

## **CITY OF CARLSBAD**

### **REQUEST FOR BIDS NO. 2012-13 CARPET TILE INSTALLATION FOR CITY HALL CARLSBAD, NEW MEXICO**

The City of Carlsbad will accept proposals at the office of the Purchasing Manager, 101 N. Halagueno, Carlsbad, NM 88220 or P.O. Box 1569, Carlsbad, NM88221-1569, Room 103 until 2:30 p.m. (MST), Monday, April 30, 2012 for **Carpet Tile Installation** for the City of Carlsbad Municipal Building.

Bids may be obtained at the office of the Purchasing Manager, noted above between 8:00 a.m. and 5:00 p.m. (MST) Monday through Friday, or will be mailed upon written or telephone request to the Purchasing Department at (575) 234-7905. Bids documents can also be obtained by visiting the City of Carlsbad website, Purchasing Page via the following link:

<http://www.cityofcarlsbadnm.com/purchasing.cfm>

Bids will be reviewed by City Staff with a recommendation made to the Governing Body of the City of Carlsbad.

The City of Carlsbad reserves the right to reject any or all bids received and in the case of ambiguity or lack of clearness to determine the best proposal or to reject the same and waive irregularities and technicalities.

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/s/ Jon Tully  
City Administrator

## **Bid NO. 2012-13**

### **1. PROCEDURES AND REQUIREMENTS**

- 1.1** Sealed bids must be received at the office of the Purchasing Manager on or before the date and time specified. Late bids will not be considered. The date and time marked or stamped on the sealed envelope by the City of Carlsbad shall be conclusive evidence of the time and date each proposal is filed.
- 1.2** Proposals must be clearly marked on the outside of the envelope:  
“**Bid No. 2012-13 Carpet Tile Installation.**” Bids shall be submitted to: Purchasing Manager, Municipal Building, 101 N. Halagueno Street, Carlsbad, NM 88220 or P.O. Box 1569, Carlsbad, NM 88221-1569.
- 1.3** Bids shall be typed on 8 ½ x 11 inch paper on one side only of each page. Each section shall be tabbed as appropriate.
- 1.4** Bids transmitted to the City facsimile or email will not be considered.
- 1.5** Acceptance of bid constitutes a contract and is binding upon both parties.
- 1.6** It is the intent of the City of is to replace worn and deteriorated carpet in area’s specified in (Section 2.1) of the bid document.
- 1.7** The Procurement Code of the State of New Mexico imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- 1.8** The Campaign Contribution Form is required by state law and must be signed, dated and included in the bid package. **See Attachment (B)**
- 1.9** The City reserves the right to accept or reject any or all bids.

## 2. **OBJECTIVE**

- 2.1 The City of Carlsbad is seeking formal sealed bids for replacing worn carpeting in it's City Hall Building, floors 1, 2 including the basement located at 101 N. Halagueno Street in Carlsbad, New Mexico and the Carlsbad Municipal Court Building located at 401 S. Halagueno Street. Installation will include all corridors, meeting rooms and the following room numbers:

**First Floor:** 103, 104, 105, 108, 109, 110, 111, 112, 113, 114, 115, 116, and License and Permits Offices (not shown).

**Second Floor:** 201, 202, 203, 204, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, including all corridors, stairwall and pre-existing carpeted areas.

**Basement:** Rooms B1, B2, B3, B4, B5, B6. (not shown on floor plan)

**Carlsbad Municipal Court** (All pre-existing carpeted areas)

See Floor Plan (**Attachment A**)

- 2.2 The project will consist of removal of old carpeting, pad and adhesive to be replaced by carpet tile as specified in the bid documents.
- 2.3 Carpet tile must be in brand new condition and must not be reconditioned or out of box condition.
- 2.4 All specifications shall be considered minimum.
- 2.5 All references to "brand name" specifications are to be considered "or equal".
- 2.6 Use of the brand name to describe the type and style of carpet tile to be installed is solely for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Therefore, alternate brands that meet the specifications and quality standards as defined in the bid specifications will be considered.

**3. PROJECT SPECIFICATIONS**

*Scope of Work –*

- 3.1 Contractor is responsible for accurately measuring the entire surface area of each office, corridor and room to be carpeted and to make accurate calculations as to the amount of material required to complete the job and the associated cost of said material.

