

University of California (UC)

REQUEST FOR PROPOSAL#

***(001225-May2019) University of California
Systemwide Flooring RFP***

FOR

Flooring Products & Installation Services

***On behalf of the University of California and OMNIA
Partners and other government agencies and non-
profits***

Date Issued: June 24th, 2019

Responses Due: 8/5/2019@ 3pm PST

It is the Supplier's responsibility to read the entire document, any addenda, and to comply with all requirements listed herein. Any addenda to this Request for Proposal will be directed to all participating Suppliers. It is the Supplier's responsibility to watch their e-mail for any addenda, notices, or changes to the RFP or process.

Issued by:

The Regents of the University of California

C.J. Caudle - Sourcing - Facilities & Maintenance
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1. Purpose of the RFP

The purpose of this Request for Proposal (“RFP”) is to invite qualified Suppliers to prepare and submit proposals to furnish flooring products and installation services to the University of California (“UC” or “University”), in accordance with the requirements set forth in this RFP.

Supplier agrees to make available products and services to any UC location or participating agency upon the terms, conditions and pricing set forth in an agreement awarded in response to Supplier’s proposal. Additionally, all awards made pursuant to this solicitation will be made available nationally through OMNIA Partners member agencies.

2. Background

University of California consists of 10 campuses and the Office of the President. Throughout the system we have thousands of buildings incorporating housing, dining, patient care, research, teaching, administrative and recreational spaces. The University spends roughly \$10M annually on floor covering and associated installation services.

The dedicated professionals responsible for oversight and upkeep of University facilities seek durable and sustainable flooring solutions inclusive of installation services, as well as responsible end-of-life disposal that supports the University’s [Zero Waste](#) goal.

3. Minimum Requirements

- Supplier must be able to demonstrate the capability of providing the required products/services by possessing adequate available resources, including personnel, facilities, systems, organization structure, operation controls, quality control and other related factors.
- Supplier must possess all trade, professional, or business licenses as may be required to complete the work and meet the requirements specified by this RFP.
- Supplier must demonstrate successful experience in providing the products and services specified in this RFP as a primary supplier. Suppliers are expected to provide customer contact information for their three largest higher education clients.
- Supplier must demonstrate a strong commitment to sustainability in its products, processes, people and communities. Awarded suppliers will be required to complete the Ecovadis scorecard process in order to baseline sustainable practices and promote continuous improvement.

New Equipment Requirements

- Warranty service shall be performed by Supplier’s field service technician or Manufacturer’s trained and authorized service representative.

4. RFP Timeline, Contract Term and Point of Contact

Schedule of Events

Anticipated Action	Anticipated Action Date
Release of Electronic RFP	June 24 th , 2019
Virtual Bid Conference	Wednesday July 17 th , 2019 (9AM – 11AM PST) Details will be provided to those who have registered with an intent to bid. Attendance is non-mandatory and a recording of the conference will be provided.
Final Date for University Response to Q&A	July 26 th , 2019 3:00 PST
Deadline for RFP Response	August 5th, 2019 @ 3pm
Prospective Contract Start Date	October 1 st , 2019

The University reserves the right to modify the above schedule of events and make changes to other provisions in this RFP. It is the Supplier's responsibility to read the entire document and any addendums, and to comply with all requirements listed herein.

Contract Term

The anticipated term of any agreement issued as a result of this RFP will be for an initial period of five (5) years. The University may, at its option, exercise five (5) additional one (1)-year extensions for a total of ten (10) years on the same terms and conditions.

Exhibits

In addition to this document, the following exhibits posted under Guidelines & Attachments in CalUSource contain the requirements, terms and conditions for this RFP:

- [UC Required Supplier Information](#)
- [UC Term and Conditions](#)
- [Supplier Bidding Guide for CalUSource](#)
- [UC Invoice Transmission and Payment Settlement Terms](#)
- [UC Sustainable Practices Policy](#)
- [UC Sustainable Procurement Guidelines](#)
- [Appendix Federal Government Contracts Special Terms and Conditions](#)
- University of California Prevailing Wage Schedule
- National Hourly Labor Schedule

- Product Price Schedule
- OMNIA Partners – Exhibits A-H

Any contract awarded pursuant to this RFP will be in writing and incorporate the RFP requirements and specifications, as well the contents of the Supplier's Proposal as accepted by the University.

Single Point of Contact

The University RFP Administrator is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP; and is the only office authorized to change, modify, clarify, etc., the specifications, terms and conditions of this RFP and any agreement(s) awarded as a result of this RFP. All questions and requests for clarification concerning this RFP should be entered into the CalUSource Discussion Forum by the questions deadline indicated in the Schedule of Events.

