

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

Invitation to Bidders

Sealed proposals, addressed to St. Vincent de Paul of Baltimore, Inc. (SVDP), 2305 North Charles Street, Suite 300, Baltimore, Maryland 21218, for Floor Covering Improvements at the Head Start Southeast Program–Patterson Park Site and St. Brigid Site, will be received until 12:00 noon local time, Friday, March 27, 2009, at the office of the St. Vincent de Paul of Baltimore, Inc.

The Work includes, but is not limited to, the following major items:

Removal and disposal of existing floor coverings, preparation of surfaces for new flooring systems, furnishing and installing new floor coverings, vinyl baseboard and accessories.

On Monday, March 23, 2009 at 1:30 pm local time, a Pre-Bid conference will be held at the Head Start Southeast St. Brigid's Site located at 900 East Ave., Baltimore, Maryland, 21224.

On Monday, March 23, 2009 at 3:00 pm local time, a Pre-Bid conference will be held at the Head Start Southeast Patterson Park Site located at 242 S. Patterson Park Ave., Baltimore, Maryland, 21224.

Registration to attend the pre-bid conferences is required. To register please send an email to Lisa Knickmeyer at lknickmeyer@vincentbaltimore.org by 3 pm on Friday, March 20, 2009 indicating your intention to participate.

The intent of the pre-bid conference is to clarify the Contract Documents advertised and intended for bidding purposes. All potential bidders are requested to attend these conferences.

Questions regarding this Project should be directed to the Owner's Representative, Lisa Knickmeyer, at 410-662-0500, ext. 217

The Owner, St. Vincent de Paul of Baltimore, reserves the right to waive irregularities and to reject bids.

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

INSTRUCTIONS TO BIDDERS

1. **The Project:**

SVDP Head Start Southeast - Patterson Park & St. Brigid's Sites
Floor Coverings Improvements

2. **Securing Documents:**

Copies of the proposed Contract Documents may be obtained by prequalified bidders from:

St. Vincent de Paul of Baltimore, Inc.
2305 North Charles Street, Suite 300
Baltimore, Maryland 21218
Ms. Lisa Knickmeyer
Phone: 410-662-0500, ext. 217

3. **Bid Form:**

In order to receive consideration, make bids in strict accordance with the following:

- A. Use the forms provided, sign them properly, and fill out all items. Do not add words to the bid form. Unauthorized conditions, limitations, or provisions attached to the bid will be cause for rejection.
- B. No telegraphic bid or telegraphic modification of a bid will be considered. Bids received after the deadline will not be considered. Late bids will be returned to bidders unopened.
- C. Address bids to the Owner and deliver to the address stated in the Invitation To Bid, on or before the day and hour set for opening the bids. Enclose each bid in a sealed envelope bearing the title of the Work and the name of the bidder. Submit bids in duplicate. It is the sole responsibility of bidders to ensure their bids are received on time.

4. **Examination of Documents and Site of Work.**

Before submitting a bid, each bidder shall examine the Scope of Work carefully, read the Instructions to Bidders and all other proposed Contract Documents, and visit the sites of the Work. Prior to the bidding, each bidder shall fully inform himself or herself of existing conditions and limitations under which Work is to be performed, and shall include in the bid a sum to cover the cost of items necessary to perform the Work as set forth in the proposed Contract Documents. No allowances will be made to a bidder because of lack of such examination or knowledge. The submission of a bid shall signify that the Bidder has made such examination.

5. **Proof of Competency of Bidder:**

Bidders may be required to furnish evidence satisfactory to the Owner that they and their proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the Contract in a satisfactory manner. The St. Vincent de Paul of Baltimore is seeking a licensed or certified Contractor to perform the work of the Contract and the Contractor shall be currently insured and not in default of taxes.

