

S P E C I F I C A T I O N S



Oxford Jr/Sr High School

CARPETING

2020



HANNEY & ASSOCIATES ARCHITECTS

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SECTION 00100

INVITATION TO BID & INSTRUCTIONS TO BIDDERS

1. SCOPE OF PROJECT:

The Specifications and the accompanying drawings are intended to provide for all materials and labor necessary to complete the Carpeting Project at **Oxford Jr/Sr High School, USD 358, Oxford, Kansas.**

1.1 The bid shall include all labor and materials necessary for a complete and operational system. Including work necessary to restore the site, removing debris, after the project is complete.

2. CONTRACT DOCUMENTS:

2.1 The General Contractor may obtain electronic plans and specifications from the office of the Architects, **HANNEY & ASSOCIATES ARCHITECTS**, 1726 South Hillside, Wichita, Kansas 67211, (316) 683-8965 Phone. Plans will be available in a drop box folder. Addenda information will be posted on our website.

2.3 Contract Documents are on file and may be viewed at the office of the Architect, and;

2.3.1 Kansas Construction News, 230 Laura, Wichita, Kansas

2.3.2 Dodge Reports, Kansas

3. PROPOSAL PROCEDURE:

3.1 BID DATE:

3.1.1 Sealed proposal for this project will be received by the Owner, Oxford Unified School District 358, 319 E. College, Oxford, Kansas, 67119, on **January 31, 2020, up to and until 2 p.m.**

3.1.2 At which time proposals received will be opened **publicly**. Any proposals received after closing time will be returned unopened.

3.2 Should a proposer find discrepancies in, or omissions from the drawings or documents, or should he be in doubt as to their meaning, he shall at once notify the Architect, who will send written instructions to all proposers. Neither Owner nor Architect will be responsible for any oral instructions.

3.3 Proposals shall be made upon the PROPOSAL FORM or exact copy thereof bound into the specifications.

3.4 Fill in all blanks on the PROPOSAL FORM clearly with ink. Erasures or other changes in a proposal must be explained or noted over the signature of the proposer. Signatures shall be in longhand by a principal duly authorized to sign contracts, and if proposal is by a corporation, the signature shall be accompanied by the corporate seal impression. Proposals shall contain neither alterations nor recapitulation of work to be done.

3.5 Should the Contractor fail to complete all of the work required by the Contract Documents on or before the date bid by this contractor for substantial completion, the Contractor shall pay as liquidated damages, the sum of **two hundred dollars (\$200.00)** for each consecutive calendar day thereafter, Sundays and holidays excluded.

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- 3.6 Each proposer is required to bid all alternates included in the Proposal Form except that should he desire not to bid an alternate he may insert the words “no bid” in the space provided for prices for such alternate. In such case, if it is determined to use such alternate, the fact that the cost of the type or method bid in the proposal may be lower than that chosen shall not constitute the basis of a claim by the proposer that the contract shall be awarded to him. If an alternate price called for involves no change in price, proposer shall so indicate by writing the words “no change” in the space provided.
- 3.7 No oral or telephonic proposals or modifications will be considered. No telegraphic proposals will be considered, but modification by telegraph of proposals already submitted will be considered if received prior to time set for proposal opening.
- 3.8 Before submitting his proposal, each proposer shall carefully examine all documents pertaining to the work, visit the site of work, and fully inform themselves as to all existing conditions under which the work will be performed. Submission of a proposal will be considered presumptive evidence that the proposer is fully aware of the Contract Documents, pertinent state and markets, and has made allowances in his proposal for all work and all contingencies.
- 3.9 Any addenda issued during the time of preparation of proposals are to be acknowledged in the Proposal Form and in closing a contract, they will become a part thereof.
- 3.10 Enclose the proposal along with the required Proposal Security, in an opaque envelope:
Proposal For: (State category of the work)

Carpeting Project

Oxford Unified School District 358

319 E. College

Oxford, Kansas 67119

Name of Bidder.

4. PROPOSAL SECURITY:

- 4.1 Proposal Security, consisting of a bid bond, certified check or cashier’s check on a solvent bank, must be enclosed with each proposal for at least five percent (5%) of the Base Proposal.
- 4.2 Proposal Security shall be made payable, without condition to **Oxford Unified School District 358** as a guarantee that the bidder, if awarded the contract, will promptly execute the formal contract in accordance with the proposal and as required by the other Contract Documents, and that he will furnish good and sufficient bonds for the faithful performance in each category of work will be retained until the contract is awarded or other disposition is made thereof. Deposit checks shall be refunded if bidding documents are returned to the Architect in satisfactory condition within sixty (60) days after awarding the contract. If bidding documents are not returned, applicable deposit checks shall be returned to the Owner and deposited into the/his account. The successful contractor’s deposit shall be returned after the award of the contract.

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- 4.3 Performance Bond and Statutory Bond will be required in an amount of 100% of the contract amount. Such bonds shall be in such form as indicated in the Revisions in the General Conditions and registered at the **Sumner County District Court**.

