

# Community College *of* Philadelphia

RFP#: 9811

Description: Flooring for President's Suite and  
Winnett Bldg.

**Mandatory Pre-Bid Meeting**

Date: Wednesday 13 November 2013

Time: 02:30pm

Location: S1-03 Winnett  
Winnett Student Life Building

**Bid Administrator:**

William A. Vogel

Purchasing Department, Room M1-4  
Community College of Philadelphia  
1700 Spring Garden Street  
Philadelphia, PA 19130

**Queries Due**

Date: Friday 15 November 2013

Time: 02:30pm

Phone: 215-751-8903

Fax: 215-751-8935

Email: [wvogel@ccp.edu](mailto:wvogel@ccp.edu)

**Addenda to be Posted**

Date: Monday 18 November 2013

**Bids Due**

Date: Wednesday 20 November 2013

Time: 02:30pm

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## II. REQUIREMENTS TO BID

### A. Affirmative Action Program:

1. The Vendor shall be an equal opportunity employer and shall conform to all Affirmative Action and other applicable requirements. Accordingly, the Vendor shall neither discriminate nor permit discrimination in its operations or employment practices against any person or group of person on the grounds of race, color, religion, national origin, or sex in any manner prohibited by law. A Vendor with 50 or more employees shall provide, with its proposal, the two most recent annual Federal EEO-1 forms.

### B. Pre-Bid Meeting:

1. This bid requires a mandatory pre-bid meeting. Time and date are stated on the front cover of this document. Please review specifications carefully. Questions should be addressed at the Pre-Bid Meeting.

### C. Hold Harmless:

1. The Vendor agrees to indemnify, hold harmless and defend the College and its officers and employees from any claim, damage, liability, injury, expense or loss, including defense costs and attorney's fees, arising out of Vendor's performance under the Agreement or as a consequence of the existence of the Agreement. Accordingly, the College shall notify the Vendor promptly in writing of any claim or action brought against the college in connection with Agreement. Upon such notification, the Vendor shall promptly take over and defend any such claim or action. The College shall have the right and option to be represented in such claims or action at its own expense.

### D. Patent Liability:

1. Vendors agree to indemnify, defend and save harmless the College from all suits and action of every nature and description brought against them, or any of them, for or on account of the use of patented appliances, products, or processes, and Vendor shall pay all royalties and charges which are legal and equitable, as it applies to product or service supplied under this agreement.

### E. Insurance:

1. These coverage and limits are to be considered minimum requirements under the agreement and shall in no way limit the liability obligations of the successful Vendor under the Agreement. Limits are to be set in accordance with the individual Contractor scope of work. The insurance must name Community College of Philadelphia and the Construction Management Company as additional insured.
2. The Vendor shall maintain in force at all times during the term of the Agreement, with an insurance carrier acceptable to the College the following insurance:

1.	Worker's Compensation	Statutory limits
2.	Employers liability	\$3,000,000 aggregate \$1,000,000 each occurrence
3.	Bodily Injury and Property Damage	\$3,000,000 aggregate \$1,000,000 each occurrence
4.	Comprehensive Automobile	\$1,000,000 each occurrence

**F. Insurance Termination:**

1. The companies providing the insurance shall provide written notification to the College thirty days prior to the termination of any coverage.

**G. Certificate of Insurance:**

1. Upon award and prior to the start of service, a Certificate of Insurance shall be furnished to the College in evidence of the required coverage.
2. Forward Certificate of Insurance to:

**William A. Vogel**

Community College of Philadelphia  
1700 Spring Garden Street, M1-4  
Philadelphia, PA 19130

**H. Authority to do Business in Pennsylvania:**

1. Vendors must possess the necessary authority to do business in the Commonwealth of Pennsylvania. (Penna. Business Corporation Law, approved May 5, 1933, P.L. 364 as amended.) Proposals will not be accepted from companies not so authorized.

**I. Pennsylvania Prevailing Wage Act:**

1. Vendors must be in compliance with the provisions of the Pennsylvania Prevailing Wage Act approved August 15, 1961, Act No. 442, P.L. 987 with subsequent amendments thereto and federal minimum wage legislation now in effect. Note: This may or may not pertain to this project. Refer to wage act limitations.

**J. Pennsylvania Human Relations Act:**

1. Vendors must be in compliance with the provisions of the Pennsylvania Human Relations Act No. 222, October 27, 1955, as amended by Act No. 19, February 28, 1961, and in accordance with the provision of the Governor's Code of Fair Practice, effective June 6, 1963, and the regulations of the Pennsylvania Human Relations Commission as approved by the Attorney General July 7, 1965 in providing equal opportunities in connection with all the work performed by the Vendor.

**K. Exclusionary Membership:**

1. The Vendor agrees, in accordance with the City of Philadelphia Bill No. 336-A, an Ordinance approved by the Mayor on January 14, 1981, that is payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, in so far as such participation confers an employment advantage or constitutes or results in

discrimination with regard to hiring, tenure of employment, promotions, terms, privileges, or conditions of employment on the basis of race, color, sex, religion, national origin or ancestry, constitutes a substantial breach of this Agreement entitling the College to all rights and remedies provided in this Agreement or otherwise available in law or equity.

**L. Bid Bond:**

1. No proposal will be considered unless accompanied by a proposal security in the form of a certified check or bank check in the amount of \$5,000 or a proposal bond for 5%, whichever is greater, of the contract rendered in favor of Community College of Philadelphia, pledging that the Vendor will enter into an Agreement with the College on the terms stated in its proposal and will furnish a performance bond as described below covering the faithful performance of the Agreement and the payment of all obligations there under.
  - a) Should the Vendor refuse to enter into such Agreement or fail to furnish the performance bond as required, the amount of the proposal security shall be forfeited to the College as liquidated damages.
  - b) If a Vendor submits its proposal with a proposal bond, a company legally authorized to conduct business in Pennsylvania must issue such surety bond. If requested, the Vendor shall prove that it has financial and technical capability, the labor, and materials necessary to perform services required.

**M. Vendor Qualifications:**

1. Responding firms must demonstrate broad capabilities and extensive in noted areas. Responding firms must provide a Statement of Qualifications including, but not limited to, the following information
  - a) Current audited financial statement including Net Worth and Working capital.
  - b) Project history listing, covering major contracts performed over the last five years, giving information such as Volume, Project Type, Architect, Owner's Contact and Local Union Affiliation.
  - c) Account history listing major contracts performed over the last five years, and local Union Affiliation.
  - d) Documentation of past history and current ability to meet established MBE/WBE requirements.
  - e) Proof of license to do business in the Commonwealth of Pennsylvania
  - f) List of any lawsuits involving the Vendor

**N. Vendor Reference:**

1. References must be for contracts similar in nature as to the service requested under this proposal.
2. Vendor is required to submit a client list, which must include:
  - a) Name of Contact
  - b) Title of the contact person
  - c) Company Name
  - d) Phone Number
  - e) Email Address
  - f) Contracted Term

- g) Years of Service
- h) Size of the Institution

**O. Evidence of Financial Stability:**

1. Upon request the Vendor shall prove that it has financial and technical capability to provide the labor and materials necessary to perform services requested.

**III. INSTRUCTIONS FOR PROPOSAL**

**A. Bid Format:**

1. Bids shall be submitted on the Bid Form, attached. Bids shall acknowledge the Bidding Instructions, Terms and Conditions, and Specifications sections of this BID and state that all these documents are part of their bid. No bid shall be considered if received after the date and time specified in the REQUEST FOR BID. A Bid, which is incomplete, obscure, conditional, contains additions not called for, or has irregularities of any kind, including alterations or erasures, may be rejected as non-responsive.

**B. Bid Date:**

1. Vendors are to submit an original and two (2) copies of their proposal in an envelope marked RFP # 9811 on the front, or mail to:

**Attention: Bid Administrator: WILLIAM A. VOGEL**  
**RFP # 9811**  
COMMUNITY COLLEGE OF PHILADELPHIA  
PURCHASING OFFICE, M1-4  
1700 SPRING GARDEN STREET,  
PHILADELPHIA, PA 19130

2. Vendor may email their bid so that it arrives on time, however the original must arrive at the office no later than 3 business days after the due date.
3. Bids will be accepted until 02:30pm on Wednesday 20 November 2013.

**C. Bid Record Keeping:**

1. Bids will become a part of the College's official files without any obligations on the College's part.

**D. Tax Exemption:**

1. Community College of Philadelphia is exempt from all taxes imposed by the Internal Revenue Service under Chapter 32 of the Internal Revenue Code.

**E. Pennsylvania Sales Tax:**

1. Community College of Philadelphia is exempt from provisions of fair trade laws and the Pennsylvania sales tax. The Sales and Use Tax Regulation provides that exemption certificates are not required for sales made to Instrumentality's of the Commonwealth. Exemption or certificates will not be issued.

**F. Affirmative Action:**

1. Community College of Philadelphia is an Affirmative Action/Equal Opportunity Employer and encourages minority and women-owned organizations to quote.

**G. Queries/Addenda:**

1. Questions other than those addressed at the Pre-Bid Meeting should be directed to: William A. Vogel, Purchasing, fax number 215-751-8935; clarifications to the bid documents, requested by Vendors must be in writing no later than Friday 15 November 2013 at 02:30pm. All parties will be contacted with the explanation. All such interpretations will be in the form of written addenda to the bid documents no later than Monday 18 November 2013 . Any such addenda will be emailed followed by via U.S. Post Office. All addenda shall become part of the bid/contract documents. Bids shall acknowledge addenda on the form provided and cost shall be reflected in the Bid. If no form provided, Vendor must acknowledge addenda on their response proposal.
2. In case any Vendor fails to acknowledge receipt of any such addendum in the space provided in the Bid Form, its bid will nevertheless be construed as though the addendum has been received and acknowledged, and the submission of its bid will constitute acknowledgement of the receipt for same.

**H. Content of Bid:**

1. Each Vendor by making their proposal represent that they have read and understand the request for bid and the specifications; and that they have visited the site and have familiarized themselves with the local conditions under which the work/product is to be performed; and that their bid (proposal) is based upon the labor and materials required to perform the work.

**I. Additional Warranty:**

1. The Vendor by submitting its proposal agrees that the following clause or similar wording is in the quotation "In addition to all other warranties expressed or implied in law, the Vendor will conform to all applicable specifications, drawings, samples, symbols, or other descriptions furnished by the Buyer, and will be of good material or workmanship and free from defects. In case any such item shall be defective or otherwise not in conformity herewith, Vendor at Buyer's option and in addition to all other remedies of Buyer, either credit Buyer for any such non conformity or defects or, at Vendor's expense replace, repairs, or correct any such article".

**J. Total Cost:**

1. Bids are to show total cost to Community College of Philadelphia for the service specified. Should Vendor notice obvious omissions on the part of Community College of Philadelphia in the outline of services, such omissions should be included and noted in Vendor's response proposal. Hidden cost(s) revealed during the performance of contract will be construed as misrepresentation of service and may avoid award of Contract, at the discretion of the college. All quotes are to be F.O.B. Destinations.

**K. Authorized Individual:**

1. Indicate the name of the account manager and the individual authorized to execute this agreement. An authorized officer of the Corporation is to sign the Affidavit of Verification of Bid (insert provided) and attach to your proposal.

**L. Alternate Bids:**

1. The College will consider alternate bids offering economies; however, these proposals must be in addition to your quotation as outlined in this request.

**M. Cancellation:**

1. The College reserves the right to cancel the Bid Process at any time.

**N. Waive Technicalities:**

1. Community College of Philadelphia reserves the right to accept or reject proposals in whole or in part, waive technicalities and to make awards deemed in the best interests of the College.

**O. Acceptance of Proposals:**

1. It is understood and agreed that the College reserves the right to reject any and all bids, or any part of a bid, if it deems it to be in the best interest of the College.
2. The College reserves the right to waive any informality in any bid when such waiver is in the best interest of the College.
3. The acceptance of the successful proposal requires approval of the Board of Trustees of the College on contracts \$100,000.00 and over.

**P. Definitions:**

1. **Addendum** – A modification of the Bidding Instructions, Bid Bond, Bid Form, Performance & Payment Guarantee Bond, Agreement, General Conditions, Special Conditions or Specifications or any other contract documents issued by the College and distributed to prospective Vendors prior to the date and time set for the receipt of the bids.
2. **Affidavit of verification of Bid** – Document which legally binds the corporation/firm, as it documents that an “Authorized” individual of firm or corporation has the right to submit the bid proposal. Must be notarized.
3. **Bid** – The written offer of the Vendor to enter into the Agreement with the College.
4. **Vendor** – Any individual, partnership, or corporation submitting a bid in accordance with the Bidding Instructions.
5. **Bid Bond** – Form of surety in order to guarantee a legitimate offer is put before the college for consideration of a particular contract. Subject to forfeiture for early withdraw of an offer.
6. **Bidding Administrator** – The individual designated by the College and identified in the Request for Bid or in an addendum authorized to solicit and receive or reject bids for this contract, to conduct the Vendor’s conference and site inspection, to receive and answer any questions regarding the bidding documents, and to issue any addenda to the bidding documents.

