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## Requests for Quotes

### Flooring Services (as needed)

**Due Date:** 11:00 a.m. (Eastern Standard Time) on June 5, 2015

*Check KCDC's web page for addenda and changes before submitting your quote.*

**Pre-Quote Meeting:** None. Submit questions to [purchasing@kcdc.org](mailto:purchasing@kcdc.org)

**Quote Number:** Q1533

**Deliver Quotes to:** Knoxville's Community Development Corporation  
Purchasing Division  
901 Broadway N.E.  
Knoxville, Tennessee 37917

Faxed/Emailed Responses are acceptable: **Yes** ☐ **No** ☒

**Award Results:** KCDC posts both a summary of the quotes received and the award decision to its web page at:

<http://www.kcdc.org/en/DoingBusiness/SolicitationResults.aspx>

## General Information for Vendors

### 1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and for the County of Knox in Tennessee. KCDC's public housing property portfolio includes seventeen housing properties with approximately 3,500 dwelling units. KCDC also administers approximately 3,700 vouchers through our Section 8 department and has three tax credit properties.
- b. This is a request for quotes-not sealed quotes. KCDC could simply contact three vendors, obtain quotes and move forward but KCDC has chosen to solicit written quotes from all interested parties. However, this is not a formal sealed bid and the normal formal sealed bidding requirements do not apply to this solicitation.
- c. KCDC desires the services of a vendor to provide flooring services for its various locations as needs arise. This will be on an "as needed" basis thus the intent of this specification is to arrive at an agreed to price for such services so that the successful vendor can be easily and quickly engaged to perform the services as needed.
- d. KCDC asks for specific pricing for labor materials in the pricing section of this document. The prices quoted by vendors for installation will include all materials and supplies normally used in "routine" installations.
- e. KCDC gives some examples of materials that it might from time to time buy. These are simply listed in order to obtain relative pricing information from vendors. Upon award and at the time of purchase KCDC's materials desired may vary and actual prices will be negotiated.
- f. KCDC expects that both materials and installation services will be of a commercial grade quality unless instruction is expressly given otherwise.
- g. Projects, which exceed \$25,000 in value, will generally be bid out separate from this award.

### 2. **CHANGES AFTER AWARD**

It is possible that after award KCDC will need to revise the service needs or requirements specified in this document. KCDC reserves the right to make such changes after consultation with the vendor. Should the need for additional services arise, KCDC reserves the right to negotiate these charges with the vendor and add them to the award.

### 3. **CODES AND ORDINANCES**

All work covered by these contract documents is to be done in full accord with national, state and local codes, ordinances and orders that are in effect at the time the work is performed. The successful vendor and any sub-vendors must meet and fulfill all requirements of the local building department and fire jurisdiction.

4. **CONTACT PERSONNEL**

- a. The vendor will assign no more than two contacts to handle billing inquiries and service related issues. In the event one or both contacts leave the KCDC account, the vendor shall formally introduce the new contacts to KCDC personnel. These contacts must be knowledgeable of KCDC's account to avoid any interruption of service.
- b. KCDC staff use of a variety of communications methods (text, email, fax and phones) and it is important that vendors regularly use all of these methods also. KCDC's telephone interaction with vendors is limited.

5. **CONTACT POLICY**

The vendor may not contact anyone other than the KCDC's Purchasing Division from the issuance of this solicitation until award about matters pertaining to this solicitation. Information obtained from an unauthorized officer, agent, or employee of KCDC will not affect the risks or obligations assumed by the vendor or relieve the vendor from fulfilling any of the conditions of the resulting award for the purpose of this project. Additionally, such contact can disqualify the proposer from participation in the solicitation process.

6. **DAMAGE**

The awarded vendor is responsible for all damage to buildings, equipment, grounds, premises and all other types of potential damage resulting service provision as requested herein.

7. **EMPLOYEES**

Vendor will:

- a. Only allow personnel thoroughly trained and skilled in the tasks assigned them to work on the KCDC job.
- b. Have sufficient personnel to complete the work in a timely manner.
- c. Enforce strict discipline and good order among his/her employees. Employees may not loiter on the premises before or after job working hours.
- d. Provide at least one employee on every job assignment with the ability to clearly speak, read, write and understand the English language in order for KCDC's representatives to effectively communicate with the vendor.

8. **ENTRANCE TO KCDC SITES**

Vendor employees are not to be on KCDC premises unless they are working on a KCDC project. Acquaintances, family members, assistants or any person not working on KCDC's behalf, will not accompany employees on KCDC sites unless said person is an authorized employee of the vendor.

9. **EQUIPMENT:**

Vendor shall provide all necessary equipment, materials, supplies, et cetera needed for the performance of the work.

10. **EVALUTION:**

- a. KCDC will arrive at the “lowest and best” solution for the final award. Lowest and best will include an examination of the vendor’s proposed cost, history, experience and staffing. KCDC may or may not entail simply awarding to the vendor quoting the lowest cost.
- b. All responses are subject to a determination of “responsive” and “responsible” prior to award. KCDC is the sole judge as to “responsiveness” and “responsibility” of vendors.
- c. KCDC reserves the right to request additional information from vendors to assist in the evaluation process.

11. **GENERAL INSTRUCTIONS**

KCDC no longer inserts “General Instructions to Vendors” in the solicitation document. These instructions are at [www.kcdc.org](http://www.kcdc.org). Click on “Doing Business With KCDC” where you will find a link to the instructions. By submitting a response to this solicitation, the vendor accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in KCDC’s “General Instructions to Vendors.” The vendor may wish to review certain applicable HUD instructions which can also be found on KCDC’s web site.

12. **IDENTIFICATION**

The vendor’s employees will have proper identification displayed, at all times, while on KCDC property. All employees must wear a company uniform or have picture identification badges or other company identification at all times. Vendor vehicles are to have placards (on the doors or in the windshield) that identify the company name.

13. **INSURANCE**

The vendor shall maintain, at vendor’s sole expense, on a primary and non-contributory basis, at all times during the life of the contract insurance coverages, limits, and endorsements described herein. All insurance must be underwritten by insurers with an A.M. Best rating of A-:VI or better. Upon award, the vendor shall provide Certificate(s) of Insurance to KCDC evidencing said insurance coverages.

The vendor agrees the insurance requirements herein as well as KCDC’s review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the vendor under this contract

- a. ***Commercial General Liability Insurance:*** occurrence version commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury, property damage, and products and completed operations. If such insurance contains a general aggregate limit, it shall apply separately to the work/location in this contract or be no less than \$2,000,000.

Such insurance shall contain or be endorsed to contain a provision that includes KCDC, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work or operations performed by or on behalf of the vendor including materials, parts, or equipment furnished in connection with such work or operations. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

The Additional Insured shall read "Knoxville's Community Development Corporation (KCDC)".

If necessary, umbrella/excess liability insurance can be used in conjunction with the general liability insurance to meet these requirements. Unless the umbrella/excess liability insurance provides coverage on a pure/true follow-form basis, or KCDC is automatically defined as an additional insured, the vendor shall add by endorsement, KCDC, its officials, officers, employees, and volunteers as an additional insured.

- b. **Automobile Liability Insurance:** including vehicles owned, hired, and non-owned, with a combined single limit of not less than \$1,000,000 each occurrence. Such insurance shall include coverage for loading and unloading hazards.
- c. **Workers' Compensation Insurance and Employers Liability Insurance:** with statutory limits as required by the State of Tennessee or other applicable laws.
- d. **Other Insurance Requirements:** Vendor shall:
  - 1. Upon award, furnish KCDC with original Certificates of Insurance and amendatory endorsements effecting coverage required by this section. Certificates of Insurance shall provide a minimum 30-day endeavor to notify KCDC of cancellation when available by vendor's insurance. If the vendor receives a non-renewal or cancellation notice from an insurance carrier affording the required coverage, or receives notice that coverage no longer complies with the insurance requirements herein, vendor shall notify KCDC by email or fax within five (5) business days and provide a copy of the non-renewal for cancellation notice or written specifics as to which coverage is no longer in compliance.

