



*Embassy of the United States of America*

42 Elgin Road  
Ballsbridge, Dublin 4

July 15, 2014

To: Prospective Quoters

Subject: Request for Quotations number SE1300-14-Q-0036

The Embassy of the United States in Dublin is currently seeking quotations from suitably qualified contractors for replacement carpet tile floor covering services at the Embassy building, 42 Elgin Road, Ballsbridge, Dublin 4. The contract includes removal of existing floor covering, preparation of base area, supply and installation of new carpet tile floor covering. Please see Statement of Work (SOW) attached.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable proposal/quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

**A public site visit will be held on Tuesday July 22, 2014, at 11:00**

Please reply to Mr. Emmet Downey [DowneyEJ@state.gov](mailto:DowneyEJ@state.gov) before noon on Friday, July 18, if you wish to attend.

**Quotations are due on or before Monday, July 28, 2014, at 15:00**

Quotations may be delivered in hard copy at the above address for the attention of Ms. Mary Hyland or via email at [HylandMT@state.gov](mailto:HylandMT@state.gov)

A handwritten signature in blue ink, appearing to read "Ann Granatino".

Ann Granatino  
Contracting Officer

**Request for Quotation (RFQ) SEI300-14-Q-0036**  
**Office Floor Covering Replacement**

**STATEMENT OF WORK (SOW)**

**July 15, 2014**

**OVERVIEW**

The United States Embassy Dublin (EMBASSY), has a requirement to replace the carpet tile covering in the Consular Section (first floor) of the Chancery building located at 42 Eglin Road, Ballsbridge, Dublin 4. To this end, the Embassy requires quotations for a contractor to complete the proposed work.

**INTENT**

Requirements in this SOW serve as direction to the Contractor for the replacement the carpet tile flooring in the Consular Section of the US Embassy Dublin. The Contractor shall perform all services in accordance with professional standards of skill, care and diligence adhered to by reputable, first class firms and shall conform to generally accepted professional carpet flooring practices.

**PROJECT DESCRIPTION**

The EMBASSY intends to replace the carpet floor covering in the Consular Section on the first floor of the Chancery building located at 42 Eglin Road, Ballsbridge, Dublin 4. **Floor space: approximately 290 square meters of carpet tile, to be verified by each offeror, will be required.**

The requirements in the Scope of Work (SOW) below form the basis for the new floor covering.

**A site visit is scheduled for Tuesday July 22 @ 11:00.**

**Location: U.S. Embassy, 42 Elgin Road, Ballsbridge, Dublin 4**

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### SCOPE OF WORK (SOW)

**Note: This is an official building of the US Embassy; accordingly, the materials and fittings used should be of a standard fitting for a building of this standing.**

#### 1. Mobilization

- A. Ensure that work crews are scheduled far enough in advance to ensure timely initiation and completion of the project.
- B. Ensure that all required tools and equipment are available to initiate the work.

#### 2. Moving Furnishings

- A. Relocate furniture in designated areas to facilitate the removal and installation process.
- B. Lift the furniture as required when relocation is not a reasonable option.
- C. Utilize a manufacturer approved furniture lift system to ensure that there is no damage to the furniture or the new flooring.
- D. Do not utilize crowbars or like devices unless specifically authorized by Embassy representative.
- E. Note that cost to move or lift furniture is at the Contractor's sole expense.

#### 3. Removing and Disposing of Existing Flooring

- A. Remove and dispose of the existing carpet tile flooring to be replaced according to all legal requirements.
- B. Ensure that excess materials on the substrate, that would prevent the proper installation of the new flooring, are removed and disposed of properly.
- C. Do not stockpile material, remove and dispose quickly.
- D. Coordinate with the Embassy representative regarding any disposal containers that may be required; any related costs are at the Contractor's sole expense.
- E. Do not reuse any removed material unless Embassy representative so authorizes.

#### 4. Preparing Substrate

- A. Examine substrates thoroughly to determine its suitability for flooring installation.
- B. Notify, immediately, the Embassy representative, upon discovery of any suspect condition that could potentially cause a faulty installation. Do not proceed with installation unless the Embassy representative has granted permission to proceed regarding the suspect conditions. Remedy any faulty installation failing Contractor's adherence to the aforementioned.

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- C. Ensure that a minimum ambient temperature of 18 degrees C and relative humidity of 65% is maintained for 72 hours prior to, during, and 48 hours after installation.
- D. Ensure that, prior to flooring installation, the substrate is: properly prepared for the flooring material; free of inherent defects such as ridges, bumps, rises, dips, low spots, cracks, holes, joints and the like that could cause a faulty installation, be unsightly, or cause any hazards; sufficiently smooth, flat, clean, dry, well bonded, primed; has moisture content and pH levels that are within flooring manufacturers' tolerances to permit a professional installation and pleasing appearance.

### 5. Installing New Flooring

- A. Ensure proper ventilation at all times and that no potential or known fire hazards exist.
- B. Protect all areas not receiving new flooring at all times.
- C. Utilize only the adhesives that are the appropriate type, amount, spread and meet the environmental conditions according to the manufacturer's specifications.
- D. Cut flooring according to manufacturer's specifications.
- E. Install the flooring material according to the manufacturer's specifications.
- F. Ensure that any patterns of the flooring are aligned and positioned properly; that there is uniformity and conformity of direction.
- G. Install flooring material in all designated areas including under any open-bottom items, removable flanges and furnishings, in alcoves and closets and to the edge of all walls columns, permanently mounted articles and the like.
- H. Install protective edge guards or overlapping flanges to conceal edges.
- I. Provide tightly fitting cut-outs as appropriate.
- J. Ensure that all joints and edges are properly butted so that there are no gaps or distortions in the flooring.
- K. Ensure that the installed flooring does not interfere or restrict any existing cabling or wiring for any devices including without limitation: computers, fax machines, telephones, copiers, electrical boxes and the like.
- L. Do not bridge building expansion joints with continuous flooring.
- M. Remove, immediately, all excess adhesive from all areas and ensure that its removal causes no damage to new flooring or adjacent surfaces.
- N. Clean and vacuum, as appropriate, the new installed flooring prior to replacing furniture and after replacing furniture as may be necessary.

