

## NON-TECHNICAL SPECIFICATIONS

1. **YEARLY CONTRACTS** - Purpose: To establish an indefinite quantity, firm fixed price contract to be used for all materials, supplies and labor necessary to install floor coverings as specified by the Scope of Work. Materials and installation will be ordered from time to time in such quantities as may be needed to fill any requirements of the University of Florida. As it is impossible to determine the precise quantities that may be needed the contractor is obligated to deliver any of the items or combination of items contracted for in accordance with the General and Special Conditions of this bid. This will be a multiple award contract.
  - a. Term of Contract—The effective period of contract resulting from this bid will be from July 1, 2018 through June 30, 2019. The University of Florida shall have the option to renew this bid for two (2) additional one (1) year periods upon satisfactory performance and product evaluation by UF and written notice to and acceptance by the contractor.
  - b. Supply Requirements – The contractor shall be able to deliver all items which may be requested during the contract term in accordance with the terms and conditions of this bid. In the event the contractor cannot supply any item for any reason, it will be the contractor’s responsibility to temporarily supply another item of equivalent quality at contract prices as an emergency measure, subject to prior approval of UF Procurement Services and UF Department of Housing and Residence Education (DHRE). Determination of equivalency of the item shall be the responsibility of DHRE, whose decision shall be final.
  - c. Delivery Requirement - Delivery will be made within 10 days to the "Ship To" address specified on each order unless otherwise specified at the time of order.

If requested, sufficient time will be allowed the contractor to acquire adequate stock after award is made; such time may not exceed 30 days from the notice of award.

- d. Placement of Orders - The following office may issue purchase orders against any contract resulting from this bid:

UF Procurement Services  
PO Box 115250 / 971 Elmore Drive  
Gainesville FL 32611-5250

Orders will be placed using one of the following:

- Purchase order for fixed quantities and one delivery/installation.
- Amount Only Purchase Order for items covered by the contract which will be ordered on an “as needed” basis. Each order will specify an estimated dollar amount to cover anticipated purchases, which may be increased or decreased by Change Order. Authorization to ship items may be in a verbal or written form.
- UF Credit Card.

2. **AWARD** – Award will be made in the best interest of the University to the **two vendors** which meet the requirements specified herein and have the lowest bid pricing. After award, it will be up to the discretion of the University which of the awarded vendors will be selected to quote individual projects under this contract. Award does not guarantee work
3. **BID PRICING EVALUATION** – Pricing will be evaluated based on the percentages listed on page 27. The percentage listed on page 27 will be multiplied by the unit price listed in each bid submittal. The extended unit prices will be added together and award will be based on the lowest total cost. Award will be made to the **two vendors** which meet the requirements specified herein and have the lowest bid pricing.
4. **CANCELLATION** - University Purchasing, by written notice, may terminate in whole or in part any purchase order resulting from this Invitation to Bid, when such action is in the best interest of the University. If the purchase order is terminated, the University shall be liable only for payment of services rendered prior to the effective date of the termination. Services rendered will be interpreted to include the cost of items already delivered, plus the reasonable cost of supply action short of delivery.
5. **RIGHT TO TERMINATE** - In the event that any of the provisions of a contract resulting from the bid award are violated by the successful bidder, the University may serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate the contract, and unless within ten (10) days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction are made, the contract shall, upon expiration of said ten (10) days, cease and terminate, but the liability of such bidder and his surety for any and all such violations(s) shall not be affected by any such termination.
6. **NON-MANDATORY PRE-BID CONFERENCE** - A non-mandatory pre-bid conference will be held on **May 31, 2018 at 10:00AM** in Elmore Hall, Room 101, 971 Elmore Drive, Gainesville, FL. The purpose of this conference is to hear any and all questions arising from this Invitation to Bid. Answers to any questions that might arise will be in the form of an Addendum to the Invitation to Bid, prior to the bid opening. All such revisions must be acknowledged by signature and returned with the bid proposal.
7. **INQUIRIES** - The University will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after the award of the bid. A verbal statement regarding same by any person shall be non-binding. The University is not liable for any increased costs resulting from the bidder accepting verbal direction. Any changes, if necessary, shall be made by written addendum to the bid.

Any explanation desired by bidders must be requested of UF Procurement Services in writing, and if an explanation is necessary, a reply shall be made in the form of an addendum. Direct all inquiries to Karen Olitsky, Procurement Agent III, [kolitsk@ufl.edu](mailto:kolitsk@ufl.edu).

All addenda will be posted to Procurement Services website only:  
<https://procurement.ufl.edu/vendors/schedule-of-bids/>

Bidders who want the addenda supplied to them in another form must notify the Procurement Agent listed above of that request. Otherwise, it will be the bidder's

responsibility to check the website for any additional information and addenda concerning this ITB.

The University may not respond to any questions/requests for clarification that require addenda, if received by the University after **June 7, 2018 at 5:00PM**.

- 8. BID SUBMITTAL** - All bids should include a completed and signed University of Florida Invitation to Bid Commodity Acknowledgment Form, Price Page, Attestation of Principal Place of Business, and any Addenda. Submit one (1) complete original bid and one (1) complete electronic copy, on a flash drive or CD/DVD, in a sealed envelope, with the following information on the outside of the envelope: bid number, date and time of bid opening, and company name.

**Bids are due no later than June 20, 2018 at 3:00PM.**

Late bids, emailed bids or faxed bids will not be accepted.

- 9. BID DELIVERY** - If this bid will be mailed through the U. S. Postal Service as regular mail, address the bid to the PO Box as shown on the Invitation to Bid Acknowledgment Form.

If the bid will be hand delivered or if the bid will be delivered by a service other than the U. S. Postal Service regular mail, i.e., Federal Express, Airborne, United Parcel Service, Courier, U. S. Postal Express Mail, etc., address the bid to the street address as shown on the Invitation to Bid Acknowledgment form.