7. **Bidding instructions** – The section which describes method of preparation and bid submission and award of contract together with other information of value to prospective Vendors.
8. **The College** – Community College of Philadelphia.
9. **Payment & Performance Bond** – Forms of surety to guarantee performance of the contract in adherence to the terms and conditions of same, and a guarantee that all incurred debt by Vendor in regard to this contract is paid. Bonds shall not be released until accepted completion of contract and successful Vendor has provided verification that subcontracted debt has been paid.
10. **Mechanic Waiver of Lien** – Form which releases a person's or entity's mechanic's lien or right to assert a mechanic's lien against Owner. Goods and or services sold to Owner are free of claim and encumbrance.
11. **Work** – For the purpose of this project, the term Work shall be interpreted to mean and not be limited to: all labor, supervision, tools, materials, equipment, unloading, scaffolding, cranes, hoisting, storage, temporary facilities, temporary shoring, bracing and planking, as required unless listed in the exclusion section of the individual contractor scope of work.

#### IV. TERMS AND CONDITIONS

##### A. Use of Community College's Name:

1. At no time shall the Vendor use the name of Community College of Philadelphia in making contracts with suppliers.
2. Vendor shall make all contracts in its own name, and Vendor alone shall be responsible for their purchases and contracts.
3. The College at no time and for no reason shall be responsible for any goods purchased by the Vendor, or for any other obligations or liabilities assumed or created by the Vendor.
4. It is to be understood specifically that the Vendor shall not set or hold itself out to be an agent for the College, and nothing herein shall be construed as creating the relationship of partners, a joint venture, or agency.

##### B. Price Changes:

1. All services must be rendered to the College at the prices quoted. Proposals containing reservations to pass on possible price changes will be rejected.
2. All proposals must be effective for a period of 90 calendar days.

##### C. Hazardous Chemicals:

1. The Vendor shall supply the College with the appropriate MSDS' for all hazardous materials supplied by Vendor, prior to their introduction on site.
2. The College reserves the right to reject or accept in whole or part any material proposed for use in the College.

##### D. Equipment Installation:

1. Items of equipment purchased on the basis of being delivered and installed will require the successful Vendor to fulfill all facets of installation such as electrical, plumbing, fastening, etc., and will require the successful Vendor to supply all

materials, tools, equipment, transportation, labor supervision, etc., which are required to complete the installation in an approved and acceptable manner.

**E. Equipment Status:**

1. All items delivered and / or installed shall be guaranteed to be NEW and FREE of defects.
2. RECONDITIONED equipment may be used for repair or replacement where full functionality can be restored. Reconditioned equipment can only be used with prior knowledge and consent of CCP. Such reconditioned equipment must have a written warranty equivalent to a new and similar piece of equipment.
3. The successful Vendor shall replace any delivered and/or installed item found to be defective within the period of warranty. Vendors are required to state the warranty, period for each item listed, if applicable.

**F. Approved Equal Requirements:**

1. Vendors quoting “OR APPROVED EQUAL” items shall provide the College with descriptive literature, catalog tear sheets, drawings, detailed specifications, etc., and any other information on which to base an impartial evaluation by the College. The Vendor must be prepared to provide a sample to demonstrate the “OR APPROVED EQUAL” item.

**G. Order Format:**

1. Orders with the Vendor will be in the form of a purchase order issued by the College. The Purchasing Order may reference an AIA Agreement.

**H. Payment:**

1. Payment for purchases made by the College is expected to be made within 30 days after equipment /service is received and accepted by the College.

**I. Payment with Delayed Installation:**

1. When equipment involves installation, which shall be interpreted to mean erection and/or setting in place, testing, or making final connection, payment will be processed only following completion of installation. Where delay in such installation is attributable solely to the College, partial payment may be made on the basis of 50% of the price Quote, and the balance upon completion. This will not preclude the College from taking advantage of prompt payment discounts.

**J. Termination:**

1. Notwithstanding the term of this agreement, The College on written notice can terminate at any time by certified mail with return receipt with not less than thirty (30) days prior notice.

**K. Waiver of Liens:**

1. The successful Vendor shall be required to furnish the College a Waiver of Liens within 10 calendar days after the award.

**L. Work Stoppage:**

Community College of Philadelphia  
1700 Spring Garden Street, M1-4  
Philadelphia, PA 19130

1. The selected Vendor shall be wholly responsible for any relations with appropriate trade unions involved in the work.
2. In the event there shall be a delay or any work stoppage on the College's property resulting from a labor dispute or union activity, the Vendor will take whatever action may be necessary to insure re-commencement of work within 24-hours.
3. The selected Vendor shall be responsible for any and all delays claims arising by reason of labor disputes or relations or union activities if the same shall result from failure to comply with is duties as outlined above.

**M. Work Stoppage by College:**

1. In the event of a work stoppage or strike by the College employees, and such work stoppage or strike interferes with normal operations on College premises, neither party shall be liable for failure to perform.

**N. Performance & Payment Bond:**

1. The successful Vendor shall be required to furnish the College a surety performance & payment bond in the amount of the contract within 10 calendar days after the award.
2. Failure to provide this surety performance & payment bond with the prescribed period of time may result in the forfeiture of the proposal surety bond and nullify the award.
3. Companies legally authorized to conduct business in the Commonwealth of Pennsylvania shall issue bonds, which are acceptable to the College.

**O. Contractor/Vendor Safety:**

1. All personnel shall regularly utilize OSHA approved personal protective equipment appropriate to the work performed.
2. If engaged in any electrical work, contract personnel shall utilize OSHA approved Lock Out/Tag Out procedures and equipment to prevent exposure to them, or to employees, students or invitees of the College from hazardous electrical energy.
3. In addition to items specified above, all contract personnel shall comply with OSHA regulations during their work on College premises.

## V. CRITERIA FOR AWARD

- A. **The Vendor must be present at the Pre-Bid Conference and Site Inspection.**
- B. Compliance with the request for bid. It is imperative that all the required information be included with the bid. Failure to include this information may render the proposal non-responsive.
- C. Award will be made to the most “responsible Vendor”. The College may evaluate proposals and award a contract without discussion with the respondents. The College may ask for clarifications of minor issues in the proposal and the Vendor agrees to provide this information in the time period requested by the College or have their proposal deemed non-responsive.
- D. The Bid Administrator may waive any informalities or irregularities of bids.
- E. Criteria to be used in evaluating “responsible Vendor”.
  - 1. Qualification Statement
  - 2. Depth and breadth of experience of the firm
  - 3. Capacity of firm to service the College account (management reports, availability of staff and supervision and support staff).
  - 4. Effectiveness of staff at comparable sites
  - 5. Financial stability of firm
- F. All proposals will be evaluated in light of the above criteria with the final award being made to the firm who best meets the needs of the College. While price will be an important factor in the selection process, it will not be the only factor.

## VI. EXECUTION OF CONTRACT

- A. Within ten (10) calendar days after award of contract, Vendor will furnish insurance documents as required within this request for proposal.
- B. Withdrawal of Bids:
  - 1. No bid can be withdrawn after it is submitted unless the Vendor makes the request in writing to the Bidding Administrator, and such request is received before the day and time set for receipts of bids.
  - 2. No bid can be withdrawn for a period of **90 days** after the date and time set for receipt of bids.

## VII. GENERAL COLLEGE INFORMATION

- A. Description of Facilities
  - 1. Community College of Philadelphia is the owner of properties located at 1700 Spring Garden Street, Philadelphia, PA 19130, identified as:
    - a) Mint Building
    - b) West Building
    - c) Bonnell Building
    - d) Winnet Building
    - e) Gymnasium Building
    - f) The Center for Business and Industry Building
    - g) The College also operates a parking garage and a sports deck on 18<sup>th</sup> Street.

2. These facilities are utilized for administrative and instructional purposes. The location is bordered by Spring Garden Street on the North, 16<sup>th</sup> and 18<sup>th</sup> Streets on the East and West sides respectively, and Callowhill Street on the South.
3. The College also owns Regional Center facilities located:
  - a) 4725 Chestnut Street
  - b) 1300 West Godfrey Avenue
  - c) 12901 Townsend Road

## **VIII. STATEMENT OF AFFIRMATIVE ACTION COMPLIANCE**

- A.** Each Contractor and Subcontractor shall include the following affirmative action clause in each of its covered government contracts or subcontracts (and modifications, renewals, or extensions thereof if not included in the original contract):
- B.** Affirmative Action for Disabled Veteran and Veterans of the Vietnam Era.
  1. The Contractor will not discriminate against any employee or applicant for employment because he or she is a disabled veteran or veteran of the Vietnam era in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified disabled veteran and veterans of the Vietnam era without discrimination based upon their disability or veterans status in all employment practices such as the following: Employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
  2. The Contractor agrees that all suitable employment openings of the Contractor which exist at the time of the execution of this contract and those which occur during the performance of this contract, including those not generated by this contract including those occurring at an establishment of the Contractor other than the one wherein the contract is being performed but excluding those of independently operated corporate affiliates, shall be listed at an appropriate local office of the State employment service system wherein the opening occurs. The Contractor further agrees to provide such reports to local office regarding employment openings and hires as may be required.
- C.** State and local government agencies holding Federal contracts of \$10,000 or more shall also list all their suitable openings with the appropriate office of the State employment service, but are not required to provide those reports set forth in paragraph (2) and (3).
  1. Listing of employment openings with the employment service system pursuant to this clause shall be made at least concurrently with the use of any other recruitment source or effort and shall involve the normal obligations which attach to the placing of a bona fide job order, including the acceptance of referrals of veterans and non-veterans. The listing of employment opening does not require the hiring of any particular job applicant or from any particular group of job applications, and nothing herein is intended to relieve the contractor from any requirements in Executive Orders or regulations regarding nondiscrimination in employment.

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2. The reports required by paragraph (B.2) of this clause shall include, but not be limited to, periodic reports which shall be filed at least quarterly with the appropriate local office, or, where the Contractor has more than one hiring location in a State, with the central office of that State employment service. Such reports shall indicate for each hiring location (1) the number of individuals hired during the reporting period, (2) The number of non-disabled veterans of the Vietnam era hired, (3) the number of disabled veterans of the Vietnam era hired, and (4) the total number of disabled veterans hired. The reports should include covered veterans hired for on-the-job training under 38 U.S.C. 1787. The Contractor shall submit a report within 30 days after the end of each reporting period wherein any performance is made on this contract identifying data for each hiring location. The Contractor shall maintain at each hiring location copies of the reports submitted until the expiration of one year after final payment under the contract, during which time these reports and related documentation shall be made available, upon request, for examination by any authorized representatives of the contracting officer or of the Secretary of Labor. Documentation would include personnel records respecting job openings, recruitment and placement.
3. Whenever the Contractor becomes contractually bound to the listing provisions of this clause, it shall advise the employment service system in each State where it has establishments, of the name and location of each hiring location in the State. As long as the Contractor is contractually bound to these provisions and has advised the State system, there is no need to advise the State system of subsequent contracts. The Contractor may advise the State system when it is no longer bound by this contract clause.
4. This clause does not apply to the listing of employment openings which occur and are filled outside of the 50 States, the District of Columbia, Puerto Rico, Guam, and the Virgin Islands.
5. The provisions of paragraph (B.2), (1), (2), and (3) of this clause do not apply to openings which the Contractor proposes to fill from within its organization or to fill pursuant to a customary and traditional employer-union hiring arrangement. This exclusion does not apply to a particular opening once an employer decides to consider applicants outside of its own organization or employer-union arrangement for that opening.
6. As used in this clause: (1) "All suitable employment openings" includes, but is not limited to, openings which occur in the following job categories: Production and non-production; plant and office; laborers and mechanics; supervisory and non-supervisory; technical; and executive, administrative, and professional openings as are compensated on a salary basis of less than \$25,000 per year. This term includes full-time employment, temporary employment of more than 3 days' duration, and part-time employment. It does not include openings which the Contractor proposes to fill from within its own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement or openings in an educational institution which are restricted to students of that institution. Under the most compelling circumstances an employment may not be suitable for listing, including such situations where the needs of the Government cannot reasonably be otherwise supplied, where listing would be contrary to nation security, or where the requirement of listing would otherwise not be for the best interest of the Government.
  - a. "Appropriate office of the State employment service system" means the local office of the Federal-State national system of the public employment offices with assigned responsibility for serving the area where the

- employment opening is to be filled, including the District of Columbia, Guan, Puerto Rico, and the Virgin Islands.
- b. "Openings which the Contractor proposes to fill from within its own organization" means employment openings for which no consideration will be given to persons outside the contractor's organization (including any affiliates, subsidiaries, and the parent companies) and includes any openings which the Contractor proposes to fill from regularly established "recall" lists.
  - c. "Opening which the Contractor proposes to fill pursuant to a customary and traditional employer-union hiring arrangement" means employment openings which the contractor proposes to fill from union halls, which is part of the customary and traditional hiring relationship which exists between the Contractor and representative of its employees.
- 7. The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
  - 8. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
  - 9. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notice shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era for employment, and the rights of applicants and employees.
  - 10. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of the Vietnam Era Veterans Readjustment Assistance Act, and is committed to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era.
  - 11. The Contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to the Act, so that such provisions will be binding upon each (subcontractor or vendor). The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

## **IX. OPERATIONAL PROCEDURES & SUPPLEMENTAL SPECIAL CONDITIONS**

These Community College of Philadelphia Supplemental Special Conditions are an extension of the A201/CMA Contract Documents. This document applies to all Contracts and is subject to modification or a revision in individual Contract Scope of Work.

