

REQUEST FOR QUOTE

FOR

Carpet and Resilient Base Installation

for

Southern State Community College

100 Hobart Drive

Hillsboro, Ohio 45133

Submission Deadline: **August 7, 2026**

Southern State Community College (SSCC) is seeking sealed proposals from qualified flooring contractors to provide labor, materials, equipment, supervision, and related services for carpet and resilient base installation at the SSCC location identified in this RFP.

The intent of this RFP is to obtain competitive, responsive proposals for a complete, professional installation that meets manufacturer requirements, applicable codes, project specifications, and SSCC expectations for safety, durability, appearance, and minimal disruption to campus operations.

This RFP is intended to be vendor-neutral. Product names, manufacturers, or descriptions included in the project information are provided to establish minimum expectations and may be substituted with approved equivalents when the proposed substitute meets or exceeds the intended performance, warranty, finish, and installation requirements.

Scope of Work

The selected contractor shall furnish and install the flooring system and related materials necessary to complete the project. The scope shall include all work reasonably required for a complete and finished installation, whether specifically listed or normally incidental to the work.

Base Bid Scope

- Provide all labor, material, tools, equipment, supervision, and coordination required for flooring installation.
- Furnish and install carpet in the identified areas, including all required adhesives, transitions, accessories, and trims.

- Furnish and install resilient base in the identified areas as specified.
- Remove existing flooring and base in the project areas unless otherwise identified in the final project documents.
- Prepare existing substrate to receive new flooring, including skim coat where required or identified.
- Perform initial moisture and pH testing and notify SSCC of any conditions that may affect installation or warranty.
- Dispose of removed materials, debris, packaging, and waste in accordance with applicable requirements.
- Coordinate work activities to minimize disruption to SSCC operations.
- Protect adjacent surfaces, walls, doors, finishes, and building systems from damage caused by the work.
- Provide manufacturer documentation, product data, installation instructions, warranty information, maintenance recommendations, and closeout materials.

Areas Included

Area	Description	Contractor Requirement
Corridor A	Adjacent to the General Office	Field verify dimensions, substrate condition, transitions, and access requirements.
Corridor B	Includes connecting hallways	Field verify dimensions, phasing needs, and temporary access routes.
General Office	Carpet and resilient base as specified	Coordinate with SSCC for occupant impacts, furniture, and schedule restrictions.

Materials and Product Requirements

- Carpet, resilient base, adhesives, transition strips, reducers, trims, and related materials shall be commercial-grade and suitable for institutional traffic.
- Materials shall be new, first quality, free of defects, and installed in accordance with manufacturer instructions and industry standards.
- Respondents shall include manufacturer name, product line, style, color options, backing, construction, pattern, face weight or comparable performance data, and warranty information for each proposed product.
- Respondents shall include information on slip resistance, cleanability, expected maintenance requirements, and durability for public or educational facilities where applicable.
- Substitutions or equivalent products shall be clearly identified and shall meet or exceed the performance and warranty of the specified or basis-of-design products.

Substrate Preparation and Existing Conditions

The contractor shall inspect existing conditions before installation and shall not proceed until conditions are suitable for installation. Any condition that may affect performance, warranty, or appearance shall be documented and reported to SSCC before work proceeds.

- Base bid shall include typical preparation reasonably required for the identified flooring installation, including removal of existing flooring/base and skim coat where noted.
- Contractor shall identify assumptions regarding grinding, patching, crack filling, leveling, moisture mitigation, wall preparation, and substrate repairs.
- Any preparation beyond the base bid assumptions shall be priced using the unit costs or allowances provided in the proposal unless otherwise negotiated in writing.
- The contractor shall coordinate with SSCC before performing additional work that changes the contract amount.

Workmanship and Installation Standards

- Install flooring, base, adhesives, transitions, and accessories in accordance with manufacturer requirements and generally accepted flooring industry practices.
- Maintain clean, straight, and consistent seams, edges, and terminations.
- Coordinate flooring transitions at doorways, corridors, existing flooring, and other adjacent surfaces.
- Provide finished work free of wrinkles, bubbles, gaps, curled edges, adhesive residue, staining, or visible defects.
- Replace or correct defective work at no additional cost to SSCC.

Vendor Requirements

The vendor must have or be willing to establish a State of Ohio Supplier ID number. The vendor can set up their own account in the Ohio Supplier Portal. <https://supplier.ohio.gov/>

Submitting Proposals

Responses should be emailed to socull1@sscc.edu by 5:00 on the day of the deadline. Reference the project name in the subject line. Vendors must also list their Ohio Supplier ID number in the body of the email.



Inquiries

All questions regarding this RFP must be submitted in writing to:

Sheila O'Cull | Accounts Payable

100 Hobart Drive, Hillsboro, OH 45133

Email: socull1@sscc.edu