- 10. ERRORS** – The University is not liable for any errors or misinterpretations made by the proposer in responding to this Invitation to Bid.
- 11. CONFIDENTIALITY** – From the date of issuance of this ITB, until a proposal is made, the vendor must not make available or discuss his or her bid/proposal, or any part thereof, with any employee or agent of the University, unless permitted by UF Procurement Services, in writing, for purposes of clarification only.
- 12. VENDOR'S EXPENSE** – All bids/proposals submitted in response to this ITB must be submitted at the sole expense of the bidder, whether or not any agreement is signed as a result of this Invitation to Bid. Proposers will pay all costs associated with the preparation of bids/proposals and any necessary visits to campus and other required site visits.
- 13. QUALIFICATIONS OF BIDDERS** - This bid will be awarded only to a responsible bidder qualified by experience to provide the work specified. If the bidder has not been pre-qualified within the current fiscal year (July 1 through June 30), the following evidence of eligibility may be required to be submitted:
  - a. Evidence that bidder is licensed by the appropriate government agency to perform the work specified.
  - b. Experience record showing bidder's training and experience in similar work.

- c. List and briefly describe projects of similar size and/or complexity which have been completed satisfactorily. List should include names of contracts, dates of contracts, location, and names and addresses of owners.

**14. AVAILABILITY OF FUNDS** - The State of Florida's and the University's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature of the State of Florida.

**15. F.O.B. POINT** – The F.O.B. Point shall be destination. Exact delivery point will be indicated on the Purchase Order.

**16. DELIVERY COSTS** - All costs for delivery, storage, freight, and packing are to be prepaid by the contractor, FOB, University of Florida or address as listed in the Invitation to Bid.

**17. AS SPECIFIED** - A purchase order will be issued to the successful bidder with the understanding that all items delivered must meet the specifications herein. Items delivered not as specified will be returned to the vendor, at no expense to the University, and vendor will be required to deliver items meeting specifications or be held in default in accordance with General Condition #22 of this bid.

**18. WARRANTY** - The successful bidder shall furnish factory warranty on all products furnished against defect in material and/or workmanship. The factory warranty shall become effective on the date of delivery/installation and acceptance by the University. Should any defect in material or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall replace same at no cost to the University immediately upon written notice from the University. The successful bidder will not be liable under the above warranty for any defects or damages resulting from unforeseeable causes beyond the control and without the fault or neglect by the University, acts of God, fires, floods, and hurricanes.

**19. DEBRIS** - Successful bidder shall be responsible for the prompt removal of all debris which is a result of delivery, assembly, or installation. See Attachment A for disposal of approved carpeting materials in the University recycling trailer.

**20. NOTICE TO CONTRACTORS OF ASBESTOS-CONTAINING MATERIALS IN UNIVERSITY BUILDINGS** - Asbestos containing materials (ACM) can be found in almost any building in the United States more than 10 years old. The University of Florida is no exception. The types of asbestos most commonly found are pipe and boiler insulation, fireproofing, hard panels known as "Transite", floor tile, and spray or trowel-applied ceiling finishes. ACM is generally not hazardous if left undisturbed.

The University has implemented an Asbestos Program to assure safe management and removal of ACM. Contractors, consultants, and other vendors providing service to the University may encounter ACM and must, therefore, comply with the following instructions:

- a. Avoid disturbing suspected ACM. Exercise caution and watch for possible ACM.
- b. If it is necessary to disturb ACM, first notify the appropriate Division Asbestos

- c. Representative listed in this notice, or the University of Florida Asbestos Coordinator, before proceeding with your work. You shall take whatever precautions are necessary to protect humans' health and the environment, and comply with all applicable Federal, State, and Local laws pertaining to asbestos.
- d. If you require additional information on possible locations of ACM in a particular building, contact the Asbestos Representative from the Division for which you are working.

<u>Division</u>	<u>Asbestos Representative</u>	<u>Telephone</u>
Facilities Services	Assoc. Dir. Physical Plant	(352) 392-7793
Health Center	Asst. Dir. Health Ctr. Physical Plant	(352) 392-4417
Housing	Asst. Dir. of Housing Maint. Serv.	(352) 392-2161
Reitz Union	Maintenance Superintendent	(352) 392-1614
IFAS	Engineer	(352) 392-6488

**21. INSURANCE**– The Contractor shall purchase from and maintain with a company or companies, lawfully authorized to do business in Florida and acceptable to the University, such insurance as will protect the Contractor from claims arising out of or resulting from the Contractor’s operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All insurance policies shall be issued and countersigned by representatives of such companies duly authorized for the State of Florida and shall be written on ISO standard forms or their equivalents. The Contractor shall file with the University Certificates of Insurance prior to the commencement of the work and shall file certificates of insurance evidencing the renewal of such policies at least thirty (30) days prior to the date the each applicable insurance policy is scheduled to expire.

Contractors Liability Insurance - The Contractor shall provide the ISO Commercial General Liability policy for general liability coverage’s for limits of not less than of \$1,000,000 per occurrence. Coverage’s shall be maintained without interruption from date of commencement of work until date of final payment. Please note that the University of Florida Board of Trustees must be named “additional insured” on general liability policies.

Automobile Liability - The Contractor shall secure and maintain during the life of this Agreement, Automobile Liability insurance on all vehicles against bodily injury and property damage in the amount of at least, \$500,000 per occurrence. Please note that the University of Florida Board of Trustees must be named “additional insured” on automobile liability policies.

Worker's Compensation - The Contractor shall secure and maintain for the life of this Agreement, valid Worker's Compensation Insurance as required by Chapter 440, Florida Statutes.

**22. PROTECTION OF PROPERTY** - The successful bidder shall at all times guard against damage or loss to the property of the University or of other vendors or contractors and

shall be held responsible for replacing or repairing any such loss or damage. The University may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents. The contractor shall provide all barricades and take all necessary precautions to protect buildings and personnel.

**23. OSHA REGULATIONS** - It is the responsibility of the contractor to insure that ALL OSHA regulations applying to this job are adhered to at all times.

