



# **VIRGINIA BEACH CITY PUBLIC SCHOOLS**

A H E A D O F T H E C U R V E

## **NOTICE OF SOLE SOURCE OR EMERGENCY PROCUREMENT**

**Date:** June 29, 2007

**Vendor/Contractor:** FREEDOM FLOORS

**Requisition and Contract Amount:** Requisition SCPL-7-0070815 / \$55,000

**Description of Services:** GYMNASIUM FLOOR WATER  
DAMAGE REPAIRS

**Sole Source Determination:** As per the attached documents

**Date of Award:** June 29, 2007

JUN29'07 AM 8:35 VBPS

# Memo

**To:** Fran Foster  
**From:** Al White  
**Date:** June 29, 2007  
**Re:** Emergency Floor Repairs at Salem Middle School Gym

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On Sunday May 27, 2007 the commercial 900 gallon water heater in the storage room of Salem Middle School's main gym ruptured at the heating element gasket. This released several hundred gallons of 130 degree water over and under the rear section of the wood gym floor causing severe swelling of the floor boards.

Freedom Floors, LLC. agreed to visit the site immediately after the Memorial Day holiday and provide a quote by the 8<sup>TH</sup> of June.

There was already a full schedule of floor repairs and refinishing planned for the summer of 2007 and this major repair (5000 square feet) will require most of the summer to complete.

If there is a delay in order to advertise and obtain bids in the open market these repairs will extend into the school year requiring the entire gym to be closed until repairs are completed.

The cost per square foot (\$11) is consistent with cost of repairs completed elsewhere in VBCPS school system.

**Note:**

The water heater is being replaced on an RFP contract at a cost of \$87,042.00

Approved as a sole source.  
J. Ken Blansley

**Fran Foster**

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**From:** Fran Foster  
**Sent:** Wednesday, June 20, 2007 11:44 AM  
**To:** Karen Homer  
**Cc:** Alfred E. White  
**Subject:** FW: Salem Middle Floor Damage

Karen,  
On Sunday, May 27, a Salem Middle School custodian contacted School Plant personnel to report that a water heater had water pouring out onto the gymnasium floor. Custodial Services and School Plant employees responded to the call and found water pouring out from a water heater in the storage room attached to the gymnasium. They discovered that water was flowing from a ruptured gasket. The water was turned off at a valve, but not until it had flowed over a good portion of the floor. The employees removed all of the water from the floor and did not know at the time if or how much had flowed beneath the surface. Within a few days, the floor started buckling in several spaces. A contractor was called in to inspect the floor and determined that approximately half of the existing floor would have to be replaced. I have included a floor plan showing the extent of the damage along with the proposal to replace the damaged section. The proposal is \$55,000.

I have printed color copies of the pictures taken of the floor and the water heater and will bring them to your office. I would appreciate it if this could be forwarded for review as quickly as possible. I would like to encumber any costs that the school division would incur out of this year's funds if at all possible. Let me know if there is any additional information needed. Thanks.

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**From:** Norman R. Marcotte  
**Sent:** Thursday, June 14, 2007 2:57 PM  
**To:** Fran Foster  
**Cc:** John H. Hasher; Alfred E. White  
**Subject:** RE: Salem Middle Floor Damage

Here are pictures of the damage. The damage represents roughly 1/4<sup>th</sup> of a gym floor, whose total size is around 19,000 square feet, the damage being around 5000 square feet. The wood has swollen and will warp when it dries and will leave severe gaps, besides those areas that have buckled and are almost irreparable. The floor has gone from bad to worse and the best bet is to replace that section ASAP. The floor was exerting an unbelievable amount of pressure on the walls and the contractor suggested cutting out the planks by the wall. There was so much pressure that the boards flew out when cut and released. A repair job will take 2-3 weeks and should be done during the summer.

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**From:** Fran Foster  
**Sent:** Thursday, June 14, 2007 10:10 AM  
**To:** John H. Hasher; Alfred E. White; Norman R. Marcotte  
**Cc:** Karen Homer  
**Subject:** Salem Middle Floor Damage

I have been talking with Karen Homer regarding the water damage to the gym floor at Salem Middle. She needs detailed information that describes exactly what happened to the water heater and extent of damage to the floor. Please send any information you have to me and I will compile it and get up with Karen. Thanks.

