

**HAMPTON FALLS SCHOOL DISTRICT**  
**Hampton Falls, New Hampshire**

**VCT, LVP FLOOR INSTALLATION**

**Invitation to Bid  
and  
Instructions to Bidders**

**INVITATION TO BID**

The Hampton Falls School District will receive bids for VCT, LVT floor tile installation in the Lincoln Akerman School, 8 Exeter Rd, Hampton Falls, New Hampshire.

**INSTRUCTIONS TO BIDDERS**

1. Submit bids on the bid form enclosed herein.
2. Specifications are attached.
3. All project work shall be completed during the 2024 summer school break (July 1 through August 16, 2024).
4. Bidders shall carefully examine the buildings to obtain first-hand knowledge and verify measurements of existing conditions.
5. A walk-thru is **mandatory**. The date scheduled for this walk-through is **Wednesday, February 7, 2024 at 3:15PM**. Please check in at the front office for a visitor pass. The walk-through will begin in the front lobby. If you are unable to make this date please contact Mr. Alan Lajoie (see information below) to schedule another appointment.
6. If you have any questions or concerns regarding this project, please contact Mr. Alan Lajoie, Facilities Manager at (603) 793-3733 or [lasfacilities@sau21.org](mailto:lasfacilities@sau21.org)
7. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
8. Bids shall be submitted on the attached bid form. Bids should be electronically transmitted to the address listed below.

**"BID FOR VCT, LVP FLOOR INSTALLATION"**  
**HAMPTON FALLS SCHOOL DISTRICT**

Electronic Submission:  
Nancy Tuttle  
Finance Manager  
[ntuttle@sau21.org](mailto:ntuttle@sau21.org)

9. Closing Date: **Wednesday, February 28, 2024 at 2:00PM**. Any bid received after this date and time will not be considered or opened.

**HAMPTON FALLS SCHOOL DISTRICT  
VCT, LVP FLOOR INSTALLATION  
SPECIFICATIONS**

**SCOPE OF THE WORK**

1. Furnish all labor, materials and equipment to install VCT and LVP floor tile in the following areas
  - a. (3) Lincoln Akerman School Offices - Rooms 7,10, and 11
  - b. (1) Classroom - Rm 14
  - c. (1) Cafeteria
  - d. (2) Hallways
2. **NOTE:** *Prior to the installation of this flooring all asbestos containing flooring will be abated and existing flooring will be removed. Floors will be ready for installation; no removal is required.*

**PRODUCT SPECIFICATIONS:**

**VCT FLOOR TILE** (classroom, cafeteria, and hallways)

1. Manufacturer – Armstrong Standard Excelon VCT
2. Construction – Vinyl Composition Tile
3. Overall Thickness – 1/8 inch
4. Tile Size – 12 in by 12 in.
5. Color – TBD
6. Installation - In accordance with manufacturer's recommended methods.
7. Standard Manufacturer's Warranty – 5 year Commercial Warranty
8. Contractor must provide to the Owner all MSDS information on products used for this project.

**COVE BASE**

1. Provide 4" Vinyl Wall base or comparable product with the same features and composition by one of the following"
  - a. Armstrong World Industries, Inc.
  - b. Roppe Corporation, USA
  - c. VPI, LLC; Floor Products Division
  - d. Johnsonite
2. Cove Base Standard: ASTM F 1861.
3. Material Requirement: Type TV (vinyl, thermoplastic)
4. Style: Cove (base with toe) for all locations
5. Minimum Thickness: 0.080 inch
6. Height: 4 inches
7. Lengths: Coils or strips in manufacturer's standard length.
8. Outside Corners: Job formed or preformed as directed by Owner.
9. Inside Corners: Job formed or preformed as directed by Owner.
10. Color: TBD

**LVP FLOOR TILE** (in 3 office areas)

Manufacturer – Alto Lavencia

Construction – Luxurious Vinyl Composition Tile

Overall Thickness – 3mm inch

Tile Size – 6 in by 48 in.

Color – 20230202 Farmhouse Whiskey

Installation - In accordance with manufacturer's recommended methods.

Standard Manufacturer's Warranty – 5 year Commercial Warranty

Contractor must provide to the Owner all MSDS information on products used for this project.

**PRODUCT SPECIFICATIONS cont:**

**COVE BASE**

Manufacturer - Tarkett

Material Requirement: Type TV {vinyl, thermoplastic}

Style: Cove (base with toe) for all locations

Minimum Thickness: 1/8 inch

Height: 4 inches

Lengths: Coils or strips in manufacturer's standard length.

Outside Corners: Job formed or preformed as directed by Owner.

Inside Corners: Job formed or preformed as directed by Owner.

