

Flooring Projects for Fayette County Public Schools

Request for Proposals No. 24-038-075

Georgia Procurement Registry Event No. PE-65615-NONST-2024-000000027

Objective

Fayette County Public Schools (hereinafter FCPS or the District) is soliciting proposals via this Request for Proposals (hereinafter RFP) from interested and qualified respondents to provide and install carpet squares, luxury vinyl tile, and/or vinyl composite tile, as specified within this solicitation, for multiple locations within the Fayette County School District.

As is more fully explained in this RFP, an award, if made, will be made to the responsible and responsive respondent who provides the best solution to the described need, taking into consideration multiple evaluation factors as determined by the FCPS and defined herein.

It is the respondent's responsibility to address all elements of this RFP. Any respondent failing to meet the terms and conditions herein may suffer a reduction in their evaluation score up to a complete rejection of their proposal.

Responses Due

Responses to this request for proposals are due no later than the date and time specified in the timeline of events either physically or electronically to the FCPS Purchasing Department located at Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215. Proposals received after the specified date and time will not be considered.

Section A: Instructions to Respondents

1. Designated Representative

- 1.1. The FCPS Purchasing Department has designated the following staff member as the representative of the Department and District during the solicitation process: Jamie Marrero (marrero.jamie@fcboe.org)

2. Respondent Registration

- 2.1. Respondents are encouraged to register with the designated representative listed above via email after reviewing this solicitation.
- 2.2. Respondents who register will automatically receive an email update with additional documents such as addenda and be notified of award issuance, even if they choose not to submit a proposal.

3. Schedule of Events

- 3.1. RFP Released: Friday, March 22, 2024
- 3.2. Respondent Questions Due: Friday, April 5, 2024
- 3.3. Addenda Issued (if applicable): Wednesday, April 10, 2024
- 3.4. Respondent Proposals Due: Before 10:00AM (EST), Friday, April 19, 2024
- 3.5. Anticipated Project Start: June 2024

4. Georgia Open Records Act Compliance ([O.C.G.A. § 50-18-70](#))

- 4.1. This solicitation and any resulting responses, evaluations, contracts, agreement, or purchase orders are subject to the [Georgia Open Records Act](#) and may be released publicly.
- 4.2. Pursuant to the act, for any records or documents marked as “confidential” or “trade secrets” the respondent must submit and attach to the records an affidavit affirmatively declaring that specific information in the records constitutes trade secrets according to [O.C.G.A. § 10-1-761](#).
 - 4.2.1. Failure to attach such an affidavit will result in the record being considered public and subject to release under the Georgia Open Records Act.
 - 4.2.2. If FCPS determines that the specifically identified information does not constitute a trade secret, it shall notify the entity submitting the affidavit of its intent to disclose the information within ten days unless prohibited from doing so by an appropriate court order.
 - 4.2.3. In the event the entity wishes to prevent disclosure of the requested records, the entity may file an action in superior court to obtain an order that the requested records are trade secrets exempt from disclosure. The entity filing such action shall serve the requestor with a copy of its court filing.
 - 4.2.4. If the agency determines that the specifically identified information does constitute a trade secret, the agency shall withhold the records, and the requester may file an action in superior court to obtain an order that the requested records are not trade secrets and are subject to disclosure.

5. Solicitation Documents and Forms

- 5.1. Documents and forms required for submission as part of this RFP can be found on the FCPS [Purchasing Department website](#).
- 5.2. Failure to include required submissions listed herein may result in a rejection of the proposal.
- 5.3. A list of required forms is contained herein and additional submissions may be required per the specifications contained herein.

6. Proposal Delivery

- 6.1. Proposals should be sent to the FCPS Purchasing Department and must be received before the proposal due date and time specified in the solicitation.
- 6.2. Proposals may be submitted electronically, by mail, or hand-delivered to Facilities Services, 939 Goza Road, Fayetteville, Georgia 30215, Attention: Purchasing Department.
- 6.3. No faxed or telephone proposals will be accepted or considered.
- 6.4. Proposals may be emailed to the designated representative if meeting the following guidelines:
 - 6.4.1. Emailed proposals must be in a consistent, clear, and readable format and complete. (Adobe PDF format is preferred unless specified otherwise)
 - 6.4.2. All proposal documents should be bound in one document. Multiple separate documents may result in evaluation score reductions.

7. Attachments

- 7.1. Any specification listed with “Must Include Attachment” should include a document within the proposal conforming to standards set forth.
- 7.2. All attachments must be clearly marked and labeled using the following format: Attachment #, Solicitation Reference, Respondent Name, Solicitation Title, and Number.

8. Proposal Format Requirements

- 8.1. The proposal should be typed and legible as well as formatted to comply with accessibility standards (refer to ADA and Section 508 compliance).
- 8.2. The solicitation document has been carefully organized. All sections, specifications/requirements, and appendices are numbered; therefore proposals

should be organized in the same manner referencing the solicitation document when necessary.

8.3. Proposals must be submitted with the following sections clearly identified and delineated:

- 8.3.1. Letter of Interest
- 8.3.2. Technical Proposal
- 8.3.3. Qualifications and Experience
- 8.3.4. References
- 8.3.5. Price/Cost

9. Multiple Proposals from the Same Respondent

- 9.1. Respondents may submit more than one proposal when offering multiple alternatives.
- 9.2. Proposals must be separate and each should conform to all terms and conditions within the solicitation.
- 9.3. Proposals must be labeled separately so as to easily identify different proposals from the same respondent.

Section B: Scope of Work and Specifications

10. Background and Project Overview

10.1. The purpose and intent of this Request for Proposal is the secure firm pricing to provide and install new flooring (carpet squares, luxury vinyl tiles, and/or vinyl composite tile) for multiple locations. Respondent will be responsible for demolition, preparatory work, materials, labor, and installation of the new flooring and rubber base cove. All tools, equipment, and personnel will be provided to complete the projects listed within this solicitation. Respondent will also be responsible for the removal and disposal of any/all job related debris. School system dumpsters and/or waste containers will not be used to dispose of such debris. All projects must be completed to the satisfaction of Fayette County Public Schools.

