



TENDER NUMBER: **NWIT-15-37**

PROJECT TITLE: **Carpet Replacement**

PROJECT LOCATION: New Westminster Public Library  
716 Sixth Avenue  
New Westminster, BC

BID DUE: **3:00 PM (Local Time) on Tuesday, December 1, 2015**

MANDATORY  
BIDDERS MEETING: **9:00 am (Local Time) on Tuesday, November 17, 2015**  
New Westminster Public Library  
716 Sixth Street  
New Westminster, BC

DATE: November 10, 2015

**CITY OF NEW WESTMINSTER**  
**511 Royal Avenue**  
**New Westminster, BC**  
**V3L 1H9**

<b>Title</b>	<b># Pages</b>
Covering Pages .....	2 Pages
Instructions to Bidders .....	5 Pages
Bid Form .....	4 Pages
Supplementary Conditions to CCDC 2-2008 .....	2 Pages
Declaration – Living Wage Employer .....	1 Page

**SPECIFICATIONS**

Architectural Specifications, David Norman Architect Inc.....	16 Pages
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**ARCHITECTURAL DRAWINGS**

AF1.0 Basement Flooring Plan.....	1 Page
AF1.1 Main Floor Flooring Plan .....	1 Page
AF1.2 2 <sup>nd</sup> Floor Flooring Plan .....	1 Page

**1.0 Scope Of Work**

- 1.1 Provide all labour, materials, plant, and equipment necessary to replace carpet tile on all three building levels, and install resilient tile flooring in the main entry area, as specified in the Tender Documents, General Requirements, Specifications, and Drawings.

**2.0 Owner**

- 2.1 The owner is the City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, herein after referred to as the "City".

**3.0 Submission Of Tender**

- 3.1 Bidders shall submit the Tender on the enclosed Bid Form in a **sealed** envelope, clearly marked **NWIT-15-37 Carpet Replacement**

- 3.2 The completed Tender shall be submitted to:

Information Desk  
City of New Westminster  
511 Royal Avenue  
New Westminster, BC, V3L 1H9  
Attention: Purchasing Manager

- 3.3 The City shall receive Tenders at the location specified in 3.2 above, prior to **3:00 PM (Local Time) on Tuesday, December 1, 2015.**

- 3.4 Bidders shall submit the Bid Form with all blank spaces filled in. Alterations, qualifications, or omissions to the Bid Form may render the Bid liable for rejection by the City. The Bidder shall initial any erasures or corrections to the entries on the Bid Form.

- 3.5 The City does not accept facsimile, electronic mail, or other unsealed Bids.

- 3.6 The official time will be that on the clock located at the Information Desk. The City **will not** accept late submissions.

- 3.7 The City will not open this Tender in public.

**4.0 Addenda**

- 4.1 Should addenda to the Bid Documents be required for any reason, it is the City's intention not to issue addenda during a period three (3) days prior to the Bid Closing date and time.

- 4.2 Bidders are responsible for checking the City's website for any addenda or other information relating to this Invitation to Tender.

- 4.3 All Addenda become part of the Contract Documents. Bidders should include adjustment costs in the Bid Price.

- 4.4 Failure to acknowledge any Addendum may result in the disqualification of the Bidder.

## **5.0 Living Wage Policy**

- 5.1 Effective January 1, 2011, the City of New Westminster became a “Living Wage Employer”. As such, the City has established a Living Wage Policy that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The figure for 2015 for the Lower Mainland is \$20.68, assuming no benefits are provided by the employer.
- 5.2 In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility  
<http://www.livingwageforfamilies.ca/employers/living-wage-calculator/>
- 5.3 The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy. **Completion and submission of the Declaration is required prior to Contract award.**
- 5.4 In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration.
- 5.5 Please review the City’s Living Wage Policy for further information  
[http://www.newwestcity.ca/business/living\\_wage\\_employer/living-wage-policy-and-declaration](http://www.newwestcity.ca/business/living_wage_employer/living-wage-policy-and-declaration)

## **6.0 Acceptance Of Bid**

- 6.1 The City is not obligated to accept the lowest or any tender and may reject all bids.
- 6.2 The City may waive any non-compliance with the Bid Documents.
- 6.3 The City may, prior to contract award, negotiate changes to the scope of work with the low bidder or any one or more bidders without having any duty or obligation to advise any other bidders or to allow them to vary their bid prices due to changes to the scope of work.
- 6.4 Bids shall remain open for acceptance by the City for a period of sixty (60) days from the closing date.

## **7.0 Revision Of Bid**

- 7.1 A Bid Form already delivered to the City may only be revised in the manner described below and, to qualify, the revision must be actually received by the City at the address given herein prior to the time and date specified for the closing of this Tender.
- 7.2 Bidders shall submit written Bid Revisions only in a sealed envelope. The Bidder may revise only the Bidder’s entries on the delivered Bid Form.
- 7.3 The City **will not** accept revisions of Bids by facsimile or email.

**8.0 Evaluation Of Bids**

- 8.1 The City will review and evaluate all valid submitted bids. The City will evaluate Bids based on the Offer Price, Separate Prices, and References.

**9.0 Knowledge Of Site And Work**

- 9.1 Bidders shall visit the site of the work and make allowances in their bids for such conditions as in the sole opinion of the bidder are warranted. The City makes no representation or warranty as to the conditions of the site.

**10.0 Documents Required Of The Successful Tenderer**

- 10.1 Within seven (7) days of acceptance of the Bid by the City and prior to the work starting, the Contractor shall provide some or all of the following documents and/or requirements to the City:
- a) Certificate of Good Standing from WorkSafe BC;
  - b) Proof of Insurance as required under the CCDC Contract General Conditions, the CCDC -41, and the Supplementary General Conditions of this tender;
  - c) Names of all Subcontractors and description of the work to be performed by them, or confirmation that no Subcontractor will be involved in this project;
  - d) Written assurance of sufficient manpower in your employ to fulfil satisfactorily this Contract;
  - e) Proof of a valid City of New Westminster or Inter-Municipal Business License;
  - f) A Construction Schedule as required under the CCDC Contract General Conditions;
  - g) Performance Security and Labour and Material Payment Security as called for on page 5 of 6 of the Instructions to Bidders.

