that a construction clean and final clean be performed on all concrete floor grinding. A walk thru with the owner is to be held after each cleaning. All electric fire detection devices are to be protected from dust and other debris but must be put back in operation at the end of each work day.

## **ORDERING AND JOB COMPLETION PROCESS:**

The following is a listing of the requirements the ensuing contractor(s) must comply with when completing an installation project of any eligible user agency under this contract.

**Request for Floor Covering Service:** The user agency will notify the contractor of the need for floor covering service. Request for measurement and estimate for the provision and installation of a specific floor covering will be issued by agency. Material and color will be selected on a per job basis. Contract carpet samples shall be provided at no charge by the contractor. The entire selection applicable to any specific job shall be presented to the purchasing agency by the contractor.

**Site Visit:** First site visit for completing the measurements shall be arranged within two (2) working days after request submitted.

**Seaming Diagram:** A seaming diagram for roll goods shall be furnished by the contractor for the ordering agency's approval to establish correct yardage and seam positioning before the installation. The seaming diagram shall show accurate measurements. Installation of the product shall be in accordance with the approved seaming diagram.

**Quotations:** Upon receipt of the material and color selection made by the agency, contractor shall compile the all inclusive written quotation based on site inspection and measurement. Quotation shall include removal of existing material, floor preparation, relocation of furnishings and equipment (including transition strips, waste and removed material disposal wall cove base, etc.) or any other requirements outlined by user agency. A seaming diagram that shows accurate measurements shall be furnished, with the quotation. Contractor is responsible for errors and/or omissions made in quotation based on "take offs" from floor plans. Statements in the quotation like "based on net plus industry standard wastage factor" in determining the total quantity of material required to achieve a finished, professional job will not be accepted.

Also, the quotation shall state the estimated installation start time and completion date. For budgeting purpose, taxes shall be shown as a separate line item on each job estimate.

**Purchase Order:** Based on Contractor's quotation, if acceptable in accordance with contract terms and conditions, a purchase order will be released by the requesting agency.

**Delivery and Installation:** Contractor will notify the user when material has been received and provide a proposed installation date. Installation shall start within seven (7) working days after material is received. Installations will not start without prior approval of the ordering agency authorized representative.

Contractor shall assign a supervisor or contact person for each job who has the ability to communicate with project or agency authorized personnel.

**Site Visitation:** When requested by the ordering agency, the contractor will arrange a meeting at the site with supervisor and the user agency to review site conditions, security procedures, work responsibilities, loading and unloading restrictions, elevator conditions, parking, building access, layout and cutting area, etc.

Following the site visitation, the contractor will provide the agency a list of site-condition requirements for flooring installations at least one week prior to the installation date. This should include any work or preparation needed to be achieved by the user agency or the site occupant prior to the installation. (Telephones, computers, power poles, electrical connections, etc.)

**Work Scheduling and Hours:** No furniture movement, carpet or tile removal, installation or repair work may be started without proper agency authorization. All work must be scheduled through the agency's authorized point of contact. Installation crew shall provide constant communication regarding work commencement or leaving installation site.

**Advanced Notice:** If user agency opts to move furniture themselves, contractor shall give 72 hours advanced notice to agency representative to allow removal and relocation of furniture by agency personnel. If adequate notice is not given, contractor shall be responsible for the expense of furniture movement.

**Installation/Staff Information:** For projects taking place longer than one day, after business hours or through the weekend, the contractor will provide the ordering agency one week in advance of installation, a work schedule that will include:

- Number of individuals assigned to project.
- Name of supervisor or site contact person.
- Period of time on site, identifying start time and stop time.
- Installation program identifying location(s) and time periods.
- Phone number and location of contractor during installation, in case of problems.
- Compliance with the District Fingerprinting and Background Checks of employees.

**Protecting District (Agency) Property & Personnel During Installation:**

Contractor and installer staff shall fully cooperate with District employees and the visiting public traffic to prevent the imposition of unreasonable burdens. The contractor will make the special effort to protect all personnel from hazardous conditions. Contractor will provide warning devices as necessary to assure everyone's safety throughout the installation. It should be noted that some agencies have surveillance equipment in their buildings.

Entry door thresholds will be protected with plywood when transporting rolls of carpet on carts.

The contractor should be aware that the costs for any damages to property caused by or resulting from the installation activity will be the responsibility of the contractor. Full payment for installation will not be made until acceptable repairs and/or replacements are made.

**Payment After Job Completion:** Payment shall not be provided until inspection is completed and an approval signature is provided by authorized agency representative. In case of non-satisfactory completion of any individual project, the agency reserves the right to withhold payment. Local manufacturer's representative shall be involved in warranty repair work if requested by the agency.

13. Location: 131 Camino Maricopa Rio Rico, AZ 85648

14. Projects are anticipated to take place outside the school day; i.e. "after/before" school hours, holidays, weekends, or school intercessions (spring, fall, winter and summer break).

15. Contractors should be able to service multiple sites simultaneously with a proven track record of meeting deadlines for school districts or public entities.

16. Conflicts of Interest: The services and/or products are subject to the provisions of ARS 38-511.

# EXHIBIT A

