



Request for Proposals

Carpet Removal and Installation

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms to complete the installation of approximately 800 square yards of new carpet on one floor of its corporate headquarters located at 44 Washington Street, Providence, Rhode Island.

INSTRUCTIONS

There will be a mandatory walk-through at 1:00 PM on Friday, March 8, 2019 at RIHousing’s offices located at 44 Washington Street, Providence, Rhode Island.

One original and four (4) copies of the proposal and completed Bid Form (Attachment E) are to be submitted to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Guy V. Pirolli, Manager Facilities Operations**. Please also direct a courtesy copy by email to: **gpirolli@rihousing.com**. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

Proposals must be received no later than 3:00 EST p.m. on Friday, March 22, 2019

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at Attachment A, the General Carpet Installation Specifications at Attachment B and the Philadelphia Commercial Modular Tile Installation Guidelines at Attachment C.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

It is important that any statements of information or letters, that are requested within this RFP, be made part of your submitted documentation. Please note that failure to provide all information requested in this RFP shall cause your submission not to be scored. USE THE SUBMISSION CHECK LIST BAR TO THE LEFT TO ENSURE YOU INCLUDE ALL THE REQUESTED INFORMATION. CHECKLIST BAR PAGES MUST BE INCLUDED AS PART OF YOUR RFP RESPONSE, OR PRIOR TO AWARD OF BID.

Submission
Check List

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

3. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.

4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to this effect.**

5. Describe how your firm will handle actual and or potential conflicts of interest.

6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to this effect.**

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

The successful respondent will be expected to comply with the requirements of R.I.G.L. §37-13-1 *et seq.* and pay prevailing wage rates to its employees. Information on general prevailing wage rates can be found at: <http://www.dlt.ri.gov/pw/>

1. Please provide a cost proposal on the Bid Form (Attachment E) for performing the Scope of Work at Attachment A in accordance with the General Carpet Installation Specifications at Attachment B and the Philadelphia Commercial Modular Tile Installation Guidelines at Attachment C.

2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, and reimbursable expenses for any services that may be required in addition to the services described in Attachment A through Attachment C.

3. Please provide any other applicable fee information that you wish to bring to the attention of RIHousing.

D. General Terms and Conditions

1. The terms of this RFP shall be incorporated into a contract with the successful respondent.
2. Proposals are irrevocable for thirty (30) days after the deadline for submission and may not be withdrawn except with the express permission of RIHousing. All pricing will be considered firm and fixed unless otherwise indicated.
3. After an award has been made, failure to meet all requirements of this RFP may result in a determination of default and a withdrawal of the award.
4. The respondent warrants, by submission of a proposal in response to this RFP, that he or she (or his or her firm) has not, directly or indirectly, entered into any agreement, or participated in any act of collusion, or taken any other action or type of action so as to restrain full competitive bidding.
5. The successful respondent will be required to indemnify and hold RIHousing harmless against any and all losses, damages, costs and/or claims arising from work performed pursuant to this RFP. Additionally, the successful respondent will be required to present proof of insurance coverage with a company or companies licensed to provide business insurance in Rhode Island, with minimum coverage as follows:

Comprehensive General Liability Insurance:

Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence
	\$500,000 annual aggregate

Workers' Compensation Insurance:



Invest. Build. Believe.

Coverage B

\$100,000

In the alternative, the successful respondent may provide proof of self-insurance or make other representations of financial responsibility satisfactory to RIHousing, in its sole discretion. Evidence of coverage must be provided by the selected respondent prior to award.

E.. Miscellaneous

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

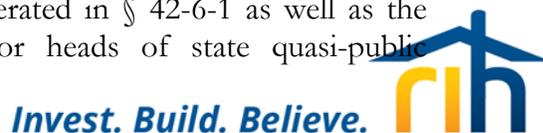
F. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.

2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public



corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. **If your answer is “No,” please provide a statement to this effect.**

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **Guy V. Pirolli** (gpirolli@rihousing.com) seeking clarification on the Scope of Work set forth in this RFP, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after Friday March, 29, 2019, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Previous work experience and performance with RIHousing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities

RIHousing may invite one or more respondents to make presentations.

In its sole discretion, RIHousing may negotiate with one or more respondents who have submitted proposals to submit more detailed proposals on specific projects as they arise.

