



**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL  
DISTRICT OF THE CITY OF ST. LOUIS**

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**RFP TITLE: RFP# 012-1415, Flooring replacement at SLPS Administrative Building**

**RFP #: 012-1415**

**Addendum #2:**

Notice to Bidders

This Addendum forms a part of the Contract Documents for RFP# 012-1415, Flooring replacement at SLPS Administrative building. Contractors are required to acknowledge receipt of this addendum on the bid proposal form. Failure to acknowledge the receipt of this addendum may be subject for bidder to be disqualified.

Bidders are hereby informed that the contract documents are modified as follows:

The following is the revised scope of work. This scope of work supersedes the scope of work in the original RFP.

**Revised Scope of Services:**

Bid proposal must include:

- **Base bid**
  - Remove existing carpet and replace with Vinyl Composition Tile (VCT) in the Professional Development Loft conference room and five perimeter offices.
  - Remove existing carpet and replace with carpet squares in the entryway to the Professional Development Loft conference room.
  - Remove existing carpet and replace with carpet squares in the Board Room (room108).

- **1st Alternate bid**
  - Remove existing carpet and replace with Vinyl Composition Tile (VCT) in the Professional Development Loft conference room and five perimeter offices.
  - Remove existing carpet and replace with carpet squares in the entryway to the Professional Development Loft conference room.
  - Remove existing carpet and replace with Vinyl Composition Tile (VCT) in the Board Room (room108).
- **2nd Alternate bid**
  - Provide 5 sample layouts for VCT pattern design to be installed in the Professional Development Loft conference room.
- **3rd Alternate bid**
  - Provide 5 sample layouts for VCT pattern design to be installed in the Board Room (room108).

**1. Base Bid - VCT & Carpet Square Installation:**

- a. Contractor shall remove all items to include furniture, computers, and equipment as required in preparation for carpet removal and VCT and carpet square installation.
- b. Contractor shall remove and haul away all existing carpet in affected areas.
  - i. Remove and dispose of approximately 19,000 square feet of existing carpet in the Professional Development Loft conference room and five perimeter offices.
  - ii. Remove and dispose of approximately 72 square feet of existing carpet in the entryway to the Professional Development Loft conference room.
  - iii. Remove and dispose of approximately 4,300 square feet of existing carpet in the Board Room (room108).
- c. Contractor must provide their own dumpster. At no time will SLPS dumpsters be utilized by the contractor. All debris must be removed from the site in a timely manner and shall not be left around the property or pose any hazard to staff or local businesses. All scrap from demolition and installation shall be picked up daily and placed in the dumpster or other container and disposed of properly. All dumpsters are to be covered during non-working hours.
- d. Surfaces to receive VCT or carpet squares shall be thoroughly inspected, cleaned, cured, dry, and free of all dirt, grease, and oil. All surfaces must be smooth, leveled, and free of holes that would cause improper installation.
  - i. Any discrepancies noted during the inspection must be reported to the project manager prior to VCT or carpet square installation.

- e. Contractor shall provide commercial grade VCT and carpet squares that meets the below specifications.
  - i. Armstrong brand or equivalent VCT
    - 1. Size 12" x 12" x 1/8"
  - ii. Commercial grade carpet squares
  - iii. Color selection for VCT and carpet squares must be approved by project manager prior to installation.
- f. Install new VCT or carpet squares tile over existing floor.
- g. All tiles must lay flat and straight with no gaps.
- h. Contractor shall install new transition strips where needed.
- i. Contractor shall install new 4" cove base molding.
- j. Contractor shall ensure area is cleaned after work is completed.
- k. Contractor shall replace all items to include furniture, computers, and equipment back to its original location.