**24. SECURITY REQUIREMENTS** – The following list of requirements are to be met by awarded contractor and their employees, while they are engaged in projects at UF.

- a. Any work area located on UF Campus comes under the jurisdiction of the University of Florida Police Department (UFPD). Any incident requiring police service should be immediately reported to UFPD at 352-392-1111.
- b. All employers are prohibited from allowing employees to work on campus who have been convicted of violent crimes. Contractor is required to take adequate measures to ensure that the employees working on campus are not wanted for criminal offenses.
- c. Contractor and their employees are to park their business and personal vehicles in authorized areas only. Parking permits are required for all personal and business vehicles and are obtainable from Transportation and Parking Services located at 1273 Gale Lemerand Drive, Gainesville, FL. It is the responsibility of the contractor and employees to know the parking rules and regulation of UF. Further information can be found at <http://parking.ufl.edu/>
- d. Contractor's employees are not permitted to enter UF buildings unless it is directly related to their job duties. Restrict activities of employees to authorized areas. Employees shall not be allowed to mingle in student or public areas.
- e. Students, faculty and staff of UF are not to be harassed, disturbed or in any way disrupted in their lawful pursuits. Sexual harassment shall be reported to UF's Title IX Coordinator and Deputy Title IX Coordinator for Students as per the following policy: <http://hr.ufl.edu/working-at-uf/support/title-ix-at-uf/>
- f. Contractors and employees are to obey all laws and rules of the State of Florida and the University of Florida when they are on UF property.
- g. Contractor and employees shall secure all property to reduce theft or damage to equipment or property. Contractor is expected to work with UFPD as necessary and participate in crime prevention efforts.
- h. Awarded contractor shall provide identification badges for all personnel working on the site and shall require continuous use (wearing) of same at all times. Badge shall display photograph, name of employee and company for which employee works.
- i. Awarded contractor shall keep a daily log of all employees, visitors and other personnel that enter the jobsite. Said log shall be accessible to UFPD upon request.

- j. Awarded contractor shall submit the names and date of birth of their employees to UFPD, Special Events Coordinator, Building 51, Museum Road, PO Box 112150, Gainesville, FL 32611. All contractors who employ work release employees must also be reported to UFPD and be specifically noted as such. Periodic updates are required as employees terminate and are employed.

**25. PRICE ESCALATION** – For the first term of the contract, prices shall be fixed. Request for increases must be submitted in writing to [procurement@ufl.edu](mailto:procurement@ufl.edu), 30 days prior to the end of the current term, for review by UF Procurement Services. The appropriateness of increase requests must be supported by documentation of increases in key cost drivers supplied and analysis of changes in the Producer Price Index (PPI) Commodity Code for manufacturing industries (PCUOMFG-OMFG). Changes will be assessed for the 12 months prior to the request. Annual price increases will be limited to a maximum of four percent (4%) per year.

**26. QUARTERLY REPORTS** – The successful bidder agrees to furnish quarterly summary of total sales made under this contract.

**27. PUBLIC ENTITY CRIME** - A person or affiliate who has been placed on the convicted vendor list by the Department of Management Services, State of Florida, may not submit a proposal on a contract to provide any goods or services, including construction, repairs, or leases and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant for the University of Florida for a period of 36 months from the date of being placed on the convicted vendor list, a "person" or "affiliate" includes any natural person or any entity, including predecessor or successor entities or any entity under the control of any natural person who is active in its management and who has been convicted of a public entity crime (Rule 6C1-3.020 FAC).

**28. FEDERAL DEBARMENT** - By signing this bid/proposal, the offeror certifies, to the best of its knowledge or belief, that the offeror and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency; or have not within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them in connection with a public contract or subcontract; or are not criminally or civilly charged by a governmental entity with commission of offenses; or has not within a three year period preceding this offer had a contract terminated for default by any Federal agency. (Federal Acquisition Regulation 52.209-5).

**29. DISCRIMINATION** – An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity, and may not transact business with any public entity.

**30. EQUAL OPPORTUNITY STATEMENT** - The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the proposer commits to the following:

- a. The provisions of Executive Order 11246, September 24, 1966, and the rules, regulations and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.
- b. If the proposer expects to receive \$10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be attached to the proposal response.
- c. If the proposer expects to receive \$50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
- d. If the proposer expects to receive \$50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance must be maintained by the proposer, subject to review upon request by the user agencies of this agreement.

**31. USE OF TERMS:** - The terms University of Florida, University, UF, Department of Housing and Residence Education, DHRE, Housing Division, Housing and UF Housing are used synonymously in this ITB unless otherwise indicated. The terms vendor, bidder, proposer and contractor are used synonymously in this ITB unless otherwise indicated. The terms bid, proposal and submittal are used synonymously in this ITB unless otherwise indicated.

**32. OTHER PURCHASERS** – With the consent and agreement of the successful bidder(s) purchases may be made under this ITB by other state universities, community colleges, district school boards, other educational institutions, and other governmental agencies within the state of Florida.

**33. SMALL BUSINESS PROGRAM** - University is an equal opportunity institution and, as such, encourages the use of small businesses, including women and minority-owned small businesses in the provision of goods and services. Small businesses should have a fair and equal opportunity to compete for dollars spent by the University. Competition ensures that prices are competitive and a broad vendor base is available. Vendor shall use good faith efforts to ensure opportunities are available to small businesses, including women and minority-owned businesses. For questions about the University's Small Business Program contact Kathey Porter, Director of Small Business and Vendor Diversity, 352-392-0380.

**34. AMERICANS WITH DISABILITY ACT** - If special accommodations are needed in order to attend an ITB meeting, contact [procurement@ufl.edu](mailto:procurement@ufl.edu) or 352-392-1335, three business days prior to the event.

**35. NOTICE TO CONTRACTOR:** - The University shall consider the employment by any contractor of unauthorized aliens a violation of section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

**36. CONTRACTOR SHALL IMPLEMENT** - a drug-free workplace program in accordance with the requirements of Section 440.102, Florida Statutes.