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended Scope of Work and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of proposals. RIHousing's decision on these matters is final.

For additional information contact: Guy V. Pirolli, gpirolli@rihousing.com.

Revised: January 2019

Attachment A
(Scope of Work)

1.0 INTRODUCTION

RIHousing seeks to engage a vendor to:

- a) Remove approximately 800 square yards of existing carpeting located on the 3rd floor of our corporate headquarters located at 44 Washington Street, Providence, Rhode Island, 02903 (the “Work Site”). For reference, a floor plan is attached as Attachment D;
- b) Prepare the floor for the installation of new carpeting;
- c) Purchase new carpet, ancillary base, transition, and step covers; and
- d) Install all products in accordance to manufacturer’s instructions.

Items (a)-(d) above shall hereinafter collectively be referred to as the “Work”.

2.0 GENERAL REQUIREMENTS

- a) The vendor is responsible for providing all labor, tools, materials, and supplies necessary to complete the Work.
- b) The vendor will perform work between 5:00 P.M. to 1:00 A.M., Monday-Friday. By prior agreement only, Work may be performed on Saturdays between 7:30 A.M. to 4:00 P.M. The vendor must coordinate all Work time with RIHousing’s Manager of Facilities Operations (“MFO”).
- c) The vendor shall perform the Work in a manner that will allow RIHousing to conduct its business without interruption or discomfort. RIHousing’s staff must have safe, uninterrupted access to all offices, facilities, and areas of the Work Site.
- d) The vendor shall perform Work diligently and professionally and shall complete the Work within the performance period specified in the contract with RIHousing.
- e) Work shall be performed in accordance with: i) the specifications set forth in Attachments B-C; ii) the terms of vendor’s contract with RIHousing; and iii) all applicable laws, rules, regulations, and codes.
- f) The vendor shall be responsible for securing and paying for all required permits and for providing both 100% Performance & Labor and Material Payment bonds.

g) The vendor must warrant workmanship and materials for twelve (12) months from the date of final completion of the Work.

3.0 RESPONSIBILITY OF THE VENDOR

a) The vendor bears complete responsibility for the management of the Work and the oversight of any sub-contracted services.

b) The vendor is responsible for ensuring that Work is performed safely at the Work Site. The vendor must comply with applicable laws, rules, regulations, and codes that pertain to construction labor and safety.

c) The vendor, its employees, and sub-contractors must comply with RIHousing's security requirements.

d) The vendor shall prepare and implement a safety management plan based on a hazards analysis of the Work. A copy of the safety management plan shall be provided to the MFO for reference. The vendor must promptly report all mishaps or accidents at the Work Site to the MFO.

e) At the MFO's request, the vendor shall prepare and institute a quality management plan specific to the SOW. The plan shall describe the standard operating procedures for technical approvals, procurement actions, site inspections, testing and corrective actions. A copy of the quality management plan shall be provided to the MFO for reference.

4.0 EXECUTION OF WORK AT SITE

a) All carpet tile shall be installed by trained installers trained in the installation of commercial flooring in projects of similar size and scope specified herein.

b) The vendor shall neatly stage materials and tools in a location designated by the MFO. No tools and materials shall be left in work area at the end of work-day, unless authorized by the MFO. The work areas must be at all times clear of hindrances, trip hazards, and unused materials. The vendor shall be responsible for safe-keeping of materials and tools equipment at the site.

c) The vendor shall not damage any fixed property and shall provide temporary protective covers in a manner acceptable to MFO. The vendor shall, prior to removal of existing carpet, move & cover furniture with full covers, and move the moveable items (including artwork, area rugs, table lamps, furnishings, or office equipment appliances) away from work area. Following completion of carpet replacement in each phase, the vendor shall remove covers, clean the fixtures with approved method and return the furniture and artwork to their original position.

d) The vendor shall move modular workstations and furniture for tile installation.

RIHousing's staff will assist the vendor in disconnecting and reassembling the workstations/furniture as well as the electric / telecom equipment.

e) The vendor shall contain debris in construction trash barrels and shall legally dispose of all debris related to the Work.

f) After completion of each phase of Work, the vendor shall remove all temporary covers and vacuum, wash, and clean the work site to a condition that is acceptable to the MFO.