The certificate holder address shall read:

Knoxville's Community Development Corporation  
Attn: Contracting Officer  
901 Broadway, NE  
Knoxville, TN 37917

- 2. Provide certified copies of endorsements and policies if requested by KCDC in lieu of or in addition to Certificates of Insurance.
- 3. Replace certificates, policies, and endorsements for any such insurance expiring prior to completion of services.
- 4. Maintain such insurance from the time services commence until services are completed. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by KCDC as a material breach of contract.

5. Require all subcontractors to maintain during the term of the resulting contract commercial general liability insurance, automobile liability insurance, and workers' compensation/employers liability insurance (unless subcontractor's employees are covered by vendor's insurance) in the same manor and limits as specified for the vendor. Vendor shall furnish subcontractor(s)' Certificates of Insurance to KCDC without expense prior to subcontractor(s) commencing work.
  6. Any deductibles and/or self-insured retentions greater than \$50,000 must be disclosed to and approved by KCDC prior to the commencement of services. Use of large deductibles and/or self-insured retentions will require proof of financial ability as determined by KCDC.
  7. Provide a waiver of subrogation for each required policy herein. When required by the insurer, or should a policy condition not permit vendor to enter into a pre-loss agreement to waive subrogation without an endorsement, the policy should be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or its equivalent. This waiver of subrogation requirement shall not apply to any policy which includes a condition specifically prohibiting such an endorsement, or voids coverage should vendor enter into such an agreement on a pre-loss basis.
  8. All policies must be written on an occurrence basis.
- e. **Right to Revise or Reject:** KCDC reserves the right, but not the obligation, to review or revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage; or changes in the scope of work / specifications affecting the applicability of coverage.
  - f. **No Representation of Coverage Adequacy:** The coverages, limits or endorsements required herein protect the primary interests of KCDC, and the vendor agrees in no way should these coverages, limits or endorsements required be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the vendor against any loss exposures, whether as a result of the project or otherwise.
14. **INVOICING/ORDERING**
- a. Until a purchase order is in place, work is not to be performed nor are goods to be delivered. As purchase orders authorize work and obligate payment, if a vendor performs work without a purchase order in place, KCDC does not have a legal obligation to pay for the work.
  - b. Depending upon the nature and volume of the award, vendors may be asked to:
    1. Bill once per month or to bill each individual job.
    2. Provide a monthly statement that recaps all charges for the month.
    3. Transmit invoices to the site manager or ordering official or to send them to Accounts Payable.

4. Leave an invoice at the work site, mail them, email them or fax them.

c. Invoices must:

1. Be numbered
2. Have a date on them that is after the work is completed or goods delivered
3. Show the purchase order number.
4. Breakdown pricing according to the bid structure. For instance, if the award is priced by the hour, then the invoice needs to show the hours and rates. This is important so that KCDC can quickly compare the rates charged with the approved rates. For example:

ACME Company 123 Any Street Sometown, TN 37999 865.555.1212			
Invoice Date	05-31-15		
Invoice Number	12345		
Purchase Order Number	123456-123456		
Service/Delivery Date	05-28-15		
Service/Goods Details			
Item	Rate	Quantity	Total
Labor Hours-Laborer (per bid)	\$20.00	6	\$120.00
Labor Hours-Technician (per bid)	\$25.00	4	\$100.00
Rock (per ton with 8% discount)	\$50.00	1	\$50.00
Dumping Fee	\$100.00	1	\$100.00
Boards, 2 x 4, pressure treated (per bid)	\$1.00	75	\$75.00
Grand Total			\$445.00

5. Be suitable for scanning since KCDC does not maintain paper records.

- d. Invoices must be submitted within 90 days of the date the goods or services were. KCDC reserves the right to not pay invoices submitted after the 90-day threshold.
- e. KCDC is exempt from all taxes levied by the State of Tennessee, its cities and counties, as well as most federally imposed taxes. However if vendors purchase goods for KCDC, the vendor must pay sales or "use tax." Upon the placement of a purchase order or the award of a contract, KCDC will provide a State of Tennessee Sales Tax Exemption form to the vendor. If taxes are on KCDC's invoices, they will not be paid.
- f. KCDC normally pays by electronic transfer (ACH) only. Checks are not issued.

15. **LENGTH OF AWARD**

The length of the award will initially be 12 months. The award will have four one-year optional renewals that can be exercised upon KCDC's request.

16. **LICENSING**

- a. Vendors must be properly licensed by the State of Tennessee and all other authorities having jurisdiction. Throughout the term of this award, the vendor shall maintain the required licenses.
- b. In addition to any City or County licenses that may be required, all vendors must be licensed vendors as required by the "Vendor's Licensing Act of 1994" as mandated by the State of Tennessee. The vendor must have the necessary licensing classifications as required by the Rules of the Tennessee Board for Licensing General Vendors. For your convenience, an envelope coversheet is provided at the end of this document. Use it to supply the required information.
- c. The State of Tennessee Vendor Licensing Board has told KCDC that one of the following licenses is required for this work because the overall award is expected to exceed \$25,000. However, KCDC will abide by any opinions or rulings that the State Vendor Licensing Board issues irrespective of this initial ruling. Any subsequent ruling by the State Licensing Board automatically revises these specifications-irrespective of the timing of the notice from the State and irrespective of the status of this solicitation.
  - BC
  - BC-B (Commercial)
  - BC-b (sm)
  - BC-4 (Floor Covering)

17. **MATERIALS AND WORKMANSHIP**

All materials and equipment furnished shall be new and best quality. Work shall be accurate, professionally finished and subject to KCDC's approval. All materials and equipment provided shall conform to regulations of enforcement bodies having jurisdiction. Vendor shall furnish material samples for approval if specified and so desired by KCDC.

18. **PRICE STRUCTURE**

- a. At the end of the award term, the successful vendor may request a price increase. Proof of increased cost to the successful vendor must accompany price increase requests. KCDC may, at its option:
  1. Accept the proposed price increase.
  2. Reject the proposed price increase.
  3. Suggest an alternative price increase.
- b. If KCDC rejects a proposed price the successful vendor may:
  1. Continue with the existing pricing.
  2. Suggest an alternative price increase.
  3. End the award.



- c. Price decreases are allowed at any time with or without notice.

19. **QUESTIONS**

Submit questions pertaining to this document via email with “Questions about Flooring Services” in the subject line, at least five days prior to the due date to [purchasing@KCDC.org](mailto:purchasing@KCDC.org).

20. **REPRESENTATIONS**

By submitting a response, the vendor represents and warrants:

- a. That the vendor is financially solvent and that it is experienced in and competent to perform the type of work, and/or to furnish the personnel, plans, materials, supplies or equipment to be performed or furnished by it; and
- b. That the vendor is familiar with all federal, state, municipal and county laws, ordinances and regulations, which may in any way affect the work of those employed therein, including but not limited to any special acts relating to the work or to the project of which it is a part; and
- c. That the vendor has carefully examined the plans, the specifications and the worksites and that from its own investigations, has satisfied itself as to the nature and location of the work, the character, quality, quantity of surface and subsurface materials likely to be encountered, and character of equipment and other facilities needed for the performance of the work, the general and local conditions and all other materials which may in any way affect the work or its performance.