**37. TOBACCO-FREE CAMPUS POLICY** – As of July 1, 2010 the University of Florida campus has been tobacco-free. The use of cigarettes or other tobacco products in UF



buildings, parking lots, or in vehicles in these areas is prohibited. The successful vendor is expected to respect this smoke free policy and fully comply with it.

**38. ITB INTERPRETATION** – Interpretation of the wording of this document will be the responsibility of the University and that interpretation will be final and binding.

**39. FLORIDA PREFERENCE**—Preference for Florida Based Vendors for Purchases of Personal Property in accordance with §.287.084, Florida Statute; a preference shall be provided to vendors with a principal place of business in Florida. If the lowest responsible and responsive bid for personal property is from a vendor whose principal place of business is outside of Florida and is in a state or political subdivision thereof that grants a preference for the same purchase of personal property to a vendor in such state or political subdivision, as applicable, then the University shall grant the same preference to the Florida based vendor with the lowest responsible and responsive bid received pursuant to this Invitation to Bid.

If the lowest responsible and responsive bid is from a vendor whose principal place of business is in a state that does not grant a preference for the purchase of personal property to a vendor in such state, then the University shall grant a preference in the amount of 5 percent to the lowest and responsive Florida base vendor.

For vendors whose principal place of business is outside of Florida, such vendors must, at the time of submitting its bid, provide a written opinion from a licensed attorney in its state specifying (a) the preference(s) granted by the state or political subdivision and (b) how the preference(s) is/are calculated.

The attached Attestation of Principal Place of Business must be completed and returned with your ITB response.

**Attestation of Principal Place of Business**

**University of Florida ITB18KO-132, Annual Contract for Floor Covering - Housing**

Name of Bidder: \_\_\_\_\_ Business Name: \_\_\_\_\_

Identify the State in which the Bidder has its principal place of business: \_\_\_\_\_

Bidder's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**INSTRUCTIONS:** IF your principal place of business above is located within the State of Florida, provide the information as indicated above and return this form with your bid response. No further action is required. IF your principal place of business is outside of the State of Florida, the following must be completed by an attorney and returned with your bid response. Failure to comply may be considered as non-responsive to the terms of this solicitation.

**OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES**

(To be completed by the Attorney for an Out-of-State Bidder)

**NOTICE:** §287.084(2), Florida Statutes, provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts." See also § 287.084(1), Florida Statutes.

**LEGAL OPINION ABOUT STATE BIDDING PREFERENCES**

(Please Select One)

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that State: [Please describe applicable preference(s) and identify applicable state law(s)]:

\_\_\_\_\_  
**LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES**

(Please Select One)

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

\_\_\_\_\_  
\_\_\_\_\_

Signature of out-of-state Bidder's attorney: \_\_\_\_\_

Printed name of out-of-state Bidder's attorney: \_\_\_\_\_

Address of out-of-state Bidder's attorney: \_\_\_\_\_

Telephone number of out-of-state Bidder's attorney: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address of out-of-state Bidder's attorney: \_\_\_\_\_

Attorney's states of bar admission: \_\_\_\_\_

## SCOPE OF WORK

### ANNUAL CONTRACT FOR FLOOR COVERING - HOUSING

The Department of Housing and Residence Education is seeking **two vendors** to provide all materials, supplies, equipment and labor necessary to install floor coverings, as specified in the attached floor covering specifications, in student rooms, hallways, apartments, and office areas. This contract is for eleven (11) types of carpet, two (2) types of vinyl composition floor tile, and two (2) types of ceramic tile with associated accessories. There will be no deviations from the provided specifications. Carpet Type's 1, 2, 7 and 8 are glue-down applications, Type 3 is placed over padding.

For bid purposes, it should be noted that the Department of Housing expects to commit \$500,000 per year for this contract, however the contract does not guarantee a specific quantity of business.

#### **RECYCLING**

**Contractor shall be responsible for the recycling/removal of all existing carpet, pad, scraps, and debris from University of Florida campus.**

Bid pricing shall include all removal and disposal as required for job installation. The University of Florida is striving to be a leader in sustainability through innovative sustainable practices and as such we are encouraging our contract vendors to do the same.

The proposer/contractor is expected to recycle all recyclable material that is removed from the job sites through the Facilities Services carpet trailer (see Attachment A).

The vendor agrees to abide by all state and local carpet disposal regulations.

*Failure to follow through with these requirements shall be considered defaulting on the contract requirements and could be subject to termination of the agreement.*

**Contractor shall be responsible for removing and/or moving and replacement of all furniture as necessary for the completion of each job.**

The contract will be effective July 1, 2018 through June 30, 2019 with the option to renew for two (2) additional one (1) year periods.

Vendor must provide a cell phone number that can be used to request emergency service. Vendor must be able to respond to all emergency requests within 12 hours. A local telephone and/or cell phone number for easy accessibility during working hours is also required.

# FLOORING SPECIFICATIONS

## CARPET FLOOR COVERING TYPE 1

### **2B103/Rule Breaker 26/Weldlok Unitary Back**

Style	2B103 Rule Breaker 26
Pile Yarn Content	Envirostrand SD PET
Construction	Tufted
Fabric Type	Level Loop
Gauge	1/10"
Density	5305
Certified Pile Weight	26.00
Primary backing	Woven Polypropylene
Secondary backing	Weldlok Unitary
Pattern Repeat	None
Stain Release Technology	Mohawk Protection Plus Stain
Soil Release Technology	Mohawk Protection Plus Soil
Dye Method	100% Solution Dyed
Static (AATCC 134)	3.5 KV
Indoor Air Quality	GLP #0350
Flammability	(ASTM E-648) Class I
Warranty	10 Year Limited Warranty