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5. Scope of Work

There are a total of 10 campuses, 5 medical centers, and various other affiliated locations. See SCHEDULE I for UC participating locations. The UC seeks to partner with a Supplier to provide the goods listed in and associated with the categories reflected in the Cost Bid Worksheet in accordance with this Statement of Work and any other documents referenced in the Incorporated Documents section herein. Unless otherwise provided in the Agreement, UC will not be obligated to purchase a minimum amount of Goods and/or Services from Supplier.

Supplier shall provide flooring products and installation services as defined throughout this RFP. Products, Services, & Pricing incorporated into any resulting award shall be extended to Suppliers performing work on behalf of the University.

University projects performed under the resulting agreements shall be in accordance to maintenance policy guidelines as set forth by the University of California.

Order Packaging and Labeling – Supplier agrees that each UC order will be individually wrapped and labeled with the following information:

- Purchase order number
- Product description, quantity and catalog number of the Product ordered and an open 30-character field for internal identification e.g., UC Storehouse catalog numbers and/or internal customer order numbers; and
- Other information, as may be requested by ordering UC Department.

Packaging slips will be attached to the outside of the package such that it can be inspected by UC at the requesting department and/or receiving dock.

Environmentally Responsible Packaging – Supplier must utilize environmentally responsible packaging that is designed, produced, and distributed to the University in a sustainable manner, and that minimizes adverse effects on the environment.

Receiving Locations – Supplier shall provide inside and dock delivery to all UC current and future authorized personnel delivery points, as requested by UC.

Standard Delivery Requirements – Supplier shall meet each location’s specific delivery requirements. Risk of loss will be borne by the supplier.

Returns – Supplier shall accept goods returned by UC if in resalable condition and if made within thirty (30) days of original shipment. Returns for special order (non-stock) items may result in a 15% restocking fee. Supplier must pick up returns from the ordering department location within three (3) business days.

Credit – Requests for credit can be transmitted by the order UC personnel via the established order management system (telephone, fax, paper return form, and web-based). Chargebacks and credit memos will be issued to UC ordering departments in the current month’s billing period. Return items will be credited at cost. If service were purchased via UC purchasing card, credit must be issued to the same purchasing card.

Invoicing – All invoices must clearly indicate the following information:

- California sales tax as a separate line item;
- Freight costs, if applicable, as a separate line item;
- UC Purchase Order or Release Number;
- Description, quantity, catalog number and manufacturer number of the item ordered;
- Net cost of each item;
- Any applicable discount;
- Reference to original order number for all credit invoices issued;
- Purchasing card information, if applicable

Catalog – Supplier, if requested by UC, will provide Supplier’s Catalog electronically at no cost to UC. The Catalog shall integrate into the UC e-commerce platform for each location with customized electronic Catalog with UC pricing and contract terms, as defined in the RFP and Supplier’s response.

The University will require suppliers to clearly identify products with UC-recognized certifications, as defined by the Category Specifications, in both hosted and punchout catalog e-procurement environments.

a. Commodity/Contract Managers will work with all contracted suppliers to ensure that contract items that meet the UC criteria for Green and Economically & Socially Responsible Spend as outlined in the Guidelines will be prioritized in all product searches.

b. Unless locations request otherwise, products that do not meet the University’s minimum criteria requirements will be blocked in all hosted catalogs and punchout catalogs upon contract award.

Program Management – Supplier will provide the necessary staff and resource to support UC’s program management function as outlined in this Statement of Work and the Supplier’s response to RFP, including but not limited to:

- Account management sufficient to provide project design, oversight, and delivery of all installations;
- Labor availability to fulfill all installation requests;
- Marketing Program to increase sales activity;
- Coordinating Program implementation;

- Providing superior customer service;
- Promoting alternate Goods to reduce cost and meet UC sustainability objectives;
- Demonstrating new Goods;
- Managing the continuous improvement process;
- Providing on-going contract monitoring and maintenance;
- Offering Services cost reduction and process improvement opportunities to UC;
- Conducting monthly account review meetings.

Service Standards – Supplier will provide the following minimum service standards:

Pick up returns – within 3 business days

Request for reports – new reports within 5 business days, or as scheduled

Order fill rate (stock items) – maintain a minimum order fill rate of 95%, where all stock item orders will be fulfilled either (1) the next business day or (2) on the delivery date requested, whichever is later. Fill rate is calculated as: (# of orders Delivered as requested/# orders requested).

Delivery accuracy – maintain a minimum delivery accuracy of 95%, based on the percent of the entire order being fulfilled correctly.

Invoice Billing Accuracy – maintain an invoice billing accuracy of 99%. Invoice billing accuracy is calculated as: (1-(total number of credit memo line items/total number of invoice line items)) and (1-(total credit dollars issued/total dollars invoiced)).

