

REQUEST FOR PROSALS

City and Borough of Wrangell

Community Center Flooring

Overview. The City and Borough of Wrangell, seeks proposals from interested and qualified firms to provide flooring services for the Multi-Purpose Classroom in the Community Center, located in Wrangell, Alaska. Proposals will be received at the office of the Borough Clerk until 2:00 p.m. on March 1, 2013.

Description of the Work. The scope of work for the Community Center Flooring is to provide for approximately 1,200 square feet of carpet installation, including floor prep, supply, install, and clean up. in the Multi-Purpose Room. The Contractor shall provide all qualified labor, equipment, tools, material, supplies, and permits necessary to complete the job.

Completion of Work. All work shall be completed by April 19, 2013. Time is of the essence, and work completed after April 19, 2013 will have liquidated damages assessed.

Point of Contact. For pre-proposal questions about the scope of work, or to schedule a site visit, please contact Kim Covalt, Parks & Recreation Director, at 907-874-2444.

Instructions to Proposing Contractors.

1. Solicitation Process – This Request for Proposal solicitation process was selected based on the dollar amount of the purchase. Because the cost of the project is expected to be under \$25,000, sealed bids and prevailing wage requirements will not apply to this project.
2. All participating Contractors are encouraged to visit the project site, located on the second floor of the Community Center, and familiarize themselves with the existing conditions, which may affect the services required, and that work necessary to meet the scope of work under this RFP. No additional allowance will be made due to lack of knowledge of these conditions. To schedule a site visit, please contact Kim Covalt at 907-874-2444.

Any questions concerning the existing conditions and specifications contained herein shall be submitted, in writing, prior to the date for proposal submittal. Questions regarding this solicitation shall be directed to Kim Covalt, 907-874-2444.

3. Contractor's License – All Contractors are required to submit a copy of their current Alaska Business License and a current Alaska Contractor's (Occupational) License with their Proposal.
4. Receipt of Proposals – Lump sum proposals will be received at the office of the Borough Clerk, 205 Brueger Street, P.O. Box 531, Wrangell, Alaska 99929 until 2:00 p.m. on

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March 1, 2013. Alternatively, proposals may be emailed to the attention of Kim Flores at clerk@wrangell.com

Standards for Acceptance of Proposals. The City and Borough of Wrangell reserves the right to waive any informality, to reject any and all proposals, to evaluate all proposals, to accept portions of any quote, and to accept any quote which in its opinion may be in the best interest of the City and Borough of Wrangell and the public. The City and Borough of Wrangell reserves the right to modify the work after its award.

Prices to be Firm. Participating Contractors warrant that prices, terms, and conditions included in their proposals will be firm for acceptance for a period of thirty (30) days from the quote submission deadline date.

Award of Contract. Award of a contract shall be on the basis of the said work and will be made to the lowest responsive proposer.

General Conditions

1. **Contract Period and Liquidated Damages.** The term of this contract shall be based upon thirty days the date of the Owner's Notice to Proceed. At this time the expectation is for the project to be completed, if not earlier, otherwise Liquidated damages, at the rate of \$250 per calendar day will be assessed to the Contractor.

All terms and conditions of this proposal, addenda, the agreement, subsequent change orders and directives are incorporated into the contract by reference as set forth herein.

2. **Insurance Requirements.** All Proposers are required to provide, prior to an award, a Certificate of Insurance evidencing current insurance coverage as follows.

The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater, where required by Law and shall remain in effect for the duration of the contract period:

- a. Workers' compensation insurance, in accordance with AS 23.30.045, for the State of Alaska;
- b. Public liability insurance and property damage insurance, in accordance with AS 08.18.101, for the State of Alaska.

All policies shall provide for thirty (30) days written notice prior to any cancellation or nonrenewal of insurance policies required under contract.

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3. Indemnification. To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the Owner and their employees and agents again and from all claims and liability arising under, by reason of or accidentally to the Contract or any performance of the work, but not from sole negligence or willful misconduct of the Owner. Such indemnification shall include, but not be limited to liability of claims resulting directly or indirectly from:
 - a. Contractor's negligence and carelessness of Contractor, its employees or agents in the performance of the work or from improper materials or implements used in its construction or on account of their acts or omissions.
 - b. Bodily injury, occupational sickness, or death of Contractor, its employees or agents.
 - c. The Contractor's, its employees' or its agents' violation of any law, ordinance, or regulation.
 - d. The breach of obligations or breach of warranties, whether expressed or implied, made to the Owner by the Contractor or its agents.
 - e. Willful or criminal misconduct of the Contractor, its employees or agents.

