



Embassy of the United States of America

42 Elgin Road
Ballsbridge, Dublin 4

June 23, 2014

To: Prospective Quoters

Subject: Request for Quotations number SEI300-14-Q-0035

The Embassy of the United States in Dublin is currently seeking quotations from suitably qualified contractors for replacement resilient 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 resilient 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 Monday June 30, 2014, at 10:00

Please reply to Mr. Emmet Downey DowneyEJ@state.gov before noon on Friday, June 27, if you wish to attend.

Quotations are due on or before Tuesday, July 8, 2014, at 15:00

Quotations may be delivered in hard copy at the above address or via email for the attention of Mr. Downey.

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

Ann Granatino
Contracting Officer

Request for Quotation (RFQ) SEI300-14-Q-0035
Resilient Floor Covering Replacement

STATEMENT OF WORK (SOW)

June 23, 2014

OVERVIEW

The United States Embassy Dublin (EMBASSY) has a requirement to replace the resilient floor covering of the corridor on the ground level 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 corridor flooring of the Chancery building. The Contractor shall price to 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 flooring practices.

PROJECT DESCRIPTION

The EMBASSY intends to replace the resilient floor covering of the corridor on the ground floor of the Chancery building located at 42 Eglin Road, Ballsbridge, Dublin 4. The requirements below form the basis for the new floor covering. Approximately 170 square meters of flooring (to be verified by each offeror) will be required.

A public site visit is scheduled for Monday June 30, 2014 @ 10:00

SCOPE OF WORK

1. **Preparation:** Observe manufacturer's recommendations in regard to preparation of surfaces to receive the floor coverings. Procedures shall include, but not necessarily be limited to, the following:

- a. Cleaning - Clean and remove oil, grease and loose foreign matter, including, mold/mildew, dirt, dust, wax, old adhesives, etc. from the surfaces to receive the new floor covering. Wet mop area to ensure removal of dust or any other particles;

Chancery Flooring Replacement

- b. Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and ensure the resultant surface is cleaned, smooth and finished;
- c. Drying - Unless otherwise specified, ensure that surfaces are cured and dry before applying the new floor covering;
- d. Grinding - Grind areas as required to ensure door swings are not impeded by the floor tile;
- e. Generally - Remove any other objectionable surface irregularities.

2. Flooring Material – The floor covering is specified to be a loose laid floor tile with the following minimum characteristics:

- Conforms to EN 649
- Dimensions:
 - Tiles shall be 500mm x 500mm
 - Total tile thickness of 5mm
 - Wear layer thickness meets or exceeds 0.7mm
- Dimensional stability: meets EN 434
- Slip Resistance: R9/EN 13893
- Sound Absorption: 12 dB, ISO 140-8
- Electrical Resistance: $<10^{10}$ ohm, EN 1081
- Colour fastness: ≥ 6 EN 20105-BO2
- Wear Resistance: class 34/43
- No wax surface for ease of maintenance
- Wearing surface shall be smooth, i.e. no raised nubs
- 100% recyclable material
- Colour/Style to be selected by EMBASSY

3. Installation –

Follow manufacturer's recommendations. If adhesives are used, they must contain zero volatile organic compounds (VOCs). Floor tiles abutting curved surfaces must match the curvature to present a neat and tight appearance without any visible gaps.

4. Warranty –

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

5. Thresholds –

At instances where the corridor floor tile meets the flooring of offices or other areas, ensure that the threshold strip provides a smooth and safe transition

Chancery Flooring Replacement

without presenting a tripping hazard. Moreover, the installed floor tile must not restrict the opening of any door swing.

6. WORK AREA PROTECTION –

During execution of this work, the Contractor shall adequately protect surrounding areas and will be responsible for any ancillary damages caused during the performance of the work. Damages shall be corrected by the Contractor in a manner satisfactory to the Contracting Officer.

7. 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.

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.
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. Proof of liability insurance is required before commencement of works.

Chancery Flooring Replacement

11. 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; i.e. on a holiday, weekend or successive weekends.

An alternate proposal shall also be submitted to reflect accomplishment of the work during normal working hours, i.e. Monday – Friday, 0730 – 1600.

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.

PROPOSAL

In addition to pricing, proposals shall also include a color palette of possible tiles being offered. The range of colors proposed should complement the existing corridor and is preferred to be light rather than dark; and speckled or mottled rather than solid.

Base Proposal – (after normal working hours) € _____.

Alternate Proposal – (normal working hours) € _____.