

**REQUEST FOR PROPOSAL FOR:**

**NHTI-Concord's Community College**

**Installation of Library Floor**

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for NHTI-Concord's Community College for installation of a composite floor over an existing VCT floor.

**VENDOR CERTIFICATIONS**

The vendor who is awarded the contract must comply with the terms of the CCSNH P-37 contract. Prospective bidders are encouraged to ensure they are able to comply with all applicable regulations. Compliance regulations are indicated further down in the document under the header COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS.

A completed Alternate W-9 form (no fee) must be submitted with the contract.

**CONTRACT TERM:**

The term of any resulting contract shall on or before September 1, 2013.

Actual work is to be scheduled to start on June 24 2013 to be complete by June 29 2013.

NHTI-Concord's Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

**PAYMENT AND COMPENSATION:**

Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by NHTI-Concord's Community College. Partial payments are allowed.

**SCOPE OF SERVICES:**

**Work within this request for proposal (RFP) shall include the following:**

**Prepare existing VCT to accept new floor adhesive and flooring – total square footage 2,100**

**Fill and level existing four (4) floor electrical boxes only with concrete (electrical wires to be removed by NHTI)**

**Perform moisture testing per ASTM standards as required by GERFLOR specifications**

**Install new floor material consisting of the following:**

**Gerflor, Creation Luxury Vinyl Tile**

**Color 0337 Victoria Oak**

**Install cove base (color to be matched later) and door transitions**

**Clean floor per manufacturer's specifications**

**Note: This document refers to the following standards:**

**PART 1 – GENERAL**

**1.1 SECTION INCLUDES**

- A. Supply and installation of the indoor resilient tile surfacing.**

**1.2 SUBMITTALS**

**A. Product Data:**

Manufacturer's promotional brochures, specifications and installation instructions

**B. Samples:**

1. Submit for selection and approval three (3) sets of the indoor resilient tile surfacing, manufacturer's brochures and sample boards. To be included are actual samples of all of the available colors, textures and styles.

**C. Closeout Submittals:**

1. Submit three (3) copies of the indoor resilient tile surfacing and manufacturer's maintenance instructions.
2. Submit three (3) copies of the material and installation warranties as specified.

**1.3 QUALITY ASSURANCE**

**A. Qualifications:**

1. The indoor resilient tile surfacing shall have been actively marketed for a minimum of ten (10) years.
2. The indoor resilient tile surfacing shall be manufactured in an ISO 9001 certified plant.
3. The indoor resilient tile surfacing shall be manufactured in an ISO 14001 certified plant.
4. The indoor resilient tile surfacing supplier shall be an established firm experienced in the field and appointed as a distributor or agent by the manufacturer of the indoor resilient tile surfacing.
5. The installer of the indoor resilient tile surfacing shall have a minimum of five (5) years experience in the field installing the specified indoor resilient wood plank surfacing with and have worked on at least five (5) projects of similar size, type and complexity.

**B. Certifications:**

1. Installer to submit the indoor resilient tile surfacing manufacturer's or distributor's certification attesting that they are an approved installer of the indoor resilient tile surfacing.
2. The indoor resilient tile surfacing manufacturer to submit official ISO 9001 certification for the facility in which the indoor resilient surfacing is manufactured.
3. The indoor resilient tile surfacing manufacturer to submit official ISO 14001 certification for the facility in which the indoor resilient tile surfacing is manufactured.

**1.4 DELIVERY, STORAGE AND HANDLING**

**A. Delivery:**

Material shall not be delivered until all related work is in place and finished and/or proper storage facilities and conditions can be provided and guaranteed stable according to Gerflor's recommendations.

**B. Storage:**

Store the material in a secure, clean and dry location. Maintain temperature between 55° and 85° Fahrenheit. Store the indoor resilient tile surfacing in an upright position on a smooth flat surface immediately upon delivery to jobsite.

