

**CITY OF LINCOLN  
COUNTY OF LANCASTER**

Vince M. Mejer, CPPO, C.P.M.  
Purchasing Agent

(402) 441-7410 Fax: (402) 441-6513

**QUOTATION REQUEST**

Quote Prices F.O.B. Destination  
Lincoln, Nebraska

Date - 12/23/02  
Order No. - 1316 OQ  
Date Due - 12/27/02

QUOTATIONS MUST BE RECEIVED IN  
THE PURCHASING DIVISION OFFICE BY  
THE DUE DATE SPECIFIED ABOVE

PLEASE MAKE NECESSARY VENDOR  
INFORMATION CORRECTIONS ON THIS FORM:

**VENDOR INFORMATION**

**Return Quotation Request To:**

Purchasing Division  
K-Street Complex  
440 S 8th St Ste 200  
Lincoln NE 68508  
Kopplin, Tom - Quotes

Buyer

Item Number / Description	Quantity	UM	Unit Price	Total Price
36010000000 Carpets and Rugs	1	EA		

See attached specifications.

Direct glue installation of carpet Lump Sum \$ \_\_\_\_\_  
 Supply & installation of cove base Lump Sum \$ \_\_\_\_\_  
 Removal of existing carpet & base Lump Sum \$ \_\_\_\_\_  
 Floor Preparation Lump Sum \$ \_\_\_\_\_  
 Total for Supply, Demo & Installation of all \$ \_\_\_\_\_

Please fax your quotation back to us by 12:00 noon on the  
above referenced date. Fax to attention of Debbie Winkler  
at 402/441-6513.

**VENDOR MUST COMPLETE THE FOLLOWING**

The undersigned represents and warrants that he/she has full and complete authority to submit this quotation and to enter into a contract upon acceptance by the City/County. The undersigned agrees to comply with all conditions above and on reverse side of this document.

COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_  
 EMPLOYER FEDERAL ID NO. OR  
 SOCIAL SECURITY NUMBER \_\_\_\_\_

BY (PRINT NAME) \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 DATE \_\_\_\_\_  
 DELIVERY SCHEDULE \_\_\_\_\_

DAYS ARO

**Quotation 1316 OQ**  
**Due Date 12/27/02 by 12:00 p.m.**  
**Carpet for Aging Library**  
**1005 "O" Street**

**1. SCOPE OF WORK**

- 1.1 The scope of work for this contract includes furnishing, delivery, removal of existing coving, all floor preparation and installation of new carpet and cove base at the Downtown Lincoln Senior Center.
- 1.2 The City of Lincoln intends to issue a P.O. with selected firms(s) to provide and install new carpet per manufacturer's specifications in designated areas of the facility.
- 1.3 Proposed work is to consist of the lower level wood shop which is being converted to Library facilities.
- 1.4 4" cove base shall be installed by the Successful Contact in all areas which have existing cove base.
  - 1.4.1 Color will be selected by Owner from standard manufacturer's colors.
- 1.5 Supply and install transition molding (tile to carpet) were needed.
  - 1.5.1 Color will match new cove base.

**2. SITE INSPECTION**

- 2.1 A site visit is recommended before one submits a quote on this project.
- 2.2 Site visit is scheduled: **10:00 a.m., Thursday, December 26, 2002 at the Downtown Senior Center.**

**3. INQUIRES**

- 3.1 For site information, contact:
  - Sean Burke
  - Downtown Senior Center
  - 402-441-66149
- 3.2 For bidding information, contact:
  - Tom Kopplin, Assistant Purchasing Agent
  - City-County Purchasing
  - 402-441-7410
  - 402-441-6513 (fax)

**4. SITE PREPARATION**

Successful contractor will be responsible for:

- 4.1 The preparation of existing floor to ensure that a direct glue application can be utilized.
- 4.2 The removal of the existing cove base and proper surface preparation as per manufacturer's specifications for all new floor covering and cove base.
- 4.3 Any high or low areas will be properly leveled to insure a smooth level floor surface for new products.
- 4.4 All phases of the removal and installation process shall be coordinated with Victoria Piersol of the Downtown Senior Center.
  - 4.4.1 The intent of this scheduling is to provide as little disruption of the daily activity as possible.
  - 4.4.2 Utilization of mid-day hours may be required to allow for normal facility operation to continue during the removal & installation process.

**5. CARPET SPECIFICATIONS**

- 5.1 The estimated quantity of carpet required is 73 square yards.
  - 5.1.1 Supplier shall be responsible for verifying these quantities.
- 5.2 Carpet shall be #76 Queens Satisfaction or a City approved equal.
  - 5.2.1 See section 6 in the Instructions to Bidders as to Brand names and alternates.
  - 5.2.2 Colors to be selected from the manufacturer's standard colors or patterns.