4. Completion of Work. The Contractor understands and agrees that Time is of the Essence in performing the work. The work shall be complete by April 19, 2013.

5. Payment. Contractor's seeking progress payments will provide a schedule of values acceptable to the Owner, in order to serve as the basis for progress payments. The Contractor may submit a progress payment as frequently as every two weeks. The Contractor may be paid for materials stored on site in advance of those materials placement in the project, as long as a material invoice, identifying those materials for said project, is provided.

Prior to final payment, the Contractor will promptly correct all work rejected by the Owner as defective or as failing to conform to the contract documents, whether observed before or after substantial completion, and whether or not installed or completed. The Contractor will bear all costs of correcting such rejected work.

6. Warranty. Contractors will guarantee workmanship and materials to be free of defects under normal use and service for a period of one year from the date of acceptance by the Owner. The Contractor will bear the obligation and cost of materials and labor for repair and/or replacement during the warranty period. Provide carpet manufacturer's 15 Year Wear and Backing Warranty; 15-Year ColorSafe® Bleach Resistance Warranty; and 15-Year XGUARD™ Stain Resistance Warranty.

7. Work Standards. All work conducted must be in accordance with local, state, and federal regulations including, but not applicable to O.S.H.A. requirements.

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8. Labor Standards. The successful Contractor agrees that all laborers that are employed on this project shall, meet all Alaska Labor Standards.

All Contractor who provide work on a public construction contract, in an amount of \$25,000 or more, shall be subject to the State of Alaska's Title 36 Public Contract Requirements, including those regulations published in the Wage and Hour Administration Pamphlet 400, latest edition, requiring prevailing wage and filing certified payroll with the project's Owner and with the State of Alaska, Dept. of Labor. Additionally, a Notice of Public Works and Notice of Completion, along with the required filing fee, would be required.

The Contractor agrees that all subcontracts entered into by the Contractor shall contain similar provisions covering any subcontractor's employees who perform work on this project.

9. Equal Opportunity Requirements. The following clauses are included in the contract by reference:
- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) (Nondiscrimination in federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1.
 - b. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, and the prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.
 - c. The requirements of 24 CFR 5.105(a) regarding equal opportunity as well as the requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60.
 - d. The requirements of Section 3 of the HUD Act of 1968, (12 U.S.C. 1701u) which requires that economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be given to low and very low income persons and to businesses that provide economic opportunities for these persons.
 - e. The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 concerning Women's Business Enterprise). Consistent with HUD's responsibilities under these Orders, the Grantee must make efforts to encourage the use of minority and women's business enterprises in connection with grant funded activities. See CFR Part 85.36(e) which described actions to be taken by the Grantee to assure that minority business enterprises and women business enterprises are used when possible in the procurement of property and services.

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10. Environmental Review Requirements. The following clauses are included in the contract by reference:
- Regulations at 24 CFR Part 87, related to lobbying, including the requirement that the Grantee obtain certificates and disclosures from all covered parties.
 - Regulations at 24 CFR Part 21, regarding requirements for a Drug-Free Workplace.
 - The Uniform Relocation Act as implemented by regulations at 49 CFR Part 24.
 - The Grantee will comply with all accessibility requirements under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8, where applicable.
 - Regulations at 24 CFR Part 35, where applicable, regarding Lead-Based Paint Poisoning Prevention in Certain Residential Structures.
 - Regulations at 24 CFR Part 5.109, where applicable, regarding Equal Participation of Religious Organizations in HUD Programs and Activities.
11. Site Control. Contractor will leave all work sites in a neat and orderly fashion at the end of each workday. The contractor will be responsible for insuring frequent pick-up of all rubbish, refuse, scrap materials, and debris as a result of their operations so that work sites present a neat and orderly appearance at all times. All rubbish, scrap, etc. will be transported from the premises by the Contractor. Rubbish and/or debris will NOT be deposited into the Community Center's refuse containers. Upon completion of the work, the Contractor will remove all work material, tools, construction equipment and machinery from the work site and will leave project in ready-to-use condition.
- The Contractor will be responsible for the protection of all buildings, structures, and utilities that are above, below, or within the work area and of their operations that may be hazardous and/or damaging to said facilities.
12. Coordination. The Contractor will coordinate all work with the designated City staff.

