



## Northwood Technical College

### INVITATION TO BID

### 24-97800-A-FLOORING for

### Ashland Flooring Replacement

\*In the event Northwood Technical College finds it necessary to change any of these dates it will do so by issuing an addendum to this ITB.

Date	Event
Tuesday, December 5, 2023	Date of ITB issue.
Friday, December 15, 2023	ITB inquiry/question deadline @ 4:00 PM CST.
Wednesday, December 20, 2023	Estimated date for Northwood Tech to answer Vendor's questions.
<b>Wednesday, January 10, 2024</b>	<b>Bids due from Vendors prior to 2:00 PM CST.</b>
Thursday, January 11, 2024	Northwood Tech Bid Evaluations
Wednesday, January 24, 2024	Northwood Tech Board Meeting (action on recommended proposal)
Thursday, January 25, 2024	Earliest date Northwood Tech will issue award notice.
Monday, May 20, 2024	Earliest date upgrades can begin. Work must be completed by June 28, 2024

## SECTION I - GENERAL INFORMATION

Northwood Technical College is guided by its Mission, Vision and Values, and Tenets. Northwood Tech has a long, rich history that demonstrates our dedication to the community and its members. Learning is our passion, and it shows. Nearly 1 in 9 residents of our district (including a population of 236,200; 286 towns, villages, and cities; and 47 school districts) have taken some sort of class through a Northwood Tech campus or outreach center. Each year, Northwood Technical College surveys graduates to find out how well their degree or diploma prepared them for their career. The results reveal an impressive record of academic excellence and valuable career perspective.

Northwood Technical College District is one of sixteen 2-year technical college districts in Wisconsin. The district includes most of northwestern Wisconsin, encompassing more than 10,000 square miles and parts or all of 11 counties.

Northwood Technical College offers career-focused associate degree programs, technical diplomas, short-term certificates, customized training, and a wide array of courses for personal or career enhancement. Northwood Technical College employs a staff of more than 1,400 full-time & part-time employees and provides education to 7,715 credit students in more than 53 full-time programs, plus technical certificates, and apprenticeship programs and nearly 17,000 residents in continuing education courses.

Northwood Tech is the owner of buildings at four campuses in Ashland, New Richmond, Rice Lake and Superior. In addition, the college owns a Health Education Center in Shell Lake and leases and operates learning centers in Hayward, Ladysmith, Balsam Lake, and Barron. Northwood Tech offers associate degrees, technical diplomas, and certificates in over 50 programs. For more information about Northwood Technical College, please visit [www.northwoodtech.edu](http://www.northwoodtech.edu).

### **MISSION, VISION, AND VALUES**

#### **Mission – Learning First**

Learning is our passion. As Northwest Wisconsin's leader in technical education, Northwood Tech creates dynamic opportunities for career preparation and personal growth. We are committed to making each and every experience with us meaningful and professional.

#### **Vision – An Innovative Journey**

Education is a lifelong journey of learning and discovery. We embrace innovative theories, techniques, and technologies to ensure success in a changing world.

#### **Values**

**Empowerment** – We value an engaging and supportive environment that inspires learners to achieve their personal and professional goals.

**Excellence** – We value high quality training, professional development, and customer service in a dynamic learning environment.

**Innovation** – We value flexible delivery options and embrace the latest theories and technologies to meet individual learners' needs.

**Integrity** – We value honesty, accountability, and diversity in an open and ethical environment.

**Collaboration** – We value partnerships that enhance learning, promote economic development, and improve quality of life.

## SECTION II - INSTRUCTIONS TO VENDORS

### 1. Due Date

Bids must be received by the Northwood Tech Purchasing Department by or prior to **2:00 PM CST, on Wednesday, January 10, 2024.**

The Vendor shall be responsible for delivery of the sealed proposal to the designated place on or before the date and time specified. Proposals received after time of closing will be rejected and returned to the Vendor unopened. Failure to examine any and all documents will in no way relieve the successful Vendor from the necessity of supplying the required products in accordance with the bid.

### 2. Public Opening

Bids will be publicly opened on Wednesday, January 10, 2024 at 2:00 PM CST. The public bid opening will be available via a Microsoft Teams Meeting. Ctrl + Click the link: [Join Microsoft Teams Meeting](#)

1. A webpage will open, where you will see two choices: Download the Windows app and Join on the web instead. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it is OK for Team to use your mic and camera. You may allow it so you will be seen or heard in the meeting.
2. Enter your name. Choose your audio and video settings, if applicable.
3. When you are ready, Click Join now.
4. This will bring you into the lobby and will notify the Northwood Tech staff that are you there. You will be admitted to the meeting.

### 3. Required Forms to Submit Bid

No bid will be accepted on any other form(s) than those herewith specified and/or provided with the ITB.

Addenda issued during the time of bidding shall become a part of the Bid Documents. Vendor shall acknowledge receipt of such addendum in the appropriate space provided on the Bid Submission Form.

Any conditional bid, amendment to the bid or attachment thereto, or the inclusion of any correspondence, written or printed matter, or details of any nature other than that specifically called for may disqualify the bid. Telecommunication alterations to the bid will not be accepted.

### 4. Key Proposal Dates

**\*In the event Northwood Technical College finds it necessary to change any of these dates it will do so by issuing an addendum to this ITB.**

Date	Event
Tuesday, December 5, 2023	Date of ITB issue.
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## 5. Key Proposal Questions and Submittal Information

No verbal explanation or instruction will be given regarding this ITB during the proposal period. Northwood Technical College will not be responsible for verbal instructions. Vendors shall bring questions, inadequacies, omissions, or conflicts to Northwood Technical College's attention. **All Vendor requests for clarification or interpretation must be received via email to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu) on or before Friday, December 15, 2023 at 4:00 PM CST.** Prompt clarification will be supplied to all Vendors of record via addendum.

Responses will not be made to telephone, faxed, or mailed inquiries. During the time period from the issue date of this ITB until Northwood Technical College has notified all Vendors of its decision, **all contact with any other Northwood Technical College or Wisconsin Technical College System employee concerning this ITB is prohibited.** Failure to adhere to this provision may be cause for disqualification of a Vendor's submission.

Failure to request clarification or interpretation of this ITB will not relieve the Vendor of responsibility. Signing the Qualified Vendor Certification Form will be considered as implicitly denoting that the Vendor has a thorough understanding of the scope of work and comprehension of the Statement of Work.

All attachments, additional pages, addenda, or explanations supplied by the Vendor with this proposal will be considered as part of the proposal response.