24-Hour Quote Turnaround – all job requests will be acknowledged within 24 hours of request, and provided within 3 business days.

Reporting – The University will require all strategically sourced suppliers to report annually on their sustainable business operations, and quarterly on the University's sustainable purchasing activity. Quarterly sustainable spend reports will be collected by the appropriate University of California Procurement Services department. Quarterly spend reports must be filterable, include all products and services purchased, use an Excel compatible software, include information on a single sheet and include the following fields:

- i. Campus
- ii. Department and/or delivery location
- iii. SKU and/or manufacturer number
- iv. Item description
- v. 8-digit UNSPSC code
- vi. Product category/Title of UNSPSC code
- vii. Quantity
- viii. Unit of measure
- ix. Price

- x. Third-party sustainability attribute or certification as recognized in the Guidelines
- xi. Landfill diversion/recycling rates

6. Evaluation Criteria

Evaluation and Award: Best Value Methodology

Responsive Proposals will be evaluated using a Best Value method. Best Value means the most advantageous balance of price/cost, quality, service performance and other elements, as defined by the University. University evaluators will determine the Proposal's value by scoring the Proposals based on a uniform set of weighted evaluation criteria. Each Proposal's Best Value score will be the average of all evaluators' total scores awarded for the Proposal. The University will have determined the Maximum Possible Price Score prior to the Proposal due date. The Proposal with the Maximum Possible Price Score will be considered the lowest responsive Proposal.

All other responsive Proposals will receive a proportion of the Maximum Possible Price Score equal to the quotient of the lowest Proposal's cost divided by that Proposal's cost. Each Proposal's Price Score will be added to that Proposal's Quality Point Score to get that Proposal's Total Score. The Proposal with the highest Total Score will be considered the "Best Value". The Proposal with the next highest Total Score will be considered the second Best Value, and so on. The University will then determine if the Supplier submitting the Best Value Proposal is responsible. The apparent RFP winner(s) will be the responsible Supplier submitting the Best Value Proposal.

Proposals will be evaluated on the following criteria:

Company Profile	5%
Capabilities & National Program	18%
Quality & Warranty	16%
Sustainability	22%
Value Added	12%
COST	27%

Right to Cancel/Modify

The University reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process and/or the program outlined within this RFP at any time. Notice shall be provided in a timely manner thereafter. The University may award the contract without further discussion or may enter into negotiations with the apparent RFP winner. Should the apparent RFP winner fail to accept the award, the University may determine that that Supplier has abandoned its Proposal. The University may then enter into negotiations with the responsible Supplier submitting the second Best Value Proposal. If that Supplier fails to accept the award, the University may determine that that Supplier has abandoned its Proposal and enter into negotiations with the responsible Supplier submitting the third Best Value Proposal and so on to each successive responsible Best Value Supplier until an award is made and accepted.

Right to Make No Award

The University reserves the right to reject all Proposals and to make no award. Unless stated otherwise in this RFP, the University reserves the right to make multiple awards or to award items separately or in the aggregate as the interests of University may appear.

Contract Form

Any contract awarded pursuant to this RFP will be in writing and incorporate the RFP requirements and specifications, as well the contents of the Supplier's Proposal as accepted by the University.

7. Additional Terms

Insurance

Supplier shall furnish Certificate of Insurance in accordance with Article 9 of the University of California Terms & Conditions of Purchase

If selected for award, the awardee shall deliver the PDF version of the Certificate of Insurance to UC's, or participating agency, buyer by email with the following text in the Subject field: CERTIFICATE OF INSURANCE – [Supplier name].

8. Category Specifications

Eligible Commodities

Suppliers are encouraged to submit a proposal inclusive of product, installation, disposal and warranty costs associated with the following categories:

- Carpet Tile
- Resilient Flooring (Vinyl, Linoleum, Rubber, etc.)
- Hard Surface (Wood, Tile, etc.)
- Broadloom
- Ancillaries (Adhesives, Padding, Trim, etc.)

Warranty

All products must carry a valid commercial warranty. Please see specific product categories for minimum warranty requirements. Product warranties must be clearly stated and provided to the eligible entity prior to an order being placed.

Freight & Delivery Terms

Supplier must provide freight costs associated with shipping products within the price sheet analysis. If required, Suppliers must have ability to arrange for delivery of products to installer for storage. The University will not provide long term storage of materials for Suppliers.

Returned Goods

All products must carry a return policy. Suppliers must document return policy within the 'Warranty & Quality' questionnaire section of this CalUSource event.

Building Code

All products must satisfy building code, IBC (International Building Code) Section 804 Interior Floor Finish - <https://codes.iccsafe.org/public/document/IBC2015/chapter-8-interior-finishes>.

