



INVITATION FOR BIDS

FLOORING REMOVAL AND CARPET REPLACEMENT

Wellsville Elementary

Solicitation CCSD-IFB33026

I. PURPOSE OF THIS SOLICITATION

This Invitation for Bids (IFB) is issued in accordance with the Utah Procurement Code and applicable administrative rules of the Utah Administrative Code.

The purpose of this IFB is to enter into an agreement with a qualified flooring contractor to remove existing carpet and corridor VCT flooring and furnish and install new Tarkett Powerbond commercial carpet at Wellsville Elementary.

It is anticipated that this IFB will result in an award to a single contractor; however, CCSD reserves the right to award to a single contractor as deemed in the best interest of the District.

II. PROCUREMENT UNIT DESIGNATION AND SOLICITATION NUMBER

The Cache County School District (CCSD) Purchasing Department is the issuing office for this document and all addenda relating to it, on behalf of the Facilities Department.

The reference number for this IFB is Solicitation #CCSD-IFB33026. This solicitation number must be referenced on all bids, correspondence, and documentation submitted to CCSD.

Bidder shall not contact any employee, board member, or member of the evaluation committee of the issuing procurement unit regarding this IFB. Failure to comply may result in disqualification.

III. TERMS AND CONDITIONS

A contract resulting from this IFB will include the Cache County School District Standard Terms and Conditions (Attachment A).

The CCSD Terms and Conditions are non-negotiable.

A bid shall be rejected if it is not responsive or responsible. A bid that is not responsive includes a bid that:

- Is conditional
- Attempts to modify the bid requirements
- Contains additional terms or conditions
- Fails to conform to the requirements or specifications of the IFB

Exceptions must be raised during the Question-and-Answer period.

IV. SUBMITTING A BID

All bids must be received by March 30, 2026, 1:00 pm (MST).

Bids will be submitted electronically through a secure mailbox at the Utah Procurement Place (U3P), Bonfire:

<https://utah.bonfirehub.com/portal/?tab=openOpportunities>

When submitting a bid electronically through Bonfire, please allow sufficient time to complete the online forms and upload documents. If you are in the middle of uploading at the closing time, Bonfire will stop the upload, and the bid will not be received or reviewed.

Electronic bids may require uploading attachments. Documents containing embedded encryptions cannot be processed. Submission of zip files, MOV, WMP, and MP3 files is prohibited. All documents must be attached as separate files.

Late submissions will not be accepted.

V. QUESTION AND ANSWER PERIOD

All questions must be submitted through U3P during the posted Question-and-Answer period.

Question & Answer Deadline: Wednesday, March 26, 2026 – 3:00 PM (MST)

Responses and addenda will be posted on U3P. Bidders are responsible for reviewing all posted answers and addenda prior to submission.

VI. ADDENDA

Any modification to this procurement will be made by a formal addendum issued by the CCSD Purchasing Department. Only written addenda posted on U3P are binding.

VII. SCOPE OF WORK

A. Project Description

CCSD is soliciting bids for the removal and replacement of flooring at Wellsville Elementary, located at:

Work includes:

1. Removal and disposal of all existing carpet in classrooms, offices, media center, choir platform area, ramps, and all other currently carpeted instructional and administrative areas.
2. Removal of all corridor VCT flooring and associated adhesive.
3. Installation of new carpet in all areas identified above.
4. Existing VCT in Art rooms and Storage rooms shall remain and is excluded from replacement.
5. In Kindergarten and lower-grade classrooms where small VCT areas exist at the sink or wet work areas, those VCT sections shall be removed and replaced with carpet as part of this project. These areas are typically located immediately adjacent to classroom sinks and were historically installed as moisture protection zones. The District's intent is to remove the remaining VCT sections and provide a consistent carpet finish across the entire classroom floor. Bidders shall field verify these locations and include removal of the VCT and installation of carpet in these areas as part of the base bid.
6. In addition to the primary classroom, office, and instructional spaces identified above, bidders shall include the replacement of existing carpet in smaller associated areas such as closets, storage rooms serving carpeted areas, small offices, or similar incidental spaces **where carpet currently exists**. The intent is to achieve a consistent carpet finish throughout areas that presently have carpet. These smaller incidental spaces shall be treated as carpet-for-carpet replacement only. Hard surface flooring in these types of rooms is not intended to be converted to carpet, except for the corridor areas specifically identified elsewhere in this IFB, where existing VCT flooring will be removed and replaced with carpet. Bidders are responsible for field verification and shall measure and include these types of carpeted incidental spaces in their base bid.