## 6. Bid Delivery Options

Bids and all associated documentation shall be emailed to [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu)

**Bids shall NOT be hand delivered or mailed via FedEx, USPS, or UPS.**

Bids must be received by Purchasing Department, [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu), by or prior to 3:00 PM CST on Wednesday, January 10, 2024. Any bid received after 3:00 PM CST will be disqualified. Please include the following in the subject line of the email: **RFP 24-97800-A-FLOORING**. Any bid received without the subject line of the email not properly and clearly marked may result in the bid being rejected.

It is the responsibility of the bidder emailing their bid to ensure the bid was received on time by [proposals@northwoodtech.edu](mailto:proposals@northwoodtech.edu). Northwood Technical College will respond via email confirming the receipt of your company's bid. If you do not receive confirmation that your bid has been received, it is the responsibility of the bidder emailing their bid to follow up with Shawna Benish at [shawna.benish@northwoodtech.edu](mailto:shawna.benish@northwoodtech.edu).

**The file size shall not exceed 25MB.** Files larger than 25MB may be rejected by the Northwood Technical College mail server. Northwood Technical College prefers that bids be submitted in PDF format and all required documents are contained in one (1) file, if possible.

## 7. Alternate Bids

Specifications contained in this ITB are intended to define the level of quality and performance and not to restrict competition. Vendors offering alternates shall submit, with their bid, an itemized comparison to the ITB specification, documenting equivalence for dimensions, quality performance, etc. **Unless indicated otherwise,** Vendors may offer more than one alternate with required supporting documentation. Where certain brands or part numbers are specified, it is for illustration or to establish a standard for features and construction. **Unless indicated otherwise,** "or equivalents" are acceptable and allowed, and Vendors are encouraged to offer varying brands of "equivalent" items and supplies for Northwood Technical College's consideration.

## 8. Deviations From Bid Specifications

Any deviations from bid item specifications must be clearly documented on the Bid Submission Form. Northwood Technical College reserves the right to determine if any noted deviations or qualifying statements indicated in a Bid are in the best interest of the college, and reserves the option to reject any bid(s), all bids, or a portion of a bid(s), on that basis.

## **9. Right to Award All or a Portion**

While Vendors are encouraged to quote as many or all of the items listed in this ITB, it is understood that not all items may be available from one vendor source. Northwood Technical College will have the option to make "split awards" of the items to multiple vendors. Vendors need to quote prices on a line item basis with the understanding that Northwood Technical College may only order partial items of what the vendor quoted. If the vendor can offer additionally discounted prices on the premise that it will receive the entire award, or an award of a select "family" of items, the vendor should enumerate such additional pricing discount options for Northwood Technical College's consideration on a separate page attached to their bid response.

## **10. Withdrawal of Bids**

Bids may be withdrawn by written request received from the Vendor or an authorized representative thereof prior to the time fixed for opening of bids, without prejudice to the right of the Vendor to file a new proposal. Withdrawn bids will be returned unopened. Negligence on the part of the Vendor in preparing their bid confers no right for withdrawal of the bid after it has been opened.

Bids may be held by Northwood Technical College for a period not to exceed ninety (90) days from the date of the opening of bids for the purpose of reviewing the bids and investigating the qualifications of the Vendors, prior to the awarding of the contract.

## **11. Acceptance / Rejection**

Northwood Technical College reserves the right to accept or reject any or all bids, to waive any technicality or informality in any bid submitted, and to accept any part of the bid deemed to best serve the interests and needs of Northwood Technical College and said determination shall be final.

Northwood Technical College reserves the right to reject all bids received and reissue the ITB if it feels an adequate level of competition was not obtained, or if specifications/terms did not allow for a sufficient level of competing bids to be received, or if desired specifications, features, or standards were not, in the opinion of Northwood Technical College, acceptable.

Northwood Technical College reserves the right to reject the bid if the evidence submitted by, or investigation of, the Vendor fails to satisfy Northwood Technical College that the Vendor is responsible and qualified to carry out the obligations of the contract or to complete the Statement of Work.

## **12. Firm Bids**

All bids are to be firm for acceptance for a minimum of ninety (90) days from opening and for the specified contract period. Any exceptions shall be fully noted. The purchase of the item(s) in this ITB is contingent on budget availability. The college may elect to not proceed with this project, or delay the project, or modify the conditions for this project, if so considered to be in the best interest of the college.

## **13. Liability**

Northwood Technical College shall not incur any liability for any cost the vendor may have incurred in preparing and submitting a proposal in response to this ITB.

## **14. Payment and Delivery Terms**

Net 30 days after product delivery and receipt of invoice. No advance payments will be made and no payments will be made without invoices. Northwood Technical College prefers to pay by Visa, if accepted. All proposed items or services are to be delivered tax exempt, FOB Destination – delivered and installed with freight cost included in the price or otherwise quoted on the Northwood Technical College Qualified Vendor Certification Form (if applicable).

## **15. Taxes**

Northwood Technical College is a governmental entity exempt from sales taxes pursuant to Wisconsin Statutes, Section 77.54(9a). Taxes should be excluded in proposals to Northwood Technical College.

## **16. Evaluation of Bids**

Northwood Technical College reserves the right to contract with more than one firm depending on the evaluation of the bids submitted. Northwood Technical College may award to multiple Vendors to insure coverage and support for each of the campuses in the Northwood Technical College district.

The award(s) on items stipulated in the scope of work will be made to the lowest responsible Vendor who meets the required specifications.

## **17. Best and Final Offer**

At its sole discretion, Northwood Technical College may request Vendors to submit a Best and Final Offer (BAFO) for further clarification. BAFOs will be evaluated against criteria identified in #17 "Evaluation Criteria". There is no obligation on the part of Northwood Technical College to request a BAFO. Therefore, Vendors should always submit their best proposal with their original submission.

## **18. Warranty**

Northwood Technical College requires the Vendor, not the manufacturer, to coordinate and resolve all issues with regard to the warranty of the items. Northwood Technical College will not contact the manufacturer.

## **19. Right to Addendums**

Northwood Technical College reserves the right to amend the terms and specifications of this ITB. In the event of any changes to the terms and/or specifications of this ITB, a formal addendum to the ITB will be issued.

## **20. Qualified Vendors**

Only proposals from qualified Vendors shall be considered. The "Qualified Vendor Certification Statement" must be completed in full and submitted with the proposal. Factors that may be considered in determining if a Vendor is qualified include (but are not limited to): Vendor competency, financial capacity, ability to render satisfactory product/work and past performance. Northwood Technical College reserves the right to request additional information to make this determination. Northwood Technical College may make a written request for Vendor's P&L, Balance Sheet, Certified Auditor Statements or other financial documents for purposes of evaluation of the financial ability of Vendors to provide the materials, service and/or support specified by this ITB. Northwood Technical College reserves the right to request a site visit to Vendor prior to award.

