



**Request for Proposals
Floor Covering Purchase and Installation Services**

INTRODUCTION

Through this Request for Proposals (together with all attachments hereto, this “RFP”), Rhode Island Housing (“Owner”) seeks proposals from qualified firms to provide and install floor covering at various locations throughout our Agency headquarters located at 44 Washington Street, Providence, Rhode Island. Rhode Island Housing’s office building complex contains approximately 70,000 square feet in two buildings known as the Slade/Garr and Earle Buildings, which are connected internally. We intend to replace approximately 1,600 square yards of carpet tile and 200 square yards of vinyl flooring on two floors of our buildings with new carpet tile and resilient rubber products.

INSTRUCTIONS

One original and two copies of your proposal should be submitted to Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721, Attn: Guy V. Pirolli, Real Estate Manager. Proposals should be concise and include all attachments and work samples. Proposals must be presented on business letterhead.

A mandatory walk-through to view the proposed areas will be held on Thursday, January 21, 2016 at 8:00 a.m. Rhode Island Housing staff will be available to review the specifications and discuss the concept of the projects. Interested parties are encouraged to field verify the space at this time to use in any design plan.

Proposals are due to the office of Rhode Island Housing, 44 Washington Street, Providence, RI 02903-1721, Attn: Mr. Guy V. Pirolli, **by 5:00 p.m. on Friday, February 5, 2016.**

A cover sheet with the following information must be displayed on the proposal package:

Name of Bidder
Address of Bidder
Due Date
RFP – Slade/Garr Building Carpet-Flooring Installation

Proposals may be withdrawn or amended by bidders at any time prior to the proposal submission date. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

Rhode Island Housing reserves the right to reject any or all bids, to waive any informality, to accept any bid deemed to be responsive in the best interest of Rhode Island Housing, and reserves the right to re-advertise for new proposals.

SCOPE OF WORK

The successful candidate will be expected to perform all carpet related services set forth in the Scope of Work, including, but not limited to furniture moves or relocation, removal of all existing flooring, floor repair (where needed), floor preparation to accept new carpet tile/sheet good products and final installation of products.

The successful candidate will also be responsible for the hiring and oversight of all professional personnel and trades that may be required to complete the intended project.

The full Scope of Work including required plans and specifications are attached in [Attachment A](#).

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information

1. Provide a brief description of your firm, including, but not limited to the following:
 - a. Name of the principal(s) of the firm;
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal;
 - c. Address of all offices of the firm;
 - d. Number of employees of the firm;

B. Experience and Resources

1. Describe your firm, the primary business of the firm, length of time in business and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm would be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities
3. Provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work.

4. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

GENERAL TERMS AND CONDITIONS

1. The terms of this RFP shall be incorporated into a contract with the successful applicant. The term of the contract will be for one year, renewable for a second year at the option of Rhode Island Housing, at the prices set forth in the selected applicant's proposal.
2. Proposals are irrevocable for thirty (30) days after the deadline for submission, and may not be withdrawn except with the express permission of Rhode Island Housing. All pricing will be considered firm and fixed unless otherwise indicated.
3. After an award has been made, failure to meet all requirements of this RFP may result in a determination of default and a withdrawal of the award.
4. The respondent warrants, by submission of a proposal in response to this RFP, that he or she (or his or her firm) has not, directly or indirectly, entered into any agreement, or participated in any act of collusion, or taken any other action or type of action so as to restrain full competitive bidding.
5. The successful respondent will be required to indemnify and hold Rhode Island Housing harmless against any and all losses, damages, costs and/or claims arising from work performed pursuant to this RFP. Additionally, the selected respondent will be required to present proof of insurance coverage with a company or companies licensed to provide business insurance in Rhode Island, with minimum coverage as follows:

Comprehensive General Liability Insurance:

Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence
	\$500,000 annual aggregate

Workers' Compensation Insurance:

Coverage B	\$100,000
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In the alternative, the selected respondent may provide proof of self-insurance or make other representations of financial responsibility satisfactory to Rhode Island Housing, in its sole discretion. Evidence of coverage must be provided by the selected respondent prior to award.

C. *Fee Structure*

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for the Scope of Work in Attachment D. Without limiting the foregoing, include all costs for any additional design services, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation, tax, and any other costs or fees that may be incurred in the performance of the Scope of Work.
2. Provide an itemized breakdown of billing rates, hourly costs, and reimbursable expenses for any services that may be requested in addition to the services previously described.
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Rhode Island Housing.
4. **Please note that all work must be performed at prevailing wage**

D. *Miscellaneous*

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification
2. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention

E. *Certifications – See Attachment E*

1. Please submit a complete response to the Certifications set forth in Attachment E.
2. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Guy V. Pirolli**, gpirolli@rhodeislandhousing.org, seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **Friday, February 5, 2016**, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value

or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

Rhode Island Housing staff will review all proposals and make a determination based on levels of capacity and stated expertise. All responsive proposals will be evaluated based on the following factors:

- Professional capacity to undertake (and oversee) the entire scope of work, in particular, the ability to perform and oversee staff and sub-contractor employees
- Proposed Fee
- Ability to perform some work within time constraints set by Rhode Island Housing, namely after hour work from 5:00PM up to 1:00AM weekdays and 7:00AM to 4:00PM weekends
- Previous experience working in occupied commercial office buildings
- Ability to meet specifications, terms and conditions set forth in the Scope of Work and the Contract Terms
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Recommendations of references
- Review of client list
- Portfolio quality
- Other pertinent information submitted

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted proposals for all or part of the project identified in the Scope of Work. Rhode Island Housing's objective is to award the proposal to one bidder. However Rhode Island Housing reserves the right to award this proposal to multiple bidders on an item-by-item or item group basis.

By this Request for Proposals, Rhode Island Housing has not committed to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of work and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

Please direct all inquiries seeking clarification on the Scope of Work in writing by email to:

Guy V. Pirolli at gpirolli@rhodeislandhousing.org. The deadline for written inquiries is **Tuesday, February 2, 2106**.

Any responses to written inquiries that materially change or clarify the RFP will be distributed by addenda to all parties that have received a copy of the RFP.

