April 15, 2019

Teal Tile and Carpet Inc.  
Shaw Contract Flooring Services, Inc, d/b/a Spectra Contract Flooring

RE: ITB-021-19/LN

Dear Sir/Madam:

On Wednesday, April 10, 2019, the Superintendent designee of Duval County Public Schools approved the award of bid ITB-021-19/LN – Floor Covering and Carpet Installation. This is your official notification of bid award. This award is for the period from May 1, 2019 through April 30, 2020.

Purchase orders will be issued for these items as needed during the bid period. If you have any questions regarding this bid, please contact Lucy Nasworthy at (904) 858-4846.

Thank you for your interest in Duval County Public Schools.

Terrence Wright, Director  
DCPS Purchasing Services

Cc: Master Bid folder  
Donna Hall
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>SPECTRA CONTRACT FLOORING</th>
<th>TEAL TILE AND CARPET INC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AWARDED ALL OR NONE ITEMS 1 THRU 20</td>
<td>2,000</td>
<td>SQ YARD</td>
<td>$25.41</td>
<td>$18.25</td>
</tr>
<tr>
<td>2</td>
<td>ACCEPTABLE CARPET AND INSTALLATION AS DESCRIBED IN SP 2.1 SP 3.1.</td>
<td>1,000</td>
<td>SQ YARD</td>
<td>$31.62</td>
<td>$26.36</td>
</tr>
<tr>
<td>3</td>
<td>PROVIDE AREA RUGS AND DESCRIBED IN SP 2.12.</td>
<td>500</td>
<td>EACH</td>
<td>$128.50</td>
<td>$86.76</td>
</tr>
<tr>
<td>4</td>
<td>ACCEPTABLE CARPET TILE AND INSTALLATION AS DESCRIBED IN SP 2.11 SP 4.</td>
<td>75,000</td>
<td>SQ FOOT</td>
<td>$1.60</td>
<td>$1.36</td>
</tr>
<tr>
<td>5</td>
<td>VCT (Vinyl Composition Tile) &amp; INSTALLATION INCLUDING TROWELED-ON MASTIC ADHESIVE IN REQUESTED AS DESCRIBED IN SP 2.13, SP AND SP 5.2.</td>
<td>100,000</td>
<td>SQ FOOT</td>
<td>$3.28</td>
<td>$2.57</td>
</tr>
<tr>
<td>6</td>
<td>VET (Vinyl Enhanced Tile) INSTALLATION INCLUDING TROWELED-ON MASTIC AS DESCRIBED IN SP 2.13 AND SP 5.2.</td>
<td>500</td>
<td>LINEAR FOOT</td>
<td>$2.29</td>
<td>$1.85</td>
</tr>
<tr>
<td>7</td>
<td>REMOVAL INSTALLATION OF 6&quot; VINYL BASE AS DESCRIBED INS SP 2.15 AND SP 6.</td>
<td>10,000</td>
<td>LINEAR FOOT</td>
<td>$1.41</td>
<td>$0.93</td>
</tr>
<tr>
<td>8</td>
<td>REMOVAL INSTALLATION OF 4&quot; VINYL BASE AS DESCRIBED INS SP 2.15 AND SP 6.</td>
<td>10,000</td>
<td>LINEAR FOOT</td>
<td>$1.79</td>
<td>$1.21</td>
</tr>
<tr>
<td>9</td>
<td>WAXING OF VCT/VET PER COAT PER SQUARE FOOT AS DESCRIBED IN SP 9.</td>
<td>10,000</td>
<td>SQ FEET</td>
<td>$0.15</td>
<td>$0.10</td>
</tr>
<tr>
<td>10</td>
<td>INSTALLATION OF 30 LB. FELT PAPER VAPOR BARRIER</td>
<td>2,500</td>
<td>SQ FEET</td>
<td>$0.50</td>
<td>$0.60</td>
</tr>
<tr>
<td>11</td>
<td>REMOVE AND DISPOSE OF UP TO TWO (2) LAYERS OF DETERIORATING SUB-FLOOR MATERIAL (NON-ASBESTOS)</td>
<td>10,000</td>
<td>SQ FEET</td>
<td>$2.50</td>
<td>$1.04</td>
</tr>
<tr>
<td>12</td>
<td>REMOVE AND DISPOSE OF UP TO (2 ) LAYERS OF NO-ASBESTOS FLOOR TILE</td>
<td>200,000</td>
<td>SQ FEET</td>
<td>$0.63</td>
<td>$0.36</td>
</tr>
<tr>
<td>13</td>
<td>REMOVE AND DISPOSE OF ONE (1) LAYER OF CARPET</td>
<td>100,000</td>
<td>SQ FEET</td>
<td>$0.19</td>
<td>$0.25</td>
</tr>
</tbody>
</table>
## BID TABULATION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Price</th>
<th>Extension</th>
<th>Price</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>FURNISH AND INSTALL UP-GRADED COMMERCIALTHRENDS AS DESCRIBED IN THE BODY OF THIS BID</td>
<td>250</td>
<td>SQ. FEET</td>
<td>$102.00</td>
<td>$25,500.00</td>
<td>$70.00</td>
<td>$17,500.00</td>
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<tr>
<td>15</td>
<td>CUTTING AND TRIMMING WOOD DOORS AS NEEDED WHEN FLOORING LEVEL CHANGES</td>
<td>250</td>
<td>SQ. FEET</td>
<td>$58.00</td>
<td>$14,500.00</td>
<td>$15.00</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>16</td>
<td>CUTTING AND TRIMMING WOOD DOORS AS NEEDED WHEN FLOORING LEVEL CHANGES</td>
<td>250</td>
<td>SQ. FEET *</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>17</td>
<td>DEMOLITION, STANDARD FLOOR PREP AND INSTALLATION OF 12&quot; X 12&quot; PORCELAIN FLOOR TILE WITH MINIMIZED DARK EPOXY GROUT, INSTALLED AS DESCRIBED SP 7.</td>
<td>2,500</td>
<td>SQ. FEET</td>
<td>$8.50</td>
<td>$21,250.00</td>
<td>$7.72</td>
<td>$19,300.00</td>
</tr>
<tr>
<td>18</td>
<td>ALL SUBFLOOR CARPENTRY LABOR AS DESCRIBED SP 2.20 AND SP 11. PER SQ FT.</td>
<td>2,500</td>
<td>EACH</td>
<td>$3.25</td>
<td>$8,125.00</td>
<td>$1.99</td>
<td>$4,975.00</td>
</tr>
<tr>
<td>19</td>
<td>MAKEUP AN ALL SUBFLOOR CARPENTRY MATERIALS AS DESCRIBED SP 2.20 AND SP 11</td>
<td>10,000</td>
<td></td>
<td>15%</td>
<td>$1,500.00</td>
<td>15%</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>20</td>
<td>MAKEUP ALL SUBFLOOR CARPENTRY MATERIALS AS DESCRIBED SP 12</td>
<td>10,000</td>
<td></td>
<td>15%</td>
<td>$1,500.00</td>
<td>15%</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

**TOTAL ITEMS 1 THRU 20 (TOTAL COLUMN)**

- PRIMARY AWARD: $872,960.00
- SECONDARY AWARD: $645,990.00

* ITEM# 16 IS A DUPLICATE OF ITEM# 15 AND IS NOT CONSIDERED IN EVALUATION/AWARD.

Prepared by: CAMMIE WISE  
Verified by: LUCY NASWORTHY  
Date: 03/27/2019  
Award =
ADDENDUM NO. 2
Mandatory
www.duvalschools.org/purchasing

Issue Date: March 5, 2019
Buyer: Lucy Nasworthy
Bid Number: ITB-021-19/LN
Bid Title: FLOOR COVERING AND CARPET INSTALLATION
Term of Bid: From May 1, 2019 through April 30, 2020 with renewal options.

Opening: Thursday, March 7, 2019, 2:00 p.m. Thursday, March 14, 2019, 2:00 p.m.
Bids received prior to this date and time will be opened in the Conference Room, and may not be withdrawn for 120 days after opening. All bids received after the specified date and time will be returned unopened.

Purpose: To extend the date of bid opening to Thursday, March 14, 2019 as indicated above.
ADDENDUM NO. 1
Informational
www.duvalschools.org/purchasing

Issue Date: March 1, 2019        Phone: 904-858-4846
Buyer: Lucy Nasworthy
Bid Number: ITB-021-19/LN
Bid Title: FLOOR COVERING AND CARPET INSTALLATION
Term of Bid: From May 1, 2019 through April 30, 2020 with renewal options.
Opening: Thursday, March 7, 2019, 2:00 p.m. Bids received prior to this date and time will be opened in the Conference Room, and may not be withdrawn for 120 days after opening. All bids received after the specified date and time will be returned unopened.

Purpose: To answer questions received.

1. Question: How much is the construction cost/estimated budget?
   Answer: Approximate cost/spend estimate is $500,000.

2. Question: Can I get a copy of any addenda that have been released to date?
   Answer: This addendum is the only one currently for this bid.

3. Question: Are Union bids required?
   Answer: No.
INVITATION TO BID

www.duvalschools.org/purchasing

February 18, 2019

Buyer: LUCY NASWORTHY               Phone: 904-858-4846
Bid Number: ITB-021-19/LN
Bid Title: FLOOR COVERING AND CARPET INSTALLATION
Term of Bid: From Date of award through April 30, 2020
Opening: Thursday, March 7, 2019 at 2:00 p.m. Bids received prior to this date and time will be opened in the Conference Room, and may not be withdrawn for 120 days after opening. All bids received after the specified date and time will be returned unopened.
Submit Bid To: DCPS Purchasing Services / 1701 Prudential Dr., Suite 322/ Jacksonville FL 32207
Special Requirements: None

BIDDER ACKNOWLEDGEMENT

This form must be completed, returned, and include an original manual signature for bid to be considered. By signing below, I attest that I have acquainted myself with the general conditions, special conditions and specifications of this bid, and agree to comply with them all; in addition, I certify that I am authorized to obligate on behalf of the bidder. Bid documents shall be submitted in a sealed envelope clearly marked with this bid number, opening date and time.

Legal Name of Bidder: 
Mailing Address: 
City, State, Zip Code: 
Telephone: Toll Free: Fax: 
Email Address: Internet URL: 
Federal ID # or SS #: 
If you are a certified minority, state certifying agency: 
Payments will be made in accordance with Florida Statute 218.

Form of Payment accepted: Credit Card _____ or ACH _____ (see Special Condition # 40)

Delivery can be made within ________ calendar days after receipt of order.

Addenda ______ through ______ received. (if applicable)

Original Manual Signature of Authorized Representative: 
Printed/Typed Name of Authorized Representative: 
NOTICE TO BIDDERS

The State of Florida has amended Chapters 283.35 and 287.084, Florida Statutes effective July 1, 2012. These amendments require political subdivisions of the state (with the exception of counties or municipalities) to give local preference in making purchases of printing services or personal property through a competitive solicitation process. Therefore, bidders who indicate on the Bidder Acknowledgement Form that their principal place of business is outside of the State of Florida shall also complete and submit with their bid the enclosed Opinion of Out-Of-State Bidder’s Attorney on Bidding Preferences. Failure of an out-of-state bidder to submit the completed form will render their bid non-responsive.

LOCAL PREFERENCE: When the lowest bid is submitted by a firm whose principal place of business is outside of the State of Florida, a minimum five percent (5%) preference shall be given to bids submitted by firms whose principal place of business is within the State of Florida. If the state or political subdivision within which the out-of-state firm has its principal place of business maintains a local preference, the preference given to bidders from the State of Florida shall be of an equal percentage.
OPINION OF OUT-OF-STATE BIDDER’S ATTORNEY ON BIDDING PREFERENCES

(To be completed by the Attorney for any Bidder who is Out-of-State as indicated on the Bidder Acknowledgement Form. Failure of an Out-of-State Bidder to submit this form will render their bid non-responsive.)

NOTICE: Section 287.084(2), Fla. Stat., provides that “a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.” See below and see also s. 287.084(1), Fla. Stat.

LEGAL OPINION ABOUT STATE BIDDING PREFERENCES

(Please Select One)

______ The bidder’s principal place of business is in the State of ________________ and it is my legal opinion that the laws of that state do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that state.

______ The bidder’s principal place of business is in the State of ________________ and it is my legal opinion that the laws of that state grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]: ________________________________________________

____________________________________________________________

____________________________________________________________

LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES

(Please Select One)

______ The bidder’s principal place of business is in the political subdivision of ________________ and it is my legal opinion that the laws of that political subdivision do not grant a preference in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

______ The bidder’s principal place of business is in the political subdivision of ________________ and the laws of that political subdivision grant the following preference(s) in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]: ______________________________________________

____________________________________________________________

Signature of out-of-state bidder’s attorney: __________________________________________________________
Printed name of out-of-state bidder’s attorney: _________________________________________________________
Address of out-of-state bidder’s attorney: _____________________________________________________________

Telephone Number of out-of-state bidder’s attorney:      (_____) _____ - _________
Email address of out-of-state bidder’s attorney: _________________________________________________________
Attorney’s states of bar admission: ___________________________________________________________________

IMPORTANT: Include with your bid the written legal opinion of the attorney licensed to practice law in the out-of-state jurisdiction, as required by s. 287.084(2), Fla. Stat. Such opinion should permit DCPS’s reliance on such attorney’s opinion for purposes of complying with s. 287.084(2), Fla. Stat.
GENERAL CONDITIONS

1. RESERVATIONS: Duval County Public Schools reserves the right to reject any or all bids or any part thereof and/or waive informalities if such action is deemed in the best interest of Duval County Public Schools.

Duval County Public Schools reserves the right to cancel any contract, if in its opinion, there be a failure at any time to perform adequately the stipulations of this invitation to bid, and general conditions and specifications which are attached and made part of this bid, or in any case of any attempt to willfully impose upon Duval County Public Schools materials or products or workmanship which is, in the opinion of Duval County Public Schools, of an unacceptable quality. Any action taken in pursuance of this latter stipulation shall not affect or impair any rights or claim of Duval County Public Schools to damages for the breach of any covenants of the contract by the contractor. Duval County Public Schools also reserves the right to reject the bid of any bidder who has previously failed to perform adequately after having once been awarded a prior bid for furnishing materials similar in nature to those materials mentioned in this bid.