5. PROPOSAL WITHDRAWAL:

A Proposal may be withdrawn on written or telegraphic request received from proposer prior to time for proposal opening. No proposal may be altered or withdrawn for a period of at least thirty (30) days after opening of proposals.

6. SUBSTITUTIONS:

6.1.1 The materials, products and equipment described in the bidding documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.

6.1.2 No substitution will be considered unless written request for approval has been submitted by the bidder and has been received by the architect at least ten (10) days prior to the date for receipt of bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a completed description of the proposed substitute including drawings, cuts, performance and test data and any other information necessary for an evaluation. A statement setting forth any changed in other materials, equipment or work which incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The Architect's decision of approval disapproval of a proposed substitute shall be final.

6.1.3 If the Architect approves any proposed substitute, such approval will be set fort in an addendum. Bidders shall not rely upon approvals made in any other manner.

7. AWARD OF CONTRACT:

Contract will be awarded to the responsible proposer submitting the lowest responsible proposal (i.e. combination of Base Proposal and accepted alternates, with due consideration to unit prices), provided:

7.1.1 Evidence of the experience, qualifications and financial responsibility of the bidder and his subcontractors, and the time of completion are all-acceptable to the Owner.

7.1.2 Manufacturer's Guarantee, Service Warranty and financial responsibility of manufacturer.

7.1.3 The total of acceptable proposals is within the financial budget for the project.

7.1.4 The Owner reserves the right to reject any or all proposals, to accept or reject alternate proposals and unit prices, and to waive all technicalities concerning the proposals received when it may be in his best interest to do so.

End of Section 00100

SECTION 00150
GENERAL PROPOSAL
FOR
NEW CARPETING FOR
OXFORD JR/SR HIGH SCHOOL

Oxford Jr/Sr High School
Unified School District 358

Date: _____

The undersigned, in compliance with your invitation for bids for the **New Carpeting at Oxford Jr/Sr High School**, having examined the site of the work, and being familiar with all the conditions surrounding the work, hereby propose to furnish all labor, materials and supplies and do all work necessary for the project in accordance with the contract documents at the price stated below. These prices are to cover all expenses incurred in performing the required work under the Contract Documents, of which this Proposal is a part.

BASE PROPOSAL – NEW CARPETING:

For all the work described in the specifications and shown on the plans for New Carpeting at Oxford Jr/Sr High School; I or (we) agree to perform all the work and furnish all materials including the Supervision and Coordination of the Owners sub-contractors, complete for the sum of:

_____ Dollars (\$) _____).

TIME OF COMPLETION:

The undersigned agrees, if awarded the Contract; to Complete all work by _____.
The undersigned further agrees that, from the compensation otherwise to be paid; the Owner may retain the sum of Two Hundred Dollars (\$200.00) for each consecutive calendar day thereafter, Sundays and Holidays excluded, that the Contract remains incomplete, which sum is agreed upon as the proper measure of liquidated damages which the Owner will sustain per diem by the failure of the undersigned to complete the work at the time stipulated. This amount is not to be construed as in any sense of penalty.

DECLARATION:

The undersigned declares that he has carefully examined and understands all Bid Documents, including Invitation to Bid, instructions to Bidders, Drawings, Specifications, and Addenda, that he has visited the location of the work and familiarized himself with all conditions under which the work is to be performed, including all pertinent codes and the conditions of labor and material markets, that he has checked quantities and prices, that he has made allowance in his bid for all work and all contingencies, and understands that in signing this bid he waives all right to plead any misunderstanding regarding the same.

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The undersigned acknowledges receipt of the following Addenda to the Drawings and/or Specifications.

(Give number and date of each.)

Respectfully Submitted,

(legal name of bidder)

(Title)

(Address of bidder)

(Signed by authorized officer)

Seal (If bid is by a corporation)

End of Section 00150

SECTION 00300

SPECIAL CONDITIONS

1. A.I.A. GENERAL CONDITIONS:

A.I.A. Document A201 "General Conditions of the Contract for Construction", 1997 Edition, hereinafter referred to as the "A.I.A. General Conditions", is hereby made a part of this Specification, as if hereto attached or herein repeated. Contractor shall consult this document and become intimately familiar with its contents before submitting his proposal. Copies are available for purchase from the American Institute of Architects, 1735 New York Avenue, N.W., Washington D.C. and from local A.I.A. offices.

2. WORK INCLUDED:

These Specifications and the accompanying Drawings are intended to provide for all materials and labor necessary for the carpeting at **Oxford High School for Oxford Unified School District 358, Oxford, Kansas.**

3. INTERPRETATION OF DOCUMENTS:

If any person contemplating submitting a bid for the proposed Contract is in doubt to the meaning of any part of the Plans, Specifications, or other proposed Contract Documents, he may submit to the Architect a written request for an interpretation thereof, prior to 48 hours of the hour of opening bids. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued and a copy of such Addendum will be mailed, faxed or delivered to each person receiving a set of such documents.