\*\*To schedule an appointed time for measuring Carlsbad Municipal Court, please contact Collis Johnson at (575) 885-3363.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- 3.2 Any overruns due to miscalculation of material amounts or cost, or associated costs due to errors in installation, calculations or oversights on the part of the contractor will be covered solely at the contractor's expense.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- 3.3 Corrections of "punch list" items associated with the project shall be completed by the contractor to the satisfaction of the City prior to issuance of any payment disbursement(s) by the City of Carlsbad.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- 3.4 Delivery schedule – The City's desires to have the project fully completed through installation and all punch list items (if any) completed and the project invoiced in full to the City no later than June 20, 2012.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

*Preparation*

- 3.5 Contractor shall be responsible for the removal of old carpeting, padding and adhesives still adhering to the floor surface prior to installation of new material.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

3.6 Contractor shall be responsible for inspection and preparation of substrates and related surfaces prior to installation according to the following criteria:

- a) Prior to ordering product, verify that curing compounds, etc. used on concrete substrate by other are compatible with primers and carpet tile adhesive specified in this section (3.4).

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- b) It is desirable that the Contractor be responsible for moving and/or relocation of office contents and furnishings prior to carpet tile installation. The City is requesting bids that include furniture relocation (**Bid Alt #1**) and bids with the provision that City staff will be responsible for the moving and relocation of equipment and furniture. (**Bid Alt #2**)

The contractor will meet with designated City personnel to ascertain the best time for work to be performed and coordinate the moving of office contents and furniture to an alternate location while the carpet tile installation is being performed.

The preparation process as well as the installation process will be performed in such a manner as to not cause major disruption to the work of City employees, visitor's to City Hall, or the public. Movement and timing of relocating office equipment/furniture shall be coordinated with designated City employees to cause the least amount of disruption to daily work flow as possible.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- c) Inspect new and existing substrates. Verify suitability of substrates to accept carpet tile installation. Beginning installation in any given area means acceptance of all surfaces and conditions affecting the work of this area by the floor covering installation contractor.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- d) Where primers/sealers are used, their compatibility with adhesive shall be verified prior to starting work.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- e) Perform all substrate preparation procedures in strict accordance with carpet tile adhesive manufacturer's recommendation.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- f) Surfaces to receive carpet tile must be free of dirt, solvents, oil, grease, paint, plaster, moisture and other substances detrimental to proper performance of the adhesive.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- g) Verify that moisture and alkalinity conditions of the concrete slabs are acceptable before beginning installation.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- h) Check to ensure there is no dusting.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- i) Grind down ridges or high spots and fill low spots as applicable.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- j) Fill all cracks, faults, grooves, holes and low spots as required. Subfloor sealers, fillers, primers and adhesives shall be those which are approved by the manufacturer of the carpet tile. All floor stripper required for the effective removal of old adhesives from subfloor or other surfaces must be environmentally friendly. (No V.O.C.)

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- k) Correct any other miscellaneous conditions detrimental to the proper completion of the work.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

***Installation***

3.7 Carpet tile shall be installed by the contractor according to the following conditions:

- a) Prepare all new and existing substrates and install all carpet and accessories as per manufacturer's directions.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- b) Carpet tile shall be installed in strict accordance with manufacturer's written instructions.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- c) Carpet tile shall be installed wall to wall.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- d) Carpet tile edges shall be installed tightly together to form seems without gaps, fit neatly to walls, columns, register, adjacent flooring, abutting surfaces etc. Installation shall be made to job site conditions and dimensions. Remove adhesive promptly from the face of the carpet tile.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- e) Where carpet meets dissimilar floor surface, proper edge molding shall be used.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- f) Install carpet edge moldings where edge of carpet is exposed and at transition's to other floor covering. Edge moldings shall be securely anchored to substrate.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- g) Vinyl Moldings: Where carpeting terminates at other types of floor finishes, provide transition reducer of thickness to match carpet and adjacent material.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- h) No orders for materials or preparation for installation work shall be done prior to award approval by the City Council and a written notice to proceed by the City.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

***Post Installation Requirements and Clean Up***

3.8 Post job clean up shall include the following tasks:

- a) Upon completion of the installation, remove all waste materials, tools and equipment from the work area.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- b) Prior to final acceptance, thoroughly vacuum the entire floor surface of carpeted areas using commercial vacuums.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- c) Remove spots or replace carpet where spots cannot be removed on carpeted areas.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- d) Work areas shall be swept and free of any debris, work materials or scraps or hazards of any kind created during the installation process.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- e) Furniture is to be relocated back to it's original state and pre-installation condition as specified in section (3.4b) of the bid.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

- f) Provide protection methods and materials needed to ensure that carpeting will be without deterioration or damage at time of substantial completion.