Materials of Concern

Suppliers must disclose on the price sheet whether each product offered on the contract contains any of the following chemicals and materials of concern. It is desirable that Suppliers offer products free from the chemicals and materials listed below.

1. Antimicrobials
2. Coal fly ash
3. Flame retardants
4. Fluorinated stain- resistant chemicals (e.g. per fluorinated chemicals (PFCs))
5. Formaldehyde
6. Lead
7. Mercury
8. Nanomaterials
9. Phthalates
10. Polyvinyl chloride (PVC)

Suppliers must disclose on the price sheet whether each product offered on the contract has a California Proposition 65 warning label notifying consumers that it contains a chemical known to the State of California to cause cancer, birth defects or other reproductive harm. [Link to additional information - https://oehha.ca.gov/proposition-65](https://oehha.ca.gov/proposition-65)

Environmental Product Declaration

Suppliers must disclose in their price sheet whether each product offered has an Environmental Product Declaration (EPD) Transparency Summary. It is desirable for all products to have EPD Transparency Summary. An EPD is a comprehensive disclosure of a product's lifecycle-based environmental impacts. If possible, the EPD should conform to industry standards such as ISO 14025, which was developed by the International Organization for Standardization (ISO).

Packaging

Packaging shall be reusable and recyclable to the greatest extent possible with at least 90% of the product packaging by weight consisting of reusable or recyclable commodities (e.g. cardboard, paper, and wood). It is desirable for packaging to contain at least 25% post-consumer recycled content.

The University has a ban on the procurement of expanded plastic foam materials (such as Expanded Polystyrene (EPS), Expanded Polyethylene (EPE), Expanded Polyurethane and expanded plastic foam hybrids) other than those used for medical or laboratory supply, by 2020. Suppliers are required to acknowledge and respond to this requirement under the 'Sustainability' questionnaire within the CalUSource event.

Use of Environmental Marketing Claims

All claims must comply with US Federal Trade Commission Guides for the Use of Environmental Marketing Claims at <http://www.ftc.gov/bcp/grnrule/guides980427.htm>

8.1 Carpet

Products in this category include tile and broadloom applications. University has a strong preference towards tile installation and encourages the use of carpet tile in all applicable applications.

Carpet Requirements

All broadloom and carpet tile must meet the following:

- Certified NSF/ANSI-140® Standard (most recent version) OR Certified by the Cradle to Cradle Innovation Institute at the Silver achievement level or higher. Supplier shall provide proof of independent third-party certification with bid submission.
- Carpet must be a solution-dyed product, a manufacturing process where colored dye is thoroughly mixed into the liquid fiber solution BEFORE fibers are extruded, bringing the color all the way through the fiber. This technique results in a colorfast product that is highly resistant to fading or bleached color effects, allowing cleaning with a mild bleach solution ideally suited for settings where stains and germs can be a “house-keeping” issue. Solution-dyed fabrics are a perfect choice of floorcovering in high-traffic settings.

The University reserves the right, if deemed necessary with industry change, throughout the life of the contract to increase NSF/ANSI-140® Standard (most recent version) achievement level or to block products from the contract that contain chemicals or materials of concern.

Warranty

At a minimum all carpet must have a ten year warranty from the date of Certificate of Agency Use and Occupancy. Carpet manufacturers must replace carpet that does not comply with specifications or that fail within the specified warranty period. Supplier will be responsible for all associated product and labor costs.

Recycled Content & Recyclability

It is required that the products have at least 10% post-consumer recycled content or 30% total recycled content.

It is required that 100% of existing carpet including carpet padding be taken to/recyclable at a recycling facility that accepts carpet for recycling unless otherwise required by law. Recycling means turning any manufacturer’s old carpet or carpet components into new carpet or other consumer products. Recycling does not include:

- Carpet As Alternative Fuel (CAAF)
- Burning Carpet in Cement Kilns
- Waste-to-Energy (WTE)
- Any high temperature material destruction or conversion
- Carpet used as alternative daily cover (ADC)

Carpet must be properly handled for effective recycling. It must be:

- Kept dry
- Kept debris free (i.e. free of trash, dirt, tack strips, cutting blades, nails, sharps, etc)
- Rolled, stacked or folded

Broadloom carpet must be:

- Cut into manageable sections
- Separated from any carpet padding if applicable

Awarded bidders will be required to provide written verification documenting that existing carpet that was removed from the facility was taken to a carpet recycling facility. For more information on California's Product Stewardship for Carpets regulations, see: <https://www.calrecycle.ca.gov/carpet/law>.

Adhesives

All carpet and flooring adhesives must have earned at least one the following 3rd party certifications:

- Green Seal
- UL EcoLogo
- Scientific Certifications Systems (SCS) FloorScore
- UL GREENGUARD Gold
- Carpet and Rug Institute (CRI) Green Label Plus
- SQ

AND

It must comply with the VOC limit (50) established in [Rule 1168](#) by the South Coast Air Quality Management District (SCAQMD).