11. Site Visit (Mandatory)

11.1. Site visits must be scheduled with Mike Satterfield, Director of Facilities Services, by calling 770-460-3522 or via email satterfield.mike@fcboe.org. The square footage of this project is not included in this solicitation and must be obtained by conducting a site visit, to gather the information needed. Site visits will only be

scheduled during Facilities Services operating hours; Monday through Friday 6:30AM (EST) - 2:30PM (EST). Site visits are required to be completed prior to bid submission.

12. Project Specifications

12.1. Huddleston Elementary School *(200 McIntosh Trail, Peachtree City, Georgia 30269)*

12.1.1. Remove the existing carpet in the Admin/Front Office area and install luxury vinyl tile.

12.2. Inman Elementary School *(677 Inman Road, Fayetteville, Georgia 30215)*

12.2.1. Remove the existing carpet in the Admin Offices, Admin Hallways, and Front Office areas. Install carpet squares in the admin offices and install luxury vinyl tile throughout the hallways and front office area.

12.3. Kedron Elementary School *(200 Kedron Drive, Peachtree City, Georgia 30269)*

12.3.1. Remove the existing carpet in the music room and install new carpet squares.

12.4. Peeples Elementary School *(153 Panther Path, Fayetteville, Georgia 30215)*

12.4.1. Remove the existing carpet in the Admin/Front Office area and install luxury vinyl tile.

13. Technical, Performance, and Service Requirements

13.1. Carpet Tile (Product/Installation Specifications)

13.1.1. [Mohawk Group BT592](#), [Mohawk Group BT593](#) or [Shaw Contract Tile 5T516](#)

13.1.2. Color: As selected by the owner from the manufacturer's full range (School administrator will make the final decisions on color selection).

13.1.3. Rubber Base: Base shall be set on 1/8" rubber base (minimum rubber content 50%) 4 inches high as manufactured by Roppe Rubber Company. Corners shall be pre-molded. Products by Burke Floor Company, Johnson Rubber Co., and All-Steel meeting the requirements of these specifications are acceptable.

13.1.4. Required Submittals

13.1.4.1. Product Data: Include manufacturer's written data on physical characteristics, durability, and fade resistance.

- 13.1.4.2. Include installation recommendations
- 13.1.4.3. Shop Drawings are not available
- 13.1.5. Informational Submittals
 - 13.1.5.1. Required Certificates: The carpet manufacturer shall submit a letter on company letterhead and signed by an officer of the company, outlining the following guarantees:
 - 13.1.5.2. The carpet manufacturer shall unconditionally guarantee that the carpet he proposes to furnish shall meet or exceed these specifications.
 - 13.1.5.3. Carpet manufacturer must certify by register and roll numbers that carpet shipped for this project complies with all requirements of the Specifications subject to normal manufacturing tolerances.
 - 13.1.5.4. All carpeting shall meet or exceed the requirements of ASTM E-84 and flame and smoke requirements as specified
- 13.1.6. Maintenance Material Submittals
 - 13.1.6.1. Furnish extra materials, from the same product run, that match product installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 13.1.6.2. Carpet Tile: Full-size units equal to 5% of the amount installed for each type indicated, but not less than 10 square yards.
- 13.1.7. Installation: Must be performed per the manufacturer's specifications and must be provided with bid submission.
- 13.1.8. General Preparation: Comply with CRI 104, Section 6.2, "Site Conditions; Floor Preparation," and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile installation.
 - 13.1.8.1. Broom and vacuum clean substrates to be covered immediately before installing carpet tile.
 - 13.1.8.2. Cleaning: The Contractor shall be responsible for the preparation of all sub-floors.
 - 13.1.8.3. Proceed with installation only after unsatisfactory conditions have been corrected.

13.1.9. Examination: Examine substrates, areas, and conditions, with the installer present, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting carpet tile performance. Examine all carpet tiles for type, color, pattern, and potential defects.

13.1.9.1. Concrete Subfloors: Verify that concrete slabs comply with ASTM F 710 and the following:

13.1.9.1.1. Slab substrates are dry and free of curing compounds, sealers, hardeners, and other materials that may interfere with adhesive bonds. Determine adhesion and dryness characteristics by performing bond and moisture tests.

13.1.9.1.2. Subfloor finishes comply with requirements specified in Division 3 Section "Cast-in-Place Concrete" for slabs receiving carpet tile.

13.1.9.1.3. Subfloors are free of cracks, ridges, depressions, scale, and foreign deposits.

13.1.9.2. Cleaning and Testing:

13.1.9.2.1. All surfaces shall receive a thorough sweeping with a wire brush to remove all dusty, chalky, or flaky concrete. Follow sweeping with thorough vacuum cleaning. All subfloor surfaces shall be thoroughly cleaned of all foreign matter which could impair the adhesion of the flooring material.

13.1.9.2.2. Alkalinity: The subfloor shall be tested for alkalinity in accordance with ASTM F 710-05. Subfloors with a Ph reading of 9 or greater shall be neutralized with either an acetic or muriatic acid solution followed by thorough rinsing with water.

13.1.9.2.3. Relative Humidity (RH) Testing: Testing for an internal relative humidity of concrete slabs must be conducted in accordance with the latest edition of ASTM F-2170, not to exceed 75% relative humidity.

13.1.9.2.4. Moisture Vapor Emission Rate (MVER) Testing: The floor shall be completely dry prior to adhesive and carpet installation. Surface moisture shall not exceed the adhesive manufacturer's recommendations. As a minimum, moisture shall not exceed 3 lbs. / 1000 s.f. / 24

hours as measured by means of a calcium chloride test in accordance with the latest edition of ASTM F 1869.

- 13.1.9.3. Proceed with installation only after unsatisfactory conditions have been corrected.