**Conforms** \_\_\_\_\_ **Does Not Conform** \_\_\_\_\_ **Exceptions** \_\_\_\_\_

***Maintenance and Care Instructions***

- 3.9 Contractor shall provide the City with carpet manufacturer’s recommended carpet extraction, tile replacement and spot cleaning procedures. Provide instructions to City maintenance personnel on proper carpet care and cleaning methods.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

***Quality Assurance and Licensing Requirement’s***

- a) Qualifications of Installers: All work shall be done by installation firms specializing in commercial carpet tile sales and installation.

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

- b) Contractor’s must have a current business license to perform work within the City of Carlsbad city limits. Business license may be obtained by contacting Licensing and Permits Department, 101 N. Halagueno, PO Box 1569, Carlsbad, New Mexico, 88220 or by calling (575) 887-1191.

**Please submit a copy of your Business Registration with your bid.**

**Conforms \_\_\_\_\_ Does Not Conform \_\_\_\_\_ Exceptions \_\_\_\_\_**

**ATTACHMENT “A”**  
**Carpet Tile Specifications**

Sections 9.15, 9.16, 9.17

1. All specifications shall be considered minimum.
2. All references to “brand name” ex. (2.2) specifications are to be considered “or equal”.
3. Use of the brand name ex. (2.2) to describe the type and style of carpet tile to be installed is solely for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition. Therefore, alternate brands that meet the specifications and quality standards as defined in the bid specifications will be considered.
4. The bidder shall provide a specification sheet for the carpet tile being offered including the brand name and style.
5. The bidder will also provide a sample tile with their bid for inspection and approval by City staff.
6. The bidder shall provide samples or examples from written material detailing the color and style selections available. (Upon award of the bid, the City will make a color and style selection and notify the selected contractor of this choice so that carpet tiles may be ordered prior to installation).
7. No orders for materials or preparation for installation work shall be done prior to award approval by the City Council and a written notice to proceed by the City following award approval.

**09680 CARPETING**

**1.0 GENERAL:** All areas to receive carpet are to be tufted construction as called for on Room Finish Schedule.

**2.0 MATERIALS:**

**2.1 Carpet:**

Style: Entropy/Diversity #14648 by Interface Color: To be Selected (by Architect)		
<i>Product Type:</i> Tile <i>CONSTRUCTION:</i>	<i>PRIMARY BACKING:</i> Glas Bac ® RE: Tile (50 cm x 50 cm) (non-woven)	<i>CARPET &amp; RUG INST. GREEN LABEL:</i>
Tufted/tufted/Tip-Sheared	Secondary Backing: Glas Bac ® Tile	By Manufacturer
<i>PILE FIBER &amp; TYPE</i>	<i>FINISHED PILE THICKNESS</i>	<i>TRAFFIC CLASS</i>
100% Eco Solution Q SD Nylon	.143	
<i>DYE METHOD</i>	<i>SIZE:</i>	<i>ADA COMPLIANCE</i>
Solution Dyed	50 cm x 50 cm (19.69 in. x 19.69 in.)	This product meets the guidelines as set forth in the Americans with Disabilities Act for minimum static coefficient of friction of 0.6 for Accessible Routes.
<i>GAUGE: 1/12</i>	<b>PERFORMANCE SPEC.</b>	
<i>STITCHES PER INCH: 9.66</i>	<i>METHENAMINE PILL TEST (DOC FF-1-70) Passes</i>	<b>WARRANTY INFORMATION:</b>
<i>TUFTED PILE HEIGHT:</i> .21 in.	<i>FLOORING RADIANT PANEL:</i> Meets Class 1 when tested under ASTM E-648 glue down	Lifetime Commercial Wear Warranty Dimensional Instability 15 years
<i>TUFTED YARN WEIGHT:</i> 20 oz.	<i>SMOKE DENSITY:</i> (ASTM E-662) Less than 450	Wear Warranty 20-year Warranty
<i>SPECIAL TREATMENT:</i> SSP Shaw Soil Protection	<i>STATIC CONTROL:(AASTCC-134)</i> Less than 3.5 KV	Colorfast to Light Warranty (by manufacturer)

9.15

Density: 5035	<i>WEARABILITY:</i> (By manufacturer)	Colorfast to Atmospheric Contaminants Warranty 5-year Warranty  Edge Ravel & Delamination Warranty 15-year Warranty
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2.2 Acceptable Manufacturers: Only carpet as manufactured by Interface will be acceptable subject to the minimum Specification Requirements as called out above.