ATTACHMENT A SCOPE OF WORK

Part 1 – General Provisions

The contractor engaged by Rhode Island Housing to perform this Scope of Work (the “Contractor”) shall:

- A. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the janitorial services described in this Scope of Work during the times and at the frequency specified herein (the “Work”). Work is to be provided in and around the Slade/Garr Buildings at 44 Washington Street in downtown Providence (together, the “Buildings”). **NO WORK SHALL BEGIN BEFORE 5:30 P.M.** without the prior permission of the Rhode Island Housing Real Estate Services Supervisor.
- B. Furnish all coordination, management, training, technical personnel, and special projects personnel as may be required during the term of the contract. These personnel shall be the direct agents and employees of the contractor, and may include, if required, a non-working resident supervisor who shall be the contractor's chief manager and agent in the performance of the services to be rendered hereunder.
- C. Prohibit its employees from smoking and drinking alcoholic beverages in the Buildings. Either activity will result in the employee’s immediate dismissal and termination from working in the Buildings.
- D. Instruct its personnel to go about their work in a quiet, professional manner, respectful of the rights of Rhode Island Housing and its employees to an orderly workplace free from disturbances. Profanity and obscenity will not be permitted.
- E. Require all personnel to wear a name tag (supplied by the contractor) during the performance of their duties.
- F. Prohibit its employees from disturbing paper on desk tops and other work surfaces, opening desk drawers and cabinets, or using telephones or other office equipment.
- G. Furnish and maintain all necessary cleaning equipment, supplies, and materials needed to adequately perform the required services. Equipment and supplies shall be of the size, type, concentration, and capacity customarily used in similar applications and environments. Equipment or supplies which, in the opinion of Rhode Island Housing, is of improper type or design, or otherwise inadequate or inappropriate for the purpose intended, shall be removed from the premises and replaced by equipment or supplies approved by Rhode Island Housing’s Real Estate Manager or Real Estate Services Supervisor.
- H. Ensure that personnel comply with the requirements of the R.I. Department of Environmental Management's State Office Recycling Program and the Regulations for Reduction and Recycling of Commercial and Non-Residential Solid Waste, which

include:

1. Separate collection of source separated recyclables;
 2. Maintaining the separation of recyclables from other rubbish;
 3. Placing recyclables in designated bags, or other containers; and
 4. Any other activities necessary to maintain the recyclability of collected materials.
- I. Ensure that bottles and containers containing hazardous or toxic materials shall be properly marked and stored at all times.
- J. Provide the Real Estate Services Supervisor with the name of all employees involved in performing the Work. The contractor shall obtain at its own expense a criminal background check for each employee proposed to be assigned to the Work. The contractor shall provide the result of the criminal background check to the Real Estate Services Supervisor for approval before the employee may perform any services. The contractor further agrees that if any of the contractor's personnel assigned to the Work prove not to be acceptable to Rhode Island Housing at any time, for any reason, Rhode Island Housing shall request the removal of the employee(s) involved, and acceptable replacements shall be provided by the contractor without dispute.
- K. Ensure that all on-site personnel directly involved in performing the Work shall comply with the following requirements:
1. Personnel shall be physically able to perform their assigned tasks, and shall be free from any communicable disease. Rhode Island Housing reserves the right to require that personnel be given a physical examination by a licensed physician, without cost to Rhode Island Housing, with a certificate of such examination furnished to Rhode Island Housing Real Estate Manager or Real Estate Services Supervisor prior to the beginning of the employee's service.
 2. Personnel shall be capable employees, thoroughly trained and qualified to perform the work assigned to them.
 3. Personnel shall satisfy such security clearance as Rhode Island Housing may reasonably require.
 4. Upon arrival at the work site, Contractor shall provide and personnel shall complete sign-in sheets or time cards, copies of which will be retained by both the Contractor and the Real Estate Services Supervisor.
 5. Personnel shall report fires, hazardous conditions, and items in need of repair or replacement, including, but not limited to, lights, faucets, toilets, etc.
 6. Personnel shall return personal items lost or discarded in the Buildings to the designated office.
- L. Inspect the Work. The Contractor is expected to be self-monitoring with respect to the performance of Work and its quality.
- M. Incorporated into this Scope of Work are the following carpet/rubber flooring specifications:

CARPET SPECIFICATIONS

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SECTION 1

MATERIALS: CARPET - PRODUCT INFORMATION

1.1	Specifications:	Manufacturer:	Shaw Carpets – Philadelphia Commercial
		Style Name:	Amaze
		Pattern:	Astonish
		Color Identification:	2 nd Floor: “PERPLEX – 00400” 5 th Floor: “STUN” – 00505
		Substitutions:	None

Note: Style name, carpet number, color and product availability to be confirmed with Shaw Manufacturing prior to purchase. Contractor must provide a sample to owner for approval.

Additional information may be provided by Owner at mandated walk through or via subsequent addenda prior to bid date.

RELATED SECTIONS

A – Vinyl Base Information

B – Tile Flooring

1.2 REFERENCES

- A. ASTM D 2859 – Standard Test Method for Flammability of Finished Textile Floor Covering Materials.
- B. ASTM E 84 – Standard Test Method for Surface Burning Characteristics of Building Materials.
- C. ASTM E 648 – Standard Test Method for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source.
- D. CRI 104 – Standard for Installation of Commercial Textile Floor covering Material; Carpet and Rug Institute.
- E. NFPA 253 – Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source.
- F. DOC FF-1- Surface Flammability of Carpet and Rugs.
- G. FS DDD-C-0095 – Carpet and Rugs, Wool, Nylon, Acrylic, Modacrylic, Polyester, Polypropylene.

H. FS DDD-C-1559 – Carpet, Loop, Low Pile Height, High Density, Woven or Tufted with Attached Cushioning.

1.3 SUBMITTALS FOR REVIEW

- A. Samples of each product (carpet, tile flooring, vinyl base, etc.) must be submitted to owner for review and approval prior to installation.
- B. Manufacturer's Installation Instructions: Indicate special procedures, perimeter conditions requiring special attention, and seaming methods.
- C. Maintenance Data: Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning.

1.4 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing specified carpet with minimum ten years documented experience.
- B. Installer Qualifications: Company specializing in installing carpet and vinyl must have a minimum of three years documented experience and approved by manufacturer.

1.5 ENVIRONMENTAL REQUIREMENTS

- A. Store materials in area of installation for 48 hours prior to installation.
- B. Maintain minimum 70 degrees F (21 degrees C) ambient temperature 3 days prior to, during and 24 hours after installation.
- C. Ventilate installation area during installation and for 3 days after installation. (To be addressed with Owner)

1.6 EXTRA MATERIALS

- A. Provide additional 10 percent of carpeting total square yardage for "attic stock".