Color: Sandalwood

**FLOOR TILE INSTALLATION**

1. Remove any existing cove base if needed.
2. Grind floors to remove existing adhesive and prepare floor to receive new VCT tile. Prior to installation the floor shall be scraped, free of debris, glue, etc. and broom cleaned.
3. Install moisture barrier on existing concrete.
4. Verify that substrates and conditions are satisfactory for floor tile installation and comply with requirements specified.
5. Flooring to be applied to the prepared areas shall be applied in strict accordance with manufacturer's specifications.
6. Use trowelable leveling and patching compounds per tile manufacturer's directions to fill cracks, holes, and depressions in substrates.
7. Lay out tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths at perimeter that equal less than one half of a tile. Install tiles square with room axis, unless otherwise indicated.
8. Match tiles for color and pattern by selecting tiles from cartons in same sequence as manufactured and packaged, if so numbered. Cut tiles neatly around all fixtures. Discard broken, cracked, chipped, or deformed tiles.
9. Scribe, cut, and fit tiles to butt tightly to vertical surfaces, permanent fixtures, built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings.
10. Where wood baseboard exists, floor tile shall have a tight fit to the baseboard.
11. Extend tiles into toe spaces, door reveals, closets, and similar openings.
12. Maintain reference markers, holes, or openings that are in place or plainly marked for future cutting by repeating on finish flooring as marked on subfloor. Use chalk or other nonpermanent marking device.

13. Adhere tiles to flooring substrates without producing open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, or other surface imperfections in completed tile installation.
14. Use full spread of adhesive applied to substrate in compliance with tile manufacturer's directions including those for trowel notching, adhesive mixing, and adhesive open and working times.
15. Hand roll tiles where required by tile manufacturer.
16. Remove visible adhesive and other surface blemishes using cleaner recommended by tile manufacturers.

### **COVE BASE INSTALLATION**

1. Clean and prepare existing surface for new cove base. If damage to existing walls occurs during removal of old cove base, contractor is responsible for repairs.
2. Vinyl wall base shall be applied at all wall surfaces and other surfaces where a vinyl wall base previously existed.
3. Install wall base in lengths as long as practicable. Tightly adhere wall base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates without gaps at seams and with tops of adjacent pieces aligned.
4. Install exterior corners before installing straight pieces.
5. Form inside corners on job from straight pieces of maximum lengths possible by cutting an inverted V-shaped notch in toe of wall base at the point where corner is formed. Shave back of base where necessary to produce snug fit to substrate.
6. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
7. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.
8. Do not install cove base products until they are same temperature as the space where they are to be installed. Move cove base products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
9. Sweep and vacuum clean substrates to be covered by cove base products immediately before installation.
10. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic-cement-based formulation provided or approved by manufacturer for applications indicated.
11. Adhesives: Water-resistant type recommended by manufacturer to suit cove base products and substrate conditions indicated. Basis of Design Product is Ultrabond ECO 575 by Mapei.
  - a) Use adhesives that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
  - b) Cove Base Adhesives: Not more than 50 g/L.

12. Apply cove base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
13. Tightly adhere cove base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
14. Do not stretch cove base during installation.

#### **EXAMINATION**

1. Contractor must examine existing area to determine all final field measurements.

#### **QUALIFICATION REQUIREMENTS**

1. A qualified installer with a minimum of 5 years of experience.
2. Qualified bidders must have an operational facility within a 60 mile radius of Hampton Falls, New Hampshire.
3. Contractor shall be a single firm specializing in carpet/flooring installation. Portions of the work may be subbed out, but ultimate responsibility for workmanship falls on installer.
4. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done. Any damage to the physical plant or equipment shall be repaired by skilled mechanics of the trade involved at no additional cost.
5. Contractor **must** provide a list of at least 3 references relating to work of a similar project and scope. Reference list must include contact name, address and phone number.

#### **WORK SITE**

1. Furnish and install only the materials as specified herein, in strict accordance with and approval by the manufacturer.
2. The Contractor must examine the conditions under which asphalt work is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
3. Protect the areas. from damage resulting from spillage, dripping, and dropping of materials. Any areas which have become stained or damaged in any way shall be repaired or replaced by the Contractor prior to the final inspection. The method of repair used must be acceptable to the Owner.
4. Cleanup: Remove trash and debris resulting from work at the end of each day's work.
5. Lincoln Akerman School is a non-smoking area.
6. No drugs or alcoholic beverages are permitted on school grounds.

**REMOVAL AND DISPOSAL OF MATERIALS**

1. It is the responsibility of the contractor to remove and dispose of all material according to federal, state and local policies.
2. Discarded materials must be removed from school site on a daily basis.
3. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

**DELIVERY, STORAGE, AND PROTECTION**

1. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
2. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Lincoln Akerman School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
3. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
4. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information.
5. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
6. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
7. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.
8. Unused product will remain with Owner.

**WARRANTY**

1. The Contractor shall guarantee all workmanship for one (1) year from the date of final payment. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the Owner's property due to such defects.

**SPECIAL CONDITIONS**

1. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor.
2. This bid cannot be assigned or transferred to any other Contractor.

### **SPECIAL CONDITIONS cont**

3. The Owner shall have general rights of inspection of the work and has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the contract and shall have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.
4. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract.
5. Equipment may be stored on site during the project period as required for proper coordination of the work. All equipment shall be removed at the conclusion of the project. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged equipment stored at the job site.
6. The contractor shall and insure that all subcontractors shall perform criminal background checks for all persons that will be present on the jobsite at any time. If background checks reveal convictions of any crimes involving offense against children, notify the Owner immediately and do not allow the offender access to the jobsite.