Material Specifications

- Carpet Tile: Mannington Commercial, Infinity Modular, 24" x 24", Style: GAMETIME III, 26 ounce, Color: To be selected by Owner from manufacturer's standard carpet selection (No substitutions allowed).
- Releasable Adhesive: Mannington Infinity Pressure Sensitive Adhesive, full spread adhesive (No substitutions allowed).
- Trowelable Leveling and Patching Compounds: Latex-based Portland cement patching compound and embossing leveler such as Bostik's Patching Compound: Ultra Finish Premium Portland Cement Patch. Bostik's UltraFinish must be mixed with Bostik 425 Multi-Purpose Acrylic-Latex Admixture when used as an embossing leveler.

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4. Rubber Wall Base and Accessories: BurkeBase® Rubber Wall Base Type TS, 1/8" Toeless, 10" in height, 4' lengths. Utilize products from the same manufacturer for other flooring accessories and trim.
5. Rubber Base Adhesive: Burke Flooring BR-101
6. Rubber Floor Moldings: Burke, Carpet to Resilient Transition #152
7. Provide extra full-size carpet tiles equal to 5% of the total carpeted area to be included in bid for Owner's future replacement purposes.

Execution of Work

1. Preparation:
 - a. Comply with carpet tile manufacturer's written installation instructions for preparing substrates. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, plumb, smooth, clean, and free of protrusions and deleterious substances; substrates within installation tolerances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.
 - b. Without using solvents, remove existing coatings and other substances that are incompatible with the carpet tile adhesive and which contain soap, wax, oil, or silicone. Use mechanical methods recommended by carpet tile manufacturer.
 - c. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 1/8" wide or wider and protrusions more than 1/32", unless more stringent requirements are required by the manufacturer's written instructions. If the surface of the leveler is uneven after curing, smooth the uneven areas by using a scraper blade.
2. Carpet:
 - a. Do not install carpet tiles over floors until fully cured and are sufficiently dry to bond with adhesive. Clean exposed surfaces and protect substrate from damage at all times.
 - b. Install carpet tiles according to manufacturer's written installation instructions.
 - c. Apply adhesive according to manufacturer's written installation instructions.
 - d. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture, including cabinets, pipes, outlets, thresholds, and nosing. Bind or seal cut edges as recommended by carpet tile manufacturer.
 - e. Expand carpet tile into toe spaces, door reveals, closets, open-bottom obstructions, alcoves, and similar openings.
 - f. Provide mock-up of carpet configuration for owner's approval prior to beginning adhesive installation.

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- g. Install Mannington's modular carpet tiles by carton sequence to ensure a uniform look.
 - h. Remove excess adhesive, seam sealer, and other surface blemishes using a cleaner recommended by the carpet tile manufacturer. Remove yarns that protrude from the carpet surface. Vacuum carpet.
 - i. Protect carpet tile against damage from construction operations and placement of equipment and fixtures.
3. Rubber Base and Accessories: Install rubber base and accessories according to manufacturer's written installation instructions.

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PROPOSAL

Proposal To: City and Borough of Wrangell, Alaska

1. The undersigned Proposer offers and agrees, if this Proposal is accepted, to enter into an Agreement with the Owner to perform the work as described in the contract documents entitled *Request for Proposal, City and Borough of Wrangell, Community Center Flooring*.
2. Proposer accepts all of the terms and conditions of the contract documents, including without limitations those in the Request for Proposal.
3. The Proposal will remain open for 30 days, as stipulated in the Request for Proposal.
4. The Proposer agrees to complete the work required under the contract documents within the time stipulated and accepts payment in full based on the contract price named in the Proposal.
5. Proposer has examined the contract documents in full, including the following Addenda, receipt of which is hereby acknowledged by the undersigned:

Addenda No.	Date Issued	Addendum No.	Date Issued
_____	_____	_____	_____

6. The Proposer has read this Proposal and agrees to the conditions as stated herein by providing their signature in the space provided below.