**St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site**

Floor Covering Improvements

6. Withdrawal of Bids

- A. Bidders may withdraw their bids, either personally or in writing, at any time prior to the scheduled time for opening bids.
- B. Bidders may not withdraw their bid for a period of thirty (30) calendar days after the date set for opening thereof, and bids shall be subject to acceptance by the Owner during this period.

7. Award or Rejection of Bids

The Contract, if awarded, will be awarded to the responsible bidder who has proposed the lowest Contract Sum, subject to the Owner's right to reject any or all bids, to waive informality and irregularity in the bids and in the bidding, and to negotiate with any of the bidders.

8. Interpretation of Contract Documents prior to Bid:

- A. If any individuals contemplating submitting a bid for the Work of this Contract are in doubt as to the true meaning of any part of the proposed Contract Documents, they may address their questions to the Owner's Representative, Lisa Knickmeyer.
- B. Interpretations of or corrections to the proposed Contract Documents will be made only by Addendum and will be mailed or delivered to each contract bidder of record. The Owner will not be responsible for any other explanations or interpretations of the proposed Contract Documents.

9. Bidder's Offer:

The Bid shall hold firm for NINETY (90) calendar days from the date of the bid opening.

10. Vendor/Contractor Disqualification- Bribery

A person convicted of bribery, attempted bribery, or conspiracy to bribe shall be disqualified from entering into a contract with any county or other subdivision of the State. Every business entity upon submitting a bid or otherwise applying for a contract shall submit an affidavit stating whether it, its officers, directors, or partners, or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any State or the Federal government.

11. Preparation of Proposal

Submit two (2) original copies of proposals in an opaque sealed envelope identified on the outside of the envelope with the name and address of Bidder and the Project Name.

Corporate Bids shall be signed with the legal name of the Corporation followed by the name of the State of Incorporation and the legal signature of an officer authorized to bind the Corporation to a Contract.

Bids shall be filed on or before the time and date designated in the Invitation to Bid. Bids received after the advertised due date and time may, at the Owner's discretion, be returned to the Bidder unopened.

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

12. Basis of Bid

The Bidder represents that his Bid is based upon the materials and equipment described in the Bidding Documents. Products and execution of the Work specified in the Bid Documents form the basis on which all Bids and portions thereof shall be made.

13. Permits, Fees, Licenses:

The Contractor shall obtain and pay for all permits, fees, and licenses required for the work of the Contract.

14. Equal Employment Opportunities Act:

No person shall on the grounds of race, color, religion, gender, national origins, sexual orientation, disability or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity made possible by or resulting for this Contract.

15. Minority and Women's Business Enterprise Participation:

Small businesses, ADA companies, minority and women's business enterprises are encouraged to apply

16. Baltimore City Labor requirements:

Notwithstanding any other provisions of this Contract, the Contractor shall comply with the terms of the Board of Estimates Resolution dated June 29, 1994, which states as follows:

No person employed on the work covered by this Contract may be discharged or in any way discriminated against because he has filed any complaint or instituted any proceeding under or relating to the labor standards applicable herein to his employer.

17. Hold Harmless provision:

The Contractor shall indemnify and hold harmless the Owner, the St. Vincent de Paul of Baltimore, its officials, employees, agents, servants and contractors, against any claims, liabilities and expenses (including reasonable attorney's fees) rising as a result of any direct and/or indirect action or omission of the Contractor, its providers, employees, agents, servants or contractors while providing or performing services under the Contract.

18. Wage Rates:

If the total contract amount exceeds \$2,000.00, the Contractor shall comply with the Federal Regulations stipulated in the Davis Bacon Act and pay the minimum wage rates identified on the Davis Bacon Schedule. An up-to-date schedule can be located at the St. Vincent de Paul website: <http://www.vincentbaltimore.org/invitations%20for%20bids.html>

19. Access to Sites

Because work as outlined will be conducted while programming is in session, access to the sites to complete the work will be limited as follows:

- St. Brigid's Site: Saturday and Sunday; between the hours of 9 am – 6 pm
- Patterson Park Site: Monday – Friday, after 2 pm; Saturday and Sunday; after 8 am

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

20. **Form of Agreement:**

For Contracts where the total compensation is \$24,999.99 or less, the Owner will issue a Purchase Order and the Contract will comprise of these Instructions to Bidders, the Scope of Work, and the terms of the Purchase Order.