21. **RESPONSIBILITIES**

At no expense to KCDC, the vendor will:

- a. Provide quality control for all services provided.
- b. Provide competent supervision.
- c. Provide competent workers.
- d. Take precautions necessary to protect persons or property against injury or damage and be responsible for any such damage, or injury that occurs as a result of their fault or negligence.
- e. Perform work without unnecessarily interfering with the activities of KCDC, residents or other vendors.

22. **SAFETY**

- a. The vendor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect the public, surrounding areas, equipment and vehicles.

- b. The vendor shall ensure that the flow of vehicular traffic be impeded as little as possible during the project. The safety of the public is of prime concern to KCDC and all costs associated are the responsibility of the vendor.
- c. The vendor shall ensure that its employees exercise all necessary caution and discretion to avoid injury to persons or damage to property.
- d. All buildings, appurtenances and furnishings shall be protected by the vendor from damage, which might be done or caused by work performed under this award. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the sole expense of the vendor.
- e. Vendor shall use caution signs as required by OSHA Regulation 1910.144 and 1910.145 at no cost to KCDC. Caution signs shall be on-site on commencement of award.
- f. Vendor shall comply with all other OSHA and TOSHA safety standards that apply.

23. **SAFETY DATA SHEETS (SDS)**

Safety Data Sheets (SDS) for each item must be left when the items are installed. Vendors must be certain the brand(s) they are offering are labeled by the manufacturer with appropriate hazardous material symbols.

24. **SECTION 3 OF THE HUD ACT OF 1968**

Section 3 is a provision of the Housing and Urban Development Act of 1968, which requires that programs of direct financial assistance administered by the U.S. Department of Housing and Urban Development (HUD) provide, to the greatest extent feasible, opportunities for job training and employment to lower income residents in connection with projects in their neighborhoods. Further, to the greatest extent feasible, contracts in connection with these projects are to be awarded to local businesses. Section 3 is a tool for fostering local economic development, neighborhood economic improvement and individual self-sufficiency.

- a. Recipients and vendors must make a good faith effort to utilize Section 3 area residents as trainees and employees in connection with the project. Targeted recruitment and the selection of Section 3 area residents for available positions are two examples of good faith efforts to meet this requirement.
- b. Recipients and vendors must make a good faith effort to award contracts to Section 3 business concerns for work in connection with the project. An example of a good faith effort to meet this requirement is the implementation of an affirmative action plan, which includes targets for the number and dollar value for awarding contracts to Section 3 business concerns.
- c. Recipients and vendors must keep records and submit reports to HUD documenting the good faith efforts taken and the results of these actions. Examples of such documentation include letters to community organizations, employment development and business development centers, copies of solicitations for quotes or proposals; and copies of affirmative action plans.

- d. How can businesses find Section 3 residents to work for them? By recruiting in the neighborhood and public housing developments to tell about available training and job opportunities. Distributing flyers, posting signs, placing ads, and contacting resident organizations and local community development and employment agencies to find potential workers are a few effective ways of getting jobs and people together.
- e. All contracts awarded are subject to Section 3 requirements. Vendor shall seek to fill any and all position that are needed and unfilled with residents of KCDC communities. For additional information, please go to <http://www.hud.gov/offices/fheo/section3/Section3.pdf>. The successful vendor will supply KCDC with job announcements for any position that must be filled as a result of the award of KCDC work. Additionally the successful vendor will supply the same job announcement to the Knoxville-Knox County Committee Action Committee's Workforce Connections group. These can be faxed to 544-5269.
- f. A Section 3 resident is one who lives within a public housing authority's site. It is also people who live in an area with a HUD assisted program and whose income is below HUD's low income requirements.
- g. A Section 3 business is one that:
  - 1. Is at least 51% owned by a Section 3 resident; or
  - 2. Employs Section 3 residents for at least 30% of its employee base; or
  - 3. Makes a commitment to sub contract at least 25% of the project's dollars to a Section 3 business.
- h. Upon award, the successful vendor will (if not previously accomplished) submit documentation forms that allow KCDC to ascertain the business's Section 3 status. Additionally the business will submit a "Section 3 Plan" for the award.

25. **SECURITY**

The successful vendor is responsible for providing (if necessary) any and all security to equipment, materials, personnel, tools and the site that are required for this job. KCDC is not responsible for damage or losses to equipment, materials, personnel, tools or the site.

26. **SITE EXAMINATION**

- a. Vendors are required to visit the site and become fully acquainted and familiar with conditions as they exist and the operations to be carried out. The vendor shall make such investigations as necessary so that they may fully understand the scope of the work and related facilities and complexities that may be encountered when executing the work.
- b. The failure or omission of the vendor to receive or examine the solicitation document or any part of the specifications, or to visit the site(s) and acquaint themselves as to the nature and location of the work, the general and local conditions and all matters which may in any way affect performance shall not relieve the vendor of any obligation to perform as specified herein. Vendor understands the intent and purpose hereof and its obligations hereunder and that it shall not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of the resulting agreement, or because of any lack of information.

- c. By submitting a response to this solicitation, each vendor is certifying that they have inspected the site and have read the solicitation and all appendices and addenda. The failure or omission of any vendor to receive or examine any form, instrument or document shall in no way relieve the vendor from any obligation in respect to its bid.

27. **STORAGE**

KCDC sites have very limited storage space for vendors to access. Accordingly, vendors are responsible for the storage of materials and their security. If possible, KCDC will allow vendors to use space but the safety and security of the items stored is solely the responsibility of the vendor.

28. **STORM WATER AND STREET ORDINANCES**

The City of Knoxville's Storm Water and Street Ordinances apply to this solicitation. Two of KCDC's properties (Autumn Landing and Nature's Cove) are outside of the city limits and the County's Storm Water Ordinance applies to those sites. The successful vendor will comply with all aspects of the City's (or County when applicable) ordinances. Compliance includes but is not limited to:

- a. Retaining all sediments on the project site using structural drainage controls. The cost of all drainage controls shall be considered incidental to the work.
- b. No construction or demolition related materials, wastes, spills, or residues shall be discharged from the project site to streets, drainage facilities or adjacent properties by wind or runoff.
- c. Non-storm water runoff from equipment and vehicle washing and any other activity shall be contained at the project site.
- d. Eliminate erosion from slopes and channels by implementing Best Management Practices (BMPs) that may include, but not limited to, limiting grading scheduled during the wet season, inspecting graded areas during rain events, planning and maintaining vegetation on slopes, and covering erosion susceptible slopes.
- e. Additional information about NPDES, BMPs, and Land Development Manual can be found at the City of Knoxville's Storm water Engineering Division webpage:  
(<http://www.cityofknoxville.org/engineering/stormwater/npdes.asp>).
- f. The successful vendor is responsible for all work, remediation, repair and monetary penalties or fines arising out of a Notice of Violation of the City of Knoxville's (or Knox County as applicable) Storm water and Street Ordinances. Any cost incurred by KCDC to install structural drainage controls or remedy a Notice of Violation will be charged to the vendor and deducted from funds due for the work. KCDC shall also charge a \$50 fee per violation for related administrative costs.

29. **SUBCONTRACTORS**

Subcontractors must:

- a. Be approved by KCDC prior to beginning work.

- b. Not be on HUD's Debarment List.
- c. Carry the insurance coverages as outlined herein.

30. **UTILITIES**

- a. When work is at or in its apartments, KCDC does not normally supply utilities for vendors because the residents pay their own utility bills. In such cases, the vendor will have to make arrangement for any necessary utilities.
- b. When work is at its office areas and other non-resident locations, KCDC will normally provide utilities for vendors as long as they are currently available at the area.
- c. The vendor must ascertain the availability of utilities for this work prior to submitting a quote.