Attachment B

(General Carpet Installation Specifications)

(To be used in conjunction with Manufacturer's Installation Guidelines at [Attachment C](#))

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SECTION 1

MATERIALS: CARPET - PRODUCT INFORMATION

1.1 Specifications:

Product: Philadelphia Carpet Tile
Color: 00300 Embrace Truth
Pile Weight: 23
Size: 24" x 24"
Method: Direct Glue
Substitutions: None

Additional information may be provided by RIHousing at March 8, 2019 walk through or via subsequent addenda issued prior to bid date.

1.2 References (or as specified in manufacturer's installation guideline):

- A. ASTM D 2859 – Standard Test Method for Flammability of Finished Textile Floor Covering Materials.
- B. ASTM E 84 – Standard Test Method for Surface Burning Characteristics of Building Materials.
- C. ASTM E 648 – Standard Test Method for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source.
- D. CRI 104 – Standard for Installation of Commercial Textile Floor covering Material; Carpet and Rug Institute.
- E. NFPA 253 – Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source.
- F. DOC FF-1- Surface Flammability of Carpet and Rugs.
- G. FS DDD-C-0095 – Carpet and Rugs, Wool, Nylon, Acrylic, Modacrylic, Polyester, Polypropylene.
- H. FS DDD-C-1559 – Carpet, Loop, Low Pile Height, High Density, Woven or Tufted with Attached Cushioning.

1.3 Submittals for Review

- A. Samples of each product (carpet, tile flooring, vinyl base, etc.) must be submitted to RIHousing for review and approval prior to installation.
- B. Manufacturer's Installation Instructions: Indicate special procedures, perimeter conditions requiring special attention, and seaming methods.

- C. Maintenance Data: Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning.

1.4 Quality Assurance

- A. Manufacturer Qualifications: Company specializing in manufacturing specified carpet with minimum ten years documented experience.
- B. Installer Qualifications: Company specializing in installing carpet and vinyl must have a minimum of three years documented experience and approved by manufacturer.

1.5 Environmental Requirements

- A. Store materials in area designated by RIHousing, if possible, forty-eight (48) hours prior to installation.
- B. For three (3) days prior to delivery to RIHousing and all times during installation, maintain any stored carpet at the temperature recommended by manufacturer.

1.6 Extra Materials

- A. Provide additional 10 percent of total square yardage for “attic stock”.

1.7 Warranty (To be delivered at completion of project)

- A. Provide twelve (12) month warranty for workmanship and materials to commence on date of completion.
- B. Provide manufacturer’s recommended warranty against excessive indoor surface wear and delamination, and lifetime warranty against edge ravel and zippering.
- C. Provide installer’s warranty against defective carpet installation, for a twelve (12) month period.

SECTION 2 ACCESSORIES

2.1 Subfloor Filler: White premix latex modified type recommended by flooring material manufacturer.

2.2 Base Cap: Vinyl type, matte finish, color to be determined by owner.

2.3 Transition Strips: Vinyl type, matte finish, color to be determined by owner

2.4 Moldings and Edge Strips: Vinyl, color to be determined by owner.



2.5 Seam Adhesive: Recommended by manufacturer.

2.6 Contact Adhesive: Compatible with carpet material, as recommended by carpet manufacturer, releasable type.

SECTION 3 FLOOR PREPARATION

GENERAL NOTE:

These are general installation requirements. They do not replace manufacturer's installation guidelines in Attachment C.

3.1 Floor Preparation

- A. Verify that floor surfaces are smooth and flat within tolerance specified in Section for substrate and are ready to receive work.
- B. Verify that concrete floors are ready for carpet installation by testing for moisture emission rate and alkalinity. Obtain instructions if test results are not within specified limits.
 - 1. Moisture Emission Rate: Not greater than 3lbs per 1000 sq. ft. (1.4 kg 100 sq. m) per 24 hours when tested using calcium chloride moisture test kit for 72 hours, or manufacturer's recommended rate
 - 2. Alkalinity: pH range of 5-9, or manufacturer's recommended range.
- C. Remove sub-floor ridges and bumps. Fill minor or local low spots, cracks, joints, holes, and other defects with sub-floor filler. Floor should be free from loose particles or any foreign materials or humps.
- D. Apply, trowel, and float filler to achieve smooth, flat, hard surface.
- E. Prohibit traffic until filler is cured.
- F. Vacuum clean substrate
- G. Scribe and fit door frames and other interruptions.