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### 6. Replacing Moved Furnishings

- A. Note that furnishings include all tangible items including without limitation: furniture, desks, shelves, bookcases, floor mats, etc., but not computer equipment nor electrical machines.
- B. Replace all moved furnishings to its original position or to the designated positions as may have been determined and agreed upon before the installation process began.
- C. Ensure that all furnishings are back in place immediately after completed installation.

### 7. Final Inspection

- A. Perform a pre-final inspection before requesting the final inspection with Embassy representative.
- B. Coordinate final inspection with Embassy representative immediately after the project completion.
- C. Note that invoices may not be presented for work that has been completed that has not been inspected and approved by Embassy representative and if invoice is received prior to approval, then payment will be withheld until such approval has been granted.
- D. Replace any defective work, at Contractor's sole expense, within five business days after final inspection and notification has been received by Contractor from Embassy representative.

### 8. Demobilization

- A. Ensure that all waste materials are disposed of properly.
- B. Deliver all excess flooring materials per Embassy representative instructions.
- C. Ensure that all required tools and equipment are promptly removed after completion of work.

### 9. Warranty –

Floor product shall be delivered, installed and shall be covered by the manufacturer's and installer's warranty.

### 10. Thresholds –

At instances where the carpet tile meets the flooring of offices or other areas, ensure that the threshold strip provides a smooth and safe transition without presenting a tripping hazard. Moreover, the installed carpet tile must not restrict the opening of any door swing.

### 11. WORK AREA PROTECTION –

During execution of this work, the Contractor shall adequately protect surrounding areas and will be responsible for any ancillary damages caused

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during the performance of the work. Damages shall be corrected by the Contractor in a manner satisfactory to the Contracting Officer.

### 12. WORKMANSHIP STANDARDS –

Exceptional care must be taken to assure tidiness of work. Upon completion of the work, materials, containers, packaging, and debris shall be cleaned up and removed from site and the Contractor shall leave the area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

### 13. MATERIALS

Carpet tile for this work must meet or exceed the following specifications:

Description:	Tufted loop pile carpet tile	
Dimensions:	50 cm x 50 cm/ 20 tiles per box	
Total thickness:	6.0mm +/- 10%	
Dye method:	Solution dyed	
Pile weight:	640 gsm +/- 10%	
Stitch density:	189,120 tufts/m <sup>2</sup> +/- 10%	
Primary backing:	Polyester	
Secondary backing:	Modified bitumen & polyester fleece	
Application:	EN 1307 Class 33, suitable for any type of heavy contract application	
Dimensional stability:	EN 986 <=0.2%	
Castor chair:	EN 985 Minimum R Value: >= 2.4	
Light fastness:	EN ISO 105-B02 >5	
Impact sound reduction:	ISO 140-8	24dB
Electrical resistance:	EN 10965 & EN 1815	<1x10 <sup>9</sup> Ω: Static dissipative.
	Body voltage < 2kV	
Reaction to fire:	EN 13501-1 B <sub>fls</sub> 1	
Slip resistance:	EN 13893	DS:>= 0.30

### GENERAL

1. All work is to comply with the local building regulations.
2. The contractor will rectify any damage caused by this project, to all areas on completion of the works.
3. The contractor shall supply all materials and labour in order to complete the works.
4. All waste material shall be taken from the site and properly disposed of by the contractor.

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5. Site is to remain tidy at all times and cleaned up on completion of works.
6. All work to be carried out in a professional workmanship like manner.
7. All Documentation regarding warranties, guarantees and instructional literature are to be handed to the Contracting Officer's Representative (COR).
8. All care must be taken to protect carpeting and finishes within the property and ensure that the work does not present a slipping or tripping hazard during the course of the work.
9. All measurements are to be confirmed by the contractor on site.
10. Upon completion of the work, the contractor shall provide 5 boxes of floor tiles (identical to those used in this project) to the COR for use as spares or replacements.

**NOTE: Any damage caused by the Contractor is to be made good at the Contractor's expense.**

### **CONTRACTOR PROVISIONS**

The Contractor shall supply everything necessary for the execution and completion of the work.

### **WORKING HOURS**

Because of the disruptive nature of this work, it is envisioned that this work will be accomplished after normal working hours at a time suitable to both parties; i.e. after 17:00 on a weekday, OR any agreed time on a holiday or weekend.

### **SITE PREPARATION AND CLEANING UP**

The Contractor shall at all times keep the work area free from accumulations of waste materials. Before completing the work, the Contractor shall remove from the work and premises any rubbish, tools, equipment, and materials that are not the property of the Government. Unsightly materials and debris including excess soil, garbage, and equipment should be removed as required.

### **Insurance**

The contractor will provide proof of liability insurance prior to commencement of works.

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### CONTACT INFORMATION

Inquiries can be directed to:

Mary Hyland  
Procurement Agent  
(1) 630-6235

Please submit your proposal to Ms. Mary Hyland at [HylandMT@state.gov](mailto:HylandMT@state.gov) on or before Monday, July 28 at 15:00. In lieu of an email submission, proposals may be submitted by hand or by mail to Ms. Hyland, U.S. Embassy Dublin, 42 Elgin Road, Dublin 4, Ireland.