31. **WAGE COMPLIANCE**

This work is federally funded and "prevailing wage" requirements apply. The successful vendor will be required to submit certified wage compliance forms once per month. Failure to do so will be sufficient cause for withholding payment and/or termination of the contract. Periodically KCDC will "interview" one or more of your employees while they are on our sites and working.

- a. Two forms are used:
  - 1. "Employee Statement of Time/Wage Skilled Labor/Employee Statement of Time/Wage Unskilled Labor."
  - 2. Certification of Wage Compliance.

These forms and completion instructions are supplied to the successful vendor.

- b. The minimum rates are below. HUD reviews these rates yearly and should HUD raise the rates, KCDC will permit the vendor to increase their bid rate provided there is an actual cost increase to the vendor.

The bolded classifications indicate that KCDC presumes those will be the primary ones used by the vendor. However, the vendor must remember that HUD's guidance is that the **tools used**, not titles given, determine the proper classification and pay rate.

Title	Hourly Rate	Fringe Rate	Total Wage or Total Wage & Benefits
<b>Carpenter</b>	<b>\$11.72</b>	<b>\$3.28</b>	<b>\$15.00</b>
Electrician	\$11.72	\$3.28	\$15.00
Equipment Operator I	\$10.76	\$3.01	\$13.77
Equipment Operator II	\$11.72	\$3.28	\$15.00
Grounds Maintenance Specialist	\$7.62	\$2.13	\$9.75
Laborer	\$7.62	\$2.13	\$9.75

Painter	\$10.76	\$3.01	\$13.77
Plasterer	\$11.72	\$3.28	\$15.00
Plumber	\$11.72	\$3.28	\$15.00
Skilled Laborer	\$9.34	\$2.62	\$11.96
Unskilled Worker	\$7.72	\$2.16	\$9.88
Welder	\$11.72	\$3.28	\$15.00

- c. These requirements apply to all subcontractors that used by the successful vendor.

32. **WORK HOURS**

Acceptable work hours for routine work are Monday through Friday from 7:30 a.m. until 4:00 p.m. To work additional hours or days, discuss the request with the Senior Asset Manager at the site. Emergency calls of course go beyond and before these hours.

**Scope of Work**

1. **INTRODUCTION**

- a. KCDC has 14 major properties that have been constructed between 1939 and the fall of 2011. The style, look and layout of each site will vary. When needs arise, the Senior Asset Manager (or designee) at each site will contact the successful vendor and arrange for a final quote based upon the rates quoted herein. Once the Senior Asset Manager accepts the quote, our software system will automatically issue a purchase order to the vendor and work may then commence.
- b. Generally, KCDC will use this award to have Luxury Vinyl Tile installed. However, in some applications, KCDC may want carpet or other products.

2. **CLEANING AND PROTECTION**

- a. Adequate care shall be taken to protect all adjacent work from damage or marring.
- b. The product shall be cleaned of all spots with a spot remover as recommended by the manufacturer.
- c. Use scissors to cut all loose carpet threads.
- d. The vendor shall thoroughly vacuum/clean the entire floor surface to KCDC's satisfaction.
- e. All debris resulting from this work shall be removed from the site.
- f. All useable pieces of product not necessary to complete the work are to be left on the job site and placed in an orderly manner in an area designated by KCDC.
- g. The vendor shall submit to KCDC two copies of a complete manual of the manufacturer's maintenance recommendations for materials installed. One to the site and one to Supportive Maintenance.

3. **CORRECTION OF WORK**

Vendor shall promptly correct, replace and re-execute all work rejected by KCDC as defective or as failing to conform to solicitation documents whether observed before or after final acceptance and whether or not fabricated, installed or completed. Vendor shall bear all costs of correcting such damaged or defective work.

4. **DELIVERY AND STORAGE**

- a. The vendor is responsible for the scheduling, receiving and placement on floors of goods from the manufacturer. Goods shall be delivered to the job site in the manufacturer's bundles and shall be clearly marked as to size, dye lot, materials and location. Store materials in dry areas and carefully protect product from soiling and damage. Vendor must contact the Senior Asset Manager, or authorized representative, one day before installation to notify KCDC as to the time of day they expect to arrive at the job site.
- b. Store flooring materials in dry spaces protected from the weather with ambient temperatures maintained between 50 degrees F and 90 degrees F.

5. **FURNITURE MOVING**

- a. Where there may be an extraordinarily heavy piece of furniture or computer and electrical equipment, the vendor shall notify KCDC and adjustments will be made prior to any installation. KCDC will determine what an extraordinarily heavy piece of furniture is.
- b. Shall be as directed only to facilitate the installation of flooring.
- c. Upon request the vendor shall jointly accompany a KCDC representative to the jobsite whereupon the items to be moved will be identified.
- d. Items will be inspected jointly for damage with annotations being made as appropriate.
- e. Upon completion of the installation, the vendor shall replace moved furniture. Damage caused by the direct result of the vendor move will be the sole liability of the vendor.
- f. The vendor is responsible for providing all necessary equipment, materials and manpower for these moves.
- g. KCDC will be charged for actual time spent moving furniture-not whole hours. Additionally, the vendor will group furniture moving times together if work is done in the same apartment complex on the same day so that costs are minimized.

6. **LABOR**

Craftsmen, skilled in their trades, will perform all work. Vendor will remove paper, scrap material and construction debris daily.

7. **PRE-INSTALLATION SERVICES**

Vendor must perform customary floor preparation, removal of existing adhesives and final cleaning prior to installation of materials and post-installation cleanup. In most cases, vendor is responsible for tear up and disposal of existing flooring materials.

8. **PRE-INSTALLATION REQUIREMENTS**

- a. Installer shall inspect sub floor surfaces to determine that they are satisfactory. A satisfactory sub floor surface is defined as one that is smooth and free from cracks, holes, ridges, coatings impairing performance or appearance.
- b. Where indicated remove the existing base, et cetera and dispose of waste materials off site.
- c. Examine substrates for moisture content and other conditions under which flooring is to be installed. Repair minor holes, cracks, depressions or rough areas using material recommended by the manufacturer. Notify KCDC in writing of conditions detrimental to proper completion of the work. Do not proceed until unsatisfactory conditions have been corrected.
- d. Clear away debris and scrape up cementations deposits from surfaces to receive the flooring; vacuum or otherwise properly clean the area immediately before installation. Check concrete surfaces to ensure no "dusting" through installed flooring. Apply sealer where required to prevent dusting.

9. **PROJECT MANAGEMENT/ADMINISTRATION**

The successful vendor will provide the following services:

- a. Pre-installation consultation and budget assistance (as needed)
- b. The entire responsibility for proper dimensions for orders will rest with the vendor
- c. The entire responsibility for order requirements of materials will rest with the vendor
- d. Yardage take-offs and measuring
- e. Job site delivery
- f. Post-installation audits (punch list)

10. **QUALITY ASSURANCE**

- a. The vendor shall be an approved installer of the manufacturer and be experienced in carpet, tile and vinyl flooring installation primarily in commercial work for at least five years. The actual work shall be performed by qualified and experienced installers working under the supervision of the vendor.
- b. A list of personnel indicating names of installation personnel including years of experience shall be provided with this quote.

11. **TIME LIMIT**

- a. Work is to be performed in a timely manner to insure residents have use of their apartments.



- b. Once the notice to proceed is issued, the vendor and KCDC will agree to a specific number of calendar days to complete all work.
- c. When the installation is inside resident apartments, the residents must be given 48 hours advance notice before work can begin.

12. **WARRANTY**

The vendor is responsible for repairs due to faulty workmanship or failure to follow the manufacturer's specifications and recommendation.

