

Scope of Work:

Contractor shall provide all necessary supplies and labor for the removal and installation of carpet tiles and cove baseboards located at the Louisiana State Archives, 3851 Essen Ln., Baton Rouge, LA 70804. Areas include: Administration, Elections Security, Imaging, Security Dock Office, Records Center Offices (2), Facility Offices (2), Records Management, Archives (2nd Floor), and Conservator and Exhibits Office (2). The area is approximately sixteen thousand four hundred sixty eight (16,468) square feet. The Contractor is responsible for verifying all quantities and measurements. The carpet tiles must use Stay Humble twenty-four (24) inch by twenty-four (24) inch tiles in order to match existing carpeted areas. No other brand or model of carpet tiles will be considered for award.

The Contractor shall be responsible for the following:

1. Removal of furniture to a designated area.
2. Removal and disposal of existing cove baseboards.
3. Removal and disposal of existing carpet.
4. Installation of new four (4) inch rubber cove baseboard Roppe brand, 700 series, Color: black in accordance with manufacturer's standards.
5. Removal and disposal of existing carpet.
6. Installation of Stay Humble twenty-four (24) inch by twenty-four (24) inch carpet tiles in accordance with manufacturer's standards.

Tile Information:

Brand-Gibraltar
Product Line-Stay Humble
Product Number-7805-02
SCU-805380508319

7. Necessary surface preparations including but not limited to: scraping, sanding, cleaning, and resurfacing.
 8. Move furniture back into place upon completion.
 9. Clean up and haul off of any debris.
- Project will be inclusive of all labor, materials, equipment, parts, supervision, freight/shipping, insurance, permits and or any other miscellaneous charges to produce a completed service acceptable to the agency/warehouse.
 - If it is discovered that additional work is required outside the scope of this job, it will only be approved with authorization from LA Secretary of State and executed only by written purchase order and/or change order.
 - All corrections for work that is unsatisfactory shall be corrected at the vendor's expense and must be completed satisfactorily before approval and final payment is made.
 - Vendor assumes responsibility for the contractor or for damages or injury to the property and employees of the agency/warehouse when moving equipment at the Agency.

- The contractor will schedule all work through the archives administration contact or their designee, and will have their staff, along with sub-contractor's staff, check in with the warehouse contact during normal work hours (7:00 A.M – 4:30 P.M, CST) to sign in on arrival and sign out on departure from location.
- Vendor must be fully qualified under any state or local licensing law for contractors in effect at the time and at the location of the work.
- All work shall conform to the requirements of all laws and ordinances in force in the locality in which the work is performed.