3.2 Carpet Installation

- A. Verify carpet match before cutting to ensure minimal variation between dye lots.
- B. Install carpet in accordance with manufacturer's instructions and **owner's direction** taking the following into consideration:

1. Do not locate seams perpendicular through door openings.
 2. Locate change of color or pattern between rooms under door centerline.
 3. When abutting tile against walls, no tile shall be less than 6 inches without owner's authorization.
- C. Install carpet tight and flat on subfloor, well fastened at edges, with a uniform appearance.
- D. Double cut carpet seams, with accurate pattern match. Make cuts straight, true, and unfrayed. Apply seam adhesive to cut edges of woven carpet immediately (where necessary).
- E. Apply contact adhesive to floor uniformly at rate recommended by manufacturer. After sufficient open time, press carpet into adhesive.
- F. Apply seam adhesive to base of the edge glued down. Lay adjoining piece with seam straight, not overlapped or peaked, and free of gaps.
- G. Roll with appropriate roller for complete contact of adhesive to carpet backing.
- H. Trim carpet neatly at walls and around interruptions.
- I. Spec 4" straight vinyl base. See resilient floor spec 4.1.

3.3 Cleaning

- A. Contract Closeout: Cleaning installed work.
- B. Remove excess adhesive without damage, from floor, base, and wall surfaces.
- C. Clean and vacuum carpet surfaces.

SECTION 4 MATERIALS - RUBBER BASE

4.1 Manufacturers:

Product: Johnsonite
 Finish: Rubber
 Color: 86 – Hunter Green
 Style: Straight Base
 Method: Direct Glue

1. Substitution: None

Base: Rubber wall base conforming to ASTM F 1861-98, Type TV, Group 2, and as follows:

- 1 Height: 4, inch (100 mm) Typical.
- 2 Thickness: 1/8" thick.
- 3 Style: Top-set cove at resilient flooring Style A (Cove), Straight at Carpet Style B (Straight).
4. Finish: Satin.
5. Length: Roll
6. Accessories: Premolded external corners, internal corners and end stops.

4.2 Installation-Base

- A. Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches (45 mm) between joints.
- B. Miter internal corners. At external corners, use pre-molded units or 'V' cut back of base strip to 2/3 of its thickness and fold. At exposed ends, use pre-molded units.
- C. Install base on solid backing. Bond tightly to wall and floor surfaces.
- D. Scribe and fit all door frames.

SECTION 5 MATERIALS - RUBBER TRANSITION STRIPS

5.1 Specifications

Manufacturer: Johnsonite
Color: 86 - Hunter Green (or equal)

Transition strip information needs to be coordinated with and approved by RIHousing.

SECTION 6 ACCESSORIES

- A. Subfloor Filler: White premix latex modified type recommended by adhesive material manufacturer.
- B. Primers and Adhesives: Waterproof, types recommended by carpet manufacturer.
- C. Molding and Edge Strips: Same material as flooring or vinyl 1 inch (25mm) wide x 1/8 inch (3mm) thick: manufactured by flooring manufacturer.
- D. Filler for Coved Base: Plastic or wood
- E. Sealer and Wax: Types recommended by flooring manufacturer.

SECTION 7 CLEANING

- A. Remove excess adhesive from floor, base, and wall surfaces without damage.
- B. Vacuum all areas of new carpet to remove debris

Attachment C
(Philadelphia Commercial Modular Tile Installation Guidelines)

INSTALLATION GUIDELINES



Modular Tile

Notice: For best results review the following guidelines prior to installation. Shaw will not be responsible for improper installation and failure to follow these guidelines may result in limiting warranty coverage.

These installation procedures are intended to assist in the indoor installation of EcoWorx, EcoWorx ES, EcoLogix, and EcoLogix ES under most job conditions. See Shaw Industries and CRI 104 Commercial Installation Guidelines for specific questions regarding installation not covered within or refer to Philadelphia Commercial Technical Support at 1.800.241.4692. Any variance from these procedures will become the responsibility of the installer and not the manufacturer.

