REQUEST FOR PROPOSALS (RFP)

MAINTENANCE BUILDING FLOORING

Effingham County School District

593 Hodgeville Road | Guyton, Georgia

RFP Issue Date	November 5, 2026
Proposal Due Date and Time	**November 19, 2026 at 12:00 PM Eastern Time**
Issuing Agency	Effingham County School District 405 North Ash Street, Springfield, GA 31329
District Contact	Nick Smith, Maintenance Department | nsmith@effingham.k12.ga.us | (912) 754-2515

1. PURPOSE AND PROJECT OVERVIEW

The Effingham County School District (ECSD or District) is soliciting sealed proposals from qualified, licensed, and experienced commercial flooring contractors to furnish and install turnkey flooring installation services at the District's Maintenance Facility located at 593 Hodgeville Road, Guyton, Georgia. The awarded contractor shall provide all labor, supervision, materials, equipment, tools, transportation, subfloor preparation, moisture mitigation, installation, and incidentals necessary for a complete and operational commercial flooring system in accordance with this RFP, the project plans, and the technical specifications included herein.

2. PROCUREMENT SCHEDULE AND SUBMISSION

Sealed proposals must be received no later than Tuesday, November 19, 2026, at 12:00 PM Eastern Time. Proposals shall be physically delivered to:

Effingham County School District
Attn: Nick Smith – Maintenance Building Flooring RFP
405 North Ash Street
Springfield, GA 31329

The outside of the sealed package shall be clearly marked "RFP – Maintenance Building Flooring" and include the contractor's legal business name and applicable Georgia licensing information. Late proposals and proposals submitted by facsimile, email, telephone, or other electronic means will not be accepted. Proposers are responsible for ensuring timely delivery.

Questions concerning this RFP shall be submitted in writing to Nick Smith at nsmith@effingham.k12.ga.us. Questions should be received no later than five (5) business days before the proposal due date. Responses that affect the RFP will be issued by written addendum to known plan holders/proposers. Verbal statements are not binding.

Proposals shall remain valid for at least ninety (90) calendar days after the submission deadline unless otherwise stated in the proposal and accepted by the District.

Procurement Schedule

Procurement Event	Date / Target Schedule
RFP issuance	November 6, 2026
Proposal submission deadline	November 19th, 2026, at 12:00 p.m. EST
Proposal evaluation period	November 19 – December 2, 2026
Contract award announcement	December 2026 Board meeting
Substantial completion	To be coordinated with the Maintenance Department

3. PROJECT DOCUMENTS AND SITE REVIEW

Flooring Plans and Specifications: Effingham County B.O.E. Maintenance Facility.

Each proposer shall review all provided documents, visit the site, verify existing substrate conditions, access, grades, and layout alignment, and independently verify all dimensions and quantities before submitting a price. The drawings and plans are schematic at the printed scale; field measurements and actual building conditions shall govern. The District does not guarantee bidder takeoff quantities.

The contractor is responsible for protecting existing building elements, utilities, pavement, curbs, landscaping, drainage features, structures, and other site improvements. Any damage caused during material delivery or installation shall be repaired immediately at the contractor's sole expense.

4. SCOPE OF WORK

Provide a complete, turnkey commercial flooring installation at the ECSD Maintenance Facility in the locations and configurations shown on the project plans. The awarded contractor shall provide all labor, supervision, equipment, materials, transportation, subfloor preparation, moisture mitigation, and incidentals. Work includes, at a minimum:

- Field layout and verification of space dimensions, subfloor flatness, and slab conditions shown on the plans.
- Subfloor inspection, mechanical abatement, grinding high spots, and leveling depressions with trowelable hydraulic-cement compounds.
- Performing certified ASTM F1869 Calcium Chloride moisture testing and ASTM F2170 in-situ relative humidity testing prior to installation.
- Furnishing and installing commercial Luxury Vinyl Tile (LVT), including subfloor priming, adhesive application, scribing, perimeter fitting, pattern layout, and accent borders. **The LVT chosen by the owner is Shaw Terrain II Alder 07005. Estimated at 5,400 sqft.**

- Finish and install commercial carpet tiles. **The owner has chosen Shaw Landform Carpet Tile 5T449 in Silt 06518. Estimated at 2,300 square feet.**
- Furnishing and installing heavy-duty extruded aluminum mill-finish transition strips, edge protection, and wall bases.
- Post-installation cleaning, adhesive residue removal, commercial vacuuming with a face-beater element, surface protection, and delivery of required extra maintenance stock.
- Providing submittals, product certificates, test reports, manufacturer warranty documentation, and closeout information required by this RFP.

5. WARRANTY

Beginning on the date of Substantial Completion, the contractor shall provide written manufacturer and installer warranties covering material performance and installation integrity:

- **LVT Warranty:** 20-year limited M-Force Ultra Commercial Warranty covering material defects, excessive wear, and structural degradation.
- **Carpet Tile Warranty:** 10-year Manufacturer Special Warranty covering edge raveling/runs exceeding 10%, dimensional instability/curling, static discharge, tuft-bind loss, delamination, color shift, or adhesive failure.
- **Installer Workmanship Warranty:** Minimum five (5) year special warranty covering installation workmanship, seam integrity, and adhesive bonding.

6. PROJECT SCHEDULE AND SITE CONDITIONS

Flooring replacement and installation shall be coordinated directly with the District Maintenance Department. Work sequence and phasing shall minimize disruption to ongoing District operations.