### **A. Contract Documents**

- 1. Conflicts or discrepancies among the contract Documents shall be resolved in the following order of priority:
  - a) The Agreement

- b) Amendment and revisions of later date take precedence over those of earlier date;
  - c) The Supplementary Conditions
  - d) The General Conditions
  - e) Drawings and Specifications; drawings govern specifications for quantity and location, and specification govern drawings for quality and performance. In the event of ambiguity in quantity or quality, the greater and the better quality shall govern.
  - f) Figured dimensions govern scale dimensions and large scale drawings govern small scale drawings.
  - g) Submittals
2. Contract Documents show design intent and do not necessarily indicate or describe all work required for full performance and completion of the work. The Subcontractor is responsible to review all Contract Documents and provide all items necessary for the proper installation or operation of the work. In the event an item is not shown or specified and is required for the proper installation or operation of the work, this contractor shall include the cost of the most expensive case that can be inferred by the Contract Documents. The Owner shall have the final decision concerning Document discrepancies.

## **B. General Requirements**

1. Storage of Materials: All materials and equipment shall be stored on-site at a place in a way designated by the Owner. No materials shall be removed from the job site by the Contractor for any reason, except where specifically authorized, in writing, by the Owner. All materials shall be inventoried by the Owner and Contractor as soon as possible after the delivery. Any items lost or stolen as a result of not being secured shall be the responsibility of the Contractor to replace. All materials shall be maintained in dry condition unless otherwise specified within the Contract Documents.
  - a) The Contractor shall be responsible for providing dry storage. Tarpaulins shall be supplied by the Contractor and will be required for protection of all materials.
2. Dumpsters: This Contractor is responsible to deposit daily all rubbish and debris created during the day by his work force into an exterior dumpster at grade level provided by others unless specifically included as part of the individual Contract Scope of Work. Housekeeping must be performed on a daily basis. The Contractor will cooperate with the Owner to keep areas of the project clean on a daily basis.
  - a) Cleaning and removal of all non-hazardous debris to the dumpster shall be performed at the end of each shift by laborers provided by this Contractor. The dumpster will be located outside of the building, at the direction of the Owner.
3. Temporary Electric: Temporary electric will be provided by the Owner unless otherwise specified in an individual Contract Scope of Work.
  - a) Cost of current will be paid for by the Owner. Contractors are requested to minimize consumption.
  - b) The Contractor shall bear all costs if any for the connection of its equipment to the available power supply.
4. Temporary Water: The water at the existing building will be available to the Contractor.

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- a) Cost of water will be paid for by the Owner. Contractors are requested to minimize consumption.
- b) The Contractor shall bear all costs for the connection of its equipment to the available water supply.
5. Parking:
  - a) Parking cannot be provided
  - b) Street parking may be available
  - c) No vehicles will be allowed to block truck doors or the lobby entrance
6. Site Conditions Prior to Commencement:
  - a) It shall be the responsibility of the Contractor to arrange an inspection of the job site with the Owner.
  - b) All necessary work permits must be obtained before work begins
7. Final Inspection and Training:
  - a) The representative of the Contracting firm shall notify the Owner when he is within five (5) working days of completing a particular project unless otherwise noted in an individual Contract Scope of Work.
  - b) A final inspection team consisting of the Owner, a Representative of the Contracting Firm, and the contractor's Job Foreman, shall inspect the work.
  - c) Any defects noted in the work during the course of the final inspection shall be corrected to the satisfaction of the Owner within 10 working days and prior to the removal of the contractor's equipment from the job site unless otherwise noted in an individual Contract Scope of Work.
  - d) In addition, the Owner, at his/her discretion, may withhold final payment or a portion thereof until all defects are corrected to his/her satisfaction.
8. Submittals:
  - a) All submittals must be received by the Owner within two weeks of Contract Award unless otherwise noted in an individual. Contract Scope of Work.
  - b) A letter of transmittal must be attached to all submittals.
    1. The Transmittal letter and all submittals shall include the name of the Project, the name and address of the Contractor, Vendor, material supplier, the specification section relating to submissions, and the date submitted.
  - c) Submittals must be complete; partial submittals will not be accepted.
  - d) "Reviewed" or "Make-Corrections-AS-Noted" submittals need to be resubmitted unless requested by the Owner.
  - e) All disapproved submittals must be corrected, re-submitted and received by the Owner within one week of receipt so as not to delay the Work.
  - f) All revisions must be clouded.
  - g) Materials may be released for fabrication when marked "Reviewed" or "Make-Corrections-As-Noted".
    1. Shop Drawings – Contractors shall submit one (1) reproducible sepia transparency plus four (4) prints bearing the Contractor's stamp and signature certifying completeness and compliance with the Contract Documents. Each submission

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shall be accompanied by the form entitled "Submittal Cover Sheet".

2. Samples – Submit three (3) samples of each item required by the Specifications. Samples will not be returned unless specifically requested by the Contractor.
- h) The samples when returned by the Owner will be retained by the Owner. One print will be returned to the Contractors.
  1. Brochures and Descriptive Literature – Submit six (6) copies of all brochures, materials, and equipment cuts and descriptive literature. One (1) copy will be returned to the Contractor.
9. Permits:
  - a) The Contractor shall obtain and pay for all permits which are applicable to the work and conform to all rules and regulations of any authority having jurisdiction over the work.
10. Time Schedule:
  - a) The Contractor shall submit, within seven (7) days after being awarded the Contract, a detailed "Time Schedule" to the Owner showing individual tasks, preferred sequence and duration of each task.
  - b) All work under this Contract must follow the start and completion schedule as set forth in the "Project Schedule" prepared by the Owner.
  - c) Normal working day hours:
    - i. Weekdays – 7:00 a.m. – 3:30 p.m.
    - ii. Weekends – Same
11. Entry into Building:
  - a) Entry into building shall be in accordance with existing entrances that are designated for use during construction.
  - b) Access to individual spaces outside of a Contractor's Scope of Work will be permitted only after the specific authorization by the Owner.
12. Safety:
  - a) The Contractor must carefully review, and assure all his employees and subcontractors working at this jobsite are aware of OSHA Safety Standards and Contract Safety Policy prior to the work.
  - b) The Owner will fully enforce all OSHA Safety Standards, including but not limited to:
    1. Inspect all equipment arriving on site to ensure all safety features; back-up alarms, overhead safety, etc., are operating properly.
    2. Ensure all personnel adhere to wearing all safety protection items required for the safe a removal of demolition materials; hard hats, eye protection, work boots, hearing protection, work gloves, dust masks, etc.
    3. Ensure all safety barricades, flags, caution tape, signage etc., are in place daily prior to starting work.
    4. Hold weekly safety meeting with all on-site personnel and an Owner's Representative present.
    5. File daily inspection report with Project Superintendent.
    6. Provide copy of Company's safety policy.
    7. Provide fire watch personnel and equipment. Fire watch must be maintained for a minimum of three (3) hours after burning operations that day.

8. Contractor acknowledges that it shall provide all safety personnel required by referenced safety standards.
9. Contractor acknowledges requirement for 100% fall protection.

## X. SCOPE OF WORK

### A. FLOORING OF:

#### 1. Winnett Drum (1-03)

- a) Schedule
  - (1) Can start as early as 12/14/2013.
  - (2) Should be completed by Th 12/19-2013
- b) Install owner supplied carpeting.
- c) Supply and Install all other flooring per plans.

#### 2. Great Hall (S2-19)

- a) Schedule:
  - (1) Earliest Start 12/26/2013
  - (2) Must be completed prior to Friday 01/03/14
- b) Install owner supplied carpeting.
- c) Supply and Install tile and all other flooring per plans.

#### 3. Learning Lab (B1-28)

- a) Schedule
  - (1) Start the week of Monday 01/06/2014.
  - (2) Complete prior to Friday 01/10/2014.
- b) Install owner supplied carpeting.
- c) Supply and Install tile and all other flooring per plans.

4. **President's Suite and Vice President for Finance & Planning Suite.  
(M2-2a, M2-2, M2-6, M2-6a, M2-6b)**
  - a) Schedule
    - (1) President's Office (M2-2a), weekend of 12/21/13
    - (2) Outer Offices (M2-2 & M2-6, weekend of 12/28/13
    - (3) (M2-6a & M2-6b), weekend of 01/04/14
  - b) Supply and Install ALL Flooring products per plans.
5. **Great Hall (S2-19)**
  - a) Schedule:
    - (1) Earliest Start 12/26/2013,
    - (2) Must be completed prior to Friday 01/03/14
  - b) Install owner supplied carpeting.
  - c) Supply and Install tile and all other flooring per plans.

**B. KEY DATES:**

December 9-14, Monday-Saturday, Final examinations, Fall 2013 semester  
December 24, Tuesday Winter Break — College closed at noon  
December 25-31, Wednesday-Tuesday Winter Break — College closed  
January 1, Wednesday New Year's Day Holiday — College closed  
January 13, Monday Spring 2014 (15-week) term begins  
January 20, Monday Martin Luther King, Jr. Holiday — College closed  
March 3-8, Monday-Saturday Spring Break — College Closed

**C. MANUFACTURER REPRESENTATIVES THAT HAVE WORKED ON THIS PROJECT.**

1. **Forbo Flooring**

Denise Waida-Scanish LEED Green Associate  
Account Executive  
Forbo Flooring NA  
Humboldt Industrial Park  
8 Maplewood Drive  
PO Box 667  
Hazleton, PA 18202  
Fax +609 482 8276 | mobile +609 254 6219 |  
e-mail [denise.waida@forbo.com](mailto:denise.waida@forbo.com)

2. **Invisions**

Ed Jefferis  
[Ed.Jefferis@jj-invision.com](mailto:Ed.Jefferis@jj-invision.com)  
Cell 610-766-1387

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J+J Flooring Group  
818 J&J Drive  
PO Box 1287  
Dalton, GA 30722

Invision | Kinetex

## XI. TECHNICAL SPECIFICATIONS

### A. CARPET TILE

#### 1. GENERAL

a) RELATED DOCUMENTS (Plans and Finish Schedule are in the appendix)

(1) Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

b) SUMMARY

(1) This Section includes modular, tufted carpet tile.

(2) Related Sections include the following:

(a) Division 09 Section "Resilient Base and Accessories, Resilient Tile Flooring" for resilient wall base and accessories installed with carpet tile.

c) SUBMITTALS

(1) Carpet tile type, color, and dye lot.

(2) Type of installation.

(3) Pattern of installation.

(4) Pattern type, location, and direction.

(5) Type, color, and location of edge, transition, and other accessory strips.

(6) Transition details to other flooring materials.

d) Samples: For each of the following products and for each color and texture required.

(1) Label each Sample with manufacturer's name, material description, color, pattern, and designation **indicated on Drawings and in schedules.**

(2) Exposed Edge, Transition, and other Accessory Stripping: 12-inch- long Samples.

e) QUALITY ASSURANCE

(1) Installer Qualifications: An experienced installer who is certified by the Floor Covering Installation Board or who can demonstrate compliance with its certification program requirements.

(2) Fire-Test-Response Characteristics: Provide products with the critical radiant flux classification indicated in Part 2, as determined by testing identical products per ASTM E 648 by an independent testing and inspecting agency acceptable to authorities having jurisdiction.

(3) Preinstallation Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to carpet tile installation including, but not limited to, the following:

(4) 1. Review delivery, storage, and handling procedures.

(5) 2. Review ambient conditions and ventilation procedures.

f) DELIVERY, STORAGE, AND HANDLING

(1) Comply with CRI 104, Section 5, "Storage and Handling."

g) PROJECT CONDITIONS

(1) Comply with CRI 104, Section 7.2, "Site Conditions; Temperature and Humidity" and Section 7.12, "Ventilation."

(2) Environmental Limitations: Do not install carpet tiles until wet work in spaces is complete and dry, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.

