



REQUEST FOR QUOTATION – THIS IS NOT AN ORDER
RFQ # 250729
Carpeting at West Hills Center
1000 McKee Road, Oakdale, PA 15071

Please bid on the following and e-mail (mcvetic@ccac.edu) your reply to Mike Cvetic **no later than Friday, January 23, 2026.**

An insurance certificate as described on “Form B” (attached) must be submitted by the awarded vendor prior to any service being performed.

For questions or to view site, contact Marty Palma at 412-320-1401 or mpalma@ccac.edu.

Payment terms: net 30 after completion of installation and acceptance of invoice by CCAC. Vendor must be willing to invoice CCAC and allow 30 days for payment.

1. Introduction

CCAC is requesting quotations from qualified contractors to provide carpentry, painting, and carpeting services for an upcoming project at the West Hills Center. The intent of this RFQ is to obtain pricing, availability, and qualifications from firms capable of completing the work in a professional, timely, and safe manner.

2. Scope of Work

The selected contractors will be responsible for furnishing all labor, materials, tools, and equipment necessary to complete the following services.

- **Carpeting Services**
 - Removal and disposal of existing carpet
 - Floor preparation prior to installation
 - Installation of new carpet of CCAC’s standard carpet squares and cove base

- **Product: Diffuse Color 24X24 Ecoworx® Tile 5T478 Carpet Tile Commercial Flooring | ShawContract**
- Final cleanup

3. Site Conditions

- Contractors must coordinate scheduling with CCAC
- All work must comply with applicable safety regulations

4. Contractor Qualifications

Responding contractors must demonstrate:

- Experience performing similar projects
- Proper licensing and insurance
- References from comparable projects upon request

5. Submittal Requirements

RFQ responses shall include:

- Company name and contact information
- Detailed cost proposal
- Statement of qualifications and experience
- Proof of insurance (awardee only)
- Any exclusions or assumptions

7. Award

CCAC reserves the right to accept or reject any or all quotations and to award the work in the best interest of the organization

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Please include:

- Anticipated start date _____
- Estimated duration of work _____
- Any scheduling constraints or assumptions

Pricing should include all labor, materials, equipment, supervision, and incidental costs necessary to complete the work.

Lump Sum Bid \$ _____

Bidder's Name: _____

Company Name: _____

Phone: _____

COMMUNITY COLLEGE OF ALLEGHENY COUNTY
800 ALLEGHENY AVENUE PITTSBURGH, PA 15233

INSURANCE REQUIREMENTS

FORM B

Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Community College of Allegheny County (CCAC), its agents, officers, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of Contractor, its agents, employees, or any tier of its subcontractors in the performance of this Contract. The amount and type of insurance coverage requirements of this Contract will in no way be construed as limiting the scope of indemnification in this Paragraph.

Insurance. Contractor shall maintain during the term of this Contract insurance policies described below issued by companies licensed in Pennsylvania with a current A.M. Best rating of A- or better. At the signing of this Contract, and prior to the commencement of any work, Contractor shall furnish the CCAC Purchasing Department with a **Certificate of Insurance** evidencing the required coverages, conditions, and limits required by this Contract at the following address: Community College of Allegheny County, Purchasing Department, 800 Allegheny Avenue, Pittsburgh, PA 15233.

The insurance policies, except Workers' Compensation and Professional Liability, shall be endorsed to name Community College of Allegheny County, its agents, officers, employees, and volunteers as Additional Insureds with the following language or its equivalent:

Community College of Allegheny County, its agents, officers, employees, and volunteers are hereby named as additional insureds as their interest may appear.

All such Certificates shall provide a 30-day notice of cancellation. Renewal Certificates must be provided for any policies that expire during the term of this Contract. Certificate must specify whether coverage is written on an Occurrence or a Claims Made Policy form.

Insurance coverage required under this Contract is:

- 1) **Commercial General Liability** insurance with a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, personal injury, products and completed operations, and blanket contractual coverage, including but not limited to the liability assumed under the indemnification provisions of this Contract.
- 2) **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to Contractor's owned, hired, and non-owned vehicles.
- 3) **Workers' Compensation** insurance with limits statutorily required by any Federal or State law and **Employer's Liability** insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.