4. VERIFICATION OF DOCUMENTS:

Before submitting his proposal, each bidder shall check his set of Specifications and Drawings and advise the Architect if any sheets are missing.

4.1.1 Enumeration of Specifications appears in the Specifications Index.

4.1.2 Enumeration of Drawings appears on Sheet Number One (1) of the Plans.

5. CONTRACT DOCUMENTS:

The Contract Documents consist of: The Agreement, the conditions of the Contract (General Conditions, Revisions in General Conditions and Supplementary General Conditions), the Drawings, the Specifications, all Addenda issued prior to the execution of the Agreement, and Change Orders thereafter.

6. PROPOSALS:

Bidders are required to use the Proposal Form furnished by the Architect, which shall be made part of the Contract Documents. Each proposal must be accompanied by a certified check, cashiers check, or bid bond acceptable to the Owner, in the amount of five (5) percent of the base bid, payable to the Owner, without condition, as a guarantee that the bidder if awarded the contract will promptly execute such Contract in accordance with proposal and in the manner and form required by the Contract

Documents, and will furnish good and sufficient bond for the faithful performance of same. The bid security of the three lowest bidders will be retained until the Contract is awarded or other disposition is made thereof. The bid security of all bidders except the three lowest will be returned promptly after the canvass of bids.

7. EXAMINATION OF PREMISES:

This Contractor shall carefully examine the premises before submitting his bid. No allowance will be made for lack of full knowledge of all conditions, except underground conditions as are indeterminable before the commencement of the work.

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8. CHANGES:

8.1 It is understood that the Owner shall have the right during the progress of construction to make any alterations, additions, or omissions that he may desire to work, or material herein specified or shown on the Drawings. The same shall be carried into effect by this Contractor without in any way violating the Contract, but if such changes are made, the value of same must be agreed upon in writing between Owner, Architect, and Contractor.

8.2 No omissions will be allowed, or extra work paid for unless ordered in writing by the Architect.

9. SPECIAL WORK NOT INCLUDED:

The Owner reserves the right to have special work, not included in the Contract, done during the course of the work herein included.

10. PERMITS:

This Contractor shall obtain and pay for all permits, surveys, plan review fee's and inspector's fees required for this project without additional cost to the Owner. **(Sumner County and City of Oxford)**

11. RESPONSIBILITY FOR ACCIDENTS:

This Contractor must bear all loss of damage from accident which may occur to any person or persons, by or on account of the execution of this work, until possession is taken by the Owner. The General Contractor must provide all legal and necessary guard railing, lights, warning signs, etc., during the progress of the work.

12. INSURANCE:

13.1 This Contractor shall purchase and maintain coverages required by the General Conditions of the Contract, Paragraph 11.1 and these Specifications in the following minimum amounts, and provide the Owner, through the Architect, three copies of a Certificate of Insurance on A.I.A. form G705.

KIND OF INSURANCE	LIMITS OF LIABILITY
12.1.1 (1) Workmen's Compensation	Statutory Workmen's Comp.
(2) Employer's Liability	
Bodily injury by Accident	\$100,000.00 each occurrence
Bodily Injury by Disease	\$500,000.00 each employee
Bodily Injury by Disease	\$500,000.00 policy limit

13. DIMENSIONS:

Figures given on the Drawings govern scale measurements and larger scale drawings govern smaller scale drawings.

14. MATERIALS AND WORKMANSHIP:

All materials and workmanship are to be the best of their several kinds, unless specified to the contrary. This Contractor is to furnish all accessories needed, such as scaffolding, forms, protection and all other temporary work, required for the proper completion of their work.

15. DEFECTIVE OR IMPROPER WORK:

Any work or materials not conforming to the specifications must be removed by this Contractor and replaced by approved materials or work without extra compensation. All condemned material must be removed from the premises immediately.

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16. **PROTECTION:**
All materials in or designed for the work shall be at all times suitably housed or protected, particular care being taken of all finished parts.
17. **DISRUPTION OF SERVICES:**
Before digging or trenching commences, each Contractor shall verify with Public Service Companies all known plumbing, gas and underground electrical lines.
19. **CLOSING-IN WORK:**
19.1.1 The General Contractor shall notify the Owner, all Contractors and subcontractors under the Owner, when he is ready for them to install their portions of their work and see that they comply with any reasonable period of time. Neither enclose nor cover any piping, wiring, ducts, equipment or other items until proper tests, observations, and/or inspections have been made by the Architect and/or proper authorities.
19.1.2 Notify the Architect to observe any work when placing of subsequent work would prevent observation of previous work.
20. **FINISHING:**
20.1.1 Adjust windows, doors, drawers, hardware, appliances, motors, valves, controls and other equipment for proper operations.
20.1.2 Seal exterior joints between materials to form a waterproof enclosure.
20.1.3 Touch-up imperfections in surfaces, paint and other finishes after all Contractors and Tradesmen have completed their work.
20.1.4 Clean surfaces using appropriate materials and methods that will thoroughly clean but not damage materials and their finishes, nor damage or adversely affect other materials in the project.
21. **COMPLETED WORK:**
21.1.1 Completed work shall find materials structurally sound, free from scratches, abrasions, distortions, chips, breaks, blisters, holes, splits or other disfigurement considered as imperfections for the specific material. Equipment shall operate properly to design performance capacities and requirements.
21.1.2 Finished installations shall illustrate first class workmanship.
21.1.3 Completed surfaces shall be thoroughly clean and free from foreign materials and stains.
22. **PERMANENT SYSTEMS:**
Install, connect, service and operate permanent systems at earliest practical dates, except as may be modified by special conditions of these specifications.
23. **GUARANTEE:**
This Contractor shall be responsible for and shall make good any defects due to faults in labor and materials, which may arise or be discovered within one (1) year after the completion of the work and its acceptance by the Architect.
24. **WRITTEN WORDS IN PROPOSAL:**
In case of a difference between words and figures in a proposal, the amount stated in written words shall govern.