**11.0 Permits**

- 11.1 If requested, the Contractor shall apply and pay for all permits required, by authorities having jurisdiction, to carry out the work. The City will apply for and pay for the building permit.

**12.0 Pricing Requirements**

- 12.1 All prices shall be firm and shall include the cost of labour, materials, equipment, permits, transportation, services, fuel charges, and all Federal and Provincial taxes in force as of the date of submission of the offer, except that the Goods and Services Tax (GST) shall be excluded from the price.

**13.0 Queries**

- 13.1 The City requests Bidders to advise the City of any errors, conflicts, or omissions in the Bid Documents, prior to Tender closing, so the City may issue an addendum.
- 13.2 After the Bid is accepted, bidders shall abide by the City's decision in the correction of previously unidentified obvious errors, conflicts, or omissions.

- 13.3 Address all queries or requests for additional information to:  
Heather Rossi, Purchasing Department,  
City of New Westminster,  
E-mail: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)
- 13.4 The City cautions Bidders that information obtained from any other source is not official and may be inaccurate.
- 13.5 The City accepts no responsibility for any information provided by its employees or agents that is not in writing in accordance with this section.
- 14.0 Mandatory Bidders' Meeting**
- 14.1 The City has arranged a **Mandatory Bidders' Meeting** on **Tuesday, November 17, 2015** at **9:00 am** at New Westminster Public Library, 716 Sixth Street, **New Westminster**.
- 14.2 To be eligible to submit a Bid for this Tender, Bidders must attend the **Mandatory Bidders' Meeting**. Failure to attend the Mandatory Bidders Meetings will result in disqualification of the Bidder.
- 14.3 If requested, the City will provide the company name and phone number of the attendees at the Mandatory Bidders Meeting, by posting an attendance list on the City's website.
- 15.0 Bid Security, Performance Bonding and Guarantees**
- 15.1 All Bidders are required to provide with their Bid, Bid Security in a form acceptable to and payable to the City of New Westminster. The amount of the Bid Security must be equal to ten percent (10%) of the Bid Price (excluding GST), and one of the following types:
- Bid Bond;
  - Certified Cheque;
  - Irrevocable Letter of Credit; or
  - Bank Draft.
- 15.2 If, after Award of Contract, the Bidder refuses to enter into the Contract, the Bid Security (if any) may be forfeited to the City of New Westminster because of its damages, without prejudice to the City's remedies for the Bidder's breach of contract.
- 15.3 Failure to provide Bid Security (when required) will result in disqualification of the Bidder.**
- 15.4 The Successful Bidder will be required to provide to the City of New Westminster, in a form acceptable to the City, Performance Security in an amount equal to fifty percent (50%) of the Contract Price, and in one of the following types:
- Certified Cheque;
  - Irrevocable Letter of Credit;
  - Bank Draft; or
  - A Performance Bond.

- 15.5 The Successful Bidder will be required to provide to the City of New Westminster, in a form acceptable to the City, Labour and Material Payment Security in an amount equal to fifty percent (50%) of the Contract Price, and in one of the following types:
- a) Certified Cheque;
  - b) Irrevocable Letter of Credit;
  - c) Bank Draft; or
  - d) A Labour and Material Payment Bond, the Bond must be a Broad Form bond protecting all companies with a direct contract with the Principal or any Sub-Contractor of the Principal.

**16.0 Form Of Contract**

- 16.1 Any contract arising from this Invitation to Tender will use the CCDC 2 – 2008 Stipulated Price Contract (not bound in the tender documents) and the Supplementary Conditions included in the Tender Documents.

**17.0 Ownership Of Tenders And Freedom Of Information**

- 17.1 All documents submitted to the City of New Westminster become the property of the City, and as such, the City advises Bidders that parts, or all, of their bids may be subject to the provisions of *British Columbia's Freedom of Information and Privacy Protection Act (FOIPPA)* and *Community Charter*. Bidders who wish to protect particular parts of their bids from disclosure under the FOIPP Act should specifically identify any information or records with their bids that constitute trade secrets and that are supplied in confidence, and the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the *Freedom of Information and Protection of Privacy Act* for further information. The City, as owner of the documents submitted, retains the right to copy the documents.

**End of Instructions to Bidder**

**1.0 PROJECT**

Title: **Carpet Replacement**

Location: New Westminster Public Library, 716 Sixth Avenue, New Westminister, BC

**2.0 BIDDER**

Name: \_\_\_\_\_  
(Hereinafter referred to as the "Bidder")

Address: \_\_\_\_\_  
(including postal code)

Contact Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Facsimile No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3.0 OWNER**

The Owner is the City of New Westminister, 511 Royal Avenue, New Westminister, BC, V3L 1H9, hereinafter referred to as the "City".

**4.0 OFFER**

4.1 The Bidder, having examined the Bid Documents and having gained full knowledge of the scope, character and location of the work and having become familiar with the local conditions, hereby offers to the City to execute the Work for the above named project in accordance with the Bid Documents for the amount of:

\_\_\_\_\_ dollars

(\$ \_\_\_\_\_), the contract price, which price shall be subject to adjustments as may be provided in the Tender Documents. The contract price **excludes** the Goods and Services Tax (GST).

4.2 The Contractor acknowledges that the City may, prior to contract award, negotiate changes to the scope of work with the low bidder or any one or more bidders without having any duty or obligation to advise any other bidders or to allow them to vary their bid prices due to changes to the scope of work.



**5.0 SEPARATE PRICES**

- 5.1 Separate Prices (items 1.0 to 5.0) are **not to be included** in the Offer amount shown in 4.1 above.
- 5.2 Separate Prices are to include all work as described. Provide pricing for the following work, which may be included in the scope of work at the discretion of the Owner. Separate Prices are not to include GST.