## **21. Debarment & Suspension Certification**

The Proposer certifies by signing the Proposal Submission Form that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or Vendor.

## **22. Indemnification, Assignment and Subcontract**

The Vendor agrees to indemnify, defend and hold Northwood Technical College (including their respective officers, directors, employees, subcontractors and agents) harmless from and against any and all liabilities, damages, fines, expenses, penalties, costs, claims, demands and expenses (including costs of defense, settlement, and reasonable attorneys' fees) of whatever type or nature, including damage or destruction of any property, or injury (including death) to any person, arising out of or related to: (a) any act or omission by the Vendor, its agents, employees or subcontractors, (b) any claims or actions by the Vendors' employees, agents or subcontractors, or (c) the failure of the Vendor, its employees, agents, or subcontractors to comply with this Contract or any applicable provincial, federal, state or local law, rule or regulation that affects the obligations of the Vendor under this Contract.

Neither party shall assign a right or interest, not delegate, or subcontract any obligation owed without the written consent of the other.

## **23. Public Inspections and Record of Bids**

In order to maintain the integrity of the competitive bid process, if a request is made under open records laws to view proposals received for this ITB, bids received will not be made available until an official award decision by Northwood Technical College has been made.

Any restriction on the use of information contained within a proposal must be clearly stated in the bid itself. Proprietary information submitted will be handled in accordance with appropriate procurement regulations and Wisconsin Public Records law. Note: The Wisconsin Public Records law classifies most correspondence with a governmental entity such as Northwood Technical College and member Colleges, as open and available for public inspection. Proprietary restrictions normally are not accepted; however, when accepted it is the Proposer's responsibility to defend the determination in the event of an appeal or litigation.

Northwood Technical College cannot ensure that information will not be subject to release if a request is made under applicable public records law. Northwood Technical College cannot consider the following confidential: a bid in its entirety, price bid information, or the entire contents of any resulting contract. Northwood Technical College will not provide advance notice to Vendor prior to release of any requested record.

## **24. Right to Negotiate Contract Terms and Cancellation Clause**

Northwood Technical College reserves the right to negotiate the terms of the contract, including the award amount, with the selected Vendor prior to entering into a contract. If contract negotiations cannot be concluded successfully with the lowest proposal Vendor, Northwood Technical College may negotiate a contract with the next lowest proposal Vendor. This choice is solely at the discretion of the College.

Northwood Technical College may, without cause, terminate the Contract by giving written notice of such termination to the awarded Vendor. In the event of such termination, Northwood Technical College shall reimburse the services performed and reasonable expenses actually incurred by the Vendor in relation to the work prior to the Vendor's receipt of such notice of termination.

## **25. Obtaining Proposal Information from a 3<sup>rd</sup> Party**

Vendors are responsible for checking DemandStar at [www.demandstar.com](http://www.demandstar.com) for any addenda prior to submitting a proposal. Northwood Technical College is not responsible for the content of any proposal package received through a 3<sup>rd</sup> party proposal service. It is the sole responsibility of the Vendor to ensure the completeness of the documents received from any 3<sup>rd</sup> party source.

## **26. Safety Requirements**

All material, equipment, and supplies provided to Northwood Technical College must comply with all safety requirements as set forth by the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards. The initial shipment of any items requiring a SDS must include a SDS for each respective shipping location receiving the items. All items must also meet any applicable OSHA and Wisconsin Department of Commerce specifications for shipping, recording and identification.

## **27. Equal Employment Opportunity Provisions**

The Vendor is to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in Department of Labor regulations (41 CFR Part 60). Northwood Technical College is an Equal Opportunity Employer and Educator operating under the Affirmative Action Plan.

## **28. Americans with Disabilities Act (ADA) Compliance**

Vendor acknowledges and warrants that their Programs and services are currently in compliance and during the Term of this Agreement shall remain in compliance with all applicable Federal disabilities laws and regulations, including without limitation the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194.

Vendor agrees to promptly respond to, resolve and remediate any complaint regarding accessibility of its products or services in a timely manner and provide an updated version to Customer at no cost. Customer reserves the right to request, from Vendor, a timeline by which accessibility standards will be incorporated into

the Programs and Vendor shall provide such a timeline within a commercially reasonable duration of time. Vendor further agrees to indemnify and hold harmless Customer from any claims arising out of its failure to comply with the requirements of this section. Failure to comply with these requirements shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement by Customer as set forth in this ITB.

## **29. Other Considerations**

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. Northwood Technical College reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the Vendor as deemed appropriate.

## **30. Cooperative Purchasing**

Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when Vendors agree to extend their terms to them. If the Vendor is willing to provide opportunities for other public agencies to piggyback a Northwood Technical College awarded contract, please complete the "Cooperative Purchasing Agreement" included with this ITB. If you wish to offer discounts in rates based on additional volume of business being added if other public agencies piggyback to a Northwood Technical College awarded contract, please include an additional fee table with your proposal reflecting these discounts.

Any volume/quantity price breaks offered by your company should other public agencies which to piggyback this contract will NOT be factored into Northwood Technical College's award decision for this project (since it cannot be assured if any other public agencies would actually join/piggyback this contract, adding increased business volume to meet any lower discount rates offered).

## SECTION III - SCOPE OF WORK

### **INTRODUCTION**

Northwood Technical College is accepting sealed bids from qualified Vendors for all labor, materials, and equipment necessary to replace the flooring completely and satisfactorily at our Ashland campus, as indicated on the attached map.

Bid must include a 1-year warranty for workmanship and materials. Vendor will complete the work Monday-Friday; 7am to 5pm – excluding holidays that the building will be closed. Contractor will be responsible for any necessary permits.

Vendor should write up a quote using SECTION IV – Vendor Pricing Form on the next page or a form of your own.

### **SPECIFICATIONS**

Substitutions or “equivalent” items, if offered, must be identified as substitutions. Vendors may include an alternate product pricing schedule or page in addition to the pricing offered for the list of products requested. The alternate pricing may be considered in the award but will be used for ordering if it is determined that the alternate product will meet the needs and existing equipment. Full disclosure of product information must be included in bid proposal.