All quantities shall be field verified by the contractor. Estimated quantities may be provided for reference only and do not alter the lump sum nature of the bid.

B. Carpet Specification

The contractor shall furnish and install:

Tarkett Powerbond Cushion RS – Crayon Series
OR

Any similarly priced Tarkett Powerbond commercial line meeting equivalent construction and warranty requirements.

Requirements:

- Powerbond construction only. Broadloom carpet is not permitted.
- Manufacturer-certified installation required.
- Minimum 10-year commercial wear warranty (or greater if provided by manufacturer).
- Installation must comply with Tarkett's written standards.
- Carpet material must be sourced through Utah State Contract PA5074 (or successor contract).
- Pricing must be at or below state contract pricing.

C. Attic Stock

Contractor shall provide 5% attic stock based on actual installed quantities.

Attic stock shall:

- Include 5% of installed carpet (square footage).
- Include 5% of installed integral carpet base (linear footage).
- Include 5% of installed rubber base (linear footage where applicable).
- Be rolled, full factory width.
- Be wrapped and protected from moisture and damage.
- Not include remnants shorter than six (6) feet.
- Be clearly labeled with school name, product line, color, dye lot, and installation date.

Delivery of attic stock is required prior to final payment.

D. Base Requirements

Integral carpet cove base (Powerbond flashed up wall with factory-applied binding) shall be installed in all carpeted areas where feasible.

4" rubber base shall be installed only in rooms remaining VCT.

E. Substrate Preparation

Base Bid shall include:

- Removal of all existing carpet.
- Removal of all corridor VCT and adhesive.
- Removal of existing base.
- Adhesive scraping and glue removal.
- Standard substrate preparation.
- Minor patching and skim coating.
- Surface ready for carpet installation.

Major repairs shall be handled via approved change order using unit pricing.

F. Moisture Testing

Contractor shall perform moisture testing of all concrete slabs receiving new carpet.

- ASTM F2170 preferred.
- ASTM F1869 acceptable.

- Cost included in Base Bid.
- Written results required prior to installation.

If slab moisture exceeds manufacturer limits, the contractor shall notify the District and await written authorization for mitigation.

G. Furniture and Coordination

District custodial staff will move furnishings.

Contractor shall:

- Coordinate daily with Wellsville custodial staff.
 - Provide a phasing schedule within ten (10) days of award.
 - Protect adjacent finishes and secure the building after extended hours.
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H. Phasing and Work Hours

Work shall be phased by wing or section due to summer programs and custodial operations.

Evening and weekend work is permitted.

No additional compensation will be provided for extended hours.

VIII. IFB SCHEDULE TIMELINE

Issue Date: March 17, 2026

Mandatory Site Visit: Monday, March 23, 2026 – 10:00 AM (MST)

Question & Answer Deadline: Thursday, March 26, 2026 – 3:00 PM (MST)

IFB Closing Date: Monday, March 30, 2026 – 1:00 PM (MST)

Anticipated Notice of Award: Monday, April 6, 2026

Latest Project Start: On or before June 5, 2026

Substantial Completion Deadline: July 15, 2026

[Time is of the essence.](#)

[Liquidated damages of \\$500 per calendar day shall apply for failure to meet the completion deadline.](#)

IX. MANDATORY PRE-BID SITE VISIT

A mandatory pre-bid site visit will be held at:

Wellsville Elementary
525 W 200 S
Wellsville, Utah 84339

Date: Monday, March 23, 2026
Time: 10:00 AM (MST)

Attendance is mandatory. Bidders who do not attend will be deemed non-responsive and will not be eligible for award.

Site Visit Contact:

Casey Hillyard
Custodial Manager
Cache County School District
Mobile: 435-994-6015
Email: casey.hillyard@ccsdut.org

X. PROPOSAL REQUIREMENTS

Each bid shall include:

- Completed Attachment B – Bid Form
- Utah contractor license
- Insurance Certificate

Failure to provide required documentation may result in non-responsiveness.

XI. EVALUATION AND AWARD

Bids will be evaluated for responsiveness using administrative pass/fail criteria:

- Pre-bid site meeting
- Timely receipt
- Complete bid packet
- Required attachments
- Compliance with Proposal Requirements

Pursuant to UCA §63-6a-Part 6, CCSD shall:

- Award to the responsible bidder submitting the lowest responsive bid; or
- Cancel the IFB

A solicitation award through U3P does not constitute a contract.