1.7 WARRANTY

- A. Provide warranty under provision of : One (1) year labor and material.
- B. Provide manufacturer's 10 year warranty against excessive indoor surface wear and delamination, and lifetime warranty against edge ravel and zippering.
- C. Provide 10 years installer's warranty against defective carpet installation.

SECTION 2 ACCESSORIES

- A. Subfloor Filler: White premix latex modified type recommended by flooring material manufacturer.
- B. Base Cap: Vinyl type, matte finish, color to be determined by owner.
- B. Transition Strips: Vinyl type, matte finish, color to be determined by owner
- C. Moldings and Edge Strips: Vinyl, color to be determined by owner.
- D. Seam Adhesive: Recommended by manufacturer.
- E. Contact Adhesive: Compatible with carpet material, as recommended by carpet manufacturer, releasable type.

SECTION 3 EXECUTION

3.1 EXAMINATION

- A. Verify that floor surfaces are smooth and flat within tolerance specified in Section for substrate and are ready to receive work.
- B. Verify that concrete floors are ready for carpet installation by testing for moisture emission rate and alkalinity. Obtain instructions if test results are not within specified limits.
 - 1. Moisture Emission Rate: Not greater than 3lbs per 1000 sq. ft. (1.4 kg 100 sq. m) per 24 hours when tested using calcium chloride moisture test kit for 72 hours.
 - 2. Alkalinity: pH range of 5-9.

**NOTE: MODULAR TILE INSTALLATION -See Attachment “B”
for specified Philadelphia/Queen Product Installation**

Additional installation requirements if not covered in Mfg. directions.

Sub- Floors:

- A. Remove sub-floor ridges and bumps. Fill minor or local low spots, cracks, joints, holes, and other defects with sub-floor filler.
- B. Apply, trowel, and float filler to achieve smooth, flat, hard surface. Prohibit traffic until filler is cured.

Vacuum clean substrate

Carpets:

- A. Verify carpet match before cutting to ensure minimal variation between dye lots.
- B. Install carpet in accordance with manufacturer's instructions and **owners direction** taking the following into consideration:
 - 1. Do not locate seams perpendicular through door openings.
 - 2. Locate change of color or pattern between rooms under door centerline.
 - 3. When abutting tile against walls, no tile shall be less than 6 inches without owner's authorization.
- C. Install carpet tight and flat on subfloor, well fastened at edges, with a uniform appearance.
- D. Double cut carpet seams, with accurate pattern match. Make cuts straight, true, and unfrayed. Apply seam adhesive to cut edges of woven carpet immediately (where necessary).
- E. Apply contact adhesive to floor uniformly at rate recommended by manufacturer. After sufficient open time, press carpet into adhesive.
- F. Apply seam adhesive to base of the edge glued down. Lay adjoining piece with seam straight, not overlapped or peaked, and free of gaps.
- G. Roll with appropriate roller for complete contact of adhesive to carpet backing.
- H. Trim carpet neatly at walls and around interruptions.
- I. Spec 4" straight vinyl base. See resilient floor spec 4.1.

3.4 CLEANING

- A. Contract Closeout: Cleaning installed work.
- B. Remove excess adhesive without damage, from floor, base, and wall surfaces.
- C. Clean and vacuum carpet surfaces.

SECTION 4

RESILIENT RUBBER TILE FLOORING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Resilient Rubber Tile Flooring.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples for Initial Selection: For each type of product indicated.
- C. Samples for Verification: For each type of product indicated, in manufacturer's standard-size samples of each resilient product color, texture, and pattern required.
- D. Product Schedule: For resilient products. Use same designations indicated on Drawings.

1.4 QUALITY ASSURANCE

- A. Mockups: Provide resilient products with mockups specified in other Sections.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by Johnsonite, but not less than 55 deg F (13 deg C) or more than 85 deg F (29 deg C).

1.6 PROJECT CONDITIONS

- A. Install resilient products after other finishing operations, including painting, have been completed.
- B. Maintain ambient temperatures within range recommended by Johnsonite, but not less than 65 deg F (18 deg C) or more than 85 deg F (29 deg C) in spaces to receive resilient products during the following time periods:
 - 1. 48 hours before installation.
 - 2. During installation.
 - 3. 48 hours after installation.

- C. Maintain the ambient relative humidity between 40% and 60% during installation.
- D. Until Substantial Completion, maintain ambient temperatures within range recommended by Johnsonite, but not less than 55 deg F (13 deg C) or more than 85 deg F (29 deg C).

PART 2 - PRODUCTS

2.1 RESILIENT RUBBER TILE FLOORING

A. Vinyl Enhanced Tile Flooring **Type RBR-1:**

1. Basis-of-Design Product: Subject to compliance with requirements, provide Johnsonite, Inc., MICROTONE Hammered Texture Speckled Rubber Tile or a comparable product by one of the following.
 - a. Armstrong World Industries, Inc.
 - b. Congoleum Corporation.
 - c. Mannington Mills, Inc.
2. **Color: TBD by Owner**
3. Surface Pattern: Hammered (**HRTSP XX**) or Rice Paper (**FRP ASP XX**).
4. Complies with requirements for ASTM F 1344 Standard Specification for Rubber Floor Tile, Class 1-B.
5. Manufactured from a homogeneous composition of 100% synthetic rubber.
6. Overall thickness: .125" (3.17 mm).
7. Tile size: 24" x 24" (61 cm x 61 cm).
8. ASTM D 2240 Standard Test Method for Rubber Property—Durometer Hardness: Not less than 85 Shore A.
9. ASTM D 3389 Standard Test Method for Coated Fabrics Abrasion Resistance: < 1.00 gram weight loss.
10. ASTM D 2047, Standard Test Method for Static Coefficient of Friction of Polish-Coated Flooring: Exceeds Federal Standards and A.D.A. requirements for slip-resistant.
11. ASTM F 970, Standard Test Method for Static Load Limit – passes at 250 PSI.
12. ASTM E 648, Standard Test method for Critical Radiant Flux of Floor-Covering Systems Using a Radiant Heat Energy Source – Class 1.
13. SCS FloorScore® Certified and meets California Specifications Section 01250.
14. Phthalate, chlorine and halogen free.
15. NSF-332 Gold Certified.
16. Possible LEED contributions for Johnsonite Microtone Rubber Flooring include MR2; MR5; and EQ4.3.