<u>Quantity</u>	<u>Item</u>	<u>Proposal Price</u>
1 LS	Community Center Flooring	\$ _____

Proposer's Name: _____

Proposer's Representative's Signature: _____

Proposer's Address: _____

Proposer's Telephone Number: _____

Proposer's Email Address: _____

Date: _____

Is the Proposer's Business License Attached? Yes _____ No _____

Is the Proposer's Alaska Contractor's License Attached? Yes _____ No _____

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AGREEMENT
FOR

COMMUNITY CENTER FLOORING

THIS AGREEMENT made and entered into this _____ day of _____, 2013, by and between the CITY and BOROUGH OF WRANGELL, P.O. Box 531, Wrangell, Alaska 99929, hereinafter called "OWNER," and _____, licensed and qualified to do business within the State of Alaska, hereinafter called "CONTRACTOR."

NOW, THEREFORE, for and in consideration of the terms, covenants, conditions, and provisions contained herein, and attached and incorporated herein and made a part hereof, the parties hereto agree as follows:

Section 1: Scope of Work

The CONTRACTOR shall perform and provide, within the time stipulated, the Contract as herein defined, of which this Agreement is a component part, and everything required to be performed including the providing of all work, labor, services, materials, utility, transportation and other acts necessary to perform the Contract in a workmanlike manner (hereinafter referred to as "Construction"), in connection with:

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and in strict conformity with the Contract Documents, including any and all Addenda issued by the OWNER, and with all of the other Contract Documents enumerated in Section 4 hereof, hereinafter collectively referred to as the "Contract."

Section 2: Construction Time

(a) The CONTRACTOR agrees to complete all work and construction called for and as defined in the General Conditions, Completion of Work, by April 19, 2013, to the satisfaction of the OWNER.

Section 3: Contract Amount

As and for full payment, and in consideration of the timely and proper performance of all construction and work called for by the Contract, as defined herein, and performance of all the

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terms and conditions thereof, the OWNER shall pay the CONTRACTOR in currency of the United States, as follows:

If the Bid Proposal calls for single lump sum price(s), the OWNER shall pay to the CONTRACTOR a Total Contract Amount of: \$ _____ (In words: _____).

It is further agreed that the CONTRACTOR shall start all work and construction within ten (10) days after delivery of the OWNER'S Notice to Proceed, unless otherwise specified in such Notice to Proceed, and shall complete all work and construction in accordance with the construction schedule and time for completion as provided in the Contract Documents.

Section 4: Payment Procedures

The CONTRACTOR shall submit Applications for Payment no more than every two weeks.

Section 5: Liquidated Damages

OWNER and CONTRACTOR recognize that time is of the essence in the completion of this contract and that liquidated damages for delay shall be at the rate of \$250/calendar day.

Section 6: Contract Documents

The Contract, and the component parts of this Contract, entered into by the acceptance of the CONTRACTOR'S Proposal and the signing of this Agreement, consist of the following documents, all of which are component parts of said Contract and are as fully a part thereof as if herein set forth in full, and if not attached, as if attached hereto:

1. This Agreement;
2. Request for Proposals;
3. Addenda
4. Proposal as accepted;
5. Notice of Award;
6. Notice to Proceed;
7. Written amendments, including Change Orders, to this Agreement signed by both parties and entered into after execution of this Agreement.

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IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

OWNER:

CITY and BOROUGH OF WRANGELL

By: _____
Timothy Rooney, Borough Manager

Date

ATTEST:

Kimberly Flores, Borough Clerk

Date

CONTRACTOR:

Name of Contractor

By: _____
Signature of authorized officer

Title of person signing

Date

INSTALLATION PROCEDURES FOR MANNINGTON'S INFINITY AND INFINITY RE MODULAR CARPET TILE

MAKE SURE YOU INSPECT CARPET MODULES PRIOR TO INSTALLATION.
NO CLAIMS WILL BE HONORED IF MODULES ARE INSTALLED WITH VISIBLE DEFECTS.
READ ALL INSTRUCTIONS PRIOR TO BEGINNING INSTALLATION.