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25. TRASH AND DEBRIS:

Each Contractor shall be responsible to remove all loose paper, cardboard, etc. from the site in a consistent manner to avoid blowing of trash and debris. The General Contractor shall be responsible for maintaining a central trash receptacle that can be used by all contractors.

26. SALES TAX EXEMPTION:

26.1.1 Materials and equipment incorporated into this project are exempt from payment of Kansas Sales Tax and such Sales Tax shall be excluded from bidder's proposal.

26.1.2 The Owner will provide this Contractor with a proper exemption certificate number within ten (10) days of Contract date. Upon issuance of a proper exemption certificate number to this Contractor, this Contractor shall assume full responsibility for his own proper use of the certificate number and shall pay all costs of any legally assessed penalties relating to this Contractor's improper use of the exemption certificate number.

26.1.3 Should the Owner fail to provide a proper exemption certificate number, the amount of the Sales Tax for the project shall be allowed as an extra to the Contract amount.

27. TAXES:

This Contractor shall make all necessary forms for and shall pay for all taxes on labor and materials, such as Sales Tax, Social Security Tax, Withholding Tax, etc., without additional cost to the Owner, where such taxes are required by the State and Federal Laws.

28. OMISSIONS:

28.1 The Drawings and Specifications are intended to incorporate anything shown on the Drawings but not mentioned in the Specifications or vice versa, or anything not expressly set forth in either, but which is reasonable implied, shall be furnished as though specifically shown and mentioned in both, without any charge.

28.2 Should anything be omitted from the Drawings, necessary to the proper construction of the work herein described, it shall be the duty of this Contractor to so notify the Architect before signing the Contract and in the event of this Contractor failing to give such notice, he shall make good any damages of defects in his work caused thereby without extra charge.

29. PROTECTION OF WORK AND PROPERTY:

The General Contractor shall take charge of and assume general responsibility for proper protection of the building during construction. They shall further provide substantial enclosures at all openings as necessary for protection, including doors and locks. Each Contractor shall assume responsibility for his materials stored on the premises.

30. EQUAL EMPLOYMENT OPPORTUNITY:

Sections 1 through 5 of K.S.A. 44-1030 (as follows) shall be included in this Contract except those sub-contractors, vendors or suppliers whose cumulative dollar total in any fiscal year is \$5,000 or less, or who have fewer than four (4) employees:

35.1.1 This Contractor shall observe the provisions of the Kansas Act against discrimination and shall not discriminate against any person in the performance of work under the present Contract because of race, religion, color, sex, physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry;

35.1.2 In all solicitations or advertisements for employees, this Contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission;

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- 30.1.3 If this Contractor fails to comply with the manner in which this Contractor reports to the commission in accordance with the provisions of K.S.A. 1976 Supp. 44-1030, as amended, he shall be deemed to have breached the present Contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency;
- 30.1.4 If this Contractor is found guilty of a violation of the Kansas Act against discrimination under a decision or order of the commission which has become final, this Contractor shall be deemed to have breached the present Contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency;
- 30.1.5 This Contractor shall include the provisions of Paragraphs (1) through (4) inclusively of this Subsection (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.
31. **EQUIPMENT VERIFICATION:**
- 31.1.1 This Contractor shall check physical sizes of all material and equipment furnished under this Contract and require other Contractors and Owner to verify sizes of their equipment, in time to allow ample room for transporting equipment to and installing in its final location before enclosing spaces for it. Notify Architect in writing of any openings, ceiling heights or enclosures that are insufficient to accommodate equipment; such notice in ample time for Architect to direct necessary adjustments before such openings, ceilings or enclosures are placed.
- 31.1.2 Before construction proceeds to point that would prevent necessary modifications, this Contractor shall check Drawings, Specifications, Shop Drawings and Change Orders and notify Architect, in writing, of any Mechanical/Electrical services and/or connections required but not indicated, or incorrectly indicated, for equipment furnished. Failing to do so, Contractor furnishing equipment provide required services and/or connections at his expense.
32. **REPAIRS:**
- Unless the Architect grants permission to repair any defective work, remove defective work from project and replace with new work in accordance with Contract Documents, permission to repair such work shall not constitute a waiver of Architect's right to require complete replacement of defective work if repair operation does not restore quality and appearance of member or surface to Architect's satisfaction. If permission is granted, repair according to Architect's direction.
33. **LAWS AND ORDINANCES:**
- 38.1 This Contractor is required to familiarize himself with and observe all laws, ordinances and regulations relating to the work, and such laws, ordinances and regulations are hereby incorporated in and made a part of these specifications and the Contract for this work.
- 38.2 All work shall comply with the Americans with Disabilities Act.
34. **COMMENCE WORK:**
- Work may commence with Owner's approval. Coordinate installation with the General Contractor.
39. **APPROVED EQUALS:**
- Company's approved equals to the original specified suppliers are required to meet all requirements of the plans, specifications, and standards of performance and construction as established by the first named originally specified manufacturer's product.

