

STANDARD OPERATING PROCEDURE (SOP) # 500.07

Subject: Carpet

Purpose and Scope: The purpose of this document is to

- provide a step-by-step procedure for purchasing carpet.

Campus carpet standard is Lee's Faculty carpet.

To request purchase of new or replacement carpet:

- UWF Departments contact AE&S.
- An AE&S Project Manager will contact one of three local installers to set an appointment for them to come out and measure the area requesting carpet. Per Florida State Contract, local installers are:

Jones Floor Covering

PO Box 9547
Pensacola FL 32513
Phone: 850-476-1995
Fax: 850-438-6399
Kevin Pulford

Carpet & Ceramic

740 W. 15th Street
Pensacola, Florida 32401
Phone: 850-784-0706
Fax: 850-784-8023
Mike Colton

Wilson Floor Cover

3800 Leggett Street
Pensacola, FL 32505
Phone: 850-433-3154
Fax: 850-434-1422
Heyward Johnson

Carpet/floor covering can be purchased using the following contracts:

- Santa Rosa County School Board (Mohawk/Lees) – Contract Number RFB 12-08
- State Alternate Contract Source (Mohawk/Lees) – Contract Number 360-240-12-1-NJPA
- State Alternate Contract Source (Interface) – Contract Number 360-240-12-1-NJPA
- ***NOTE: All purchases will include additional charge up to 20% of total for "Procurement Management Fee"***
- E&I (Interface) – Contract Number CNR01308
NOTE: All purchases will include additional charge up to 20% of total for "Procurement Management Fee"

State Alternate Contract Source (Mohawk/Lees):

- Quote to be provided by Manufacturer The Mohawk Group on their Quote Form (sample attached);
- Quote must contain an estimated installation date;
- PO will be issued to Lees Carpets a Div of Mohawk Ind;
- Ship To on PO: Jones Floor Covering (sample attached);
- Email completed PO to Sandi Couch, sandi_couch@mohawkind.com (Phone: 800-523-5647 Fax: 706-422-6083)

Santa Rosa County School Board Contract (Mohawk/Lees):

- Quote to be provided by local contractor Jones Floor Covering (sample attached);
- Quote must contain an estimated installation date;
- PO will be issued to local contractor Jones Floor Covering (sample attached);
- Email completed PO to individual listed on local contractor quote.

Note: When purchasing Interface carpet, department will have to get a quote to show both open market pricing AND either the State Alternate Contract Source or E&I pricing BECAUSE, both State Alternate Contract Source and E&I contracts allow an additional up to 20% be added to the quote for Procurement Management Fee. If you have a quote to show the open market pricing is less you can issue the PO with that statement. Be sure and check the limits that may require a formal solicitation.

If the quote is acceptable

- a Banner Requisition is created and forwarded to Procurement and Contracts.

When the installation is complete

- Local installer will send the UWF Project Manager a Certificate of Contract Completion.
- UWF Project Manager signs the Completion form and forwards to Lee's Carpets.

After Lee's Carpets receives the signed and completed completion form, they will

- invoice UWF in full for the job.
- Issue payment to local installer for the installation.