## CARPET FLOOR COVERING TYPE 2

### **Aladdin/Mohawk Style: 1Y09 Major Factor**

Style	1Y09 Major Factor
Construction	Tufted
Surface Appearance	Textured Loop
Gauge	1/8 (31.5/10cm)
Fiber Type	Colorstrand SD Nylon
Dye Type	100% Solution Dyed
Density	6545
Stain Release Technology	Mohawk Protection Plus Stain
Soil Release Technology	Mohawk Protection Plus Soil
Primary Backing	Woven Polypropylene
Secondary Backing	Weldlok
Pattern Repeat	None
Indoor air Quality	GLPC #8216
Static	Under 3.5 KV – AATCC 134
Radiant Panel	Class II – ASTM E-648
Smoke Density	Under 450 (flaming) – ASTM E-662
Flammability	ASTM 648 Class 1
Warranty	Lifetime Limited Warranty

### **CARPET FLOOR COVERING TYPE 3**

#### **Aladdin Collections by Mohawk Star Style: SP197**

Color	05
Pile Yarn Content	100% Polyester
Yarn Twists per Inch	4.75S
Fiber Treatment	Everstrand Revive Poly W/SGP
Gauge	3/16
Certified Pile Weight	25.30 oz
Total weight	55.32 oz.
Density	1419
Dye Method	Fluidye
Primary Backing	Woven Polypropylene
Secondary Backing	Woven Polypropylene
Pattern Repeat	None
Indoor Air Quality	GLPC #7678
Flammability	ASTM E-648 Class II

#### **Padding (for Type 3 Carpet)**

##### **EcoFiberTouch**

Thickness	0.30"
Density	8.9 lbs.

Made from 100% recycled, post-industrial synthetic fibers.

Class II – heavy traffic (i.e., 32-oz, weight).

The 32-ounce FiberTouch is recommended for Class II residential, the toughest residential classification, and this weight is ideal for use on stairs. The 32-ounce version also exceeds the class II commercial minimum requirements and is suitable for use in dormitories, classrooms, lobbies, and corridors with moderate traffic.

#### **Installation and Inventory Requirements (for Types 3 Carpet)**

The Department of Housing and Residence Education requires the contractor must keep a minimum of 120 yards of Type 3 in inventory for installations to be delivered within 48 hours. A minimum order for Type 3 is 40 yards. The 120 yard requirement will be subject to change at the discretion of DHRE.

## **CARPET FLOOR COVERING – TYPE 4**

### **Aladdin Collection by Mohawk 1Y13/Major Factor Carpet Tile**

Style	1Y13 Major Factor
Construction	Tufted
Surface Appearance	Textured Loop
Fiber Type	Colorstrand SD Nylon
Gauge	1/8
Density	6207
Dye Method	100% Solution Dyed
Primary Backing	Non-Woven Synthetic
Secondary Backing	Ultrasat
Stain Release Technology	Mohawk Protection Plus Stain
Soil Release Technology	Mohawk Protection Plus Soil
Recycle Content	39%
Indoor Air Quality #	GLP #1098
Flammability	(ASTM E-648) Class
Warranty	Lifetime Limited Warranty

## **CARPET FLOOR COVERING – TYPE 5**

### **Cubic by Interface Flooring Product No: 1380102500**

Product Construction	Tufted Textured Loop
Standard Color line	18
Yarn System	Aquafil Structure
Dye Method	100% Solution Dye
Recycled Content	Post Industrial 42%-44%
Soil Protection	Protekt <sup>2</sup> <sup>®</sup>
Antimicrobial	(AATCC 138 Washed) (AATCC 174 Parts 2&3 Intersept <sup>®</sup> )
Tufted Yarn Weight	18 oz./yd <sup>2</sup>
Machine Gauge	1/12 in
Pile Height	0.145 in
Pile Thickness	0.093 in
Stitches	8.16 /in
Pile Density	6968
Total Thickness	0.275 in
Size	19.69 in X 19.69 in
Radiant Panel	(ASTM E-648) Class 1
Smoke Density	(ASTM E-662) ≤450
Lightfastness	(AATCC 16-E) ≥ 4.0 @ 60 AFU's
Static	(AATCC-134) ≤ 3.0 KV
Dimensional Stability	AACHEN Din 54318 <.10%
Standard Backing	GlasBac <sup>®</sup> Tile (50 cm X 50 cm)
Backing Options	Sheet Goods (2 m), GlasBac <sup>®</sup> Tile (50 cm X 50 cm), NexStep <sup>®</sup> Tile (50 cm X 50 cm), GlasBac <sup>®</sup> RE Tile (50cm X 50 cm), MoistureGard <sup>™</sup> Tile (50 cm X 50 cm), CushionBac <sup>®</sup> Plus Tile (50 cm X 50 cm)

## **CARPET FLOOR COVERING – TYPE 6**

### **Furrows by Interface Flooring Product No: 1670502500**

Product Construction	Tufted Textured Loop
Standard Color line	12
Yarn System	Invista® Type 6, 6 Nylon
Dye Method	63% Solution Dye, 37% Yarn Dye
Recycled Content	Post Industrial 40%
Soil/Stain Protection	Protekt <sup>2</sup> ® with Zonyl® 8779 Flouorochemical
Antimicrobial	(AATCC 138 Washed) (AATCC 174 Parts 2&3) Intersept®
Tufted Yarn Weight	18 oz/yd <sup>2</sup>
Machine Gauge	1/12 in
Pile Height	0.15 in
Pile Thickness	0.113.in
Stitches	8/in
Pile Density	5735
Total Thickness	0.280 in
Size	19.69 in X 19.69 in
Radiant Panel	(ASTM E-648) Class 1
Smoke Density	(ASTM E-662) ≤450
Lightfastness	(AATCC 16E) ≥ 4.0 @ 60 AFU's
Static	(AATCC – 134) <3.0 KV
Dimensional Stability	AACHEN Din 54318 <.10%
Standard Backing	GlasBac® Tile (50 cm X 50 cm)
Backing Options	Sheet Goods (2 m), GlasBac® Tile (50 cm X 50 cm), NexStep® Tile (50 cm X 50 cm), GlasBac® RE Tile (50cm X 50 cm), MoistureGard™ Tile (50 cm X 50 cm), CushionBac® Plus Tile (50 cm X 50 cm)