SITE AND MODULAR MATERIAL CONDITIONING

Room temperatures must be a minimum of 65° for 24 hours prior to installation. Floor temperature can usually vary 5-10° lower than room temperature. Modules must be conditioned to room temperature for 24 hours prior to installation. Relative humidity must be between 12% - 65% maximum for 24 hours prior to installation. These conditions must also be maintained for 48 hours after completion of installation.

SURFACE PREPARATION

Dust, dirt, debris, and noncompatible adhesive must be removed before installation begins. Surfaces must be smooth and level with all holes and cracks filled with a latex based Portland cement patching compound.

LATEX ADHESIVES

Must be removed and floors sanded or covered with a skim coat of Portland patching compound. Latex adhesive may also be covered with TriSeal adhesive sealer (800-367-4583). **Note:** Failure to remove or seal old latex adhesive may cause installation failure, plasticizer migration, shifting, buckling or edge curling; these conditions will not be covered under warranty.

CUT BACK ADHESIVES

Must be wet scrapped and covered with TriSeal (800-367-4583). **Note:** Failure to remove or seal old cut back adhesive may cause installation failure, plasticizer migration, shifting, buckling or edge curling; these conditions will not be covered under warranty.

MOISTURE TESTING

Subfloor surfaces must be tested for moisture content. It is the responsibility of the general contractor to perform moisture test prior to starting the installation. MANNINGTON recommends the Relative Humidity ASTM-F-2170 test be performed to detect the presence of moisture. Acceptable results require that moisture content does not exceed 75% maximum relative humidity. Mannington will also accept the Calcium Chloride test at 3 pounds or less, however the RH ASTM-F-2170 test is the qualifying standard. Alkalinity must have a maximum Ph level of 9 or less. Contact Technical Services for corrective measures for substrates that test over 9 Ph. **Note:** Moisture emissions in excess of the recommended levels can cause the adhesive to chemically break down and fail. This condition can result in shifting, bucking, or edge curling of the modules.

SUBFLOORS

New Concrete – New concrete must be fully cured and free of moisture. New concrete requires a curing period of approximately 90 days. Test for moisture and alkalinity must be performed. pH should register between 5 and 9.

Old Concrete – Old concrete should be checked for moisture. Dry, dusty, porous floors must be sealed with an appropriate dust sealer.

Wood – Wood floors must be smooth and level. If floor is uneven, an approved underlayment may be required. Old finishes must be tested for compatibility with adhesives or removed and porous wood sealed.

Terrazzo / Marble – Level all grout lines with a latex based Portland cement patching compound. Glossy surfaces must be sanded for adhesive bond.

Hard Surfaces – Tiles must be well secured to the floor or removed. Broken, damaged, or loose tiles must be replaced. Wax must be removed from VCT before applying adhesive.

OLD CARPET

Remove old carpet and check adhesive for compatibility. If unsure remove or cover adhesive with a Portland based patching compound or encapsulate with TriSeal (800-367-4583)

FULL ADHESIVE METHODS

MANNINGTON recommends a full spread adhesive system for the most trouble free installation. Modules can easily shift during the installation process or by heavy rolling traffic if not fully adhered to the substrate. Fully spread Mannington's INFINITY pressure sensitive adhesive in starting quadrant using a "U" notch trowel 1/16 x 1/32 x 1/32 (1/16" notch width, 1/32" notch depth, 1/32" tooth tip width) or an equivalent that will achieve the proper coverage. Allow to dry so adhesive does not transfer when touched. Proceed with tile placement. Spread rate should be approximately 25 sq. yds. per gallon for trowel on applications. **Note:** Inadequate amounts of

adhesive can cause modules to shift and move and will not be covered under warranty. Strictly adhere to recommended spread rates. Use the recommend notch trowel or an equivalent that will achieve the proper coverage. **Note:** For Mannington's Lifetime bond warranty INFINITY adhesive must be used. Mannington will not be responsible for the adhesive bond where other adhesives have been used.

MEASUREMENTS

Measure area to be carpeted to determine best starting positions. Chalk two lines that intersect these positions at right angles. Proper planning should avoid trimming perimeter tiles more than ½ their width (12 inches for 24" x 24" tiles).