(3) Do not install carpet tiles over concrete slabs until slabs have cured and are sufficiently dry to bond with adhesive and concrete slabs have pH range recommended by carpet tile manufacturer.

h) WARRANTY

(1) Special Warranty for Carpet Tiles: Manufacturer's standard form in which manufacturer agrees to repair or replace components of carpet tile installation that fail in materials or workmanship within specified warranty period.

(2) Warranty does not include deterioration or failure of carpet tile due to unusual traffic, failure of substrate, vandalism, or abuse.

(3) Failures include, but are not limited to, more than 10 percent loss of face fiber, edge raveling, snags, runs, loss of tuft bind strength, dimensional stability, excess static discharge, and delamination.

(4) Warranty Period: lifetime commercial limited warranty for ecosolution q sd nylon, lifetime commercial limited warranty for ecoworx tile backing system

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i) EXTRA MATERIALS

(1) Refer to plans for Attic Stock (for items that are purchased through the installer).

2. PRODUCTS

a) Product Type:

**See attached Finish Schedule**

b) INSTALLATION ACCESSORIES

(1) Trowelable Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet tile manufacturer.

(2) Adhesives: Water-resistant, mildew-resistant, non-staining, pressure-sensitive type to suit products and subfloor conditions indicated, that complies with flammability requirements for installed carpet tile and is recommended by carpet tile manufacturer for releasable installation.

(a) 1. VOC Limits: Provide adhesives with VOC content not more than 50 g/L when calculated according to 40 CFR 59, Subpart D (EPA method 24).

3. EXECUTION

a) EXAMINATION

(1) Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting carpet tile performance. Examine carpet tile for type, color, pattern, and potential defects

(2) Concrete Subfloors: Verify that concrete slabs comply with ASTM F 710 and the following:

(a) Slab substrates are dry and free of curing compounds, sealers, hardeners, and other materials that may interfere with adhesive bond. Determine adhesion and dryness characteristics by performing bond and moisture tests recommended by carpet tile manufacturer.

(b) Subfloor finishes comply with requirements specified in Division 03 Section "Cast-in-Place Concrete" for slabs receiving carpet tile.

(c) Subfloors are free of cracks, ridges, depressions, scale, and foreign deposits.

(3) For wood subfloors, verify the following:

(a) Underlayment surface is free of irregularities and substances that may interfere with adhesive bond or show through surface.

(4) D. For metal subfloors, verify the following:

(a) Underlayment surface is free of irregularities and substances that may interfere with adhesive bond or show through surface.

(5) Proceed with installation only after unsatisfactory conditions have been corrected.

b) PREPARATION

(1) General: Comply with CRI 104, Section 6.2, "Site Conditions; Floor Preparation," and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile installation.

(2) Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 1/8 inch wide or wider and protrusions more than 1/32 inch, unless more stringent requirements are required by manufacturer's written instructions.

(3) Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, without using solvents. Use mechanical methods recommended in writing by carpet tile manufacturer.

(4) Clean metal substrates of grease, oil, soil and rust, and prime if directed by adhesive manufacturer. Rough sand painted metal surfaces and remove loose paint. Sand aluminum surfaces, to remove metal oxides, immediately before applying adhesive.

(5) Broom and vacuum clean substrates to be covered immediately before installing carpet tile.

c) INSTALLATION

- (1) General: Comply with CRI 104, Section 14, "Carpet Modules," and with carpet tile manufacturer's written installation instructions.
- (2) Installation Method: As recommended in writing by carpet tile manufacturer.
- (3) Maintain dye lot integrity. Do not mix dye lots in same area.
- (4) Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.
- (5) Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- (6) Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on subfloor. Use nonpermanent, nonstaining marking device.
- (7) Install pattern parallel to walls and borders.
- (8) Refer to project designers finish legend and schedule for directional pattern of carpet to be maintained in each area.

d) CLEANING AND PROTECTION

- (1) Perform the following operations immediately after installing carpet tile:
  - (a) Remove excess adhesive, seam sealer, and other surface blemishes using cleaner recommended by carpet tile manufacturer.
  - (b) Remove yarns that protrude from carpet tile surface.
  - (c) Vacuum carpet tile using commercial machine with face-beater element.
- (2) Protect installed carpet tile to comply with CRI 104, Section 16, "Protection of Indoor Installations."
  - (a) Do not use plastic protection. Craft Paper, Corrugated box material or masonite are recommended.

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(3) Protect carpet tile against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by carpet tile manufacturer.

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**B. LINOLEUM FLOOR COVERINGS**

1. GENERAL

a) RELATED DOCUMENTS

(1) Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

b) SUMMARY

(1) A. Section Includes:

(a) 1. Linoleum floor tile and sheet flooring.

(2) B. Related Sections:

(a) 1. Division 09 Section "Resilient Base and Accessories" for resilient base, reducer strips, **and other accessories installed with linoleum floor covering.**

c) SUBMITTALS

(1) Product Data: For each type of product indicated.

(2) Shop Drawings: For each type of floor covering. Include floor covering layouts, locations of seams, edges, columns, doorways, enclosing partitions, built-in furniture, cabinets, and cutouts.

(a) Show details of special patterns.

(3) Samples for Initial Selection: For each type of floor covering indicated.

(a) Include similar Samples of installation accessories involving color selection.

(4) Samples for Verification: In manufacturer's standard size, but not less than 6-by-9-inch sections of each color and pattern of floor covering required.

(a) Heat-Welding Bead: Include manufacturer's standard-size Samples, but not less than 9 inches long, of each color required.

(5) Heat-Welded Seam Samples: For each floor covering product and welding bead color and pattern combination required; with seam running lengthwise and in center of 6-by-9-inch.

(6) Product Schedule: For floor covering. Use same designations indicated on Drawings.

(7) Qualification Data: For qualified Installer.

(8) Maintenance Data: For each type of floor covering to include in maintenance manuals.

d) QUALITY ASSURANCE

(1) Installer Qualifications: The awarded contractor shall be an established firm, experienced in the installation of the specified product and shall have access to all manufacturer required technical, maintenance, specifications and related documents.

(2) The flooring contractor shall have completed at least three projects of similar magnitude, material and complexity, and must provide project reference details including contact names and telephone numbers.

(3) For the purpose of evaluating the quality of workmanship, a mock up installation of the specified floorcovering shall be provided by the flooring contractor in an area designated by the Facilities Manager. Upon approval, this test installation shall then be considered the standard of quality and basis of comparison for the balance of the project. Areas found to be deficient by specification standards or application procedures shall be repaired/replaced at the contractor's expense.

(a) Engage installer certified as a Manufacturer's "Master Mechanic."

(b) Provide proof of certification as a Manufacturer's "Master Mechanic" Before start of work.

(c) Master Mechanic must be present on job site daily.

(4) Fire-Test-Response Characteristics: As determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.

(a) Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm.

e) DELIVERY, STORAGE, AND HANDLING

(1) Store floor coverings and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than 65 deg F or more than 90 deg F.

(a) Sheet Flooring: Store rolls upright.

(b) Floor Tile: Store on flat surfaces.

f) PROJECT CONDITIONS

- (1) Substrate conditions: Use the method described below to determine the dryness as required to ensure initial and long-term success.
- (2) Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F, in spaces to receive floor coverings during the following time periods:
- (3) The general contractor shall be responsible for conducting one calcium chloride test for every 1,000 square feet (minimum 3 tests) to ensure concrete moisture emissions do not exceed 5.0 lbs per 1,000 square feet within a 24 hour period. A diagram of the area showing the location and results of each test shall be submitted to the Designer or General Contractor. If the test results exceed the limitations, the installation must not proceed until the problem has been corrected.
- (4) The flooring contractor shall verify in writing to the owner, a minimum of thirty (30) days prior to scheduled resilient flooring installation, the following substrate conditions:
  - (a) Moisture: initial emission rate, as tested with a calcium chloride test kit, per ASTM F1869-89 requirements
  - (b) Alkalinity: Maximum pH of 10
- (5) Environmental Requirements/Conditions: In accordance with manufacturer's recommendations. Areas to receive flooring shall be clean, fully enclosed, weather tight with the permanent HVAC set at a uniform temperature of atleast 68 degrees F. The flooring material shall be conditioned in the same manner.
- (6) Temperature Requirements: Maintain air emperatures in spaces where products will be installed for time period before, during and after installation as recommended by manufacturer.
  - (a) Temperature Conditions: 68 degrees F for 2 hours prior to and during and for not less than 72 hours after installation.
- (7) Close spaces to traffic during resilient flooring installation and for time period after installation recommended in writing by the manufacturer.
- (8) Install floor coverings after other finishing operations, including painting, have been completed.
- (9) Where demountable partitions and other items are indicated for installation on top of resilient flooring material, install flooring material before these items are installed.

g) EXTRA MATERIALS

(1) Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

(a) Sheet Flooring: Furnish not less than 10 linear feet for every 500 linear feet or fraction thereof, in roll form and in full roll width for each color, pattern, and type of sheet flooring installed.

(b) Floor Tile: Furnish 1 box for every 50 boxes or fraction thereof, of each type, color, and pattern of floor tile installed

2. **PRODUCTS**

a) **MANUFACTURERS**

(1) Basis of Design: Linoleum Sheet Flooring as manufactured by Forbo Flooring, Inc. has been used as the basis of design.

(2) Basis of Design: Marmoleum Composition Tile, MCT, as manufactured by Forbo Flooring,

b) **LINOLEUM SHEET FLOOR COVERING.**

(1) Sheet Flooring: ASTM F 2034, Type I, linoleum sheet with backing

(a) Roll Size: In manufacturer's standard length by not less than 78 inches wide.

(2) Seaming Method: Heat welded. Refer to Finish Plans for color.

(3) Thickness: 0.10 inch (2.5 mm)

(4) Colors and Patterns: As indicated on the Finish Plans.

(5) Static Load Limit 450 pounds per square inch (per ASTM F970.)

(6) Heterogeneous linoleum of primarily natural material consisting of linseed oil produced from flax harvested in Saskatchewan, Canada, wood flour, rosin binders and pigments mixed and calendered using a two-layered process, ensuring the smoothest surface possible creating the optimal condition for easy maintenance and castor resistance (per EN425), onto a jute backing.

(7) Materials to be constructed with a minimum 45% Post Industrial Recycled Content per FTC – Part 260. Guides for the use of environmental marketing claims and be considered rapidly renewable per USGBC LEED M&R Credit 6.0

(8) Upon request by Interior Designer, Flooring Manufacturer to provide independent testing labs verification of all applicable test results.

(9) INSTALLATION MATERIALS

(a) Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic-cement-based formulation provided or approved by manufacturer for applications indicated.

(b) Adhesives: Water-resistant type recommended by manufacturer to suit products and substrate conditions indicated.

(i) Adhesives that have a VOC content of not more than 50 g/L when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

(ii) Must meet or exceed the VOC limits of South Coast Air Quality management District Rule #1168.

(iii) Apply adhesive using a 1/16" x 1/16" x 1/16" square notched trowel and lay flooring onto wet adhesive and roll with a 100 pound roller to ensure proper bonding.

(c) Heat-Welding Bead: Use manufacturers recommended heat-welding thread for areas that require by specification for hygienic seams.

(i) Hygienic Seam Welding Rods: Refer to Finish Plans for color.

(d) Floor Polish: Provide protective liquid floor polish products as recommended by manufacturer.

3. EXECUTION

a) EXAMINATION

(1) Examine substrates, with Installer present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.

(2) Verify that finishes of substrates comply with tolerances and other requirements specified in other Sections and that substrates are free of cracks, ridges, depressions, scale, and foreign deposits that might interfere with adhesion of floor coverings.