For Contracts where the total compensation is \$25,000.00 or greater, the Contract will be comprised of the AIA Document A105-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project", these Instructions to Bidders, and the Scope of Work.

END OF SECTION

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

BID FORM

TO: St. Vincent de Paul of Baltimore, Inc., hereinafter called the "Owner."

1. The undersigned, having examined the proposed Contract Documents titled:

**SVDP Head Start Southeast, Patterson Park & St. Brigid Sites
Floor Coverings**

and having visited the sites and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, equipment, services and appliances, necessary and incidental to complete the Work as required by said proposed Contract Documents, for the stipulated, lump sum of

_____ (written in words)

_____ DOLLARS

(\$ _____)
(figures)

BID MUST BE WRITTEN AND SHOWN IN NUMBERS, IN CASE OF DISCREPANCY THE WRITTEN AMOUNT WILL SUPERSEDE.

2. The undersigned understands and agrees to comply with and be bound by the Instructions To Bidders and Scope of Work issued for this Work.

3. The undersigned acknowledges receipt of Addenda numbers _____ through _____ and this Bid reflects the modifications therein.

BIDDER:

by _____

Address _____

License number _____

License type _____

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

Bid dated this _____ day of _____ 2009

Time for Completion

The Contractor shall substantially complete the work of the Contract within Forty-five (45) consecutive calendar days, beyond which liquidated damages shall be assessed.

Basis of Award

The Contract, if awarded, will be awarded to the responsible bidder who has proposed the lowest Contract Sum, subject to the Owner's right to reject any or all bids, to waive informality and irregularity in the bids and in the bidding, and to negotiate with any of the bidders. Award of the Contract will be at the sole discretion of the Owner and in the best interest of the Owner.

We/I the undersigned Bidder declare that the only person, firm, or corporation, or persons, firms, or corporations, that has or have any interest in this Proposal, or in the Contracts proposed to be taken, is or are the undersigned; that this Proposal is made without any connection or collusion with any other person, firm, or corporation making a Proposal for the same work; that the undersigned further certifies that they have received Contract Documents and Addenda (if any), and that they constitute all instruments for bidding this contract, and that the Scope of Work and Instructions to Bidders, therein referred to, have been carefully examined and are understood; that a careful examination has been made of the worksite as is necessary to become informed as to the character and extent of the work required; and that it is proposed and agreed, if the Proposal is accepted, to Contract with the Owner, to do the required work in the manner set forth in the Contract Documents.

BIDDER:

Company Name: _____

Signature of Person having authority to enter into Contract:

Signature Date

Name of Signer: _____

Title of Signer: _____

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

Scope of Work

Owner: St. Vincent de Paul of Baltimore, Inc.
2305 N. Charles St., Suite 300
Baltimore, MD 21218
(410) 662-0500 x 217
Contact: Lisa Knickmeyer

Site: SVDP Head Start Southeast - St. Brigid's Site
900 S. East Ave
Baltimore, MD 21224
(

Item #1: Install new vinyl wall base

Location: All basement level corridor spaces occupied by Head Start where there is no existing wall base

Alternate #1: Demolish existing VCT and install new VCT in the basement level storage/staff lounge room.