Submitted bids shall be for:

- Removal and disposal of existing VCT and vinyl base in specified area. (See Appendix A) College dumpster available for disposal.
- Perform appropriate and necessary floor prep.
- Furnish and install flooring, base, and transition to match specifications below.
  - 2350 square/ft of flooring
  - 550 feet of vinyl base
  - 70 linear feet of transition
  - Luxury vinyl tile
    - Manufacturer: Mohawk Group
    - Collection: Hot & Heavy – Secoya
    - Color: Atwell Mill
    - Size: 9” x 59”
    - Thickness: 5mm
    - Wear Layer: 20 mil
    - Install: Ashlar (1/3)
  - Vinyl wall base
    - Manufacturer: Mannington
    - Size: 4”
    - Color: Pecan 504
  - Vinyl carpet edge
    - Manufacturer: Mannington
    - Product: Joining Moldings
    - Color: Pecan 504
    - Size: varies (see on-site)
- Square footage and lineal footage of material needed to complete the project shall be site verified by contractor prior to ordering materials.
- Flooring shall be installed per manufacturer’s specifications. (See Appendix B & C)
- Vendor shall provide alternate costs for either “loose lay” or “full adhesive spread” installation.
- All surfaces are concrete slab on grade. Contractor shall conduct moisture testing of subfloor prior to installation to ensure subfloor is within manufacturer’s acceptable moisture tolerances.
- Work shall be performed between the dates of May 20, 2024 and June 28, 2024.
- There is no known asbestos. If asbestos is noted, abatement will be owners’ responsibility.
- To set up an appointment to view the area, please contact Mike Hanson @ [mike.hanson@northwoodtech.edu](mailto:mike.hanson@northwoodtech.edu) or 715-209-7857.

## SECTION IV - VENDOR PRICING FORM

<u>Item</u>	<u>Qty</u>	<u>U/M</u>	<u>Item Description</u>	<u>Total Price</u>
1	1	EA	Total Project Cost	\$
2	1	EA	1-year workmanship and material warranty	Must be included in prices above

\*See Section II for information related to alternates and deviations\*

Work to be completed at:  
 Northwood Technical College  
 2100 Beaser Avenue  
 Ashland, WI

## SECTION V - SIGNATURE PAGE

### **Compliance**

Vendor agrees that their proposal complies with all the requirements outlined in the ITB: YES \_\_\_\_\_ NO \_\_\_\_\_  
(If there are any deviations or exceptions from specifications, conditions or statement of work, vendor is required to note those on a separate page and submit them with this proposal.)

### **Addendum(s)**

List Addendum Numbers you have received (if applicable) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

### **Contracts**

Is your company on any state or public agency cooperative purchasing contracts for the products and/or services indicated in this ITB? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list name of contract(s) and contract number(s): \_\_\_\_\_

### **Required Documents**

All information requested by Northwood Technical College should be attached to the proposal upon submission. Additional information or illustrative literature, if necessary, may also be included. If any of the documents identified as required below are not submitted by the due date and time, your proposal will be rejected. Completed ITB documents to be submitted to Northwood Technical College as outlined in Section II, #6 and #26:

1. Required: Section IV – Vendor Pricing Form
2. Required: Section V - Signature Page
3. Required: Section VI - Qualified Vendor Certification
4. Optional: Section VII - Cooperative Purchasing Agreement

### **Vendor Signature**

The undersigned, on behalf of the Vendor, certifies: (1) this offer is made without previous understanding, conflict of interest, agreement or connection with any person, firm or corporation making a quotation on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the quotation is entered; (4) they have read the complete Request for Proposal and understand all provisions to perform the work required by the proposed purchase contract documents referred to therein (as altered, amended or modified by addenda); if accepted by Northwood Technical College, this proposal is guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted quotation will be their responsibility.

### **Vendor Contact Information (please type or print clearly)**

Company Name:				
Name and Title of contact person:				
Name and Title of proposer (if different from above):				
Address:	Street	City	State	Zip
Telephone:	Email Address:			

## SECTION VI – QUALIFIED VENDOR CERTIFICATION FORM

*The following questions shall be completed and submitted as part of your proposal response. Failure to provide required forms with your proposal will disqualify your proposal. Please see "Public Inspection of Proposals" in the Instructions to Vendors of this ITB document for information regarding Wisconsin open records laws.*

Company Name: \_\_\_\_\_

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

\_\_\_\_\_

Type of Firm    ☐ Corporation    ☐ Individual    ☐ Partnership    ☐ Other

(If "Other", explain \_\_\_\_\_)

If you are a corporation, what state are you incorporated in? \_\_\_\_\_

What year did your business begin? \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ (office and labor staff)

Average number of employees in your organization in the last 12 months: \_\_\_\_\_

**By submitting this proposal, I certify that I am qualified to provide the items and/or services outlined in this Request for Proposal. By placing my initials next to each statement, I attest to the following:**

- a.    \_\_\_\_\_    Our company has been in business for at least 3 years.
- b.    \_\_\_\_\_    Our company is an authorized dealer and service agency for any and all equipment or items provided.
- c.    \_\_\_\_\_    Our company maintains a permanent place of business and is licensed to do business in the United States.
- d.    \_\_\_\_\_    Our company is not presently on any lists maintained by the Wisconsin Department of Administration, or by any other State or the Federal Government, for debarment, suspension, or noncompliance for any violation of any kind, or related to any equal opportunity and/or affirmative action requirement.
- e.    \_\_\_\_\_    Our company is authorized to sell the products being proposed in the ITB, with no claim or suspicion of any kind as to any patent or copyright infringements, or claims of actions pertaining thereto, that would be of a legal concern or issue to your company or to this public agency as it relates to laws regarding patents, copyrights, royalties, infringements, etc.
- f.    \_\_\_\_\_    In connection with the performance of any work covered by this ITB, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual preference, or national origin.
- g.    \_\_\_\_\_    The Vendor agrees it is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of the employer and employee between the parties.