Item	Description	Separate Price
1.0	<b>New Carpet Tile in Basement Areas</b> Provide carpet tile and wall base in the Basement areas, including moving and reinstallation of furniture, as indicated on Dwg. AF1.0 and specification Section 096813	\$ _____ /unit
2.0	<b>New Carpet Tile in 2<sup>nd</sup> Floor Public Areas</b> The separate price to provide carpet tile and wall base in the 2 <sup>nd</sup> Floor public areas, including moving and reinstallation of furniture, as indicated on Dwg. AF1.2 and specification Section 096813	\$ _____ /unit
3.0	<b>New Carpet Tile in 2<sup>nd</sup> Floor East Staff Areas</b> The separate price to provide carpet tile and wall base in the 2 <sup>nd</sup> Floor East staff areas, including moving and reinstallation of furniture, as indicated on Dwg. AF1.2 and specification Section 096813	\$ _____ /unit
4.0	<b>New Carpet Tile in 2<sup>nd</sup> Floor Reference Staff Areas</b> The separate price to provide carpet tile and wall base in the 2 <sup>nd</sup> Floor Reference staff areas, including moving and reinstallation of furniture, as indicated on Dwg. AF1.2 and specification Section 096813	\$ _____ /unit
5.0	<b>Carpet Tile Recycling</b> The separate price to recycle the demolished Shaw carpet tile at an approved manufacturer's recycling facility, with written proof of recycling provided to the Owner	\$ _____ /unit

**6.0 ADJUSTMENTS TO CONTRACT PRICE**

6.1 The Contractor further offers to carry out any changes to the work authorized by the City and to be compensated as provided in the General Conditions.

**7.0 SCHEDULE**

7.1 The work is scheduled to start in 2016.

7.2 The Contractor offers achieve substantial performance of the Work in a manner acceptable to the City within \_\_\_\_\_ days from the date of the Commencement of the Work.

7.3 Note: the start date is subject to the Owner’s approval.

7.4 Failure to commence or complete the Work within the time stated may result in cancellation of the contract and completion of the Work by others.

**8.0 ADDENDA**

8.1 Any addenda issued by the City shall become part of the Bid Documents.

8.2 The Contractor acknowledges receipt of the following addenda and confirms that the Bid has been prepared in accordance therewith:

<u>Addendum No.</u>	<u>Dated</u>	<u>No. of Pages</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**9.0 SUBCONTRACTORS**

9.1 The Contractor confirms that following is a list of all the subcontractors who will be employed for the Work. No other subcontractors will be employed unless prior written approval is received from the City.

<u>Name of Subcontractor</u>	<u>Item of Work</u>
_____	_____
_____	_____
_____	_____
_____	_____

**10.0 REFERENCES Note: Failure to complete this section may result in disqualification.**

10.1 Bidders shall provide sources for three (3) references (companies for whom work of a similar nature was done in the past five (5) years, including the City of New Westminster).

1 Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of Contract: \_\_\_\_\_

Project Date: \_\_\_\_\_ Approximate Value: \_\_\_\_\_

2 Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of Contract: \_\_\_\_\_

Project Date: \_\_\_\_\_ Approximate Value: \_\_\_\_\_

3 Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of Contract: \_\_\_\_\_

Project Date: \_\_\_\_\_ Approximate Value: \_\_\_\_\_

**11.0 ACCEPTANCE**

11.1 Acceptance of this offer by the City will be made by the issuance of a Letter of Award.

**12.0 SIGNATURES**

SIGNED, SEALED, AND DELIVERED by the Contractor:

\_\_\_\_\_  
(Contractor's Name)

\_\_\_\_\_  
(Legal Signing Authority)

(Corporate Seal)

\_\_\_\_\_  
(Print Name and Title)

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

**End of Bid Form**

<b>CITY OF NEW WESTMINSTER</b>	<b>SUPPLEMENTARY GENERAL CONDITIONS CCDC-2 2008</b>
<b>Revised August 1, 2013</b>	<b>Page 1 of 2</b>

The Supplementary Conditions revise the General Conditions in the CCDC 2-2008 Stipulated Price Contract as follows:

**ARTICLE A-5 PAYMENT**

Paragraph 5.3 Interest –

Paragraph 5.3.1 (1) – Delete “.2%..” and substitute “.0%..”

Paragraph 5.3.1 (2) – Delete “.4%..” and substitute “.0%..”

**GENERAL CONDITIONS OF THE STIPULATED PRICE CONTRACT**

**PART 1 GENERAL PROVISIONS**

**GC 1.1 CONTRACT DOCUMENTS,**

1.1.7.1 Between “the Agreement between the *Owner* and the *Contractor*” and “Definitions” –  
Insert “Addenda”

**PART 2 ADMINISTRATION OF THE CONTRACT**

**GC 4.2 CONTINGENCY ALLOWANCE**

Delete in its entirety.

**PART 5 PAYMENT**

**GC 5.1 FINANCING INFORMATION REQUIRED OF THE OWNER**

Delete in its entirety.

**GC 5.3 PROGRESS PAYMENT**

5.3.2 Delete “10 calendar days” and substitute with “thirty (30) calendar days”

**PART 6 CHANGES IN THE WORK**

**GC 6.2 CHANGE ORDER**

Add

“6.2.3: The allowance for overhead and profit charged by the *Contractor* and subcontractors shall be as follows:

- .1 Cost of materials and labour plus 10% mark-up by the *Contractor* for changes in the work performed by the Contractor.
- .2 Cost of labour and materials plus 10% mark-up by the Contractor on changes in the work performed by the subcontractors.
- .3 Cost of labour and materials plus 10% mark-up by the subcontractors for changes in the work performed by the subcontractors.
- .4 The overhead and profit for changes in the work shall include supervision, administrative costs, small tools, miscellaneous materials, layout, additional bonding costs, and recording of the changes on the record drawings.