- a. Condition – Provide workmanship and materials, covering repair of: Seams, rolls, waves, bubbles, shrinkage, de-lamination, adhesive release or puckering and any other defects in material or workmanship.
- b. Wear Guarantee – If the surface pile in any given area wears more than 10% within ten years, the area will be replaced with carpet of comparable quality and color.
- c. Installation Guarantee – All materials and/or equipment furnished and installed under this contract shall be unconditionally guaranteed for a minimum period of one year from the date of acceptance by KCDC against all defects in workmanship and installation. Guarantee includes if carpet becomes loose or wrinkled within guarantee period the installation Vendor shall re-stretch carpet at no additional cost to the owner.
- d. Guarantees shall be furnished to KCDC upon completion and acceptance of the work within fifteen days.

13. **GENERAL DETAILS FOR CARPET AND CARPET INSTALLATION**

a. **CERTIFICATIONS**

- 1. Carpet manufacturer's certification that the carpet installed at the project site meets or exceeds these specifications in all respects.
- 2. Certify that all adhesives used are recommended for use indicated herein.
- 3. These certificates shall be furnished to KCDC, or authorized representative, indicating project location and date(s) work completed.

b. **DESCRIPTION OF CARPET**

- 1. Level Loop Carpet (Standard Grade) Shaw Potential III 28, Direct Link, or approved equal.
- 2. Fiber: Solution dyed nylon
- 3. Yarn weight: 28 ounces per square yard
- 4. Pile Height: 3/16" minimum

5. Stitches per inch: 8 minimum
6. Gauge: 1/8" minimum
7. Width: 12 foot
8. Static Control: 3.5KV or less at 70 degrees F and 20% humidity guaranteed for the life of the carpet.
9. Flammability: Meets or exceeds Federal Standard DOC FF-1-70.
10. Smoke Chamber: ASTM-E662 smoke density 450 or less using NBS smoke chamber test.
11. Radiant Panel: ASTM E648, .45 watts/cm2 minimum.
12. Wear Warranty: 10 years.
13. Backing: Stay-Lok Pattern Backing

c. **Carpet Other Information**

1. Vendor is responsible for all job measurements, and shall be responsible for obtaining necessary information to determine the need to extend carpet under fixtures, and closets, et cetera.
2. The removal of baseboard trim, if required, shall be the responsibility of the vendor. Re-installation of baseboard trim shall be the responsibility of the vendor. New installations of trim work shall be as directed.
3. Removal of existing carpeting, if required, shall be the responsibility of the vendor unless directed otherwise.
4. Carpet and Pad: as specified by KCDC.
5. Use pre-nailed water resistant plywood Tackless strips with rust resistant angular pins where applicable.
  - Type: Architectural Type III
  - Pin Length: 7/32"
  - Wood Thickness: 9/32"
  - Rows: 3
6. Use tape which is recommended by carpet manufacturer.
  - Tape Width: 2.5" minimum
  - Paper Tape will not be permitted

7. Adhesive:  
Compatible with carpet and floor surfaces, as recommended by carpet manufacturer and equal to Roberts Adhesive No. 41-3021, Chicago Mastic CMC-8, 3-M Blue Glue, Henry No. 134, Taylor No. 235. Seam cementing shall be as recommended by manufacturer and or equal to: Roberts No. 41-4018 or Taylor No. 268 and;
  - Adhesives shall be non-toxic, waterproof, white latex base.
  - Will provide adequate open time.
  - Of the type that is trowel spread using 1/8" square notches 1/8" apart to spread adhesive a minimum of 1/8" thick.
8. Transition Strips: "Roberts Universal", or equal, two-piece transition reducer with vinyl insert strips.
9. Provide at all exposed edges of carpet where transition to other materials is made.
10. Provide vinyl edging/rings/trim at floor receptacles, cleanouts and access panels.
11. Access panels will be priced as an extra on each job if required.
12. Padding: 32-ounce synthetic fiber pad.

d. **Job Conditions**

1. Area of work: Dry, with other work generally completed. Do not install carpet in any space until glazing, overhead work, painting, masonry and wet operations are completed.
2. Surfaces: Thoroughly dry; if directed, perform moisture test and obtain acceptable results before starting work.
3. Carefully check all physical dimensions and other conditions in the field and be responsible for proper fitting of carpet in all areas designated.
4. Preparation of Substrates:
  - a. Foreign Matter: Remove grease with solvents compatible with adhesives. Remove cement, plaster and other droppings by scraping as necessary.
  - b. Clean with commercial vacuum and damp mop area of application.
  - c. Dusting: If excessively dusty or powdery, treat with sealer, applied per manufacturer's recommendations. Promptly remove any excess sealer.
5. Review and Acceptance of Substrates:  
The installation of carpet in any given room or space will indicate acceptance of the substrate, and any faulty carpet work occurring in the space shall be repaired at no cost to the owner.

6. Seam Layout:

- a. Run seams with the long dimensions of the room.
- b. Utilize as few seams as practical with no butt joints unless approved.
- c. Make seams inconspicuous in finished work.
- d. No seams at traffic pivot joints.
- e. No seams shall occur perpendicular to doors or entries.
- f. At corridors change of direction seams shall follow wall lines parallel to carpet direction.
- g. The warp of the carpet on all stairs shall be parallel to the direction of traffic.
- h. Seaming diagram may be required for approval by KCDC, or authorized representative, prior to installation of carpet.

7. Direct Glue-Down Installation:

- a. Positioning: Snap a chalk line to mark starting seam locations. Lay carpet flat and even but do not stretch. On large area cut several breadths in advance and lay out flat until ready for use.
- b. Cut and Seam: Cut pieces of carpet to length, plus trim, and lay in place form seams tightly by method as recommended by carpet manufacturer. Seal edge(s) as recommended by carpet manufacturer to prevent unraveling. Carpet shall butt base tightly with no overlapping or shortage from wall.
- c. Adhesive Starter: Turn each piece back approximately three feet from seam and spread uniformly for two feet each side of chalk line.
- d. Apply Carpet: Unroll first piece of carpet into adhesive. Roll out air bubbles diagonally toward seam. Unroll second piece toward seam and work out edge into adhesive to pick up sufficient adhesive to “butter” seam. Roll out air bubbles in second place piece toward seam.
  - 1. Stairways: Carpet shall be securely bonded to each tread and riser with carpet manufacturer’s recommended adhesive for stair application. Each tread and rise shall be one continuous piece and shall be neatly fitted to the vertical surfaces on all sides with the carpet turned over the bull nose tread.
  - 2. Vertical Surfaces: Obtain manufacturer’s recommendation on installation of carpet on vertical surfaces.

3. Roll out of Air Bubbles: (Essential to proper adhesion). Method of rolling may be varied at the discretion of the installer, but should cover the entire carpet with uniform, moderate pressure. Suitable rollers include a three (3") inch diameter long roller, weighing 5/8 lbs. or a length of carpet roll tubing. Do not use too heavy a roller that will tend to stretch the carpet and cause undue stress on seams.
  4. Adhesive Field: Roll or fold up uncemented portion for the pieces toward the seam, apply adhesive but omit adhesive for two feet from the uncemented edge where next seam will occur.
  5. Complete Application: Unroll carpet into the adhesive. Roll out air bubbles away from seams. Cut off excess carpet. Cut next length of carpet and lay in place. Repeat installation procedure.
8. Installation with Tackless strip and Pad:
- a. Tackless Strip: Fasten to floor as per manufacturer's recommendations leaving a margin or tuck-in space equivalent to above two-thirds or the carpet thickness.
  - b. Carpet Pad: Install cushion in largest possible lengths, using a minimum of sections.
    1. Secure pad to concrete substrate with manufacturer's recommended adhesive in order to prevent pad bucking, shifting, et cetera.
    2. Foam and sponge pads shall have seams taped with a minimum two-inch industrial tape.
    3. Slightly stretch pad in order to flatten and free it from bubbles and wrinkles.
    4. Pad seams shall be positioned so that they will not fall directly under carpet seams.
    5. Pad shall be trimmed flush to the inside edge of the tackless strip.
9. Cut carpet to desired lengths and position side by side with pile lying in the same direction.
10. Trim edges of lengthwise and crosswise seams as per manufacturer's recommendations.
11. Seaming: Form seam as per manufacturer's recommendations
- a. Seam must withstand sheet strength of not less than 100 pounds per linear inch at 120 degrees F.