13.1.10. Installation

- 13.1.10.1. General: Comply with CRI 104, Section 14, "Carpet Modules," and with carpet tile manufacturer's written installation instructions.
- 13.1.10.2. Installation Method: Glue down; install every tile with full-spread, releasable, pressure-sensitive adhesive.
- 13.1.10.3. Maintain dye lot integrity. Do not mix dye lots in the same area.
- 13.1.10.4. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by the carpet tile manufacturer.
- 13.1.10.5. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- 13.1.10.6. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on the subfloor. Use a non-permanent, non-staining marking device.
- 13.1.10.7. Install patterns parallel to walls and borders.
- 13.1.10.8. Stagger joints of carpet tiles so carpet tile grid is offset from access flooring panel grid. Do not fill seams of access flooring panels with carpet adhesive; keep seams free of adhesive.
- 13.1.10.9. Installation of Rubber Products:
 - 13.1.10.9.1. Install rubber and vinyl products in all areas indicated.
 - 13.1.10.9.2. Center base work between walls. Except as required in irregularly shaped spaces, no base segment shall be less than $\frac{1}{2}$ the standard length. Install pre-molded corners at all outside corners. Wrapped base shall not be acceptable.

13.1.10.9.3. Transition strips shall be full length for opening under 12' in width. If the length of the edge to receive the strip exceeds 12', strips shall be spaced to provide equal lengths.

13.1.10.9.4. Base and strips shall be embedded in adhesives in quantity and in such a manner as to prevent movement. Epoxy adhesives shall be used at first 3 feet inside and 2 feet on each side of exterior door openings, water coolers, and any other areas that are susceptible to water ponding.

13.1.10.10. Cleaning and Protection (After Install)

13.1.10.10.1. Perform the following operations immediately after installing carpet tile:

13.1.10.10.1.1. Remove excess adhesive, seam sealer, and other surface blemishes using a cleaner recommended by the carpet tile manufacturer.

13.1.10.10.1.2. Remove yarns that protrude from the carpet tile surface.

13.1.10.10.1.3. Vacuum carpet tile using a commercial machine with a face-beater element.

13.1.10.10.1.4. Protect installed carpet tile to comply with CRI 104, Section 16, "Protecting Indoor Installations."

13.1.10.10.1.5. Use protection methods indicated or recommended in writing by the carpet tile manufacturer.

13.1.10.11. Quality Assurance

13.1.10.11.1. Fire-Test-Response Ratings: Where indicated, provide carpet tile identical to those of assemblies tested for fire response according to NFPA 253 by a qualified testing agency.

13.1.10.12. Delivery, Storage, and Handling

13.1.10.12.1. Comply with CRI 104.

13.1.10.13. Warranty

13.1.10.13.1. Special Warranty for Carpet Tiles: Manufacturer agrees to repair or replace components of carpet tile installation that

fail in materials or workmanship within the specified warranty period.

13.1.10.13.2. Warranty does not include deterioration or failure of carpet tile due to unusual traffic, failure of substrate, vandalism, or abuse.

13.1.10.13.3. Warranty Period:

13.1.10.13.3.1. Carpet Manufacturer's Standard Warranty for Wear: Lifetime Limited Warranty from date of Substantial Completion.

13.1.10.13.3.2. Yarn Manufacturer's Color Fastness Warranty:

13.1.10.13.4. Light: Lifetime Limited Warranty from date of Substantial Completion.

13.1.10.13.5. Atmospheric: 10 years from the date of Substantial Completion.

13.1.10.13.6. Edge Ravel and Delamination: 10 years from the date of Substantial Completion.

13.1.10.13.7. Stain Warranty: 10 years from the date of Substantial Completion.

13.1.10.13.8. Static: Lifetime of Carpet.

13.2. Luxury Vinyl Tile (Product/Installation Specifications)

13.2.1. Reference Document(s)/Product Information

13.2.1.1. [patcraft Timber Grove II Juniper- V2 00559](#)

13.2.2. Rubber Base

13.2.2.1. The base shall be set on 1/8" rubber base (minimum rubber content 50%) 4" high as manufactured by Roppe Rubber Company. Corners shall be pre-molded. Products by Burke Floor Company, Johnson Rubber Co., and All-Steel meeting the requirements of these specifications are acceptable.

13.2.3. Vinyl Transitions

- 13.2.3.1. Products shall be manufactured by Burke Flooring Company, Johnson Rubber Company, Mercer Products Company, or Roppe Rubber Company. Specifications are based on Mercer.
- 13.2.3.2. Adhesives for rubber base and luxury vinyl tile shall be furnished by the manufacturer for use with the specific product.
- 13.2.3.3. Field Conditions
- 13.2.4. A temperature of not less than 70 degrees Fahrenheit and not more than 90 degrees Fahrenheit shall be maintained in the building day and night while the tiles are being installed and for a period of at least twenty-four (24) hours before installation and forty-eight (48) hours after installation. Thereafter, maintain a minimum temperature of 55 degrees Fahrenheit. Materials shall be stored under installation conditions at least 24 hours prior to installation.
- 13.2.5. Preparation
 - 13.2.5.1. Cleaning and Testing
 - 13.2.5.2. The Contractor shall be responsible for the preparation of all sub-floors.
 - 13.2.5.3. All surfaces shall receive a thorough sweeping with a wire brush to remove all dusty, chalky, or flaky concrete. Follow sweeping with thorough vacuum cleaning. All sub-floor surfaces shall be thoroughly cleaned of all foreign matter which could impair the adhesion of the flooring material.
- 13.2.6. Leveling
 - 13.2.6.1. Sub-floor surfaces shall not vary more than 1/8" in any ten-foot dimension. Neither shall they vary at a rate greater than 1/16" per running foot. Grind or install leveling compounds until this tolerance is achieved.
 - 13.2.6.2. Allow the floor to dry thoroughly prior to installing leveling compounds. Surface moisture shall not exceed the adhesive manufacturer's recommendations. Compounds shall be installed in accordance with the compound manufacturer's written instructions.
 - 13.2.6.3. When the thickness of the leveling compound required to level the floor exceeds 3/8", the Contractor shall install multiple layers. Installed layer shall be allowed to dry thoroughly prior to the

installation of subsequent layers. Each layer shall not exceed 3/8" in thickness.

