



STATE OF ALASKA
Department of Public Safety
Division of Administrative Services, Supply Section

APPENDIX - A
SCOPE OF WORK

Project Name: Carpet Replacement Project/SR No: 139907 Location: 877 Sawmill Creek Rd Sitka, Alaska 99835	Procurement Agency and Address: Department of Public Safety Administrative Services, Supply Section 4805 Dr. Martin Luther King Jr. Avenue Anchorage, Alaska 99507
Procurement Officer: Benhur Kothapalley, Building management Specialist	Date: 10/14/2019

SECTION 1: Project Outline:

The Department of Public Safety (DPS) is seeking a contractor to remove the existing carpet and install new carpet tiles at our Alaska State Trooper Training Academy located in Sitka. The contractor shall provide all materials, labor, tools, equipment, supervision, and overhead required to complete installation and ensure safe operational condition.

SECTION 2: Scope of Work

The contractor shall complete the below specified work:

1. Contractor shall visit the site and be responsible for all measurements and job conditions.
2. Carpet installers shall be trained and experienced in installation of commercial scale carpeting projects of similar size and scope specified herein.
3. Contractor shall move all furnishings (seating, tables, shelves, etc.) and return them to their original positions after completion of carpet replacement. The owner representative shall assist the Contractor to move the furnishings.
4. Carpet replacement work shall include removal of old carpet and installation of new carpet tiles. Remove old carpet tiles and place in dumpster for disposal. Clean floor surface with vacuum cleaning to remove dust, dirt, staple pins, paper clips and other such items. Scrape old glue or carpet, if stuck to the floor surface.
5. Preparation procedures of floor surface to receive new carpet in accordance with carpet and adhesive manufacturers recommendations.
6. The floor surface to receive new carpet shall be smooth, free from loose particles or any foreign materials or humps. Fill low spots, cracks, joints, holes and other defects with filler.
7. Dry-fit cut tiles and apply adhesive to tile back after tile has been cut. Use full uncut tiles down the center of corridors and, where necessary, cut perimeter tiles to butt walls. Butt carpet tile tightly together to form seams without gaps or entrapped pile yarns and aligned with adjoining tiles.
8. Lay carpet tiles in a pattern as per existing carpet installation and as agreed during sample installation. Install edge strip at every location where edge of carpet is exposed to traffic as directed.
9. As the carpeting is installed, remove and dispose of all trimmings, excess pieces of carpeting and laying materials from each area as it is completed. Vacuum carpeting, remove adhesives, stains and soil spots in accordance with the carpet manufacturer's recommendations.

10. General specifications of the carpet tiles: Manufacturer Tarkett, Style - Applause 02803, Assertive Action 04837; C-56 Primer; C-TR Adhesive; Extra Stock: Allow for extra stock equal to 5% of total used
11. Carpet tile shall be installed according to manufacturer recommendations regarding adhesive, primers, etc.
12. Sub-floor sealers, fillers, primers, and adhesives shall be those which are approved by the manufacturer of the carpet.
13. Where carpet terminates at other types of floor finishes, contractor shall provide carpet transition reducer of thickness to match carpet and adjacent material. Color as selected by owner's representative.
14. Contractor shall furnish owner's representative with carpet manufacturer's recommended carpet extraction and spot cleaning procedures and shall provide instruction to owner's maintenance personnel on carpet care and cleaning.
15. See enclosed documents:
 - Exhibit - 1: Carpet Replacement Layout
 - Exhibit - 2: Site Photos

SECTION 3: Deliverables:

3.1. Design and Code

- Following the notice to proceed, the Contractor shall fully develop design submissions through the preparation of drawings, specifications, and calculations/analyses for the scope of work mentioned.
- All design and construction work shall comply at a minimum with the most recent editions International Building Code (IBC), International Mechanical Code (IMC) and American Disability Act (ADA) Standards.
- Design submissions shall be made directly to the project manager. The project manager shall review and approve all submissions.

3.2. Shop Drawings and Product Data

- The Contractor shall submit shop drawings and product data, catalog cuts, etc. for the scope of work mentioned.
- Shop drawing and product data submissions shall be made to the project manager. Material samples also shall be sent to the project manager.
- Product data for each type of product shall include construction details, material descriptions, dimensions of individual components and profiles, and finishes for each type of panel and accessory.
- Shop drawings shall include fabrication and installation layouts of all products including the details of accessories.

3.3. Inspections and Tests

- The Contractor shall perform inspections and tests throughout the design and construction process, including: design support (existing conditions/needs assessments), construction installation

(placement/qualification measurements), and final inspections/tests (commissioning/performance certification).

3.4. As-Built Drawings and Operation Manuals

- The Contractor shall provide "As-Built Drawings" and documents based upon actual site installation, as should be reflected within latest Record Drawings/documents. Should Record Drawings not represent As-Built conditions, the Contractor shall perform field measurements and/or shop drawing takeoffs as required to support accurate As-Built drawings.
- The Contractor shall provide operation manuals for the equipment installed and provide on-field demonstration of operation of equipment.

