

## REQUEST FOR PROPOSAL

### CARPET REPLACEMENT

#### JAMESTOWN PHILOMENIAN LIBRARY

The Town of Jamestown seeks proposals for carpet replacement of various areas within the Jamestown Philomenian Library at 26 North Road, Jamestown.

Sealed Proposals shall be addressed to:

Finance Director  
Town of Jamestown  
93 Narragansett Avenue  
Jamestown, RI 02835

Bids shall be received until 11:00 AM on Wednesday, December 17, 2014 in the Office of the Finance Director. The Bid opening will take place at the Jamestown Town Hall first floor conference room.

The project includes furnishing all labor, equipment, and materials to replace the carpet in the meeting room, hall and lobby at the Library in accordance with this request for proposal.

Interested companies ("Bidders") are invited to submit proposals that shall include:

- BID FORM
- List of a minimum of five (5) references from similar projects that have been completed in the last 3 years
- Years Bidder has been engaged as a company, corporation, partnership, or individual specializing in this field
- Proof of insurance

#### **Insurance**

- Contractor shall deliver to the Town certificates of insurance including General Liability and Workers Compensation.

#### **Contract Awards**

- The project bid award is scheduled for the Town Council meeting of January 5, 2014.
- The Town of Jamestown reserves the right to reject any and all proposals, or to accept the proposal that the Town deems to be in the best interest of the Town, regardless of lowest bid amount.
- The Town reserves the right to request additional data or information in support of written proposals.

**BID FORM**

**ITEM DESCRIPTION**

**1. CARPET REPLACEMENT - MEETING ROOM, LOBBY, HALL**

Replace the existing carpet at the Jamestown Philomenian Library in the meeting room, hall, and lobby in accordance with the specifications and requirements. Price shall include the removal and disposal of the existing carpet, preparation of the existing floor to receive the new carpet, and the furnishing and installing of the new carpet including all labor, materials, and incidentals to finish the work complete and accepted by the Town.

LUMP SUM \$ \_\_\_\_\_

TOTAL BID PRICE \$ \_\_\_\_\_

\_\_\_\_\_ Dollars and \_\_\_\_\_ cents

(Amount in Words)

**2. ADD/ALTERNATE: CARPET REPLACEMENT - STUDY ROOMS:**

Replace the existing carpet in the two study rooms. Price shall include the removal and disposal of the existing carpet, preparation of the existing floor to receive the new carpet, and the furnishing and installing of the new carpet including all labor, materials, and incidentals to finish the work complete and accepted by the Town.

LUMP SUM \$ \_\_\_\_\_

\_\_\_\_\_ Dollars and \_\_\_\_\_ cents

(Amount in Words)

## SUMMARY OF WORK

### SUMMARY OF WORK

#### **PROJECT: LIBRARY CARPET REPLACEMENT**

**PROJECT MANAGER: Michael Gray, Public Works Director**

#### 1. EXAMINATION

The Contractor shall visit the site and become familiar with conditions under which he will be working. Also meet with the Owner and review site access, storage areas, etc.

Description of Work – Project includes the replacement of the existing carpet in the lobby, hall, and meeting room of the Jamestown Philomenian Library. Work includes the removal and disposal of the existing carpet, the preparation of the existing floor to receive the new carpet, and furnishing and installing of new carpet including all labor, materials, and incidentals to finish the work complete and accepted by the Town. The Contractor will visit the site before work is started to verify all areas and perimeters in field measurement.

#### 2. **Substantial completion shall be achieved by February 27, 2014.**

#### 3. The Jamestown Philomenian Library is located at

26 North Road  
Jamestown, RI 02835

## GENERAL REQUIREMENTS

### GENERAL

#### A. **CONTRACTOR'S RESPONSIBILITY**

It is not the responsibility of the Owner's Representative to notify the Contractor when to commence, to cease, or to resume work; nor in any way to superintend so as to relieve the Contractor of responsibility or of any consequences of neglect or carelessness by him or his subordinates. All material and labor shall be furnished at times best suited for the Contractor so that the work shall be properly and fully completed on the date fixed by the Contract.

The Contractor shall be responsible for all items contained in the specifications.

#### B. **CODES AND STANDARDS**

Reference to standard specifications for workmanship, apparatus, equipment and materials shall conform to the requirements of latest specifications of the organization referenced, i.e., American Society for Testing Materials (ASTM), Underwriters Laboratories, Inc. (UL), American National Standards Institute, Inc. (ANSI), and others.

#### C. **CONTRACTOR'S MEASUREMENTS**

Before ordering material or doing any work, Contractor shall verify, at the building, all dimensions which may affect his work. He assumes full responsibility for the accuracy of his figures. No allowance for additional compensation will be considered for minor discrepancies between dimensions on the drawings and actual field dimensions.

#### D. **SUBMITTALS**

All samples required by the Specifications shall be submitted to the Owner. Each sample shall be clearly identified on a tag attached, showing the name of the Project, the name of the Contractor, manufacturer (and supplier if same is not the manufacturer), the brand name or number identification, pattern, color, or finish designation and the location in the work.