Should the contractor fail to comply with the conditions of this contract or fail to complete the required work or furnish the required materials within the time stipulated in the contract, Duval County Public Schools reserves the right to purchase in the open market, or to the specifications stated, any materials or workmanship required to make good any defects or to correct the condition, or he/she shall replace the part or entire unit to the complete satisfaction of Duval County Public Schools. These repairs, replacements or adjustments shall be made with the particular brand or manufacturer specified. All items furnished must be completely new, and free from defects unless specified otherwise. No others will be accepted under the terms and intent of this bid.

2. QUOTATIONS: No bidder will be allowed to offer more than one price on each item even though he/she may feel that he/she has two or more types or styles that will meet specifications. Bidders must determine for themselves which to offer. IF SAID BIDDER SHOULD SUBMIT MORE THAN ONE PRICE ON ANY ITEM, ALL PRICES FOR THAT ITEM WILL BE REJECTED AT THE DISCRETION OF THE DIRECTOR OF PURCHASING.

3. TAXES: Duval County Public Schools is exempt from the following taxes: (a) State of Florida Sales Tax by Certificate No. 85-801398912C-0.

4. CARTAGE: No charge will be allowed for cartage or packages unless by special agreement.

5. OR ACCEPTABLE SUBSTITUTION: Even though a particular manufacturer’s name or brand is specified, bids will be considered on other brands or on the product of other manufacturers. On all such bids the bidder shall indicate clearly the product (brand and model number) on which he/she is bidding, and shall supply a sample or sufficient data in detail to enable an informed comparison to be made with the particular brand or manufacturer specified. All samples shall be submitted in accordance with procedures outlined in paragraph on SAMPLES. Catalog cuts and technical descriptive data shall be attached to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of bid.

6. DEVIATIONS FROM SPECIFICATIONS: In addition to the requirements of paragraph 5, all deviations from the specifications must be noted in detail by the bidder, in writing, at the time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to Duval County Public Schools to the specifications as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered.

7. DATA REQUIRED TO BE SUBMITTED WITH REFERENCE TO BID:
   a. Whenever the specifications indicate a product of a particular manufacturer, model, or brand in the absence of any statement to the contrary by the bidder, the bid will be interpreted as being for the exact brand, model, or manufacturer specified, together with all accessories, qualities, tolerances, composition, etc., enumerated in the detailed specifications.
   b. If no particular brand, model or make is specified, and if no data is required to be submitted with the bid, the successful contractor, after award and before manufacture or shipment, may be required to submit working drawings or detailed descriptive data sufficient to enable Duval County Public Schools to judge if each requirement of the specifications is being met.

8. SAMPLES: The samples submitted by bidders on items which they have received an award may be retained by Duval County Public Schools until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted. Sample on which bidders are unsuccessful must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted.

Duval County Public Schools will not be responsible for such samples if not removed by the bidder within 30 days after the award has been made. Duval County Public Schools reserves the right to consume any or all samples for testing purposes. Bidders shall make all arrangements for delivery of samples to place designated as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the bidder.

All sample packages shall be marked “Sample for Purchasing Services” and each sample shall bear the name of the bidder, item number, bid number and shall be carefully tagged or marked in a substantial manner. Failure to the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of bid.

9. PERFORMANCE BOND: The successful bidder on this bid must furnish a performance bond if indicated on the bid cover, made out to Duval County Public Schools, prepared on an approved form, as security for the faithful performance of his/her contract within ten days of his/her notification that his/her bid has been accepted. The surety thereon must be such surety company or companies as are authorized and licensed to transact business in the State of Florida. Attorneys in fact who sign bid bonds must file with each bond a certified copy of their power of attorney to sign said bonds. The successful bidder or bidders upon failure or refusal to furnish within ten days after his/her notification the required performance bond, shall pay to Duval County Public Schools as liquidated damages for each failure or refusal an amount in cash equal to the security deposited with his/her bid.

10. GUARANTEE: The contractor shall unconditionally guarantee the materials and workmanship on all equipment furnished by him/her for a period for each item, from date of acceptance of the items delivered and installed, unless otherwise specified herein. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of Duval County Public Schools are due to faulty design and installation, workmanship, or materials, upon ratification, the contractor, at his/her expense, shall repair or adjust the equipment or parts to correct the condition, or he/she shall replace the part or entire unit to the complete satisfaction of Duval County Public Schools. These repairs, replacements or adjustments shall be made only at such times as will be designated by Duval County Public Schools as least detrimental to the operation of Duval County Public Schools business.

11. DISCOUNTS: all discounts to be included in bid price.

12. COLLUSION: the bidder, by affixing his/her signature to this proposal, agrees to the following: bidder certifies that this bid is made without any previous understanding, agreement or connection with any person, firm, or corporation making a bid for the same items; and is in all respects fair, without outside control, understanding, agreement or connection with any person, firm, or corporation making a bid for the same items; and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.

13. ERRORS IN BIDS: Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids; failure to do so will be at the bidder’s own risk and he/she cannot secure relief on the plea of error. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error in extension of prices in the bid, the unit price shall govern.

14. All bid responses are to be submitted in typewritten form or submitted in ink. Responses received in pencil will not be accepted.

15. LOCAL PREFERENCE: When the lowest bid for printing services or for personal property is submitted by a firm whose principal place of business is outside of the State of Florida, a minimum five percent (5%) preference shall be given to bids submitted by firms whose principal place of business is within the State of Florida. If the state or political subdivision within which the out-of-state firm has its principal place of business maintains a local preference, the preference given to bidders from the State of Florida shall be of an equal percentage.
CONFLICT OF INTEREST CERTIFICATE

Bidder must execute either Section I or Section II hereunder relative to Florida Statute 112.313(12). Failure to execute either section may result in rejection of this bid proposal.

SECTION I

I hereby certify that no official or employee of Duval County Public Schools requiring the goods or services described in these specifications has a material financial interest in this company.

________________________________   ________________________________
Signature      Company Name

________________________________   ________________________________
Name of Official (Type or print)    Business Address

________________________________
City, State, Zip Code

SECTION II

I hereby certify that the following named Duval County Public Schools official(s) and employee(s) having material financial interest(s) (in excess of 5%) in this company have filed Conflict of Interest Statements with the Supervisor of Elections, 105 East Monroe Street, Jacksonville, Duval County, Florida, prior to bid opening.

Name     Title or Position   Date of Filing

________________________________   ______________________
________________________________   ______________________

________________________________   ________________________________
Signature      Company Name

________________________________
Print Name of Certifying Official    Business Address

________________________________
City, State, Zip Code
SUBMISSION OF BIDS

Bids must be submitted prior to the time set for opening. Bids are to be delivered to Duval County Public Schools, Purchasing Services, 1701 Prudential Dr., Suite 322, Jacksonville, Florida 32207. Bidders are fully responsible for delivery of bids. Reliance upon mail or public carrier is at the bidder’s risk. Late bids are not considered and will be returned unopened. Official time, for the purpose of bid opening, will be calibrated using http://www.timeanddate.com/worldclock/results.html?query=jacksonville.

******* NOTE *******

Bid documents shall be submitted in a sealed envelope clearly marked with the bid number as found on the Bidder Acknowledgement page, opening date and time. Failure to do so will result in your bid being returned unopened.

Faxed or e-mailed bids will not be accepted.

BID OPENING PROCEDURES

Bids will be opened publicly in the Conference Room at 2:00 p.m. Prices will be read upon the request of bidder(s) in attendance. Pricing read during bid opening, is for informational purposes only. Prices will be verified during the bid evaluation process. Arrangements may be made to review bid documents at a later date.

AWARD RECOMMENDATION AND BID TABULATION

For Award Recommendation, refer to Special Condition titled “Posting of Bid Recommendation”. Bid Tabulation will be posted on the web after contract award has been made. www.duvalschools.org/purchasing or www.demandstar.com

Bid results or award recommendations will not be given by telephone.

POSTING OF BID TABULATIONS

Bid tabulations will be posted at Duval County Public Schools, Purchasing Services Department, 1701 Prudential Drive, Suite 322, Jacksonville, FL 32207. Awarded vendors will receive an official Notification of Award letter after the Board has taken action.
DRUG FREE WORKPLACE CERTIFICATION

I hereby swear or affirm that this company has established a drug-free workplace program by completing the following requirements:

1) Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Informed employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3) Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Imposed a sanction on, or required the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee’s community, by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. I understand that false certification of a drug-free workplace is a violation of Florida Statutes 287.087.

______________________________
VENDOR’S SIGNATURE/DATE

______________________________
COMPANY NAME
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transactions with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Name

Signature

ITB-021-19/LN

PR/Award or Project Name

Title

Date
AUTHORITY TO RESOLVE PROTESTED SOLICITATIONS AND AWARDS

1) Any actual or prospective bidder, proposer or contractor who is aggrieved in connection with the solicitation or award of a contract may file a protest and shall deliver its written notice of protest to the Chief Officer, Operations Support, or designee (hereinafter “Hearing Officer”) immediately, but no later than two (2) working days after bid opening or after recommendation of award, if not to the apparent low bidder, or as set forth in paragraph 9 infra, which will initiate the 48-hour notice requirement. The written protest with documentation shall be delivered to the Hearing Officer no later than 2 p.m. on the 4th calendar day immediately following the bid opening or receipt of notice of intent to award recommendation as is appropriate. If that day is a School Board non-workday, the protest shall be delivered no later than 9 a.m. the next Duval County School Board (DCSB) work day. Protests shall be presented with specificity, and every issue shall be fully documented.

2) The legal basis for any relief sought must be clearly identified and explained in the written notice of protest.

3) The Hearing Officer shall call a meeting and hear all protests and receive all evidence within a reasonable time. This does not preclude the Hearing Officer from calling a special meeting or granting a continuance under extraordinary circumstances.

4) All bidders or offerors shall receive notice of any protest hearing and a copy of the protest document. Attachments shall be available upon request.

5) The Florida Rules of Civil Procedure may be relaxed at the sole discretion of the Hearing Officer presiding at any protest hearing.

6) The Hearing Officer shall issue his/her decision within five (5) working days of the completion of the protest hearing.

7) The Hearing Officer’s decision shall result in a final order which may include findings and conclusions. The decision of the Hearing Officer shall be final.

8) The DCSB does not encourage the use of faxes to accomplish delivery of the notice of protest and the protest itself. Any bidder or offeror utilizing delivery by fax shall assume the risk associated with incomplete delivery or nonreceipt.

9) Any protest specification objection shall be generally treated as set forth in paragraph 1 supra. The operative date for the notice requirement shall be the date the specifications were obtained by the prospective bidder or offeror but no later than 10 days prior to the date of bid opening or proposal due date.
NO-BID FORM

If your firm cannot submit a bid at this time, please provide the information requested in the space provided below and return it to (or fax it to 904-858-4868):

Duval County Public Schools
Purchasing Services
1701 Prudential Dr., Suite 322
Jacksonville, Florida 32207

We are unable to submit a bid at this time due to the following reason(s):

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Name of Firm: _____________________________________________________________
Signature and Title: _________________________________________________________
Street Address or P.O. Box: _________________________________________________
City, State, Zip Code: _______________________________________________________

RETURN THIS FORM ONLY. DO NOT RETURN BID PACKAGE.
SPECIAL CONDITIONS

1. **PURPOSE:** Purpose of this bid is to establish firm prices for installation and removal of a variety of floor coverings including but not limited to: Carpet, Vinyl Base and Tile as required by Duval County Public Schools (DCPS) for the period from date of award through April 30, 2020 with three (3) one-year renewal options.

2. **RENEWAL:** Upon written mutual agreement between Contractor and Duval County Public Schools, the contract may be renewed for three (3) additional one (1) year periods, subject to the same provisions, terms, conditions and specifications as originally awarded unless the District provides notice (in the District's sole discretion) to not renew the Contract (note: The District's written notice of non-renewal shall be delivered not less than ninety (90) days prior to the contract anniversary date.

3. **AWARD:** The award will be all-or-none. Contracts will be awarded to a **PRIMARY** contractor and a **SECONDARY** contractor. The lowest responsive and responsible bidder will be the **PRIMARY** contractor and ALL requirements for services will first be directed to them. The second lowest responsive and responsible bidder will be the **SECONDARY** contractor. In the event that the **PRIMARY** contractor cannot respond to a requirement within a reasonable time period, DCPS reserves the right to direct the work to the **SECONDARY** contractor. If neither contractor can fulfill the requirement, DCPS reserves the right to revert to the open market to obtain necessary services.

   For the purpose of evaluation, this form will be interpreted as follow:

   - **Unit price:** Unit price should be numeric. Unit prices left blank will be deemed "no bid", and a unit price of $0 will be deemed "included at no charge".

   - **Item Bid:** Item bid should be the manufacturer & model # of product you will supply if awarded. If left blank or "as specified" is entered the item will be considered to have insufficient information to evaluate. Failure to respond as requested may result in rejection of item(s) as non-responsive.

4. **BID EVALUATION PROCESS:** Bids are initially reviewed for determination of compliance with submittal requirements as found in the bid instructions. Those bids that are non-compliant are removed from consideration and are not included on the bid tabulation. Examples of non-compliant bids are: bids that do not bear the signature of an individual authorized to obligate on behalf of the company; bids submitted with line items corrected by the use of correction fluid (only the corrected items are considered non-compliant); bids submitted with line items that are correct but not initialed by the originator (only the corrected items are considered non-compliant); any bid submitted that contains a material deviation from the bid submittal instructions.

   Tabulated bids are then evaluated on the basis of price. The lowest price bid will be evaluated to determine responsiveness. If the bid is responsive, it will be recommended for award. If the bid is not responsive, it will not be recommended for award and the next lowest price bid will be evaluated to determine responsiveness. This process will continue in succession until the lowest responsive bid is evaluated and is recommended for award. If the bid contains multiple items that are to be awarded independently, this process is completed for each item in the bid.

   **Tie bids are decided by tie breaking procedures outlined in purchasing policy.**

5. **POSTING OF BID RECOMMENDATION:** Recommendation for Award will be posted in Purchasing Services on or about March 14, 2019, and will remain posted for 72 consecutive hours. For exact date and time, please contact the buyer named below.
6. **QUESTIONS:** Any questions and/or request for additional information should be directed to Lucy Nasworthy in Purchasing Services, via email at nasworthyl@duvalschools.org placing this bid number (ITB-021-19/LN) in the subject header. Deadline for questions shall be 2:00 p.m. EST on **February 27, 2019**. Questions received after this date will not be answered. Interpretations or clarifications in response to such questions will be issued in the form of written addenda to all parties recorded by Purchasing Services as having received the Bid Documents. No verbal or written information obtained other than by information in this document or by written addendum to this bid will be binding on the District.