Schedule of Flooring		
Vinyl Wall Base	Manufacturer:	Johnsonite
	Color:	Storm Cloud-71

Site: SVDP Head Start Southeast – Patterson Park Site
242 S. Patterson Park Ave.
Baltimore, MD 21224
(

Item #1: Demolition of existing carpet and installation of new carpet tile

Location: Rooms 102, 103, 104, 106, 107, 110, 111, 113, 114, 118, 119, 120, 219, 221, 222, 223, 224, 237, 238, 239, 241

Work: Remove all furniture from the rooms prior to the start of demolition work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

Completely demolish the existing carpeting and all associated padding and tack strips and dispose of the materials off-site in a legal manner. Leave all interior wood baseboards intact. Leave demolished areas ready to receive new work. After demolition is complete, the contractor is to repair any damage to

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

existing finishes scheduled to remain. Leave existing resilient flooring substrate undisturbed and clean surface to prepare it to receive new carpet.

Install new carpet tile 'A' in accordance with the manufacturer's installation instructions, achieving smooth surfaces, with no visible seams, and even transitions between materials. Comply with the manufacturer's instructions and recommendations for seam locations and direction of carpet; maintain uniformity of direction and lay of pile. At doors, center seams under doors; do not place seams in traffic direction at doorways. Extend carpet under open-bottomed obstructions and furnishings, and into alcoves and closets of each space. Provide cut-outs where required, and bind cut edges properly where not concealed by protective edge guards or overlapping flanges. Install carpet edge guard where edge of carpet is exposed; anchor guards to substrate. Provide transition strips where new carpet meets other flooring materials.

Fit sections of carpet into each space prior to application of adhesive. Trim edges and butter cuts with seaming cement. Apply adhesive uniformly to substrate in accordance with the manufacturer's instructions. Butt carpet edges tightly together to form seams without gaps. Roll lightly to eliminate air pockets and ensure uniform bond. Remove adhesive promptly from face of carpet.

Remove debris, sorting pieces to be saved from scraps to be disposed of. Vacuum carpet using a commercial machine with face beater element. Remove spots and replace carpet where spots cannot be removed.

Item #2: Installation of new carpet tile over existing resilient flooring

Location: Rooms 226, 227, 228, 229, 231, 232, 233, 234, 235, 236, 244, 245, 246, 247

Work: Remove all furniture from the rooms prior to the start of work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

Clean and prepare the existing resilient flooring surface to prepare it to receive new carpet. New carpet will be installed over this existing resilient flooring substrate. Install new carpet tile 'B' in accordance with the manufacturer's installation instructions, achieving smooth surfaces, with no visible seams, and even transitions between materials. Comply with the manufacturer's instructions and recommendations for seam locations and direction of carpet; maintain uniformity of direction and lay of pile. At doors, center seams under doors; do not place seams in traffic direction at doorways. Extend carpet under open-bottomed obstructions and furnishings, and into alcoves and closets of each space. Provide cut-outs where required, and bind cut edges properly where not concealed by protective edge guards or overlapping flanges. Install carpet edge guard where edge of carpet is exposed; anchor guards to substrate. Provide transition strips where new carpet meets other flooring materials.

Fit sections of carpet into each space prior to application of adhesive. Trim edges and butter cuts with seaming cement. Apply adhesive uniformly to substrate in accordance with the manufacturer's instructions. Butt carpet edges tightly together to form seams without gaps. Roll lightly to eliminate air pockets and ensure uniform bond. Remove adhesive promptly from face of carpet.

Remove debris, sorting pieces to be saved from scraps to be disposed of. Vacuum carpet using a commercial machine with face beater element. Remove spots and replace carpet where spots cannot be removed.

Item #3: Demolition of existing carpet and installation of new luxury vinyl tile.

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

Location: Rooms 101, 109, 214, 218

Work: Remove all furniture from the rooms prior to the start of demolition work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

Completely demolish the existing carpeting and all associated padding and tack strips and dispose of the materials off-site in a legal manner. Leave all interior wood baseboards intact. Leave demolished areas ready to receive new work. After demolition is complete, the contractor is to repair any damage to existing finishes scheduled to remain. Leave existing resilient flooring substrate undisturbed and clean surface to prepare it to receive new luxury vinyl tile.