13.2.6.4. Treat by priming or other means cement surface showing conditions which might prevent proper bonding of adhesive. This shall be done in accordance with the adhesive manufacturer's recommendations.

13.2.6.5. After the preparation work is completed, the sub-floor shall be broom clean, mopped and dust mopped until all materials which could telegraph through the new flooring are removed.

13.2.7. Execution

13.2.7.1. Examination

13.2.7.1.1. Survey existing conditions and correlate with requirements indicated to determine the extent of selective demolition required.

13.2.7.1.2. Surfaces to receive resilient flooring shall meet the requirements of the manufacturer of the flooring. The installer shall inspect the sub-flooring before starting work and shall notify the owner in writing of any condition which will prevent him from satisfactorily completing his work. He shall not proceed with any work until such defects are entirely corrected. The installation of flooring by the installer shall be an indication of his acceptance of the sub-floor.

13.2.7.1.3. Telegraphing of tile will be sufficient grounds for the removal of complete installation and reinstallation at no additional cost to the owner.

13.2.8. Installation

13.2.8.1. General: Recommended procedures for installation furnished by the manufacturer of flooring shall be followed. Unsatisfactory installation resulting from work performed not in accordance with the manufacturer's recommendations shall be the responsibility of the Contractor and may result in removal and relaying of flooring at the expense of the Contractor.

13.2.8.2. The floor shall be completely dry prior to adhesive and VCT installation. Surface moisture shall not exceed the adhesive manufacturer's recommendations. As a minimum, moisture shall

not exceed 3 lbs./1000 s.f./24 hours as measured by means of a calcium chloride test in accordance with the recommendations of the National Rubber Tile Manufacturing Association.

13.2.8.3. Colors shall be selected by the owner.

13.2.8.4. Application of Adhesives: Apply adhesive in accordance with the adhesive manufacturer's directions. Cover the surface evenly with adhesive. Area covered by one application of adhesive shall not exceed the maximum working area recommended by the manufacturer. Install resilient flooring and base within the time limits recommended by the manufacturer. If adhesive films over or dries, it shall be removed and the area shall be recoated.

13.2.9. Installation of Luxury Vinyl Tile

13.2.9.1. Lay tile flooring true, level, and with tight aligned joints. Cut resilient flooring to and around permanent cabinets and fixtures.

13.2.9.2. Align joints with the room axis. Center tile work between walls. Except as required in Irregularly shaped spaces, no tile shall be less than $\frac{1}{2}$ the tile width.

13.2.9.3. Finished tile floors shall be free from chipped, stained tile or tile with raised spots or ridges, and these defects shall be grounds for removal and replacement of such tile.

13.2.9.4. Tile shall be embedded in adhesives in quantity and in such a manner as to prevent movement. Tiles shall be laid in a standard pattern.

13.2.10. Installation of Rubber Products and Vinyl Transitions

13.2.10.1. Install rubber and vinyl products in all areas indicated. Install new vinyl transitions at all changes of flooring materials except ceramic and quarry tile.

13.2.10.2. Center base work between walls. Except as required in irregularly shaped spaces, no base segment shall be less than $\frac{1}{2}$ the standard length. Install pre-molded corners at all outside corners. Wrapped base shall not be acceptable.

13.2.10.3. Transition strips shall be full length for opening under 12' in width. If the length of the edge to receive the strip exceeds 12', strips shall be spaced to provide equal lengths.

- 13.2.10.4. Base and strips shall be embedded in adhesives in quantity and in such a manner as to prevent movement. Epoxy adhesives shall be used at first 3 feet inside and 2 feet on each side of exterior door openings, water coolers, and any other areas that are susceptible to water ponding.

13.2.11. Cleaning and Protection

- 13.2.11.1. Clean floor surfaces upon completion of selective demolition operations.
- 13.2.11.2. The floor shall be free of dust, dirt, oil, grease, paint, or any debris that could affect the adhesion of unitary LVT (Luxury Vinyl Tile) to the floor and/or imperfections in the finished tile.
- 13.2.11.3. Immediately upon completion of flooring in a room or area, dry clean floors and adjacent surfaces with a cleaner approved by the manufacturer of flooring. Remove surplus adhesive and other soiling.

13.2.12. Warranty

- 13.2.12.1. Submit documents supporting manufacturer's and contractor's warranty, include all terms, conditions, and specifications.

13.3. Carpet Tile Document(s)/Product Information

- 13.3.1.1. [Armstrong Vinyl Composite Tile 12"x12"x1/8"](#)
- 13.3.1.2. Tile shall be Imperial Texture Standard Excelon vinyl composition floor tile as manufactured by Armstrong Floor Products.
- 13.3.1.3. The size of the tile shall be 12" by 12" x 1/8"
- 13.3.1.4. Rubber Base
 - 13.3.1.4.1. The base shall be set on 1/8" rubber base (minimum rubber content 50%) 4" high as manufactured by Roppe Rubber Company. Corners shall be pre-molded. Products by Burke Floor Company, Johnson Rubber Co., and All-Steel meeting the requirements of these specifications are acceptable.
- 13.3.1.5. Vinyl Transitions
 - 13.3.1.5.1. Products shall be manufactured by Burke Flooring Company, Johnson Rubber Company, Mercer Products

Company, or Roppe Rubber Company. Specifications are based on Mercer.

13.3.1.5.2. All products shall be made from 100 percent first quality homogeneous virgin vinyl compounds.

13.3.1.5.3. Adhesives for rubber base and vinyl composition tile shall be furnished by the manufacturer for use with the specific product.

13.3.2. Field Conditions

13.3.2.1. A temperature of not less than 70 degrees Fahrenheit and not more than 90 degrees Fahrenheit shall be maintained in the building day and night while the tiles are being installed and for a period of at least twenty-four (24) hours before installation and forty-eight (48) hours after installation. Thereafter, maintain a minimum temperature of 55 degrees Fahrenheit. Materials shall be stored under installation conditions at least 24 hours prior to installation.