Adhesives may not contain any chemicals that are:

- On the [Prop 65 list](#) of substances that are known to the State of California to cause cancer, birth defects or other reproductive harm. This may include, for example, benzene, formaldehyde, methylene chloride, n-hexane, perchloroethylene, or toluene;

OR

- Listed by the Association of Occupational and Environmental Clinics (AOEC) as an asthmagen. This may include, for example, epoxy resins, diisocyanates, latex, and urea formaldehyde. The AOEC list can be accessed as <http://www.aoecdata.org/expcodelookup.aspx> OR

It is desirable to offer "no glue" installation methods which will virtually eliminate VOCs from installation to the purchasing entity.

Carpet Cushion

Carpet cushion (also called padding) is only applicable for certain broadloom installations; therefore, these specifications only apply for that use.

Carpet cushion must be certified by one of the following:

- Carpet and Rug Institute's Green Label Plus
- Scientific Certification System's FloorScore
- UL GREENGUARD Gold
- Cradle to Cradle (C2C) Innovation Institute (at the Silver level or higher)

It is required for carpet cushion to meet the minimum recycled-content *Comprehensive Procurement Guidelines* established by the US EPA. <https://www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products#03>

8.2 Hard Surface Flooring

Products in this category include resilient flooring (vinyl, linoleum, cork, rubber, etc.), tile, wood flooring, laminate flooring, stone related products and accessories. All products in this category must meet or exceed all Federal, State, and Local standards/regulations.

General Requirements

All hard surface flooring must have at least one of the following attributes:

- Certified by the Cradle to Cradle Innovation Institute at the Silver Level or Higher
- NSF-332 Gold Or Higher
- Certified by Scientific Certification System (SCS) Under Its FloorScore Standard
- Certified to UL GREENGUARD Gold
- Certified by the Forest Stewardship Council (FSC)

Warranty

All products must have a minimum warranty in line with industry standards. Manufacturers must replace flooring that does not comply with specifications or that fail within the specified warranty period. Supplier will be responsible for all associated product and labor costs.

Recycled Content & Recyclability

The University prefers products that contain at least 30% post-consumer recycled content or 50% total recycled content.

Resilient Flooring

Floor tiles and sheet product (plastic and rubber, including heavy duty) must meet the following criteria:

- Rubber tile flooring must conform to ASTM D 412, ASTM D 2240 – 05, ASTM F 1344 12e.
- Sheet vinyl floor covering must conform to ASTM F 1303 04, ASTM F 1516, ASTM F 1913 04, ISO 10581, and ISO 10582 and/or ASTM F 1700 13a.
- Sheet and tile linoleum must conform to ASTM F2034, ASTM F2195 – 13, ASTM F137, ASTM F925, ASTM F1514, ASTM F1515, ASTM F1516.
- Vinyl composition tile flooring must conform to ASTM F 1066 04 and ISO 10582 and/or ASTM F 1700 13a.
- Solid vinyl tile/luxury vinyl tile must conform to ISO 10582 and/or ASTM F 1700 13a.

9. Installation Services

Products installed, maintained and repaired under the resulting agreement(s) must meet or exceed the manufacturer's instructions and/or installation recommendations including any special precautions, industry recommended best practices, and performance tests and specifications. Installation, maintenance and repair

must meet or exceed any applicable Federal, State, and Local Building Codes, Requirements, or Standards. The Supplier is the expert and in all projects and situations is responsible for site inspection and to advise the purchasing entity on the proper product, preparation work, and installation.

9.1 Installer Requirements

Supplier's installer will have a minimum 5 years' experience installing floor covering materials, including but not limited to carpet and resilient flooring materials, and be an approved installer by the flooring manufacturer.

For installation of all materials, installer shall use only trained and experienced applicators who are familiar with the requirements of this work.

In acceptance, or rejection of installed product, no allowance will be made for lack of skill on the part of the installer.

9.2 Prevailing Wages

The successful awardee will be required to pay prevailing wages where applicable. The work described in the RFP is a public work subject to California Labor Code section 1771. No supplier, or sub-Supplier, may be awarded any portion of the work unless registered with the DIR pursuant to Labor Code section 1725.5. The successful awardee will be required to post the applicable prevailing wage rate determination and any job site notices as prescribed by the DIR. The work is subject to compliance monitoring and enforcement by the DIR and is subject to project reporting through the DIR.

Suppliers may reference Prevailing Wage requirements at <https://www.dir.ca.gov/OPRL/2019-1/PWD/index.htm>.

9.3 Locations of Work

Please see attached SCHEDULE I for Participating University of California locations.