Each submittal shall be covered by a transmittal letter, properly identified with the project title and number and a brief description of the item being submitted.

Contractor shall be responsible for all costs of packing, shipping and incidental expenses connected with delivery of the samples to the Owner or other designated address.

If the initial sample is not approved, prepare and submit additional sets until approval is obtained.

Materials supplied or installed which do not conform to the appearance, quality, profile, texture or other determinant of the approval samples will be rejected, and shall be replaced with satisfactory materials at the Contractor's expense.

**E. GENERAL SAFETY AND BUILDING PRECAUTIONS**

Provide and maintain in good repair barricades, railings, etc., as required by law for the protection of the Public. All exposed material shall be smoothly dressed.

Isolate Owner's occupied areas from areas where demolition and alteration work will be done, with temporary, dustproof, weatherproof, enclosures as conditions may require and as directed by the Owner.

Protect furniture, equipment and fixtures to remain from soiling, dust, dirt, or damage when demolition work is performed in rooms or areas from which such items have not been removed.

Repair any damage done to existing work caused by the construction and removal of temporary partitions, coverings, and barricades.

The Contractor will be held responsible for all breakage or other damage to the time the work is completed.

Provide protection for existing buildings, interior and exterior, finishes, walls, drives, landscaping, lawns etc. All damages shall be restored to match existing conditions to the satisfaction of the Owner.

**F. INTERFERENCE WITH OWNER'S OPERATIONS**

The Owner will be utilizing the Library Facilities to carry on the normal business operation during construction. The Contractor shall schedule performance of the work necessary to complete the project in such a way as to interfere as little as possible with the operation during construction.

Work which will interfere with the Owner's occupancy, including interruptions to the Lobby and Entrance, and essentially noisy operations shall be scheduled in advance and outside of the normal hours of the library. The schedule of alterations shall be approved by the Owner and the work shall be done in accordance with the approved schedule.

Library Hours:	Monday	10 a.m. to 8 p.m.
	Tuesday	10 a.m. to 8 p.m.
	Wednesday	10 a.m. to 8 p.m.
	Thursday	12 p.m. to 8 p.m.
	Friday	10 a.m. to 5 p.m.
	Saturday	10 a.m. to 5 p.m.
	Sunday	1 p.m. to 5 p.m.

It is understood that the work is to be carried through to completion with the utmost speed consistent with good workmanship and to meet the construction schedule.

The Contractor shall begin work under the Contract without delay upon receipt of the fully-executed contract and shall substantially complete the project ready for unobstructed occupancy and use of the Owner for the purposes intended within the completion time stated in the contract.

The Contractor shall, immediately upon award of contract, schedule his work and expedite deliveries of materials and performance of subcontractors to maintain the necessary pace to meet the construction schedule.

## **CONTRACTOR'S REPRESENTATION AND COORDINATION**

### **A. FIELD SUPERINTENDENT**

Contractor shall assign a full time project manager/superintendent for the duration of the project. This person shall be experienced and qualified in all phases of the work and shall be present at the site during Contractor's working hours. The project manager shall have Contractor's full authority to represent Contractor in all routine operations including changes to the work and scheduling. Contractor shall not re-assign this individual without prior written permission of the Owner.

### **B. COORDINATION**

The Contractor shall also provide a staff adequate to coordinate and expedite the work properly and shall at all times maintain competent supervision of its own work and that of its subcontractors to insure compliance with contract requirements.

The Contractor shall be solely responsible for all construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the work under the Contractor.

### **C. CONSTRUCTION SCHEDULE**

The Construction Schedule shall be prepared after the award of contract. Soon after, a pre-construction meeting is held with the Owner to determine the areas to which the Contractor will be allowed access at any one time.

The Contractor is alerted to the fact that areas in which he will be working will be occupied by employees of the Library as well as the general public. The Contractor's access, to and from the project site, will be confined to limited areas so as not to unduly disrupt the normal activities of the Library.

## **TEMPORARY FACILITIES**

### **A. STORAGE OF MATERIALS**

All materials shall be stored in areas designated by the Owner. All stored materials shall be arranged for the minimum disruption to occupants and to allow full access to and throughout the building. Materials stored outdoors shall be neat and orderly and covered to prevent damage or vandalism.

## CLEAN-UP

The Contractor shall at all times keep the Owner's premises and the adjoining premises, driveways and streets clean of rubbish caused by the Contractor's operations and at the completion of the work shall remove all the rubbish, all of his tools, equipment, temporary work and surplus materials, from and about the premises, and shall leave the work clean and ready for use. All rubbish and debris shall be disposed of off the Owner's property in an approved sanitary landfill site. Job site shall be left neat and clean at the completion of each day's operation.

## SECTION 09680

### CARPETING

#### PART 1 - GENERAL

##### 1.01 SUMMARY

- A. Remove and dispose existing carpet from the areas identified. Prepare existing floor surface to receive new carpeting. Furnish and install new carpet.

