



Andrew Kressly  
Maintenance & Grounds Supervisor  
195 SW 3<sup>rd</sup> Ave. • Ontario, Oregon 97914  
Phone 541.709.6252 • Fax 541.889.8553  
[akressly@ontario.k12.or.us](mailto:akressly@ontario.k12.or.us)

**November 4, 2022**

Ontario School District is accepting bids for a carpet replacement job to be completed once construction projects are completed, Tentatively January 2nd. Closing date for bids is 11/17/22 at 1:00 PM Mountain time. Bids may be submitted in person at the administration building, by US mail, faxed or sent electronically.

The area will be located at the Ontario School District 8C administration building, 195 SW 3<sup>rd</sup> Ave. All areas will have finished broadloom carpet for baseboard material. 4" in height. We would like to have pricing for Mannington "Carthage Legacy" color TBD with moisture impervious backing in the tile carpeting materials.

Areas to have carpet replacement is both east and west hallways south of the boardroom hallway, including all the offices of said hallways. Total of 17 offices, 1 large reception area and hallways, conference room in the south west basement area and the stairs on the southwest end leading to the basement area with new aluminum stair edge. Approximate square footage is 5,500, measurements to be verified by contractor. Contractor should include at least ten percent extra for shelf stock.

### **General Terms and Conditions**

Site inspections must be set up in advance with the Maintenance & Facilities Manager. You may reach Bob Bennett at [bbennett@ontario.k12.or.us](mailto:bbennett@ontario.k12.or.us) or 541-235-4006.

All waste removed from site must be disposed of by contractor. Placement of dumpsters or containers for project waste must be coordinated and approved by Facilities Manager. The contractor shall be responsible for disposing of any trash or debris generated by work performance at no additional cost.

Successful bidder must ensure the substrate is prepared for proper installation of new floor covering materials and is in accordance with the manufacturer's installation guidelines. The work shall be performed in accordance with the installation and application instructions provided by the manufacturer's and accepted best practices of trades.

Contractor's workmanship and materials shall comply with all state and local building codes.

The contractor is responsible for exact and correct measurements. Any approximate measurements should be used as a building guide only.

Carpet shall be securely attached to the floor in compliance with the Americans with Disabilities Act.

Installed carpet shall be free of flaws, spots, dirt, or soil, tears and frayed or pulled tufts. The contractor is responsible for thoroughly vacuuming/cleaning the carpet immediately after installation.

The contractor shall maintain a safe and clean worksite continuously throughout the duration of the project.

**Warranty:** Warranty documentation shall be supplied by the contractor to the Ontario School District. Contractor shall provide written warranty for the completed work whereby materials and workmanship shall be repaired or replaced at no additional cost to the Ontario School District 8C, for at least (1) year from the final completion and approved inspection. Contractor shall provide the manufacturer's warranty with the bid documents.

The Ontario School District 8C requests that bidder's shall submit all questions in writing to [bbennett@ontario.k12.or.us](mailto:bbennett@ontario.k12.or.us) at least 5 business days prior to bid closing date to allow time for the Ontario School District 8C to provide a response. Questions received within 5 days may not receive a response.

Use of any tobacco products on school district property is prohibited at all campuses.

Furniture will be removed from the rooms by district staff members.

Once bids are awarded a hard start date and completion date will have to be set.

Ontario School District 8C does qualify for the NJPA pricing and will consider the best financial option for the district when reviewing bids.

We look forward to hearing back from you.

## **OTHER REQUIREMENTS**

Prevailing Wage – If the combined price of the Project exceeds fifty thousand dollars, the Prevailing Wage must be factored into the bid, and shall be the responsibility of the Contractor.

Oregon CCB – The Contractor shall provide proof of Oregon CCB License, and provide current Oregon CCB number.

Insurance – The Contractor shall provide proof of Insurance and Worker's Compensation Insurance.

OSHA – The Contractor is responsible for following all OSHA guidelines relating to the work for the Project. *Students and staff may be present at the time of work for the Project; safe zones will need to be established in areas around the work site.*

Background Checks – The District requires all individuals working on school grounds to complete a Background Check and Fingerprinting. See ***Attachment: Background Checks***. *If you have done work for the District and completed a background check in the last year, your previous background check may still be sufficient; contact the District Office at 541-889-5374.*

Thank You

Andrew Kressly  
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***ATTACHMENT: BACKGROUND CHECKS***

The cost to complete the criminal history check is: **\$59.00 + \$12.50** (paid online upon registration by employee). Below is the Fieldprint information needed to complete background checks.

## FINGERPRINT INFORMATION

### ONTARIO FIELDPRINT OFFICE

Smith's Pack & Ship  
251 W Idaho Avenue  
Phone: 541-889-7690

Cost: \$12.50 (due at the time appointment is scheduled)

Fee may be paid with credit card or electronic check by providing routing and account information. NOTE: If you do not show for your scheduled appointment, or you cancel or reschedule your appointment within 24 hours of the appointment, you will be charged another \$12.50.

To schedule a fingerprinting appointment, please follow these instructions:

1. Visit [www.FieldprintOregon.com](http://www.FieldprintOregon.com)
2. Click on the "Schedule an Appointment" button.
3. Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue."
4. Enter the Fieldprint Code: **FPontarioSD8**
5. Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
6. At the end of the process, print the Confirmation Page. **Take the Confirmation Page and two forms of identification with you to your fingerprint appointment.**
7. If you have any questions or problems, you may contact the Fieldprint customer service team.

PHONE: 877-614-4364

EMAIL: [customerservice@fieldprint.com](mailto:customerservice@fieldprint.com)