13.3.3. Preparation

13.3.3.1. Cleaning and Testing

13.3.3.1.1. The Contractor shall be responsible for the preparation of all sub-floors.

13.3.3.1.2. All surfaces shall receive a thorough sweeping with a wire brush to remove all dusty, chalky, or flaky concrete. Follow sweeping with thorough vacuum cleaning. All sub-floor surfaces shall be thoroughly cleaned of all foreign matter which could impair the adhesion of the flooring material.

13.3.4. Leveling

13.3.4.1. Sub-floor surfaces shall not vary more than 1/8" in any ten-foot dimension. Neither shall they vary at a rate greater than 1/16" per running foot. Grind or install leveling compounds until this tolerance is achieved.

13.3.4.2. Allow the floor to dry thoroughly prior to installing leveling compounds. Surface moisture shall not exceed the adhesive manufacturer's recommendations. Compounds shall be installed

in accordance with the compound manufacturer's written instructions.

13.3.4.3. When the thickness of the leveling compound required to level the floor exceeds 3/8", the Contractor shall install multiple layers. Installed layer shall be allowed to dry thoroughly prior to the installation of subsequent layers. Each layer shall not exceed 3/8" in thickness.

13.3.4.4. Treat by priming or other means cement surface showing conditions which might prevent proper bonding of adhesive. This shall be done in accordance with the adhesive manufacturer's recommendations.

13.3.4.5. After the preparation work is completed, the sub-floor shall be broom clean, mopped and dust mopped until all materials which could telegraph through the new flooring are removed.

13.3.5. Execution

13.3.5.1. Examination

13.3.5.1.1. Survey existing conditions and correlate with requirements indicated to determine the extent of selective demolition required.

13.3.5.1.2. Surfaces to receive resilient flooring shall meet the requirements of the manufacturer of the flooring. The installer shall inspect the sub-flooring before starting work and shall notify the owner in writing of any condition which will prevent him from satisfactorily completing his work. He shall not proceed with any work until such defects are entirely corrected. The installation of flooring by the installer shall be an indication of his acceptance of the sub-floor.

13.3.5.1.3. Telegraphing of tile will be sufficient grounds for the removal of complete installation and reinstallation at no additional cost to the owner.

13.3.6. Installation

13.3.6.1. General: Recommended procedures for installation furnished by the manufacturer of flooring shall be followed. Unsatisfactory installation resulting from work performed not in accordance with the manufacturer's recommendations shall be the responsibility of

the Contractor and may result in removal and relaying of flooring at the expense of the Contractor.

- 13.3.6.2. The floor shall be completely dry prior to adhesive and VCT installation. Surface moisture shall not exceed the adhesive manufacturer's recommendations. As a minimum, moisture shall not exceed 3 lbs./1000 s.f./24 hours as measured by means of a calcium chloride test in accordance with the recommendations of the National Rubber Tile Manufacturing Association.
 - 13.3.6.3. Colors shall be selected by the owner.
 - 13.3.6.4. Application of Adhesives: Apply adhesive in accordance with the adhesive manufacturer's directions. Cover the surface evenly with adhesive. Area covered by one application of adhesive shall not exceed the maximum working area recommended by the manufacturer. Install resilient flooring and base within the time limits recommended by the manufacturer. If adhesive films over or dries, it shall be removed and the area shall be recoated.
- 13.3.7. Installation of Vinyl Composition Tile
- 13.3.7.1. Lay tile flooring true, level, and with tight aligned joints. Cut resilient flooring to and around permanent cabinets and fixtures.
 - 13.3.7.2. Align joints with the room axis. Center tile work between walls. Except as required in Irregularly shaped spaces, no tile shall be less than $\frac{1}{2}$ the tile width.
 - 13.3.7.3. Finished tile floors shall be free from chipped, stained tile or tile with raised spots or ridges, and these defects shall be grounds for removal and replacement of such tile.
 - 13.3.7.4. Tile shall be embedded in adhesives in quantity and in such a manner as to prevent movement. Tiles shall be laid in a standard pattern.
- 13.3.8. Installation of Rubber Products and Vinyl Transitions
- 13.3.8.1. Install rubber and vinyl products in all areas indicated. Install new vinyl transitions at all changes of flooring materials except ceramic and quarry tile.
 - 13.3.8.2. Center base work between walls. Except as required in irregularly shaped spaces, no base segment shall be less than $\frac{1}{2}$ the

standard length. Install pre-molded corners at all outside corners. Wrapped base shall not be acceptable.

13.3.8.3. Transition strips shall be full length for opening under 12' in width. If the length of the edge to receive the strip exceeds 12', strips shall be spaced to provide equal lengths.

13.3.8.4. Base and strips shall be embedded in adhesives in quantity and in such a manner as to prevent movement. Epoxy adhesives shall be used at first 3 feet inside and 2 feet on each side of exterior door openings, water coolers, and any other areas that are susceptible to water ponding.

13.3.9. Cleaning and Protection

13.3.9.1. Clean floor surfaces upon completion of selective demolition operations.

13.3.9.2. The floor shall be free of dust, dirt, oil, grease, paint, or any debris that could affect the adhesion of unitary VCT to the floor and/or imperfections in the finished tile.

13.3.9.3. Immediately upon completion of resilient flooring in a room or area, dry clean floors and adjacent surfaces with a cleaner approved by the manufacturer of resilient flooring. Remove surplus adhesive and other soiling.

13.3.10. Warranty

13.3.10.1. Submit documents supporting manufacturer's and contractor's warranty, include all terms, conditions, and specifications.

13.4. Base Cove Reference Document(s)/Product Information

13.4.1. [Roppe Vinyl Wall Base 100](#)

13.4.2. All wall base replacements will match the height of the current base cover, unless a change is requested by the Director of Facilities Services.

13.4.2.1. Choral room risers; These risers will need to be covered in a combination of matching carpet tile and stair tread. DO NOT wrap carpet over the edge of the riser. Color of the stair tread will match black base cove.