2.2 INSTALLATION MATERIALS

- A. Trowelable Leveling and Patching Compounds: Latex-modified, **Portland** cement based or blended hydraulic-cement-based formulation.
- B. Adhesives: As recommended by Johnsonite to meet site conditions.
 - 1. Rubber Floor Tile
 - a. Johnsonite #965 Flooring and Tread Adhesive
 - b. Johnsonite #975 Two-Part Urethane Adhesive
 - c. Johnsonite #996 Two-Part Epoxy Adhesive
 - d. Johnsonite 140 SpraySmart Adhesive

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, with Installer present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the work.
- B. Verify that finishes of substrates comply with tolerances and other requirements specified in other Sections and that substrates are free of cracks, ridges, depressions, scale, and foreign deposits that might interfere with adhesion of resilient products.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Prepare substrates according to Johnsonite written instructions to ensure adhesion of Resilient Tile Flooring.
 - 1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
 - 2. Remove substrate paint, coatings and other substances that are incompatible with adhesives or contain soap, wax, oil, solvents, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
 - 3. Mechanically remove contamination on the substrate that may cause damage to the resilient flooring material. Permanent and non-permanent markers, pens, crayons, paint, etc., must not be used to write on the back of the flooring material or used to mark the substrate as they could bleed through and stain the flooring material.
 - 4. Prepare Substrates according to ASTM F 710 including the following:
 - a. Moisture Testing: Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
 - 1) Perform anhydrous calcium chloride test, ASTM F 1869. Results must not exceed 5 lbs. Moisture Vapor Emission Rate per 1,000 sq. ft. in 24 hours.
- or –
- 2) Perform relative humidity test using in situ probes, ASTM F 2170. Must not exceed 80%.

- b. A pH test for alkalinity must be conducted. Results should range between 7 and 9. If the test results are not within the acceptable range of 7 to 9, the installation must not proceed until the problem has been corrected.
 - c. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer.
 - 5. Wood subfloors must have a minimum 18" (45.7 cm) of cross-ventilated space beneath the bottom of the joist.
 - a. The floor must be rigid, free of movement.
 - b. Single wood and tongue and groove subfloors should be covered with ¼" (6.4 mm) or ½" (12.7 mm) APA approved underlayment plywood.
 - 1) Use ¼" (6.4 mm) thick underlayment panels for boards with a face width of 3" (76 mm) or less.
 - 2) Use ½" (12.7 mm) thick underlayment panels for boards with a face width wider than 3" (76 mm).
 - c. Do not install over OSB (Oriented Strand Board), particle board, chipboard, lauan or composite type underlayments.
- B. Fill cracks, holes, depressions and irregularities in the substrate with good quality Portland cement based underlayment leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.
- C. Floor covering shall not be installed over expansion joints.
- D. Do not install resilient products until they are same temperature as the space where they are to be installed.
 - 1. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
- E. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation.

3.3 RESILIENT RUBBER TILE FLOORING INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient tile flooring.
- B. Resilient Rubber Floor Tile:
 - 1. Install with Johnsonite adhesive specified for the site conditions and follow adhesive label for proper use.
 - 2. Do not Quarter Turn tile.
 - 3. Roll the flooring in both directions using a 100 pound three-section roller.

3.4 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protection of resilient products.
- B. Perform the following operations immediately after completing resilient product installation:
 - 1. Remove adhesive and other blemishes from exposed surfaces.
 - 2. Sweep and vacuum surfaces thoroughly.
 - 3. Damp-mop surfaces to remove marks and soil.

- C. Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period.
- D. No traffic for 24 hours after installation.
- E. No heavy traffic, rolling loads, or furniture placement for 72 hours after installation.
- F. Wait 72 hours after installation before performing initial cleaning.
- G. A regular maintenance program must be started after the initial cleaning.

SECTION 6 MATERIALS - RUBBER BASE (Carpet)

6.1 Manufacturers:

1. Johnsonite Straight Base

Color: 5th Floor Base - # 32 Pebble
 2nd Floor Base - # 38 Pewter
 Model: “Colormatch”

2. Substitution: None

6.2 Base: Rubber wall base conforming to ASTM F 1861-98, Type TV, Group2, and as follows:

- 1 Height: 4, inch (100 mm) Typical.
- 2 Thickness: 1/8” thick.
- 3 Style: Top-set cove at resilient flooring Style A (Cove), Straight at Carpet Style B (Straight).
- 4 Finish: Satin.
- 5 Length: Roll
- 6 Accessories: Premolded external corners, internal corners and end stops.
- 7 Solid colors as selected by Owner.

SECTION 7 MATERIALS - RUBBER BASE (Rubber Flooring)

7.1 Manufacturers:

1. Johnsonite Base

Color: TBD by Owner
 Model: TBD by Owner

2. Substitution: None

7.2 Base: Vinyl wall base conforming to ASTM F 1861-98, Type TV, Group2, and as follows:

- 1 Height: 4, inch (100 mm) Typical.
- 2 Thickness: 1/8" thick.
- 3 **Style: Top-set cove at resilient flooring Style A (Cove)**, Straight at Carpet Style B (Straight).
- 4 Finish: Satin.
- 5 Length: Roll
- 6 Accessories: Pre-molded external corners, internal corners and end stops.
- 7 Solid colors as selected by Owner.

SECTION 8 MATERIALS - RUBBER TRANSITION STRIPS

- 1 Manufacturer: Johnsonite
 Color: TBD by Owner

Transition strip information needs to be approved by owner

SECTION 9 ACCESSORIES

- A. Subfloor Filler: White premix latex modified type recommended by adhesive material manufacturer.
- B. Primers and Adhesives: Waterproof, types recommended by flooring manufacturer.
- C. Molding and Edge Strips: Same material as flooring or vinyl 1 inch (25mm) wide x 1/8 inch (3mm) thick: manufactured by flooring manufacturer.
- D. Filler for Coved Base: Plastic or wood
- E. Sealer and Wax: Types recommended by flooring manufacturer.

SECTION 10 EXECUTION

10.1 EXAMINATION

- A. Verify that concrete floors are dry to a maximum moisture content of 7 percent, and exhibit negative alkalinity, carbonization, and dusting.
- B. Verify floor and lower wall surfaces are free of substances that may impair adhesion of new adhesive and finish material.

10.2 PREPARATION

- A. Remove sub-floor ridges and bumps. Fill minor low spots, cracks, joints, holes, and other defects with sub-floor filler to achieve smooth, flat, hard surface.
- B. Prohibit traffic until filler is cured.