## Freedom Floors, LLC.

6280 Ridge Drive  
Bethesda, MD 20816

Fix 301-229-5894  
301-229-0468

Person 6226 2 yalco.com

## Estimate

Date	Estimate #
6/8/2007	5

Name / Address
Virginia Beach Public Schools Norm Marcotte Maintenance Department Virginia Beach, Va 23462 &

Req/Payment Request  
Req/PR# 7-0070815  
Submitter C. Dawson  
Date Scanned 6-22-07  
SP WO# \_\_\_\_\_

			Project
Description	Qty	Rate	Total
This quote is to completely remove damaged gym flooring and tracking. Let the concrete dry to pass dryness test. Then replace subfloor with a moisture barrier, vented subfloor and second grade or better northern maple flooring. Then sand the floor, replace finish and gaming lines to match original. Put final coat on floor. This repair is based on 5000 square feet at \$11.00 per square foot. Due to the size and amount of this job, we will require 50% payment at the delivery of the wood. The remainder at the completion as normal.		55,000.00	55,000.00
Thank you for the opportunity!		Total	\$55,000.00

Thanks!  
Rita Rowan

## **VIRGINIA BEACH CITY PUBLIC SCHOOLS GENERAL SPECIFICATIONS**

### **EXECUTION**

1. Any permits and/or fees are the responsibility of the contractor.
2. Project shall be completed to meet all local, state, and federal codes, laws, ordinances, and regulations.
3. Contract shall include all necessary work and materials to complete project, including repair of any structure and/or grounds damaged during construction.
4. All work to be completed in a professional manner according to industry standards.
5. Contractor shall call "Miss Utility" service at least 48 hours in advance if work is to disturb any soil.

### **QUALITY CONTROL**

1. Contractor shall notify VBCPS School Plant of any omissions, contradictions, or conflicts in specifications prior to bid date. If the contractor does not notify VBCPS School Plant of any such conditions, it will be assumed that the contractor has included all necessary items in his bid to complete the project.
2. It is the intent that this be a completed project as far as the contract documents set forth. The contractor shall make his own contracts with subcontractors and be responsible for obtaining any required permits. VBCPS School Plant shall hold the contractor alone responsible for the completed project.
3. Contractor shall assume full responsibility for the protection and safekeeping of project materials stored on premises.
4. Contractor shall assume full responsibility for any personal injury or property damage that occur as a result of storing project materials on premises.

### **CLEAN UP**

The work area shall be cleaned at the end of each workday. All materials shall be secured in a safe and neat manner. Upon completion of the project, the contractor shall thoroughly clean the work area, returning it to a level of cleanliness equal to that existing prior to commencement of work.

### **SITE VISIT**

Bidder shall visit site to verify scope of work and conditions prior to bid submission. Contractor shall have SOLE responsibility for accuracy of all measurements, estimates of material quantities and sizes, and evaluating site conditions that will affect work.

## **SPECIAL CONDITIONS**

1. Contractor is to supply dumpster or other devices necessary for disposal of demolished materials.
2. Contractor shall use no School Board equipment or materials.
3. Any School Board equipment (brooms, mops, trashcans, etc.) used by the contractor shall become the property of the contractor. An amount equal to the replacement cost of the materials shall be deducted from the bid price before final payment is rendered.
4. Contractor and/or their employees shall sign in/out with the school's security staff each work day.

## **SAFETY REQUIREMENTS**

1. All application, material handling, and associated equipment shall conform to and be operated in conformance with OSHA safety requirements.
2. Comply with all federal, state, and local safety/fire codes/requirements.
3. Advise School Plant whenever work is expected to be hazardous to school system employees, students or other building occupants.
4. Maintain fire extinguisher within easy access whenever power tools, flammable materials or heat producing devices are being used.
5. Advise School Plant when volatile materials are to be used near air ventilation intakes or near occupied spaces so that action may be taken to prevent degradation of indoor air quality.  
Where applicable, provide Material Safety Data Sheets for materials to be used on the project.

## **INSPECTION**

Inspection is to be performed by Coordinator of Maintenance or their representative prior to final acceptance of work.

Contact this office at 757-473-5190 prior to starting work.

## **TIME OF COMPLETION**

Work to begin as soon as possible.