**1.5 PROJECT/SITE CONDITIONS**

- A. It is the responsibility of the general contractor/construction manager to maintain project/site conditions acceptable for the installation of the indoor resilient tile flooring.
- B. The area in which the indoor resilient tile surfacing will be installed shall be dry and weather tight. Permanent heat, light and ventilation shall be installed and operable.
- C. All other trades shall have completed their work prior to the installation of the resilient tile flooring. The general contractor or Construction Manager shall maintain a secure and clean working environment before, during and after the installation. Suspension of other trades' work may be authorized providing their work will not damage the new flooring.
- D. Maintain a stable room temperature of at least 65°F for a minimum of one (1) week prior to, during and permanently thereafter installation.
- E. An effective low-permeance vapor barrier is placed directly beneath the concrete subfloor. For "on" or "below grade" installations, it is recommended to provide a permanent vapor barrier resistant to long term hydrostatic pressure/moisture exposure. Protrusions should be sealed to prevent moisture migration into the slab. Moisture should not be allowed to enter the slab after the completed construction.
- F. Concrete subfloor surface pH level within the 7 to 8.5 range.
- G. Concrete subfloor moisture content less than five (5) pounds/1,000 sq.ft./24 hours when tested using calcium

chloride per ASTM F 1869 and/ or less than 80% RH per ASTM F 2170.

H. Concrete subfloor should be no greater than 1/8" within a 10 ft diameter. This tolerance can be measured in accordance with ASTM E1155.

A specified (FF ) of 50 and an (FL ) of 30 should reach this degree of floor flatness and floor level. There is no numerical correlation between F numbers and the deviation from the straight edge; however the above specified numbers should achieve a flat floor with minimal deviation in the slab. Reference ACI 117 and ACI 302.1R. The general contractor should provide a certificate of compliance with the above recommendations.

I. Concrete subfloor must be clean and free of all foreign materials or objects including, but not limited to, curing compounds and sealers.

J. Fill cracks, grooves, voids, depressions, and other minor imperfections with Ardex (or equal) cement-based patching/leveling compounds. Follow the manufacturer's directions. Moveable joints must be treated utilizing specific transitioning joint devices depending upon the architect's recommendations. Follow current ASTM F710 guidelines for the preparation of concrete slabs to receive resilient flooring.

K. Refer to ACI 302.2R "Guidelines for Concrete Slabs that Receive Moisture-Sensitive Flooring Materials" for concrete design.

L. Concrete slab shall be fortified with continual steel reinforcement.

## 1.6 WARRANTY

### A. Materials:

The indoor resilient surfacing shall be covered against manufacturing defects by a ten (10) year written, limited warranty. The manufacturer of the indoor resilient tile surfacing must provide this warranty.

### B. Installation:

The installation of the indoor resilient tile surfacing shall be covered against poor workmanship and faulty installation by a two (2) year written, limited warranty provided by the manufacturer-approved installer.

## 1.7 ADDITIONAL MATERIALS

Furnish to the owner additional materials containing a total of at least 1% of each different color or design of the indoor resilient surfacing used on the project.

## 1.8 LEED™ CERTIFICATION

The indoor resilient surfacing should be able to help this facility to achieve up to five points towards LEED™ certification.

LEED categories positively affected by the indoor resilient athletic surfacing

- Water Efficiency credit reference WE 3.1 & 3.2  
Points Attainable 1- 2
- Materials & Resources credit reference MR 4.1 & 4.2  
Points Attainable 1-2
- Indoor Environmental Quality credit reference EQ 4.1 & 4.2  
Points Attainable 1

## PART 2 - PRODUCTS

### 2.1 MANUFACTURERS

The basis of the design for the indoor resilient wood plank, mineral and slate surfacing is Creation & Artline as manufactured by Gerflor. All other installation accessories and related components must be either made or approved by the indoor resilient surfacing manufacturer. Other products may be approved as equal if deemed qualified and submitted in accordance with the General Conditions.

### 2.2 MATERIALS.

#### A. Indoor Resilient Tile Surfacing:

Wood Plank and Mineral product shall consist of a 0.7 mm transparent wearlayer, a design film and compact underlayer. Slate product shall be homogeneous. The indoor resilient wood plank and mineral tiles are layers are to be compressed and grained at high pressure for dimensional stability. All products are treated with a factory applied UV treated polyurethane (PUR) finish for superior wear resistance and ease of maintenance. Sanosol®, a fungistatic and bacteriostatic treatment shall be incorporated throughout the entire thickness.