- 5.3 Supplier shall provide a written guarantee of installation for a period of one year from final acceptance.
  - 5.3.1 Supplier will provide any service required to correct material problems at no charge.
  - 5.3.2 This guarantee shall be in addition to the regular guarantee of the carpet manufacturer certifying samples submitted and materials supplied, meet or exceed this specification.
- 5.4 Samples - Vendor may be asked to supply 9 inch squares of carpet samples to choose from.
- 5.5 It is the intent of the City of Lincoln to purchase a carpet of a type and quality that will last 10 years or more under heavy use.

**6. COVE BASE FOR AREA**

- 6.1 Cove base shall be a 4" Rubber/Vinyl Cove Base.
  - 6.1.1 Old cove base and adhesive shall be removed and disposed of; then, new cove base shall be installed over all areas of new vinyl and/or tile or carpet.
- 6.2 Installation shall meet all manufacturer's recommended guidelines utilizing approved adhesive; low VOC.

**7. SPECIAL CONDITIONS**

- 7.1 Formaldehyde - The supplier shall be required to submit statements from the manufacturers that their product or any raw materials used in their product does not contain any formaldehyde or emit formaldehyde in excess as established by the Housing & Community Development Act of 1974. This should be on the supplier's letterhead stationary submitted to the supplier.
- 7.2 VOC (Volatile Organic Compounds) - CRI Green Label, based on ASTM D5116. Total VOC's of less than 0.5 mg/m<sup>2</sup> -hr.

**8. WARRANTY**

- 8.1 The Manufacturer's warranty must accompany quote and will be used in evaluation.

**9. INSURANCE**

- 9.1 Before a P.O. is issued and any work can begin, **ALL** requirements as stated in the attached Insurance Clause **MUST** be faxed to Purchasing at, 402-441-6513.

**10. INSTALLATION**

- 10. It is the desire that the installation be completed during the week of January 6 through January 10.

## INSURANCE CLAUSE TO BE USED FOR ALL CITY CONTRACTS

The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the negligence of the City of Lincoln, Nebraska.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the sub-contractor has been so obtained and approved.

A. Worker's Compensation Insurance and Employer's Liability Insurance

The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance with an insurance company authorized to write such insurance in this state covering all his employees, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The Contractor shall take out and maintain during the life of this contract, Employer's Liability Insurance with a limit of \$100,000 in an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain common law liability insurance on his employees.

State	Statutory
Applicable Federal	Statutory
Employer's Liability	\$100,000

B. General Liability Insurance

1. The Contractor shall maintain during the life of this contract, General Liability Insurance, naming and protecting him and the City of Lincoln, its officials, employees and volunteers as insured, against claims for damages resulting from (a) bodily injury, including wrongful death, (b) personal injury liability, and (c) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:

A. Bodily Injury/Property Damage	\$1,000,000 each Occurrence \$2,000,000 Aggregate
B. Personal Injury Damage	\$1,000,000 each Occurrence
C. Contractual Liability	\$1,000,000 each Occurrence
D. Products Liability & Completed Operations	\$1,000,000 each Occurrence

2. The General Liability Insurance required by the preceding paragraph shall include the following extensions of coverage:
  - (a) The coverage shall be provided under a Commercial General Liability form or similar thereto.
  - (b) X.C.U. Coverage - if the contract requires any work procedures involving blasting, excavating, tunneling or other underground work, the liability coverage shall include Standard Blasting or Explosion Coverage, Standard Collapse Coverage, and Standard Underground Coverage commonly referred to as XCU Property Damage Liability.
  - (c) The property damage coverage shall include a Broad Form Property Damage Endorsement or similar thereto.
  - (d) Contractual Liability coverage shall be included.
  - (e) Products Liability and/or Completed Operations coverage shall be included.
  - (f) Personal Injury Liability coverage shall be included.

C. Automobile Liability Insurance

The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired, or non-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage      \$1,000,000 Combined Single Limit

D. Builder's Risk Insurance (For Building Construction Contracts Only)

Unless otherwise specified where buildings are to be constructed under this contract, the Contractor shall provide and maintain fire, extended coverage, vandalism, and malicious mischief insurance, covering such building in an amount equal to one-hundred percent (100%) of the contract amount (minimum), as specified herein.

Losses, if any, shall be made payable to the City of Lincoln and Contractor as their interest may appear. A Certificate of Insurance evidencing such insurance coverage shall be filed with the City of Lincoln by the time work on the building begins and such insurance shall be subjected to the approval of the City Attorney.

E. Minimum Scope of Insurance

All Liability Insurance policies shall be written on an "occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City of Lincoln.

F. Certificate of Insurance

All certificates of insurance shall be filed with the City of Lincoln on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance coverage required by the preceding Sections A, B, C, D, and showing the City of Lincoln as an additional insured. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction of insurance coverage.