## **CARPET FLOOR COVERING – Type 7**

### **Kinetex Flash or Pop Modular Tile**

#### **Physical Characteristics**

Wear layer	Solution Dyed Polyester
Backing	Polyester Felt Cushion
Total Weight	4.5 – 5.2 oz/square foot
Total Thickness	0.205 inches
Dimensions	24” x 24” inch modules
Packaging	Eighteen (18) modules per box / 72 square feet
Recyclability	100% Closed-loopRecyclable
Recycled Content	>55% (post-consumer/industrial)
LEED Scorecard	IEQ 4.1 and IEQ 4.3
NSF/ANSI 140 Certification	Platinum
Indoor Air Quality Certification	CRI Green Label Plus™

## **CARPET FLOOR COVERING – TYPE 8**

### **Kinetex Umbra or Velocity Modular Plank or Tile**

#### **Physical Characteristics**

Wear layer	Universal Fibers solution dyed polyester
Backing	Polyester Felt Cushion
Total Weight	4.5 – 5.2 oz/square foot
Total Thickness	0.205 inches
Dimensions	18” x 36” or 24” x 24” inch modules
Packaging	Eighteen (18) modules per box or sixteen (16) / 72 square feet
Recyclability	100% Closed-loopRecyclable
Recycled Content	>55% (post-consumer/industrial)
LEED Scorecard	IEQ 4.1 and IEQ 4.3
NSF/ANSI 140 Certification	Platinum
Indoor Air Quality Certification	CRI Green Label Plus™



## **CARPET FLOOR COVERING – TYPE 9**

### **Mannington Blueprint Collection Sketch, Script, Outline**

#### **Physical Characteristics**

Construction	Textured Patterned Loop
Face Fiber	Econyl 100% regenerated Type 6 Nylon
Dye Method	100% Solution Dyed
Backing	Infinity Modular
Gauge	5/64
Weight	14oz/square yard
Density	5538
Dimensions	24" x 24"
Stain Resistance	XGuard
Warranty	Lifetime Limited Wear & Backing Warranty
Recyclability	100% Closed-loop Recyclable
Recycled Content	75% (post-consumer/industrial)
Certifications	NSF/ANSI-140 & NSF/ANSI-332
Indoor Air Quality Certification	CRI Green Label Plus™

## **CARPET FLOOR COVERING – TYPE 10**

### **Mannington Good Form 2 Collection TNS, Range, Radius**

#### **Physical Characteristics**

Construction	Patterned Loop
Face Fiber	Econyl 100% regenerated Type 6 Nylon
Dye Method	100% Solution Dyed
Backing	Infinity Modular
Gauge	5/64
Weight	14oz/square yard
Density	5538
Dimensions	24" x 24"
Stain Resistance	XGuard
Warranty	Lifetime Limited Wear & Backing Warranty
Recyclability	100% Closed-loop Recyclable
Recycled Content	75% (post-consumer/industrial)
Certifications	NSF/ANSI-140 & NSF/ANSI-332
Indoor Air Quality Certification	CRI Green Label Plus™

## **CARPET FLOOR COVERING – TYPE 11**

### **Mannington Glitch Art Collection Mainboard, Hub, Cross Talk, Circuit**

#### **Physical Characteristics**

Construction	Patterned Loop
Face Fiber	Antron Lumena Type 6,6 Nylon
Dye Method	100% Solution Dyed
Backing	Infinity Modular
Gauge	5/64
Weight	20oz/square yard
Density	6667
Dimensions	24” x 24”
Stain Resistance	XGuard
Warranty	Lifetime Limited Wear & Backing Warranty
Recyclability	100% Closed-loop Recyclable
Recycled Content	75% (post-consumer/industrial)
Certifications	NSF/ANSI-140 & NSF/ANSI-332
Indoor Air Quality Certification	CRI Green Label Plus™

## **VINYL FLOOR COVERING – TYPE 1**

### ***VINYL COMPOSITION FLOOR TILE AS SPECIFIED***

#### **Azrock Industries, Inc.**

Pattern	Cortina
Tile size	12” X 12” X 1/8”

Installation requirements for Azrock Ind. VCT must be within 10 working days. Colors of floor tile must be selected from those available in this pattern.

Armstrong-Standard Excelon Pattern: Imperial Texture Tile size: 12” X 12” X 1/8” Installation requirements for Armstrong Ind. VCT must be within 10 working days. Colors of floor tile must be selected from those available in this pattern.

Adhesives	Mapei, Eco 711 or equal
Floor Patch	Webpatch™ 90 Durabond
Self-Leveling	Duralevel 83P – Durabond

General VCT Installation Requirements: All floor tiles and adhesives must be asbestos free. All VCT tiles must be 12” x 12” x 1/8”. Vendor is required to examine substrate areas and conditions and prepare them free of cracks, voids, ridges, scale and foreign deposits. Contractor must prepare all VCT tile floor installations in accordance with the manufacturer’s recommendations.

**VINYL FLOOR COVERING – TYPE 2**  
*VINYL COMPOSITION FLOOR AS SPECIFIED*

**Armstrong Luxe Plank Better Flooring**

Floor Product Information/Vinyl Plank – Residential / Luxe Plank Better Flooring  
 Warranty 7 Year Limited Light Commercial Warranty  
 Gauge 0.135” (3.43 mm) Overall Thickness  
 .020” (.51 mm) Wear Layer Thickness  
 Width 6” x 48” (2 sq. ft./pc)

ASTM F1700 Class III, Type B Embossed Surface

**Fire Test Data**

ASTM E 648 Critical Radian Flux Class 1  
 ASTM E 662 Smoke – 450 or less  
 Locking – Lynx technology floating lock – Connect