2.3 Adhesive: Releasable pressure resistant adhesive, nonflammable non-toxic, alkali and water resistant, containing anti-microbial preservative, low-order and “zero” calculated VOC’s. Coverage: 350 – 400 square feet per gallon.

2.4 Carpet Edge Guard: Extruded or molded heavy duty vinyl or rubber, two inch wide anchorage flange, color by architect,

2.5 Concrete Sealer: 35% solution of 42°F baume sodium silicate and non-acid penetrating agent, compatible with adhesive.

2.6 Spreader: ¾” nap paint roller.

2.7 Fire Rating: Carpet shall meet Class "1" rating where direct glued.

**3.0 EXECUTION:**

3.1 Working Conditions at Floor Carpet: Area of work shall be dry. Other work generally shall be completed. Concrete slabs shall be aged 60 days minimum; if directed, perform moisture test and obtain acceptable results before starting work. Air temperature and subfloor temperature shall be minimum 50°F cold weather; adequate heat shall be available to fulfill this requirement.

3.2 Preparation at Floor Carpet: Surfaces to receive carpet shall have grease and foreign matter removed by cleaning and scraping as necessary, and shall be thoroughly cleaned with a commercial vacuum cleaner. Any ridges and high spots in concrete surfaces to be carpeted shall be ground smooth. Cracks in concrete shall be filled with latex emulsion filler compatible with adhesive.

3.3 Installation - Direct Glue: Apply adhesive in a grid fashion, taking care to space the grid according to the instructions.

3.3.1 Surface Preparation: If concrete surface is excessively dusty or powdery, treat with sealer, applied in accordance with sealer manufacturer's recommendations. Promptly remove any excess sealer. Damp mop area of application, or sweep clean with a non-oily and non-greasy sweeping compound.

3.3.2 Layout: Measure to determine the center point of the carpeted area and make a mark. Snap a chalk line. Measure eight (8) feet out from center point along the chalk line and make a second mark. Measure six (6) feet from center point at a right angle to chalk line and make a third mark. Measured distance between marks should be ten (10) feet. If so, snap a chalk line between the two points. Refer to manufacturer's directions when establishing the starting point.

3.3.3 Full Spread Adhesive Application: Apply adhesive with a ¾" nap paint roller. Adhesive must be applied under every cut tile and any adjoining tile to the cut tile. Full spread is also required in any area that will be exposed to high foot traffic.

3.3.4 Laying Carpet Tiles: Follow the center lines closely. Lay an anchor row of the (10) additional tiles aligned with the center line.

Do not slide tiles into place. Rather brush pile back then tip a corner of the tile into place positioning the rest of the tile once the corner is aligned.

Refer to tile pattern specification to determine direction of pattern: Quarter turn or non-directional.

Lay two tiles vertically and check that they are square to the anchor rows. Lay two tiles horizontally and check that they are square to the anchor rows as well. Lay one tile to complete the step. Follow the manufacturers recommended installation layout. Always secure cut tiles with adhesive.

3.4 Guarantee: A Certificate will be required from the carpet manufacturer to be given the Architect stating the register numbers on the carpet furnished was manufactured in accordance with the requirements above specified. Installing Contractor shall be required to warranty installation for a period not exceeding one year from completed installation, and shall further guarantee that the carpet shall not be stained from any adhesives used in the event any excess moisture may appear.

END OF SECTION 09680

9.17

1. Bids must be clearly marked on the outside of the sealed envelope: "Bid No. 2012-13 "Carpet Tile Installation"
2. All bids must be submitted on bid forms furnished by the City of Carlsbad.
3. In order to be a valid bid, all bids must be signed.
4. Please submit three copies of your bid.
5. No alternate bids will be accepted.
6. If your bid contains exceptions, please attach a separate sheet indicating your exceptions to this bid.
7. The City of Carlsbad reserves the right to accept and award bid on lowest individual price or lowest item price.

\_\_\_\_\_  
New Mexico Identification Tax Number                      Name Of Company

\_\_\_\_\_  
City of Carlsbad Business Registration Number                      Signature                      Title

\_\_\_\_\_  
Resident Business Certification Number                      Business Address

\_\_\_\_\_  
Telephone Number                      Carlsbad, NM 88220

Total Price (ALT 1) \$ \_\_\_\_\_

Total Price (ALT 2) \$ \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Acceptance of this bid constitutes a contract and is binding on both parties.

The Procurement Code, Section 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks. Acceptance of this bid constitutes a contract and is binding on both parties.