7. **EX PARTE COMMUNICATION:** Ex parte communication regarding this solicitation, whether verbal or written, by any potential respondent or representative of any potential respondent to this ITB with District personnel involved with or related to this ITB, other than **as expressly designated** in this document, is strictly prohibited. Violation of this restriction may result in the rejection/disqualification of the respondents’ bid.

   Ex parte communication regarding this solicitation, whether verbal or written, by any potential respondent or representative of any potential respondent to this ITB with Board members is also prohibited and will result in the disqualification of the bidder.

8. **PRICING:** Escalation Provision: At each renewal of the contract, DCPS will consider an increase due to inflation provided the proposed price increase does not exceed the lesser of 3% or the rate of inflation as determined by the Consumer Price Index (CPI) for All Urban Consumers (CPI-U), U.S. city average, all items (1982-84=100), published by the U.S. Bureau of Labor Statistics, or any successor or substitute index appropriately adjusted for the prior 12 month period using the first-published CPI for the month immediately preceding the month of the contract renewal request. The contractor must request the increase in writing prior to the renewal of the contract.

9. **LINE ITEM BIDS AND CORRECTIONS:** All prices submitted on the Bid Proposal Form shall be indelible. The use of correction fluid or erasures to correct line item bid prices and/or quantities are not acceptable. Corrections must be by lineout of the incorrect figures, writing in of correct figures, and initialing of the corrections by the originator. Correction fluid or erasure corrected bids will be considered non-responsive for the corrected item(s) only.

10. **UNITS OF MEASURE AND LOT SIZES:** The item unit of measure shall be as indicated on the Bid Proposal Form. If manufacturer’s standard packaging is different than the quantity listed, it shall be the vendor’s responsibility to convert the bid price to the requested unit of measure. Bids received for items that have not been converted to the requested units of measure shall be considered non-responsive. Additionally, bidders must indicate the units of measure they are able to supply.

11. **QUANTITIES:** The items listed in this solicitation will be ordered on an "AS NEEDED" basis by the Duval County School System. No firm statement of quantity, totally or individually, can be made. The column headed “ESTIMATED QUANTITY” is for information only and does not bind the Duval County School Board to make any purchases under items of this bid. Estimated quantities are based on prior bids’ usage.

12. **SPECIFICATION ERRORS:** In the event of a discrepancy between specifications and the make/model listed for an item or items, specifications shall take precedence for the purposes of the bid.
13. **DELIVERY OF SERVICE:** The successful vendor shall not commence work prior to receipt of written notice of award and receipt of a purchase order. Before commencement of work, the vendor shall contact Facilities Maintenance Department at: 858-6362 with projected work schedule. Facilities Maintenance Department must approve any exceptions. When reasonable, exceptions will be granted.

Failure to deliver in accordance with the above instructions may result in the bidder being disqualified from conducting business with DCPS.

14. **LABOR AND MATERIAL:** The contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation and other facilities and services necessary for the proper execution and completion of the work.

15. **SAMPLES:** Samples of each color carpeting, vinyl tile and base offered may be required after bid opening. When requested, samples must be furnished within ten (10) working days. Samples must be furnished and retrieved at no expense to DCPS. Samples of item awarded will be retained for comparison with items furnished.

16. **COLORS:** Colors will be selected at time of order and indicated on individual purchase orders.

17. **WARRANTY:** The contractor shall unconditionally guarantee the materials and workmanship furnished and installed for a period of one year from date of acceptance or manufacture warranty, or whichever one is greater, unless otherwise specified herein. If, within the guarantee period, any defects or signs of deterioration are noted, which, in the opinion of DCPS are due to faulty design and installation, workmanship, or materials, upon ratification, the contractor, at his/her expense, shall repair or adjust to the complete satisfaction of DCPS. This includes any issues related to failure of product due to moisture intrusion of any kind. All moisture issues that may affect the finished product must be addressed prior to installation. If the vendor installs the flooring, the vendor’s warranty applies Attachment L.

18. **PERSONNEL CONDUCT:** All individuals performing services under this contract shall adhere to DCPS rules and regulations regarding appropriate attire, prohibition of smoking, usage of proper language, prohibition of use and possession of controlled substances and alcoholic beverages, prohibition, of the possession of firearms, either on their person or in their personal vehicles and any other restrictions or prohibitions as may apply. Radios and other portable music playing equipment will not be allowed on any DCPS sites. Additionally, all individuals will adhere to and comply with the requirements as set forth. Contractor shall notify department or school office personnel and follow customary check-in procedures when they are physically on-site at any DCPS facility. All contractor personnel are required to wear clothing identifying contractor by either name or logo, and to have in possession and present upon request, by DCPS personnel, a form of picture identification (i.e. - driver’s license, ID card) AND a DCPS Vendor Badge.

Failure of Contractor's personnel to adhere to DCPS rules and regulations described herein will result in removal of the individual(s) from the job site.

19. **SAFETY:** The Bidder shall take all reasonable precautions for the safety and shall provide all reasonable protection to prevent damage, injury or loss to persons, students and employees of DCPS. The Bidder shall comply with all Occupational Safety and Health Administration (OSHA) regulations, as they are applicable.

20. **CLEAN UP:** The contractor at all times shall keep the premises free from accumulations of waste materials or rubbish caused by his operations. At the completion of the work, shall remove all waste materials and rubbish from and about the work site as well as tools, equipment, machinery and surplus materials. Use of school dumpsters is not permitted for disposal of contractor material. If the contractor fails to clean up at the completion of the work, DCPS may do so and the cost shall be
charged to the contractor. Any costs caused by defective or ill-timed work shall be borne by the contractor.

21. DRYWALL & PAINT RELATED TO INSTALLATION: The contractor shall be fully responsible for any damage to drywall and/or paint when removing and installing vinyl base in all flooring jobs. The contractor will also be responsible for damage during installation of other materials. **NOTE: If previous damage exists to drywall or painted surfaces, the contractor must contact the DCPS Contract Manager with this information before work is quoted and/or performed, once work is performed, the contractor will be responsible for damage to these components.**

22. PERMITS, FEES, and NOTICES: The contractor shall secure and pay for permits when required and governmental fees, licenses and inspections necessary for the proper execution and completion of the work. The contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. If the contractor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations without such notice to DCPS, shall assume full responsibility therefore and shall bear all costs attributable thereto.

23. INSURANCE:

   A. **Description of the VENDOR/CONTRACTOR Required Insurance.** Without limiting any of the other obligations or liabilities of the VENDOR/CONTRACTOR, the VENDOR/CONTRACTOR shall, at the VENDOR/CONTRACTOR's sole expense, procure, maintain and keep in force the amounts and types of insurance conforming to the minimum requirements set forth herein. Except as may be otherwise expressly specified in this Exhibit, the insurance shall commence at or prior to the execution of this Agreement by DCPS and shall be maintained in force throughout the term of this Agreement.

   1. Workers’ Compensation/Employers’ Liability. The Workers’ Compensation/Employers’ Liability insurance provided by the VENDOR/CONTRACTOR shall conform to the requirements set forth herein.

      (a) The VENDOR/CONTRACTOR’s insurance shall cover the VENDOR/CONTRACTOR (and to the extent its Subcontractors and Sub-subcontractors are not otherwise insured, its Subcontractors and Sub-subcontractors) for those sources of liability which would be covered by the latest edition of the standard Workers’ Compensation policy, as filed for use in the State of Florida by the National Council on Compensation Insurance (NCCI), without any restrictive endorsements other than the Florida Employers Liability Coverage Endorsement (NCCI Form WC 09 03), those which are required by the State of Florida, or any restrictive NCCI endorsements which, under an NCCI filing, must be attached to the policy (i.e., mandatory endorsements). In addition to coverage for the Florida Workers’ Compensation Act, where appropriate, coverage is to be included for the Federal Employers’ Liability Act and any other applicable federal or state law.

      (b) The policy must be endorsed to waive the insurer’s right to subrogate against DCPS, and its members, officials, officers and employees in the manner which would result from the attachment of the NCCI Waiver Of Our Right To Recover From Others Endorsement (Advisory Form WC 00 03 13) with DCPS, and its members, officials, officers and employees scheduled thereon.

      (c) Subject to the restrictions of coverage found in the standard Workers’ Compensation policy, there shall be no maximum limit on the amount of coverage for liability imposed by the Florida Workers’ Compensation Act or any other coverage customarily insured under Part One of the standard Workers’ Compensation policy. The minimum amount of coverage for those coverages customarily insured under Part Two of the standard Workers’ Compensation policy (inclusive of any amounts provided by an umbrella or excess policy) shall not be less than:
2. Commercial General Liability. The Commercial General Liability insurance provided by the VENDOR/CONTRACTOR shall conform to the requirements hereinafter set forth:

(a) The VENDOR/CONTRACTOR's insurance shall cover those sources of liability which would be covered by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida by the Insurance Services Office (ISO) without any restrictive endorsements other than those which are required by the State of Florida, or those which, under an ISO filing, must be attached to the policy (i.e., mandatory endorsements) and those described below which would apply to the Services contemplated under this Agreement.

The coverage may not exclude restrictive endorsements which exclude coverage for liability arising out of: Sexual molestation, Sexual abuse or Sexual misconduct.

The coverage may include restrictive endorsements which exclude coverage for liability arising out of: Mold, fungus, or bacteria Terrorism Silica, asbestos or lead

(b) The minimum limits to be maintained by the VENDOR/CONTRACTOR (inclusive of any amounts provided by an umbrella or excess policy) shall not be less than:

- $1,000,000 General Aggregate
- $1,000,000 Products/Completed Operations Aggregate
- $1,000,000 Personal and Advertising Injury
- $1,000,000 Each Occurrence

(c) The VENDOR/CONTRACTOR shall include DCPS and DCPS's members, officials, officers and employees as “additional insureds” on the Commercial General Liability coverage. The coverage afforded such additional insureds shall be no more restrictive than that which would be afforded by adding DCPS and DCPS's members, officials, officers and employees as additional insureds on the latest edition of the Additional Insured – Owner’s, Lessees or Contractors - Scheduled Person or Organization endorsement (ISO Form CG 20 10) filed for use in the State of Florida by the Insurance Services Office.

(d) Except with respect to coverage for property damage liability, or as otherwise specifically authorized in this Agreement, the general liability coverage shall apply on a first dollar basis without application of any deductible or self-insured retention. The coverage for property damage liability shall be subject to a maximum deductible of $1,500 per occurrence. The VENDOR/CONTRACTOR shall pay on behalf of DCPS or DCPS’s member, official, officer or employee any such deductible or self-insured retention applicable to a claim against DCPS or DCPS’s member, official, officer or employee for which the DCPS or DCPS’s member, official, officer or employee is insured as an additional insured.

3. Business Auto Liability. The automobile liability insurance provided by the VENDOR/CONTRACTOR shall conform to the requirements hereinafter set forth:

(a) The VENDOR/CONTRACTOR's insurance shall cover the VENDOR/CONTRACTOR for those sources of liability which would be covered by Section II of the latest occurrence edition of the standard Business Auto Coverage Form (ISO Form CA 00 01) as filed for use in the State of Florida by ISO without any restrictive endorsements other than those which are required by the State of Florida, or those which, under an ISO filing, must be attached to the policy (i.e., mandatory endorsements). Coverage shall include all owned, non-owned and hired autos used in connection with this Agreement.
(b) DCPS and DCPS’s members, officials, officers and employees shall be included as “additional insureds” in a manner no more restrictive than that which would be afforded by designating DCPS and DCPS’s members, officials, officers and employees as additional insureds on the latest edition of the ISO Designated Insured (ISO Form CA 20 48) endorsement.

(c) The minimum limits to be maintained by the VENDOR/CONTRACTOR (inclusive of any amounts provided by an umbrella or excess policy) shall be:

$1,000,000 Each Occurrence - Bodily Injury and Property Damage Combined

B. Evidence of Insurance. Except as may be otherwise expressly specified in this Exhibit, the insurance shall commence at or prior to the execution of this Agreement by DCPS and shall be maintained in force throughout the term of this Agreement. The VENDOR/CONTRACTOR shall provide evidence of such insurance in the following manner:

1. As evidence of compliance with the required Workers’ Compensation/Employer’s Liability, Commercial General Liability, Business Auto Liability, and Professional Liability, the VENDOR/CONTRACTOR shall furnish DCPS with a fully completed satisfactory Certificate of Insurance such as a standard ACORD Certificate of Liability Insurance (ACORD Form 25) or other evidence satisfactory to DCPS, signed by an authorized representative of the insurer(s) providing the coverage. The Certificate of Insurance, or other evidence, shall verify that Workers’ Compensation/Employer’s Liability contains a waiver of subrogation in favor of DCPS, identify this Agreement, and provide that DCPS shall be given no less than thirty (30) days’ written notice prior to cancellation.

2. As evidence of the required Additional Insured status for DCPS on the Commercial General Liability insurance, the VENDOR/CONTRACTOR shall furnish DCPS with:

(a) a fully completed satisfactory Certificate of Insurance, and a copy of the actual additional insured endorsement as issued on the policy, signed by an authorized representative of the insurer(s) verifying inclusion of DCPS and DCPS’s members, officials, officers and employees as Additional Insureds in the Commercial General Liability coverage; or

(b) the original of the policy (ies).

3. Until such time as the insurance is no longer required to be maintained by the VENDOR/CONTRACTOR as set forth in this Agreement, the VENDOR/CONTRACTOR shall provide DCPS with renewal or replacement evidence of the insurance in the manner heretofore described no less than thirty (30) days before the expiration or termination of the insurance for which previous evidence of insurance has been provided.

4. Notwithstanding the prior submission of a Certificate of Insurance, copy of endorsement, or other evidence initially acceptable to DCPS, if requested by DCPS, the VENDOR/CONTRACTOR shall, within thirty (30) days after receipt of a written request from DCPS, provide DCPS with a certified copy or certified copies of the policy or policies providing the coverage required by this Section.

The VENDOR/CONTRACTOR may redact or omit, or cause to be redacted or omitted, those provisions of the policy or policies which are not relevant to the insurance required under this Agreement.