Product Name	Color Name	Pattern Number	Suffix	Gloss Level	Dimensions	Minimum Number of Possible Visuals
Wisconsin Pine	Natural	A6831	731	Full Matte	6" x 48"	7
	Antique	A6830				
Peruvian Walnut	Tropical Coast	A6834	731	Full Matte	6" x 48"	7
	Mayan Gold	A6835				
	Spiced Tea	A6832				
Kendrick Oak	Natural	A6837	731	Full Matte	6" x 48"	7
	Honey Butter	A6836				
Jatoba	Natural	A6838	731	Semi Matte	6" x 48"	7
	Mahogany	A6839			6" x 48"	7
Walnut Ridge	Vintage Brown	A6841	731	Full Matte	6" x 48"	7
Empire Bamboo	Caramel	A6840	731	Semi Matte	6" x 48"	7

## **CERAMIC TILE – TYPE 1**

### *Floor/Wall Tile*

#### **Daltile Affinity Series Glazed Porcelain Floor, Glazed Ceramic Wall & Mosaic with Reveal Imaging**

· 18”X18” Floor Tile	5/16 Thickness	17.60 Sq. Ft. per carton	8 pieces per carton
· 12”X24” Floor Tile	3/8 Thickness	15.60 Sq. Ft. per carton	8 pieces per carton
· 12”X12” Floor Tile	5/16 Thickness	14.55 Sq. Ft. per carton	15 pieces per carton
· 10”X14” Wall Tile	5/16 Thickness	14.25 Sq. Ft. per carton	15 pieces per carton
· 2”X2” Mosaic	¼ Thickness	24.00 Sq. Ft. per carton	12 pieces per carton
· 3”X12” Bull Nose		Trim P-43C9	30 pieces per carton
· 3”X10” Wall Bull Nose		Trim S-4310	54 pieces per carton
· 3”X3” Wall Bullnose Corner		Trim SN-4310	32 pieces per carton

#### **Test Results**

Water Absorption	ASTM C373	Result = < 20.0% Wall, <0.5% Floor, <3.0% Mosaic
Breaking Strength	ASTM C648	Result = 120-230 lbs Wall, >275 Floor, >250 Mosaic
Scratch Hardness	ASTM MOHS	Result = 4.0-6.0 Wall, 8.0 Floor, 8.0 Mosaic
Chemical Resistance	ASTM C650	Result = Resistant all

## **CERAMIC TILE – TYPE 2**

### *Floor/Wall Tile*

#### **Daltile Esta Villa Series Glazed Porcelain Floor, Glazed Ceramic Wall & Mosaic**

· 18”X18” Field Tile	5/16 Thickness	17.60 Sq. Ft. per carton	8 pieces per carton
· 12”X24” Field tile	3/8 Thickness	15.60 Sq. Ft. per carton	8 pieces per carton
· 12”X12” Field Tile	5/16 Thickness	14.55 Sq. Ft. per carton	15 pieces per carton
· 10”X14” Wall Tile	5/16 Thickness	14.58 Sq. Ft. per carton	15 pieces per carton
· 2”X4” Mosaic	1/4 Thickness	10.00 Sq. Ft. per carton	12 pieces per carton
· 3”X12’ Floor Bullnose		Trim P-43C9	
· 3”X10” Wall Bullnose		Trim S-4310	
· 3”X3” Wall Bullnose Corner		Trim SN-4310	

#### **Test Results**

Water Absorption	ASTM C373	Result = < 20.0% Wall, <0.5% Floor, <3.0% Mosaic
Breaking Strength	ASTM C648	Result = 120-230 lbs Wall, >275 Floor, >250 Mosaic
Scratch Hardness	ASTM MOHS	Result = 4.0-6.0 Wall, 8.0 Floor, 8.0 Mosaic
Chemical Resistance	ASTM C650	Result = Resistant all

## **GROUTS FOR TILES TYPE 1&2**

### **MAPEI's Specialty Grouts**

- **Ultracolor** – Ultra premium rapid setting colorfast sanded grout
  - For Joint widths 1/8” to 1” ANSI A118.7 – ISO 13007 CG-2WAF
- **Kerapoxy** – Commercial-grade, stain-free, 100%-solids, epoxy grout and mortar
  - For joint widths 1/16” to 3/8” ANSI A118.3 – ISO 13007 R2T-RG

### **MAPEI Traditional Grouts**

- **Keracolor U** – Premium-grade, polymer-modified unsanded grout
  - For joint widths 1/16” to 1/8” ANSI 118.6 – ISO 13007 CG-2WA
- **Keracolor S** – Premium-grade, polymer modified sanded grout
  - For joint widths 1/8” to 5/8” ANSI A118.6 13007 CG2WA

## **Self-Leveling Floor Preparation (for all floor types)**

### **Duralevel 83P by Durabond or approved equal**

Self-Leveling Cement-Based - underlayment must be used to smooth and level concrete. Thickness - featheredge to 1” thick/or 1/2” up to 5” thick when mixed as designed with pea gravel.

## **Floor Patch Preparation (for all floor types)**

### **Webpatch 90 – Durabond**

Fast-setting, gypsum-based material designed for interior installations may be used to patch floors, walls, and other surfaces. Floor covering can be installed after just 1 hour from patch application. Webpatch 90 may be used to fill up to 1/2” deep over properly prepared concrete, masonry, cementitious backer board and structurally sound exterior grade plywood (interior/dry use only).

## **Vinyl Wall Base (for all floor types)**

### **Burke/Mercer, Johnsonite or approved equal**

Height	4”, 4.5”, 6”
Thickness	1/8”

There are some areas in Housing that have existing vinyl wall base which will need to be replaced when floor covering replacement occurs in those areas. The vendor will be required to use proper wall base adhesive and the installation must be according to manufacturer’s guidelines.