End of Section 00300

SECTION 01300

SUBMITTALS

1. CONSTRUCTION SCHEDULES:

See General Conditions of the Contract, Article 4, Paragraph 4.10 for contractual requirements governing progress schedule. The schedule shall indicate the starting and completion dates for the various stages of construction.

2. SHOP DRAWINGS AND SAMPLES (SUBMITTALS AND DISTRIBUTION):

2.1 See General Conditions, Article 4, Paragraph 4.12 of the Contract for contractual requirements governing shop drawings and samples.

2.2 PROCEDURES:

2.2.1 Submit architectural and structural items as follows:

- a. One reproducible transparency and two prints of Shop Drawings with transmittal form to the Architect.
- b. Three (3) Samples with transmittal form to the Architect.
- c. Six (6) copies of brochures with transmittal form to the Architect.

2.2.2 Submit mechanical and electrical items to the Architect as follows:

- a. One reproducible transparency and one print of Shop drawings with copy of transmittal for the Mechanical/Electrical engineers.
- b. Three (3) Samples with copy of transmittal for the Mechanical/Electrical Engineers.
- c. Six (6) copies of brochures with copy of transmittal for the Mechanical/Electrical Engineers.

2.3 REVIEW:

2.3.1 The Architect or Engineers will process the submission and indicate the appropriate action on the submission.

2.3.2 The Architect or Engineers will print Shop Drawings for his own use. The Architect will return sepias of Shop Drawings, one sample or three brochures to the Contractor.

3. PRODUCT DATA:

3.1 Collect required data into one submittal for each unit or work or system. Mark each copy to indicate products, models, options applicable to the Project. Include manufacturer's standard printed recommendations for application and use, application of labels and seals, notation of field measurements, which have been checked, and special coordination requirements.

3.2 Maintain one set of product data, for each submittal, at the Project Site, available for reference at all times.

- 3.3 Do not submit product data, or allow its use on the Project, until compliance with requirements of the Contract Documents has been confirmed by the Contractor. Submittal is for information and record, unless otherwise indicated. Initial submittal is final submittal unless returned promptly by the Architect/Engineer; marked with an "Action" which indicates an observed non-compliance. Submit 2 copies, plus 2 additional copies (which will be returned where required for maintenance manuals).

4. SHOP DRAWINGS:

- 4.1 Information required on shop drawings includes, dimensions, identification of specific products and materials which are included in the work, compliance with specified standards and notations of coordination requirements with other work. Provide special notation of dimensions that have been established by field measurement. Highlight, encircle or otherwise indicate deviations from the contract documents on the shop drawings.
- 4.2 Contractor shall be responsible for any modifications affecting all other trades due to requested deviations of the contract documents.

5. SAMPLES:

- 5.1 Submit samples for the Architect's visual review of general generic kind, color, pattern, and texture, and for a final check of the coordination of these characteristics with other related elements of the work. Samples are also submitted for quality control comparison of these characteristics between the final sample submittal and actual work as it is delivered and installed.
- 5.2 Refer to individual work sections of these specifications for additional sample requirements, which may be intended for examination or testing of additional characteristics. Compliance with other required characteristics is the exclusive responsibility of the Contractor; such compliance is not considered in the Architect's review and "Action" indication on sample submittals.

5.3 PREPARATION:

- 5.3.1 Where possible provide samples that are physically identical with the proposed material or product to be incorporated in the work; provide full scale, fully fabricated samples cured and finished in the manner specified. Where variations in color, pattern, or texture are inherent in the material or product represented by the sample, submit multiple units of the sample (not less than 3 units), which show the approximate limits of variations. Where samples are specified for the Architect's selection of color, texture or pattern, submit a full set of available choices for the material or product. Mount, display, or package samples in the manner specified to facilitate the review of indicated qualities. Prepare samples to match the Architect's sample where so indicated.
- 5.3.2 Refer to individual sections of these specifications for samples which, because of their relatively high cost or other special considerations are intended to be returned to the Contractor for incorporation in the work. Such samples must be in an undamaged condition at the time of use. On the transmittal form to the Architect, indicate such special requests regarding the disposition of sample submittals.