C. Qualification of the VENDOR/CONTRACTOR’s Insurers

1. Insurers providing the insurance required by this Agreement for the VENDOR/CONTRACTORS must either be: (1) authorized by a subsisting certificate of authority
issued by the State of Florida to transact insurance in the State of Florida, or (2) except with respect to coverage for the liability imposed by the Florida Workers’ Compensation Act, an eligible surplus lines insurer under Florida Statutes.

2. In addition, each such insurer shall have and maintain throughout the period for which coverage is required, a Best’s Rating of “A-” or better and a Financial Size Category of “VII” or better according to A. M. Best Company.

3. If, during the period when an insurer is providing the insurance required by this Agreement, an insurer shall fail to comply with the foregoing minimum requirements, as soon as the VENDOR/CONTRACTOR has knowledge of any such failure, the VENDOR/CONTRACTOR shall immediately notify DCPS and immediately replace the insurance provided by the insurer with an insurer meeting these requirements. Until the VENDOR/CONTRACTOR has replaced the unacceptable insurer with an insurer acceptable to DCPS, the VENDOR/CONTRACTOR shall be in default of this Agreement.

D. The VENDOR/CONTRACTOR’s Insurance Primary and Non-Contributory. The insurance provided by the VENDOR/CONTRACTOR pursuant to this Agreement shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by DCPS or DCPS’s member, official, officer or employee.

E. The VENDOR/CONTRACTOR’s Insurance As Additional Remedy. Compliance with the insurance requirements of this Agreement shall not limit the liability of the VENDOR/CONTRACTOR, or its Subcontractors or Sub-subcontractors, employees or agents to DCPS or others. Any remedy provided to DCPS or DCPS’s members, officials, officers or employees by the insurance shall be in addition to and not in lieu of any other remedy available under this Agreement or otherwise.

F. No Waiver by DCPS Approval/Disapproval. Neither approval by DCPS nor failure to disapprove the insurance furnished by the VENDOR/CONTRACTOR shall relieve the VENDOR/CONTRACTOR of the VENDOR/CONTRACTOR’s full responsibility to provide the insurance as required by this Agreement.

NOTICE: Proof of the above required insurances must be provided by the VENDOR/CONTRACTOR prior to award by DCPS. Failure to provide the required proof of insurances may result in recommendation for award to an alternate VENDOR/CONTRACTOR.

24. COMMUNICATIONS: The successful bidder shall forward all communications and invoices to DCPS through:

Facilities Maintenance Department
129 King Street, Room 29
Jacksonville, FL 32204
(904) 858-6362

Note: The successful contractor shall attend status meetings (monthly and/or as directed) and submit via email weekly project status reports (informal).

25. USE OF SITE: The Bidder shall confine operations at the site to areas permitted by law, ordinances, permits and the contract documents and shall “not unreasonably encumber the site with any materials or equipment.
26. **EMERGENCIES:** In any emergency affecting the safety of persons and property, the Bidder shall act immediately to prevent threatened damage, injury or loss. Any such emergency must be reported to DCPS not later than twenty-four (24) hours from the time that the emergency is discovered by the contractor.

27. **CONTRACTOR:** The contractor shall carefully review the contract documents and shall report to DCPS any error, inconsistency or omission discovered. The contractor shall perform no portion of the work at any time without contract documents or written approval from DCPS.

   The contractor shall provide supervision to direct the work using their best skills and attention, and shall be solely responsible for all contracted service means, methods, techniques, sequence, procedures and coordination of all portions of the work under contract.

   The contractor shall be responsible to DCPS for the acts and omissions of his employees, subcontractors and their agents and employees, or other persons performing any of the work under the contract.

   The contractor will be responsible to adhere all District operational requirements

   See Attachment N.

28. **SITE VISIT AND MEASUREMENTS:** All field measurements necessary for correct installation shall be completed within ten (10) working days of the request. The contractor shall be responsible for scheduling and conducting a site visit to take measurements. The site visit time shall be scheduled directly with the school (or work location) and confirmed 24 hours prior to the visit. The contractor shall be responsible for obtaining the exact measurements and furnishing this information, plus a seaming diagram for each job, to DCPS Maintenance Department. No remnant piecing will be acceptable. Visit(s) to obtain measurements shall be included in the bid price.

29. **WORK SCHEDULE AND OPERATING HOURS:** The contractor will schedule and execute all work in a manner which least affects school operations. The contractor shall approve all final working schedule with the principal (principal’s staff cannot substitute for the principal’s approval). No work will be performed during DCPS standardized testing periods. Custodians are typically at schools until 9:00PM (M-F) but special arrangements can be made by contractor for weekend work and after hours.

30. **CORRECTION OF WORK:** The Bidder shall promptly correct all work rejected by DCPS as defective or as failing to conform to the contract documents.

31. **TOXIC SUBSTANCES:** In accordance with Florida Statutes 1013.49, all toxic substances on the Florida Substance List that are used in the repair, construction or maintenance of educational facilities are subject to certain provisions:

   a. The Bidder shall notify the DCPS, Superintendent in writing three (3) working days prior to the intended use of the substance.

   Notification shall contain:

   Name of the substance
   Where substance is to be used
   When substance is to be used
32. **SMOKING AND TOBACCO PRODUCTS:** Smoking and use of tobacco products are prohibited on school property, including all buildings and grounds.

33. **ATTIRE:** Proper attire shall be worn at all times.
   
   a. Shirts shall be worn while on school property at all times. (No tank tops or undershirts will be permitted).
   
   b. Clothing displaying nudity, obscene language, obscene symbols or pro-drug slogans is prohibited.
   
   c. Proper shoes to insure the individual's safety shall be worn at all times.

34. **FRATERNIZATION:** Contractor personnel shall not fraternize with school staff or students.

35. **FAMILIARITY WITH LAWS:** The Bidder is required to be familiar with all Federal, State and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him/her from responsibility for compliance with their requirements.

36. **JESSICA LUNSFORD ACT (when applicable):** At their own expense, firms shall comply and be responsible for the costs associated with the Jessica Lunsford Act, which became effective on September 1, 2005. The Act states that contractual personnel who are permitted access to school grounds when students are present or who have direct contact with students must meet Level 2 requirements as described in Section 1012.32, F.S. Contractual personnel shall include any vendor, individual or entity under contract with the District. (Additional information is available at http://www.fldoe.org/teaching/professional-practices/background-screening-requirements.shtml) By submittal of a bid or proposal, each firm acknowledges and accepts this responsibility including all associated costs. **Contractor shall submit a list of employee names and badge expiration dates monthly as part of the invoice package.**

37. **FEDERAL FUNDS:** The bidder certifies by submission of their bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. When requested, the bidder/contractor will execute and deliver to the District the appropriate federal debarment certification form within three (3) business days.

38. **ASSIGNMENT OF CONTRACT AND/OR PAYMENT:** This contract or agreement is personal to the parties herein and may not be assigned, in whole or in part, by the contractor without prior written consent of DCPS. Subflooring repairs may be subcontracted, but MUST have prior written DCPS approval and subject to DCPS permitting requirement through DCPS Code Enforcement.

   The contractor shall not assign payments under this contract or agreement without the prior written consent of DCPS.

39. **METHOD OF PAYMENT:** Payments to vendors may be made via credit card, ACH or check. If ACH or credit card payment is acceptable, initial the designated space(s) on the Bidder Acknowledgement under Form of Payment accepted. By doing so you are authorizing this form of payment on all future invoices whether or not they are related to this solicitation.

40. **PAYMENT TERMS:** Payments will be made in accordance with Florida Statutes 218.174, also known as the Local Government Prompt Payment Act.
41. **AVAILABILITY OF FUNDS:** The obligations of Duval County Public Schools under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.

42. **MOST FAVORED CUSTOMER STATUS:** The awarded vendor shall afford Duval County Public Schools most favored customer status for all items herein. Accordingly, if during the term of this contract, the contractor offers more favorable promotional or contract pricing to another entity for the same specification with similar quantities and conditions, the price under this contract shall be immediately reduced to the lower price. Additionally, if a current State of Florida contract contains more favorable pricing for the same specification with similar quantities and conditions, the contractor will be afforded an opportunity to adjust its contract price to match that of the State of Florida contract. Should the contractor decline, DCPS reserves the right to purchase the item(s) from the State of Florida contract.

43. **AUDIT / RECORDS RETENTION:** DCPS shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Contract (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Contractor, including, but not limited to those kept by Contractor, its employees, agents, assigns, successors and subcontractors. Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof.

The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to DCPS, through its employees, agents, representatives, contractors or other designees, during normal business hours at Contractor's office or place of business in Jacksonville, Florida. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Jacksonville, Florida, which is convenient for DCPS. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which DCPS may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

44. **DISQUALIFICATION OF BIDDER:** More than one bid/proposal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that a bidder is involved in more than one bid/proposal for the same work will be cause for rejection of all bids/proposals in which such bidders are believed to be involved. Any or all bids/proposals will be rejected if there is reason to believe that collusion exists between bidders. Bids/proposals in which the prices obviously are unbalanced will be subject to rejection.

45. **PUBLIC ENTITY CRIMES AFFIDAVIT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

46. **UNILATERAL CANCELLATION OF CONTRACTS:** Any agreement resulting from this Invitation to Bid may be unilaterally canceled by Duval County Public Schools for refusal of contractor to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes and made or received in conjunction with the agreement.
47. **CANCELLATION**: The Director of Purchasing, by written notice, may cancel, in whole or in part, any Contract/Purchase Order(s) resulting from this Invitation when such action is in the best interest of Duval County Public Schools. If Contract/Purchase Order(s) is so canceled, Duval County Public Schools shall be liable only for payment for services rendered prior to the effective date of cancellation. Services rendered will be interpreted to include costs of items already delivered plus reasonable costs of supply actions short of delivery.

48. **FORCE MAJEURE**: Whenever a vendor’s place of business, mode of delivery or source of supply has been disrupted by acts of government, God, civic commotion, or war, it shall be the responsibility of the vendor to promptly advise the Director of Purchasing Services, in writing, as to the extent of this disruption and its probable effect upon this contract. If, in the opinion of DCPS, the disruption presented is commensurate with the conditions established herein, DCPS may elect to modify delivery/service timelines, renegotiate the contract in whole or in part, or cancel any open orders in accordance with Special Condition 47. The vendor will be given written notification of all decisions made. While the decision of DCPS shall be final, the goal will be a solution that is mutually beneficial.

49. **PURCHASES BY OTHER PUBLIC ENTITIES**: Purchases by other political subdivisions or public entities under any contract resulting from this solicitation are permissible upon the consent and agreement of the awarded vendor(s).

50. **TRANSITION ASSISTANCE**: In the event the resulting agreement is terminated, not renewed or naturally expires, the Contracted Firm agrees that the District may provide written notice to the Contracted Firm retaining the Contracted Firm for a month-to-month basis on the same terms and conditions set forth in the agreement. Such month-to-month services shall continue until the District has established a replacement Floor Covering and Carpet Installation Agreement. In any event, these services will not be required to continue for a period of time exceeding six (6) months.

51. **PUBLIC RECORD**: Pursuant to Florida Statutes Chapter 119, paragraph (m), bids received as a result of this ITB will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first.

Thereafter, all bid documents or other materials submitted by all bidders in response to this ITB will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a bidder asserts any portion of its bid is exempt or confidential from disclosure under Florida’s public records, the burden shall be on the bidder to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida’s public records laws and also timely provide a certified copy of such protective order to the District prior to the District’s release of such information into the public domain.

52. **OPENING OF QUOTES**: The Florida Public Records Act § 119.071 (1) (b), Florida Statues., exempts sealed quotes from inspection and copying until such time as the District provides notice of an intended decision pursuant to §120.57(3)(a), Fla. Stat., or until 30 days after opening of quotes, whichever is earlier. This exemption is not waived by the public opening of quotes.

53. **SCHOOL INFORMATION**: The name and address of each school that may require flooring services is provided in Attachment A.
ATTACHMENTS

- Attachment A – School Information
- Attachment B – General Detail for Flooring Installations on Non-Slab Floors
- Attachment C – Shaw Carpet Specification
- Attachment D – Mohawk Carpet Specification
- Attachment E – Shaw Carpet Tile Specification
- Attachment F - Cubic Interface Carpet Tiles Specification
- Attachment G - Daltile Porcelain Tile Specification
- Attachment H – Armstrong VCT Specifications
- Attachment I- Azrock Standard Series VCT
- Attachment J- Tarkett VET Specification
- Attachment K- Schonox Self Leveling Specification
- Attachment L - Warranty Information Sheet
- Attachment M – Off-Grade Wood-Subfloor Inspection Forms
- Attachment N- Code Enforcement Quick Reference
SPECIFICATIONS

1. GENERAL CONDITIONS

1.1 Workmanship shall be of the first class professional quality in the opinion of the DCPS contract manager. The DCPS contract manager or representative will have the final decision as to the workmanship on all flooring projects including but not limited to the following combinations of flooring type and existing flooring substrate:

- All carpet installations on concrete slab or non-concrete slab;
- All carpet tile installations on concrete slab or non-concrete slab;
- All VCT (Vinyl Composite Tile) on concrete slab or non-concrete slab;
- All VET (Vinyl Enhanced Tile) on concrete slab or non-concrete slab;
- All Ceramic/Porcelain tile installations on concrete slab;
- All vinyl base installations;
- All non-slab sub-floor/underlayment repair or preparation (See ATTACHMENT B)
- All waterproofing, mastic, trowel applied and/or spray glue applications;
- All hardware installation such as transitions and/or door modifications;

1.2 The following items shall be included in the bid price of all flooring:

1.2.1 Removal and disposal of old flooring and associated material off site. Contractor waste (including old carpet) shall not be disposed of in school dumpsters.
1.2.2 All cleaning of VCT/VET installation areas. Wax is NOT included in the base bid price, but will be completed by others or priced per line.
1.2.3 DCPS reserves the option to keep all unused carpeting over 50 square foot in dimension.
1.2.4 Existing vinyl cove base will be replaced on all flooring jobs unless otherwise requested by the DCPS contract manager. No existing non-vinyl cove molding (typically wood) will be removed without prior approval of DCPS contract manager.
1.2.5 All doorstops/stanchion removed by contractor shall be reinstalled by contractor. If there is a question as to the responsibility of the doorstops for any area, the contractor needs written release (via email) from DCPS contract manager to waive the doorstop responsibility prior to the beginning of the job.
1.2.6 All drywall repair and touch-up painting is the responsibility of the contractor prior to job completion. If there is a question as to the responsibility of drywall repair and touch-up paint for any area, the contractor needs written release (via email) from DCPS contract manager to waive this responsibility prior to the beginning of the job.
1.2.7 Regardless of the size of the project or job, a final inspection of each project or job, prior to invoicing by the contractor will be completed by a manager or designated representative. Upon receipt of the invoice a DCPS inspector will verify the invoice. All punch list items will be completed prior to payment.
1.2.8 Some administrative areas have significant quantities of modular furniture/cubical configurations. In these areas the District will use carpet tile installation. The contractor shall include the added labor associated with this type of installation in the bid price for carpet tile.