Confirm that the existing resilient flooring is completely and firmly bonded to the subfloor. Start of flooring installation indicates acceptance of subfloor conditions and full responsibility for completed work. Follow the manufacturer's instructions for installing new luxury vinyl tile over existing single layer resilient flooring. Use a leveling compound as recommended by the flooring manufacturer for filling small cracks and depressions in subfloors. Install flooring using the methods indicated in strict compliance with the manufacturer's recommendations. Extend flooring into toe spaces, door reveals, and into closets and similar openings. Tightly cement flooring to the subfloor without open cracks, voids, raising and puckering joints, telegraphing of adhesive spreader marks, or other surface imperfections. Hand roll flooring at perimeter of each covered area to assure proper adhesion. Lay tile square to room axis unless otherwise shown.

Remove any excessive adhesive or other surface blemishes, using neutral type cleaner as recommended by the flooring manufacturer. Protect installed flooring with heavy Kraft paper or other covering. After completion of the project, and just prior to the final inspection of work, thoroughly clean the floors and accessories. Apply polish and buff, with type of polish, number of coats, and buffing procedure in compliance with the flooring manufacturer's instructions. Protect the flooring from foot traffic for 24 hours and from heavy rolling traffic for 72 hours after the completion of installation.

Item #4: Installation of new luxury vinyl tile over existing resilient flooring.

Location: Rooms 212, 216, 217

Work: Remove all furniture from the rooms prior to the start of work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

Leave existing resilient flooring substrate undisturbed and clean surface to prepare it to receive new luxury vinyl tile. Confirm that the existing resilient flooring is completely and firmly bonded to the subfloor. Start of flooring installation indicates acceptance of subfloor conditions and full responsibility for completed work. Follow the manufacturer's instructions for installing new luxury vinyl tile over existing single layer resilient flooring. Use a leveling compound as recommended by the flooring manufacturer for filling small cracks and depressions in subfloors. Install flooring using the methods indicated in strict compliance with the manufacturer's recommendations. Extend flooring into toe spaces, door reveals, and into closets and similar openings. Tightly cement flooring to the subfloor without open cracks, voids, raising and puckering joints, telegraphing of adhesive spreader marks, or other surface imperfections. Hand roll

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

flooring at perimeter of each covered area to assure proper adhesion. Lay tile square to room axis unless otherwise shown.

Remove any excessive adhesive or other surface blemishes, using neutral type cleaner as recommended by the flooring manufacturer. Protect installed flooring with heavy Kraft paper or other covering. After completion of the project, and just prior to the final inspection of work, thoroughly clean the floors and accessories. Apply polish and buff, with type of polish, number of coats, and buffing procedure in compliance with the flooring manufacturer's instructions. Protect the flooring from foot traffic for 24 hours and from heavy rolling traffic for 72 hours after the completion of installation.

Item #5: Demolition of existing VCT and installation of new VCT.

Location: Rooms 105, 108, 112, 116, 125, 130, 203, 208, 220, 243

Work: Remove all furniture from the rooms prior to the start of demolition work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

Completely demolish all existing VCT and remove all associated adhesive and adhesive residue. Thoroughly clean the entire floor of debris down to the existing subfloor. The surface must be clean, dry, smooth, and free of any dust and loose particles that could affect the adhesive bonding. After demolition is complete, the contractor is to repair any damage to existing finishes scheduled to remain. Clean the surface thoroughly to prepare it to receive new VCT.

Use a leveling compound as recommended by the flooring manufacturer for filling small cracks and depressions in subfloors. Install flooring using the methods indicated in strict compliance with the manufacturer's recommendations. Extend flooring into toe spaces, door reveals, and into closets and similar openings. Tightly cement flooring to the subfloor without open cracks, voids, raising and puckering joints, telegraphing of adhesive spreader marks, or other surface imperfections. Hand roll flooring at perimeter of each covered area to assure proper adhesion. Lay tile square to room axis unless otherwise shown.