5.4 DISTRIBUTION OF SAMPLES:

Maintain the final submittal sets of samples, as returned by the Architect, at the project site, available for quality control comparisons throughout the course of performing the work. In addition, final submittal sets may be used to obtain final acceptance of the work associated with each set. Prepare and distribute additional sets of samples to subcontractors, suppliers,

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fabricators, manufacturers, installers, governing authorities, and others as required for proper performance of the work. Show final distribution on transmittal forms.

6. CLOSEOUT SUBMITTALS:

Refer to sections of these specifications for specific submittal requirements of project closeout information, materials, tools, and similar items.

6.1 RECORD DOCUMENTS: Furnish set of original documents as maintained on the project site. Along with original marked-up record drawings, provide photographic copies of marked-up drawings, which, at the Contractor's option, may be reduced to not less than half size.

6.2 OPERATING AND MAINTENANCE DATA: Furnish bound copies of operating data and maintenance manuals.

6.3 MATERIALS AND TOOLS: Refer to individual sections of these specifications for required quantities of spare parts, extra and overrun stock, maintenance tools and devices, keys, and similar physical units to be submitted.

6.4 For all interior finishes, submit two copies of care and maintenance information to the Architect for distribution to the Owner.

End of Section 01300

SECTION 09680

CARPETING

1. **GENERAL:**

All applicable provisions of General and Supplementary General Conditions, Special Conditions and Description of Work form a part of this section of Specifications.

1.1 **SCOPE:**

The extent of work shall be as shown on drawings and called for in the Description of Work. Performance shall meet the requirements of the Specifications. The work covered by this section of Specifications includes the following:

1. **The Carpet Contractor** is responsible for the floor preparation of new and existing floors to receive new carpet (both new and existing floor slabs), and bring them into compliance with the specified tolerances. The Carpet Contractor shall be responsible for floor prep of the saw cut expansion/control joints and general prep associated with a new slab.
2. **The Carpet Contractor** shall provide and install carpeting as shown on plans or called for in the Description of Work. This contractor to coordinate all work with General Contractor.
3. **The Owner shall provide (774) tiles of carpet F3 Kinetex Pop, Color 1712 Rojo and (54) tiles of Capet F4 Kinetex Propel 11, Color 1708 Outspace.**
4. **The Carpet Contractor** shall furnish and install rubber reducer strips, rubber transition strips and edges as required. Carpet contractor to coordinate all work with the General Contractor. Refer to Section 09650: Resilient Floor Covering.
5. **The Carpet Contractor** shall provide and install wall base for all area scheduled for new flooring.
6. The carpet manufacturer's representative will be present on the job site at the time of installation to ensure that personnel installing carpeting are complying with their installation procedures. The manufacturer's representative will inspect the completed installation and submit a letter to the Architect acknowledging correctness of the project.
7. **The Carpet Contractor** is to provide protective materials for newly installed flooring materials until entire scope of project is complete.
8. Extend carpet under counters without base cabinetry. Refer to Room Finish Schedule for location.
9. Work by Others:
 - A. The General Contractor shall be responsible for removal and disposal of the existing carpet scheduled to be removed

2. **MATERIALS:**

2.1 **Adhesives:**

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2.1.1 Water-resistant, non-staining type as per manufacturer's recommendations, and which complies with current flammability requirements and V.O.C. regulations for installed carpet. Epoxy adhesive shall be used at walk-off carpet areas.

2.1.2 Carpet Edge Guard: Extruded or moulded heavy duty vulcanized rubber of size and profile as required. Equal to in sizes and locations as shown on the Drawings and color as listed on Room Finish Schedule.

1. General Contractor shall provide and install base on walls where new flooring is located. Refer to Section 09650 – Resilient Flooring.

2. Protect edges of carpeting at doorways with rubber transition strip or edge reducer strips as required. Color Must match base. Refer to Finish Schedule. By General Contractor.

3. Provide and install two-piece rubber transition strips where other flooring types meet the carpeting. By General Contractor.

2.2 Carpet:

2.2.1 All carpet shall be American Manufacture, first quality, no seconds or imperfections will not be acceptable. Modular

F3: Manufacturer: J & J Flooring - Kinetex
Pattern: POP, 1816
Color: ROJO, 1712
Size: 24" x 24" Tile

F4: Manufacturer: J & J Flooring - Kinetex
Pattern: PROPEL II, 1817
Color: 1708 OUTPACE
Size: 24" x 24" Tile

F5: Manufacturer: J & J Flooring - Kinetex
Pattern: UMBRA II, UMBRA II STRIPE
Color: SHADWO, SHADWO STRIPE
Size: 18" X 36" Plank

2.2.2 Substitution may be done only with the Architect's approval using a product of the same quality as specified (5) days before the bid opening. In order to maintain design integrity, colors must match colors on file at the office of the Architect.