## SECTION VII - COOPERATIVE PURCHASING AGREEMENT – Optional

<p>Wisconsin statutes establish authority to allow Wisconsin municipalities to participate in cooperative purchasing when the contractors agree to extend their terms to them. <b>Participating in the service gives vendors opportunities for additional sales without additional bidding. Please be aware that your participation is voluntary.</b> Municipalities use the service to expedite purchases. A “municipality” is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having the authority to award public contracts (s. 16.70(8), Wis. Stats.). Interested municipalities will contact the contractor directly to place orders and are responsible for receipt, acceptance and inspection of goods directly from the contractor, and making payment directly to the contractor. Northwood Technical College in serving as the lead agency initiating this cooperative purchasing program on behalf of other Municipalities, is not party to any disputes arising from purchases made by other municipalities, and is not liable for delivery or payment purchases made by other municipalities.</p>			
<p><input type="checkbox"/> <u>I Agree</u> to make the products or services of this bid/proposal, as priced, for the period from _____ to _____ available to:</p> <p style="margin-left: 40px;">Wisconsin Municipalities (check all that apply):</p> <div style="margin-left: 40px;"> <input type="checkbox"/> Wisconsin Technical Colleges  <input type="checkbox"/> University of Wisconsin System  <input type="checkbox"/> Wisconsin K – 12 Schools  <input type="checkbox"/> Wisconsin Municipalities (Non Educational) – please specify _____  <input type="checkbox"/> Within a certain region/section of the state – please specify _____         </div> <p style="margin-left: 40px;"><input type="checkbox"/> Indicate here if you would be willing to offer a discount to other public agencies that would “piggyback” and purchase additional items from your firm if a contract is awarded by Northwood Technical College to your firm (ie: other public agencies “piggybacking” a competitively awarded contract rather than needing to issue their own ITB):</p> <p style="margin-left: 40px;">____ % Discount if a second item/system is purchased or a second public agency purchases from the awarded contract.          ____ % Discount if a third item/system is purchased or a third public agency purchases from the awarded contract.          ____ % Discount if a fourth item/system is purchased or a fourth public agency purchases from the awarded contract.</p> <p>By what date would other public agencies need to make a purchase from your firm before the price break policy expires:          _____</p> <p>Note in your proposal any special conditions or provisions.  <input type="checkbox"/> Indicate here if you agree that should a system-wide agreement be executed between the awarded Vendor and the Wisconsin Technical College System (WTCS), or any public cooperative contract agreement that the WTCS is authorized to utilize such as MICTA, NJPA, Federal GSA, etc., Northwood Technical College shall have the option, when such lower price is available for use by the WTCS, to transfer their license and/or contracted pricing and avail themselves of the terms and conditions negotiated on their behalf in that agreement. Such transfer shall take place upon written acknowledgement from the awarded Vendor to the Northwood Technical College.</p>			
<p><input type="checkbox"/> <u>I Do Not Agree</u> to make the products/services of this bid/proposal available to Wisconsin Municipalities</p>			
Signature		Date (mm/dd/yyyy)	
Name (Type or Print)		Title	
		Email:	
Company		Tel: (     )	
		Fax: (     )	
Address (Street)	City	State	ZIP + 4
Commodity/Service		Request for Bid/Proposal Number	

Blue lines indicate installation of new vinyl base only.

The floor plan of the second floor includes the following areas:

- MECHANICAL EQUIPMENT MEZZANINE 202**: Located in the upper left section.
- WELDING MEZZANINE 201A**: Located in the upper middle section.
- WELDING MEZZANINE 201**: Located in the upper right section.
- MEZZANINE 119A**: Located in the middle right section.
- MEZZANINE 120B**: Located in the bottom left section.

Staircases are indicated by sets of parallel lines within the plan.



NORTH

NORTH

GENERAL TYPE OF PROJECT		APPLICABLE ACCESSIBILITY CODES	
	YES	YES	NO
NEW BUILDING	●	ANSI A117.1 '09	●
ADDITION	●	ANSI A117.1 '03	●
REMODEL	●	ADAAG	●
BUILDING CODE(S) USED		OTHER	●
2009 IBC	●		
2006 IBC	●		
2009 NFPA 101 (LIFE SAFETY CODE)	●	OTHER RULE/CODES/STATUTES	
Other	●	State Rules	●
		AIA GUIDELINES	●

FIRE-RESISTIVE REQUIREMENTS		RATING (HRS)	TEST
STRUCTURAL FRAME			
COLUMNS		1	
GIRDERS		1	
TRUSSES		See Code	
BEARING WALLS			
EXTERIOR BEARING WALLS		1	
INTERIOR BEARING WALLS		1	
NON-BEARING WALLS AND PARTITIONS			
EXTERIOR	(Table 602)	0	NA
INTERIOR	(Table 601 and Section 602.4.2)	0	NA
FLOOR CONSTRUCTION			
FLOOR/CEILING ASSEMBLY		1	
PRIMARY AND SECONDARY FLOOR BEAMS AND JOISTS		1	
ROOF CONSTRUCTION			
ROOF/CEILING ASSEMBLY		1	
PRIMARY AND SECONDARY ROOF BEAMS AND/OR JOISTS		1	
OTHER			
(104 and 105) SHAFTS AND EXIT PASSAGeways		2 hour, typical	See Code Plans
(Table 602 and Table 604.5) INTERIOR DOORS AND WINDOWS		0	

Notes:

Fire Alarm Required.

Provide exit discharge barriers from basement stairs (and I.D.)

Elevator Lobbies not required (708.1.4 ex 4), but as related to Atrium will likely require smoke control.

Areas of Refuge are not required (1007.3 ex 3), but may be included if desired.

Incidental Assembly Occupancy: Mechanical Rooms with >400,000 BTUs, Boiler (>15psi and 10MPa), Refrigerant Machinery Rooms, etc. may need to be one-hour rated or atmospheric extinguishing system). Rooms with Fire Protection (see table 5.2)

At least one elevator needs to be sized to accommodate a 24"xd4" stretcher (3002.4). If the freight elevator is so assigned, needs firefighter access, etc.

Provide Family / Assisted Toilet Room with Assembly Uses.

1-1-1-1-1-1-1-1-1-1	1 HR FIRE RATED ASSEMBLY	2-2-2-2-2-2-2-2-2-2	2 HR FIRE RATED ASSEMBLY	3-3-3-3-3-3-3-3-3-3	3 HR FIRE RATED ASSEMBLY
4-4-4-4-4-4-4-4-4-4	4 HR FIRE RATED ASSEMBLY		SMOKE PARTITION		FIRE PARTITION CORRIDOR WALLS
			(SEE SECTION 711)		(SEE SECTION 706)

WALL CLASSIFICATION	 SEE SECTIONS + 1025 FOR ALL + 408.2 FOR 1 1/2"	HORIZONTAL EXIT			

AREA CLASSIFICATION	INCIDENTAL ACCESSORY USE SURROUNDING SYMBOLS INDICATE RATING AND DAMPER REQUIREMENTS CLOSER, LATCH & GASKETS REQUIRED		SHAFT SURROUNDING SYMBOLS INDICATE RATING AND DAMPER REQUIREMENTS FIRE DAMPER REQUIRED AT BOTTOM OF SHAFT		EGRESS PATH SURROUNDING SYMBOLS INDICATE RATING AND DAMPER REQUIREMENTS
---------------------	---	---	--	---	--

MEANS OF EGRESS		EXIT ACCESS		EXIT		EXIT DISCHARGE
-----------------	---	-------------	---	------	---	----------------

NOTE: NOT ALL SYMBOLS MAY BE USED ON EACH PLAN

**ZONE 1 REMODELING - WTC ASHLAND CAMPUS**  
**WISCONSIN INDIANHEAD TECHNICAL COLLEGE**  
ASHLAND, WISCONSIN

ARCHITECTURAL LIFE SAFETY  
1st FLOOR & MEZZANINE

NOT FOR  
CONSTRUCTION

1/16/2013  
1224

# ALS101



## Loose Lay LVT

### INSTALLATION GUIDELINES

Hot & Heavy Collections:

Secoya

Grown Up

Lineate

Mixte

Metal

160 South Industrial Blvd.

Calhoun, GA. 30701

MohawkGroup.com

Technical Services Department

508 East Morris St.

Dalton, GA 30721

800.833.6954

mohawk\_tech@mohawkind.com



## General Guidelines

- In all areas where product will be installed, a fully operational HVAC system must run prior to installation and remain in operation during and after installation. Conditions should be set at the same temperature and humidity level expected during occupancy. Temperature within the space should never drop below 55°F after installation while the building is occupied.
- Product should be acclimated in the climate controlled location for 48 hours before starting installation.
- Prior to installation, clean and clear the area of all debris.

