

STATE OF NEW HAMPSHIRE  
Department of Administrative Services  
Division of Procurement and Support Services  
Bureau of Purchase and Property  
State House Annex  
Concord, New Hampshire 03301

Date: March 21, 2019

**NOTICE OF CONTRACT**

**COMMODITY:** Carpet and Flooring Installation Services

**CONTRACT NO.:** 8002505

**NIGP:** 910-0945

**VENDOR:** Concord Carpet Center LLC **VENDOR # :** 156134  
43 Fisherville Road  
Concord, NH 03301

**CONTACT PERSON(S):** George Seigel  
**Tel. No.:** 603-545-1274  
**E-Mail:** [concordcarpetcenter@gmail.com](mailto:concordcarpetcenter@gmail.com)

**EFFECTIVE FROM:** April 1, 2019 through March 31, 2022

**PAYMENT & TERMS:** Payments may be made via ACH. Use the following link to enroll with the State Treasury for ACH payments: <https://www.nh.gov/treasury>

**INVOICING & PAYMENTS:** Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

The invoice shall be sent to the address of the using agency under agreement.

**ORDERING:**

The Contractor shall provide carpet, carpet tile, VCT, LVT and other flooring installation services at various facilities throughout the State of New Hampshire on an as needed basis. The Contractor shall provide all labor, including supervision, tools, materials, equipment, licenses, permits and incidentals required and/or implied for the complete and satisfactory performance of carpet and flooring installation services for State agencies in accordance with the following overview and specifications.

1. Carpet and flooring installations are to be quoted per occurrence to all contractors awarded a contract. Agency shall issue a detailed Statement of Work (SOW) with specifications for each location requiring services. Quotes are to be submitted in written form as a hard copy, faxed or emailed to the requesting agency.
2. **SITE VISITATION:**  
Prior to each quoting, it is each Contractor's responsibility to become thoroughly familiar with the sites of the intended service, to determine everything necessary to accomplish the services. Failure of the Contractor to make a site visit does not relieve the Contractor of responsibility to fully understand what is necessary to accomplish a successful and complete installation.

The SOW shall detail whether the State of New Hampshire will provide flooring material; carpet, carpet tile, vinyl composite tile, laminate vinyl tile or whether Contractors will be asked to quote the required floor covering material on a project by project basis. The Contractor shall provide all other floor coverings at the direction of the State of New Hampshire.

The Contractor shall assist State staff with the selection of flooring products. Upon request the Contractor will provide flooring samples for selection purposes prior to an approved job. Upon request the Contractor shall provide layout plans, work plans, and written schedules to be approved by the agency supervisor, or their designee, prior to work commencing.

## **SCOPE OF SERVICES:**

### **General Installation Requirements:**

- A. Comply with the manufacturer's instructions and recommendations for all flooring products and installation materials.
- B. Install flooring under open-bottom obstructions and under removable flanges and furnishings, into alcoves and closets of each space.
- C. Run flooring under open-bottom items such as heating convectors and install tight against wall, columns and cabinets so the entire floor area is covered with flooring material. Install edging guard at all openings and doors wherever flooring terminates, unless indicated otherwise. Prior to installation, the Contractor shall notify Agency staff about all other obstructions which may occur.
- D. Cutting shall be done in accordance with the manufacturer's recommendations, using the tools designed for the flooring being installed. Remove all debris, adhesive debris and flooring material remnants less than one (1) yard from job site and dispose of properly. Flooring material remnants in excess of one (1) yard shall be returned to Agency staff.
- E. Edges shall be butted together with the proper pressure to produce the tightest joint possible without distortion.
- F. All carpet tiles shall be installed with pile-lay in the same direction except when directed by the Agency staff to use another method, such as quarter turn.
- G. Checking for asbestos shall be done during the site visit to give estimates on flooring work and during flooring installation.
  1. If asbestos is found, work shall stop immediately and the Agency contact shall be notified. The State shall provide for the asbestos removal and the Contractor will be notified when removal is complete. Contractor shall provide a new schedule of completion for the project.
- H. Use leveling compound where necessary. This shall be included in the cost of floor preparation.
- I. Metal-nosing strips shall be used as required. Substitutions must be approved by the Agency Supervisor. Installation of metal-nosing strips on concrete or stone surfaces shall be by drilling, inserting plastic plugs and using non-corrosive drive screws. All screws shall have shallow head profile.
- J. Carpet, carpet tile, Laminate vinyl tile (LVT) and Vinyl composite tile (VCT) shall be adhered direct to existing floor surfaces in accordance with manufacturer's printed instructions.
- K. Vinyl base shall be adhered direct to designated surfaces after flooring is installed in accordance with manufacturer's printed installation instructions.
- L. Surface Preparations: Carpet, Carpet tile, LVT and VCT; Contractor shall prepare existing floors to receive the specified flooring for the project. Prior to filling, the floor must be swept clean of all loose debris. After filling, allow filler to dry. Damp mop floor and allow drying. Vacuum after mopping to ensure all debris is removed for a proper substrate to install flooring. All cracks, holes, unevenness and rough areas will be leveled and smoothed with material that complies with flooring manufacturer's recommendations to ensure warranty terms for each project.
- M. Surface Preparations: Vinyl Base;
  1. Designated surfaces to receive vinyl base shall be structurally sound, smooth, dry and clean, free of dirt, dust, oil, wax or other foreign matter which would interfere with a good bond.
  2. Painted surfaces to receive vinyl base shall be thoroughly dry and cured.
  3. The Contractor shall roughen shiny surfaces such as glossy paint that may cause adverse bonding.
  4. Back of vinyl base shall be free of mold release agents or other contaminants that could interfere with proper adhesion.
- N. Installation: *Carpet, VCT and LVT*;
  1. Layout and plan the area to be carpeted or tiled by preparing a seaming plan to be approved by the Agency Supervisor or designee prior to work commencing. Seaming plan shall reflect minimum amount of seams possible under guidelines of these specifications.
  2. Check the plan against the available roll lengths and dye-lot numbers to ensure all rolls are of the same dye-lot. Using more than one dye-lot in the same room or open area is not permitted.
  3. Plan seam locations so that no perpendicular seams occur at door openings.
  4. Seams shall run with flow of traffic as best as possible