2.2.3 Submit samples of each color and pattern of carpet bid with proposal. Samples shall be approximately 24" x 24", or one tile, and be accompanied by manufacturer's specifications covering construction of the carpeting.

2.2.4 The areas to be carpeted shall be as indicated on the plans. A layout for each area to be covered shall be submitted to the Architect for approval showing pattern, direction, color, trim strips and any pertinent installation details. No carpet shall be installed until Architect's approval has been obtained.

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2.2.5 All carpet shall be delivered to the job site in original mill wrappings with each roll having register number tags attached or register number stenciled on bale intact. Store under cover in a well-ventilated area as soon as delivered; protect from damage, dirt, stains and moisture.

2.2.6 The carpet specified in the room finish schedule key shall have uniform dye lots.

3. EXECUTION:

3.1 Preparation:

3.1.1 Floors shall be prepared to proper condition before the carpeting is laid. Patch all cracks and level as needed.

3.1.2 Clear away debris and scrape cementitious deposits from concrete surfaces to receive carpet; apply sealer to prevent dusting.

3.1.3 Seal powdery or porous surfaces with sealer as recommended by manufacturer.

3.1.4 Sequence carpeting with other work so as to minimize possibility of damage and soiling of carpet during remainder of installation period. Cover all area with plastic if construction is still in progress in these areas.

3.1.5 Before installation provide to the Architect a floor plan with all carpet seam locations. This seam location plan must have architect's approval before carpet is installed.

3.2 Installation:

3.2.1 Installer Qualifications:

Firm with not less than 5 years of experience in installation of commercial carpeting of type, quantity and installation methods similar to work of this section.

3.2.2 Refer to current edition of "Standard for Installation of Commercial Textile Floor Covering Materials" by the Carpet and Rug Institutes; for definitions of terminology not otherwise defined herein, and for general recommendations and information.

3.2.3 Comply with manufacturer's recommendations for seam location and direction of carpet; maintain uniformity of carpet direction and lay of pile. All carpet width shall be installed with all rows of pile running in the same direction. At doorways, center seams under door in closed position; do not place seams perpendicular to door frame; in direction of traffic through doorway. Do not bridge building expansion joints with continuous carpet.

3.2.4 The installer is to coordinate with the representative from the carpet manufacturer the required length of carpet roll to minimize end on end seams. It is understood that the weight of the carpet may determine the length of the roll when exceeding a 125 linear foot span. Carpet contractor may require additional laborers to move carpet rolls.

3.2.6 Modular carpet tile installation.

A. Site and modular material condition: The building must be enclosed and the HVAC in continuous operation. Modules must be conditioned to room temperature for 48 hours prior to installation. The ambient air relative humidity must be between 10 % and 65% with a floor and room temperature between 65 – 95 degrees Fahrenheit. These conditions must be maintained for a minimum of 48 hours prior to installation and at least 48 hours after completion of the installation.

- B. Surface preparation: Dust, dirt, debris and non-compatible adhesive must be removed before the installation begins. Surface must be smooth and level with all holes and cracks 1/8 inch or wider filled with Portland cement-based patch reinforced with polymers or primed with Commercialon® Premium Sealer. For complete information refer to ACI Concrete 302.014R Report.
- C. Latex or old adhesive: Must be mechanically scraped down to a bare residue flat with the concrete substrate or covered with a skim coat of Portland cement-based patch reinforced with polymers. Any old adhesive residue must also be cover with Commercialon® Premium Sealer. Note: Failure to remove or seal dissimilar adhesives may cause installation failure, plasticizer migration, shifting, buckling or edge curling; these conditions will not be covered under warranty.
- D. Concrete moisture testing and pH testing: Substrate surfaces must be tested for moisture. It is the responsibility of the Carpet Contractor to perform moisture testing prior to starting the installation. ASTM F 2170-2 relative humidity probe moisture testing is required. Acceptable relative humidity probe testing results are up to 90 % RH. Alkalinity tests should also be performed per ASTM F 710. The maximum acceptable pH is 9.0. For test results that determine 90% - 97% RH or pH readings of 9.0 – 11.00. Commercialon® Premium Sealer is required. An intact moisture vapor barrier is required for on-grade subfloors. RH probe type testing and pH testing is required prior to the installation start. These test results are to be recorded and saved. The results from testing must not exceed the manufacturer's published limits. Since both moisture and pH can increase over time, the manufacturer is not responsible for product failure as a result of changes to subfloor conditions, including increases in moisture pH levels post installation.
- E. Subfloors:
1. New Concrete: must be fully cured and free of moisture (see ASTM F 2179-2). New concrete requires a curing period of approximately 90 days. For complete information, refer to CRI-104 Installation Standard.
 2. Old Concrete: must be checked for moisture. Dry, dusty, porous floors must be primed or encapsulated with Commercialon® Premium Sealer. Note: primers will not correct a moisture problem. For complete information, refer to CRI – 104 Installation Standard.
 3. Wood: wood floors must be smooth, level and APA floor grade. If the floor is uneven, an approved underlayment will be required. Old finishes must be tested for compatibility with adhesives or removed and porous wood primed with Commercialon® Premium Sealer.
 4. Terrazzo / Marble: level all grout lines with Portland cement-based patch reinforced with polymers. Glossy surfaces must be sanded for adhesive bond. Waxes and similar finished must be removed.
 5. Hard Surfaces: tile must be well secured to the floor or removed. Broken, damaged, or loose tiles must be replaced. Waxes and similar finished must be removed from VCT before applying adhesive.