9.4 Work Hours

Normal work hours are 7:30AM to 5:00PM Monday through Friday. Suppliers may be required to install flooring after hours or on weekends. University will make every effort to schedule jobs in advance of the necessary start date.

9.5 Project Planning

Work performed under this Contract shall be performed under individual Work Authorizations. University and Supplier shall agree upon Scope of Work, Start and Completion Dates, quantities of Unit Price items and any other issues required to complete the work.

The Supplier shall respond to Work Authorizations within 2 working days of initial contact to schedule a site walk.

Prior to commencing the work, Supplier and University, or participating agency, shall tour the project site together to examine and record any damage at the work site. This record shall serve as a basis for determination

of subsequent damage due to Supplier's operations and shall be signed by all parties making the tour. Any damage not noted in the original survey, but subsequently discovered, shall be reported to the University.

The University, or participating agency, may during the course of this agreement request the Supplier to perform services which are similar to those specified and which are typically available from a professional flooring installation company (i.e.; heat welding of seams, repair of delaminated sheet flooring, re-stretch or patch broadloom carpet). Prices for such services will be negotiated at the time of request.

9.6 General Requirements

Supplier shall keep the work site clean and free from unreasonable accumulation of excess dirt, materials or waste caused by Supplier.

Supplier shall dispose of all materials and debris accumulated in conjunction with completing this work off campus daily. Supplier shall not use University or participating agency refuse containers unless authorized by designated campus representative.

Supplier will be required to coordinate reclamation/disposal of all materials. Supplier shall provide University with proof of reclamation

Where required, the University will be responsible for removal and/or abatement of existing hazardous flooring materials prior to scheduled installation of new flooring.

Where required, the University or participating agency will be responsible for replacement of dry rot and other necessary structural repairs identified prior to flooring installation or discovered during the course of the work.

9.7 Work Site Behavior & Provisions

1. Supplier shall control the conduct of its employees to prevent unwanted interaction initiated by Supplier's employees with students, staff or other individuals; and those associated with the project. Without limitation, unwanted interaction would include whistling at or initiating conversations with passerby. In the event that any Supplier's employee initiates such unwanted interaction, or utilizes profanity, Supplier shall, either upon request of University's Representative or on his/her own initiative, replace said employee with another of equivalent technical skill at no additional cost to the University or participating agency.
2. Extreme care to limit noise shall be taken at all times that the building is occupied. Loud or unnecessary conversation shall be avoided. Playing of music is only permissible if the volume is low enough not to be heard outside the immediate area. Noise, which in the sole opinion of the University's Representative is disturbing or disruptive to occupants, shall be scheduled for periods when the building is not occupied.
3. If required, the University will provide keys or access cards. All keys and access cards are to be returned to the University's or participating agency's Representative upon completion of work. If any keys are lost or stolen while in the Supplier's possession, Supplier will be financially responsible for all costs to re-key or replace locks. **Report any loss of keys or access cards to the University on the day the loss is noted.**
4. Supplier shall take necessary precautions for the safety and protection of persons and property in the areas of the work. Supplier shall comply with all rules and regulations of the University Fire and Police departments. Supplier shall follow all applicable OSHA and all Federal, State, and University Health and

Safety Regulations.

5. Supplier will be expected to follow University's or participating agency's security procedures as directed by staff. The cost of any Supplier initiated false alarms that result in a Police response shall be deducted from the Supplier's invoice.
6. Smoking and tobacco products ("chew") and marijuana products are not permitted in any area of any University or participating agencies facility, including parking areas.
7. Supplier shall exercise due care to protect all existing facilities, structures and utilities (above and underground). The Supplier shall pay for any damage to University property due to Supplier neglect. Supplier shall report damage to University's or participating agency's Representative immediately.

9.8 Demolition

- A. Selective demolition is limited to removal of existing carpet, resilient flooring, rubber base, carpet base and related flooring accessories as detailed on project drawings.
- B. Supplier shall comply with all portions of the California Administrative and local Codes pertaining to storage, handling, use, application and disposal of toxic, flammable and hazardous materials.
 1. Verify that existing flooring and mastic contains no asbestos. Notify the University's Representative if contractor believes that existing flooring materials and mastic contain hazardous materials prior to the start of demolition.
- C. Provide protection to adjoining floors, walls and finishes near work site. When instructed by University Representative, provide vapor and dust control.
- D. Allow no containers of solvent base material to be opened until all potential sources of flame or spark have been shut down or extinguished and warnings against their ignition are posted. Supplier shall provide ventilation to disperse fumes during application of solvent-based materials.
- E. Removal of Existing Carpet: lift and remove existing carpet and remove any existing transition strips.
 1. Where present, scrape surface to remove glue spots and high debris.
 2. Notify University Representative if flooring materials adjacent to area of work need repairs or replacements.
 3. Palletize carpet tile for shipment to recycling facility. Coordinate with appropriate representative to complete reclamation/disposal.
- F. Removal of Resilient Flooring Materials: remove existing flooring and clean the concrete surface using a mechanical removal process.
 1. Where needed, remove a few tiles by hand to allow the mechanical tile stripper blade to be placed under the next row of tiles.
 2. After removal of existing floor, remove adhesive with a filtered and exhausted bead blaster with appropriate sized pellets, or a terrazzo grinder with sand and water, depending on condition of adhesive bed and subfloor. Restrictions on use of mechanical equipment will apply if the building is occupied during work hours.
 3. Remove as much adhesive as necessary to produce an even surface for new flooring or to bare concrete where total clean-up of residual adhesive is required due to incompatibility of new flooring.