**1. Physical properties of the indoor resilient surfacing shall conform to the following minimums:**

- Width ..... 4",6"& 7.25" (10, 15.2, 18.4cm) wood
- 18", 24", and 12" (45.7, 61, 30.5cm) mineral
- 12" (30.5cm) slate
- Length ..... 36" and 48" (100, 121.9cm) wood
- 18" & 24" (45.7cm and 61cm) mineral
- 24" (61cm) slate
- Total Thickness ..... 2.5 mm (wood and mineral)
- 2.4mm (slate)
- Chemical Resistance
- ASTM D543..... Better
- Fungus Resistance
- ASTM D1924 ..... Complete
- Critical Radiant Flux
- ASTM E648.....
- Class 1
- Coefficient of Friction
- ASTM C1028-96 .....
- Complies with ADA requirements for accessible routes-ASTM D2047-99

**2. Color:** As available from the indoor resilient surfacing manufacturer’s standard range.

**2. Texture:** Wood grained with beveled edges.

**B. Adhesive:**

As approved by the indoor resilient surfacing manufacturer.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A.** It is the responsibility of the general contractor/construction manager to ensure that project/site conditions are acceptable for the installation of the indoor resilient tile flooring.
- B.** Verify that the area in which the indoor resilient tile surfacing will be installed is dry and weather tight. Verify that permanent heat, light and ventilation is installed and operable.
- C.** Verify that all other work that could cause damage, dirt and dust or interrupt the normal pace of the indoor resilient tile surfacing installation is completed or suspended.
- D.** Verify that there is a stable room temperature of at least 65°F.
- E.** Verify that there are no foreign materials or objects on the subfloor and that the subfloor is clean and ready for installation.
- F.** Review and document the results of the moisture tests to verify that the moisture evaporative rate is less than five (5) pounds/1,000 sq.ft./24 hours per ASTM F1869 and less than 80% RH per ASTM F 2170.
- G.** Verify that the concrete subfloor surface pH level is within the 7 - 8.5 range.
- H.** Document the results indicating the slab is within manufacturer’s tolerances.

**3.2 PREPARATION OF SURFACES**

- A.** Strip wax from the entire surface of the existing VCT floor
- B.** Sweep the concrete slab so as to remove all dirt and dust. If a sweeping compound is to be used it must be a sweeping compound that does not contain oil or other items that may inhibit the adhesive bond.

**3.3 INSTALLATION**

- A.** The installation area shall be closed to all traffic and activity for a period to be set by the indoor resilient surfacing installer. Installation shall not begin until the installer is familiar with the existing conditions.
- B.** All necessary precautions should be taken to minimize noise, smell, dust, the use of hazardous materials and any other items that may inconvenience others.
- C.** Install the indoor resilient surfacing in strict accordance with the manufacturer’s written instructions.
- D.** Install the indoor resilient surfacing minimizing cross seams. Provide a seam diagram during the submittal process for approval prior to installation.
- E.** Install appropriate threshold plates or transition strips where necessary.

**3.4 CLEANING**

- A.** Remove all unused materials, tools, and equipment and dispose of any debris properly. Clean the indoor resilient surfacing in accordance with the manufacturer’s instructions.

### 3.5 PROTECTION

If so required, protect the indoor resilient surfacing from damage using coverings approved by the manufacturer until acceptance of work by the customer or their authorized representative.

### 3.6 RELATED STANDARDS AND GUIDELINES

- A. ASTM F1869 “Standard Test Method for Measuring Moisture Evaporation Rate of Concrete Subfloor Using Anhydrous Calcium Chloride”
- B. ASTM F2170 “Standard Test Method for Determining Relative Humidity In Concrete Floor Slabs Using In-Situ Probes”
- C. ASTM F710 “Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring”
- D. ACI 302.2R-06 “Guideline for Concrete Slabs that Receive Moisture-Sensitive Flooring Materials”

ACI 302.1R Guide for Concrete Floor and Slab Construction.

ACI 302.2R Guide for Concrete Slabs that Receive Moisture-Sensitive Flooring Materials

ASTM F710 Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring

STM F1869-09 Standard Test Method for Measuring Moisture Evaporation Rate of Concrete Subfloor Using Anhydrous Calcium Chloride.

ASTM F2170-09 Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using In-Situ Probes.

Recommended Work Practices for Removal of Resilient Floor Coverings of Resilient Floor Covering Institute (RFCI).

**Note:** These instructions are for CONCRETE substrate. Contact Gerflor Technical for information regarding other substrates.

