

REQUEST FOR PROPOSALS
CARPET INSTALLATION

RFP release date: May 29, 2026

Proposals due: Jun 22, 2026

Send proposals to:

Jeremy Magee, Facilities and Maintenance Coordinator

301 W. Elm, Salina, KS 67401

maintenance@salinapublic.org

785-833-9227

Project Overview

Salina Public Library (SPL) seeks proposals from qualified contractors for the replacement and installation of flooring on the main floor of the library. The project includes the removal of existing carpet and tile, subfloor prep, and installation of carpet squares.

Scope of Work

The contractor will work with SPL's project team and its selected design subcontractor, Design Central:

1. Removal of Carpet & Floor Preparation

- Remove and dispose of existing carpet with Endure backing from public and office areas on the library's main floor.
- Remove and dispose of tile from the north and south entryways.
- Clean and prepare the subfloor for new flooring installation.

2. Carpet Installation

- 3,267 total square yards of carpet tile flooring to install (not including overage)
- Carpet Specifications:

- Approx. 142 sq yds Walkoff Carpet Tiles in Vestibules Only:

- Manufacturer: Mannington Commercial

- Collection: Frixion

- Style: Inertia

- Color: 84364 Contact

- Size: 18" x 36"

- Installation Method: TBD

- Approx. 3,125 sq yds Main & Office Carpet Tiles:

- Manufacturer: Mohawk Group

- Collection: Learn and Live – Taking Steps

- Style Name / Style#: Necessary Action GT467

- Color: 858 Li

- Size: 24" x 24"

- Installation Method: TBD *Field

- Manufacturer: Mohawk Group

- Collection: Learn and Live – Taking Steps

- Style Name / Style#: Necessary Action GT467

- Color: 855 Ramon

- Size: 24" x 24"

- Installation Method: TBD *Offices/Meeting Rooms

3. Furniture Handling

- Library staff will handle moving electronics, chairs, book displays, lounge furniture, and coffee/side tables.
- SPL will consider bids that include optional furniture moving of larger items by the contractor — tables, desks, and bookshelves (Bookshelves are on wheels.) If cost-prohibitive, these items will be moved by library staff as well.

4. Protection of Existing Collections:

- Dust control measures should be included in the proposal and should cover, but are not limited to, the following:
 - Drape and securely fasten "painters" plastic over all collections in the work area, ensuring all covers are properly taped, clamped, or secured with similar methods.
 - Use dust filtration units if deemed necessary by the selected vendor, but these should not replace the need for dust coverage over the collections in the work area.

5. Site Clean-up and Final Inspection

- Final Cleaning:
 - Remove any excess carpet remnants, debris, and dust from the job site.
 - Clean the carpeted areas to ensure a professional finish.
- Final Walk-through:
 - Conduct a final inspection with the client to ensure all work is completed to satisfaction.
 - Address any remaining concerns or touch-ups.

Qualifications of Contractor

The contractor must demonstrate expertise in large office/public building flooring installations, including experience with carpet squares. Provide references from similar projects within the last three years.

Project Location

Salina Public Library, 301 W. Elm St, Salina, KS 67401

Submission Requirements

Interested contractors must submit the following by the proposal deadline:

- Detailed project proposal, including a timeline and pricing breakdown.
 - Work could potentially be phased to reduce the time that the library is closed. See attached phasing proposal.
- References from similar projects completed in the past three years.
- Proof of insurance and any necessary licenses.

Payment Terms

As part of the contract negotiation, an upfront payment may be agreed upon with the selected contractor. The final payment will be made upon the successful completion of the entire project and approval of the full scope of work by SPL.

Evaluation Criteria

Proposals will be evaluated based on the following:

- Adherence to project specifications.
- Pricing and cost-effectiveness.
- Contractor qualifications and relevant experience.
- Timeline and completion date.

- Warranty.

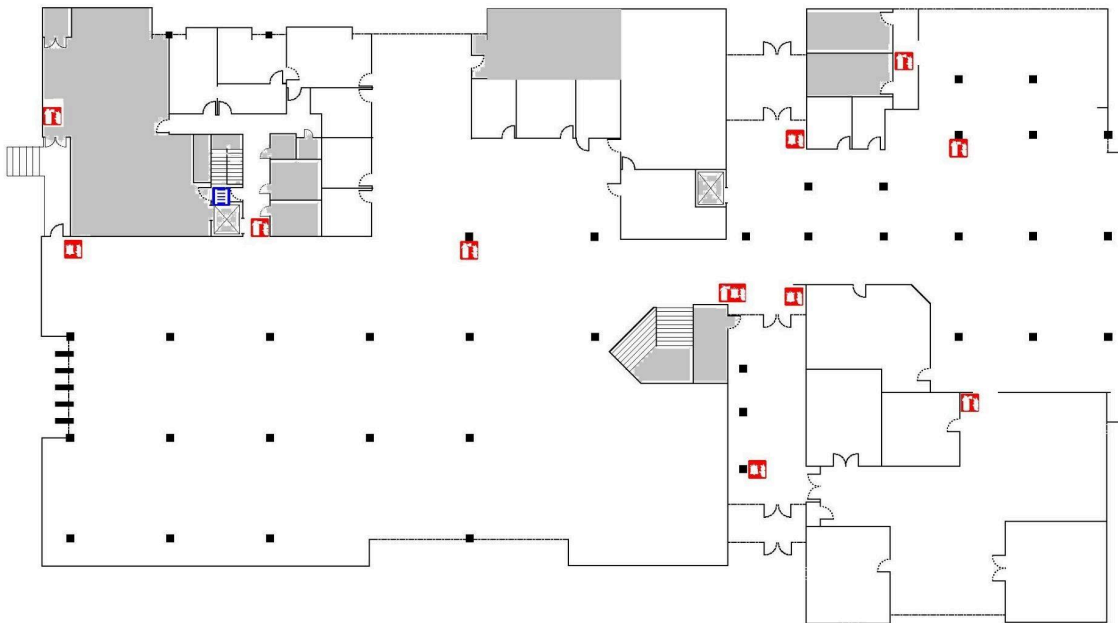
Project Timeline [Dates are an example to demonstrate the project timeline. They may be adjusted slightly after board approval]

1. RFP Issued: May 29, 2026
2. Site Visits: 1 p.m. June 9, 2026
3. Pre-Submission Inquiries: June 10, 2026
4. Proposal Submission Deadline: June 22, 2026
5. Board Vote & Selection Announcement: July 7, 2026
6. Project Schedule:
 - The project install date will be determined, but is expected to take place after Aug. 12. The exact date will be established between the selected vendor and SPL.
 - Work will be conducted during 6 a.m.-5 p.m. Monday-Friday unless otherwise arranged.

Additional Information

SPL is a tax-exempt political subdivision of the state. Bidders must comply with Equal Employment Opportunity requirements.

The image below, excluding the grayed-out areas, indicates the areas where flooring will be replaced. Installers can contact Audrey at Design Central — ageorge@designcentralks.com or 785.825.4131 — for an electronic file of the floor plan.



The image below includes a possible phasing plan. The areas in green and blue could be completed while the library is open/partially open to the public. The library would close to the public to complete the yellow and pink areas.