- C. Clean substrate.
- D. Apply primer as required to prevent “bleed-thru” or interference with adhesion by substances that cannot remove. Apply primer manufacturer recommended surfaces.

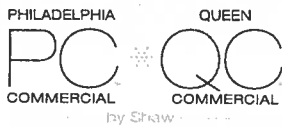
10.3 INSTALLATION-BASE

- A. Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches (45 mm) between joints.
- B. Miter internal corners. At external corners, use premolded units or ‘V’ cut back of base strip to 2/3 of its thickness and fold. At exposed ends, use premolded units.
- C. Install base on solid backing. Bond tightly to wall and floor surfaces.
- D. Scribe and fit door frames and other interruptions.

SECTION 11

CLEANING

- A. Remove excess adhesive from floor, base, and wall surfaces without damage.
- B. Clean, seal, and wax resilient flooring products in accordance with manufacturer’s instructions – Provide 2 coats.
- C. Prohibit traffic on resilient flooring for 48 hours



Modular Tile

Notice!

For best results review the following guidelines prior to installation. Shaw will not be responsible for improper installation and failure to follow these guidelines may result in limiting warranty coverage.

These installation procedures are intended for indoor use to assist in the installation of Shaw modular carpet such as EcoWorx[®], EcoWorx[®] ES and EcoLogix[®] under most job conditions. Specific questions regarding installation not covered within must be referred to Shaw Product Support at 1.800.471.7429. Any variance from these procedures will become the responsibility of the installer and not the manufacturer.

1. CONDITION YOUR SITE AND TEST

A proper installation depends on the proper site conditions. The following conditions **must** be maintained for 24 hours prior to, during and after installation:

- **HVAC System:** Must be operational maintaining the following conditions.
- **Temperature:** The installation site, carpet and adhesive must be between 65°F and 95°F. The adhesive will not function properly when applied over an extremely cold surface. Do not begin the installation if the subfloor temperature is below 50°F.
- **Humidity:** The installation site's ambient relative humidity must not exceed 65%.
- **Moisture:** Conduct relative humidity testing. Results must be below 85% (ASTM F-2170), or the Anhydrous Calcium Chloride test must not exceed 5.0 lbs per 1000 SF per 24 hours ASTM F-1869 test). Shaw recognizes RH as the qualifying standard.
- **Alkalinity:** Conduct pH testing on the floor in several locations. A reading below 5.0 or above 9.0 (ASTM F-710) requires corrective measures.

Do not begin the installation if an unacceptable moisture level is detected. Contact Shaw Product Support for additional recommendations. If excessive moisture is present, the general contractor or building owner must be advised and a decision made if the installation is to begin. Shaw Industries will not be responsible for any moisture related installation failures if these guidelines are not strictly followed.

2. PREPARE THE FLOOR

The substrates must be structurally sound, clean, level and dry. The substrate must be free of dust, dirt, oil, grease, paint, curing agents, concrete sealers, loosely bonded toppings, loose particles and any other substance or condition that may prevent or reduce adhesion.

NOTE: Do not sand or scrape Vinyl Asbestos Tile (VAT) without proper attention to abatement procedures and precautions in accordance with all state and local codes. Shaw Industries makes no claims as to the acceptability of this procedure as a mitigation method in lieu of asbestos removal; and accepts no responsibility if any loose asbestos-containing floorings are affected upon removal of a Shaw Industries commercial broadloom.

Fill depressions or cracks with liquid latex additive Portland cement-based patching compound. Do not use oil-based (red) sweeping compounds; they leave oily deposits. You may use wax-based (green) sweeping compounds if you sweep and remove them immediately.

EcoWorx ES is a peel-and-stick system. It is extremely important that the subfloor be completely free of dust or debris that could contaminate the applied adhesive. To ensure a proper bond, apply latex primer such Shaw 9050 to the sub floor to encapsulate any remaining dust prior to installation. Failure to prime the sub floor may result in installation failure.

Dusting/Powdering of Concrete: Prime the surface with a paint roll application of liquid latex such as Shaw 9050.

Patch, Leveler, Gypcrete: Prime the surface with a paint roll application of liquid latex such as Shaw 9050.



VCT and VAT: All tiles must be secure to the subfloor. Strip any wax from the surface.

Wood Subfloors: Floors must be Wood Association Approved and primed with a paint roll application of liquid latex such as Shaw 9050.

Raised Access Flooring: All panels must be smooth, level, secure and free of any material that will affect the adhesive bond. Carpet tiles must be installed offset from access panel seams. Gaps between panels must not exceed 1/16" (1.6 mm).

3. PREPARE EXISTING ADHESIVE

Existing Non Active Multipurpose Adhesive: Remove ridges, sweep or vacuum debris.

Existing Active Multipurpose Adhesive: Remove ridges then eliminate the adhesive tack with a product such as Shaw 6200.

Pressure Sensitive Adhesive Affected by Plasticizer Migration: If the previous carpet tile had a PVC backing and the plasticizer in the backing has transferred to the adhesive, you must thoroughly remove adhesive by wet scrapping.

Existing Pressure Sensitive Adhesive: Evaluate the tack level of the existing adhesive. If sufficient, the existing adhesive can be used to install Shaw's modular products. If insufficient, apply new adhesive over existing adhesive.

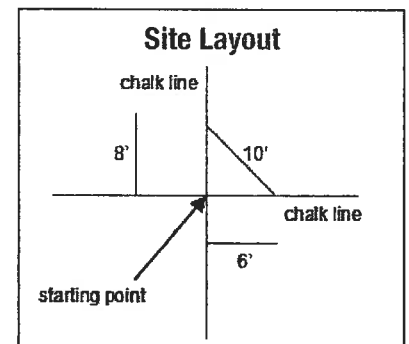
Active Cutback Adhesive: Wet scrape adhesive, reduce to a well-bonded residue and encapsulate with a product such as Shaw 9000.

Non Active Cutback Adhesive: Wet scrape adhesive and reduce to a well-bonded residue.

Do not use adhesive removers; they affect the bond and the new adhesive being applied.

4. LAY OUT YOUR SITE

- Start the modular installation as near to the center of the room as possible and position it to use the largest perimeter cut module size.
- Snap a chalk line parallel to one major wall bisecting the starting point. It may be necessary to offset the center chalk line to assure perimeter modules will be at least half size.
- Snap a second chalk line from the starting point at 90° to the first line. Use a 3-4-5, 6-8-10, or larger triangle depending on the room size. Meters or feet may be used to lay out the triangle in these proportions.