(3) Proceed with installation only after unsatisfactory conditions have been corrected.

b) PREPARATION

- (1) Prepare substrates according to manufacturer's written instructions to ensure adhesion of floor coverings.
- (2) Concrete Substrates: Prepare according to ASTM F 710.
  - (a) Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
  - (b) Remove substrate coatings and other substances that are incompatible with floor covering adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
  - (c) Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
    - (i) Alkalinity: Maximum pH of 10
  - (d) Moisture Testing: Perform tests recommended by manufacturer and as follows. Proceed with installation only after substrates pass testing.
    - (i) Perform anhydrous calcium chloride test, ASTM F 1869, for every 1000 square feet (minimum 3 tests). Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24 hours.
    - (ii) Perform relative humidity test using in situ probes, ASTM F 2170. Proceed with installation only after substrates have maximum 75 percent relative humidity level measurement.
    - (iii) If test results exceed the limitations, the installer must not proceed until the problem has been corrected.
- (3) Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.
- (4) Do not install floor coverings until they are same temperature as space where they are to be installed.
  - (a) Move floor coverings and installation materials into spaces where they will be installed at least 72 hours in advance of installation.
- (5) Sweep and vacuum clean substrates to be covered by floor coverings immediately before installation.

c) INSTALLATION, GENERAL

- (1) Comply with manufacturer's written instructions for installing floor coverings.
- (2) Scribe and cut floor coverings to butt neatly and tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings.
- (3) Extend floor coverings into toe spaces, door reveals, closets, and similar openings.
- (4) Maintain reference markers, holes, or openings that are in place or marked for future cutting by repeating on floor coverings as marked on subfloor. Use chalk or other nonpermanent marking device.
- (5) Install floor coverings on covers for telephone and electrical ducts and similar items in finished floor areas. Maintain overall continuity of color and pattern between pieces of floor covering installed on covers and adjoining floor covering. Tightly adhere floor covering edges to substrates that abut covers and to cover perimeters.
- (6) Adhere floor coverings to substrates using a full spread of adhesive applied to substrate to produce a completed installation without open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, and other surface imperfections.
- (7) Heat-Welded Seams: Comply with ASTM F 1516. Rout joints and use welding bead to permanently fuse sections into a seamless floor covering. Prepare, weld, and finish seams to produce surfaces flush with adjoining floor covering surfaces.
- (8) Do not install resilient flooring over expansion joints. Use expansion joint covers manufactured for use with resilient flooring. Refer to other specification sections for expansion joint covers.

d) LINOLEUM SHEET FLOORING INSTALLATION

- (1) Unroll sheet floorings and allow them to stabilize before cutting and fitting.
- (2) Lay out sheet floorings as follows:
  - (a) Maintain uniformity of floor covering direction.
  - (b) Minimize number of seams; place seams in inconspicuous and low-traffic areas, at least 6 inches away from parallel joints in floor covering substrates.
  - (c) Match edges of floor coverings for color shading at seams.

- (d) Avoid cross seams.
- (e) Eliminate deformations that result from hanging method used during drying process (stove bar marks).

e) CLEANING AND PROTECTION

- (1) Comply with manufacturer's written instructions for cleaning and protection of floor coverings.
- (2) Perform the following operations immediately after completing floor covering installation:
  - (a) Remove adhesive and other blemishes from exposed surfaces.
  - (b) Sweep and vacuum surfaces thoroughly.
  - (c) Do not perform initial maintenance for a minimum of 5 days after installation has been completed. This is to allow the adhesives proper time to set.
  - (d) Damp-mop surfaces to remove marks and soil.
- (3) Protect floor coverings from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period.
- (4) Floor Polish: Remove soil, visible adhesive, and surface blemishes from floor coverings before applying liquid floor polish.
  - (a) Apply two coat(s) if required by owner and as recommended by the manufacturer.
- (5) After allowing drying room film (yellow film caused by linseed oil oxidation) to disappear, cover floor coverings until Substantial Completion.

=====

**C. RESILIENT BASE AND ACCESSORIES**

**1. GENERAL**

a) RELATED DOCUMENTS

(1) Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

b) SUMMARY

(1) Section Includes:

(a) Resilient base.

(2) Related Sections:

(a) Division 09 Section "Resilient Sheet Flooring" for resilient sheet floor coverings.

(b) Division 09 Section "Linoleum Flooring" for linoleum floor coverings.

(c) Division 09 Section "Resilient Tile Flooring" for resilient floor tile.

(d) Division 09 Section "Static-Control Resilient Flooring" for resilient floor coverings designed to control electrostatic discharge.

(e) Division 09 Section "Resilient Athletic Flooring" for resilient floor coverings for use in athletic-activity or support areas.

c) SUBMITTALS

(1) Product Data: For each type of product indicated.

(2) Samples for Initial Selection: For each type of product indicated.

(3) Samples for Verification: For each type of product indicated, in manufacturer's standard-size Samples but not less than 12 inches long, of each resilient product color, texture, and pattern required.

(4) Product Schedule: For resilient products. Use same designations indicated on Drawings.

d) QUALITY ASSURANCE

**(1) Fire-Test-Response Characteristics: As determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.**

(2) Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm.

e) DELIVERY, STORAGE, AND HANDLING

(1) Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than 50 deg F or more than 90 deg F.

f) PROJECT CONDITIONS

(1) Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F, in spaces to receive resilient products during the following time periods:

(a) **48 hours before installation.**

(b) **During installation.**

(c) **48 hours after installation.**

(2) Until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer, but not less than 55 deg F or more than 95 deg F.

(3) Install resilient products after other finishing operations, including painting, have been completed.

g) EXTRA MATERIALS

(1) Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.

(a) Furnish not less than 10 linear feet for every 500 linear feet or fraction thereof, of each type, color, pattern, and size of resilient product installed.

2. PRODUCTS

a) RESILIENT BASE

(1) Manufacturers: SBR Resilient Base as manufactured by Roppe has been used as the basis of design. Subject to compliance with Section 01600, regarding substitutions,

(2) Resilient Base Standard: ASTM F 1861.

(a) Material Requirement: Type TS (rubber, vulcanized thermoset)

(b) Manufacturing Method: Group I (solid, homogeneous)

(c) Style: Cove (base with toe) for resilient flooring and Straight (flat or toeless) for carpet tiles.

(3) Minimum Thickness: 1/8 inch

(4) Height: as indicated on the drawings

(5) Lengths: Coils in manufacturer's standard length.

(6) Outside Corners: Preformed.

(7) Inside Corners: Preformed.

(8) Colors and Patterns: As indicated on the drawings.

b) **INSTALLATION MATERIALS**

(1) Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic-cement-based formulation provided or approved by manufacturer for applications indicated.

(2) Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.

(a) Use adhesives that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):

(i) Cove Base Adhesives: Not more than 50 g/L.

(ii) Rubber Floor Adhesives: Not more than 60 g/L.

(3) Metal Edge Strips: Extruded aluminum with mill finish of width shown, of height required to protect exposed edges of tiles, and in maximum available lengths to minimize running joints.

(4) Floor Polish: Provide protective liquid floor polish products as recommended by resilient stair tread manufacturer.

3. **EXECUTION**

a) **EXAMINATION**

(1) Examine substrates, with Installer present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.

(2) Verify that finishes of substrates comply with tolerances and other requirements specified in other Sections and that substrates are free of cracks, ridges, depressions, scale, and foreign deposits that might interfere with adhesion of resilient products.

(3) Proceed with installation only after unsatisfactory conditions have been corrected.

b) PREPARATION

(1) Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.

(a) Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.

(b) Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer.

(c) Moisture Testing: Perform tests recommended by manufacturer and as follows. Proceed with installation only after substrates pass testing.

(i) Perform anhydrous calcium chloride test, ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24 hours.

(ii) Perform relative humidity test using in situ probes, ASTM F 2170. Proceed with installation only after substrates have maximum 75 percent humidity level measurement.

(2) Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.

(3) Do not install resilient products until they are same temperature as the space where they are to be installed.

(a) Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.

(4) Sweep and vacuum clean substrates to be covered by resilient products immediately before installation.

c) RESILIENT BASE INSTALLATION

(1) Comply with manufacturer's written instructions for installing resilient base.

(2) Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.

- (3) Install resilient base in lengths as long as practicable without gaps at seams and with tops of adjacent pieces aligned.
- (4) Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- (5) Do not stretch resilient base during installation.
- (6) On masonry surfaces or other similar irregular substrates, fill voids along top edge of resilient base with manufacturer's recommended adhesive filler material.
- (7) Preformed Corners: Install preformed corners before installing straight pieces.

d) **CLEANING AND PROTECTION**

- (1) Comply with manufacturer's written instructions for cleaning and protection of resilient products.
- (2) Perform the following operations immediately after completing resilient product installation:
  - (a) Remove adhesive and other blemishes from exposed surfaces.
  - (b) Sweep and vacuum surfaces thoroughly.
  - (c) Damp-mop surfaces to remove marks and soil.
- (3) Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period.

## **XII. DRAWINGS**

**Drawings may be downloaded from the college web site at:**  
**<http://path.ccp.edu/rfp/>**

**XIII. AFFIDAVIT OF VERIFICATION OF BID**

Vendors by making their proposal represent that: They have read and understand the Bid documents and their proposal is made in accordance therewith. Their proposal is based upon all of the requirements of this REQUEST FOR BID #9811. Vendor's proposal is effective for 90 days after the due date. Attach complete proposal and supporting documents according to requirements in the Bid including but not limited to the items listed herein.

- Affidavit of Verification of Bid
- Statement of Affirmative Action Compliance Form
- Bid Form
- Bid Bond
- Candidate's Qualification Statement
- Financial Record
- Updated W9
- Client References (minimum of three)

By Firm of Corporation (Please indicate)

Company Name	
Address 1	
Address 2	
City	
State, Zip Code	

Name of Individual	
Title	

Being duly sworn, says: I am an agent of:

(Company Name)	
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The firm/corporation described in and who executed the foregoing proposal and several matters described therein stated are in all respects true. I am authorized to make this affidavit on behalf of my firm, and its owner, and officers.

I reside at	
In the city of	

Community College of Philadelphia  
1700 Spring Garden Street, M1-4  
Philadelphia, PA 19130

Signature of person verifying bid	
Date	
Witness, Notary Signature	
Seal	

**"Note: This document must be completed, signed, notarized, and returned with your bid"**

**XIV. MACBRIDE PRINCIPLES, SLAVERY ERA BUSINESS & EXCLUDED PARTIES**

**AFFIDAVIT**

ON THE \_\_\_\_ day of \_\_\_\_\_ 2010, before me, the undersigned Officer, personally appeared \_\_\_\_\_ who is the \_\_\_\_\_ of the company known as \_\_\_\_\_ (the "Contractor"), and who, being duly sworn according to law and intending to be legally bound, certified and represented that the following statements are true and correct:

**I. MacBride Principles**

A. In accordance with Section 17-104 of The Philadelphia Code (the "Code"), (1) the Contractor (including any parent company, subsidiary, exclusive distributor or company affiliated with Contractor) does not have, and will not have at any time during the term of the Contract (including any extensions thereof), any investments, licenses, franchises, management agreements or operations in Northern Ireland, and (2) no product to be provided by Contractor under the Contract will originate in Northern Ireland, unless the Contractor has implemented the fair employment principles embodied in the MacBride Principles.

B. In the performance of the Contract, the Contractor will not utilize any suppliers, subcontractors or sub-consultants at any tier (1) who have (or whose parent, subsidiary, exclusive distributor or company affiliate have) any investments, licenses, franchises, management agreements or operations in Northern Ireland or (2) who will provide products originating in Northern Ireland unless said supplier, sub-consultant or subcontractor has implemented the fair employment principles embodied in the MacBride Principles.

II. **Slavery Era Business.** In accordance with Section 17-104 of the Code, Contractor has searched any and all records of the company or any predecessor company regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any slaves or slaveholders described in those records are as follows \_\_\_\_\_

[INSERT NAMES OR IF NONE, INSERT NONE]. \_\_\_\_\_

III. **Excluded Parties.** Contractor and its principal employees are not listed on the General Services Administration List of Parties Excluded from Federal Procurement or Non-Procurement Programs nor has Contractor or its principal employees been debarred, suspended or otherwise excluded or declared ineligible from contracting with the United States of America, the Commonwealth of Pennsylvania, the City of Philadelphia or any of their respective agencies.

The Contractor expressly understands and agrees that any false certification or representation contained herein and any failure to comply with the provisions of this Affidavit shall constitute a breach of the Contract entitling Community College of Philadelphia to all rights and remedies provided in the Contract or otherwise available at law (including, but not limited to, Section 17-104 of the Code) or in equity.

MacBride Principles, Slavery Era Business & Excluded Parties  
**SWORN TO AND SUBSCRIBED** before me,  
the day and year first set forth above.

\_\_\_\_\_  
[Insert name of contractor]

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**"Note: This document must be completed, signed, notarized, and returned with your bid"**

**XV. STATEMENT OF AFFIRMATIVE ACTION COMPLIANCE FORM**

(Company Name)	
----------------	--

States that:

- A.** My company has 50 or more employees. In accordance with Section I.7 of “Instructions to Vendors”, copies of the two most recent annual federal EEO-1 forms are attached herewith.

Authorized Signature	
Date	

**OR**

- B.** My company has less than 50 employees.