**2. 1st Alternate Bid - VCT & Carpet Square Installation:**

- a. Contractor shall remove all items to include furniture, computers, and equipment as required in preparation for carpet removal and VCT and carpet square installation.
- b. Contractor shall remove and haul away all existing carpet in affected areas.
  - i. Remove and dispose of approximately 19,000 square feet of existing carpet in the Professional Development Loft conference room and five perimeter offices.
  - ii. Remove and dispose of approximately 72 square feet of existing carpet in entryway to the Professional Development Loft conference room.
  - iii. Remove and dispose of approximately 4,300 square feet of existing carpet in Board Room (room 108).
- c. Contractor must provide their own dumpster. At no time will SLPS dumpsters be utilized by the contractor. All debris must be removed from the site in a timely manner and shall not be left around the property or pose any hazard to staff or local businesses. All scrap from demolition and installation shall be picked up daily and placed in the dumpster or other container and disposed of properly. All dumpsters are to be covered during non-working hours.
- d. Surfaces to receive VCT and carpet squares shall be thoroughly inspected, cleaned, cured, dry, and free of all dirt, grease, and oil. All surfaces must be smooth, leveled and free of holes that would cause improper installation.
  - i. Any discrepancies noted during the inspection must be reported to the project manager prior to VCT or carpet square installation.
- e. Contractor shall provide VCT and carpet squares that meets the below specifications.

- i. Armstrong brand or equivalent VCT
      - 1. Size 12" x 12" x 1/8"
    - ii. Commercial grade carpet squares
    - iii. Color selection for VCT and carpet squares must be approved by project manager prior to installation.
  - f. Install new VCT or carpet squares tile over existing floor.
  - g. All tiles must lay flat and straight with no gaps.
  - h. Contractor shall install new transition strips where needed.
  - i. Contractor shall install new 4" cove base molding.
  - j. Contractor shall ensure area is cleaned after work is completed.
  - k. Contractor shall replace all items to include furniture, computers, and equipment back to its original location.
- 3. 2nd Alternate bid**
  - a. Provide 5 sample layouts for VCT pattern design to be installed in the Professional Development Loft conference room.
    - i. Provide simple design that will enhance appearance of VCT flooring
- 4. 3rd Alternate bid**
  - a. Provide 5 sample layouts for VCT pattern design to be installed in the Board Room (room108).
    - i. Provide simple design that will enhance appearance of VCT flooring
- 5. Warranties:**
  - a. Labor and materials
    - i. The contractor must provide a written warranty. The responsible contractor shall assume full responsibility and warrant for one year the satisfactory performance of all labor and materials (notwithstanding additional manufacturer warranties).
    - ii. Any deficiencies not meeting the specifications shall be corrected by the responsible contractor at his expense during the warranty period.
- 6. Added Stock:**
  - a. Contractor shall provide 10% added stock of all VCT and carpet squares.
- 7. Allowances:**
  - a. Bid proposal must include a 10% allowance for unforeseen costs.

**8. Cost Proposal:**

<u>Options</u>	<u>Description</u>	<u>Cost</u>	<u>10% Allowances</u>	<u>Total</u>
Base Bid	<ul style="list-style-type: none"> <li>• Replace carpet with VCT in Professional Development Loft.</li> <li>• Replace carpet with carpet squares in the entryway to the Professional Development Loft.</li> <li>• Replace carpet with carpet squares in the Board Room (room 108).</li> </ul>			
1st Alternate Bid	<ul style="list-style-type: none"> <li>• Replace carpet with VCT in Professional Development Loft.</li> <li>• Replace carpet with carpet squares in the entryway to the Professional Development Loft.</li> <li>• Replace carpet with VCT in the Board Room (room 108).</li> </ul>			
2nd Alternate Bid	Provide 5 sample layouts for VCT to be installed in the Professional Development Loft.			
3rd Alternate Bid	Provide 5 sample layouts for VCT to be installed in the Board Room (room 108).			

**1. Overtime and Weekend Rate:**

- a. Contractor shall provide Overtime Rate \$ \_\_\_\_\_
- b. Contractor shall provide Weekend Rate \$ \_\_\_\_\_

**2. Completion Date:**

- c. All work must be completed by October 8, 2014.

**Special Conditions:**

1. All work on site is to be performed safely in accordance with all OSHA standards. It is the responsibility of this contractor to enforce its safety program.