Remove any excessive adhesive or other surface blemishes, using neutral type cleaner as recommended by the flooring manufacturer. Protect installed flooring with heavy Kraft paper or other covering. After completion of the project, and just prior to the final inspection of work, thoroughly clean the floors and accessories. Apply polish and buff, with type of polish, number of coats, and buffing procedure in compliance with the flooring manufacturer's instructions. Protect the flooring from foot traffic for 24 hours and from heavy rolling traffic for 72 hours after the completion of installation.

Item #6: Demolition of existing carpet and installation of new rubber stair risers/treads. Demolition of existing carpet and installation of new VCT at mid landing between 1st & 2nd floor. Demolition of existing VCT and installation of new VCT at bottom landing on 1st floor.

Location: Rooms: 117, 215

Work: Remove all furniture from the rooms prior to the start of demolition work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

Completely demolish the existing carpeting and all associated padding and tack strips and dispose of the materials off-site in a legal manner. Leave all interior wood baseboards intact. Leave demolished areas ready to receive new work. After demolition is complete, the contractor is to repair any damage to existing finishes scheduled to remain. Clean the surface thoroughly to prepare it to receive new rubber stair treads with integrated risers. The staircase and landings must be clean, smooth, and dry. All dust, loose particles, and foreign materials which could affect the adhesive bonding must be removed prior to installation.

Dry fit the stair treads with integrated risers prior to adhesive installation to ensure proper fit and pattern match. Follow the manufacturer's instructions for installation of one-piece tread and riser combination pieces and rubber flooring. After installation is complete, firmly roll with a hand roller. The nosing portion of the stair tread must be fitted tightly against the step nosing. Once installation is complete, remove excess adhesive. Bonding process will vary in length and is dependant on temperature and humidity. Avoid all traffic for 12-24 hours after installation.

At mid-landing, completely demolish the existing carpeting and all associated padding and tack strips and dispose of the materials off-site in a legal manner. Leave all interior wood baseboards intact. Leave demolished areas ready to receive new work. After demolition is complete, the contractor is to repair any damage to existing finishes scheduled to remain. Leave existing resilient flooring substrate undisturbed and clean surface to prepare it to receive new VCT.

Completely demolish all existing VCT at first floor landing and remove all associated adhesive and adhesive residue. Thoroughly clean the entire floor of debris down to the existing subfloor. The surface must be clean, dry, smooth, and free of any dust and loose particles that could affect the adhesive bonding. After demolition is complete, the contractor is to repair any damage to existing finishes scheduled to remain. Clean the surface thoroughly to prepare it to receive new VCT.

Use a leveling compound as recommended by the flooring manufacturer for filling small cracks and depressions in subfloors. Install flooring using the methods indicated in strict compliance with the manufacturer's recommendations. Extend flooring into toe spaces, door reveals, and into closets and similar openings. Tightly cement flooring to the subfloor without open cracks, voids, raising and puckering joints, telegraphing of adhesive spreader marks, or other surface imperfections. Hand roll flooring at perimeter of each covered area to assure proper adhesion. Lay tile square to room axis unless otherwise shown.

Remove any excessive adhesive or other surface blemishes, using neutral type cleaner as recommended by the flooring manufacturer. Protect installed flooring with heavy Kraft paper or other covering. After completion of the project, and just prior to the final inspection of work, thoroughly clean the floors and accessories. Apply polish and buff, with type of polish, number of coats, and buffing procedure in compliance with the flooring manufacturer's instructions. Protect the flooring from foot traffic for 24 hours and from heavy rolling traffic for 72 hours after the completion of installation.

Item #7: Demolition of existing sheet linoleum and installation of new carpet tile.

Location: Rooms: 225

Work: Remove all furniture from the rooms prior to the start of demolition work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

Completely demolish all existing sheet linoleum and remove all associated adhesive and adhesive

**St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site**

Floor Covering Improvements

residue. Thoroughly clean the entire floor of debris down to the existing subfloor. The surface must be clean, dry, smooth, and free of any dust and loose particles that could affect the adhesive bonding. After demolition is complete, the contractor is to repair any damage to existing finishes scheduled to remain. Clean the surface thoroughly to prepare it to receive new carpet.