G. Removal of Carpet Base or Rubber Cove Base: score top of base at wall intersection to protect wall finish when base is removed. Lift and remove base. Scrape surface to remove glue spots and debris.

1. Notify University Representative if wall repair is needed **prior to installation** of new base.

9.9 Installation of Modular Carpet

- A. Check conditions of areas to receive carpet. Fill and level. Thoroughly clean surface until free of foreign matter. Fill all cracks, joints, holes or uneven areas in excess of 1/16" with non-crumbling floor filler; remove excess. Supplier shall be responsible for all patching as typical by industry standards. University will be responsible for major substrate repairs beyond what is normal and customary. Supplier is responsible for reporting any such major repairs to the University Representative immediately.
- B. Before commencing work, test an area with glue and carpet to determine "open-time" and bond test for moisture. As needed, prime all floor areas to receive carpet.
- C. Use modular carpet adhesive as recommended by the manufacturer of the modular carpet brand being installed. Unless noted otherwise, carpet adhesive should be a releasable product. Adhesives shall comply with the testing and product requirements of the Carpet and Rug Institute Green Label Plus Program.
 1. In occupied buildings, Supplier to provide ventilation to disperse fumes during application.
- D. Check starting wall for squareness. Allow for off-square walls. Chalk line length and width of area to receive carpet tile. Spread carpet glue from approximately the center towards each end. When sufficient area has been covered with glue, drop first tiles into place. Layout and installation should be according to manufacturer's recommended method and University specifications.
- E. Extend carpet tile into toe spaces, door reveals, closets, open-bottom obstructions, removable flanges, alcoves and similar openings.
- F. Trim carpet insuring that cuts are clean and neat with no jagged edges. Bind or seal cut edges as recommended by carpet manufacturer.
- G. Roll carpet using a roller designed for this purpose to insure that the carpet is uniformly pressed into the adhesive. Rolling should be performed with the lightest roller that will cause the adhesive applied to the floor to fully coat the back of the carpet. Roll seams in both length and width directions.
- H. Remove all spillage of glue or adhesive from carpet face. Clean up all dirt and debris. Clean carpet of all spots and remove all loose threads with sharp scissors. **Vacuum all carpets.**
- I. At completion of work, review with University all pieces or remnants large enough to be used for future repairs; turn over to University all such pieces.

9.10 Installation of Carpet Base

Existing carpet tile will be pulled out from underneath existing carpet base. Existing carpet base is to remain in place unless directed otherwise by University's Representative. New carpet tile will be installed by sliding tiles underneath exist carpet base. Instructions below are intended for minor repairs as needed and approved by University's Representative. Carpet base will be supplied by the University.

- A. Carpet base is 4" high, bound with carpet edge tape. Carpet base may have pre-applied adhesive strips or need to be applied with full-spread adhesive.
- B. Prior to application of new carpet base, inspect wall surfaces to insure walls have been cleaned of all existing build up adhesive and that walls are smooth and dry.
- C. Install new base after completion of carpet installation. Install base around perimeter of room or space, at columns and as directed by University Representative. Carpet base shall not be applied to stained or painted wood baseboards. Notify University Representative if carpet base continues to an adjacent area that is not in the scope of flooring installation. A determination will be made whether a continuous color or lack of visible seams is desirable. If so, then the scope of carpet base installation may include the adjacent area.
- D. Cut base material into accurate lengths but not less than 24 inches. Installer should anticipate shorter than 24 inches lengths and plan accordingly.
- E. Remove paper protecting adhesive strips on back of carpet base or apply full-spread adhesive to back of carpet base. Apply to wall as recommended by carpet base manufacturer. Secure short returns and outside corners with a small staple at the top and bottom of the carpet base. Staple should be hidden by carpet pile.
- F. Butt joint widths shall not be greater than 1/64 inch. Scribe base accurately to abutting materials not receiving base.
- G. Supplier shall be responsible for cutting base height to match existing conditions in any area less than standard material height. Base to be cut with 1/8 inch of space height.
- H. Base shall be set so that bottom of base material follows floor profile.
- I. Base to be rolled with a hand roller to insure that it adheres to the wall at all points.