CITY OF NEW WESTMINSTER	SUPPLEMENTARY GENERAL CONDITIONS CCDC-2 2008
Revised August 1, 2013	Page 2 of 2

## PART 11 INSURANCE AND CONTRACT SECURITY

### GC 11.1 INSURANCE

**11.1.1.1** *Delete in its entirety and replace with the following:*

- .1 General liability insurance in the name of the *Contractor* and include, or in the case of a single, blanket policy, be endorsed to name, the *Owner*, the *Consultant*, *sub-consultants* and *special consultants* as identified by the *Owner* as insureds but only with respect to liability, other than legal liability arising out of their sole negligence, arising out of the operations of the *Contractor* with regard to the *Work*. General liability insurance shall be maintained from the date of commencement of the *Work* until one year from the date of *Substantial Performance of the Work*. Liability coverage shall be provided for completed operations hazards from the date of *Substantial Performance of the Work*, as set out in the certificate of *Substantial Performance of the Work*, on an ongoing basis for a period of not less than twenty-four months following *Substantial Performance of the Work*.

- .4 In line 1, after “*Owner and the Consultant*” insert “, *sub-consultants and special consultants* as identified by the *Owner*,”

11.1.1.3 Delete in its entirety

11.1.1.5 Delete in its entirety

### GC 11.2 CONTRACT SECURITY

**11.2.2** *Delete in its entirety and replace with the following:*

**11.2.2** If the *Contract Documents* require surety bonds to be provided, such bonds shall be issued by a duly licensed surety company authorized to transact the business of suretyship in the province or territory of the *Place of the Work* and shall be maintained in good standing until the fulfilment of the *Contract*. The form of Performance Bond shall be in accordance with the latest edition of the CCDC approved Performance Bond form. The Labour and Materials Payment Bond shall be a Broad Form bond, protecting all companies with a direct contract with the Principal or any Sub-Contractor of the Principal.

## CCDC 41 – CCDC INSURANCE REQUIREMENTS

Delete paragraphs 3 and 5



## DECLARATION – LIVING WAGE EMPLOYER

I, \_\_\_\_\_ as a duly authorized signing officer of

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: \_\_\_\_\_

Authorized Signatory:

Dated:

\_\_\_\_\_

\_\_\_\_\_

**ARCHITECTURAL SPECIFICATIONS**

**Division 00 - Procurement and Contracting Requirements**

See Tender Document prepared by the City of New Westminster

**Division 01 - General Requirements**

010000 - General Requirements

013310 - Submittal Procedures

**Division 09 - Finishes**

096515 - Resilient Flooring

096813 - Tile Carpeting

END OF TABLE OF CONTENTS

## **1.0 SUMMARY OF WORK**

- 1.1 The Contractor shall provide all labour, materials, products, equipment, services, and incidentals required to complete the Contract Work as indicated in the Contract Documents and amendments.
- 1.2 The general scope work includes the replacement of carpet tile on all 3 building levels, and installation of resilient tile flooring in the main entry area.

## **2.0 COORDINATION**

- 2.1 The Contractor shall coordinate and direct the execution of the work including directing the subcontractors.

## **3.0 CUTTING AND PATCHING**

- 3.1 As it is necessary to carry out the Contract Work, areas of cutting, removal, or opening up of existing finishes shall be fully restored to match the previously existing conditions or adjacent existing conditions in construction and finish.

## **4.0 SUBMITTALS**

### **4.1 PRE-CONSTRUCTION SUBMITTALS**

The following submittals shall be provided by the contractor for the Consultant's review within 7 days of award of the contract:

- .1 Construction Schedule
- .2 Proof of Insurance (see General and Supplementary Conditions)
- .3 Workers Compensation Letter of Standing
- .4 New Westminster Business Licence

### **4.2 SHOP DRAWINGS & SAMPLES**

Shop drawings and samples shall be provided to the Owner in a timely manner prior to ordering materials and/or fabrication. See individual specification sections for shop drawing or sample requirements.

### **4.3 SUBMITTALS FOR SUBSTANTIAL PERFORMANCE**

The following submittals shall be provided by the contractor for the Consultant's review upon the Contractor's application for Substantial Performance of the Contract:

- .1 Deficiency list, complete with a cost estimate of the value of remaining deficiencies.
- .2 Record Set Drawings - one set of white print working drawings neatly marked up in red indicating any as-built conditions that vary from the original drawings.
- .3 Data Manuals – 1 copy, typed 8.5 x 11 format, submitted in 3 ring hard cover binder and one digital copy including the following:

- List of Subtrades
- Shop drawings
- Operation and maintenance information
- Warranties



## **5.0 UTILITIES AND SERVICES**

- 5.1 The City shall provide, at no cost to the Contractor for the related work, the following:
- .1 Cold water
  - .2 Electrical power
  - .3 washroom facilities
- 5.2 All other utilities and/or services required by the Contractor shall be the responsibility of the Contractor.

## **6.0 SECURITY**

- 6.1 The Contractor shall be responsible for maintaining the security of the area of the building as related to the Work. Comply with all fire regulations during the period of construction. Leave no portion of existing buildings unlocked. Coordinate with the City as necessary. Except for designated public entrances, all other doors will remain locked at all times.

## **7.0 ACCESS**

- 7.1 Parking is available on site after regular public library hours.

## **8.0 DANGEROUS MATERIALS**

- 8.1 No gasoline or other dangerous materials shall be stored on the site.
- 8.2 Any dangerous or hazardous materials removed from the site are to be separated and taken to appropriate recycling or disposal stations.

## **9.0 SITE CONTROL AND ORGANIZATION**

- 9.1 The Contractor shall at all times keep the site orderly and, as work allows, generally clean. Remove all trash and debris daily. Sweep clean all floor areas in, and adjacent to, the work area on a daily basis.
- 9.2 The Contractor is to provide hoarding to prevent materials, debris and dust from entering other areas of the building and mechanical systems. Should any materials, debris and dust make its way to these areas and in the mechanical system, the Contractor shall clean up the areas affected immediately to the satisfaction of the Owner.

## **10.0 SITE MEETINGS**

- 10.1 The Contractor shall coordinate, and attend regular site meetings at such intervals as may be deemed necessary for the purpose of coordinating and expediting the progress of the work.
- 10.2 These meetings will be attended by the City or its authorized representative as and when required. The Contractor agrees to attend in person or send his authorized representatives to any such meetings that may be called for by the City. The Contractor's Subcontractors shall attend as required to expedite the Work. The consultant shall record and distribute the minutes.