## Subfloor Preparation

- Proper preparation of the subfloor is vital for a successful installation. Roughness or unevenness of the subfloor may telegraph through the new floor. All subfloors should be smooth, flat, and dust free with the variance not exceeding more than 1/32" in a 1' or 3/16" in a 10" span.
- Concrete subfloors must be dry, smooth, and free from dust, solvent, paint, wax, grease, oil, asphalt sealing compounds, and other extraneous materials. The surface must be hard and dense and free from powder or flaking. The floor should have a reading of 95% RH or less (ASTM F2170) with a pH range between 8 and 10 when using M95.0 or between 8 and 11 when using MS160.
- Holes, grooves, expansion joints, and other depressions must be filled with a portland based underlayment, troweled smooth and feathered even with the surrounding surface.
- Concrete underlayments with a radiant heating system are acceptable, provided the temperature of the subfloor does not exceed 85°F at any point.
- When installing over existing ceramic tile or rough surfaces, apply a portland based patching or leveling compound to smooth substrate surface.
- Any wood or wood composition panels should be APA rated and approved, intended for subfloor use. Panels should be smooth, flat, structurally sound, and free of deflection.
- Product can be installed over most existing hard surface floor coverings, provided the existing floor surface is smooth or can be made smooth. Existing floors must be solid; fix any loose areas. Existing resilient floor with deep embossing may require application of an embossing leveler. Cushioned flooring or multiple layers of resilient flooring is NOT suitable subfloor for installation.
- Remove any loose paint or rust from painted or metal floors.
- Existing adhesive residue needs to be removed and/or encapsulated. Never scrape adhesive residue unless it is confirmed to be asbestos free. Scrape all ridges and puddles of asbestos-free adhesive down to the concrete.
- Never use liquid chemicals to remove old adhesive. Solvents and other abrasive chemicals used to clean the subfloor can damage the backing of loose lay if not properly removed and can affect the product's performance.
- For instructions regarding other substrates, consult Technical Services at 800.833.6954.

**ASBESTOS WARNING!** DO NOT MECHANICALLY CHIP OR PULVERIZE EXISTING RESILIENT FLOORING, BACKING, LINING FELT, ASPHALTIC "CUTBACK" ADHESIVES OR OTHER ADHESIVES. Previously installed resilient floor covering products and the asphaltic or cutback adhesives used to install them may contain either asbestos fibers and/or crystalline silica. Avoid creating dust. Inhalation of asbestos or crystalline dust is a cancer and respiratory tract hazard. Smoking by individuals exposed to asbestos fibers greatly increases the risk of serious bodily harm. Unless positively certain that the previously installed product is a non-asbestos containing material, you must presume it contains asbestos. Regulations may require that the material be tested to determine asbestos content and may govern the removal and disposal of material. See current edition of the Resilient Floor Covering Institute (RFCI) publication "Recommended Work Practices for Removal of Resilient Floor Coverings" for detailed information and instructions on removing all resilient covering structures.



## Installation Requirements

Mohawk Group Loose Lay product may be installed using minimal adhesive for perimeter bond or a full spread application.

### Tools Needed

- Utility knife
- Carpenter's square or straight edge
- Tape measure
- With M95.0 Adhesive, use a 1/16" x 1/32" x 1/32" U-notch trowel

## Commercial Installation Requirements

- Before installation, ensure the subfloor is dry and dust free.
- Rooms and corridors with dimensions greater than 20 ft in any direction require a perimeter application of either M95.0 Adhesive or MS160 Spray Adhesive, except when utilizing a full spread method.
- In areas of high foot traffic, more volatile temperature variations, excessive rolling loads, or where there are concerns with subfloor conditions, full spread adhesive is recommended, using M95.0 Adhesive or MS160 Spray Adhesive.
- Make sure each tile or plank is fit tightly to the next piece.
- Any planks or tiles installed with adhesive must be rolled with a 100 lb 3-section roller.

All instructions and recommendations are based on the most recent information available. If you receive a paper copy of these instructions, please refer to [mohawkgroup.com](http://mohawkgroup.com) to ensure you have the most up to date version of our installation instructions.



## APPENDIX C

# Loose Lay Luxury Vinyl Tile

## INSTALLATION INSTRUCTIONS

160 South Industrial Blvd.  
Calhoun, GA. 30701  
MohawkGroup.com

Technical Services Department  
196 S. Industrial Blvd.  
Calhoun, GA 30701  
800.833.6954  
product\_tech@mohawkind.com



This document has been created to provide installation instructions for Mohawk's LVT products that requires specific adhesive and installation techniques. Please read the entire document prior to initiating installation and follow exact instructions. Failure to follow the published installation steps will void all product warranties.

All instructions and recommendations are based on the most recent information available and should be followed for an ideal installation. For questions about product installation contact Mohawk Group Technical Services at [product\\_tech@mohawkind.com](mailto:product_tech@mohawkind.com) or visit our website at [www.mohawkgroup.com](http://www.mohawkgroup.com) to ensure you have the most up to date version of our installation instructions.

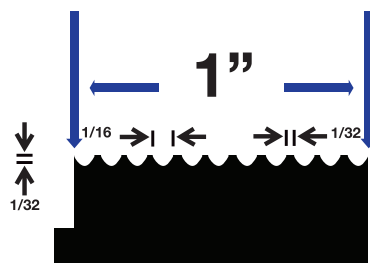
## MATERIAL RECEIVING, STORAGE AND HANDLING

Upon receipt of material, immediately remove any pallet wrapping materials and verify that the correct product and color was received and that the carton is free from damage. Be careful not to drop any cartons as this may damage the flooring. No labor claims will be honored on materials installed with visible defects.

Store cartons of tile or plank products flat and squarely on top of one another. Select a storage location that is in the center of the installation area and away from vents, direct sunlight, etc. Check the carton label to verify that all materials are from the same run/lot number.

## TOOLS

- Trowel (see diagram below): 1/16" (width) x 1/32" (depth) x 1/32" (spacing) U-Notch with an approximate spread rate of 220-260 sq. ft. /gallon.