1.3 The following items are NOT included in the base bid price, but will be priced per the Bid Proposal Form or negotiated as needed.

1.3.1 Subfloor repairs shall NOT be included in the price of flooring. These repairs shall be separately based on labor hours and material mark up from lines 18 and 19 of the Bid Proposal Form. Please see SP 1.3.
1.3.2 Removal and replacement of all movable equipment and furniture.
1.4 Subfloor Repairs

Subfloor repairs will not be included in base bid price. Each will be quoted separately based on labor hours and material mark up from lines 18 and 19 of the Bid Proposal Form. **Material markup is not to exceed 15%**. Labor hours are per laborer and are to include all associated labor costs, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation and other facilities and services necessary for the proper execution and completion of the work. Estimates will be provided to the Contract Manager for approval. Materials receipts shall be submitted with the Contractor’s Invoice. For all subfloor repairs the Contractor must follow Florida Building Code and all requirements of DCPS Code Enforcement Office per Attachment N. **Acceptable materials are outlined in SP 2.20**

All subfloor inspections and associated forms shall be completed and submitted (See Attachment M) NOTE: Any installation performed without a subfloor inspection form will be subject to destructive inspection and repair at the contractor’s expense BEFORE payment is made.

2. ACCEPTABLE FLOORING PRODUCTS AND RELATED FLOORING COMPONENTS

2.10 Carpet – The following parameters were used to determine the two (2) acceptable carpet products acceptable to bid as a part of this flooring ITB. Any substitutes must be approved prior to bid deadline (via letter or email from Contract Manager) and included in submission, general criteria as follows:

- Performance History in DCPS Facilities (Subjectively Rated by Flooring Contract Manager);
- Acceptable carpet must have a minimum of **80% solution dyed** verified by manufacture specification;
- Acceptable carpet must have a minimum **finished pile thickness of 0.105”** verified by manufacture specification;
- Acceptable carpet must be of a minimum of **7.5 stitches per inch** verified by manufacture specification;
- Acceptable carpet must be of a minimum **weight density of 200,000 weight density units** (calculated by multiplying the face-weight/tufted-weight/pile-weight by average density) verified by manufacture specification;
- Acceptable carpet must be of a minimum **(face-weight/tufted-weight/pile-weight) of 28 oz/sq-yard** verified by manufacture specification;
- Acceptable carpet must be available in a **12’ broadloom**;
- Additionally, any carpet product used to bid this RFP must be bid with backing specified. Three (3) acceptable carpet products with backing are as follows:

  1. Shaw, Field Trip (Style #60665) with EcoWorx Performance Broadloom (EPBL) Backing (See ATTACHMENT C) for Specifications of this product.
  2. Mohawk, BC399 New Basics III 26 with UniBond Plus Ongard Bloc backing. (See ATTACHMENT D) for Specifications of this product

2.11 Carpet Tile- The following two (2) products are approved for use. Any substitutes must be approved prior to bid deadline (via letter or email from Contract Manager) and included in submission:

  1. Shaw Diffuse 24 x 24 Style Number 59575 (See ATTACHMENT E)
  2. Cubic Interface Honor Roll Collection (See ATTACHMENT F)
2.12 **Area Rugs**
The purchase, and delivery, of “area rugs” shall also be a part of this bid.
- Area rugs shall meet the same material specifications as outlined in section 2.10 above.
- Standard area rug size shall be 6’ x 10’.
- Edges of area rugs shall be bound so as to prevent edge ravel.
- Cut & bound from standard carpet stock detailed in section 2.10

2.13 **VCT (Vinyl Composition Tile)** - The two (2) acceptable VCT products **(NO SUBSTITUTES)** are as follows for each width:

1. Armstrong Standard Excelon Imperial Texture *(See ATTACHMENT H)*
2. AZROCK Standard Series *(See ATTACHMENT I)*

2.14 **VET (Vinyl Enhanced Tile)** – For bid purposes, VET defined as tile that contains a minimum of 25% vinyl binding material.

1. AZROCK by Tarkett - Azterra, AT Series AT103 – AT113 or DCPS approved equivalent *(See ATTACHMENT J)* for Specifications of this product

2.15 **Vinyl Base (6’)** - The three (3) acceptable cove base products **(NO SUBSTITUTES)**:

1. Burke Mercer, 1/8 Gauge
2. Johnsonite, 1/8 Gauge
3. Armstrong, 1/8 Gauge

**Vinyl Base (4’)** - The three (3) acceptable cove base products **(NO SUBSTITUTES)**:

1. Burke Mercer, 1/8 Gauge
2. Johnsonite, 1/8 Gauge
3. Armstrong, 1/8 Gauge

**Vinyl Base (4 1/2’)** - The three (3) acceptable cove base products **(NO SUBSTITUTES)**:

1. Burke Mercer, 1/8 Gauge
2. Johnsonite, 1/8 Gauge
3. Armstrong, 1/8 Gauge

2.16 **Mastic Adhesive (Troweled On)**
The successful respondent to this RFP shall use a mastic that has a minimum of 90%RH MAPEI PLANPATCH AND MAPEI PLANPREP SC are the preferred products

2.17 **Mastic Adhesive (Sprayed On Not Acceptable)**

2.18 **Moisture Mitigation System** – Negotiated as a task order as needed *(See Section 8 below)*

2.19 **Wax (On VCT or VET installations unless otherwise directed)** – Negotiated as a task order as needed. *(See Section 9 Below)*

2.20 **Acceptable Carpentry Material for Floors Installed on Non-Slab Floors**
- Installation of these components shall be performed as indicated in
**ATTACHMENT B.** Note: this non-slab floor detail is not applicable to all flooring jobs on non-slab floors but may be revised upon agreement by both the contractor and DCPS contract manager.

- Vapor Barrier shall be a 30lb felt paper (shall be overlapped upon installation).
- Treated 8’ x 4’ x ¾” BC Pine Plywood
- Non-Treated 8’ x 4’ x ¾” BC Pine Tongue & Groove Plywood
- The treated plywood described above in this section shall be screwed with 2” galvanized screws @ 6” around perimeter and @ 9” center on joists.
- The non-treated tongue & groove plywood described above in this section shall be screwed with 2” coated screws every 6” around perimeter and with a 9” grid pattern on center across each sheet (**NOTE: Contractor must use chalk-line grid pattern before screwing on EACH sheet**). Upgraded commercial threshold may be required on non-slab floors to address areas of flooring not on new floor level. When required, the contractor shall use: **Pemko Model # 2716**.
- Unforeseen damages will be negotiated as they arise.

3. **CARPET INSTALLATION**

3.1 Contractor shall install carpet by direct glue-down in accordance with commercially accepted practices. No cushion or pad is to be used under the carpet. Contractor shall:

- Properly prepare the floor for carpet installation.
- Insure that the surface is completely dry prior to installation.
- NOT stretch the carpet.
- Insure that the floor is free from any substances that may cause a non-adherence problem of the adhesive.
- Fill all expansion joints, cracks, and indents.
- Level bumps and ridges to a flat surface.
- Sweep and vacuum floors before applying adhesive.
- Apply hardener and sealer on porous concrete surfaces as required.
- Insure that proper floor temperature will be maintained prior to, during, and after installation, as recommended by manufacturer.
- Use adhesive meeting carpet manufacturer’s specifications.
- Use vinyl transition strips.
- Insure carpet edge taper/transition strip complies with ADA and NSI requirements for wheel chair traffic.
- Contractor will remove and dispose of existing carpet
- **NOTE: The contractor shall notify DCPS upon discovery of conditions that negatively impact installation prior to installation.**

4. **CARPET TILE INSTALLATION**

Installation of carpet tile is a specialty service/product for the district. It is to be used when requested by DCPS, otherwise it is only used in administrative areas with cubical office configurations and other heavy hard to move equipment and furniture or has other restrictive issues. Installation of this product should be in accordance with manufacturer’s recommendations. Color pattern selection shall be made from a pre-approved limited selection. If color pattern is not confirmed in this manner, the contractor may be responsible to replace carpet tile at contractor’s expense. **NOTE: The contractor shall include the added labor associated with this type of installation in the bid price for carpet tile.**

5. **RESILIENT FLOORING INSTALLATION**

5.1 Contractor shall furnish and install resilient flooring (VCT or VET and Vinyl Base) in accordance with commercially accepted practices. To ensure consistent quality of materials on each project, contractor shall use a single product manufacturer for each
5.2 Contractor shall:

- At least 48 hours prior to beginning work, move resilient flooring materials to areas of installation and maintain a minimum of 70°F until 48 hours after completing installation.
- Inspect substrates and conditions of installation to verify that work may properly commence.
- Perform manufacturer’s recommended moisture tests before beginning installation to verify concrete surfaces have cured sufficiently to allow adhesive bonding to resilient flooring.
- Fill minor depressions, cracks and other irregularities in the substrate with approved patching compound. Latex leveling and patching compounds that are acceptable to manufacturer of resilient flooring product can be used; others may be substituted upon approval by DCPS contract manager. **Note: DCPS may request an upgrade in floor leveling compound for larger jobs and will negotiate pricing accordingly. Products to be used is Schonox AP Synthetic Gypsum Based Self Leveling Compound or Schonox APF Synthetic Gypsum Based Fiber Reinforced Self Leveling Compound. (See ATTACHMENT K)**
- Remove paint, curing compounds, and other materials that could interfere with adhesion of resilient products.
- Apply primer to concrete substrates prior to application of adhesives, following manufacturer’s printed instructions.
- Cut and fit tightly to fixtures, pipes, and other obstructions, as well as to walls and partitions.
- Tightly adhere resilient flooring to substrate with no open joints or cracks, and without raised or blistered areas.
  - Troweled-On Adhesive – Spread adhesive evenly with notched trowel in accordance with manufacturer’s instructions, so that final installation will be without telegraphed markings from adhesive to substrate
  - Spray-On Adhesive – Not used in DCPS applications.
- Establish the center of each space and lay tile from center point, so tiles at each edge will not be less than ½ tile and equal in width.
- In each space, use tiles from same production run, and lay tiles in same sequence as removed from cartons. Discard broken, chipped, or otherwise damaged tiles.
- Lay tile square to room axis.
- Lay tile to achieve monolithic appearance, with checkerboard pattern.
- Install tile only after adhesive has developed sufficient tack, firmly butting tiles to achieve hairline joints.
- Roll each area of installation at regular intervals, to assure firm bonding of tiles to substrate.
- Contractor will remove and dispose of up to two (2) layers of non-asbestos containing floor tile and up to two (2) layers of deteriorating sub-floor material.

**NOTE:** Generally, tiled areas shall have a darker complementary color tile bordering the field color. This should be 12” or one tile wide unless otherwise directed by the contract manager.

6. **VINYL BASE INSTALLATION**

6.1 Contractor shall furnish and install vinyl base in accordance with commercially accepted practices. To ensure consistent quality of materials on each project, contractor shall use a
single product manufacturer for each type of product used.

6.2 Contractor shall include but not be limited to the following installation requirements in addition to manufacturer’s recommendations:

- Apply base securely in locations indicated, using maximum lengths available to minimize joints.
- Adhere to substrate with full spread of adhesive, assuring continuous contact with vertical and horizontal surfaces.
- Provide preformed corner units at 90° intersections.
- Apply resilient base to columns and other fixed, freestanding elements in spaces where resilient base is scheduled.
- At irregular surfaces, where top edge of resilient base does not make continuous contact, fill voids with manufacturer’s recommended adhesive compound.
- At all corners the inside shall be appropriately scored to allow a better turn in the base at corners.

7. PORCELAIN TILE

Contractor shall furnish and install 12” x 12” textured/slip resistant porcelain grade tile with minimized dark epoxy grout. Acceptable product listed below, or equal substitute can be submitted by Contractor and approved by Contract Manager.

1. Daltile Porcealto Series

8. MOISTURE MITIGATION: If requested, Contractor shall furnish and install waterproofing in accordance with commercially accepted practices and adhere to manufacturer’s recommended applications. Moisture mitigation shall be negotiated in accordance with Section 9. Below.

9. FLOOR WAXING: At times, DCPS may request the Contractor apply wax to VCT or VET. The Contract Manager will determine the number of coats needed based on Contractor’s bid price and manufacturer’s recommendations. The Contractor shall furnish and apply wax coats in accordance with commercially accepted practices and adhere to manufacturer’s recommended applications. Contractor shall make every effort to reduce the amount of water used to clean and strip floor prior to waxing and shall take full responsibility for any water damage caused to adjacent areas from this effort. The average recommendation for number of coats for VCT is five (5) and for VET is three (3) coats.

10. ASBESTOS AND OTHER HAZARDOUS MATERIAL

Contractor shall under no circumstances install materials containing asbestos and/or other EPA regulated hazardous materials. The contractor will be provided with a current asbestos survey of all district facilities and will need to coordinate the abatement of these materials when impacted with the Director of Environmental Services and the annual asbestos contractor. The contractor will act as project manager for these projects.

11. CARPENTRY IN SUPPORT OF FLOORING ON NON-SLAB FLOORING

Contractor shall follow detail shown in ATTACHMENT B and described in the body of this ITB when installing flooring on non-slab flooring. The full detail may not always apply, but will be followed from the point of the detail determined applicable by the DCPS contract manager prior to the quotation.
12. FLOORING SYSTEMS NOT PREVIOUSLY OUTLINED IN THIS ITB

The Contractor may be requested to furnish and install flooring systems not previously outlined in this ITB. If the Contractor is requested to provide flooring systems under direction of the Contract Manager, DCPS shall be invoiced according to the Contractor’s actual prices paid for the materials used plus a percentage markup amount quoted on Line 20 of the Bid Proposal Form (not to exceed 15%). Copies of the Contractor’s material receipts shall be included in with the Contractor’s invoice for payment. All materials purchased by the Contractor for reimbursement shall be purchased at fair market value. Markup will not apply to sales tax.
**BID PROPOSAL FORM**

Name of Bidder ____________________________

**For purposes of evaluation, this form will be interpreted as follows:**

**Unit price:** Unit price should be numeric. Unit prices left blank will be deemed “no bid”, and a unit price of $0 will be deemed “included at no charge”.

