



## CARPET & FLOORING PROCUREMENTS

*University Facilities (UF)*

**POLICY 8.1**

**Effective Date: August 15, 2006**

**Last Modified Date: September 21, 2004**

**Approved by: \_\_\_\_\_ Steve Copeland, Interim Chief Business Officer**

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### Carpet & Flooring Procurements

#### Background:

University Facilities as the delegated Building Official for Clemson University is charged with the responsibility to assure that all construction, renovations, or alterations to Clemson University facilities and installed systems and equipment are carried out in accordance with all applicable codes and regulations, and conform to University standards and contracts.

#### Policy:

Departments desiring to purchase carpet or other floor coverings through the Clemson University contract must first get approval from University Facilities prior to forwarding the requisition to Procurement. Carpet and floor coverings to be procured through use of an Indefinite Delivery Contract (IDC) must also be approved by University Facilities prior to approval of the IDC task order.

#### Procedure:

Departments must first obtain a detailed cost proposal from the vendor including a breakdown of the quantities and cost for both demolition and new installation of the floor covering project. The proposal will also include any unique or specialized seaming, border, and/or logo requirements that impact the quantity and/or cost.

The department submits a *Carpet & Flooring Permit* form along with a copy of the detailed cost proposal to University Facilities for verification of the quantities for both demolition and new installation. Include a seaming diagram if available or drawing depicting any specialized requirements such as borders or emblems/logos. Failure to provide a completed *Carpet & Flooring Permit* along with sufficient detail of the flooring installation may result in a delay in services.

Upon receipt of the *Carpet & Flooring Permit*, University Facilities will verify quantities listed in the detailed cost proposal. If a discrepancy is found, University Facilities will contact the vendor to resolve the problem. In some instances, it may be necessary to involve the department contact most familiar with the floor covering proposal. Once University Facilities is satisfied that the proposal is correct, a copy of the *Carpet & Flooring Permit* will be returned to the department signifying approval to purchase. The department shall include a copy of the approved *Carpet & Floor Coverings Permit* and cost proposal with the purchase requisition that is sent to Procurement Services. In the case of an IDC task order, the *Carpet & Flooring Permit* shall be included with the SE-680 Request for Authority to Execute a Construction Contract. Failure to include the *Carpet & Flooring Permit* may result in the return of the requisition to the department or delay the approval of the SE-680.

A *Carpet & Flooring Permit* form is available on the University Facilities web site at the following link: <http://www.clemson.edu/facilities/fmo/pdf/p&p/Carpet&FlooringProcurements.pdf>. Scroll down to *Carpet & Flooring Permit*. You can fill out the form online and then print it for forwarding to University Facilities along with the detailed cost proposal.



Allow sufficient time for both review by University Facilities and Procurement Services before the installation is desired. Allow at least 1 week for cost proposals under \$5,000 and 3 weeks for those \$5,000 and over. Extremely large complicated floor covering projects with multiple rooms, patterns, cove base, etc., may take even longer. Departments are encouraged to follow-up several days after submitting the *Carpet & Flooring Permit* by calling 656-0856 and asking to speak with the assigned project manager.

Payments/Invoices:

Departments are advised to require the flooring vendor to provide detailed invoices identifying specific charges including the quantities and types of items being billed along with sufficient information to link the invoice to the original proposal.

**Failure to adhere to this policy will be viewed as an UNAUTHORIZED PROCUREMENT as defined by the SC Procurement Code. Refer to <http://virtual.clemson.edu/groups/COMPTROL/UNAUTPROC.htm> for specific actions required in the event of an UNAUTHORIZED PROCUREMENT.**

Attachment: Carpet & Flooring Permit



### CARPET & FLOORING PERMIT

Department Name:  Department Number:

Department Contact:  Phone:

E-mail:  Fax:

Building:  Cell:

Room Number(s):

Campus Contract Vendor: Bonitz Office: (864) 288-3771  
 Fax: (864) 254-0145

Manufacture:  Style Name:

Color Name:  Color Number:

Est Project Cost: \$

Applicant:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 ( N/A if electronically submitted )

Please, attach Vendor's detailed cost proposal. **FAILURE to provide sufficient detail may delay verification:**

- Changes in scope of work must be approved by University Facilities. Refer to University Facilities (UF) Policy 15.0 – Carpet & Flooring Procurements, available on Univ. Facilities Web Site at;  
<http://facilities.clemson.edu/media/pdf/Carpet&FlooringProcurements.pdf>
- If work will require installation in multiple phases, the department must specify this at initial request.
- Any work required for evenings and / or weekends only must also be specified at initial request.

Project Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Project Manager

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Bob Wells, Chief Facilities Officer

**\* Permit covers only the work specified. Department must be able to submit this form upon request.  
 For questions, please call (864) 656-0856**