## **11.0 PRE-CONSTRUCTION CONFERENCE**

- 11.1 The City shall advise the Contractor of the time and location of a pre-construction meeting that shall be attended by representatives of the Contractor and his trades prior to the start of any construction of this contract. Review of the site conditions, scheduling, and the like may be carried out.

## **12.0 RECTIFY DAMAGES**

- 12.1 Make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the contract and to the satisfaction of the City. All work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities.

## **13.0 REJECTED WORK**

- 13.1 Defective work whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be removed from the site by the Contractor and replaced and / or re-examined promptly in accordance with the Contract Documents at the Contractor's expense.

## **14.0 QUALITY OF WORK**

- 14.1 Workmanship shall be of the highest quality. When not specified elsewhere, work shall be done in accordance with recognized trade standards and according to product manufacturers' recommendations.

## **15.0 TEMPORARY SUPPORTS**

- 15.1 The Contractor shall be responsible for all temporary supports, bracing, or similar structural work as may be required during the carrying out of the Contractor Work.

## **16.0 CONSULTATION WITH OWNER**

- 16.1 The Contractor shall contact the Consultant immediately:
- .1 For clarification regarding the Contract Work should he require information in addition to what is provided in the Contract Documents.
  - .2 If any conflicts or inaccuracies be discovered in the Contract Documents.
  - .3 If any site conditions become apparent that require revisions to the project design and Contract Documents.
  - .4 For coordination and approval for shutdowns of building systems. Shutdown of building systems during normal working hours is prohibited.

## **17.0 PROTECTION OF THE PUBLIC AND OTHERS**

- 17.1 The Contractor shall take adequate measures to protect the public, City of New Westminster staff, and others on site from injury, damage, or other loss resulting from construction and related activities. Included within the Contractor's work are hoarding, signage, and similar items appropriate for construction conditions and the progress of the job. The City shall have complete jurisdiction over entry of contractor's workmen and vehicle access to site and the area of work. Building access arrangements shall be made in consultation with City staff.

## **18.0 HOURS OF WORK**

- 18.1 All work shall be performed between the hours of 9:00 pm and 9:00am each day of the week. No workers can be on site outside of pre-approved hours.

## **1.0 SUMMARY OF WORK**

- 1.1 The Contractor shall provide all labour, materials, products, equipment, services, and incidentals required to complete the Contract Work as indicated in the Contract Documents and amendments.
- 1.2 The general scope work includes the replacement of carpet tile on all 3 building levels, and installation of resilient tile flooring in the main entry area.

## **2.0 COORDINATION**

- 2.1 The Contractor shall coordinate and direct the execution of the work including directing the subcontractors.

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- 3.1 As it is necessary to carry out the Contract Work, areas of cutting, removal, or opening up of existing finishes shall be fully restored to match the previously existing conditions or adjacent existing conditions in construction and finish.

## **4.0 SUBMITTALS**

### **4.1 PRE-CONSTRUCTION SUBMITTALS**

The following submittals shall be provided by the contractor for the Consultant's review within 7 days of award of the contract:

- .1 Construction Schedule
- .2 Proof of Insurance (see General and Supplementary Conditions)
- .3 Workers Compensation Letter of Standing
- .4 New Westminster Business Licence

### **4.2 SHOP DRAWINGS & SAMPLES**

Shop drawings and samples shall be provided to the Owner in a timely manner prior to ordering materials and/or fabrication. See individual specification sections for shop drawing or sample requirements.

### **4.3 SUBMITTALS FOR SUBSTANTIAL PERFORMANCE**

The following submittals shall be provided by the contractor for the Consultant's review upon the Contractor's application for Substantial Performance of the Contract:

- .1 Deficiency list, complete with a cost estimate of the value of remaining deficiencies.
- .2 Record Set Drawings - one set of white print working drawings neatly marked up in red indicating any as-built conditions that vary from the original drawings.
- .3 Data Manuals – 1 copy, typed 8.5 x 11 format, submitted in 3 ring hard cover binder and one digital copy including the following:

- List of Subtrades
- Shop drawings
- Operation and maintenance information
- Warranties

## **5.0 UTILITIES AND SERVICES**

- 5.1 The City shall provide, at no cost to the Contractor for the related work, the following:
- .1 Cold water
  - .2 Electrical power
  - .3 washroom facilities
- 5.2 All other utilities and/or services required by the Contractor shall be the responsibility of the Contractor.

## **6.0 SECURITY**

- 6.1 The Contractor shall be responsible for maintaining the security of the area of the b building as related to the Work. Comply with all fire regulations during the period of construction. Leave no portion of existing buildings unlocked. Coordinate with the City as necessary. Except for designated public entrances, all other doors will remain locked at all times.

## **7.0 ACCESS**

- 7.1 Parking is available on site after regular public library hours.

## **8.0 DANGEROUS MATERIALS**

- 8.1 No gasoline or other dangerous materials shall be stored on the site.
- 8.2 Any dangerous or hazardous materials removed from the site are to be separated and taken to appropriate recycling or disposal stations.

## **9.0 SITE CONTROL AND ORGANIZATION**

- 9.1 The Contractor shall at all times keep the site orderly and, as work allows, generally clean. Remove all trash and debris daily. Sweep clean all floor areas in, and adjacent to, the work area on a daily basis.
- 9.2 The Contractor is to provide hoarding to prevent materials, debris and dust from entering other areas of the building and mechanical systems.. Should any materials, debris and dust make its way to these areas and in the mechanical system, the Contractor shall clean up the areas affected immediately to the satisfaction of the Owner.

## **10.0 SITE MEETINGS**

- 10.1 The Contractor shall coordinate, and attend regular site meetings at such intervals as may be deemed necessary for the purpose of coordinating and expediting the progress of the work.
- 10.2 These meetings will be attended by the City or its authorized representative as and when required. The Contractor agrees to attend in person or send his authorized representatives to any such meetings that may be called for by the City. The Contractor's Subcontractors shall attend as required to expedite the Work. The consultant shall record and distribute the minutes.

## **11.0 PRE-CONSTRUCTION CONFERENCE**

- 11.1 The City shall advise the Contractor of the time and location of a pre-construction meeting that shall be attended by representatives of the Contractor and his trades prior to the start of any construction of this contract. Review of the site conditions, scheduling, and the like may be carried out.