Authorized Signature	
Date	

**XVI. BID FORM**

**A.** Project # & Name: RFP# **9811** Flooring for President’s Suite and Winnet

**A.** Date: \_\_\_\_\_

**B.** Work: \_\_\_\_\_

**C.** Bid Due Date: Wednesday 20 November 2013 02:30pm

**D.** Include with this Bid Form the following in order for Bid to be compliant:

1.  Affidavit of Verification of Bid (supplied)
2.  Affirmative Action Compliance (supplied)
3.  Bid Bond or Certified Check
4.  Qualification Statement
5.  Financial Record
6.  Updated W9
7.  Client References

**E.** To: Community College of Philadelphia

**F.** From:

Company Name	
Address 1	
Address 2	
City	
State, Zip Code	

a) Hereinafter called “Bidder” is

1) A corporation duly incorporated under the laws of

State	
Having its principal office at	

**OR**

2) A partnership existing under the laws of

State	
-------	--

**OR**

3) An individual

b) The Bidder hereby represents that it has carefully examined the site of

1.	President's Suite and Vice President for Finance & Planning Suite. (M2-2a, M2-2, M2-6, M2-6a, M2-6b)
2.	Learning Lab (B1-28)
3.	Winnett Drum (1-03)
4.	Great Hall (S2-19)

as well as the Contract documents, the contract form, bond forms, insurance forms, instructions to bidders, project manual and the related Terms and Conditions. Based on the foregoing, bidder hereby acknowledges and offers:

c) Reference Scope of Work,

Section	Supply and Install flooring in Presidents & VP Finance Suites Install owner supplied carpeting, and supply and installation of tile flooring in other areas.
---------	---

1) To perform the

Supply and Installation of flooring in Presidents & VP Finance Suites Install owner supplied carpeting, and the supply and installation of tile flooring in other areas.
---

For the Community College of Philadelphia in accordance with the Contract Documents and Addenda \_\_\_\_\_, including the furnishing of all materials, shop labor, tools, plant, equipment, hoisting, and all other items necessary to complete the work for the Lump Sum of:

Price \$	Dollars
----------	---------

d) Please provide the following breakout prices which combined shall equal the Lump Sum Price:

a) Breakdown

<b>President's Suite and Vice President for Finance &amp; Planning Suite.</b> (M2-2a, M2-2, M2-6, M2-	
--	--

Community College of Philadelphia  
1700 Spring Garden Street, M1-4  
Philadelphia, PA 19130

<b>6a, M2-6b) \$</b>	
<b>Learning Lab (B1-28) \$</b>	
Winnett Drum (1-03) \$	
Great Hall (S2-19) \$	
Furniture Movement in Pres/VP Suite	
Bonds \$	
Other \$	
<b>TOTAL \$</b>	

Total Installation Labor (Including Supervision)	Man Days
---	----------

- e) To enter into a Contract Agreement upon the above terms and in the form contained in the Contract Document.
- f) The bidder represents that it can provide MBE/WBE/DBE participation in the following amounts for the proposed price. If bidder is an MBE/WBE/DBE, enter 100% in appropriate category. MBE/WBE/DBE shall be as certified by any governmental (State, City, etc.) or quasi-governmental (Port Authority, etc.) agency authorized to provide such certification.

% MBE	
% WBE	
% DBE	
Certification # if applicable	

- g) LABOR RATES:
  - 1) Labor Rates may at Community College of Philadelphia's option, be used for changes to the work. Labor rates shall include all tools, equipment, supervision, fringe benefits, taxes, overhead, profit, bond and insurance costs.
  - 2) ALL INCLUSIVE LABOR RATES

a) Flooring Foreman

Straight Time: \$/HR	
Time & One Half: \$/HR	
Double: \$/HR	

--	--

b) Flooring Journeyman

Straight Time: \$/HR	
Time & One Half: \$/HR	
Double: \$/HR	

c) Other: \_\_\_\_\_

Straight Time: \$/HR	
Time & One Half: \$/HR	
Double: \$/HR	

d) Other: \_\_\_\_\_

Straight Time: \$/HR	
Time & One Half: \$/HR	
Double: \$/HR	

h) UNIT PRICES:

- 1) Unit prices may be used for changes to the work.
- 2) Unit prices shall include all labor, material, tools, equipment, handling, storing, hoisting, distribution, protection of materials, fringe benefits, taxes, overhead, profit, and insurance and bonds.
- 3) If change orders are based on Unit Prices, they will be computed as follows:
  - a) The additional quantity, less the deduction quantity, times the unit prices, will become the amount of the change order. That is, unit prices will apply to the net difference in quantities on any given change. Unit prices are firm for the life of the Project.

Blended Rate for the supply and installation of carpeting	
Blended Rate for the supply and installation of tile	

i) ALTERNATES:

- 1) If authorized by the Owner, in writing, perform the following work in accordance with the Contract documents including all materials and labor, taxes and insurance, overhead, profit and bond costs.

Add \$:	For:
Add \$:	For:

Community College of Philadelphia  
 1700 Spring Garden Street, M1-4  
 Philadelphia, PA 19130

Add \$:	For:
---------	------

j) SCHEDULE AND SEQUENCE:

- 1) Contractor shall perform the work in accordance with the Contract documents and the project schedule and sequence. It is understood that Community College of Philadelphia reserves the right to change or modify the Schedule and Sequence requirements due to project requirements, coordination, Owner's commitments and other items.
- 2) Any float time developed in the Schedule or progress of the work is owned by Community College of Philadelphia and not the Contractor. As updated schedules are developed, the time to perform an event must be maintained by this Contractor, even though another subcontractor's concurrent activity may provide this Contractor more time to complete the scheduled activity.

Project Milestone Dates:	
Tentative Start Date:	
Tentative Date of Completion:	

k) Suggested Cost Savings:

- 1) As part of this Proposal, you are requested to identify, describe, and price potential cost saving ideas related to your work. These suggestions will be reviewed in conjunction with Lump Sum Price, Alternates, and Unit Prices.

Specific Item	
Complete Description	
Estimated Savings \$:	

2) EXECUTION BY:

a) CORPORATION:

Person to Contact:	
Phone Number:	

Community College of Philadelphia  
1700 Spring Garden Street, M1-4  
Philadelphia, PA 19130

Name of Company	
Name of Officer	
Signature of Officer	

b) EXECUTION BY PARTNERSHIP:

Type of Name:	
Signature of Partner:	

Type of Name:	
Signature of Partner:	

Type of Name:	
Signature of Partner:	

Type of Name:	
Signature of Partner:	

c) EXECUTION BY INDIVIDUAL:

Type of Name:	
Signature of Partner:	

**XVII. CANDIDATES QUALIFICATION STATEMENT**

This statement is to be filed with the bid; attach separate sheet as necessary. The undersigned certified under oath the truth and correctness of all statements and of all answers to questions made hereinafter.

To:  
Community College of Philadelphia  
Purchasing Department  
1700 Spring Garden Street, M1-4  
Philadelphia, PA 19130-3991  
Attention: William A. Vogel

Submitted by: \_\_\_\_\_

Name: \_\_\_\_\_

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

- Corporation
- Partnership
- Individual
- Joint Venture

How many years has your organization been in business as an Operator? \_\_\_\_\_

How many years has your organization been in business under its present business under its present business name? \_\_\_\_\_

If a Corporation, answer the following:

Date of Incorporation: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name(s): \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

Names and addresses of all shareholders with greater than 10% interest in the corporation. (If additional space needed, report on the back of the page.)

Community College of Philadelphia  
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Philadelphia, PA 19130

If individual or partnership, answer the following:

Date of Organization: \_\_\_\_\_

Name and address of all Partners:

(If additional space needed, report on the back of the page.)

If other than Corporation or Partnership, describe organization and name principals:

(If additional space needed, report on the back of the page.)

List the name of the Contract, Owner, contract amount, date of service, your organization holds in the past two years which is equal to at least 50% or the total amount of this Bid:

(If additional space needed, report on the back of the page.)

List the experience of the principal individuals of your organization (include proposed manager): (If additional space needed, report on the back of the page.)

Trade References:

(If additional space needed, report on the back of the page.)

Bank References:

(If additional space needed, report on the back of the page.)

Community College of Philadelphia  
1700 Spring Garden Street, M1-4  
Philadelphia, PA 19130

Candidate shall furnish to client at the time of proposal submission, an original letter from his/her insurance company indicating their EMR (Experience MOD) rating. Failure to submit this item will disqualify the Candidate's Bid.

Dated at this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name of Organization: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

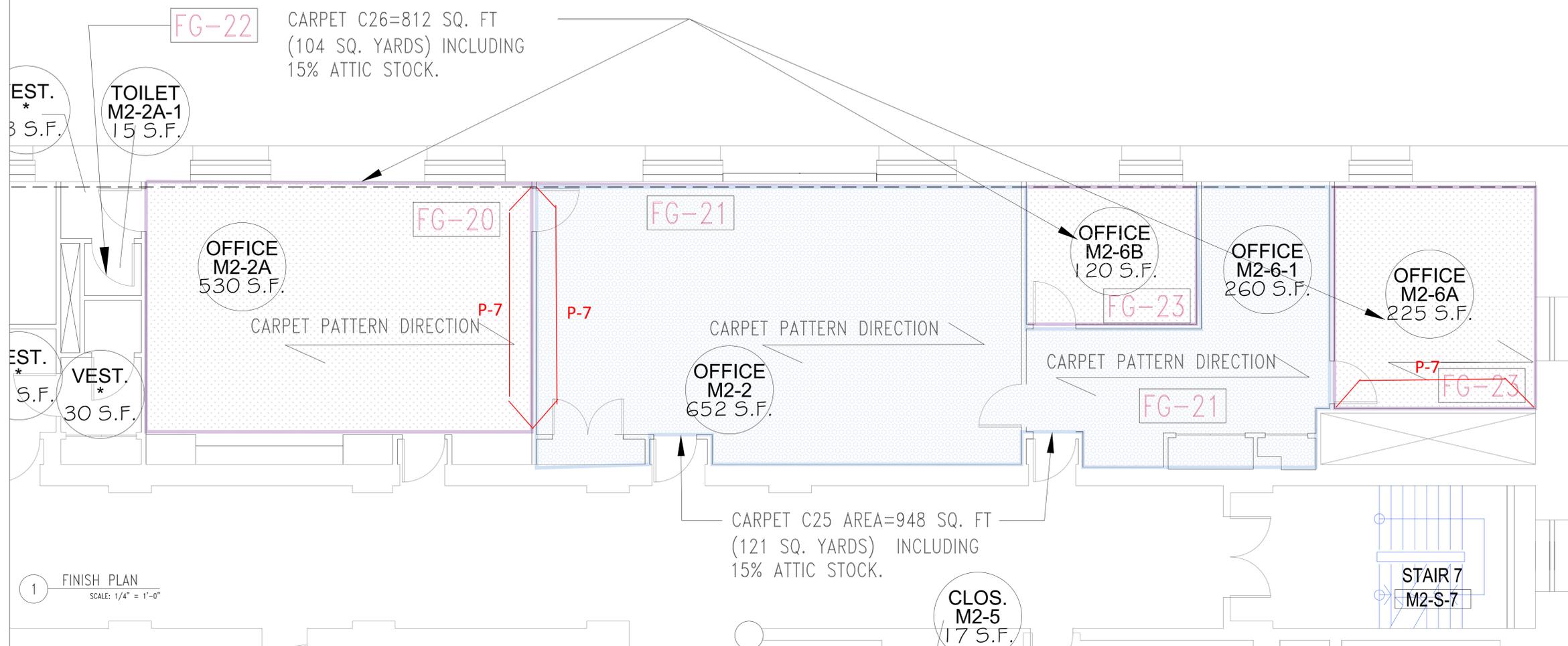
Being duly sworn deposes and says that he (she) is the \_\_\_\_\_ of the contracting firm and that answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn before this \_\_\_\_\_ day of \_\_\_\_\_ .