13.5. Disposal of Demolished Materials

- 13.5.1. General: Promptly dispose of demolished/removed materials. Do not allow demolished materials to accumulate on-site.
- 13.5.2. Disposal
 - 13.5.2.1. Transport demolished materials off the owner's property and legally dispose of them. Comply with hauling and disposal regulations of authorities having jurisdiction.
 - 13.5.2.2. Owner's disposal containers shall not be used for disposal of demolished materials.
 - 13.5.2.3. Storage or sale of removed items or materials on site will not be permitted.
 - 13.5.2.4. Protect walls, ceilings, floors, and other existing finish work that are to remain and are exposed during selective demolition operations.
 - 13.5.2.5. Promptly patch and repair holes and damaged surfaces caused to adjacent construction by selective demolition operations.

Section C: Evaluation of Proposals

14. Evaluation Committee

- 14.1. All proposals deemed responsive will be evaluated by a review committee composed of project administrators and end-users.
- 14.2. Criteria based on qualifications and experience, a submitted proposal, and price/cost will be used in the evaluation process.

15. Evaluation Methodology

- 15.1. The committee will perform a complete evaluation and verification process on a rating system of required proposal components contained herein based on an "Excellent", "Good", "Fair", or "Poor" rating.
 - 15.1.1. Excellent ratings will be issued four (4) points.
 - 15.1.2. Good ratings will be issued three (3) points.
 - 15.1.3. Fair ratings will be issued two (2) points.
 - 15.1.4. Poor ratings will be issued zero (0) points.

16. Interviews and Presentations

- 16.1. Post-proposal interviews and presentations may be required, in person at the committee's direction or desire.
- 16.2. Submission of a proposal does not guarantee an interview or presentation.
- 16.3. Selection for interviews and presentations is at the sole discretion of the evaluation committee.

17. Contract Award and Negotiations

- 17.1. The evaluation committee will issue a recommendation to award following the outcome of its evaluation process.
- 17.2. The committee reserves the right to reject any or all bids.
- 17.3. A recommendation to award does not guarantee a contract. Final approval from the Superintendent and/or Board of Education may be required.
- 17.4. Following a recommendation to award, the Superintendent or their designee may engage in final negotiations with the selected respondent.

Section D: General Terms and Conditions

The FCPS General Terms and Conditions are posted on the Purchasing Department website under the heading of [Vendor Terms, Conditions, and Forms](#) and attached to this solicitation. By submission of a proposal, the respondent acknowledges they have read and understood these General Terms and Conditions as well as any terms and conditions contained herein.

Section E: Special Terms and Conditions

18. Contract Incorporation

- 18.1. This solicitation will be incorporated into any resulting contract.
- 18.2. When this solicitation and any resulting contract are in conflict, Fayette County Public Schools will determine the controlling method.
- 18.3. Only the Superintendent or his direct designee may sign or enter into a contract on behalf of Fayette County Public Schools.

19. Term

- 19.1. The proposal term will begin from the time of award through December 31, 2024, with no option to renew.

20. Quantities

- 20.1. Projects listed within this solicitation are not guaranteed. Purchase orders will be issued for specific projects, as needed, for the term of this solicitation. The Fayette County School District anticipates that these projects will be completed. But, the project approval will be determined by the available budget allotment.

21. Cooperative Purchasing

- 21.1. This solicitation allows for other Fayette County, Georgia government entities, including local municipalities, to purchase from the awarded contract at the same prices quoted during the effective term pending an agreement between the awarded respondent(s) and the government entity.

22. Insurance Requirements

- 22.1. Respondents are required to submit a current and valid Certificate of Insurance (COI) per the General Terms and Conditions and any specification contained herein.
- 22.2. Should the respondent choose to utilize subcontractors for installation or other matters, the respondent must provide a valid COI for the subcontractor per the requirements of the General Terms and Conditions.

Section F: Required Forms and Submissions

23. Required Respondent Submissions

- 23.1. Product Data: Fayette County School District must receive all product data that pertains to solicitations work scope, this includes but is not limited to;
- 23.2. Product Certification: Submit manufacturer's certification that products and materials comply with the requirements of the specifications.
- 23.3. Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications;
- 23.4. Preparation, maintenance, and installation instructions and recommendations;
- 23.5. Storage, handling requirements, and recommendations.
- 23.6. Warranties: Submit warranty documents according to specifications (if applicable).
- 23.6.1. Include any and all manufacturer's warranties for each item.

24. Cost Proposal

- 24.1. All respondents must include a separate cost proposal.
- 24.2. Pricing not entered in the cost proposal form will not be considered.
- 24.3. If pricing variations exist for different finishes/materials/options the respondent must include an attachment describing variations and associated costs.
- 24.4. Costs should be in line-item format detailing all costs applicable to the proposed solution and a grand total cost to execute the proposed solution fully.

25. Letters of Recommendation

- 25.1. The respondent must include a minimum of three (3) letters of recommendation dated within the previous two (2) calendar years.
- 25.2. Letters must be from clients/customers who have engaged the respondent in previous services and must include details such as a description/scope of work, timeline and budget parameters, and assessment of the respondent's ability to complete work/service as specified.
- 25.3. Each letter must contain contact information including organization/firm, contact name, telephone, and email.
- 25.4. Letters from organizations and projects similar to the scope and size of Fayette County Public Schools are preferred.

26. Solicitation Response Form

- 26.1. Respondents must complete a Solicitation Response Form attached hereto and available online at the Purchasing Department website.
- 26.2. This form must be placed on top, or as the first page of your proposal.
- 26.3. Failure to attach could result in a reduction in score or a rejection of your proposal.

27. Business Capability Information Questionnaire

- 27.1. Respondents must complete a Business Capability Form attached hereto and available online at the Purchasing Department website.
- 27.2. Failure to attach could result in a reduction in score or a rejection of your proposal.

28. Certificate of Insurance

- 28.1. The respondent must submit a current certificate of insurance detailing coverage limits as defined in this RFP and the FCPS General Terms and Conditions.
- 28.2. Failure to attach could result in a reduction in score or rejection of your proposal.
- 28.3. The selected respondent will be required to submit a COI naming Fayette County Public Schools as an additional insured party.