Install new carpet tile 'B' in accordance with the manufacturer's installation instructions, achieving smooth surfaces, with no visible seams, and even transitions between materials. Comply with the manufacturer's instructions and recommendations for seam locations and direction of carpet; maintain uniformity of direction and lay of pile. At doors, center seams under doors; do not place seams in traffic direction at doorways. Extend carpet under open-bottomed obstructions and furnishings, and into alcoves and closets of each space. Provide cut-outs where required, and bind cut edges properly where not concealed by protective edge guards or overlapping flanges. Install carpet edge guard where edge of carpet is exposed; anchor guards to substrate. Provide transition strips where new carpet meets other flooring materials.

Fit sections of carpet into each space prior to application of adhesive. Trim edges and butter cuts with seaming cement. Apply adhesive uniformly to substrate in accordance with the manufacturer's instructions. Butt carpet edges tightly together to form seams without gaps. Roll lightly to eliminate air pockets and ensure uniform bond. Remove adhesive promptly from face of carpet.

Remove debris, sorting pieces to be saved from scraps to be disposed of. Vacuum carpet using a commercial machine with face beater element. Remove spots and replace carpet where spots cannot be removed.

Item #8: Demolition of existing sheet linoleum and installation of new VCT.

Location: Rooms: 230

Work: Remove all furniture from the rooms prior to the start of demolition work. All existing furniture and features not designated to be demolished are to be protected during the entire construction process. Confirm a proper temporary storage location with the building tenant and store furniture items there until work is completed at which time all items must then be returned to their original location.

Completely demolish all existing sheet linoleum and remove all associated adhesive and adhesive residue. Thoroughly clean the entire floor of debris down to the existing subfloor. The surface must be clean, dry, smooth, and free of any dust and loose particles that could affect the adhesive bonding. After demolition is complete, the contractor is to repair any damage to existing finishes scheduled to remain. Clean the surface thoroughly to prepare it to receive new VCT.

Use a leveling compound as recommended by the flooring manufacturer for filling small cracks and depressions in subfloors. Install flooring using the methods indicated in strict compliance with the manufacturer's recommendations. Extend flooring into toe spaces, door reveals, and into closets and similar openings. Tightly cement flooring to the subfloor without open cracks, voids, raising and puckering joints, telegraphing of adhesive spreader marks, or other surface imperfections. Hand roll flooring at perimeter of each covered area to assure proper adhesion. Lay tile square to room axis unless otherwise shown.

Remove any excessive adhesive or other surface blemishes, using neutral type cleaner as recommended by the flooring manufacturer. Protect installed flooring with heavy Kraft paper or other covering. After completion of the project, and just prior to the final inspection of work, thoroughly clean the floors and accessories. Apply polish and buff, with type of polish, number of coats, and buffing procedure in compliance with the flooring manufacturer's instructions. Protect the flooring from foot traffic for 24 hours

St. Vincent de Paul of Baltimore - Head Start Southeast
Patterson Park Site & St. Brigid's Site

Floor Covering Improvements

and from heavy rolling traffic for 72 hours after the completion of installation.

Schedule of Flooring		
Carpet tile	Manufacturer:	J&J
	Style:	Impulse
	Color:	Get a Tattoo
VCT	Manufacturer:	Armstrong
	Style:	Standard Excelon Multicolor
	Color:	Coaster Greige 52515
Luxury vinyl tile	Manufacturer:	Armstrong
	Color:	Amber Cherry Warm TP012
Rubber stair treads with integrated risers	Manufacturer:	Johnsonite
	Texture Style:	Raised Round
	Color:	Storm Cloud-71
Vinyl Wall Base	Manufacturer:	Johnsonite
	Color:	Storm Cloud-71

End of Scope of Work
END OF DOCUMENT