1. CONDITION YOUR SITE AND TEST

A proper installation depends on the proper site conditions. The following conditions must be maintained for 24 hours prior to, during and permanently after installation:

- HVAC System: Must be operational maintaining the following conditions.
- Temperature: The installation site, carpet and adhesive must be between 50° F and 95° F. The adhesive will not function properly when applied over an extremely cold surface. Do not begin the installation if the subfloor temperature is below 50°F.
- Humidity: The installation site's ambient relative humidity should not fall below 40%.
- Moisture: Conduct relative humidity testing. Results must be below 85% (ASTM F-2170), or the Anhydrous Calcium Chloride test must not exceed 5.0 lbs per 1000 SF per 24 hours ASTM F-1869 test). Shaw recognizes RH as the qualifying standard. *
- pH: Conduct pH testing on the floor in several locations. A reading below 5.0 or above 9.0 (ASTM F-710) requires corrective measures. *

* EcoLogix ES does not require moisture or pH testing

Do not begin the installation if an unacceptable moisture level is detected. Contact Philadelphia Commercial Technical Support for additional recommendations. If excessive moisture is present, the general contractor or building owner must be advised and a decision made if the installation is to begin. Shaw Industries will not be responsible for any moisture related installation failures if these guidelines are not strictly followed.

2. PREPARE THE FLOOR

The substrates must be structurally sound, clean, level and dry. The substrate must be free of dust, dirt, oil, grease, paint, curing agents, concrete sealers, loosely bonded toppings, loose particles and any other substance or condition that may prevent or reduce adhesion.

NOTE: Do not sand or scrape Vinyl Asbestos Tile (VAT) without proper attention to abatement procedures and precautions in accordance with all state and local codes. Shaw Industries makes no claims as to the acceptability of this procedure as a mitigation method in lieu of asbestos removal; and accepts no responsibility if any loose asbestos-containing floorings are affected upon removal of a Philadelphia Commercial tile.

CAUTION: Do not allow cutback asphaltic adhesive or any other non-approved adhesive to come into contact with new adhesives. Installation failure could result. If this situation arises, contact Philadelphia Commercial Technical Support.

Fill depressions or cracks with a cementitious patching / leveling compound that meet or exceed Shaw Industries maximum moisture level and pH requirements. Use of gypsum-based patching and/or leveling compounds which contain Portland or high alumina cement and meet or exceed the compressive strength of 3,000 psi are acceptable.

You may use wax-based (green) sweeping compounds if you sweep and remove them immediately.

EcoWorx ES / EcoLogix ES are peel-and-stick systems. It is important that the subfloor be completely free of dust or debris that could contaminate the applied adhesive. To ensure a proper bond, apply latex primer such as Shaw 9050 to the subfloor to encapsulate any remaining dust prior to installation. Failure to prime the subfloor may result in installation failure.

- **Dusting/Powdering of Concrete:** Prime the surface with a paint roll application of liquid latex such as Shaw 9050. Patch, Leveler, Lightweight Concrete: Prime the surface with a paint roll application of liquid latex such as Shaw 9050.
- **VCT and VAT:** All tiles must be secure to the subfloor. Strip any wax from the surface.
- **Wood Subfloors:** Floors must be Wood Association Approved and primed with a paint roll application of liquid latex such as Shaw 9050.
- **Raised Access Flooring:** All panels must be smooth, level, secure and free of any material that will affect the adhesive bond. Carpet tiles must be installed offset from access panel seams. Gaps between panels must not exceed 1/16" (1.6 mm).