29. W-9 Form

- 29.1. The respondent must submit a current [Internal Revenue Service W-9 Form](#) complete with proper signature.
- 29.2. Failure to attach could result in a reduction in score or rejection of your proposal.

30. E-Verify Documentation

- 30.1. The respondent must submit a completed E-Verify Compliance Form and Affidavit as attached below.
- 30.2. Failure to attach could result in a reduction in score or rejection of your proposal.

Cost Proposal

Huddleston Elementary School

Location	Tile Type/ Wall Base	Square Footage/ Linear Footage	Total Project Cost
Admin/Front Office Area	LVT		\$
Admin/Front Office Area	Base Cove		\$
Total Project Cost (Including Installation)			\$

Inman Elementary School

Location	Tile Type/ Wall Base	Square Footage/ Linear Footage	Total Project Cost
Admin Offices	Carpet		\$
Hallways/Front Office Area	LVT		\$
Admin/Hallways/Front Office Area	Base Cove		\$
Total Project Cost (Including Installation)			\$

Kedron Elementary School

Location	Tile Type/ Wall Base	Square Footage/ Linear Footage	Total Project Cost
Music Room	Carpet		\$
Music Room	Base Cove		\$
Total Project Cost (Including Installation)			\$

Cost Proposal (Cont.)

Peeples Elementary School

Location	Tile Type/ Wall Base	Square Footage/ Linear Footage	Total Project Cost
Admin/Front Office Area	LVT		\$
Admin/Front Office Area	Base Cove		\$
Total Project Cost (Including Installation)			\$

Total Cost of all Project Combined (Including demo, materials, equipment, shipping, and labor/installation):

\$ _____

Company Name

Date

Signature

Printed Name

Respondent Information Form

Place this form on top of your response.

Flooring Projects for Fayette County Public Schools (RFP 24-038-075)

Company Name:	
Point of Contact:	
Street Address:	
City:	
State:	
Zip Code:	
Telephone:	
Email:	
Website:	

Authority to Act

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the products/services in accordance with the terms and conditions herein.

Terms, Conditions, and Specifications

Through the submission of response and signature below, the respondent verifies that their solution, if applicable, complies fully, or complies with an exception, to all stated general and special terms, conditions, and specifications. See the FCPS General Terms and Conditions for further information and directions on notating exceptions to stated specifications.

Addenda

Through the submission of response and signature below the respondent verifies that they have read and understood any addenda issued for this solicitation if issued.

Signature: _____ Date: _____

Business Capability and Respondent Qualification Questionnaire

Please answer all questions fully. Additional pages for responses must be clearly marked to identify the respondent's name and solicitation number.

- 1) How long has your company been in business?
- 2) What was your annual gross revenue in 2023?
- 3) Please indicate current contracts in hand similar to the scope of this project and attach a separate document indicating the name, telephone, and email of each owner/controlling firm; and the status and completion date of each. (Must Include Attachment).
- 4) Does your company have experience in public school services? List all public school projects completed in Georgia since 2015.
- 5) Has your company ever completed a project more than one month behind schedule? If so, please identify the project and explain the circumstances. (If applicable, must include an attachment.)
- 6) Has your company ever failed to complete any work awarded to it? If so, please explain. (If applicable, must include an attachment.)
- 7) Has your company ever defaulted on a contract? If so, please explain. (If applicable, must include an attachment.)
- 8) Please indicate your company's bonding capacity.
- 9) Please indicate your company's insurance carrier.
- 10) Please indicate whether any insurance claim has been made against or by your company in the past seven (7) years, the circumstances surrounding such claims, and the outcome. (If applicable, must include an attachment.)
- 11) Please indicate whether any legal claim, administrative hearings and/or proceedings has been made against your company in the past seven (7) years (including state and federal Department of Labor as well as OSHA), the circumstances surrounding such claims, and the adjudicated outcome. (If applicable, must include an attachment.)
- 12) Please list bank reference:
- 13) Has your company ever had a bankruptcy petition, arbitration demand, or lien filed against it in the previous seven (7) years? If so, please explain. (If applicable, must include an attachment.)
- 14) Has your company, any principal officers, or project managers had any criminal investigations or proceedings brought against them in the previous ten (10) years? If so, please explain. (If applicable, must include an attachment.)
- 15) Please attach a separate list of all employees who will be assigned to work on the project described herein and include any professional licenses or certifications they hold. (Must Include Attachment)

The respondent attests that the information included as attachments and responses are true and accurate as of the date of submission. Respondent also agrees by submission to allow Fayette County Public Schools to review or investigate any response contained herein. Respondent may be required to submit recent financial statements/reports and should indicate any objection herein. Failure to indicate or answer questions may deem the proposal non-responsive.

Notarized

FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT FORM

**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006, AS AMENDED BY
THE ILLEGAL IMMIGRATION REFORM ACT OF 2011, OCGA 13-10-90, ET SEQ.**

TO ALL PROSPECTIVE CONTRACTORS:

If you are providing services to Fayette County Public Schools, this completed document, as well as the applicable Georgia Security and Immigration Compliance forms and affidavits referenced herein must be completed, signed, notarized and submitted with your bid, proposal or contract.

Fayette County Public Schools shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A., ~13-10-90 et seq. In order to ensure compliance with the Immigration Reform and Control Act of 1986 (IRCA, P.L. 99-603 and the Georgia Security and Immigration Compliance Act of 2006, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. ~ 13-10-90 et seq. (collectively the "Act") the contractor ("Contractor") **MUST INITIAL** the statement applicable to Contractor below:

INITIAL ONLY ONE CHOICE BELOW

____ (Initial here) Contractor represents and warrants that Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; Is authorized to use and uses the federal authorization program; and will continue to use the authorization program throughout the contract period. Contractor further represents, warrants and agrees that it shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-01 et seq. In accordance with the terms thereof; (Complete and submit the Contractor Affidavit and Agreement); **OR**

____ (Initial here) Contractor represents and warrants that it has no employees and does not intend to hire employees to perform contractual services, and that Contractor has therefore provided a U.S. state-issued Driver's license or ID card in lieu of an affidavit and that such license or ID card was issued by a State that verifies lawful Immigration status before issuing the license or ID card. If my status changes I will, before hiring any employees, immediately notify the School District in writing and provide all affidavits required under the Act; **OR**

____ (Initial here) Contractor represents and warrants that it does not physically perform any service within the State of Georgia as defined in the Act and thus does not have to comply with foregoing Georgia law; **OR**

____ (Initial here) Contractor is a foreign company and therefore not required to provide the affidavit as required by the Act. The Contractor must comply with any other laws required to perform services in the United States, including but not limited to having an appropriate visa.