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**"Note: This document must be completed, signed, notarized, and returned with your bid"**



FINISH GROUP SCHEDULE

FINISH GROUP	FLOOR	BASE / TRIM	WALLS	MISC.	CEILING	REMARKS
FG-20	C 26	RB-3/P-1 TRIM	P-1/P-7	P-6 / STAIN-1	ACT-1	PRESIDENT'S OFFICE
FG-21	C 25	RB-3/P-1 TRIM	P-1/P-7	-	ACT-1	PRESIDENT'S & OFFICE OF THE VP OF PLANNING & FINANCE OPEN AREAS
FG-22	EXISTING TO REMAIN	RB-3/P-1 TRIM	P-1/P-7	-	ACT-1	PRESIDENT'S RESTROOM
FG-23	C 26	RB-3/P-1 TRIM	P-1/P-7	P-6 / STAIN-1	ACT-1	OFFICE OF THE VP OF PLANNING & FINANCE OFFICES

FLOOR FINISH KEY

FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
C 25	CARPET TILE	J+J/INVISION	ROCOCO MODULAR 7110	LUXE 1471	FIBER: ENCORE® BCF (WITH RECYCLED CONTENT) DYE METHOD: SOLUTION/YARN DYED BACKING: NEXUS MODULAR OR EKOB® MODULAR - HIGH PERFORMANCE PVC-FREE MODULAR DIM: 24"x24" TILE, PATTERN REPEAT: N/A NOTE: INSTALLATION METHOD: ASHLAR
C 26	CARPET TILE	J+J/INVISION	MINIMALIST MODERN, 7983	NATURAL-1483	FIBER: ENCORE® BCF (WITH RECYCLED CONTENT) DYE METHOD: SOLUTION/YARN DYED BACKING: NEXUS MODULAR OR EKOB® MODULAR - HIGH PERFORMANCE PVC-FREE MODULAR DIM: 24"x24" TILE, NOTE: INSTALLATION METHOD: BRICK

BASE FINISH KEY

FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
RB-1	RESILIENT BASE	ROPPE	RUBBER BASE	COLOR: 123 CHARCOAL	4" -4-1/2" COVE -- ALSO USE @ CABINET BASE
RB-2	RESILIENT BASE	ROPPE	RUBBER BASE	COLOR: P100 BLACK	4" -4-1/2" COVE @ VCT & CARPET
RB-3	RESILIENT BASE	ROPPE	RUBBER BASE	COLOR: P100 BLACK	4" -4-1/2" @ VCT & CARPET -- ALSO USE @ CABINET BASE

WALL FINISH KEY

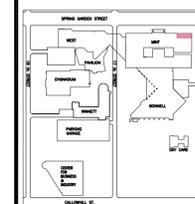
FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
P-1	PAINT	SHERWIN WILLIAMS	SW7637 OYSTER WHITE	OFF-WHITE	FINISH: EGGSHELL, TYPICAL NEW CCP PAINT
P-1 TRIM	PAINT	SHERWIN WILLIAMS	SW7637 OYSTER WHITE	OFF-WHITE	FINISH: SEMI-GLOSS, HOLLOW METAL PAINT
P-6	CHAIR RAIL PAINT	SHERWIN WILLIAMS	SW6258 TRICORN BLACK	BLACK	FINISH: SEMI-GLOSS, HOLLOW METAL PAINT
P-7	PAINT	SHERWIN WILLIAMS	SW0037 MORRIS ROOM GREY	WARM GREY	FINISH: EGGSHELL, ACCENT PAINT

MISCELLANEOUS FINISH KEY

FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
ACT-1	ACOUSTICAL CEILING TILE	TO MATCH EXISTING	TO MATCH EXISTING	TO MATCH EXISTING	-
WT-1	WINDOW TREATMENT	TO MATCH EXISTING	TO MATCH EXISTING	TO MATCH EXISTING	HORIZONTAL MINI BLINDS
TS-1	TRANSITION STRIP	SCHLUTER (OR EQUAL)	INSTALLER TO RECOMMEND	TO MATCH EXISTING	HORIZONTAL MINI BLINDS
STAIN-1	CHAIR RAIL STAIN	TBD	TBD	BLACK STAIN	TO MATCH INTERIOR DESIGNER'S SUPPLIED SAMPLE

GENERAL FINISH NOTES:

1. THE FINISH GROUPS LIST WINDOW TREATMENT TO BE USED WHEN THE ROOM HAS WINDOWS. SEE PLANS FOR ACTUAL WINDOW LOCATIONS AND QUANTITIES.



KEY PLAN

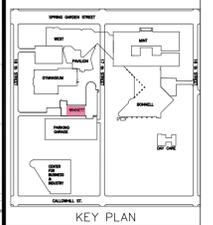
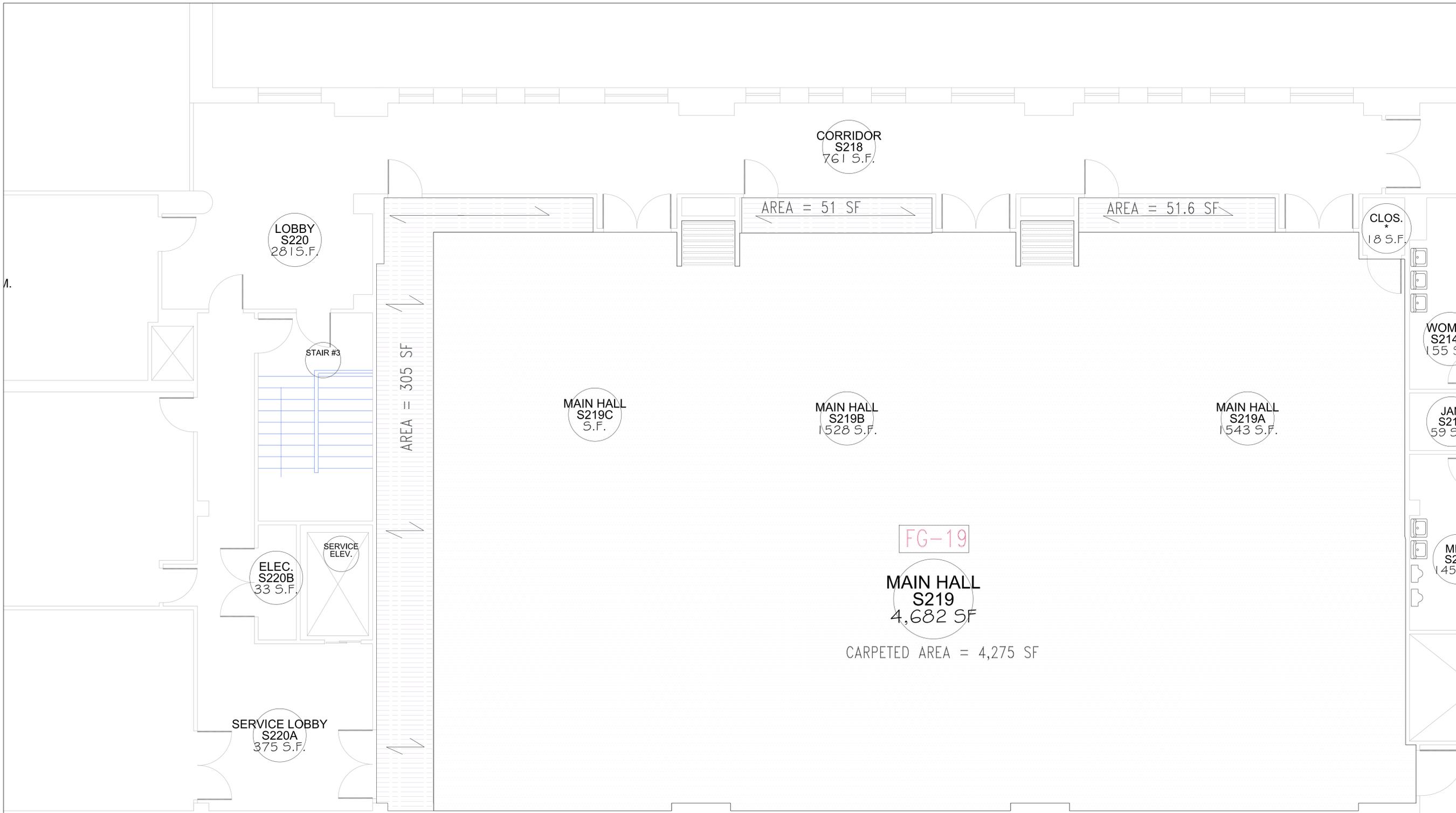
PROJECT		
ISSUED	DATE	REVISION
1	09/12/13	NZD
2	10/15/13	NZD
3	10/29/13	NZD

BID ISSUE

MINT BUILDING, 2ND FL.: SUITE M2-02 & M2-06 RE-CARPET & RE-PAINT

FINISH PLAN, GROUPS & SCHEDULE

SCALE: 1/4"=1'-0"

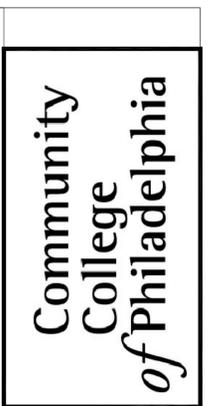
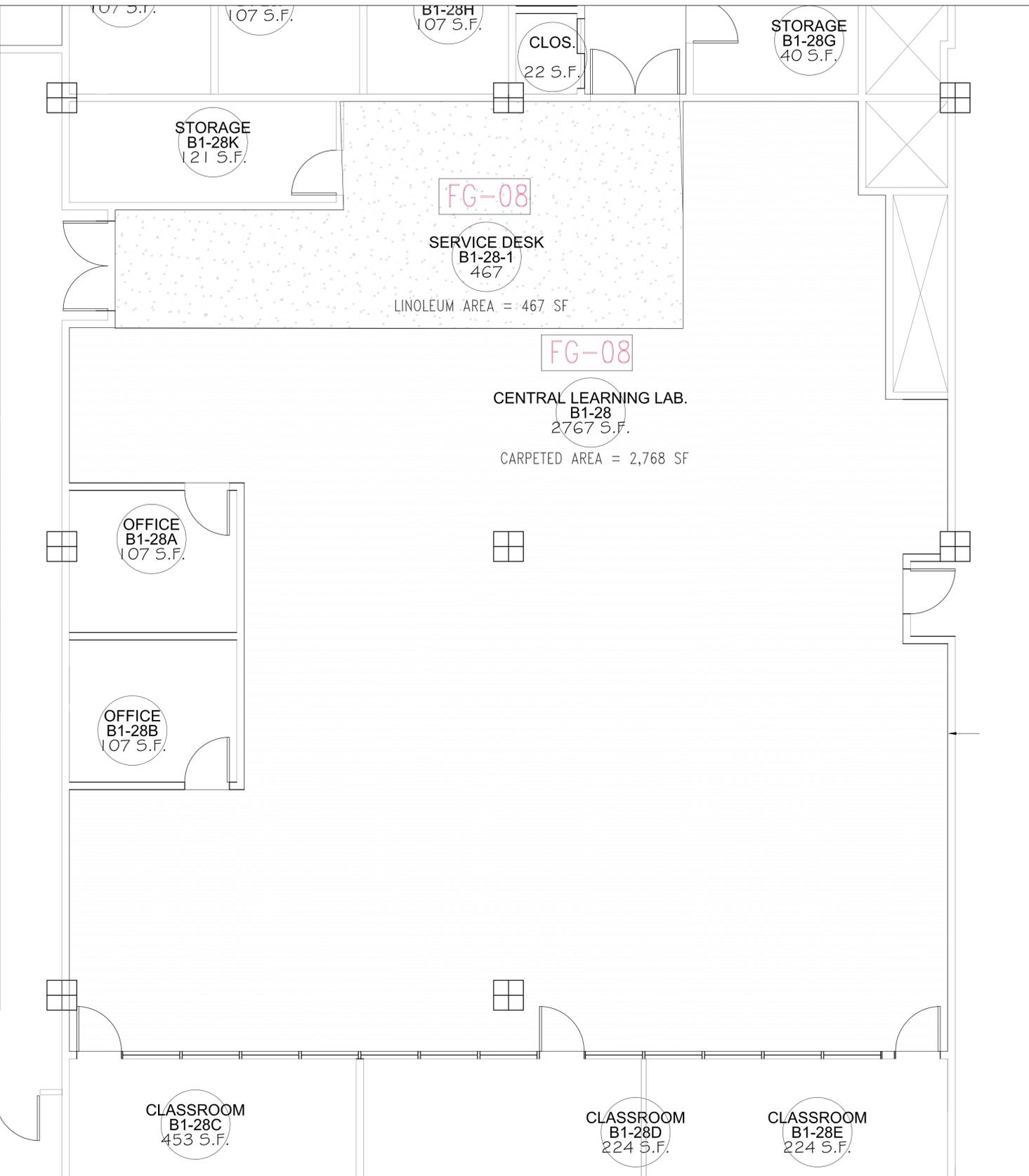
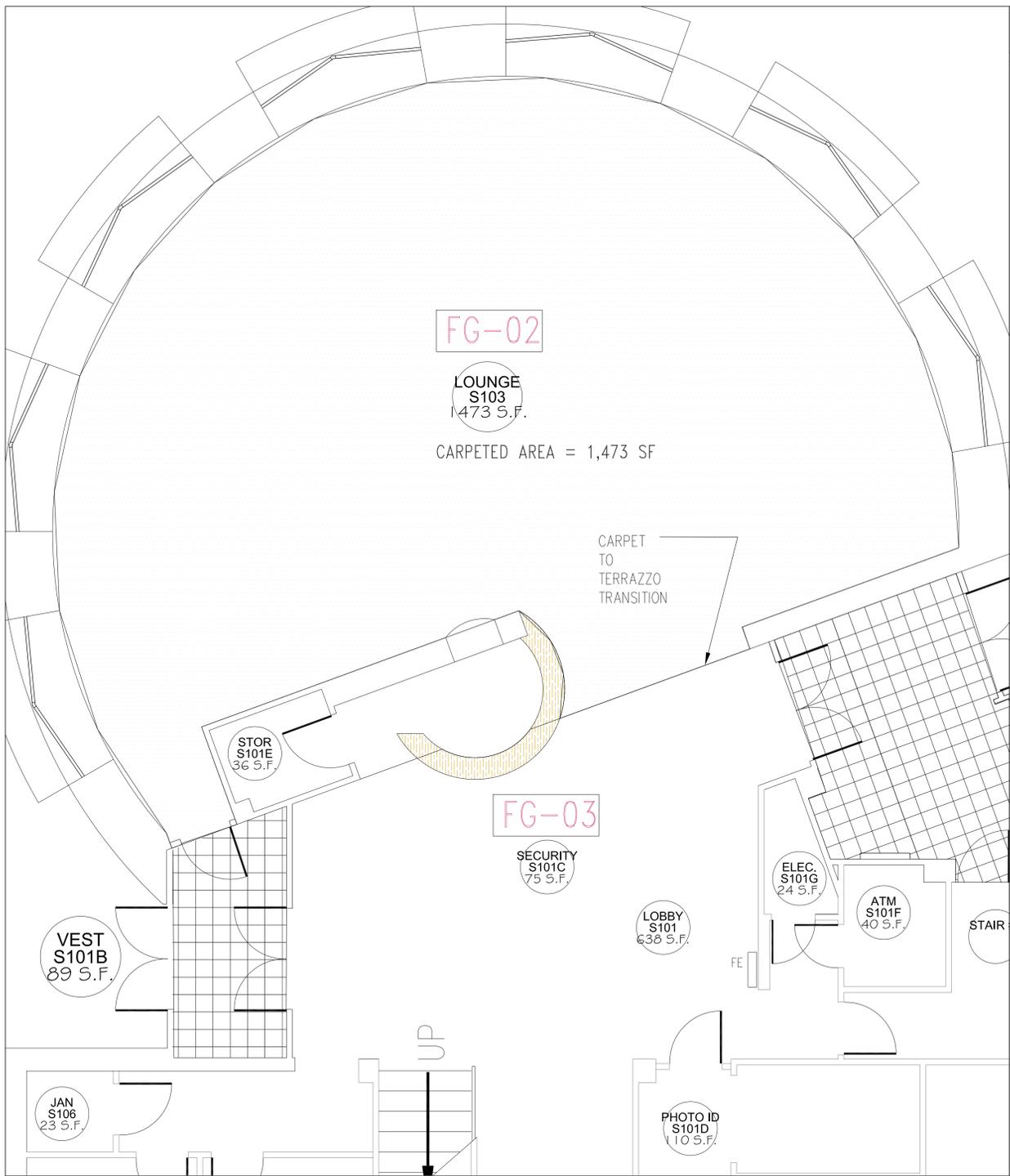