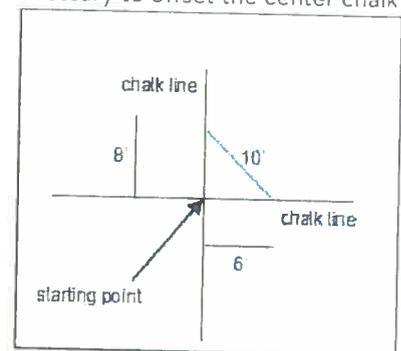
3. PREPARE EXISTING ADHESIVE

- **Existing Non Active Multipurpose Adhesive:** Remove ridges, sweep or vacuum debris.
- **Existing Active Multipurpose Adhesive:** Remove ridges then eliminate the adhesive tack with a product such as Shaw 6200.
- **Pressure Sensitive Adhesive Affected by Plasticizer Migration:** If the previous carpet tile had a PVC backing and the plasticizer in the backing has transferred to the adhesive, you must thoroughly remove adhesive by wet scraping.
- **Existing Pressure Sensitive Adhesive:** Evaluate the tack level of the existing adhesive. If sufficient, the existing adhesive can be used to install Shaw's tile products. If insufficient, apply new adhesive over existing adhesive.
- **Active Cutback Adhesive:** Wet scrape adhesive, reduce to a well-bonded residue and encapsulate with a product such as Shaw 9000.
- **Non Active Cutback Adhesive:** Wet scrape adhesive and reduce to a well-bonded residue.

Do not use adhesive removers; they affect the bond and the new adhesive being applied.

4. LAY OUT YOUR SITE

- Start the tile installation as near to the center of the room as possible and position it to use the largest perimeter cut tile size.
- Snap a chalk line parallel to one major wall bisecting the starting point. It may be necessary to offset the center chalk line to assure perimeter tiles will be at least half size.
- Snap a second chalk line from the starting point at 90° to the first line. Use a 3-4-5, 6-8-10, or larger triangle depending on the room size. Meters or feet may be used to lay out the triangle in these proportions.



5. SELECT YOUR ADHESIVE

- Use a premium grade pressure sensitive adhesive such as Shaw 5000.
- For antimicrobial protection, use Shaw 5036 (passes the AATCC 174 test).
- For excessive moisture, use of EcoLogix ES or LokDots (No moisture / pH testing required). Shaw 5800 (10 lbs./95%RH/pH 7-10). Shaw 5100 90%RH.

6. APPLY YOUR ADHESIVE

Use a full spread of adhesive applied with a 3/8" foam paint roller or 1/16 x 1/32 x 5/64 u-notch trowel. The adhesive must be allowed to dry completely before installing the carpet. Installing into wet adhesive will result into a permanent bond and may cause the carpet to bubble. Trowel application of adhesive is recommended for EcoLogix EcoWorx ES / EcoLogix ES, no adhesive required.

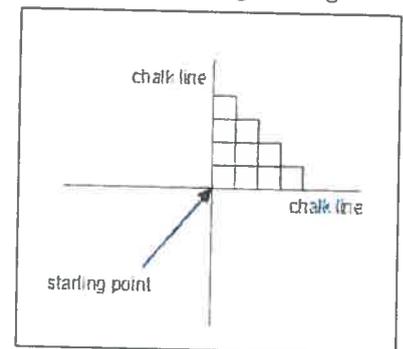
Adhesive Coverage Rates - Approximate coverage rates are 35-40* yards per gallon when applied with a roller, and 28 -33* yards per gallon when applied with a trowel.

*Coverage rates are for estimating purposes only. Actual jobsite coverages may vary according to skill of the installer, porosity/texture of the sub floor or type/angle of trowel used.

7. INSTALL YOUR TILES

Install each full carton and complete an entire pallet before starting another pallet to minimize product variation. Each tile has directional arrows on the back. These arrows allow for one-directional or multi-directional installation. Some styles may be large scale or linear in design and require quarter turning. If you are unsure about whether or not your product requires a quarter turned installation, please contact 1.877.502.7429. Numbers within the arrows are for manufacturing purposes and are not related to installation.

- Begin installation at the intersection of two chalk lines. Continue until you complete one quadrant. Proceed to an adjoining quadrant until all four quadrants are completed. Larger areas may require chalk lines bisecting the original four quadrants.
 - Install tiles using the pyramid technique. This gives you multiple alignment checks. If the edges do not align and the misalignment increases with progression of the installation, find and correct the source of the problem.
 - Carpet tiles come in various sizes. All Shaw tiles have directional arrows on the back of the tile. This facilitates the installation method which is based on the requirements of the product, or the preference of the customer.
 - Slide tiles into position to prevent yarn from being trapped between the tiles. Trapped yarn will adversely affect the appearance of the installation and will cause alignment problems.
 - EcoWorx ES /EcoLogix ES are manufactured with the adhesive already applied. Once the tile is ready to install, simply peel the liner from the back and position snugly to the adjacent tile.
 - Tiles must fit snugly, but not be compressed. Press the entire surface of the tile to ensure adhesion. Check for fit by measuring the length of ten full tiles after installation. The measurement must not be less than, or exceed by more than 1/4 inch, the length of the tiles being multiplied by ten. For example: if 24" X 24" tiles are being installed, the measurement should be between 240 and 240 1/4 inches.
 - Roll the entire installation with a 75 lb. or greater roller to assure the proper adhesion to the substrate.
- Flatwire Cable Systems - Flatwire cables should be installed on top of the adhesive and centered underneath the carpet tile for better seam quality.