**Item Bid:** Item bid should be the manufacturer & model # or name of product you will supply if awarded. If left blank or “as specified” is entered the item will be considered to have insufficient information to evaluate.

Failure to respond as requested may result in rejection of item(s) as non-responsive.

*Award All or None Items 1 thru 20*

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Qty. Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>2,000</td>
<td>Acceptable Carpet and Installation as described in SP 2.1 and SP 3.1.</td>
<td>$________</td>
<td>$________ Sq. Yard</td>
</tr>
<tr>
<td>2.</td>
<td>1,000</td>
<td>Acceptable Carpet Tile and Installation as described in SP 2.11 and SP 4.</td>
<td>$________</td>
<td>$________ Sq. Yard</td>
</tr>
<tr>
<td>3.</td>
<td>500</td>
<td>Provide Area Rugs as described in SP 2.12.</td>
<td>$________</td>
<td>$________ Each</td>
</tr>
<tr>
<td>4.</td>
<td>75,000</td>
<td>VCT (Vinyl Composition Tile) &amp; installation including Troweled-On Mastic Adhesive is requested as described in SP 2.13 and SP 5.2</td>
<td>$________</td>
<td>$________ Sq. Foot</td>
</tr>
<tr>
<td>Item</td>
<td>Est. Qty. Unit</td>
<td>Description</td>
<td>Unit Price</td>
<td>Total Price</td>
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<td>5.</td>
<td>100,000 Sq. Feet</td>
<td>VET (Vinyl Enhanced Tile) installation including Troweled-On Mastic as described in SP 2.13 and SP 5.2.</td>
<td>$__________ Sq. Foot</td>
<td>$____________</td>
</tr>
<tr>
<td>6.</td>
<td>500 Linear Feet</td>
<td>Removal installation of 6” Vinyl Base as described in SP 2.15 and 6.</td>
<td>$__________ Linear Foot</td>
<td>$____________</td>
</tr>
<tr>
<td>7.</td>
<td>10,000 Linear Feet</td>
<td>Removal installation of 4” Vinyl Base as described in SP 2.15 and SP 6.</td>
<td>$__________ Linear Foot</td>
<td>$____________</td>
</tr>
<tr>
<td>8.</td>
<td>10,000 Linear Feet</td>
<td>Removal installation of 4 1/2” Vinyl Base as described in SP 2.15 and SP 6.</td>
<td>$__________ Linear Foot</td>
<td>$____________</td>
</tr>
<tr>
<td>9.</td>
<td>10,000 Sq Feet</td>
<td>Waxing of VCT/VET per coat per square foot as described in SP 9.</td>
<td>$__________ Sq. Foot</td>
<td>$____________</td>
</tr>
<tr>
<td>Item</td>
<td>Est. Qty. Unit</td>
<td>Description</td>
<td>Unit Price</td>
<td>Total Price</td>
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<td>10.</td>
<td>2,500 Sq. Feet</td>
<td>Installation of 30lb felt paper vapor barrier</td>
<td>$__________</td>
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<td>Sq Foot</td>
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<td>11.</td>
<td>10,000 Sq. Feet</td>
<td>Remove and dispose of up to two (2) layers of deteriorating sub-floor material (non-asbestos).</td>
<td>$__________</td>
<td>$__________</td>
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<td>Sq. Foot</td>
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<tr>
<td>12.</td>
<td>200,000 Sq. Feet</td>
<td>Remove and dispose of up to two (2) layers of non-asbestos floor tile</td>
<td>$__________</td>
<td>$__________</td>
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<td>Sq. Foot</td>
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<tr>
<td>13.</td>
<td>100,000 Sq. Feet</td>
<td>Remove and dispose of one (1) layer of carpet</td>
<td>$__________</td>
<td>$__________</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Sq Foot</td>
<td></td>
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<tr>
<td>14.</td>
<td>250 Each</td>
<td>Furnish and install up-graded commercial thresholds as described in the body of this BID</td>
<td>$__________</td>
<td>$__________</td>
</tr>
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<td></td>
<td></td>
<td>Pemko # #2716 or acceptable substitute.</td>
<td>Each</td>
<td></td>
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<td>15.</td>
<td>250 Each</td>
<td>Cutting and trimming wood doors as needed when flooring level changes</td>
<td>$__________</td>
<td>$__________</td>
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<td>16.</td>
<td>250</td>
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<td>Cutting and trimming wood doors as needed when flooring level changes</td>
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<td>17.</td>
<td>2500</td>
<td>Sq. Feet</td>
<td>Demolition, standard floor prep and installation of 12” x 12” Porcelain Floor Tile with dark epoxy grout as described in SP 7.</td>
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<td>18.</td>
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<td>Sq ft</td>
<td>All Subfloor Carpentry Labor as described SP 2.20 and SP 11. PER SQ FT</td>
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<td>$10,000</td>
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<td>Markup on all subfloor carpentry materials as described SP 2.20 and SP 11. Pricing as a markup percentage ONLY (Not to exceed 15%) Materials will be reimbursed per SP 1.3</td>
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<td>Markup on all other flooring materials as described SP 12. Pricing as a markup percentage ONLY (Not to exceed 15%) Materials will be reimbursed per SP 1.3</td>
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<td><strong>TOTAL LINES 1-20</strong></td>
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## ATTACHMENT A
### COMPREHENSIVE SCHOOL LISTING

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<td>GROUNDS MAINTENANCE</td>
<td>2797 HEYWOOD DOWLING DR</td>
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ATTACHMENT B

General Detail for New Flooring Installations on Non-Slab Floors

Notes/Key

1. Existing Joist System
2. New Treated 3/8" Plywood or Existing Original Floor System
3. New 30-LB Felt Paper
4. New 5/8" Tongue & Groove Plywood
5. New Resilient Floor Covering VCT or VET

[Diagram showing floor layouts and materials]
field trip

product type: broadloom
style number: 90645
construction: pattern loop
backing: 100% solution dyed nylon
primary backing: synthetic
secondary backing: eco warranted performance broadloom
protective treatments: sspe shaw soil protection
warranty: lifetime commercial limited

<table>
<thead>
<tr>
<th>u.s.</th>
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<tr>
<td>12.00 feet</td>
<td>3.66 m</td>
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<tr>
<td>1/8 inch</td>
<td>3.15 mm</td>
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<tr>
<td>7.5 per inch</td>
<td>25.5 mm</td>
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<tr>
<td>0.197 inches</td>
<td>2.72 mm</td>
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<tr>
<td>1021 per sq yd</td>
<td>3450 g/m²</td>
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<tr>
<td>13.03 kilotex</td>
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<tr>
<td>0.393 inches</td>
<td>7.52 mm</td>
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<tr>
<td>28.9 oz/yd²</td>
<td>545.4 gsm</td>
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<tr>
<td>1/2&quot; x 3/16&quot;</td>
<td>12.70 mm x 0.48 mm</td>
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Recommended installation method
Direct glue

Performance + testing

Antimicrobial resistance: pass (AATCC 142) (When installed using Shaw 9000 adhesive)

Pill test: pass
Radiant panel: class I
NF smoke: less than 450
Electrostatic propensity: less than 3.5 kV
CRI greenlabel plus: USA (GLP-99683)
ADA compliance: This product meets the guidelines as set forth in the Americans with Disabilities Act for minimum static coefficient of friction of 0.6 for accessible routes.
### Shaw Contract

**Product Transparency**

Shaw Contract is dedicated to providing clients with a building chemistry that’s safe and dependable. Working together, we will help you meet your goals as they pertain to material health. EcoWise products with Eco Solution Q™ are Cradle to Cradle Certified™ Silver and assessed for impacts on human health and the environment. This product can be recycled. When it’s time to replace, we can collect and recycle it through our Environmental Guarantee.*

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<td>Health Product Declaration (HPD)</td>
<td>Per meals: 1.60 &amp; 10.00 ppm disclosure</td>
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<tr>
<td>Environmental Product Declaration (EPD)</td>
<td>3rd party certified in accordance with ISO14044, ISO14025, EN15804</td>
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<tr>
<td>NSF/140</td>
<td>Gold</td>
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<tr>
<td>CRI Green Label Plus (GLP):</td>
<td>USA (CL5968)</td>
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<tr>
<td>Good Environmental Choice Australia (GECA):</td>
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<tr>
<td>CE marking (EN 14041):</td>
<td>3rd party certified</td>
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<tr>
<td>Environmental guarantee*:</td>
<td>Free pickup &amp; delivery available North America</td>
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<tr>
<td>Total Recycled Content:</td>
<td>10% post industrial, 10% post consumer</td>
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<tr>
<td>Product Packaging:</td>
<td>100% recyclable</td>
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<td>Country of Origin:</td>
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**Green Lead Contribution Credit**

- MR Credit: Building Product Disclosure and Optimization Environmental Product Declarations
  - Option 1: Environmental Product Declaration (EPD)
  - 3rd party certified in accordance with ISO14044, ISO14025, EN15804
- MR Credit: Building Product Disclosure and Optimization Material Ingredients - Option 1:
  - Material Ingredient Reporting
  - C2C silver level (version 3.1)
- MR Credit: Building Product Disclosure and Optimization Material Ingredients - Option 2:
  - C2C silver level (version 3.1)
- MR Credit: Building Product Disclosure and Optimization Sourcing of Raw Materials - Option 1:
  - Raw Material Source and Extraction Reporting
- MR Credit: Building Product Disclosure and Optimization Sourcing of Raw Materials - Option 2:
  - Leadership Extraction Practices
- R2 Credit: Low Emitting Materials Option 1: Product Category Calculations
  - Environmental guarantee, free pickup & delivery available North America
  - Green label plus certification: OLP5968

**Additional Information**

* To learn more about the reusability of our products and our Environmental Guarantee, please visit shawcontract.com.

**Meets or exceeds all local and national regulations in country of manufacture. (Manufactured in an ISO 9001 & ISO 14001 certified facility or equivalent).
## ATTACHMENT D

**Mohawk Group**

### BC399 New Basics III 26

#### Mohawk Group

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<td>Product Type:</td>
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<td>Construction:</td>
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<tr>
<td>Minimum Sp. Yds.:</td>
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<tr>
<td>Surface Texture:</td>
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<tr>
<td>Gauge:</td>
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<tr>
<td>Weight Density:</td>
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<td>Stitches Per In.:</td>
<td>6.5 (248) per 10 cm</td>
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<td>Pile Height:</td>
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<td>Soil Release Technology:</td>
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<td>Foot Traffic Recommendation (MPPR):</td>
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<td>Smoke Density:</td>
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**Mohawk Group**

### BC399 New Basics III 26

#### Mohawk Group

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<td>Mocha Tiramis Quantity Available</td>
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<td>955</td>
<td>Slate Grey Quantity Available</td>
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Unibond® Plus OnGuard
HIGH PERFORMANCE BACKING SYSTEM MOISTURE SOLUTION

OnGuard is a revolutionary moisture barrier that enhances Mohawk's Unibond Plus backing system with an integrated layer that prevents moisture from getting beneath the carpet backing. This advanced moisture barrier passes both the British Spill Test and the 10,000 Impact test. Unibond Plus OnGuard is the ideal solution for areas requiring high performance flooring prone to frequent spills and areas with existing high moisture subfloor concerns. When installed using Mohawk Group’s NuBroadlock® VRT broadloom adhesive and NuBroadlock Moisture Proof Latex Seam Sealer, Unibond Plus OnGuard forms a fortified barrier to safeguard from spills, while allowing moisture vapor to safely pass through the system.

PERFORMANCE

- Moisture barrier backing lowers maintenance costs by keeping spills near the surface
- Less dry time for quicker occupancy after cleaning
- High performance moisture barrier backing designed for demanding commercial environments
- OnGuard system has a soft tex integrated bottom layer to provide comfort underfoot along with preventing scratching on walls during installation
- Lightweight for lower transportation costs and ease of handling
- High tuft bond properties
- Minimizes edge wear and popping
- Limited Lifetime Warranty protects against tuft bind, edge ravel, whipping and deterioration
- Passes British Spill test
- Passes 10,000 Impact testing
- 15-year limited warranty on adhesive with no concrete moisture testing required

INSTALLATION

- For use with direct glue or stretch in installations; stretch in installations do not have moisture barrier at tack strip
- 12'-wide system offers half the seams of some competitive products while maintaining a solvent-free watertight seam
- No setup time needed on the adhesive for stretch in installations and pattern matching, saving time on installation

SUSTAINABILITY

- Certified low V.O.C.s under CRIB Green Label Plus Program
- May contribute to or comply with LEED® v4, Living Building Challenge and the WELL Building Standard
- Declare Label Pest List Free

SERVICE

- 133.5 Y minimum (100 linear ft.)

Mohawk Group

Primary Backing
Thermocol
Reinforced Woven Synthetics
OnGuard Substrate

*15-year limited warranty applies to subfloor with up to 12 pH and are a minimum of 14 days old. Codes ASTM F710, IFIOL, and ICRI installation guidelines apply.
diffuse 24x24

product type: carpet tile

collection: Diffuse = Disperse

style number: 63676

construction: multi-level pattern loop

dye method: solution dyed

primary backing: synthetic

dye method: capo crepe

secondary backing: capo crepe

protective treatments: shaw soil protection

warranty: lifetime commercial limited

u.s. product size: 24.0 x 24.0 inches

metric product size: 61.0 x 61.0 cm

gauge: 1/12 inch

pounds per inch: 47.7 per pound

7561 per oz/yd

2.32 kilograms per square meter

average density: 12.23 kilograms

average thickness: 0.230 inches

6.84 mm

total thickness: 0.230 inches

6.84 mm

tumbled weight: 18.0 oz/yd²

647.6 grams per square meter

pattern repeat: none

recommended installation method: true

coordinating products:
carpet tile: Biros tile, color play tile, binelle tile, capri tile, disperse tile.