INSTALLATION METHODS

MANNINGTON'S CARPET TILE MAY HAVE A SPECIFIC RECOMMENDED INSTALLTION METHOD. PLEASE REFER TO THE PRODUCT SPECIFICATION SHEET OR ARCHITECT FOLDER FOR INSTALLATION RECOMMENDATIONS. Mannington Commercial's modular carpet tile can be installed in any configuration as long as it is visually acceptable to the end user. The installation method has nothing to do with performance or warranties. Please note that all patterns and colors may not be aesthetically acceptable with certain installations methods. A mock up area is recommended to allow all parities to review modules in various configurations i.e.; monolithic, quarter turn, random, ashlar etc. Mannington evaluates each product and recommends the installation method for the best aesthetics other methods would be at the owner's discretion.

TILE PLACEMENT

Starting in the corner of one quadrant, install tiles in a pyramid fashion. Install by butting edges together evenly, being careful not to compress modules (this can cause peaked edges). Arrows are embossed or printed on the module backing to show pile direction. To ensure proper alignment, check spacing every ten modules. Measure eight 24-inch modules for a total of 192 inches; proper spacing should be within ¼ inch. Continue to check spacing every eight modules throughout the entire installation.

PALLET AND BOX SEQUENCING

It is very important to install MANNINGTON Modular tiles in the order they were manufactured; this is easily accomplished by selecting pallets in sequential order and following the numbers located on each carton of tiles. Typically an installation will begin with the lowest carton numbers and progress through the highest numbers until project is complete. Installing MANNINGTON Modular tiles by carton sequence will assure the most even uniform look possible.

CUTTING / TRIMMING

Carpet modules will require cutting at perimeters, floor electrical outlets, and door openings. Trimmed or small pieces of carpet tile should also have glue applied to the backing to help hold them in place. Loop pile modules may require some trimming or clipping of tufts. This is typical of this type construction and is not a manufacturing problem.

FLATWIRE CABLE / TRENCH HEADERS

Flatwire cables are easily accessible when carpet modules are used. Cable should be centered under modules and no adhesive used unless approved by the manufacturer. Trench headers require a control grid of adhesive on either side of header panels to prevent movement.

STAIRS

Use a raised stair nosing and cut tiles to fit nosing, both step and riser. Apply full spread adhesive to both the substrate and back of tile.

FINISHED INSTALLATION

When heavy furniture and wheeled traffic is moved over tiles, use plywood runner to avoid tile shifting. Roll entire job with 75-100 lb roller after completion of installation.

CHAIR PADS

Chair pads are recommended for use under chairs with roller casters. Casters should be the flat round type with 5/8" to 1" width minimum. If chair pads are not used, the appearance of the modules will decrease and maintenance and/or shifting of the modules may be required more frequently.

LOOP PILE CONSTRUCTION

Carpet modules with loop pile constructions may experience yarn blossoming at the edges, which is consistent with this type of construction. Clipping or shearing the yarn edges can remedy this condition.

TILE ARRANGEMENT

Some carpet styles require more attention from the installers during installation. Due to the light row, dark row construction of these products, dark lines may appear at the edges. **This is not a manufacturing defect.** These products will require shifting tiles around to avoid dark lines at the edges.

Some carpet tile constructions are designed for random installation. This type of carpet tile installation is very installer friendly because it eliminates having to locate the directional arrow on back of the tile. There is still a possibility of having to shift the tiles around to avoid dark lines at the edges.

REPLACEMENT TILES

On occasion, it may be necessary to replace damaged or heavily soiled modules. Modules can be replaced with new MANNINGTON tiles from on-site inventory or from other areas of the installation. A difference of appearance may be noticed when modules are replaced; this difference usually diminishes in a short time.

CARPET TILE APPEARANCE

Carpet module seams are usually noticeable on a new installation and do not typically have a seamless appearance like broadloom carpet. They are die cut from the face, which can create small gaps at the seams. Pile crush can occur from the bottom to the top of the pallets and may appear to have a color shade variance from tile to tile. Both of these conditions will improve considerably after a “walk-in” period of approximately 60-90 days. This allows the yarn to acclimate and respond to the crush from the stacked cartons on the pallets. Normal foot traffic and regular vacuuming will also improve seam appearance. The use of a seam tractor can normally blend the yarn at the seams quickly. Pile lifting and/or wet extraction can decrease the time needed for “walk-in” acclimation.