- b. Cut carpet as required by columns, penetrations, and other project conditions with maximum possible overage. Position the seams made by those cuts first.

12. Carpet shall be power stretched to ensure that it is sufficiently tight to prevent wrinkling, buckling, et cetera. Carpet shall be secured to the floor at all vertical surfaces with tackless strips as specified herein.

- a. Do not overstretch carpet. Follow carpet manufacturer's installation instructions to ensure proper installation of carpet.
- b. On all finished edges of carpet where it abuts on adjacent floor at the same or different level, transition strips must be applied as specified herein.

13. Installation of Transition Strips:

- a. Cement metal/vinyl received to the floor surface with the manufacturer's recommended adhesive.
- b. Provide the longest possible lengths with a minimum number of joints.
- c. Joint locations shall be shown on all shop drawings if requested.

e. **Cleaning**

- a. After installation is completed, remove all dirt, adhesive, and any spots with suitable spot remover. Remove all cuttings, vacuum carpet thoroughly and leave clean and perfect.
- b. Any and all damage caused to paint, walls, woodwork, doors, et cetera, as a result of the carpet installation, shall be repaired or replaced at no cost to the owner.
- c. All left over pieces in excess of one yard shall be left on the job and shall become KCDC's property. Store leftover materials at locations indicated by KCDC.
- d. Vendor must provide all the equipment (vacuum cleaner, et cetera) used to complete a thorough cleanup of job site.

f. **Completion**

Finished installation shall be smooth without shags, ripple, bubbles, stretching, open seams, gaps at walls, or other irregularities that will detract from appearances of the carpet.

g. **Other Work**

- 1. The following information is provided if it is mutually agreed upon that door cutting will be performed by the vendor.

- a. Wood – Cutting procedure shall be as in the best practices of the trade and not limited to the following:
  1. Scribing or scoring both sides of the finished door where cut is to be made.
  2. Cut to be made through use of a hand power saw or table saw with a “smooth finishing” or “planing” blade.
  3. Where bottom door “styles” are cut to less than ½” thick they will be removed and replaced.
  4. Cut surface and edges will be sanded smooth. Refinish the surface to match the existing.
2. Metal – same as for wood except that compatible metal materials and metal cutting and finishing procedure will be used.
3. Trim Work (new):
  1. Shall be as directed.
  2. Where trim is to match existing, no material submittal is required.
  3. Where trim is all-new, a material submittal is required for both trim and adhesive/fastening method to include color selection.
  4. Cove Base/Trim – shall be vinyl, 10 cm. (4”) high. Adhesives shall be a waterproof and stabilized type as recommended by the product manufacturer. Asphalt emulsions and other non-waterproof types are not acceptable.
  5. All installation work shall be as in the best practices of the trade.
  6. Cove base must be flush with the floor, and if not, an additional piece of trim or other approved materials will be used to fill the gap between the cove base and the floor.
4. Floor Preparation:
  - a. Shall be as directed.
  - b. Shall be in the best practices of the trade but not limited to:
    1. Removal of all foreign matter to include grease, solvents, cement, plaster and other droppings by scraping, sanding, or other means so as not to cause damage to the substrates.

2. Fill in cracks, holes and surface penetrations with a compatible filler to achieve a smooth level surface. For applications over V.A.T. surfaces vendor shall assure all loose tiles are secure to the substrate and all missing tiles are replaced. It is not necessary to match existing tiles in color or pattern only in material, size and thickness.
  3. Substrate surfaces shall then be removed of dust or powder materials, damp mopped and treated with a sealer compatible with required installation if necessary.
5. Carpet/V.C.T. Removal:
- a. Shall be as directed.
  - b. Shall be performed in the best practices of the trade.
  - c. Process may be by machine or by hand.
  - d. All old adhesives shall be removed by machines or hand sanding. Chemical removal is not acceptable.
  - e. Vendor is responsible for all containment of airborne dust and particles.
  - f. Vendor is solely responsible for removal of all debris from the job site.

14. **GENERAL DETAILS FOR LUXURY VINYL TILE AND INSTALLATION**

a. **General**

The successful vendor will:

1. Move furniture as needed.
2. Remove and properly dispose of all existing vinyl, carpet, padding, tack strips and staples as needed.
3. Cut all loose edges of existing vinyl as needed.
4. Remove all existing shoe mold/corner round as needed.
5. Clean, sweep and vacuum the floor area.



6. Remove commodes in the bathrooms as needed. Vendor is responsible for disconnecting the water supply line to the commode, removing the commode, resetting the commode, installing a new wax ring, and may need to install extension ring on existing closet flange if needed to level the commode with the new flooring. Vendor will reconnect the water supply line. Vendor will check for water leaks and perform repairs (if such repairs are due to the vendor's work). Any damage to the commode while removing or reinstalling it, will be vendor's responsibility to repair/replace.
7. Move and disconnect all appliances (including but not limited to refrigerators, ranges, and dishwashers). The vendor is responsible for disconnecting water supply lines and drain lines (dishwashers) and icemaker to refrigerator connections as needed. The vendor will also reconnect and move the appliances back into place when the flooring work is completed.
8. Prep the floor so that it is ready to receive the new tile by sealing all seams and leveling the floor as needed with a floor leveler per manufactures recommendation.
9. Remove transition strips as needed.
10. Install underlayment to the entire area to be tiled as per floor covering manufacturer's recommendation. The underlayment is to be as specified by the manufacturer.
11. Any damaged subflooring (3/4 T&G Plywood) will be replaced by vendor at an additional charge and must be pre-approved by KCDC.
12. Install LVT tile as per manufacturer recommendation.
13. Install new transition strips as needed throughout units (as needed).
14. Ensure that the floor is clean and return the furniture to its original position.

b. **Quality Assurance**

1. Single-Source Responsibility for Floor Tile: Obtain each type, color, and pattern of tile from a single source with resources to provide products of consistent quality in appearance and physical properties without delaying progress of the work.
2. Fire Performance Characteristics: Provide resilient floor tile with the following fire performance characteristics as determined by testing products per ASTM test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.
  - A. Critical Radiant Flux: 0.45 watts per square cm or more per ASTM E 648, Class I.
  - B. Smoke Density: Less than 450 per ASTM E 662.

c. **Project Conditions**

1. Vendor will maintain a minimum temperature of 70 degrees F in workspaces to receive tiles for at least 48 hours prior to installation, during installation, and for not less than 48 hours after installation. After this period, maintain a temperature of not less than 55 degrees F. Vendor will notify KCDC when these conditions do not exist.
2. Do not install tiles until they are at the same temperature as the space where they are to be installed.
3. Close spaces to traffic during tile installation.

d. **Manufacturers**

KCDC has recently been using Luxury Vinyl Tile (LVT) equal to “Metropolitan Luxury Vinyl Plank Style DVN13 (12 mil thick) in the color 768 Bridgeway” for many of its projects. While KCDC may want other products, this one is commonly used.