Environmental acclimation periods (48 hours before/during/after installation) and non-flooring trade traffic exclusions (48 hours post-completion) shall be strictly enforced. The proposer shall include estimated material lead time after receipt of approved submittals, field installation duration, crew size, and schedule assumptions. No work shall begin until the District issues written authorization to proceed.

7. CONTRACTOR RESPONSIBILITIES

- Maintain a safe work area and comply with federal, state, and local safety codes and OSHA regulations.
- Provide competent field supervision and certified installation mechanics responsible for work methods and site cleanup.
- Secure and protect delivered materials in accordance with CRI 104 recommendations and coordinate site access with Nick Smith.
- Obtain and pay for all permits, licenses, inspections, and fees required for the contractor's work.
- Repair, at contractor's expense, any damage caused by operations to existing building elements, utilities, grounds, or finishes.
- Maintain required commercial insurance coverage and submit proof prior to commencing work.
- Remove construction debris, excess adhesives, and packaging daily, leaving work areas clean, safe, and ready for occupancy.

8. PRICING PROPOSAL / BID SCHEDULE

Provide a firm, lump-sum price for a complete commercial flooring installation in accordance with this RFP and specifications. Break out the proposal price as requested below. Quantities shall be verified by the proposer; do not rely solely on estimated quantities.

Item	Description	Quantity / Unit	Extended Price
1	Commercial Luxury Vinyl Tile (LVT) & Planks, complete installed	Sq. Ft.	$
2	Modular Carpet Tile complete installed	Sq. Ft.	$
3	Subfloor prep, mechanical abatement, leveling & moisture mitigation	Lump Sum	$
4	Transitions, wall base, mobilization, extra stock, cleanup & incidentals	Lump Sum	$
	TOTAL PROPOSAL PRICE		**$**

Total proposal price in words:

_____

The proposal price shall include all labor, materials, equipment, supervision, transportation, subfloor preparation, moisture mitigation, overhead, profit, permits/fees, submittals, warranty obligations, and all other costs necessary for a complete project. Identify any proposed unit rates separately and explain their intended use. No additional charges will be allowed for work reasonably inferable from the contract documents unless approved in writing by the District.

9. EVALUATION AND AWARD

An evaluation committee appointed by the District will evaluate proposals. The District intends to award to the responsive and responsible proposer receiving the highest total score under the 100-point evaluation system below:

Evaluation Category	Points	Assessment Factors
Insurance, E-Verify, and required documentation	**10**	Complete Certificate of Insurance, E-Verify Affidavit, workers' compensation compliance, and executed RFP submission forms.

Evaluation Category	Points	Assessment Factors
Trade licenses, certifications, and product compliance	**15**	Verified CFI Master II and manufacturer installer certifications; full compliance of proposed LVT and carpet products with technical specifications.
Cost proposal and unit pricing breakdown	**30**	Total lump-sum price, line-item material breakdown, square-foot pricing for subfloor prep, and extra-stock unit costs.
Installation schedule, and workmanship strategy	**25**	Subfloor-preparation strategy, moisture-mitigation approach, acclimation plan, phase schedule, and plan to minimize disruption to Maintenance operations.
Callback program and warranty terms	**10**	Dedicated callback program with guaranteed response within 24 hours, emergency repair procedures, and compliance with 20-yr LVT and 10-yr carpet warranties.
References, Georgia K-12 experience, and prior ECSD work	**10**	Three verifiable Georgia K-12 school district references and documented satisfactory performance on prior ECSD projects.
TOTAL	**100**	

10. INSURANCE AND LEGAL REQUIREMENTS

Before work begins, the selected contractor shall provide a Certificate of Insurance demonstrating minimum coverage of $1,000,000 for Commercial General Liability and Automobile Liability, and statutory Workers' Compensation coverage. The District may require specific limits and endorsements prior to contract execution. The contractor shall fully comply with applicable Georgia immigration compliance laws, executing the E-Verify Contractor Affidavit pursuant to O.C.G.A. § 13-10-91.

11. ACCEPTANCE AND CLOSEOUT

Upon completion of installation, the contractor shall request a final inspection with the District Maintenance Project Manager and Architect. The District will identify any incomplete or deficient work, which the contractor shall promptly correct at no additional cost.

Final acceptance is contingent upon satisfactory physical inspection, verified seam and transition installation, thorough cleaning and face-beater vacuuming, delivery of required extra stock (LVT 1 box per 50; Carpet Tile 5% not less than 10 sq. yd.), submission of maintenance manuals, certified moisture test reports, written warranties, and final invoice.

12. DISTRICT RIGHTS

The District reserves the right to accept or reject any or all proposals, cancel or reissue this RFP, request clarifications, waive technicalities and minor irregularities, re-advertise this RFP, and make an award in the best interest of the District. This RFP does not obligate the District to award a contract or reimburse proposal preparation costs.

The District may terminate the contract, in whole or in part, for convenience upon thirty (30) days' written notice, or immediately for contractor default or failure to comply with safety requirements or project specifications.

END OF REQUEST FOR PROPOSALS



FLOOR PATTERNS PLAN
SCALE: 1/8" = 1'-0"

FLOOR FINISH LEGEND

EFFINGHAM COUNTY BOE MAINTENANCE FACILITY
GUYTON EFFINGHAM COUNTY BOARD OF EDUCATION GEORGIA
JAMES W. BUCKLEY & ASSOCIATES INC. -- ARCHITECTS

FLOOR PATTERNS PLAN

ISSUED FOR:
BID

SHEET NUMBER:
A2.4