9.11 Installation of Cove Base

- A. Prior to application of new rubber cove base, inspect wall surfaces to insure walls have been cleaned of all existing build up adhesive and that walls are smooth and dry.
- B. Install new base after completion of carpet installation. Install base around perimeter of room or space, at columns and as directed by University Representative. Cove base shall not be applied to stained or painted wood baseboards. Notify University Representative if cove base continues to an adjacent area that is not in the scope of flooring installation. A determination will be made whether a continuous color

or lack of visible seams is desirable. If so, then the scope of cove base installation may include the adjacent area.

- C. Cut base material into accurate lengths but not less than 24 inches. Installer should anticipate shorter than 24 inches lengths and plan accordingly.
- D. Apply adhesive as recommended by cove base manufacturer.
 - 1. For base installation on primed metal or enameled surfaces, a co-adhesive method of installation applied to both surfaces with contact bond adhesive shall be used.
- E. Butt joint widths shall not be greater than 1/64 inch. Scribe base accurately to abutting materials not receiving base.
- F. Supplier shall be responsible for cutting cove base height to match existing conditions in any area less than standard material height. Base to be cut with 1/8 inch of space height.
- G. Base shall be set so that bottom of cove edge follows floor profile.
- H. Base shall be rolled with a hand roller to insure that it adheres to the wall at all points.
- I. Remove all excess adhesive before it dries. Use a soft cloth dampened with denatured alcohol.

9.12 Installation of Resilient Flooring

- A. Installation of Resilient Flooring (Sheet Flooring, Luxury Vinyl Tiles or Planks, etc.)
 - 1. Resilient flooring to be installed per manufacturer's written instructions.
 - 2. Clean and inspect subfloor. Fill and level all expansion joints and hairline cracks up to 1/8 inch wide in areas to be overlaid.
 - 3. Use adhesives per the manufacturer's written instructions for each contact surface. Adhesives should be compatible with all materials that they contact.
 - 4. Remove all excess adhesive before it dries. Use a soft cloth dampened with denatured alcohol.
 - 5. For resilient sheet flooring installations, heat-weld all seams in newly installed flooring. Heat welds to match sheet flooring material.
 - 6. Use two part adhesive at all wet areas subject to frequent exposure to moisture.

9.13 Installation of Related Accessories

- A. All areas receiving new flooring materials shall also receive new transition strips. Provide carpet edge strip at all transitions from carpet to resilient or other flooring unless otherwise noted.
- B. Provide metal threshold at exterior door openings, and where directed, at areas adjacent to wet locations. Reuse existing threshold where possible.
- C. Use single length of edge strip where the run is less than the manufacturer's standard length; where the run is greater than the standard length install with the least possible number of joints with pieces of equal lengths of edge strip.
- D. Solidly and completely adhere edge strip to substrate.

9.14 Clean-Up

- A. In addition to removing debris from site daily and protecting work from other trades working in the area, at completion of construction and prior to acceptance by the University, the following is to be done (applicable to exterior and interior):
1. Remove all debris, waste materials, tools, equipment, etc. from building and owner's property.
 2. Restore damaged or marred surfaces. If any surface, material or equipment has been damaged, Supplier shall notify University Representative prior to attempting repair. The University may elect to completed repairs using University resources.
 3. Vacuum all carpets
 4. Leave all exterior surfaces clean, sidewalks swept and free from debris.

10. Supplier Response Checklist

- ✓ Review & confirm acceptance of all Guidelines listed within the CalUSource Event
- ✓ Complete All 5 Questionnaires (Company Profile, Sustainability, Capabilities, Warranty & Quality, Value Added)
- ✓ Confirm University of California Prevailing Wage Schedule is attached under Question 11 of the 'Capabilities' Questionnaire.
- ✓ Confirm price schedule is attached under Question 12 of the 'Capabilities' questionnaire.
- ✓ Confirm National Labor Rate Schedule (If supporting National engagement) is attached under question 13.4 of the 'Capabilities' questionnaire.

Schedule I

List of Participating University Entity Locations

1. UC Berkeley
2. UC Davis Campus
3. UC Davis Healthcare System
4. UC Irvine Campus
5. UC Irvine Healthcare System
6. UC Los Angeles Campus
7. UC Los Angeles Healthcare System
8. UC Merced
9. UC Riverside
10. UC San Diego Campus
11. UC San Diego Healthcare System
12. UC San Francisco Campus
13. UC San Francisco Healthcare System
14. UC Santa Barbara
15. UC Santa Cruz
16. UC Hastings
17. UC Office of the President