## **12.0 RECTIFY DAMAGES**

- 12.1 Make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the contract and to the satisfaction of the City. All work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities.

## **13.0 REJECTED WORK**

- 13.1 Defective work whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be removed from the site by the Contractor and replaced and / or re-examined promptly in accordance with the Contract Documents at the Contractor's expense.

## **14.0 QUALITY OF WORK**

- 14.1 Workmanship shall be of the highest quality. When not specified elsewhere, work shall be done in accordance with recognized trade standards and according to product manufacturers' recommendations.

## **15.0 TEMPORARY SUPPORTS**

- 15.1 The Contractor shall be responsible for all temporary supports, bracing, or similar structural work as may be required during the carrying out of the Contractor Work.

## **16.0 CONSULTATION WITH OWNER**

- 16.1 The Contractor shall contact the Consultant immediately:
- .1 For clarification regarding the Contract Work should he require information in addition to what is provided in the Contract Documents.
  - .2 If any conflicts or inaccuracies be discovered in the Contract Documents.
  - .3 If any site conditions become apparent that require revisions to the project design and Contract Documents.
  - .4 For coordination and approval for shutdowns of building systems. Shutdown of building systems during normal working hours is prohibited.

## **17.0 PROTECTION OF THE PUBLIC AND OTHERS**

- 17.1 The Contractor shall take adequate measures to protect the public, City of New Westminster staff, and others on site from injury, damage, or other loss resulting from construction and related activities. Included within the Contractor's work are hoarding, signage, and similar items appropriate for construction conditions and the progress of the job. The City shall have complete jurisdiction over entry of contractor's workmen and vehicle access to site and the area of work. Building access arrangements shall be made in consultation with City staff.

## **18.0 HOURS OF WORK**

- 18.1 All work shall be performed between the hours of 9:00 pm and 9:00am each day of the week.. No workers can be on site outside of pre-approved hours.

## **19.0 CONTRACTOR CLOSEOUT**

### **19.1 FINAL ACCOUNTING**

Final statement of account - submit to Owner reflecting all adjustments and the following:

- .1 Original Contract Sum.
- .2 Additions and deductions resulting from:
  - i. Change Orders
  - ii. Unit Prices
  - iii. Other adjustments
  - iv. Deductions for uncorrected work
- .3 Total Contract sum as adjusted.
- .4 Previous payments.
- .5 Sum remaining due.
- .6 The City retains the right to obtain proof of payment of all subtrades and material suppliers from the Contractor prior to making final payment.

### **19.2 PROJECT CLOSEOUT**

- .1 Clean site of all materials and debris created by the Construction.
- .2 Provide Consultant with all Warranty and Bond Certificates with:
  - i. The proper name and address of the Owner and of the Project.
  - ii. The date the warranty commences, which corresponds to the date of Substantial Performance.
  - iii. A clear statement of what is being warranted as referenced in the Specifications.
  - iv. The signature and/or seal of the company issuing the warranty, countersigned by the Contractor.
- .3 Attend a final walk-through with the City to identify final deficiencies.
- .4 Make good all known deficiencies in the work and notify the City of readiness for final inspection only after completion of these items
- .5 The City will review completion of deficiencies during one review only. Additional reviews required to check un-rectified deficiencies or incomplete work will be back-charged by the City on the Contractor's progress payments and paid from those funds

## **20.0 SPECIAL INSTRUCTIONS**

20.1 Smoking is not permitted in or on the premises at any time.

20.2 Waste Management:

- .1 All waste shall be removed from the site for disposal within 24 hours after demolition.
- .2 Waste bins shall be located so as to not interfere with the normal operations of the building and exterior City owned and public areas..
- .3 Unless otherwise specified, salvaged material resulting from the Work shall become the property of the Contractor who must dispose of it away from the site.
- .4 All waste, including carpet tile, shall be disposed of in accordance with local and Metro Vancouver regulations. The contractor shall provide proof the method of disposal.
- .5 See Separate Price #5 for carpet tile recycling.

END OF GENERAL REQUIREMENTS

**Part 1            General**

1.1            SECTION INCLUDES

- .1            Shop Drawings and Product data.
- .2            Samples.
- .3            Substitutions

1.2            RELATED SECTIONS

- .1            This section describes requirements applicable to all Sections within Divisions 02 to 49.

1.3            ADMINISTRATIVE

- .1            Submit to Owner submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2            Work affected by submittal shall not proceed until review is complete.
- .3            Review submittals prior to submission to Owner. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
- .4            Submittals not stamped, signed, dated, identified as to specific project, and attesting to their being reviewed will be returned without being examined and shall be considered rejected.
- .5            Notify Owner, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .6            Verify field measurements and affected adjacent Work are coordinated.
- .7            Contractor's responsibility for errors and omissions in submission is not relieved by Owner's review of submittals.
- .8            Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Owner review.
- .9            Keep one reviewed copy of each submission on site.

1.4            SHOP DRAWINGS AND PRODUCT DATA

- .1            In accordance with CCDC 2 (2008) General Condition 3.10.

1.5            SAMPLES

- .1            Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2            Deliver samples to Owner's business address.
- .3            Notify Owner in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4            Where colour, pattern or texture is criterion, submit full range of samples.
- .5            Adjustments made on samples by Owner are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Owner prior to proceeding with Work.