PROJECT		
ISSUED		
No.	DATE	REVISION
1	09/12/13	NZD
1	09/23/13	NZD

**BID ISSUE**

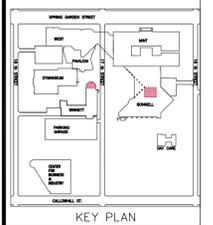
BMW&S  
S2-19  
RE-CARPET / RE-FLOOR  
& RE-PAINT  
FINISH PLAN  
W/ GROUPS  
SCALE: 1/4"=1'-0"

1 FINISH PLAN: S2-19, WINNETT 2ND FL. GREAT HALL  
SCALE: 1/4" = 1'-0"



1 FINISH PLAN: S1-03, WINNETT 1ST FL. 'DRUM' LOBBY  
SCALE: 1/4" = 1'-0"

2 FINISH PLAN: B1-28, LEARNING LAB  
SCALE: 1/4" = 1'-0"



PROJECT		
ISSUED		
No.	DATE	REVISION
1	09/12/13	NZD
2	10/28/13	NZD

**BID ISSUE**

BMW&S  
S1-03 & B1-28.  
RE-CARPET / RE-FLOOR  
& RE-PAINT  
FINISH PLAN  
W/ GROUPS  
SCALE: 1/4"=1'-0"

FINISH GROUP SCHEDULE

FINISH GROUP	FLOOR	BASE / TRIM	WALLS	ACCENT WALLS	MISC.	CEILING	REMARKS
FG-02	C4, C5, C6	RB-1	P-1	-	TS-1	ACT-1	LOUNGE AREAS
FG-03	CPT-EXISTING	TO MATCH EXISTING	P-1	-	TS-1	ACT-1	GUARD DESK AREAS
FG-08	C4, C5, C6 L4	TO MATCH EXISTING =RB-2	P-1	-	TS-1	ACT-1	LEARNING LABS
FG-19	C4, C5, C6 L-16	RB-1	P-1	-	TS-1	ACT-1	GREAT HALL / LARGE FUNCTION ROOMS

FLOOR FINISH KEY

FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
C-4	CARPET TILE	SHAW	12 SQUARE EW24 59393	OLD FASHIONED 90400	FIBER: 100% SOLUTION DYED, BACKING: ECO WORX, DIM: 24"x24" TILE NOTE: CARPETS C4, C5, AND C6 TO BE INSTALLED IN A RANDOM PATTERN IN EQUAL AMOUNTS IN AREAS CALLED OUT ON FINISH SCHEDULE AND FINISH NOTES. USE TS-3 AS TRANSITION STRIP.
C-5	CARPET TILE	SHAW	2 SQUARE EW24 59391	OLD FASHIONED 90400	FIBER: 100% SOLUTION DYED, BACKING: ECO WORX, DIM: 24"x24" TILE NOTE: CARPETS C4, C5, AND C6 TO BE INSTALLED IN A RANDOM PATTERN IN EQUAL AMOUNTS IN AREAS CALLED OUT ON FINISH SCHEDULE AND FINISH NOTES. USE TS-3 AS TRANSITION STRIP.
C-6	CARPET TILE	SHAW	STYLE: 4 SQUARE EW24 59392	OLD FASHIONED 90400	FIBER: 100% SOLUTION DYED, BACKING: ECO WORX, DIM: 24"x24" TILE NOTE: CARPETS C4, C5, AND C6 TO BE INSTALLED IN A RANDOM PATTERN IN EQUAL AMOUNTS IN AREAS CALLED OUT ON FINISH SCHEDULE AND FINISH NOTES. USE TS-3 AS TRANSITION STRIP.
VF-10	VINYL FLOORING, WOOD LOOK	TOLI INT'L	MATURE WOOD (6" X 66" X 2.0 MM)	741-NATURAL MAPLE	SEE PLAN FOR GRAIN DIRECTION. USE TS-1 AS TRANSITION STRIP.
L-4	LINOLEUM	FORBO, MARMOLEUM	FRESCO	3856 WHISPERING BLUE	WELDING ROD: MC3856. USE TS-1 AS TRANSITION STRIP.
L-16	LINOLEUM	FORBO, MARMOLEUM	VIVACE	3407 DONKEY ISLAND	WELDING ROD: MC3407. USE TS-1 AS TRANSITION STRIP.
TS-3	TRANSITION STRIP	SCHLUTER (OR EQUAL STAINLESS STEEL STRIP)	SCHIENE, 2 MM, 3/32" (INSTALLER TO RECOMMEND)	EB, BRUSHED STAINLESS STEEL 304 (1.4301=V2A)	VF. TO TRANSITION FROM CARPET TO TERAZZO AND SHEET FLOORING TO CARPET

09/23/13

BASE FINISH KEY

FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
RB-1	RESILIENT BASE	ROPPE	RUBBER BASE	COLOR: 123 CHARCOAL	4" COVE @ VCT & CARPET --- ALSO USE @ CABINET BASE
RB-2	RESILIENT BASE	ROPPE	RUBBER BASE	COLOR: P100 BLACK	4" COVE @ VCT & CARPET --- ALSO USE @ CABINET BASE
RB-3	RESILIENT BASE	ROPPE	RUBBER BASE	COLOR: P100 BLACK	4" STRAIGHT @ VCT & CARPET --- ALSO USE @ CABINET BASE

WALL FINISH KEY

FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
P-1	PAINT	SHERWIN WILLIAMS	SW7637 OYSTER WHITE	OFF-WHITE	FINISH: EGGSHELL, TYPICAL PAINT UNLESS NOTED OTHERWISE
P-1 ALT.	PAINT	OLD-MAB	SW 5133, NATURAL SILK	NEW-MATCHES: SW7119, VENETIAN LACE	FINISH: EGGSHELL, TYPICAL PAINT UNLESS NOTED OTHERWISE
P-2	PAINT	SHERWIN WILLIAMS	SW0077 CLASSIC FRENCH GRAY	GREY	FINISH: SEMI-GLOSS, HOLLOW METAL PAINT
P-3	PAINT	SHERWIN WILLIAMS	SW6114 BAGEL	MAPLE COLOR	FINISH: EGGSHELL, ACCENT PAINT @ WALL BEHIND DESK
P-4	PAINT	SHERWIN WILLIAMS	SW6219 RAIN	PALE BLUE/GREEN	FINISH: EGGSHELL, ACCENT PAINT
P-5	PAINT	SHERWIN WILLIAMS	SW6178 CLARY SAGE	PALE GREEN	FINISH: EGGSHELL, ACCENT PAINT
P-6 A	PAINT	SHERWIN WILLIAMS	SW6258, TRICORN BLACK	BLACK	FINISH: EGGSHELL, ACCENT PAINT
P-6 B	PAINT	SHERWIN WILLIAMS	SW6258, TRICORN BLACK	BLACK	FINISH: SEMI-GLOSS TRIM PAINT
P-7	PAINT	SHERWIN WILLIAMS	SW 0037 MORRIS ROOM GREY	MUTED BEIGE / GREY	FINISH: EGGSHELL, ACCENT PAINT
P-8	PAINT	SHERWIN WILLIAMS	SW 6227 MEDITATIVE	MUTED LIGHT GREY BLUE	FINISH: EGGSHELL, ACCENT PAINT
P-9 THRU P-15	N/A	SHERWIN WILLIAMS	N/A	N/A	FINISH: N/A
P-16 A	PAINT	SHERWIN WILLIAMS	SW7045 INTELLECTUAL GRAY	GREY	FINISH: EGGSHELL, ACCENT PAINT
P-16 B	PAINT	SHERWIN WILLIAMS	SW7045 INTELLECTUAL GRAY	GREY	FINISH: SEMI-GLOSS TRIM PAINT
P-17 THRU P-19	N/A	SHERWIN WILLIAMS	N/A	N/A	FINISH: N/A
P-20	PAINT	SHERWIN WILLIAMS	SW7076 CYBERSPACE	MUTED DARK BLUE GREY	FINISH: EGGSHELL, ACCENT PAINT
P-21 A	PAINT	SHERWIN WILLIAMS / MAB	MAB 5894 D, HARVEST HOME	MUTED KHAKI, GREY/BEIGE	FINISH: EGGSHELL, ACCENT PAINT
P-21 B	PAINT	SHERWIN WILLIAMS / MAB	MAB 5894 D, HARVEST HOME	MUTED KHAKI, GREY/BEIGE	FINISH: SEMI-GLOSS TRIM PAINT
P-22	PAINT	SHERWIN WILLIAMS	ROYCROFT ADOBE SW0040	MUTED RED	FINISH: SEMI-GLOSS TRIM PAINT
P-23	PAINT	SHERWIN WILLIAMS	MAB 5894 D, HARVEST HOME	MUTED YELLOW	FINISH: SEMI-GLOSS TRIM PAINT
P-24	PAINT	SHERWIN WILLIAMS	SW6675, AFTERNOON	BRIGHT YELLOW	FINISH: SEMI-GLOSS TRIM PAINT

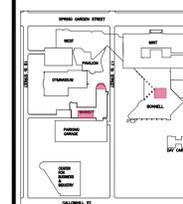
MISCELLANEOUS FINISH KEY

FINISH	MATERIAL	MANUFACTURER	MANUFACTURER NUMBER/TYPE	COLOR/FINISH	REMARKS
ACT-1	ACOUSTICAL CEILING TILE	TO MATCH EXISTING	TO MATCH EXISTING	TO MATCH EXISTING	-
WT-1	WINDOW TREATMENT	TO MATCH EXISTING	TO MATCH EXISTING	TO MATCH EXISTING	HORIZONTAL MINI BLINDS
TS-1	TRANSITION STRIP	SCHLUTER (OR EQUAL)	INSTALLER TO RECOMMEND	TO MATCH EXISTING	

GENERAL FINISH NOTES:

1. THE FINISH GROUPS LIST WINDOW TREATMENT TO BE USED WHEN THE ROOM HAS WINDOWS. SEE PLANS FOR ACTUAL WINDOW LOCATIONS AND QUANTITIES.

Community College of Philadelphia



KEY PLAN

PROJECT		
ISSUED		
No.	DATE	REVISION
1	09/12/13	NZD
2	09/23/13	NZD
3	10/28/13	NZD

BID ISSUE

BMW&S  
RE-CARPET, RE-FLOOR  
& RE-PAINT  
  
FINISH GROUPS &  
SCHEDULE  
  
SCALE: NTS