11 - 1/16" Grooves (Glue ridges) = 11/16"

10 - 1/32" Tips (Dry Zones) = 10/32"

Producing 11 ridges of adhesives per 1"

- 75 – 100 lb. 3-section Roller if adhesive is being used
- In Situ RH Moisture Probes
- pH Testing Kit
- Infrared Thermometer
- Hygrometer
- Chalk Line
- Framing Square
- Utility Knife
- Tape Measure



## REQUIRED ADHESIVES FOR PERIMETER OR FULL SPREAD

### M99 Adhesive

M99 Adhesive is a solvent free, water-based acrylic adhesive suggested for use in occupied buildings, as it is low in odor, and contains “zero” (calculated) VOC’s. M99 is designed with extended open time which allows product to be installed up to 4 hours after drying. Product should be allowed to dry to touch to prevent slippage. Non-porous substrates require adhesive to be dry to touch with little or no transfer to the finger. Do not install flooring into wet adhesive on a non-porous substrate.

Testing Requirements: Slabs up to 99% RH and 12 pH.

### M700 Plus Adhesive

M700 Plus Adhesive is a pressure sensitive, high-strength, high-tack adhesive for installing multiple types of dimensionally stable floor coverings such as vinyl tiles & plank, solid vinyl tile, PVC and non-PVC-backed carpet tiles, and vinyl sheet flooring, over porous and non-porous substrates. M700 Plus offers extended open time, fast dry time, and ease of application. This unique adhesive has outstanding water resistance and tenacious bond strength for demanding installations such as hospitals, schools, nursing homes, hospitality, and food preparation centers. The low odor is ideal for occupied buildings.

Testing Requirements: Up to 95% in situ RH (per ASTM F2170) and a pH of 5.0–10.0.

### M95.0 Adhesive

Premium high strength adhesive for installing resilient sheet, tiles and dimensionally stable resilient plank over porous and non-porous substrates. M95.0 is a solvent free, water-based acrylic adhesive suggested for use in occupied buildings, as it is low in odor, and contains “zero” (calculated) VOC’s.

Testing Requirements: Slabs up to 95% RH and 10 pH.

### MS160 Adhesive

MS160 Spray Adhesive is a water-based adhesive recommended for installations of resilient floor coverings. It is particularly convenient for use in occupied buildings and greatly reduces the handling and application requirements associated with conventional adhesives. Normal traffic is allowed as soon as the installation is complete. MS160 Adhesive demonstrates highly aggressive grab and shear strength, and has outstanding water and plasticizer resistance.

Testing Requirements: Slabs up to 95% RH and 11 pH or less.

### Total Bond Adhesive

Designed with safe, single-part, moisture-cured chemistry, Total Bond is a faster, more install-friendly alternative to two-part epoxy systems. Total Bond is engineered for heavy rolling loads and challenging environments, and its waterproof design forms an unlimited moisture vapor barrier that can also take the punishment introduced by topical liquids.

Testing Requirements: No RH or pH testing required.

## JOB SITE CONDITIONS

Flooring material and adhesive must be acclimated to the installation area for a minimum of 48 hours prior to installation. If the area is not within the recommended temperature and relative humidity requirements, the product should NOT be installed until those requirements have been met.



- It is recommended that resilient floor covering installation shall not begin until all other trades are completed.
- Areas to receive flooring shall be clean, fully enclosed, with the permanent HVAC set at a uniform temperature range of 65° F to 85° F and maintained following the installation. Never allow the area to drop below 55° F.
- Humidity should be below 65%.
- Areas to receive flooring should be adequately lighted during all phases of the installation process.

### **Temperature – Radiant Heat**

- Radiant heated substrates must never exceed 85° F surface temperature.
- Several days prior to installing resilient products over newly constructed radiant heated systems, make sure the radiant system has been on and operating at maximum temperature to reduce residual moisture within the concrete.
- Three days prior to installation, lower the temperature to 65° F. 24 hours after installation gradually increase the temperature in increments of 5° F. After continuous operation of the radiant system, ensure the surface of the floor does not exceed 85° F.

## **APPROVED SUBSTRATES AND TESTING REQUIREMENTS**

All substrates to receive moisture sensitive floor covering must be tested for moisture. Do not install flooring if moisture test results exceed recommended limits. Stop the job and advise the customer that installation cannot be initiated without the proper treatment for moisture conditions.

All substrates to receive resilient flooring shall be dry, clean, smooth, and structurally sound. They shall be free of dust, solvent, paint, wax, oil, grease, residual adhesive, adhesive removers, curing, sealing, hardening, or parting compounds, alkaline salts, excessive carbonation or laitance, mold, mildew, and other foreign materials that might prevent adhesive bond. Never use liquid adhesive remover or solvent cleaners for removing old adhesive residue or other substances on the substrate; their use could cause failure.

## **ASBESTOS WARNING**

DO NOT MECHANICALLY CHIP OR PULVERIZE EXISTING RESILIENT FLOORING, BACKING, LINING FELT, ASPHALTIC "CUTBACK" ADHESIVES OR OTHER ADHESIVES. Previously installed resilient floor covering products and the asphaltic or cutback adhesives used to install them may contain either asbestos fibers and/or crystalline silica. Avoid creating dust. Inhalation of asbestos or crystalline dust is a cancer and respiratory tract hazard. Smoking by individuals exposed to asbestos fibers greatly increases the risk of serious bodily harm.

Unless positively certain that the previously installed product is a non-asbestos containing material, you must presume it contains asbestos. Regulations may require that the material be tested to determine asbestos content and may govern the removal and disposal of material. See current edition of the Resilient Floor Covering Institute (RFCI) publication "Recommended Work Practices for Removal of Resilient Floor Coverings" for detailed information and instructions on removing all resilient covering structures. [www.RFCI.org](http://www.RFCI.org).

### **Old Adhesive Residue**

If the adhesive residue is asphalt-based (cut-back) or any other type of adhesive is present, it must be mechanically removed completely.

**Note:** Never use solvents or citrus adhesive removers to remove old adhesive residue. Solvent residue left in and on the subfloor will affect the bond between the new adhesive and the new floor covering.



### **Type: Concrete Substrates**

New and existing concrete subfloors should meet the guidelines of the latest edition of ACI 302 and ASTM F 710, “Standard Practice for Preparing Concrete Floors to Receive Resilient Flooring” available from the American Society for Testing and Materials.