Intrigue tile, disperse 36x36, chroma tile, spectrum tile, lamp tile, disperse 8x36, diffuse 8x36

performance + testing:
antimicrobial assessment: passes (AATCC-174) (When installed using 5% axon 635-03 additive)

pilf test: pass

radiant panel: class I

nbs smoke: less than 460

electrostatic propensity: less than 0.6 kV

cma greenmax plus: USA (ULFM9282) | CMA (ULC 1256)

ADA compliance: This product meets the guidelines as set forth in the Americans with Disabilities Act for minimum static coefficient of friction of 0.6 for accessible routes.
ATTACHMENT E-
CONTINUED

product transparency

Shaw Contract is dedicated to providing clients with a building chemistry that's safe and dependable. Working together, we will help you meet your goals as they pertain to material health. Our products with line Solution Z nylon are Cradle to Cradle Certified (TM) Silver and assessed for impacts on human health and the environment. This product can be recycled. When it's time to replace, we can collect and recycle it through our Environmental Guarantee.*

attributes + certifications

- Cradle to Cradle Certified®
- Health Product Declaration (HPD)
- Environmental Product Declaration (EPD)
- Living Building Challenge (LBC):
  - Declaration:
    - nrf 140
    - CRI Green Label Plus (GLP):
      - USA (GL-P9869) | China (GL-P1243)
    - Building Research Establishment (BRE):
      - certified
    - Good Environmental Choice Australia (GECA):
      - certified
    - Singapore Green Label:
      - 500-063
    - environmental guarantee:
      - third party certified
    - total recycled content:
      - 45% (post industrial) 45% (post consumer)
    - product packaging:
      - 100% recyclable
    - country of origin:
      - USA & China

green label contribution credit

- 3rd party certified in accordance with ISO14024, ISO14025 & EN15804
- C2C silver level (version 3.1)
- annual GRI sustainability report
- environmental guarantee: free pickup & delivery available north america
- green label plus certification: GL-P9868
- eercorytile with installation system

additional information

* To learn more about the recyclability of our products and our Environmental Guarantee, please visit showcontract.com.

**Meets or exceeds all local and national regulations in country of manufacture.
ATTACHMENT F

Cubic

Interface®

Product Specifications
- Product Number: 135000200
- Product Construction: Tufted Textured Loop
- Yarn System: 100% Recycled Content Type 6 Nylon
- Yarn Manufacturer: Aquafil
- Dye Method: 100% Solution Dyed
- Dye Lots: Mergeble
- Soil/Stain Protection: Protect®
- Preservative Protection: Interscept®
- Tufted Yarn Weight: 14 oz/yd², 610 g/m²
- Machine Gauge: 1/12 in, 3.17 mm
- Pile Height: 0.14 in, 3.7 mm
- Pile Thickness: 0.035 in, 0.2 mm
- Stitches: 8.2 fin, 32.1 ends/10cm
- File Density: 5,000 oz/yd², 254.3 g/m²
- Size: 19.00 in x 19.00 in, 50cm x 50cm

Performance Specifications
- Flooring Radiance Panel: (ASTM E-648) Passes
- Smoke Density: (ASTM E 662) ≤ 450
- Flammability: Passes Methenamine Flm Test (DOC-FF-1-T0)
- Lightfastness: (AATCC 10 - E) ≥ 4.0 00 APUs
- Static: (AATCC - 134) ≤ 3.0 kV
- Dimensional Stability: AACHEN Ein 54318 < 10%
- Traffic Classification: Severe
- Fiber Modification Ratio: 1.9 to 2.2
- Preservative Efficiency: (AATCC 174 Parts 263) 98% Reduction/No Mold 7 Days
  (ASTM E-2471) Complete Inhibition
- Environmental Specifications
  - Total Recycled Content: 70%
  - Recycled Content (Post Industrial): 57%
  - Recycled Content (Post Consumer): 8%
  - Indoor Air Quality: Green Label Plus #GLRS20
  - Ingredients and Life Cycle Impacts: Environmental Product Declaration
  - Other Environmental Claims: 3rd Party Certified Carbon Neutral
  - NSFI AND 140 Gold - Sustainability Assessment
- End of Life: Carpet to Carpet Recycling

Technical Information
- Installation: See Interface Installation Guidelines online
- Maintenance: See recommended Interface Maintenance Guidelines online
- Reclamation: Recyclable through ReEntry® - Call 1.888.733.8873 (U.S.) / 1.908.308.3101 (Canada)
- Warranty: 15 Year Standard Carpet Warranty
- Standard Tracking: GlasBac®
- Backing Options: GlasBac®, Cushionbac Renew™, GlasBac® RF
- Tile Size Options: 50cm x 50cm
- Manufacturing Location: ISO 9001 & 14001 Certified facilities in Troup County, Georgia, United States
ATTACHMENT G

FLOOR
PORCEALTO™
COLORBODY® PORCELAIN

daltile
IMAGINE WHAT'S POSSIBLE®
ATTACHMENT G-
CONTINUED

Nothing is more inspiring than running warm sand through your fingers; this was the inspiration behind the Porcelano collection. Serenely beautiful, you would never guess that this organic beauty can withstand the toughest stains and ever frost. Available in a range of colors and surface finishes, Porcelano never fails to provide an added depth to your space.

- **STRONG DESIGN**
  - Organic design inspired by warm sand
  - Technical Colorbody™ porcelain for commercial applications

- **BEAUTIFUL FINISH**
  - Available in polished, unpolished and textured surfaces
  - Coordinating trims available for those finishing touches

**USAGE**

<table>
<thead>
<tr>
<th></th>
<th>Floor</th>
<th>Wall</th>
<th>Countertops</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F</td>
<td>W</td>
<td>C</td>
</tr>
</tbody>
</table>

**FLOOR TILE**

- BIANCO CHIACCIO-SOLID C36 (2)
- BEIGE C031 (2)
- BIANCO ALPI C005 (3)
- GIALLO SQUAR P004 (1)
- GIALLO SQUAR P003 (1)
- MARE DI BIANCO C039 (4)
- ROSA ANFICO C065 (1)
- VERDE ALBERO C007 (1)
- NERO MACCHIATO C037 (1)

(1) and (2) indicate Price Group, (1) being the least expensive.
ATTACHMENT G-
CONTINUED

FLOOR
PORCELANTO™
COLORBODY® PORCELAIN

<table>
<thead>
<tr>
<th>Tile Size</th>
<th>Color</th>
<th>Pattern</th>
<th>3D Effect</th>
<th>Matt Finish</th>
<th>Gloss Finish</th>
<th>3D Effect Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 x 12</td>
<td>STK</td>
<td>STK</td>
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</tbody>
</table>

INSTALLATION

<table>
<thead>
<tr>
<th>OIL</th>
<th>WATER</th>
<th>RESISTANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>37%</td>
<td>0%</td>
<td>OIL</td>
</tr>
</tbody>
</table>

PERFORMANCE CHARACTERISTICS

- Wear Resistance: 3100
- Breaking Strength: 42 lbs
- Scratch Resistance: 90
- Chemical Resistance: 0.02
- Abrasive Resistance: 0.02

NOTES

- For additional information visit daltdesign.com/technical-info
- Installation: Refer to “Factors to Consider” in the installation section.
ATTACHMENT H-

Inspiring Great Spaces®

Armstrong®
FLOORING

PRODUCT SPEC PAGE

STANDARD EXCELON® Imperial® Texture | MultiColor™
Vinyl Composition Tile (VCT)

Product Information

Construction
Vinyl Composition Tile

Product Line
Imperial Texture
MultiColor

International
Product Specifications
ASTM F1060 - Class 2
Through Pattern
ISO 10521: Type II

Overall Thickness
1/8 in. (0.2 mm)

Wear Layer Thickness

Factory Finish

Installation

Maintenance Options


Packaging

Tile Size
12 in. x 12 in.
(305 mm x 305 mm)

Tile per Carton/Coverage
65 - 65.9 sq ft
(6.0 - 6.1 sq. m)

Net Weight per Carton
Approx. 45 lbs. max
(20.4 kg)


Product Structure

Extruded Foam Backing
Factory Finish

Through-Color/Pattern
Wear Layer

Testing

Performance

ASTM F 980

Test Machine

ASTM F 2999

Requirement

0.010 in. max

Compliance

Meets

Meets

Meets

Meets

Meets

Meets

Meets

Meets

Meets

Meets

125 psi

Meets

Performance vs. Requirement

Meets
## Product Spec Page

**STANDARD EXCELON®** Imperial® Texture | MultiColor™
with Diamond 10® Technology Coating
Vinyl Composition Tile (VCT)

### Product Information

<table>
<thead>
<tr>
<th>Construction</th>
<th>Product Line</th>
<th>International Product Specifications</th>
<th>Overall Thickness</th>
<th>Factory Finish</th>
<th>Installation Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vinyl Composition Tile</td>
<td>Imperial Texture Multicolor</td>
<td>ASTM F1326 - Class 2 Through Pattern</td>
<td>1/8 in. (3.2 mm)</td>
<td>Diamond 10® Technology coating</td>
<td>Full Spread Adhesive S-515, E-125, S-700, S-750 &amp; Polyurethane Adhesive</td>
</tr>
</tbody>
</table>

### Packaging

<table>
<thead>
<tr>
<th>Tile Size</th>
<th>Tile per Carton/Coverage</th>
<th>Shipping Weight per Carton</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 in. x 12 in. (305 mm x 305 mm)</td>
<td>45 - 46 sq ft (4.18 m²)</td>
<td>Approx. 83 lbs./carton (37.5 kg)</td>
</tr>
</tbody>
</table>

### Product Structure

![Product Structure Diagram]

**Diamond 10® Technology Coating** - cultured-diamond infused coating
Through Color/Pattern
Wear Layer

### Testing

<table>
<thead>
<tr>
<th>Performance</th>
<th>Test Method</th>
<th>Requirement</th>
<th>Performance vs. Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thickness</td>
<td>ASTM F 306</td>
<td>Nominal = 0.025 in.</td>
<td>Meets</td>
</tr>
<tr>
<td>Size</td>
<td>ASTM F 2020</td>
<td>≤ 0.010 in. per linear foot</td>
<td>Meets</td>
</tr>
<tr>
<td>Squareness</td>
<td>ASTM F 2005</td>
<td>0.010 in. max</td>
<td>Meets</td>
</tr>
<tr>
<td>Indentation - One Minute</td>
<td>ASTM F 1914</td>
<td>≤ 0.008 in.</td>
<td>Meets</td>
</tr>
<tr>
<td>Indentation - 115%</td>
<td>ASTM F 1914</td>
<td>≤ 0.032 in.</td>
<td>Meets</td>
</tr>
<tr>
<td>Impact</td>
<td>ASTM F 1295</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Deflection</td>
<td>ASTM F 2000</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Dimensional Stability</td>
<td>ASTM F 1504</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Chemical Resistance</td>
<td>ASTM F 860</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Resistance to Heat</td>
<td>ASTM F 470</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Static Load Resistance</td>
<td>ASTM E 640</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Fire Test Data - Flame Spread</td>
<td>ASTM E 562</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Fire Test Data - Smoke Evolution</td>
<td>CAN/ULC S102.2</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>Fire Test Data - Combustion</td>
<td>Chapter 3, Section 3021</td>
<td></td>
<td>Meets</td>
</tr>
<tr>
<td>JIAT Standards for Accessible Design</td>
<td>ASTM D3047/10L 410</td>
<td></td>
<td>Meets</td>
</tr>
</tbody>
</table>

### Additional Testing

| Static Coefficient of Friction | Nominal = 0.55 | Meets |

*Using the James machine as described in ASTM 7 and as directed in UL-111 for floor covering materials (FCM) using a bottom test under dry conditions. The application of site-applied floor sealants, finishes, and other types of floor treatments used to maintain radiant flooring materials will change the sliding surface and consequently the SFSC value.
ATTACHMENT H-
CONTINUED

PRODUCT SPEC PAGE

STANDARD EXCELCI® Imperial® Texture | MultiColor™
with Diamond 10® Technology Coating
Vinyl Composition Tile (VCT)

Maritime Usage

- Safety Of Life at Sea (SOLAS)
- Underwater Derived Evident: Compliant

Sustainability

- Certification Attribute
  - Instrumental Product Evaluation (IPE)
  - Low Emitting Adhesives: 0.5% 250, 0.7% 270, 0.5% 270, 0.5% 270, 0.5% 270
- 3rd party Certification/Corporation
  - PAS: PAS/17/523
  - You/ASTM International

Performance

- VOC Range
  - Requirement: ≤0.5 mg/m³

- Low Emitting Adhesives:
  - Standard: O2PS/17/523

- Recycled Content
  - Standard: LBC v4

- Sourcing of Raw Materials (Option 1)
  - Standard: LBC v4

- Limited Warranty

- 16-year Commercial Warranty when installed in accordance with Armstrong’s Guaranteed Installation Systems manual, F-5941.

ArmstrongFlooring.com/commercial | 1-800-275-7370

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ATTACHMENT I

VINYL COMPOSITION TILE

Azrock® VCT
Azrock® Textile

1. PROPRIETARY PRODUCT/MANUFACTURER

1.1. Proprietary Product: Vinyl Composition Tiles designed for durability and commercial interiors.

1.2. Manufacturer:
Tarkett
Phone: (800) 859-8516
30000 Aurora Rd
(440) 543-8516
Solon, Ohio 44139
Web: www.tarkett.com
E-mail: info@tarkett.com

1.3. Proprietary Product Description:

1.3.1. Construction: Azrock VCT and Azrock Textile VCT are manufactured from a homogeneous composition of high quality admixtures, and colorants to meet the performance requirements of ASTM F 1096, Standard Specification for Vinyl Composition Tile, Class 2 (Through pattern) and Class 1 (Solid Color).

1.3.2. Styles:
- V-XXX (Azrock VCT & Azrock Textile)

1.3.3. Physical Characteristics:
- Overall thickness: ⁷⁄₁₆" (3.17 mm)
- Size: 12" x 12" (30.5 cm x 30.5 cm)
- Weight: 45 lbs / carton
- Quantity: 45 sq. ft. / carton

2. PRODUCT PERFORMANCE AND TECHNICAL DATA

2.1. Heat Stability (ASTM F 1514): 75°C x 8
2.2. Size/Thickness (ASTM F2055): Passes
2.3. Deflection (ASTM F1304): Passes
2.4. Impact Resistance (ASTM F1260): Passes
2.5. Dimensional Stability (ASTM F2199): Passes
2.6. Chemical Resistance (ASTM F929): Passes
2.7. Static coefficient of friction (ASTM D 2047): 0.5 SCOF
2.8. Residual Indentation (ASTM F1914): Conforms
2.9. Static Load Limit (ASTM F 970): Passes 150 psi with less than 5 mils (0.005") residual indentation
2.10. Fire Performance (ASTM E 648 Flooring Radiant Panel): Class 1

3. INSTALLATION

See Vinyl Composition Tile flooring installation instructions for complete details.