SECTION 4: Pre-Quote Walkthrough:

The contractor is highly recommended to attend a pre-bid walkthrough to understand and familiarize with existing site conditions. Arrangements for a tour to be scheduled with:

Name: Benhur Kothapalley
Phone: (907) 269-0599
Cell: (907) 764-2806
Email: benhur.kothapalley@alaska.gov

SECTION 5: Work Schedule:

- The contractor shall provide a work schedule to be approved by the project manager
- The contractor shall be awarded and a Notice of Award (NOA). The work cannot be started until Notice to Proceed (NTP).
- **Substantial Completion Date:** The work shall be substantially completed on or before 01/24/2020

SECTION 6: Material Handling on Site:

- The contractor is responsible for handling and storage of all materials associated with this project in a designated location.
- All materials removed during project will be the responsibility of the contractor to remove from job site for proper disposal. Arrangement of Dumpster for disposal of debris is the contractor's responsibility.
- All materials and debris must be stored and disposed in the designated areas only to ensure safe operations. Continuous policing of debris is mandatory to allow continued safe operations.
- Contractors must comply with OSHA Safety Standards. All work is to be performed in accordance with industry Standards and all applicable codes.

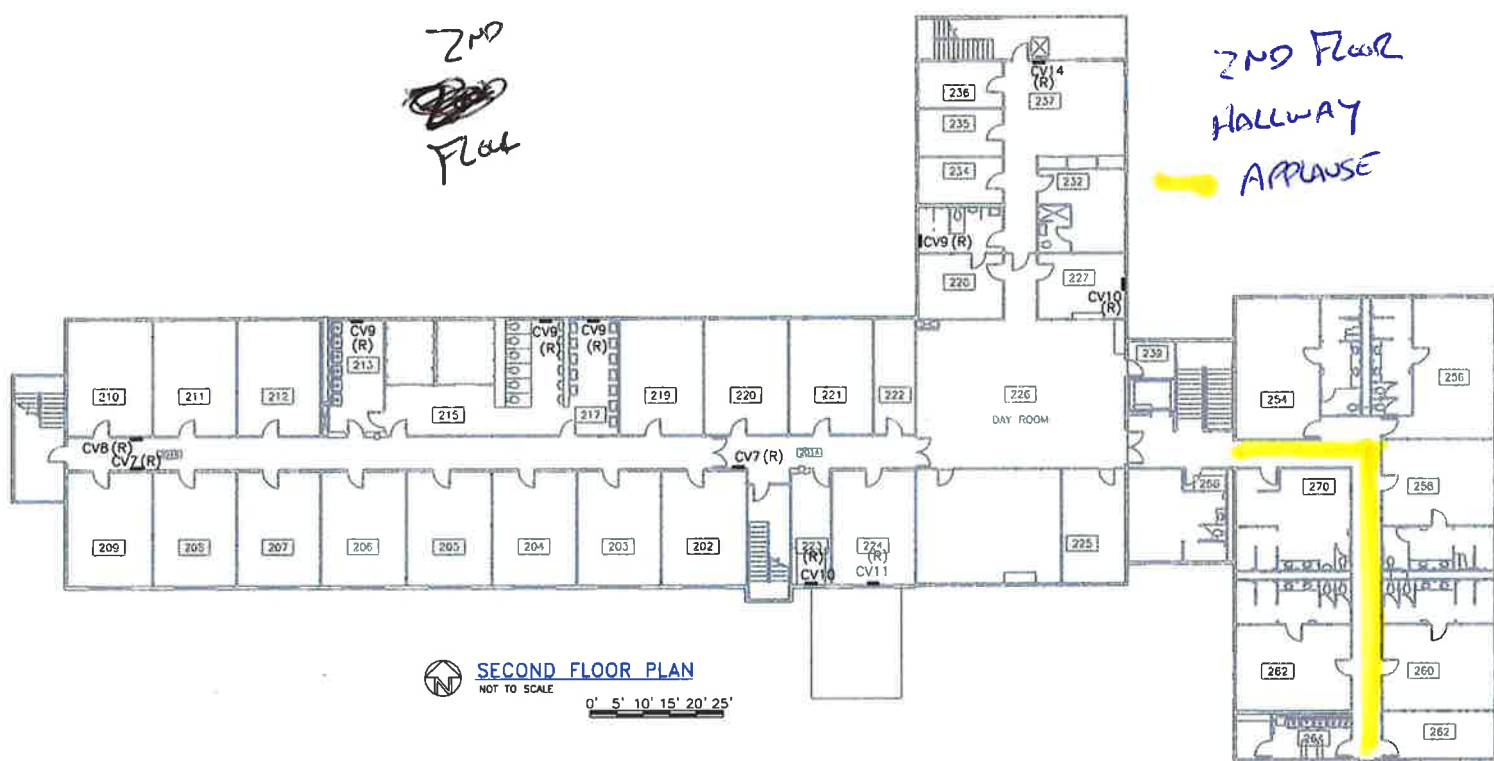
End of Scope of Work

EXHIBIT – 1
CARPET REPLACEMENT LAYOUT

2ND FLOOR
RADIANT
HEAT

2ND
FLOOR

2ND FLOOR
HALLWAY
APPLAUSE



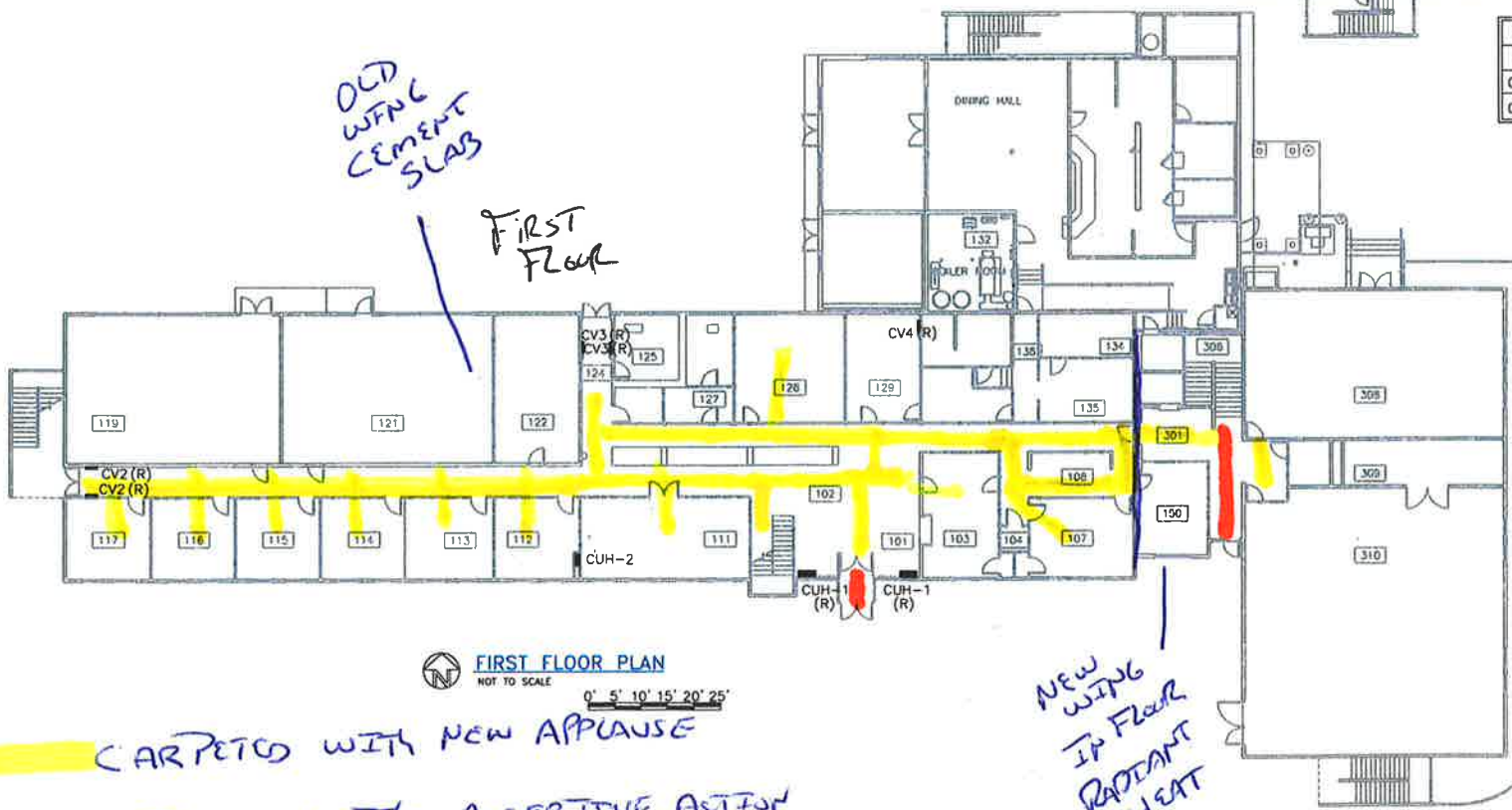
SECOND FLOOR PLAN
NOT TO SCALE
0' 5' 10' 15' 20' 25'

CONVI
ITEM
CV2
CV3
CV4
CV7
CV8
CV9
CV10
CV11
CV14

NC
RA
EN
RE
NC

OLD
W/ING
CEMENT
SLAB

FIRST
FLOOR



FIRST FLOOR PLAN
NOT TO SCALE
0' 5' 10' 15' 20' 25'

CABIN
ITEM
CUH-1
CUH-2

NC
RA
EN
RE
NC

NEW
W/ING
2ND FLOOR
RADIANT
HEAT

CARPETS WITH NEW APPLAUSE

CARPETS WITH ASSERTIVE ACTION

EXHIBIT – 2
SITE PHOTOS