Existing sheet vinyl is not a suitable substrate for modular installation and must be removed.

6. Gypcrete: Gypcrete subfloors must be fully cured and free of high moisture (see ASTM F 2170-2). Gypcrete requires a curing period of approximately 90 days. Additionally, Gypcrete must be treated using primer in advance of applying adhesive.
- F. Old Carpet: Remove old carpet adhesives by scraping or other mechanical means. Remove existing adhesives to bare residue. When adhesives are dissimilar, Commercialon® Premium Sealer is required.
- G. Full spread adhesive system: A full spread adhesive system is required for installation of modular carpet (carpet tile). Fully spread Commercialon® Premium Modular Pressure Sensitive Adhesive using a 1/16 x 1/32 x 1/32 “U” notch trowel or spread using a 3/8” nap or foam paint roller. Keep the roller saturated and wet with adhesive throughout the installation in order to maintain a constant spread rate. Allow to completely dry so adhesive does not transfer when touched. The spread rate for Commercialon® Premium Modular Adhesive is approximately 1,080 square feet per four-gallon bucket. Inadequate amounts adhesive can cause modules to shift and move and will not be covered under warranty. Warranty coverage requires the use of Commercialon® Premium Modular Adhesive. Failure to use Commercialon® Premium Modular Adhesive will reduce Lifetime Material Warranty to one year. J & J Flooring Group, EF Contract or Pentz Commercial will not be responsible for the adhesive bond where other adhesives have been used.
- H. Tile placement: Arrows are embossed or printed on the module backing to show pile direction. To ensure proper alignment, check spacing every ten modules. Measure ten modules; proper spacing should be within ¼ inch. Continue to check spacing every ten modules through the entire installation.
 - a. Due to the unique visual characteristics of modular carpets, pattern repeats, pattern run-off, seams may appear more noticeable than in broadloom carpets. Such visual characteristics do not constitute a manufacturing defect, and as such, should be considered when selecting modular carpet and its installation. Tolerance for off-register is ¼” maximum (approximately 1.5 stitch rows).
PATTERN:ASHLAR
- I. Pallet and bundle sequencing: It is very important to install carpet modules in the order they were manufactured; this is easily accomplished by selecting pallets in sequential order and following the numbers located on each bundle. Typically, an installation will begin with the lowest bundle numbers and progress through the highest numbers until the project is complete. Installing modules by bundle sequence will assure the most even uniform look possible.
- J. Finished installation: Roll entire job with 75-100 lb. roller after completion of installation.

K. Loop pile construction: Carpet modules with loop pile constructions may experience yarn blossoming at the edges, which is consistent with this type on construction. Clipping or shearing the yarn edges can remedy this condition.

L. Replacement tiles: On occasion, it may be necessary to replace damaged or heavily soiled modules. Modules can be replaced with new modules from onsite inventory or from another area of the installation. A difference of appearance may be noticed when modules are replaced; the difference usually diminishes in a short time.

3.3 Cleaning:

3.3.1 Remove and dispose of debris and unusable scraps from the area as it is completed. Vacuum with commercial machine with face beater element from the area as it is completed. Remove soil. Replace carpet where soil cannot be removed. Remove protruding face yarn. Remove all carpet glue from all wall, floor and base. Touch up and repair as necessary to match existing.

3.3.2 Maintenance Materials:

A. Deliver specified overrun (if any) and usable scraps of carpet to Owner's designated storage space, properly packaged and identified. Usable scraps are defined to include roll ends of less than 9'-0" length and pieces of more than 3 sq. ft. area and more than 9" wide. Dispose of smaller pieces as construction waste.

B. Contractor to provide (2) additional boxes of carpet tile (of each color) for future replacement for the Owner. Contractor is to provide and move the maintenance materials to a storage room for and directed by the Owner.

3.3.3 Submit Maintenance Manual:

Furnish Owner (2) Copies, Architect (1) copy of list of maintenance products and procedures as recommended by each carpet manufacturer. Provide Owner with instruction for maintenance on carpet care, cleaning and stain removal

4. **WARRANTY:**

Provide special project warranty, signed by carpet supplier and installer agreeing to repair or replace defective materials and workmanship of carpeting work during warranty period following substantial completion.

End of Section 09680