2. No contractor will be allowed to operate in an unsafe manner. Any designated Saint Louis Public School District Operation Manager and/or Project Manager Representative shall stop any work activity by contractor employees that presents a serious safety hazard. Any costs incurred as a result of non-compliance will be borne by the contractor. Repeated non-compliance may result in the removal of employees from the project. Continual non-compliance may result in contract termination.
3. The school district has a ZERO tolerance of sexual harassment of its contractors in any form and requires that all contractors avoid all offensive or inappropriate sexually harassing behavior. The school district prohibits the following towards, students, staff and visitors; unwelcome sexual advances; request for sexual favors, verbal or physical conduct of a sexual nature, unwelcomed verbal or physical conduct that creates an intimidating, hostile or offensive environment for the school districts staff, students and visitors. Any person in violation will be immediately removed from the jobsite.
4. Contractor shall submit pre-construction photos to the Saint Louis Public School District Operation Manager and/or Project Manager prior to any demolition or construction work. The photos should show existing conditions of adjoining construction that might be misconstrued as damage caused by current construction operation.
5. All contractor employees will be required to provide the School District's Project Manager, a background check that identifies at a minimum, persons under suspicion of, charged with, or convicted of child abuse, or sex offender relate offenses and fingerprinting. Employees whose background reports indicate such activity shall not be allowed on school premises. **The cost of securing criminal background checks shall be borne by each respective contractor or subcontractor affected by this specification.** The contractor must furnish this background report to the Project Manager prior to being admitted to the school premises.
6. Contractor must abide by the Saint Louis Public School District's discrimination policy for the duration of this project.
7. **ALL WORK WILL GENERALLY NOT BE SCHEDULED DURING SCHOOL HOURS TO PREVENT INTERRUPTION OF CLASSROOM INSTRUCTION.**
8. During construction, each contractor must direct all correspondence to the Project Manager for distribution to the school district.
9. Each Contractor is responsible for reviewing the Project Schedule for timing of delivery of equipment and materials to the jobsites. This includes accounting for material escalation costs associated with material to be installed as well as potential labor rate increases.
10. Consumption of alcohol on this site will not be permitted. The Project Manager reserves the right to remove anyone from this site for consumption of alcohol.
11. No smoking or tobacco products will be allowed on school property. The Project Manager reserves the right to remove anyone from this site for smoking on school property. Reference Attachment K for district policy.
12. Firearms are not permitted on the school district's property.
13. The Contractor shall be represented at the site by a competent full-time superintendent/foreman or other person empowered to act on behalf of the contractor from

beginning of the work until acceptance unless otherwise instructed by the Saint Louis Public School District Operation Management Team or the Project Manager.

14. Each Contractor shall submit to the Project Manager each month a requisition for payment on a pre-approved schedule of values. This requisition shall be incorporated into an AIA document G702 and G703 form and is due on the 25th of each month. The pay request shall also include a certified payroll for all workers onsite. The certified payroll must include the worker name, address, sex and race. Also, partial/final lien waivers must be submitted as required.
15. This contractor shall submit for approval a method for identifying their workers working onsite that have been approved by the school district to work onsite. Approved workers include workers that have submitted a complete and approved background check and a negative drug test.

**Specific Requirements:**

1. This contractor is responsible for any and all costs and procurement of permits and city licenses required for this work. This contractor shall coordinate all applicable permit inspections as required for the activities included in this work package.
2. This contractor shall include in its bid all costs for material, labor, and material necessary to provide all layouts and field verification for this work.
3. This contractor shall include in its bid all costs for cleanup, dumpsters and/or containers, haul off, and proper disposal of debris created by this scope of work. All areas should be kept clean on a daily basis. If required, this contractor is responsible for any permits required with the city to provide dumpsters on surrounding streets or school property.
4. In other areas of the buildings, tradesmen are expected to conduct their craft in accordance with applicable standards to include, but not necessarily limited to, The Occupational Safety and Health Administration (29 CFR 1926.62), The United States Environmental Protection Agency Renovation, Repair and Painting (RRP) Rule, and the Missouri Department of Natural Resources. SLPS will not consider change orders for compliance with these rules. If contractors encounter a potential jobsite hazard, they immediately will stop work and notify SLPS or the Project Manager as appropriate.

END OF ADDENDUM #2