- .6 Make changes in samples which Owner may require, consistent with Contract Documents.
  - .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.
- 1.6 SUBSTITUTIONS
- .1 Alternative product substitutions prior to Bid Submission:
    - .1 Where the Bid Documents stipulate a particular product, alternatives will be considered by the Owner up to five (5) days before receipt of bids.
    - .2 The written submission for a substitution must be detailed and complete by identifying a product or system specified and include sufficient information to enable the Owner to determine acceptability of such products or systems, including product samples.
    - .3 When a request to substitute a product is made, the Owner may approve the substitution and will issue an Addendum to known bidders.
    - .4 In submission of alternatives to products specified, bidders shall include in their bid, any changes required in the Work to accommodate such alternatives. A later claim by the bidder for an addition to the Contract Price because of changes in work necessitated by use of alternatives, shall not be considered.
  - .2 Substitutions after Bid Submission or Contract Award:
    - .1 Where the Contract Documents stipulate a particular product or assembly, substitutions will be considered by the Owner up to thirty (30) days following contract award.
    - .2 The written submission for a substitution must be detailed and complete by identifying a product or system specified and include sufficient information to enable the Owner to determine acceptability of such products or systems.
    - .3 Provide complete information on required revisions to other work to accommodate each submission.
    - .4 State the differences in contract cost and time.
    - .5 When a request to substitute a product is made, the Owner may approve the substitution, and will issue a Site Instruction, or a Change Order. If a substitution is rejected, a response to the party submitting will be rendered.
  - .3 Unless such requests are submitted in this manner and subsequently accepted, provide specified products or systems.

END OF SECTION



**Part 1            General**

1.1            SECTION INCLUDES

- .1            Existing flooring removal.
- .2            Resilient tile flooring.
- .3            Resilient base.

1.2            RELATED SECTIONS

- .1            See Section 096813 – Tile Carpeting

1.3            SUBMITTALS

- .1            Section 01 33 10: Submission procedures.
- .2            Installation Contractor Data (to be submitted with bid): proof of insurance, copy of contractor's license and worker's compensation certificate. Five (5) current project references for installation provider, with scope, date and customer contact with phone number in compliance letter.
- .3            Product Data: Provide product data on specified products, describing physical and performance characteristics; sizes, patterns, colours available, and method of installation.
- .4            Samples: Submit two (2) samples, min. 3" x 6"; 1 manufacturer's sample book illustrating colour and patterns for available for specified flooring style.
- .5            Warranty: submit all applicable product warranties for review and approval.

1.4            MAINTENANCE SUBMITTALS

- .1            Maintenance Material: Provide surplus resilient tile, min. 5% of installed floor area.

1.5            REGULATORY REQUIREMENTS

- .1            Floor Materials: Conform to ASTM F1344 Standard Specification for Rubber Floor Tile, defined as Type 1B and Grade 2.
- .2            Flammability: ASTM E648, NFPA 253, for Class 1.
- .3            Slip Resistance: ASTM D2047.

1.6            WARRANTY

- .1            Provide manufacturer's 10 year full commercial warranty. Warranty shall cover excessive surface wear, defects, and conductivity. Warranty shall include repair or replacement with comparable product(s), at no charge.
- .2            Installation contractor shall warrant all installation services will be free from defects in workmanship for a period of at least one (1) year following their completion, and that in the event of defective services, the installation provider will re-perform the affected services and, as necessary, supply new products of the same or similar grade sufficient to repair or replace products adversely affected.

**Part 2 Products**

2.1 MANUFACTURERS

- .1 Approved Manufacturers:
  - .1 Nora
  - .2 Mondo
- .2 Substitutions: Refer to Section 01 33 10.

2.2 MATERIALS

- .1 Resilient Tile:
  - .1 Product: Norament Sera, Article 3016
  - .2 Colour: #4821 "lava salt"
  - .3 Size: modular 1004mm x 502mm
  - .4 Material: vulcanized rubber compound with environmentally compatible colour pigments that area free of toxic metals like lead cadmium, or mercury.
  - .5 Composition: homogeneous rubber compound
  - .6 Surface: landscape (slate).
  - .7 Installation method: adhesive

2.3 WALL BASE MATERIALS

- .1 Manufacturers:
  - .1 Johnsonite.
- .2 Wall Base: Vinyl, 4" high; 3 mm thick; top set coved; premoulded external corners, colour "Black".

2.4 ACCESSORIES

- .1 Sub-Floor Filler: cementitious type.
- .2 Resilient Tile Primers and Adhesives: Nora 485 or 685 acrylic adhesive.
- .3 Vinyl Base Adhesive: as recommended by vinyl base manufacturer.

**Part 3 Execution**

3.1 PREPARATION

- .1 Remove existing flooring in areas indicated for new resilient tile flooring.
- .2 Prepare the concrete subfloor in strict conformance with manufacturer's written instructions and recommendations. Assure that that room temperature, relative humidity, and concrete floor moisture levels are within the manufacturer's installation range.

3.2 INSTALLATION – RESILIENT TILE

- .1 Install to manufacturer's written instructions and recommendations.
- .2 Layout resilient flooring to provide approx. equal size tiles at perimeter. Adjust layout as necessary to reduce the amount of resilient flooring which is less that half full width. Review tile pattern with Owner prior to installation.
- .3 Scribe flooring to walls, columns, cabinets, floor outlets, and other appurtenances to produce tight joints.

- .4 Where carpet tile meets new resilient flooring (Main Floor entry area) the subfloor shall be levelled so that the carpet tile and resilient tile meet at a flush, tight, and level joint without the need for a reducer strip.
  
- 3.3 INSTALLATION – VINYL WALL BASE
  - .1 Install base on solid backing. Bond tight to wall and floor surfaces.
  - .2 Mitre internal corners. At external corners, use pre-moulded units. Scribe and fit to door frames and other interruptions.
  
- 3.4 CLEANING
  - .1 Clean all resilient flooring and wall base surfaces in accordance with manufacturer's written instructions.

**END OF SECTION**

**Part 1**

**General**

1.1 SECTION INCLUDES

- .1 Existing carpet tile and base removal.
- .2 Floor preparation and new carpet tile.
- .3 New carpet base.
- .4 Furniture removal and reinstallation.

1.2 RELATED SECTIONS

- .1 See Bid Form for Separate Price requirements.
- .2 See Section 096515 – Resilient Flooring

1.3 SUBMITTALS

- .1 Section 01 33 10: Submission procedures.
- .2 Installation Contractor Data (to be submitted with bid): proof of insurance, copy of contractor's license and worker's compensation certificate. Five (5) current project references for installation provider, with scope, date and customer contact with phone number in compliance letter.
- .3 Product Data: Provide product data on specified products, describing physical and performance characteristics; sizes, patterns, colours available, and method of installation.
- .4 Samples: Submit two (2) samples of full size tile; 1 manufacturer's sample book illustrating colour and patterns for available for specified carpet tile style.
- .5 Samples: Submit two (2) samples of specified vinyl stair nosing.
- .6 Warranty: submit all applicable product warranties for review and approval.

