

07-X-37842 (T-0147)
CARPET & PADDING
SUPPLIES & INSTALLATION
INSTRUCTIONS FOR USING AGENCIES

1. Woven Carpet is not part of this contract. A supplemental contract for woven carpet will be issued separately.
2. See Section 3.1.1 of the NOA Text for carpet types and types of installation. Using agencies are advised to thoroughly review Section 5.18.2 (Proposal Form for Administering Agency).
3. As specified in Section 5.18.2, the using agency shall obtain quotes from all contractors for the category and type of carpet being purchased, prior to purchase order issuance. Contractors shall provide the total number of man-hours required to complete the carpet installation. It is anticipated that work will be performed during normal eight (8) hour per day periods. However, in the rare event that installation must be performed after hours, the number of overtime man-hours to be performed at the overtime rate shall be included in the "Not to Exceed Estimate". See "Overtime Allowance" at the end of this document for overtime payment. No overtime is permitted without prior consent of the using agency. Using agencies shall maintain all quotes received on file and present to auditors, including the Division of Purchase & Property's Contract Compliance and Administration Unit (CCAU), upon request.
4. The "At-a-Glance" document contains listings of carpet by category and region and lists the individual brand, description, density, ounce weight, method of installation, contractor, contract and line numbers associated with each, as well as cost per square yard. The remaining contract line numbers for installation, etc., are listed below for quick reference:

PADDING (Priced per square yd.)

Padding is categorized by oz. weight, thickness, and class wear (**Lines 29-32**)

The warranty for padding shall equal to the warranty for the carpet being installed, or as specified on the contract line, whichever is greater.

INSTALLATION (Priced per square yd.)

Unitary Back Direct Glue-Down Installation (**Line 33**)

Standard Backing, Action, Etc. Direct Glue-Down Installation (**Line 34**)

Carpet Tile Direct Glue-Down Installation (**Line 35**)

Self-Stick Carpet Tile Installation (**Line 36**)

Double Glue-Down Installation for Broadloom (**Line 38**)

Carpet – 6' Wide Roll Direct Glue-Down Installation (**Line 39**)

Carpet – 6' Wide Self-Stick Installation (**Line 40**)

EDGING/BINDING (Priced per linear ft.)

4" Vinyl Cove Base Installed (**Line 41**)

Vinyl Finish Edging – Molding – Reducers Installed (**Line 42**)

Rubber Finish Edging Installed (**Line 43**)

Carpet Cove Binding Installed (**Line 48**)

VINYL TILE FOR FINISHING AREA (Priced per square ft.)

Vinyl Tile Installation for Finishing Area Only (**Line 50**)

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FLOOR PREPARATION AND FURNITURE MOVEMENT (Priced per man-hour)

Floor preparation – misc. charges for patching including materials **(Line 44)**

Furniture movement – charges for movement of normal office furniture **(Line 45)**

Retrofit charges-cost to retrofit carpet under existing systems furniture **(Line 46)**

REMOVAL, DISPOSAL AND CLEANING SERVICES

Removal and disposal of old carpet and materials - Priced per square yd. **(Line 47)**

Carpet Cleaning Services – Extraction Method – Priced per square ft. **(Line 49)**

ANTIMICROBIAL TREATMENT – Priced per square yard **(Line 51)**

OVERTIME ALLOWANCE – Department of Labor (DOL) Hourly Prevailing Wage Rate
Net price line **(Line 52)**

NOTE: In the event overtime is required, charges shall be applied per the Department of Labor Prevailing Wage Rates available at the following website:

<http://www.nj.gov/labor/lssc/wage/prevailing-wage.html>

Rates are listed by county, then by classification. The classification is "Carpenter: Resilient Flooring". The county to be used is the county in which the work is being performed. The rate to be used is the Journeyman rate for wages "W".

RATE CALCULATION: The installation rate for the straight time portion of the project is included in the initial square yard installation price (lines 33-40). Therefore when calculating time and 1/2 or double time, the following formula shall be used:

Monday through Friday (before & after regular hours) including Saturday shall be calculated at a rate of 1/2 the DOL Prevailing Wage hourly rate x the number of hours worked.

Sundays & holidays are the only days that shall be calculated at the full DOL Prevailing Wage hourly rate x the number of hours worked.

Shift differential shall be paid as per the percentages listed on the DOL website.

Price line 52 shall be used to input the overtime rate amount. As an example, the calculation for installation only, with 4 time and 1/2 hours and 4 double time hours, would be as follows:

- Straight time - Total price for square yardage required for project
Use the applicable installation price line from one of the following: 33-40
- Saturday (4 hours--time and 1/2 overtime rate required)
Use half (or .5) of the DOL Website Prevailing Wage amount "W" for applicable county x 4 (hours)
- Sunday (4 hours--double overtime rate required)
Use the total DOL Website Prevailing Wage amount "W" for applicable county x 4 (hours)