5. SELECT YOUR ADHESIVE

- Use a premium grade pressure sensitive adhesive such as Shaw 5000 or 5100.
- For antimicrobial protection, use Shaw 5036 (passes the AATCC 174 test).
- For excessive moisture, use Shaw 5900 (10 lbs./90% RH/pH 11) or LokDots (10 lbs./95% RH/pH 12).

6. APPLY YOUR ADHESIVE

Use a full spread of adhesive. The adhesive must be allowed to dry completely before installing the carpet. Installing into wet adhesive will result in a permanent bond and may cause the carpet to bubble. For EcoWorx ES no adhesive required.

Adhesive Coverage Rates

5000/5100: Use a 3/8" foam paint roller or 1/16 x 1/32 x 5/64 u-notch trowel. Approximate coverage rates are roller 35-40* yards per gallon; trowel 28 -33* yards per gallon.

5036: Requires 1/16 x 1/32 x 5/64 u-notch trowel application only. Antimicrobial effectiveness requires the use of proper adhesive application rates.

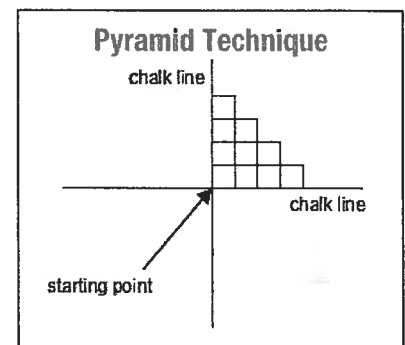
5900: Use a 3/8" foam paint roller or 1/16 x 1/16 x 1/16 v-notch trowel. Approximate coverage rates roller 35-40* yards per gallon; trowel 20* yards per gallon.

*Coverages shown are for estimating purposes only. Actual jobsite coverages may vary according to skill of the installer, porosity/texture of the sub floor or type/angle of trowel used.

7. INSTALL YOUR TILES

Install each full carton and complete an entire pallet before starting another pallet to minimize product variation. Each tile has directional arrows on the back. These arrows allow for one-directional or multi-directional installation. Some styles may be large scale or linear in design and require quarter turning. If you are unsure about whether or not your product requires a quarter turned installation, please contact 1.877.502.7429. Numbers within the arrows are for manufacturing purposes and are not related to installation.

- Begin installation at the intersection of two chalk lines. Continue until you complete one quadrant. Proceed to an adjoining quadrant until all four quadrants are completed. Larger areas may require chalk lines bisecting the original four quadrants.
- Install modules using the pyramid technique. This gives you multiple alignment checks. If the edges do not align and the misalignment increases with progression of the installation, find and correct the source of the problem.
- Carpet tiles come in various sizes. Shaw's EcoWorx tiles are offered in 24" squares, 18" x 36" rectangles and hexagon. All Shaw tiles have directional arrows on the back of the tile. This facilitates the installation method which is based on the requirements of the product, or the preference of the customer.
- Slide modules into position to prevent yarn from being trapped between the modules. Trapped yarn will adversely affect the appearance of the installation and will cause alignment problems. EcoWorx ES backing is manufactured with the adhesive already applied. Once the module is ready to install, simply peel the liner from the back and position snugly to the adjacent tile.
- Modules must fit snugly, but not be compressed. Press the entire surface of the tile to ensure adhesion. Check for fit by measuring the length of ten full modules after installation. The measurement must not be less than, or exceed by more than 1/4 inch, the length of the modules being multiplied by ten. For example: if 24" X 24" modules are being installed, the measurement should be between 240 and 240 1/4 inches.
- Roll the entire installation with a 75 lb. or greater roller to assure the proper adhesion to the substrate.

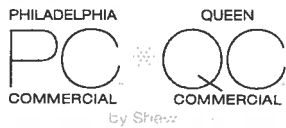


Flatwire Cable Systems

Flatwire cables should be installed on top of the adhesive and centered underneath the carpet tile for better seam quality.

8. CUT YOUR TILES

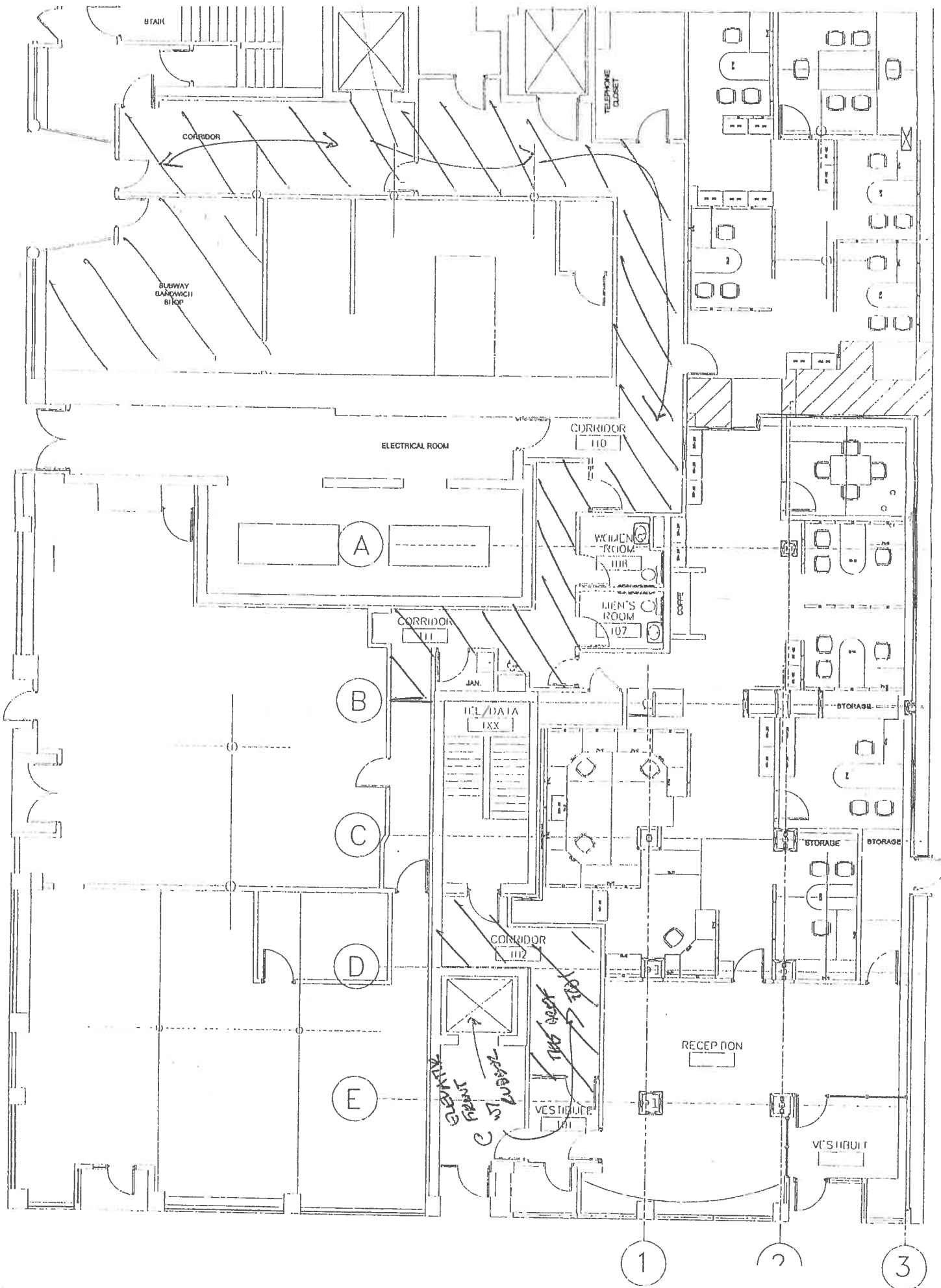
- Measure and cut tiles from the back using a straight edge. Be sure the arrows are pointing in the correct direction.
- Or let tiles cove up the wall and cut with a carpet knife, wall trimmer or similar tool. Do not compress.