8. CUT YOUR TILES

- Measure and cut tiles from the back using a straight edge. Be sure the arrows are pointing in the correct direction.
- Or let tiles cove up the wall and cut with a carpet knife, wall trimmer or similar tool. Do not compress.

9. POST INSTALLATION CARE AND PROTECTION

- Place plywood over the carpet when heavy objects are moved within 24 hours after installation.
- Use protective chair mats under chairs with casters. This will prevent excessive wear to the face of the carpet and possible transfer of the pressure sensitive adhesive to the back of the carpet.
- Place a non-staining building material paper over the carpet to protect it when additional construction activity is to take place. Do not use plastic sheeting as it will trap moisture.

For best results, temperatures should remain above 50° and ambient humidity should not fall below 40%.

082017

Attachment D
(Floor Plan)



1. David Sagar
 2. Sarah Sagar
 3. Sarah Sagar
 4. Sarah Sagar
 5. Sarah Sagar
 Website: www.move-management.com

The drawing is the property of Move Management and may not be altered, reproduced or copied without written permission. Liability will be accepted in the full event of the use of the drawing.

Project Name: M1
 Project Start Date:
 Current Date: 14-01-14
 Revision:

Sheet:

PL HOUSING
 GARPS/SLADE
 3D FLOOR

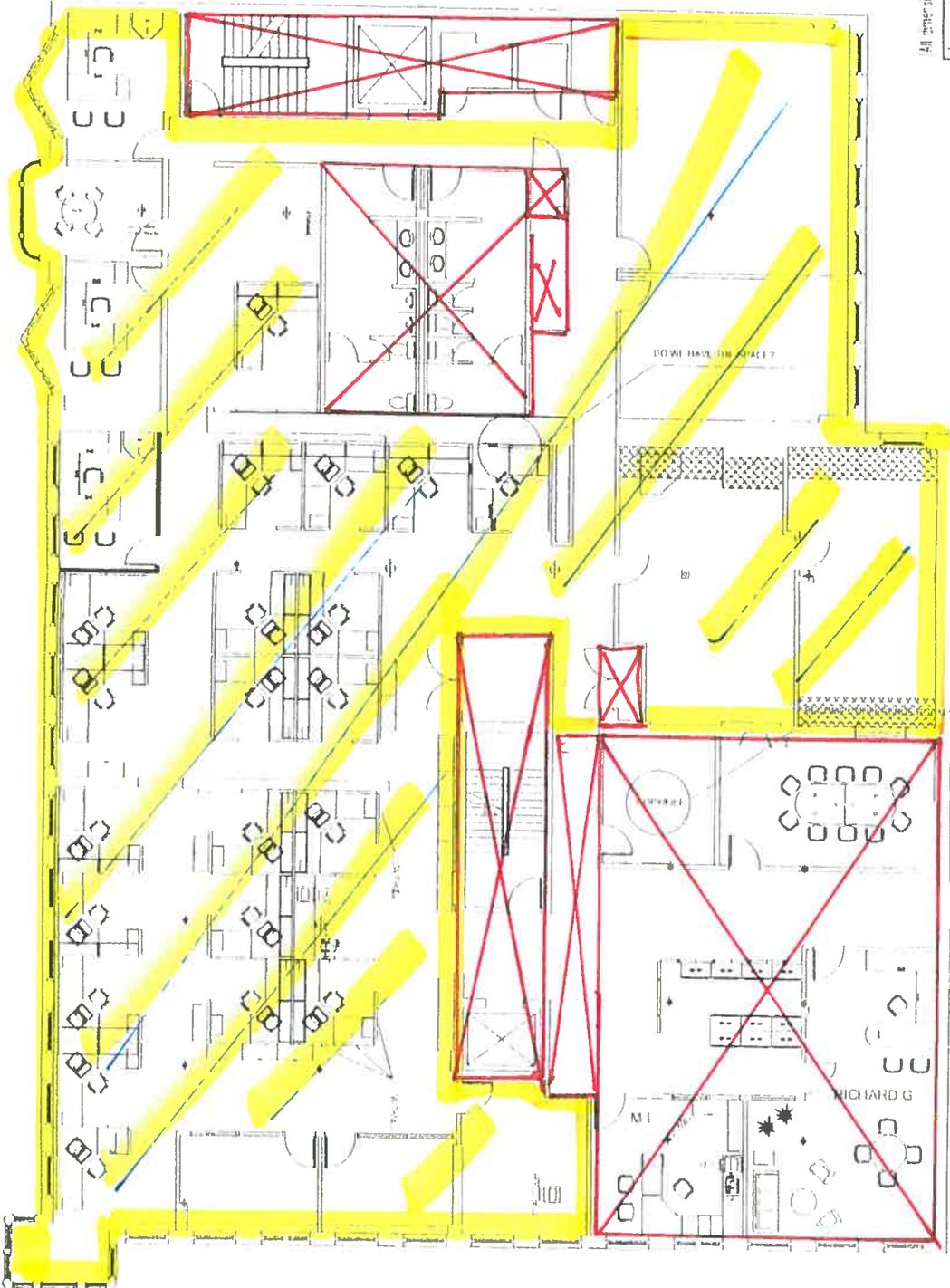
Work Item: FURNITURE LAYOUT

Drawing Status:

ISSUED FOR REVIEW

Drawing Number:

ATTACHMENT D



All dimensions shown are approximate

Approved:	DATE:	BY:

THIS SPEC DRAWING WAS NOT VERIFIED BY MOVE MANAGEMENT

AREA TO BE COMPLETED

Attachment E
(Bid Form)

BID FORM (Page 1)

To: RIHousing

Respondent Name: _____

Project: Carpet installation at certain area(s) of 44 Washington Street, Providence, Rhode Island (Attachment D).

The undersigned, having become thoroughly familiar with: (i) the Scope of Work (the “Work”) and Specifications set forth in Attachment A through Attachment C to the Request for Proposals (“RFP”); and (ii) with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes to perform the Work, including furnishing any and all labor and materials, and to do all of the Work in accordance with the terms of this RFP and any contract entered into by the undersigned and RIHousing for the following sum of money:

Base Bid: All labor, materials, services and equipment necessary for completion of the Work set forth in Attachment B-Attachment C of the RFP:

Total Cost for Project: \$ _____ (Inclusive of all costs)
(Must be at Prevailing Wage)

Total Cost for Carpet Only: \$ _____ (Inclusive of all costs)

Material Cost Breakdown:

Carpet Material \$ _____/Sq. Yd.

Base Material (Cove): \$ _____/linear foot

Transition Material \$ _____/linear foot

Other: (please specify) \$ _____

Furniture Moving (if not included) \$ _____

(indicate lump sum or hourly rate) _____

Installation Cost Breakdown: \$ _____/hr. After hours



BID FORM (Page 2)

Additional Information:

1. Please list all proposed subcontractors/supplies with contract amounts in excess of \$10,000 in the table below. Include the subcontract/supplier name, contract amount, and type of work to be performed or supply to be furnished. The list will be made part of the contract with RIHousing. Additional pages may be attached as necessary.

Subcontractor/Supplier Name	Work Performed/Supply Furnished	Contract Amount

RIHousing reserves the right to disqualify individual subcontractors. RIHousing understands that this may result in an adjustment to the Bid amount.

2. Please attach the following items to this Bid Form:
- a. A letter from the bonding company assuring issuance of both 100% Performance & Labor and Material Payment bonds; and
 - b. A proposed installation schedule.
3. RIHousing is tax exempt and will provide a tax exempt file number to the successful respondent.

Note: If bidder is a corporation, set forth the legal name if the corporation together with the signature of the officer and officers authorized to sign contracts on behalf of the corporation. If bidder is a partnership, set forth the name of the firm together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership.

Business Name: _____

Business Address: _____

Telephone Number: _____

Date of Proposal: _____

Signature(s): _____