# PRICE PAGE

## Vendor Information

Toll-free telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Account Manager: \_\_\_\_\_

Deliveries will normally be made as follows:

Vendor Owned Equipment \_\_\_\_\_ Frequency \_\_\_\_\_

Commercial Carrier \_\_\_\_\_ UPS \_\_\_\_\_ Other \_\_\_\_\_

Servicing Warehouse that will make deliveries:

Name of Manager: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## PRICING

**Carpet Type 1**, Installed price per sq. ft. with furniture moving. \$ \_\_\_\_\_

**Carpet Type 2**, Installed price per sq. ft. with furniture moving. \$ \_\_\_\_\_

**Carpet Type 3**, Installed price per sq. ft. with furniture moving. \$ \_\_\_\_\_

**Carpet Type 4**, installed price per sq. ft. with furniture moving. \$ \_\_\_\_\_

**Carpet Type 5**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Carpet Type 6**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Carpet Type 7**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Carpet Type 8**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Carpet Type 9**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Carpet Type 10**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Carpet Type 11**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Vinyl, Type 1**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Vinyl Type 2**, installed price per sq. ft. with moving furniture. \$ \_\_\_\_\_

**Ceramic Type 1**

1. 18”X18” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

2. 12”X24” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

3. 12”X12” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

4. 10”X14” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

5. 2”X2” Mosaic, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

6. 3”X12” Bullnose Trim, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

7. 3”X10” Wall Bullnose, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

8. 3”X3” Corner Bullnose, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

**Ceramic Type 2**

- 1. 18”X18” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_
- 2. 12”X24” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_
- 3. 12”X12” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_
- 4. 10”X14” Tile, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_
- 5. 2”X4” Mosaic, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_
- 6. 3”X12” Bullnose Trim, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_
- 7. 3”X10” Wall Bullnose, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_
- 8. 3”X3” Corner Bullnose, installed per sq. ft. with prep as necessary. \$ \_\_\_\_\_

Ultracolor Grout - per bag price \$ \_\_\_\_\_

Kerapoxy Grout - per bag price \$ \_\_\_\_\_

Keracolor U Grout - per bag price \$ \_\_\_\_\_

Keracolor S Grout - per bag price \$ \_\_\_\_\_

Large area floor prep. - price per sq. ft. \$ \_\_\_\_\_  
Floor patch and/or self-leveling as required

Recycling of carpet and padding - price per sq. ft. \$ \_\_\_\_\_

Installation of Owner supplied materials - price per sq. ft. \$ \_\_\_\_\_

Specified Padding as needed - price per sq. ft. \$ \_\_\_\_\_

Installed Vinyl Cove Base - price per L.F. 4” Add \$ \_\_\_\_\_/Linear Foot

Installed Vinyl Cove Base - price per L.F. 4.5” Add \$ \_\_\_\_\_/Linear Foot

Installed Vinyl Cove Base - price per L.F. 6” Add \$ \_\_\_\_\_/Linear Foot

If installation shall occur at nights or weekends Add \$ \_\_\_\_\_/Square Foot

Install metal or transition strips  
(Silver pinmetal tapdown) Add \$ \_\_\_\_\_/Linear Foot



## **BID PRICING EVALUATION**

Pricing will be evaluated based on the percentages listed below. The percentage listed below will be multiplied by the unit price listed in each bid submittal. The extended unit prices will be added together and award will be based on the lowest total cost.

<b>Carpet:</b>	Type 1	2%
	Type 2	2%
	Type 3	20%
	Type 4	5%
	Type 5	5%
	Type 6	5%
	Type 7	2%
	Type 8	2%
	Type 9	5%
	Type 10	5%
	Type 11	5%
<b>Vinyl:</b>	Type 1	12%
	Type 2	30%
	<b>Total</b>	<b>100%</b>
<b>Ceramic:</b>	Type 1	60%
	Type 2	40%
	<b>Total</b>	<b>100%</b>

## ATTACHMENT A

### Using the University Recycling Trailer

#### Definitions:

**Recycling** is turning waste materials into new materials of the same value, such as vinyl backing into vinyl backing.

**Up-cycling** involves turning waste materials into more valuable products. For example, using waste PET (plastic from soda bottles) to create Terratex panel fabric.

**Down-cycling** creates less valuable products from waste materials. Turning nylon face fiber into car parts or carpet padding, including nylon face fiber in recycled backings, or using carpet for waste-to-energy are good examples of down-cycling.

**Repurposing** allows a product to be reused by an organization or individual. Interface Flor company assists the University in facilitating the donation of used carpeting to charities and other non-profit organizations.

\* \* \*

#### Procedure:

Flooring materials removed from the existing installation should be prepared for recycling based on the type of material and reclamation option selected.

#### 1. **Recycling Approved Carpet material**

- a. Carpet tile must be palletized and secured for shipping, i.e. shrink wrap, banding, strapping.
- b. Carpet rolls should be palletized and must not exceed 9 ft long x 4 ft wide. Carpet padding is acceptable but please roll it separately from the carpet itself.
- c. All carpet must be dry and free of any moisture damage (example: mold, mildew).
- d. Material should not contain any vinyl asbestos or adhesives containing asbestos.
- e. No other items (carpet scraps, non-carpet debris, construction waste, cardboard boxes, trash) should be placed in trailer.
- f. Material may need to be handled more than once (stacked next to the trailer and then moved to the trailer at a later date) if another vendor has incorrectly deposited materials in the trailer.

#### 2. **Repurposing of Approved Carpet material**

- a. Approval of the material for possible donation will be determined at the jobsite.

#### **Location of Recycling Trailers:**

See PPD Website [https://www.ppd.ufl.edu/departments/ref\\_carpet\\_recycle.shtml](https://www.ppd.ufl.edu/departments/ref_carpet_recycle.shtml)

**Alternate to using UF-located Recycling Trailer:**

Should a vendor wish not to use the UF-located Recycling Trailer, please see requirements below:

**Processing:** All possible recycling options must be clearly presented and/or submitted on paper subsequent to job start. The accepted reclamation option must be approved in writing by the party requesting the services.

**Certification:** A certificate will be furnished upon request verifying the reclamation of the carpet and the pounds of material diverted from the landfill.

Any alternate recycling options must be compliant with UF's Zero Waste goal. **Alternate recycling plans must be clearly presented and submitted with bid.** It will be the sole decision of the University to accept or reject any alternate recycling options.

Please note that recycling requirements may change during the contract term.