



REQUEST FOR BID  
IFB 25-09, Carpet and Vinyl Flooring Installation Services

The Parish of Caddo, Procurement Division, Facilities and Maintenance Department will receive quotations for Carpet and Vinyl Flooring Installation Services as detailed in the conditions and specifications listed herein. The document is a set of instructions and requirements for a contractor who will be installing new carpeting at the Government Plaza, Caddo Parish Sheriff's Department, 7<sup>th</sup> Floor.

Due Date: March 17, 2025 at 3:00 p.m.

Mandatory Pre-Bid Conference: Tuesday, March 11, 2025 at 10:00,

Parish of Caddo  
Government Plaza  
8<sup>th</sup> Floor Conference Room

Deliver Bid to: Parish of Caddo  
Government Plaza  
Procurement Division  
505 Travis Street, Suite 850  
Shreveport, LA 71101

Questions: Submit questions to Kevin Lawrence, [klawrence@caddo.gov](mailto:klawrence@caddo.gov) and Darlene Cooper, [dcooper@caddo.gov](mailto:dcooper@caddo.gov)

**Scope of Work:**

Provide all materials, equipment, labor, and supervision for provision and installation of Carpet Tile and Vinyl Tile Flooring and accessories as described herein. The 7<sup>th</sup> floor is approximately 17,000 sq. ft. Approximately 1450sq ft. will be vinyl plank and the remainder 15,550 of the floor will be carpet tile. Each vendor should field verify all measurements prior to bidding. All existing flooring should be demoed and floor prepped before installing new flooring. Vendors should turn in a bid for price per square foot on vinyl plank and carpet tile. Vendor will be responsible for furnishing and installing new flooring and cove base specified or equal approved by the owner. All work will be conducted during normal business hours unless otherwise specified.

**CARPET TILE INSTALLATION****Floor Plans:**

The contractor's responsibilities include remove and dispose of existing carpet (glued down). Carpet removal shall be limited to the area being worked. Waste materials shall be disposed of in accordance with local and state regulations. Ensure the flooring is prepared for proper installation of new material and is in accordance with manufacturer's installation guidelines. An agreed upon work schedule will be negotiated with the Contractor for each area or phase of flooring installed to allow for prior removal of equipment, furniture, and to minimize disruption to the Sheriff's daily operations.

The contractor will not be responsible for moving furniture and equipment.

**Products:**

- Provide approximately 15,550sq.ft.
- Manufacturer is Shaw Flooring, Carpet Tile: Philadelphia Commercial Carpet Tile: Wired Tile #54492, Color #92597 Connected.
- Size: 24 in x 24 in
- Fiber: 100% Eco Solution Q® Nylon
- Weight: 14 oz
- Finished Pile Thickness: 0.094in
- Dye Method: Solution Dyed
- Primary Backing: Synthetic
- Direct Glue Down
- Recommended Installation Method: Random or ¼ Turn

**Warranty:**

Lifetime Commercial Limited with Stain and Color

**Cleaning:**

The finished installation shall be free from scraps, ripples, scallops, puckers, or loose edges

**Preparation:**

- Carpet is to be installed by qualified floor covering mechanics in strict accordance with manufacturer's recommendation and CRI 104 Standard.
- Prior to installation repair all floor irregularities and clean floor, removing all dirt and grit. Major repairs are the responsibility of the General Contractor.
- Remove existing floor covering and patch and level sub-floor before carpet installation
- Lay carpet smooth and even. Cut evenly along walls.
- Provide trim strip where carpet abuts other flooring and/or thresholds
- All doors and shelving shall be trimmed to accept floor covering

**Resilient Wall Base:**

Provide resilient cove wall base, pre-molded corners, adhesive and other materials, and labor as needed for a complete and proper installation. Must be specified or equal approved by the owner.

**VINYL PLANK INSTALLATION****Floor Plans:**

The Contractor is responsible for exact and correct measurements of all materials.

**Products:**

- Provide approximately 1,450sq. ft
- Manufacturer: Metroflor
- Brand: Artistek Flexible LVT, American Plank Plus
- Item: Buckboard 73346CB
- Size: 6 x 36 in
- Profile: Square Edge
- Finish: Urethane Coating with Ceramic Bead Particles
- Installation Type: Glue Down

**Warranty:**

Five (5) Year Commercial

**Cleaning:**

The finished installation shall be free from scraps, ripples, scallops, puckers, or loose edges

**Installation:**

Comply with manufacturer's installation specifications to prepare substrates indicated to receive tile.

**Cleaning and Protection:**

- Remove visible adhesive and other surface blemishes using cleaner recommended by tile manufacturers.
- Sweep or vacuum floor thoroughly
- Damp-mop tile to remove black marks and soil

**Resilient Wall Base:**

Provide resilient cove wall base, pre-molded corners, adhesive and other materials, and labor as needed for a complete and proper installation. Must be specified or equal approved by the owner.

**BID FORM**

Pricing must include all labor, materials, supplies and equipment to furnish services.

Carpet Installation (approximately 15,550) \$ \_\_\_\_\_/sq. ft

Vinyl Plank Installation (approximately 1,450) \$ \_\_\_\_\_/sq. ft

Cover Wall Base (approximately 17,000) \$ \_\_\_\_\_/sq. ft

All prices submitted shall include all taxes, which may be due and payable by the bidder, and the bidder shall have no claim under any contract for the payment of any additional taxes. All specifications should be considered. The Parish of Caddo reserves the right to reject, in whole or in part, any or all bids and to waive all technicalities and informalities by state.

The undersigned certifies that he/she has specific and legal authorization to obligate himself/herself and/or his/her firm to the terms of this bid, and further, that he/she has examined bid documents, and hereby promises and agrees that if this bid is accepted, the firm will faithfully fulfill the terms of this bid together with all guarantees and warranties relating thereto. The Parish of Caddo is exempt from all local and state sales and use taxes in the State of Louisiana.

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Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Telephone Number

Bidder acknowledges receipt of all addenda through addendum \_\_\_\_\_