9. POST INSTALLATION CARE AND PROTECTION

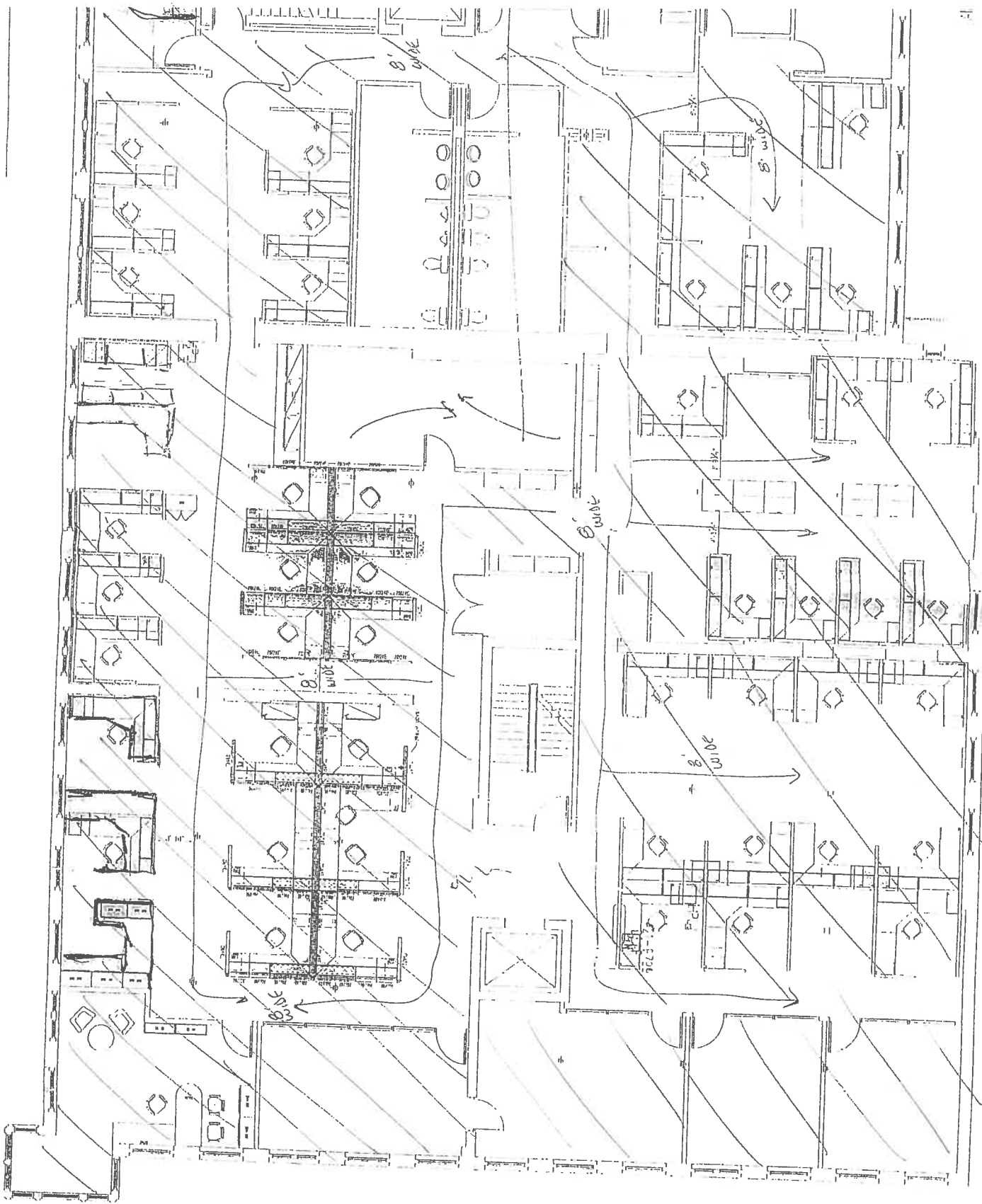
- Place plywood over the carpet when heavy objects are moved within 24 hours after installation.
- Use protective chair mats under chairs with casters. This will prevent excessive wear to the face of the carpet and possible transfer of the pressure sensitive adhesive to the back of the carpet.
- Place a non-staining building material paper over the carpet to protect it when additional construction activity is to take place. Do not use plastic sheeting as it will trap moisture.

072013



PA

FLOOR PLAN - 1st FLOOR - EXISTING



5th FLOOR - 5th FLOOR - 5th FLOOR

SCALE 1/8" = 1'-0"



ATTACHMENT C

TO: Rhode Island Housing

1. The undersigned respondent hereby states that he/she, has carefully examined the specifications and requirements provided by Rhode Island Housing in the attached Request for Proposals (inclusive of all attachments, the "RFP") for carpet and vinyl flooring installation dated January 13, 2016, all of which is acknowledged to be part of this Bid Proposal, and has carefully examined the site of the work.