- Every concrete substrate on or below-grade must have an effective vapor retarder directly under the slab.
- Concrete floors shall be flat and smooth within the equivalent of 3/16” (3.9mm) in 10 feet and within the equivalent of 1/32” (0.8mm) in 12 in.
- F-Number System: Overall values of FF 36/FL 20 may be appropriate for resilient floor coverings.
- Smooth, glossy resilient flooring may require a higher value FF 75/FL 50 to prevent telegraphing issues.

### **Relative Humidity (RH)**

Tests must be performed per the latest edition of ASTM F 2170 - RH (Relative Humidity test). Three tests should be conducted for areas up to 1000 SF; and one additional test is required for each additional 1000 SF. RH limits are based on adhesive used. Refer to adhesive section.

- pH reading depends on adhesive used. Refer to adhesive section.
- Damp mop the surface with clear water to lower alkalinity.

**Note:** It may not be the floor covering installer’s responsibility to conduct the tests. It is, however, the floor covering installer’s responsibility to make sure these tests have been conducted and that the results are acceptable prior to installing the floor covering. When moisture tests are conducted, it indicates the conditions only at the time of the test.

Use of cement-based patching and/or self-leveling compounds which contain Portland or high alumina cement and meet or exceed the compressive strength of 3000 psi are acceptable.

### **Type: Lightweight Concrete**

New and existing light weight concrete floors should meet the ASTM F2471, Standard Practice for Installation of Thick Poured Lightweight Cellular Concrete Underlayments and Preparation of the Surface to Receive Resilient Flooring.

All recommendations and guarantees as to the suitability and performance of lightweight concrete under resilient flooring are the responsibility of the lightweight concrete manufacturer. The installer of the lightweight product may be required to be authorized or certified by the manufacturer. Correct on-site mixing ratios and properly functioning pumping equipment are critical. To ensure proper mixture, slump testing is recommended.

- Lightweight aggregate concretes having densities greater than 90 lbs. per cubic foot may be acceptable under resilient flooring.
- Concrete slabs with heavy static and/or dynamic loads should be designed with higher strengths and densities to accommodate such loads.

### **Type: Panel Type Wood Substrates**

New and existing panel type wood floors should meet the ASTM F1482, Standard Practice for Installation and Preparation of Panel Type Underlayments to Receive Resilient Flooring.

- A moisture test is required using a pin-type moisture meter. The moisture content must not exceed 15%.
- Wood subfloors must be structurally sound and in compliance with local building codes.



- Double-layered APA rated plywood subfloors should be a minimum 1" total thickness with at least 18" well-ventilated air space beneath. Insulate and protect crawl spaces with a vapor barrier.
- It is recommended that your that the selected APA underlayment grade panels be designed for installation under resilient flooring and carry a written warranty covering replacement of the entire flooring system. Any failures in the performance of the underlayment panel rests with the panel manufacturer and not with Mohawk.
- Underlayment panels can only correct minor deficiencies in the subfloor while providing a smooth, sound surface on which to adhere the resilient flooring.
- Always follow the underlayment manufacturer's installation instructions.
- Wood subfloors directly fastened to concrete, or sleeper construction, are not recommended.
- APA rated Sturd-I-Floor panels are designed as combination subfloor/underlayment, but exposure to construction conditions including weather may necessitate installation of a 1/4" underlayment panel prior to resilient flooring installation.
- Mohawk Group resilient flooring is not recommended to be installed directly over fire-retardant treated plywood or preservative treated plywood. The materials used to treat the plywood may cause problems with adhesive bonding. An additional layer of APA rated 1/4" thick underlayment should be installed.

### **Type: Strip – Plank Wood Flooring**

Due to expansion and contraction of individual boards during seasonal changes, Mohawk recommends 1/4" or thicker APA rated underlayment panels be installed over strip plank wood flooring.

## **PRODUCT INSTALLATION & PROTECTION**

### **General Instructions**

- Use a Mohawk Group Adhesive following the directions on the adhesive label.
- Ensure that moisture and pH tests have been conducted and that the results do not exceed adhesive used.
- The permanent HVAC system is operational and set to a minimum of 65° F for a minimum of 72 hours prior to, during and after installation. After the installation, the maximum temperature should not exceed 85° F.
- Adhesive working and open times vary based on job conditions, substrate, temperature, and humidity.
- Install tiles running in same direction when arrows are on back of tile. Ensure that all recommendations for subfloor and jobsite conditions are met prior to beginning the installation.
- If more than one run/lot is to be used, the job should be laid out so that different run numbers are not installed side by side.
- Product can be loose laid and net fit in areas under 20'. Areas larger than 20' in any direction requires either perimeter glue or full spread and requires an 1/8" expansion gap.
- In areas of high foot traffic, more volatile temperature variations or excessive rolling loads, full spread adhesive is recommended.
- Once the installation is started, site conditions are accepted.

### **Start of Installation: Planks and Tiles**

Before installing the material, plan the layout so plank/tile joints fall at least 6 inches (15 cm.) away from subfloor and underlayment



joints. Find the center point in the room. Divide the room into equal quadrants by marking two perpendicular lines on the subfloor intersecting at the center point. Depending on your layout, you may also start your row along a wall. Since walls are not always straight, snap a chalk line. Do not install over expansion joints.

**Step 1:** Apply adhesive with the recommended trowel (if applicable). Follow directions on adhesive label for open and working time. Do not exceed working time of adhesive, only spread adhesive that product can be installed within the working time of the adhesive.

**Step 2:** Install all planks/tiles with arrows pointing in the same direction making sure each piece is fitting tightly to the next.

**Step 3:** Repeat Step 1 and Step 2 until area is completed

**Step 4:** If adhesive is used, roll once ASAP with a 75 or 100-pound, 3-section roller and roll again after 45 - 60 minutes in the opposite direction insuring the entire installation is rolled.

### After Installation

- Immediately remove any excess adhesive from the surface of the flooring using a clean white cloth dampened with a water. You may also use rubbing alcohol or denatured alcohol to remove tacky or dried adhesive. Dried adhesive may be removed with a clean white cloth dampened with mineral spirits.
- Restrict to light traffic/foot traffic for a minimum at least a FULL 24 hours. Additional time may be necessary if the installation is over a non-porous substrate.
- Install the base moldings. Use silicone caulking to seal all areas that may be exposed to surface spills (i.e. tubs, toilets, and showers).
- Restrict heavy traffic, rolling loads, or furniture placement for 72 hours after installation.
- Return appliances and furniture to the room by rolling or sliding them over strips of hardboard.
- Allow at least five days following the installation before performing wet maintenance.

Mohawk Commercial Resilient Tile is recommended for a variety of commercial applications, including educational, institutional, healthcare, retail, office and hospitality environments and may be installed over most properly prepared substrates, making it suitable for installation on all grade levels where moisture conditions allow. Mohawk continuously makes technological advancements that improve product performance or installation techniques and methods.