#### USAGE

Creation

#### SITE CONDITIONS

##### 2.1 GENERAL CONTRACTOR

The General Contractor will supply a smooth, flat concrete finish ready to receive the new resilient sheet flooring in accordance with ACI 302.1-R Guide for Concrete Floor and Slab Construction and ACI 302.2R Guide for Concrete Slabs that Receive Moisture-Sensitive Flooring Materials.

The concrete subfloor will be cured for a minimum of at least thirty (30) days and will conform to moisture levels as described herein.

The slab will have a tolerance of 3/16” (4.5mm) in a 10’ (3.05 m) radius.

The General Contractor shall patch and repair all cracks, voids and other imperfections of concrete with approved high strength Portland cement based patching compounds.

Do not use gypsum based patching materials.

Protect the flooring from construction damage.

##### 2.2 FLOORING CONTRACTOR

Prepare substrate as per ASTM F710 “Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring”

#### MOISTURE TESTING IS MANDATORY:

Regardless of age or grade level, moisture testing is required on all slabs without exception and slab moisture shall not exceed adhesive moisture tolerances detailed below.

The concrete slab should be tested for moisture rates by a recognized engineering firm according to the most recent version of the ASTM standards.

ASTM F2170 “Standard Test Method for Determining Relative Humidity in Concrete Floor Slabs Using In-Situ Probes”

#### PREPARE THE SLAB

**Note:** Slab must be prepared as per ASTM F710.

#### SITE VISITATION:

A walk through will be Mandatory in order to submit a bid. The walk thru is scheduled on May 16, 2013 at 1:00 pm. Contact is Mike Therrien, Facilities Director (603)271-6484, x 4237.

**ADDITIONAL INFORMATION:**

NHTI-Concord’s Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

All local, state and federal regulations are to be followed. Any fines assessed to NHTI-Concord’s Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on a campus of NHTI-Concord’s Community College are privately owned. Any fines, damages, etc. assessed to NHTI-Concord’s Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Shirts are required to be worn at all times on the work site, smoking is allowed only in designated smoking areas, no radios or headsets are allowed, food is available for purchase and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

Workers’ compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I:81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. **(Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)**

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractor employees, and other related personnel who will be physically required to work at the college campus, providing the following information for each person:

Name  
Employer’s Company Name

NHTI-Concord’s Community College reserves the right to request a criminal background check on any employee of Contractor. NHTI-Concord’s Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

**COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS**

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws.

In addition, the Contractor shall comply with all applicable copyright laws.

During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 of September 24, 1965 entitled “Equal Employment Opportunity”, as amended by Executive Order 11375 of October 13, 1967 and as supplemented in Department of Labor regulations (41C.F.R. Part 60) and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations.

The Contractor shall allow access by the grantee, the sub-grantee, the Federal agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcripts.

The Contractor agrees to retain all pertinent records for three years after CCSNH makes final payment and all other pending matters are closed.

**INSURANCE:**

Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and the NHTI-Concord's Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers' compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the NHTI-Concord's Community College.

The certificates are required to name NHTI-Concord's Community College as additional insured.

**BOND/SECURITY AND POWER OF ATTORNEY:**

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over \$35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, NHTI-Concord's Community College will fax addenda to all who have already submitted bids and post any changes to its website ([www.ccsnh.edu/open-bids](http://www.ccsnh.edu/open-bids)). Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed.

**SUBMISSION OF RFP RESPONSE:**

Proposals are due on or before May 24, 2013 at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your proposal. **Your response must include the following: Labor Total, Material Total and Project Total.**

Proposals should be mailed to the NHTI-Concord's Community College, Attention Melanie Kirby, CFO, 31 College Drive, Concord, NH, 03301 faxed to (603) 230-9311 or emailed to [mkirby@ccsnh.edu](mailto:mkirby@ccsnh.edu), or hand carried to the above address. NHTI-Concord's Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling 271-6484, x 4225.

**AWARD:**

NHTI-Concord's Community College reserves the right to accept or reject any or all of the proposals.

NHTI-Concord's Community College reserves the right to waive any and all informalities in its best interest.

**EXHIBIT A**

**NHTI13-67**

**NHTI-Concord's Community College**

**Installation of a composite floor over an existing VCT floor**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

Total labor to install flooring \$ \_\_\_\_\_

Total material to install flooring \$ \_\_\_\_\_

Total material and labor \$ \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Acknowledging Inclusion of Addendum:**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This form must be signed by a person authorized to legally bind the applicant organization.**