The undersigned is familiar with local conditions and the character and extent of the work; has determined the required quality, quantity and sources of supply of all equipment, tools, supplies, labor and all other facilities and items necessary or proper for or incidental to the continuous execution and completion of the work as required and, if awarded the contract by Rhode Island Housing, hereby agrees to perform the contract in strict accordance with the specifications and within the timeframes set forth in the RFP.

2. The undersigned respondent, if awarded the contract by Rhode Island Housing, hereby agrees to enter into and execute a written contract with Rhode Island Housing for the work described in the RFP within 5 business days of award.
3. The undersigned hereby offers the following prices to perform the work described in the RFP; in accordance with Attachments A & B:

(Business Name)

(Business Address)

(Name and Title of Authorized Representative)

by: _____
(Signature)

ATTACHMENT D

COST PROPOSAL

This project must be bid utilizing prevailing wage. The State of Rhode Island Department of Labor, Division of Professional Regulations General Decision Modification document current as of the bid posting date for this project, is an integral part of the bid documents for use in fulfilling prevailing wage rate requirements. A copy is available on the web site of the State of Rhode Island Department of Administration, Division of Purchases.

Division of Purchases Web Site Address: <http://www.dlt.ri.gov/pw/>

Click on the [Davis Bacon Prevailing Wage](http://www.wdol.gov/dba.aspx) link, which will bring you to www.wdol.gov/dba.aspx.

Click this site and go to "Providence County" - "Building" on the chart to obtain the Latest "Prevailing Wage Table."

The Contractor must submit Certified Payroll Reports with his payment requisition

Total Cost for Project (**All Floors**): \$ _____ (Inclusive of all costs)

Total Cost for Carpet Only: \$ _____ (Inclusive of all costs)

Material Cost Breakdown:

- Carpet Material – 5th Floor Only: \$ _____/sq. yd.
- Carpet Material – 2nd Floor Only: \$ _____/sq. yd.
- Rubber Flooring Material (Option 1) \$ _____/sq. yd.
- Rubber Base Material (Straight): \$ _____/linear foot
- Rubber Base Material (Cove)(Option 1): \$ _____/linear foot
- Transition Material \$ _____/linear foot

Furniture Moving (if not included -) \$ _____ (indicate lump sum or hourly rate)

Installation Cost Breakdown:
(Must be at Prevailing Wage)

Normal Business Hours: \$ _____/hr.
After Hours (Option): \$ _____/hr.

BID GUARANTEE

The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

_____ Dollars or

(\$_____).

In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

SUBCONTRACTORS AND SUPPLIERS

The Contractor will utilize the following companies for the indicated Work. All subcontractors/suppliers with contract amounts in excess of \$10,000 shall be listed. Include one name only for each trade. The list will be made part of the Contract.

Subcontractor/Supplier	Company	Contract Amount

TIME OF COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the Scope of Work on a date specified in a written Notice to Proceed to be issued by Owner, and shall fully complete the Work within 60 calendar days.

ACKNOWLEDGEMENT OF ADDENDA

The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

- Addendum No. 1, dated _____.
- Addendum No. 2, dated _____.
- Addendum No. 3, dated _____.
- Addendum No. 4, dated _____.

SUBMISSION OF BID

Respectfully submitted this _____ day of _____, 2016.

Submitted By _____
(Name of bidding firm or corporation).

Authorized Signature: _____
(Handwritten signature).

Signed By: _____
(Type or print name).

Title: _____
(Owner/Partner/President/Vice President).

Witness By: _____
(Handwritten signature).

Attest: _____
(Handwritten signature).

By: _____
(Type or print name).

Title: _____
(Corporate Secretary or Assistant Secretary).

Street Address: _____.

City, State, Zip _____.

Phone: _____.

License No.: _____.

Federal ID No.: _____
(Affix Corporate Seal Here).

ATTACHMENT E

Certification Checklist:

1. Has your firm (or you) been subject to criminal conviction by the State of Rhode Island, or any other jurisdiction? Yes [] No []
2. Has any contract with your firm been terminated for cause? Yes [] No []
3. Has your firm ever withdrawn from a contract during its performance? Yes [] No []
4. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State vendors. This law requires any state vendor who enters into a contract to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the state vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.

Have you or your firm (and any related parties as defined in the law), within 24 months preceding the date of this contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Yes [] No []

If yes have you or your firm, filed an affidavit with the State Board of Elections concerning reportable political contributions. Yes [] No []
5. Does any Rhode Island "Major State Decision-maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business? Yes [] No []

For purposes of this question, "Major state decision-maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator,

If your answer is "Yes", please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

If you have answered "Yes" to any of the foregoing, please explain the circumstances below or in separate attachment:

CERTIFICATION BY RESPONDENT:

I hereby certify that the information submitted with this Proposal is true, correct and complete to the best of my knowledge and belief.

Authorized Representative

Signature

Title

Date

Failure to submit this document or incomplete submission may result in the proposal/offer being determined to be non-responsive



Rhode Island Housing - Request For Proposal

Floor Covering Purchase and Installation Services

Rhode Island Housing seeks proposals for floor covering purchase and installation services at the Slade-Garr Building, 44 Washington St., Providence. The areas to be renovated consist of two separate areas in this building, totaling approximately 1600 square yards of carpet tile and 200 square yards of resilient rubber flooring.

Note: Vendors will be responsible for qualifying all measurements on site at time of walkthrough.

Most areas to be renovated will require installation after hours. The proposal should include the proposed fee for these installation types. In addition please include records of experience and references indicating work performed in occupied commercial buildings. Selection will be made on the basis of experience and qualifications as well as cost. Rhode Island Housing reserves the right to negotiate an appropriate fee arrangement with any of the firms submitting proposals.

The project will begin on or before April 1, 2016. A mandatory informational meeting and walk-through will be held on Thursday, January 21, 2016 at 44 Washington St., Providence, at 8:00 a.m. **Proposals must be submitted no later than 5:00 p.m., Friday, February 5, 2016** to Guy V. Pirolli, Real Estate Manager, at 44 Washington St., Providence, RI, 02903. For further information, please contact Guy Pirolli at (401) 457-1290.