

INSTALLATION SPECIFICATIONS FOR CARPET TILE IN THE “OCCUPIED OFFICE”

EXECUTION:

- A. Description of Work:** Occupied Office Carpet Replacement. Existing flooring (either broadloom or carpet tile) shall be removed and new tile installed using a previously demonstrated and approved system.

Quotation of the installation shall be submitted to the owner under the following parameters:

- 1.) All work to be done off (non-business) hours, nights and weekends
 - 2.) The installation shall be non-disruptive to the office environment.
 - 3.) Each installation session shall leave the area in normal working order with all furniture in original locations, i.e. no areas may be left ripped-up or with furniture not in original location.
 - 4.) No phones or electronics of any kind shall be unplugged.
 - 5.) All systems furniture to be lifted in a vertical manner (no distortion or deflection).
 - 6.) Carpet removal and installation must be accomplished with existing furniture in place. Disassembly of partitions is not allowed.
 - 7.) No crow bars, levers, wooden blocks, hydraulic, electric or any other prying devices may be used on any furniture.
- B. Quality Assurance:** Installer shall provide proof of not less than five (5) years experience with carpet tile installation in occupied areas with demonstrated previous experience on similar projects.
- C. Submittals:** All installation bidders must supply the following items:
- 1.) Provide compliance letter from officer of bidding company on company letterhead stating that your company meets the installation criteria of this specification.
 - 2.) Provide detailed installation phasing plans
 - 3.) Include 5 current project references with size, date and customer contact with phone number in compliance letter.
 - 4.) Provide verification of workers compensation and liability for all employees staffing the project.
 - 4.) Provide a certificate of insurance with a minimum \$3,000,000.00 coverage.

D. Installation: Carpet tile shall be installed according to manufacturers recommendations regarding adhesives, grid lines, etc. The carpet tile manufacturer will warranty adhesive and backing compatibility with the existing substrate. As this is occupied area, only adhesives with no detectable VOC's will be utilized and MSD sheets presented and approved by end user prior to installation. The carpet tile shall be installed with "modular integrity". The installation should be treated as one contiguous floor without regard to walls or partitions. No piece tiles in any open areas except along fixed walls. In addition to the above the following must be complied with:

- 1.) Each nightly transition of new and old carpet shall integrate cleanly with no open floor areas or trip hazards.
- 2.) Exposed wall base shall be replaced. Wall base directly behind systems furniture shall not be replaced.
- 3.) Detail clean and vacuum after each installation session.

E. Disposal: Carpeting removed from site shall be reclaimed or recycled, and not landfilled.

F. Inspection and Acceptance: Upon completion of the installation the owner shall inspect and verify that the work is complete and satisfactory.

G. Warranty: Installation Company shall provide a 3-year labor warranty on workmanship.