1.4 MAINTENANCE SUBMITTALS

- .1 Maintenance Material: Provide surplus carpet tile, min. 5% of installed floor area.

1.5 REGULATORY REQUIREMENTS

- .1 Conform to applicable code for carpet flammability requirements of CAN/ULC-S102 and ASTM E84.

1.6 WARRANTY

- .1 Provide manufacturer's 15 year full commercial warranty. Warranty shall include repair or replacement with comparable product(s), at no charge.
- .2 The warranty shall include the following:
  - Wear - Surface fiber wear shall not be more than 10% by weight in 15 years. (Note: Wear warranty shall not require use of chair pads)
  - Static - Static generation at less than 3.0 kV at 70° F, and 20% R.H.
  - No delamination
  - No edge ravel
  - No dimensional instability (i.e., shrinkage, curling and doming) which adversely affect the ability of the tile to lay flat
- .3 Installation contractor shall warrant all installation services will be free from defects in workmanship for a period of at least one (1) year following their completion, and that in the event of defective services, the installation provider will re-perform the affected services

and, as necessary, supply new products of the same or similar grade sufficient to repair or replace products adversely affected.

## **Part 2 Products**

### **2.1 MANUFACTURERS**

- .1 Approved Manufacturers:
  - .1 Interface
  - .2 Shaw Contract Group
  - .3 Tandus Centiva
- .2 Substitutions: Refer to Section 01 33 10.

### **2.2 MATERIALS**

- .1 Carpet Tile:
  - .1 Product: To Scale
  - .2 Colour: #7772 "Blueprint"
  - .3 Size: modular 50cm x 50cm
  - .4 Construction: tufted textured loop
  - .5 Fiber: 100% Post Consumer Content Type 6.6 Nylon
  - .6 Pile Density: 6,120
  - .7 Pile thickness: .100 in.
  - .8 Dye method: 100% solution dyed.
  - .9 Installation method: release adhesive
- .2 Carpet Base:
  - .1 Product: roll goods by the carpet tile manufacturer, matching the carpet tile product and colour.
  - .2 Size: approx.. 4" high (match existing), full length pieces to minimize seams.
  - .3 Installation method: 'Tac Tile' self adhering, no glue

### **2.3 ACCESSORIES**

- .1 Sub-Floor Filler: White premix latex type to form a cementitious paste, as recommended by carpet tile manufacturer for the job specific substrate.
- .2 Sub-floor primer / sealer: as recommended by carpet tile manufacturer, for application over existing well adhered carpet adhesive, for this specific application.
- .3 Carpet tile adhesive: low VOC release type, as recommended by carpet tile manufacturer.
- .4 Carpet Base adhesive: low VOC, as recommended by manufacturer.
- .5 Reducer Strips: black vinyl, by Johnsonite or approved equivalent.
- .6 Stair Nosings: 3" vinyl, VIRCN-XX-A, colour #63 "Burnt Umber" by Johnsonite.

## **Part 3 Execution**

### **3.1 PREPARATION**

- .1 Lift and re-install all freestanding furniture as required to replace the carpet tile. Metal book stacks not included (see Separate Price No. 1). All electrical equipment, as needed, will be disconnected by City staff prior to lifting.

- .2 Remove and dispose of existing carpet base and vinyl base within the areas of work, as designated on the drawings. Remove the base carefully to avoid damaging the drywall behind. Patch and repaint any drywall damaged by removal of the base.
- .3 Remove and dispose of existing carpet tile within the areas of work, as designated on the drawings.
- .4 All waste, including carpet tile, shall be disposed of in accordance with local and Metro Vancouver regulations. The contractor shall provide proof the method of disposal. See Separate Price #5 for carpet tile recycling.
- .5 Vacuum and clean existing tile flooring substrate after carpet removal. Remove all adhered pieces of existing carpet backing and other debris, as per the carpet manufacturer's requirements.
- .6 Fill cracks, joints, holes, and other defects with sub-floor filler to provide a smooth level substrate.
- .7 The start of the carpet installation indicates acceptance of the substrate surface by the contractor.
- .8 Review existing carpet adhesive on site, and consult with manufacturer to ascertain compatibility with new adhesive. Apply primer / sealer to substrate when recommended by manufacturer.
- .9 For Separate Price No. 3 – New Carpet Tile in 2nd Floor East Staff Areas, the new carpet tile shall be installed over the existing vinyl asbestos floor tile.

### 3.2 INSTALLATION

- .1 Apply adhesive and carpet tile to manufacturers' instructions.
- .2 Verify carpet pattern match before installation to ensure minimal variation between dye lots.
- .3 Verify carpet tile layout and joint pattern with Owner prior to commencing installation.
- .4 Carpet tile installation pattern shall be Non Directional, as agreed with the Owner prior to commencing installation.
- .5 Carpet tile installation pattern of full tiles shall be continuous in all areas with cut tiles occurring along walls or fixed interruptions only.
- .6 Cut and fit carpet tile around fixed interruptions.
- .7 Fit carpet tile tight to intersection with vertical surfaces without gaps.
- .8 Where book stacks are to remain, slide new carpet tile beneath the metal toe kicks and gables, or where no floor gap exists below, cut new carpet tile tight to the metal stacks with no gap.
- .9 Install carpet base in accordance with manufacturer's instructions. Carpet base shall be fully adhered without the use of staples.
- .10 Provide reducer strips where carpet tile meets different floor finishes. Locate the reducer strips below doors, so that the strip is hidden when the door is in the closed position.
- .11 Where carpet tile meets new resilient flooring (Main Floor entry area) the subfloor shall be levelled so that the carpet tile and resilient tile meet at a flush, tight, and level joint without the need for a reducer strip.

### 3.3 CLEANING

- .1 Clean and vacuum carpet surfaces.
- .2 Clean all vinyl base and marks from wall surfaces.

**END OF SECTION**