5. Direction of carpet at both sides of the seams are to run the same direction, unless otherwise approved in writing by the Agency.
- O. Installation: Carpet tiles;
1. Install carpet according to manufacturer's printed instructions
  2. Apply adhesives as per manufacturer's printed instructions
  3. In open perimeter designs, use a fixed reducer strip to secure the area. All reducer strips and flooring edge area shall meet ADA/ADDAG 2009 and be at a 1:2 ratio and no more than a ½" rise at reducer strips and thresholds.
- P. Installation: Vinyl Base;
1. All vinyl base shall be "cove-cut" on inside corners.
  2. Plan seam locations so that no seams end on outside corners.
  3. Check each carton of base for dye-lot numbers to assure there is no mixing of dye lots during installation.
- Q. Adhesive Application;
1. Adhesives shall be compatible with product being installed. Contractor shall follow manufacturer's recommendations to apply as directed for proper adhesion and to ensure compliance with warranty terms and conditions.
- R. Cleanup: Immediately after completing installation;
1. Remove visible adhesive, seam sealer, and other surface blemishes using cleaner recommended by manufacturer.
  2. Remove protruding yarns from carpet surface.
  3. Remove all debris and carpet remnants less than one yard from job site and dispose of properly. Carpet remnants in excess of one yard shall be returned to the Facilities Supervisor
- S. The Contractor shall use care in protecting building, equipment, and furnishings when performing the work. The Contractor shall repair or be responsible for the cost to repair damage incurred in the process of performing the required services.
- T. When Contractor is responsible for obtaining materials, Contractor shall purchase at the best possible price and charge the State no more than cost +10%. The Contractor shall supply copies of itemized invoices with its billing to the State for verification of costs. Lack of itemized invoices shall result in the State's refusal to accept Contractor invoices.
- U. Specialty Flooring and Labor:
1. Any and all other flooring; removal, preparation, installation, cleanup, including the potential purchase of flooring and materials to install, for other types of flooring shall be quoted on a project by project basis. All specialty flooring shall be installed per the manufactures approved method. Examples of other types of flooring applications are ceramic or porcelain tile, stone etc.

All services performed under this Contract shall be performed between the hours of 8:00 A.M. and 4:00 P.M. unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

**PRICING:**

<b><u>ITEM</u></b>	<b><u>UNIT PRICE</u></b>
Commercial Grade Broadloom Carpet Installation Cost (labor only)	\$5.95 /sq. yd.
Commercial Grade Carpet Tile Installation Cost (labor only)	\$6.50 /sq. yd.
Commercial Grade Vinyl Composition Tile Installation Cost (labor only)	\$0.75 /sq. ft.
Commercial Grade Laminated Vinyl Tile Installation Cost (labor only)	\$1.50 /sq. ft.
4" Commercial vinyl cove or straight Base Installation Cost (labor only)	\$0.50 /lin. ft.
6" Commercial vinyl cove or straight Base Installation Cost (labor only)	\$0.75 /lin. Ft
4" Commercial vinyl cove or straight Base Material Cost, includes adhesive	\$0.75 /lin. ft.
6" Commercial vinyl cove or straight Base Material Cost, includes adhesive	\$1.00 /lin. ft.
Floor Preparation, LVT (labor and materials)	\$0.75 /sq. ft.
Preparation, VCT (labor and materials)	\$0.75 /sq. ft.
Floor Preparation, Carpet	\$0.65 /sq. yd.
Floor Removal, Carpet	\$2.00 /sq. yd.
Floor removal, VCT	\$1.00 /sq. ft.
Floor removal, LVT	\$1.25 /sq. ft.

Floor Disposal, Carpet	\$1.50 /sq. yd.
Floor Disposal, VCT	\$1.50 /sq. ft.
Floor Disposal, LVT	\$1.50 /sq. ft.
Floor Disposal, Specialty flooring	\$1.50 /sq. ft.

**Move & Replace Furniture, Fixtures and Equipment as needed**      \$40.00 /hour – Reg. time  
\$40.00 /hour – Overtime

**QUESTIONS:**    Direct any questions to Erica Brisson, 603-271-7272 or [Erica.Brisson@DAS.NH.Gov](mailto:Erica.Brisson@DAS.NH.Gov)