##### 1.02 SUBMITTALS

- A. Submit for approval samples, product data, warranty, and maintenance data.

##### 1.03 QUALITY ASSURANCE

###### A. Manufacturer Qualifications

1. Company specializing in manufacturing the specified carpet.

###### B. Installer Qualifications

1. Flooring contractor to be a specialty contractor normally engaged in this type of work and shall have prior experience in the installation of these types of materials.
2. Certify payment of Prevailing Wage Rates to the installers.
3. Flooring contractor possessing Contract for the carpet installation shall not sub-contract the labor without written approval from the Town.
4. Flooring contractor will be responsible for the proper product installation, including floor preparation, as specified by the carpet manufacturer and the Job Conditions herein.
5. Flooring Contractor to provide Owner a written installation warranty that guarantees the completed installation to be free from defects in materials and workmanship for a period of one year after the job completion.

##### 1.04 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the site in manufacturer's original packaging listing manufacturer's name, product name, identification number, and related information.



- B. Store in a dry location. Protect from damage and soiling.

#### 1.05 PRODUCT CONDITIONS

- A. Sub-floor preparation is to include all required work to prepare the existing floor for installation of the product as specified in this document and Manufacturer's installation instructions.
- B. All material used in sub-floor preparation and repair shall be recommended by the carpet manufacturer and shall be chemically and physically compatible with the carpet system being bid.

#### 1.06 CARPET WARRANTY

- A. Warranty to be provided by the Manufacturer and the Contractor.

### PART 2 - PRODUCTS

#### 2.01 PRODUCT SPECIFICATIONS

- A. Substitutes to compliance with the requirements, "or-equal" must match the selected color(s) and have similar aesthetic appearance and tuft density. Substitution samples must be submitted for approval with the bid.
- B. Carpet:
  - 1. Manufacturer: Masland Contract
  - 2. Style: Balance 7869
  - 3. Color: 68910 Coastal Path
  - 4. Fiber Content: 100% Universal Fibers 6,6 with permanent stain
  - 5. Pattern Repeat: 18" W x 7.75"L

##### Carpet Border (Lobby and Hallway)

- 1. Manufacturer: Masland
- 2. Style: Solid Impact
- 3. Color: Zap

#### 2.02 ACCESSORIES

- A. Materials recommended by Manufacturer for patching, priming, chemically welding seams, etc.
- B. Adhesives: Products to be supplied with a pre-cured, mill-applied or other "dry" adhesive system when available. Adhesive should be full spread, extremely low VOC in compliance with CRI Indoor Air Quality Adhesive Testing Program requirements, compatible with materials being adhered, as recommended by the Manufacturer.

## PART 3 - EXECUTION

### 3.01 EXAMINATION/PREPARATION

- A. Remove and Dispose of all carpet within the limits identified for replacement. Project includes the meeting room, hallway, lobby, and two small conference rooms.
- B. Prepare sub-floor to comply with criteria established in Manufacturer's installation instructions. Use only preparation materials that are acceptable to the Manufacturer.
  - 1. Remove all deleterious substances from substrates that would interfere with or be harmful to the installation.
  - 2. Remove sub-floor ridges and bumps. Fill cracks, joints, holes, and other defects.
- C. Verify that the sub-floor is smooth and flat within specified tolerances and ready to receive carpet.
- D. Verify that the substrate surface is free of substances and moisture that would impair bonding of product to the floor.
- E. There will be no exceptions to the provisions stated in the manufacturer's installation instructions.

### 3.02 INSTALLATION - GENERAL

- A. Install product in accordance with the Manufacturer's installation instructions.
- B. Verify carpet match before cutting to ensure minimal variation between dye lots.
- C. Layout carpet and locate seams in accordance with shop drawings.
  - 1. Locate seams in area of least traffic, out of areas of pivoting traffic, and parallel to main traffic. Minimize cross seams.
  - 2. Do not locate seams perpendicular to through door openings
  - 3. Align run of pile in same direction as anticipated traffic and in same direction on adjacent pieces.
  - 4. Locate change of color or pattern between rooms under door centerline.

- 5. Provide monolithic color, pattern, and texture match within any one area.
- D. Install carpet tight and flat on sub-floor, well fastened at edges, with a uniform appearance.
- E. Double-cut carpet seams with accurate pattern match. Match cuts, true, and unfrayed.
- F. Chemically weld all seams with manufacturer's recommended seam sealer as stated in installation instructions. Make sure the seam is fully sealed.
- G. Roll with appropriate roller for complete contact of carpet with mill-applied adhesive to sub-floor.
- H. Trim carpet neatly at walls and around interruptions.
- I. Completed carpet is to be smooth and free of bubbles, puckers and defects.

### 3.03 PROTECTION AND CLEANING

- A. Remove excess adhesive and/or seam sealer from floor and wall surfaces without damage.
- B. All rubbish, wrappings, debris, trimmings, etc to be removed from the site and disposed of properly.
- C. Clean and vacuum carpet surfaces using a beater brush/bar commercial vacuum.

END OF SECTION