1. KCDC will consider equivalent items but vendors must request approval. KCDC reserves the right to require physical samples.
2. KCDC will select the color for each installation from samples supplied by the vendor.
3. To insure proper installation, warranty, and certification of manufacturer, proper adhesive must be used on vinyl flooring. (i.e., Armstrong floor uses Armstrong adhesive, Mannington floor uses Mannington adhesive.)

e. **Execution**

1. Remove existing carpet or VCT where new VCT is scheduled for installation.
2. Concrete Subfloors:
  - A. Slab substrates are to be dry and free of curing compounds, sealers, hardeners, and other materials whose presence would interfere with bonding of adhesive. Determine adhesion and dryness characteristics by performing bod and moisture tests recommended by tile manufacturer.
3. Do not proceed with floor covering installation until all unsatisfactory conditions have been corrected.
4. Prepare and skim existing concrete floor for installation of VCT/LVT.
5. Job Measurements: The vendor is responsible for all job measurements, and shall be responsible for obtaining necessary information to determine the need to extend carpet under fixtures, and closets, et cetera.

6. The removal of baseboard trim, if required, shall be the responsibility of the vendor. Re-installation of baseboard trim shall be the responsibility of the vendor. New installations of trim work shall be as directed.
7. To insure proper installation, warranty, and certification of manufacturer, proper adhesive must be used as recommended by the manufacturer.
8. Surfaces: Thoroughly dry; if directed, perform moisture test and obtain acceptable results before starting work.
9. Carefully check all physical dimensions and other conditions in the field and be responsible for proper fitting of VCT in all areas designated.
10. Foreign Matter: Remove grease with solvents compatible with adhesives. Remove cement, plaster, and other droppings by scraping as necessary.
11. Clean with damp mop area of application.
12. Caulk perimeter walls between VCT and wall base.
13. Dusting: If excessively dusty or powdery, treat with sealer, applied per manufacturer's recommendations. Promptly remove any excess sealer.
14. The installation of flooring in any given room or space will indicate acceptance of the substrate, and any faulty flooring work occurring in the space shall be repaired at no cost to KCDC.
15. Adequate care shall be taken to protect all adjacent work from damage or marring as a result of experience.

**g. Preparation**

1. General: Comply with manufacturer's installation specifications to prepare substrates indicated to receive tile.
2. Broom or vacuum clean substrates to be covered by tiles immediately before tile installation. Following cleaning, examine substrates for moisture, alkaline salts, carbonation, or dust.
3. Apply concrete slab primer, if recommended by flooring manufacturer, prior to applying adhesive. Apply according to manufacturer's directions.

**h. Installation**

1. General: Comply with manufacturer's installation directions and other requirements indicated that are applicable to each type of tile installation included in Project.

2. Lay out tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths at perimeter that equal less than one-half of the tile. Install tiles square with room axis, unless otherwise indicated.
3. Match tiles for color and pattern by selecting tiles from cartons in same sequence as manufactured and packaged, if so numbered. Cut tiles neatly around all fixtures. Discard broken, cracked, chipped, or deformed tiles.
4. Where demountable partitions and other items are indicated for installing on top of finished tile floor, install tile before these items are installed.
5. Cribe, cut, and fit tiles to butt tightly to vertical surfaces, permanent fixtures, built-in furniture including cabinets, pipes, outlets edgings, thresholds, and nosings.
6. Extend tiles into toe spaces, door reveals, closets and similar openings.
7. Maintain reference markers, holes, or openings that are in place or plainly marked for future cutting by repeating on the finish flooring as marked on the subfloor. Use chalk or other non-permanent marking device.
8. Adhere tiles to flooring substrates without producing open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, or other surface imperfections in completed tile installation.
9. Use full spread of adhesive applied to substrate in compliance with tile manufacturer's directions including those for trowel notching, adhesive mixing, and adhesive open and working times.
10. Hand roll tiles where required by tile manufacturer.

i. **Cleaning and Protection**

1. Perform the following operations immediately after completing tile installation:
  - A. Remove visible adhesive and other surface blemishes using a cleaner recommended by tile manufacturers.
  - B. Sweep or vacuum the floor thoroughly.
  - C. Do not wash the floor until after the time period recommended by the resilient floor tile manufacturer.
  - D. Damp-mop the tile to remove black marks and soil.

15. **GENERAL DETAILS FOR RESILIENT WALL BASE AND INSTALLATION**

- a. Must meet or exceed US Minimum Flammability Requirements.
- b. Vinyl Base: Products complying with FS SS-W-40, Type II.
- c. Rubber Wall Base: Products complying with FS-SS-F-1861, Group 1 (solid)
- d. Vinyl or Rubber Accessories and Edge Strips or Transitions
- e. Qualified Manufacturers:
  - Armstrong World Industries, Inc.
  - Burke Industries, Burke Flooring Products
  - Johnsonite
  - Mannington, Inc, - Mannington Commercial
  - NAFCO
  - V.P.I.
  - Flexco
  - Mercer
  - Roppe
- f. Installation of Accessories
  - 1. Apply wall base to walls, columns, pilasters, casework, cabinetry and other permanent fixtures in rooms or areas where base is required. Install base in lengths as long as practicable, with corners fabricated from base materials with mitered or coped inside corners.
  - 2. Tightly bond base to substrate throughout length of each piece, with continuous contact at horizontal and vertical surfaces.
  - 3. On masonry surfaces, or other similar irregular substrates, fill voids along top edge of resilient wall base with manufacturer's recommended adhesive filler material.
  - 4. Place resilient edge strips tightly butted to flooring and secure with adhesive. Install edging strips at edges of flooring which would otherwise be exposed.


[This and the previous pages do not need to be returned.](#)

### Flooring Services (as needed) Q1533

Solicitation Document A

General Response and Cost Section

#### General Information about the Vendor

**Sign Your Name to the Right of the Arrow** 

Your signature indicates that you have read and agree to "KCDC's General Instructions to Vendors" on [www.kcdc.org](http://www.kcdc.org).

**Printed Name and Title** 

**Company Name** 

**Street Address** 

**City/State/Zip** 

**Contact Person (Please Print Clearly)** 

**Telephone Number** 

**Fax Number** 

**Cell Number** 

**Vendor's e-mail address (Please Print Clearly)** 

**Vendor's State of Tennessee Vendor License Number** 

#### Addenda

Addenda are posted at [www.kcdc.org](http://www.kcdc.org). Click on "Doing Business With KCDC" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a quote.

Acknowledge addenda have been issued by checking below as appropriate:

None ☐

Addendum 1 ☐

Addendum 2 ☐

Addendum 3 ☐

Addendum 4 ☐

Addendum 5 ☐

#### Statistical Information

This business is owned & operated by persons at least 51% of the following ethnic background:

Asian/Pacific ☐

Black ☐

Hasidic Jew ☐

Hispanic ☐

Native ☐ Americans

White ☐

As defined on KCDC's webpage (see the "General Instructions to Vendors"), this business qualifies as being:

Section 3 ☐

Small Business ☐

Woman Owned ☐

#### Cooperative Purchasing by Other Governmental Entities

Will you extend your pricing and terms to other governments (plus any additional charges for shipping) if they desire to use the award?