Only a fully executed Purchase Order or contract constitutes a binding agreement. Vendor may not begin work until receipt of a fully executed PO or contract.

XII. PRICE GUARANTEE PERIOD

Vendor guarantees the pricing submitted in the bid for the duration of the procurement process and the project completion period, unless otherwise approved in writing by the Cache County School District Purchasing Department.

Any requested price adjustment must follow CCSD policy and be approved by the Purchasing Manager.

XIII. TAX EXEMPTION

Sales to Utah School Districts are exempt from sales tax under Utah Code 59-12-104.

Cache County School District will provide a tax-exempt certificate upon request.

XIV. COMMERCIAL TERMS

CCSD will issue the Purchase Order directly to the awarded contractor.

The selected contractor shall coordinate with the District Facilities Department and the school's custodial staff regarding access, scheduling, and work phasing.

Contractor shall not begin work until receipt of a fully executed Purchase Order issued by Cache County School District.

ATTACHMENT B

BID FORM

FLOORING REMOVAL AND CARPET REPLACEMENT

Wellsville Elementary

Solicitation #CCSD-IFB33026

I. BIDDER INFORMATION

Bidder Name: _____

Address: _____

City, State, Zip: _____

Primary Contact: _____

Phone: _____

Email: _____

II. BASE BID (LUMP SUM)

Base Bid Amount (All labor, materials, removal, prep, moisture testing, attic stock, coordination, and installation):

\$ _____

III. CARPET MATERIAL – STATE CONTRACT PRICING

Manufacturer: _____

Product Line: _____

State Contract Reference (PA5074 or successor): _____

State Contract Price per Square Foot (SF): \$ _____ / SF

Bidder Verified Carpet Quantity (SF): _____ SF

Extended Carpet Material Cost: \$ _____

Bidder certifies pricing is at or below State Contract pricing.

Authorized Signature: _____

IV. MATERIAL COST BREAKOUT

Carpet Adhesive Material: \$ _____
Primer Material: \$ _____
Integral Carpet Base Binding Material: \$ _____
Rubber Base Material (VCT Rooms Only): \$ _____
Moisture Testing Materials: \$ _____

V. LABOR AND REMOVAL BREAKOUT

Carpet Installation Labor: \$ _____
Integral Carpet Base Installation: \$ _____
Rubber Base Installation: \$ _____
Removal – Existing Carpet: \$ _____
Removal – Corridor VCT: \$ _____
Adhesive Removal – Carpet Areas: \$ _____
Adhesive Removal – VCT Areas: \$ _____
Standard Substrate Preparation: \$ _____

VI. UNIT PRICING (CHANGE ORDER USE ONLY)

Extensive Patching (SF): \$ _____ / SF
Self-Leveling Underlayment > 1/4" (SF): \$ _____ / SF
Moisture Mitigation System (SF): \$ _____ / SF
Concrete Crack Repair (LF): \$ _____ / LF
Additional Adhesive Removal Beyond Base Scope (SF): \$ _____ / SF

Unit pricing shall apply to additive and deductive changes.

VII. SCHEDULE ACKNOWLEDGMENT

Bidder acknowledges:

Latest Start Date: June 5, 2026
Completion Deadline: July 15, 2026
Liquidated Damages: \$500 per calendar day

Authorized Signature: _____
Printed Name & Title: _____
Date: _____

ATTACHMENT
Public Contract Boycott Restriction Statement

In accordance with Utah Code 63G-27 (S.B. 97) Public Contract Boycott Restrictions, vendors contracting with the Cache County School District to provide any good or service, including supplies, information technology, or construction services, must certify they are not currently engaged in an “economic boycott” nor a “boycott of the State of Israel” as those terms are defined in that Code section. Vendors must also agree not to engage in either boycott for the duration of the contract (if awarded). For example, a vendor may not, without an ordinary business purpose, boycott: the State of Israel; companies engaged in activities related to traditional energy, mining, or agriculture; companies engaged in the manufacture, distribution, sale, or use of firearms; companies that do not meet environmental standards beyond applicable state and federal laws; or companies that do not facilitate access to abortion or sex characteristic surgeries. If a vendor does engage in such a boycott, it must immediately notify the public entity party to the contract in writing.

We agree to comply with the above statement during the entire contract period.

Solicitation Name and Number

Company Name

Signature

Printed Name

Date