USE OF SUBCONTRACTOR(S) and COMPLIANCE AS ABOVE

____(Initial here) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, is authorized to use, and uses the Federal Work Authorization Program and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of labor as set forth at Rule 300-10-01 et seq.

____(Initial here) Contractor covenants and agrees that, if Contractor employs or contracts with any Subcontractor in connection with the covered contract under the Act and DOL Rule 300-10-1-02, then in such event Contractor will secure from each subcontractor at the time of the subcontract, the subcontractor's name and address, the employer identification number/taxpayer identification number applicable to the subcontractor; the date the authorization to use the Federal Work Authorization Program was granted to subcontractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.2.; and the subcontractor's agreement not to contract with subcontractors unless the subcontractor is registered, authorized to use, and uses the Federal Work Authorization Program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-01 et seq. (Complete and submit the Subcontractor Affidavit and Agreement)

____(Initial here) Contractor agrees to provide Fayette County Public Schools with all affidavits of compliance as required by the Act and Georgia Department of Labor Rule 300-10-1-02, 300-10-1-03, 300-10-1-07 and 300-10-1-08 within five (5) business days of its receipt of any such documents.

Company Name: _____

SIGNATURE: _____

DATE: _____

FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
CONTRACTOR AFFIDAVIT PROVIDED PURSUANT TO O.C.G.A. § 13-10-91(b)(2)

(Rev. 4/18/2019)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with Fayette County Public Schools, has registered with, is authorized to use, and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned contractor will contract for the physical performance of services in the performance of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b), and that the contractor shall forward any subcontractor's affidavit to the School District within five (5) days of its receipt of the same.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

EEV User Identification Number (4 to 6 Digit Number) _____

Date of Authorization _____

Contractor/Company _____

Email Address _____

Telephone Number _____

Name of Project _____

Project Number _____

Name of Public Employer _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

NOTARY INFORMATION

Sworn to before me this __ day of _____, 20_____.

Notary Public Signature

My Commission Expires: _____

Affix Notarial Seal Here

**FAYETTE COUNTY PUBLIC SCHOOLS - PURCHASING DEPARTMENT
SUBCONTRACTOR AFFIDAVIT PURSUANT TO O.C.G.A. § 13-10-91(b)(3)**

(Rev. 4/18/2019)

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91 stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____, which has a contract with Fayette County Public Schools, has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor covenants that it will continue to use the federal work authorization program throughout the contract period, that the undersigned subcontractor will contract for the physical performance of services in the performance of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b), and that the subcontractor shall forward any sub-subcontractors affidavit to the contractor and School District within five (5) days of its receipt of the same.

Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

**EEV User Identification
Number (4 to 6 Digit Number)** _____

Date of Authorization _____

Subcontractor/Company _____

Email Address _____

Telephone Number _____

Name of Project _____

Project Number _____

Name of Public Employer _____

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

Title of Authorized Officer or Agent

NOTARY INFORMATION

Sworn to before me this __ day of _____, 20____.

Notary Public Signature

My Commission Expires: _____

Affix Notarial Seal Here



Insurance Requirements for Vendors

Last Updated: November 2023

General Terms & Conditions

Duration of Insurance

All insurance required by FCPS shall be maintained during the entire length of any event or project, including any extensions, and until all service and work have been completed to the satisfaction of FCPS.

Coverage as Additional Insured

FCPS shall be covered as an additional insured under all insurance required by the District. Confirmation of this shall appear on all certificates of insurance and all applicable policies. FCPS shall be given no less than 30 days' notice of any insurance cancellation, changes, or renewals.

Insurance Provider Ratings

Regardless of risk, companies providing insurance for vendors must have an A.M. Best company rating not less than "A" and be in a financial size category not less than Class IX.

Minimum Insurance Requirements

Commercial General Liability Insurance

Not less than \$1,000,000 for bodily injury and property damage and \$2,000,000 annual aggregate. The following specific extensions of coverage shall be provided and indicated on the certificate of insurance: premises operations, contractual, completed operations, property damage, and personal injury.

Worker's Compensation Insurance

Workers compensation and employer's liability insurance to cover every vendor employee who is or may be engaged in work on FCPS projects with the following limits: Workers' Compensation coverage with Statutory limits and Employers' Liability coverage with a minimum of \$500,000 combined single limit.

Automobile Liability Insurance

Vendor automobile liability insurance must be provided when vendor uses any vehicle (including any auto, hired autos, and non-owned autos) during the engagement of services for FCPS and/or if vendor vehicles will be on FCPS property with the following limits: combined single limit of \$1,000,000.00 per occurrence.

Approved charter bus vendors must maintain a minimum of \$5,000,000 combined single limit for automobile liability coverage.

Additional Insurance Coverage as Required

Broad Form Property Coverage

This shall cover all equipment, hoists, and vehicles used on the site/sites. Policy coverage must be on an occurrence basis. Amounts and use vary between solicitations and projects.

Professional Liability (Errors and Omissions) Insurance

Professional liability insurance may be required when the District engages the services of a licensed professional to perform contractual work. Amounts and use vary between solicitations and projects.

Cyber Risk Insurance

Cyber Risk insurance may be required of a vendor who may access or store protected data in accordance with the performance of their services. It should provide protection for not only malicious behavior but also error of vendor employees. Amounts and use vary between solicitations and projects.