Yes ☐ No ☐

**Flooring Services (as needed) Q1533****Solicitation Document B****Cost Information****Vendor:** \_\_\_\_\_

<b>Item</b>	<b>Cost</b>	<b>Unit of Measure</b>
Installation of Carpet	\$	Square Foot
Installation of Padding	\$	Square Foot
Installation of Vinyl Tile	\$	Square Foot
Installation of Ceramic Tile	\$	Square Foot
Installation of Linoleum Type Products	\$	Square Foot
Removing and Disposing of Existing Carpet	\$	Square Foot
Removing and Disposing of Existing Padding	\$	Square Foot
Removing and Disposing of Existing Vinyl Tile	\$	Square Foot
Removing and Disposing of Existing Ceramic Tile	\$	Square Foot
Removing and Disposing of Existing Linoleum Type Products	\$	Square Foot
Moving Furniture	\$	Hour
Floor Preparation Work	\$	Square Foot
Shaw Potential III 28 carpeting	\$	Square Yard
Metropolitan LVT Plank Style DN13 12 Mil 768 Bridgeway Tile	\$	Linear Foot
Other Cost 1:	\$	
Other Cost 2:	\$	
Other Cost 3:	\$	

## Flooring Services (as needed) Q1533

Solicitation Document C

Vendor Business Information

**Vendor:** \_\_\_\_\_

Provide the information requested below so KCDC can determine your capacity to perform the work.

### 1. EXPERIENCE:

Years in business	
Years in business under this name	
Years performing this type of work	
Value of work now under contract	
Value of work in place last year	
Number of Clients	
Would this award make KCDC your largest client?	
Percentage (%) of work usually self-performed (not sub contracted)	
Has your company:	
Failed to complete a contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Been involved in bankruptcy or reorganization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pending judgment claims or suits against vendor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What company do you use for pre-employment criminal background checks?	

### 2. SAFETY:

Have you had any OSHA or TOSHA fines within the last three (3) years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had any job related fatalities within the last five (5) years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered <b>YES</b> to either of the above questions, you <b>MUST</b> submit, on a separate sheet, the details describing the circumstances surrounding each incident.	

### 3. PERSONNEL, EQUIPMENT & MATERIALS:

Area	Fulltime	Part Time
Clerical		
Management		
Installers		
Total Employees working for your company		
Are your installers subcontractors?	Yes <input type="checkbox"/> No <input type="checkbox"/>	



**Flooring Services (as needed) Q1533****Solicitation Document D****References****Vendor:** \_\_\_\_\_

1. Provide client references as similar as possible to this work.
2. A company only be listed as a reference once even if you have done multiple jobs for them.
3. KCDC reserves the right to contact and interview the listed references via electronic survey means.

**One**

Name of the business that was serviced			
Contact person			
Contact person title			
Contact person's telephone number			
Contact person's email address			
Description of the service provided			
Contract began		Contract ended	
Approximate Dollar Value of the Contract	\$		

**Two**

Name of the business that was serviced			
Contact person			
Contact person title			
Contact person's telephone number			
Contact person's email address			
Description of the service provided			
Contract began		Contract ended	
Approximate Dollar Value of the Contract	\$		

**Three**

Name of the business that was serviced			
Contact person			
Contact person title			
Contact person's telephone number			
Contact person's email address			
Description of the service provided			
Contract began		Contract ended	
Approximate Dollar Value of the Contract	\$		

**Flooring Services (as needed) Q1533**

**Solicitation Document D**

**Installers**

Vendor: \_\_\_\_\_

List your installers indicating their names, years of experience, certifications and commercial experience.

**Flooring Services (as needed) Q1533****Solicitation Document E****Affidavits**

Vendor: \_\_\_\_\_

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer;
2. Such offer is genuine and is not a collusive or sham offer;
3. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement; and
4. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
5. The vendor is not ineligible for employment on public contracts because of a conviction or guilty plea or a plea of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award let by the State of Tennessee or any political subdivision thereof.
6. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the responder.
7. No employee, officer or agent of the grantee or subgrantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
8. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
9. By submission of this form, the vendor is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the proposal submitted in response to this solicitation is in full compliance with the listed requirements.

<b>Signed by</b> _____	
<b>Printed Name</b> _____	
<b>Title</b> _____	
<b>Subscribed and sworn to before me this date</b> _____	
<b>By (Notary Public)</b> _____	
<b>My Commission Expires on</b> _____	

**Flooring Services (as needed) Q1533****Solicitation Document F****HUD Form 5369C**

Vendor: \_\_\_\_\_

**Certifications and  
Representations  
of Offerors  
Non-Construction Contract**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**1. Contingent Fee Representation and Agreement**

(a) The bidder/offers represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offers, the bidder/offers:

- (1) ☐ *has*, ☐ *has not* employed or retained any person or company to solicit or obtain this contract; and
- (2) ☐ *has*, ☐ *has not paid* or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder/offers shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offers shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

**2. Small, Minority, Women-Owned Business Concern Representation**

The bidder/offers represents and certifies as part of its bid/offer that it:

- (a) ☐ *is*, ☐ *is not a small business concern*. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ *is*, ☐ *is not a women-owned small business concern*. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ *is*, ☐ *is not a minority enterprise* which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

*For the purpose of this definition, minority group members are:*

(Check the block applicable to you)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> Hasidic Jewish Americans |

**3. Certificate of Independent Price Determination**

(a) The bidder/offers certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offers or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offers, directly or indirectly, to any other bidder/offers or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offers to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offers's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offers's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offers's organization);
- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

Vendor: \_\_\_\_\_

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

#### **4. Organizational Conflicts of Interest Certification**

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

#### **5. Authorized Negotiators (RFPs only)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

#### **6. Conflict of Interest**

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

#### **7. Offeror's Signature**

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
*Signature & Date:*


\_\_\_\_\_  
*Typed or Printed Name:*

\_\_\_\_\_  
*Title:*

**Flooring Services (as needed) Q1533**

**Solicitation Document G**

**Envelope Coversheet**

<b>Bid/Contract Name/Number</b>		<b>Flooring Services (as needed) Q1533</b>	
<b>Bid Due Date/Time</b>		06-05-15 at 11:00 a.m.	
<b>Bidder's/Firm's Name</b> 			
<b>State of Tennessee Contractor's License Holder Name</b>			
<b>State of Tennessee Contractor's License Number (matching the name above)</b>			
<b>State of Tennessee Contractor's License Classification Code Pertaining to this bid</b>			
<b>State of Tennessee Contractor's License Expiration Date</b>			
<b>Subcontractors to be used on this project</b> (If subcontract work is not required, write, "none required". If under \$25,000, put "Not Applicable").			
<b>Electrical Subcontractor Name on the State of Tennessee's Contractor's License</b>		<b>State of Tennessee Contractor License Number</b>	
<b>State of Tennessee Contractor License Classification(s)</b>		<b>Expiration Date of State Contractor's License</b>	
<b>HVAC Subcontractor Name on the State of Tennessee's Contractor's License</b>		<b>State of Tennessee Contractor License Number</b>	
<b>State of Tennessee Contractor License Classification(s)</b>		<b>Expiration Date of State Contractor's License</b>	
<b>Masonry Subcontractor Name on the State of Tennessee's Contractor's License</b>		<b>State of Tennessee Contractor License Number</b>	
<b>State of Tennessee Contractor License Classification(s)</b>		<b>Expiration Date of State Contractor's License</b>	
<b>Plumbing Subcontractor Name on the State of Tennessee's Contractor's License</b>		<b>State of Tennessee Contractor License Number</b>	
<b>State of Tennessee Contractor License Classification(s)</b>		<b>Expiration Date of State Contractor's License</b>	
<b>Geothermal Subcontractor Name on the License issued by the Department of Environment &amp; Conservation</b>		<b>Department of Environment &amp; Conservation Contractor License Number</b>	
<b>Department of Environment &amp; Conservation License Classification</b>		<b>Expiration Date of Department of Environment &amp; Conservation License</b>	

**Advisement:**

KCDC will not consider notes written on the bid envelope as changing the bid. Such notes must be inside the envelope.