The procedures listed above are our best recommendations for installing INFINITY MODULAR (Carpet Tile) Backing. This document and other literature are available upon request. If you have further questions or require additional information, please contact our Technical Services Department at 800-241-2262 Ext. 3.

ModularTileInstRev. 5-1-12



Installation Instructions -- RESILIENT TILE FLOORING 09 65 19

Wall Base Installation Instructions Burke RubberMyte and Mercer Vinyl Wall Base

Preparation:

The flooring installation must be completed before installing RubberMyte or Mercer Vinyl Base. The flooring must be installed close to the wall to provide even support to the base and insure a tight, smooth fit. The dry wall or other wall substrate must extend down to within $\frac{3}{4}$ " of the floor.

Keep wall base and adhesive at 70° F minimum for 24 hours before, during, and 48 hours after installation. Avoid excessive heat exposure until adhesive is thoroughly set. Coiled or rolled base should be unrolled and allowed to lie flat for 24 hours before installation to regain normal shape. The surface to apply base to must be structurally sound, clean, dry, smooth, and free of oil, grease, rust, paint, varnish, shellac, or any other foreign substances that may interfere with proper bonding. Cracks, holes, and wall imperfections should be filled and smoothed with latex underlayment.

Do not install over non-porous surfaces such as vinyl wall coverings, laminated Masonite, plastic laminates, some painted surfaces, and any other non-porous surface. Either remove the non-porous covering to expose a clean, dry, porous surface before installing or use a contact cement for installation on non-porous surfaces.

On dry and porous surfaces the base should be cemented to the wall with BR-101. THE USE OF ANY OTHER ADHESIVE WILL VOID BURKE FLOORING'S WARRANTY.

Application:

A $\frac{3}{32}$ " V-notched trowel is recommended. Adhesive should be spread on the back of the base and to within a $\frac{1}{4}$ " from the top or spread on the wall. If using a cartridge then bead the adhesive to within about an inch from the top. If you are using a multiple-hole nozzle on your cartridge, use a 2-hole nozzle for 2.5", a 3-hole for 4" and a 5-hole nozzle for 6".

If the wall or floor is uneven, you might need to trim some wall base ends before adjoining pieces. Use a razor-edged utility knife to trim, cutting from the face to the back.

Apply wall base to the wall within 20 minutes after spreading adhesive. Be sure to "work" the wall base back toward your starting point. This slightly compresses the pieces together and eliminates the possibility of gapping at the seams due to improper installation technique. Always press firmly toward the last piece you installed using your hand and a clean rag or a clean hand roller. Base that is installed on a curved or irregular surface may need bracing until adhesive sets.

Outside Corners:

To form outside corners, fold the base at the proper point and scribe the backside with a V-knife or a Cove Base Gouging Tool. Remove no more than 20% of the base thickness. Heat the cut backside area with a hot air gun. Apply heat carefully, too much heat will deform or blister the base. Crease the base at the fold with your hands or a hand roller. Let cool to the touch. Apply adhesive and install. Press firmly to the wall and brace if needed. Use a wet clean cloth to cool the base if hot from heating process.

Always maximize the length of the wall base measured from the edge of an outside corner. Extend the job formed corner wall base length on each side of the corner at least 6 inches ... or more, if possible. The longer the length of wall base extends back from the corner. This will make the installation stronger in the face of abuse that can occur during subsequent maintenance events.

Inside Corners:

To form inside corners, mark on the back of the base where the corner will be. Use a straight edge and a utility knife or Cove Base Gouging Tool to cut the back of base. Remove no more than 20% of full thickness. If installing coved base, cut a small 90° triangular wedge from the toe at the corner point. Apply heat with a hot air gun carefully (excessive heat will deform or blister the part) to the back of the base at the corner point. Fold base, apply adhesive while still warm to the touch, and press the corner into place. Carefully push the toe of the base into the corner until your cut triangle closes. Press firmly to insure good adhesive contact. Hold a wet cloth to base to cool. Again, it is important to maximize the length of the base that extends out from the inside corner.

Clean Up:

Remove all excess adhesive before it dries, using a cloth dampened with water. Once dry, it is difficult to remove. Mineral spirits may help.

Recommended Adhesive:

Burke Flooring BR-101 is a white, solvent-free, environmentally safer base adhesive to be used when installing on any clean, dry, non-porous surface. For non-porous surfaces, use contact cement.