

PROJECT MANUAL FOR

2026 Flooring Replacement

Bid No.2026-003

**Brinson Memorial Elementary
319 Neuse Forest Avenue
New Bern NC 28560**

**Craven County Schools Facility Support Services
950 Hwy 55 West New Bern NC 28562
252.514.4388**

Contact Person: Jerome Williams
Mobile: 252-571-3304

**Pre-bid conference mandatory walk through,
Monday, March 30th, 2026 @ 8:00 am
Brinson Memorial Elementary Main Entrance**

**Bid Opening April 13th @ 9:00 AM
Craven County Schools Facility Support Services
950 Hwy 55 West
New Bern NC 28562**

1. Project Overview

Contractor shall provide all labor, materials, equipment, supervision, and disposal necessary to remove existing vinyl composite tile (VCT) flooring and replace with new Resilient flooring in designated hallway areas of Brinson Memorial Elementary.

2. Demolition

- Remove existing VCT flooring in specified hallway areas.
- Remove existing adhesive to create a smooth and level substrate.
- Inspect subfloor for damage after removal.
- Repair minor subfloor imperfections (patching and leveling as required).
- Properly dispose of all removed materials in accordance with local, state, and federal regulations. Craven County School will provide a dumpster to use on site.

3. Surface Preparation

- Mechanically scrape or grind remaining adhesive as needed.
- Apply floor patch/leveling compound where required to ensure a smooth surface.
- Ensure the subfloor is clean, dry, sealed and ready for installation.

4. Installation of New LVP

- Furnish and install new commercial-grade LVP flooring (Shaw Novara #5684V Sabbia #01171 See attached Specs.)
- Install in accordance with manufacturer's specifications.
- Provide and apply appropriate adhesive.
- Roll flooring to ensure proper adhesion.
- Install transition strips where required.
- **Please submit concrete sealer specs prior to using for owner approval**

5. Finishing

- Allow proper curing time before reopening hallways to foot traffic.

6. Protection & Safety

- Coordinate work schedule with school administration to minimize disruption.
- Provide dust control and maintain safe access for staff and students.
- Barricade work areas during installation and curing.
- Comply with all OSHA safety standards.

7. Cleanup

- Remove all debris, materials, and equipment from the site.
- Leave work areas clean and ready for use.

8. Warranty

- Provide manufacturer's warranty for materials.
- Provide one-year workmanship warranty from date of substantial completion.