3.1. Adhesive:
- Tarkett 975 Two-Part Polyurethane Adhesive Coverage: Porous & Non-porous Substrate: 225-250 sq. ft. per gallon
- Tarkett 901 SpraySmart Adhesive Coverage: 200 sq. ft. per container (1,200 sq. ft. per carton)

4. AVAILABILITY AND COST

Available through authorized Tarkett distributors nationwide.

5. WARRANTY

Limited 5 year warranty. For complete details, contact Tarkett or an authorized Tarkett distributor.

6. MAINTENANCE

72 hours after installation is completed, initial maintenance procedures must be implemented in accordance with manufacturer's requirements. Refer to Vinyl Composition Tile Maintenance instructions for complete maintenance details.

7. TECHNICAL SERVICES

Samples: Submittal samples for verification and approval available upon request from Tarkett. Samples shall be submitted in compliance with the requirements of the contract documents. Accepted and approved samples shall constitute the standard materials which represent materials installed on the project.

For current Installation and Maintenance Instructions, Product Specifications, and other technical data, visit us on the web at www.tarkett.com or contact Tarkett at 1-800-859-8516.
## ATTACHMENT J

### Azterra™

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Standards</th>
<th>Azterra™</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Floor Covering</td>
<td>Strong Adhesive</td>
<td>Triflex®</td>
</tr>
<tr>
<td>Classification</td>
<td>ASTM E 160E</td>
<td>Meets Requirements</td>
</tr>
<tr>
<td>Phthalate-free Interior</td>
<td>Triflex®</td>
<td></td>
</tr>
<tr>
<td>Total Thickness</td>
<td>1/8&quot; (3.2 mm)</td>
<td></td>
</tr>
<tr>
<td>Traction Load Limit</td>
<td>ASTM F 1633</td>
<td>60 psi (0.41 MPa)</td>
</tr>
<tr>
<td>Tile Size</td>
<td>12&quot; x 12&quot; (30.5 cm x 30.5 cm)</td>
<td></td>
</tr>
<tr>
<td>Weight/ sq. ft/</td>
<td>1.00 lb./ sq. ft. (12.0 lb. sq. ft.)</td>
<td></td>
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<tr>
<td>Content Volume</td>
<td>65 lbs.</td>
<td>40 sq. ft. (4.18 m²)</td>
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<tr>
<td>Carbon Weight</td>
<td>54 lbs. (24.5 kg)</td>
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<tr>
<td>Flammability</td>
<td>ASTM E 662, Class I, 0.15 CF</td>
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<tr>
<td>Smoke Density</td>
<td>ASTM E 662</td>
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<td>Slip Resistance SCSI</td>
<td>RMA Compliant</td>
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<td>Chemical Resistance</td>
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<td>Colors</td>
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<tr>
<td>Warranty</td>
<td>10 years</td>
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</tr>
<tr>
<td>Maintenance</td>
<td>Stained and Steam Maintenance / 7 coats of finish®</td>
<td></td>
</tr>
</tbody>
</table>

* Depending upon use of the floor.

1. Static load test per ASTM E 170 modified to simulate a higher load.

Visit [tarkett.com](http://tarkett.com) for the most updated specifications, and installation, cleaning and maintenance instructions.

The Azterra system includes tooklens and finishing borders (wood floor) to complete your flooring design and installation.

Order No. | 2088 Color Number
---|---

---

![Sustainability](image)

- **Sustainability**
  - **Tarkett**
  - **The Ultimate Flooring Experience**

---

1650 Nuns Road
Chaplin, CT 06232
844-899-1818 or 860-434-2416

tarkett.com

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ATTACHMENT K

Product characteristics
- EMICODE EC 44, low environmental impact
- Benefits to Environment and Health
- Does not support mold growth
- For indoor use only
- Self-leveling
- High hardness and strength
- Suitable for underfloor heating systems
- Tensile-thickness above 1/16" up to 2"
- Pumpable
- Very low shrinkage
- Free of cracks even in higher thicknesses
- Suitable for castor wheel loadings
- Low dust
- Very smooth surface
- Meets minimum EU/EE requirements of ASHM and ACV when installed in accordance with the guidelines
- Listed in accordance with ASTM C705

Applications
SCHÖNOX AP is suitable for:
- Filling, smoothing and leveling of substrates
- Under flexible coverings
- Subfloor, floor layer thickness at least 1/8" (use elastic adhesives only)

Substrates
SCHÖNOX AP is suitable on:
- Gypsum substrates
- Concrete, cement substrates
- Old substrates such as ceramic tiles, terrazzo, and sheet vinyl
- Old, water-resistant adhesive residues
- OSB board, plywood (well screwed down and/or bonded) prior to install flexible coverings.

Requirements of substrate
- Substrate must be smooth, clean, dry and free of any contaminants which may hinder adhesion.
- Surface treatments or any "fritable" areas of the subfloor must be mechanically removed back to a sound base and the substrate repared with SCHÖNOX repair compounds as required.
- Thoroughly vacuum all dust or other loose material.
- All slabs on or below grade level must be known to have an intact vapor barrier directly beneath the concrete in conformance to the relevant standards.
- If in doubt, please contact our SCHÖNOX representative for further advice.

Priming
- Porous substrates such as:
  - concrete, cement substrates
  - primed with SCHÖNOX VD (4.1) or KFXX

- Non-porous, smooth, sound substrates such as:
  - ceramic tiles
  - Old water-resistant adhesive residues, removed as far as possible
  - primed with SCHÖNOX SHP

- Gypsum substrates (sanded and vacuumed)
  - and wooden substrates such as:
  - porous OSB board, plywood (well screwed down and/or bonded)
  - primed with SCHÖNOX KFXX

Mixing ratio
- Mix each 25 kg / 55 lb bag with 6.0 liters / 2.5 quarts of water
- We recommend to extend SCHÖNOX AP with clean, aggregate of 2-4 mm (0.08" - 0.16") at layer thickness above 1".
- Type and amount of aggregate used will affect product performance. As qualities of locally available aggregates vary, we recommend to perform tests prior to use on a larger scale.

Do not overwater foam while mixing or settling of the semi-aggregate while placing indicates overwatering.

Technical data
- Pot life: approx. 30 minutes
- Ready for foot traffic: approx. 2 hours
- Ready for covering: approx. 16 hours at 1/8" thick
- Working temperature: 41°F - 90°F
- Coverage per unit:
  - approx. 60 - 70 lb qf at 1/8" (depending on substrate conditions and aggregate used)
- Compressive strength (ASTM C109):
  - 122 lbs / 224 kg/m² after 28 days
  - 65 lbs / 145 kg/m² after 1 day
- Flexural strength (ASTM C346):
  - approx. 1,400 psi / 9.6 N/mm² after 28 days
  - tensile strength (ASTM C1583) at 1/8":
    - above 400 / 2.8 kN/mm² after 3 days
  - Initial set (ASTM C191):
    - approx. 160 minutes
  - Final set (ASTM C191):
    - approx. 200 minutes
  - Hardened density: 110 lbs / cu.ft.
  - Ut-classified in accordance with ASTM E64 (AERL/UL 722)
  - Flame Spread 0, Smoke Development 0

All values are approximate, are subject to local climatic fluctuations based upon conditions at 70% with atmosphere of less than 65% relative humidity following the recommended mixing ratio. Do not install underlayments or topping before the substrate has dried thoroughly.
Attachment L

WARRANTY INFORMATION

For Bid Item Number: ______ (Please make a duplicate form and complete for each applicable item.)

All blanks should be filled in and submitted with proposal.

MAKE AND MODEL OF EQUIPMENT PROPOSED: ____________________________

Is there a warranty on equipment proposed? Yes or No (circle one)

Does warranty apply to all components or only part? (State explicitly)

________________________________________________________

*Parts Warranty Period: _________    *Labor Warranty Period: _________

Who will provide the warranty service, both parts and labor, for this contract?

Company Name: ____________________________

Address: ____________________________

Contact Person/Dept.: ____________________________

Phone #: ____________________________    Fax #: ____________________________

Who is highest authority (Manufacturer, Distributor, Dealer, etc.) fully behind this warranty?

Company Name: ____________________________

Address: ____________________________

Copy of complete warranty statement is submitted herewith. Yes or No (circle one)

NAME OF BIDDER: ____________________________

Authorized Representative: ____________________________

Signature: ____________________________

*Warranty period indicated must equal or exceed warranty conditions stated in Special Conditions
ATTACHMENT M

Off Grade, Wood Sub-Floor Inspection Sheet

This inspection sheet is to be signed by appropriate DCPS personnel and submitted with invoice for payment on all “off-grade” flooring projects A.K.A. “crawl space” flooring projects A.K.A. any flooring project with “wood subfloor major components”. If invoice is submitted without this appropriately signed sheet the invoice will be returned. If work is completed without a wood sub-floor inspection the contractor will be asked to remove and replace random sections of the flooring (at contractor’s expense) so that verification of proper installation can be verified prior to payment. Acceptable inspectors are DCPS project manager, DCPS contract manager or DCPS Carpentry Foreman.

_______________________________ has inspected the wood sub-floor materials on _________________________ and recommends one or more of the following:

☐ Inspector found the wood sub-floor components to be in acceptable condition to receive the flooring described in the project per the requirements of the contract.

☐ Inspector instructed contractor that additional repairs will be needed before the contractor installs flooring as described in the project per the requirements of the contract. Contractor will submit a quote for these additional repairs or DCPS will perform this work in-house or DCPS will use alternate contractor for this work.

☐ Inspector found significant issues with the wood sub-floor components which may require significant changes to the scope of the original project scope. In this case, the contractor shall request a meeting with the inspector, project manager and/or contract manager before proceeding with the project.

_______________________________     ____________    ____________________
(Signature Authorized DCPS Personnel)                 (Date)                  (Title)

_______________________________     ____________    ____________________
(Signature of Authorized Contractor)                       (Date)                  (Title)
ATTACHMENT N

CONTRACTOR REGISTRATION & PERMIT APPLICATION SUBMITTAL:

A. REQUIRED DOCUMENTS FOR CONTRACTOR REGISTRATION:
1. Copy of State of Florida Contractor's license
2. Insurance Certificate indicating proof of workers' compensation insurance and general liability
3. Contractor's contact person(s) name, phone number and e-mail address
4. Notarized Signature Authorization form (Not required if license holder signs permit application)

B. PERMIT APPLICATION SUBMISSION:
1. The permit application form is available for download on the "Code Enforcement" department page on the DCPS website (www.duvalschools.org.)
2. OR contact the Building Permit Technician, Ms. Wendy Helms at (904) 390-2165.
3. Complete ALL relevant information on the permit application form.
4. If a licensed Florida Design Professional (Architect or Engineer) produced design documents for the project, their information is required.

<table>
<thead>
<tr>
<th>LICENSED CONTRACTOR</th>
<th>FLORIDA DESIGN PROFESSIONAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name</td>
<td>Company Name</td>
</tr>
<tr>
<td>License Name</td>
<td>Contact Person</td>
</tr>
</tbody>
</table>

5. Do NOT enter anything in upper right hand boxes marked "FOR DCPS CODE ENFORCEMENT USE ONLY"

<table>
<thead>
<tr>
<th>Duval County Public Schools</th>
<th>FOR DCPS CODE ENFORCEMENT OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF BUILDING CODE ENFORCEMENT</td>
<td>Permit #</td>
</tr>
<tr>
<td>APPLICATION &amp; PERMIT</td>
<td>Code Edition:</td>
</tr>
<tr>
<td></td>
<td>Building Official Approval:</td>
</tr>
</tbody>
</table>

Application must be typed or printed legibly in ink. Complete all relevant fields.

6. The permit application shall be SIGNED AND DATED at the bottom by the Contractor's license holder or authorized representative.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

Signature: | Printed Name: | Application Date: |

7. Submit permit application in Microsoft Word or PDF format.
8. E-mail to the Building Permit Technician, Ms. Wendy Helms (helmsg@duvalschools.org).
9. OR deliver to the DCPS Code Enforcement office at 1701 Prudential Drive, Room 513.

THIS DOCUMENT IS A QUICK REFERENCE GUIDELINE AND DOES NOT RELIEVE THE CONTRACTOR FROM FULL COMPLIANCE WITH THE DCPS CODE ENFORCEMENT SOP.
ATTACHMENT N-
CONTINUED

INSPECTION:

A. E-MAIL INSPECTION REQUESTS TO: codeenforcement@duvalschools.org

1. Format for the e-mail SUBJECT LINE:
   - Permit number - School Name (brief description of work or project) - Type of inspection
   - Example: 2128062615.01E - San Mateo ES (Kitchen remodel) - Electrical Slab Rough-in
   - Abbreviations ES (elementary school), MS (middle school), and HS (high school) may be used.
   - Do not use symbols such as #, /, +, -, &, ?, *, % and the comma symbol in the subject line.

   \[ \text{subject: } 2128062615.01E - San Mateo ES (Kitchen remodel) - Electrical Slab Rough-in \]

   We request an electrical under slab rough-in inspection for the kitchen remodel project in Building No. 3 (San Mateo ES).

   Our contact person for this project is David Sparks who can be reached at 555-5555.

   XYZ Electrical Corporation
   123 Anywhere Blvd.
   Jacksonville, Florida 32207
   Phone: (904) 555-5555

   2. The body of the E-mail shall be more descriptive indicating a description of the project/work and
      the exact location of the work, such as 2nd Floor in Wing B. A contact name and phone number
      of the person familiar with the project that can meet the inspector shall be provided.

B. REQUESTS SHALL BE SUBMITTED 24 HOURS PRIOR TO (OR THE DAY BEFORE) THE
   DESIRED WORK DAY FOR INSPECTION. Code Enforcement’s work hours are 7AM-4PM, M-F.

C. MINIMUM REQUIRED INSPECTIONS. FBC Section 110.3 provides a list of minimum required
   inspections. For projects with design documents, the anticipated inspections are included on the Plan
   Review attached to the permit documents as shown in the sample below:

   [Sample Plan Review]

   THIS DOCUMENT IS A QUICK REFERENCE GUIDELINE AND DOES NOT RELIEVE THE
   CONTRACTOR FROM FULL COMPLIANCE WITH THE DCPS CODE ENFORCEMENT SOP.