### **SAFETY**

1. The safety of people within the work area is paramount. If non-authorized people enter the work area, the Contractor shall cease any function that may result in injury to personnel and not restart the operation until work area is deemed safe. The Contractor shall take all possible means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
2. Contractor **must** comply with all OSHA and EPA guidelines for safety of workers and other citizens.

### **LAWS AND REGULATIONS**

1. Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA, NH State regulations and Town of Hampton Falls ordinances.

### **INSURANCE**

- A. The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the Contractor has the required coverage.
  1. The contractor shall name the Hampton Falls School District as an additional insured.
  2. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
  3. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.

**INSURANCE cont.**

4. Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
5. Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.
  - a. Workers Compensation and Employers' Liability

	Statutory Limits
Each Accident	\$1,000,000
Disease (Policy Limit)	\$1,000,000
Disease (Each Employee)	\$1,000,000
  - b. Comprehensive General Liability

Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
  - c. Comprehensive Automobile Liability

Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

**FINAL INSPECTION**

1. At completion of the project and associated work, meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
2. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
3. Notify the Owner upon completion of corrections.

**PAYMENT SCHEDULE**

1. Owner will provide payment as follows:  
Final Payment – Final payment will not be issued until all components of the Final Inspection have been met to the Owner's satisfaction. (see above)



**COMPANY PROFILE**  
**and**  
**REQUIRED SUBMITTALS**

Please provide the following information regarding your business. **This form is required as part of your bid submission.** You may attach additional sheets or documents as needed.

1. DUNS Number or Federal Tax ID # \_\_\_\_\_
2. Size of Company: Total number of employees \_\_\_\_\_  
Total number of service employees \_\_\_\_\_
3. Number of years in business \_\_\_\_\_  
Number of years under current management \_\_\_\_\_
4. Office locations (service, retail, other) \_\_\_\_\_
5. Please provide website address: \_\_\_\_\_
6. Insurance – Please provide proof of insurance per specifications.

7. Warranty Information

- A. Warranty Coverage: \_\_\_\_\_ (Company Name)
- B. Number of years on equipment \_\_\_\_\_
- C. Number of years on labor \_\_\_\_\_
- D. Number of years on installation \_\_\_\_\_
- E. Exclusions: \_\_\_\_\_ (Company Name) will not have any liability or obligation under the limited warranty in case of:
  1. Damage caused by natural disasters
  2. Damage caused by snow removal activities
  3. Any defect caused by misuse or abuse of the equipment
  4. Damage caused by unauthorized modification
  5. Damage caused by improper maintenance
  6. \_\_\_\_\_

*Hereby warranties the project listed at the Lincoln Akerman School, 8 Exeter Road, Hampton Falls, NH is free of any defect in material and workmanship. The period of warranty is one (1) year from the date of completion, final inspection and acceptance. Any defects in material or workmanship resulting from construction procedures that occur during the warranty period will be repaired or replaced.*

Date of Final Inspection: \_\_\_\_\_

Date of Warranty Expiration: \_\_\_\_\_

8. Identify maintenance requirements of proposed equipment (if applicable).

- A. Required service to maintain warranty.

\_\_\_\_\_  
\_\_\_\_\_

- B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

\_\_\_\_\_

**COMPANY PROFILE cont**

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10. Provide operations and maintenance manuals.

11. Provide list of proposed equipment/materials to be used on this project (per specifications)

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No equipment substitutions will be part of this project. \_\_\_\_\_  
Please initial above

Proposed Alternate Equipment:

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12. List 3 references for which your Company performed similar scope and size work for, include company/agency name, contact name and telephone number and email address.

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

11. List all subcontractors to perform work including contact name and telephone number or check box below.

( No subcontractor will be performing work on this project. \_\_\_\_\_  
Please initial above

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

Provide references for each subcontractor under separate attachment.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Authorized Signature & Title)

\_\_\_\_\_  
(Date)

**HAMPTON FALLS SCHOOL DISTRICT  
VCT, LVT FLOOR INSTALLATION  
BID PROPOSAL FORM**

To: Mr. Matthew Ferreira, Business Administrator  
SAU #21  
2 Alumni Drive  
Hampton, NH 03842

Having carefully examined the description of the work to be accomplished, as contained in the Specifications, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following sum of money:

TOTAL CONTRACT PRICE                      \$ \_\_\_\_\_

Submittals Included:  
\_\_\_\_ Company Profile

By signature below, the bidder, if awarded a contract,

- Agrees to complete the work by August 16, 2024
- Agrees to use only products as per attached specifications
- Must have an operational facility within a 60 mile radius of Hampton Falls, NH

**NAME OF CONTRACTOR:** \_\_\_\_\_

**ADDRESS OF CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**SIGN HERE:**      \_\_\_\_\_  
DATE                      NAME OF AUTHORIZED OFFICER