

REQUEST FOR PROPOSAL (RFP): Commercial Fitness Flooring: Subfloor Testing, Preparation, and Installation

Project Name: Group Fitness Studio Flooring Upgrade

Issuing Organization: Morgan County Wellness Center (Dept. of Morgan County Commission)

Project Location: 23 Fitness Lane, Berkeley Springs, WV 25411

Proposal Submission Deadline: July 24, 2026 at 5:00 PM ET

1. Project Overview & Scope of Work

The Morgan County Wellness Center is the Morgan County Commission's first public recreation center.. The Wellnes Center is seeking comprehensive, competitive proposals from qualified commercial flooring contractors to supply, deliver, prepare, and install high-performance synthetic fitness flooring for our 1,080 square foot (SF) group fitness studio located at 23 Fitness Lane, Berkeley Springs, WV 25411. This project is contingent upon an internal budget approval request from the Morgan County Commission.

The designated product - or equivalent product - for this project shall be, or similar to - **Ecore Athletic Bounce 2 (Motivate Class I)** flooring (7mm overall thickness: 2mm heterogeneous vinyl surface layer fusion-bonded to a 5mm vulcanized composition rubber base layer). The flooring shall be low-odor, ideal friction for athletic movement, easy to maintain, and reduce acoustical noise.

The selected contractor will be responsible for providing a complete, turnkey solution including all necessary labor, tools, equipment, materials, freight, and clean-up for the approximately 1,080 SF studio.

Detailed Scope of Work

- **Subfloor Moisture Evaluation & Reporting:** The new flooring is to be laid over a decommissioned indoor pool. The methods of how the pool was filled are unclear, however a poured, leveled, and smoothed concrete slab is now present. Prior to the start of any installation work, the contractor is required to conduct independent, professional concrete moisture testing on the studio subfloor. A written moisture report detailing baseline and acceptable levels must be submitted to the Morgan County Wellness Center before materials are acclimated or laid.
- **Installation Preparation:** Mechanical scraping, patching, and leveling of the subfloor using a high-quality cementitious patching compound to achieve a smooth, flat surface.
- **Material Procurement & Delivery:** Supply and coordinate the freight, delivery, offloading, and inside acclimation of the Ecore Bounce 2 (or equivalent) rolls, standard weld rods, and manufacturer-approved adhesives and other associated installation materials to the Berkeley Springs facility.
- **Installation:** Approximately 1,080 SF of professional installation in accordance with the

Ecore Athletic Bounce 2 (or equivalent) Technical Manual. Work includes precision cutting, adhesive application, rolling the floor to eliminate air pockets, and heat-welding all seams for a seamless, hygienic finish appropriate for high-impact group fitness.

- **Clean-up & Handover:** Remove all installation debris, adhesive residues, and scraps from the project site. Perform an initial cleaning per manufacturer guidelines prior to final owner acceptance.

2. Submission Requirements

Respondents must include the following information in their proposal.

A. Qualifications & Credentials

- **Contractor's License:** Provide a copy of a current, valid West Virginia State Contractor's License relevant to commercial flooring installations.
- **Proof of Insurance:** Provide a Certificate of Insurance (COI) demonstrating minimum coverage for:
 - Commercial General Liability (Minimum \$1,000,000 per occurrence / \$2,000,000 aggregate).
 - Workers' Compensation (Statutory limits).
- **Professional References:** Provide a list of at least three (3) recent commercial references for projects of similar scope, scale, and material complexity completed. Please include contact names, phone numbers, and email addresses.

B. Installation Guarantee & Warranty

The Morgan County Wellness Center requires a comprehensive installation guarantee to protect our investment and ensure long-term performance under heavy fitness use. The responder must explicitly agree to and outline the following in their proposal:

- **Workmanship Guarantee:** A minimum **one (1) year written warranty** on all installation labor, covering defects resulting from improper subfloor preparation, poor adhesive bonding, bubbling, shifting, or seam separation.
- **Remediation Terms:** A commitment to repair or replace, at no additional cost to the Morgan County Wellness Center (including all material, freight, and labor costs), any portion of the flooring that fails due to installation errors within the guarantee period.
- **Manufacturer Warranty Compliance:** A formal statement confirming that the installation will be executed by, or under the direct supervision of a professional, or certified, installer to ensure the **manufacturer product warranty** remains fully intact and uncompromised.

C. Subfloor Moisture Strategy & Material Specifications

The subfloor conditions of the group fitness studio are critical to the longevity of the flooring system. Due to the subfloor being over a decommissioned indoor pool, responders must include the following technical details in their proposal:

- **Testing Protocol:** Confirmation of the specific ASTM International (formerly American Society for Testing and Materials) testing methods the contractor will utilize on-site and the timeline for delivering the written moisture report.
- **Proposed Mitigation Standards:** A description of the exact installation practices, specific adhesives (e.g., high-moisture tolerant options), and moisture mitigation barriers or primers that will be used if baseline moisture levels exceed the flooring manufacturer's standard limits.
- **Product Data Sheets:** Submittal of technical data sheets for all proposed primers, leveling compounds, moisture vapor barriers, and adhesives to prove compatibility with both the concrete substrate and the flooring manufacturer's rubber-backed flooring.

D. Project Timeline & Schedule

Propose a detailed milestone schedule from contract execution through final handover, explicitly noting:

- Estimated material lead time and delivery dates.
- Subfloor testing, moisture reporting, and preparation window.
- Active installation days for the group fitness studio.
- Cure times required before foot traffic or class programming can resume.

E. Comprehensive Cost Proposal

Pricing must be all-inclusive and include delivery. Pricing shall be valid through August 31, 2026.

Cost Item	Description	Total Cost
Materials	Approximately 1,080 SF Ecore Bounce 2 (or equivalent) rolls, approved adhesives, weld rods, transitioning strips, and leveling compounds.	\$
Moisture Testing & Mitigation	Cost for ASTM testing/reporting, plus line-itemed costs for moisture barriers, primers, or specialized high-moisture adhesives if required.	\$
Surface Preparation	Subfloor cleaning, grinding, and patching.	\$
Installation Labor	Laydown, cutting, full-spread adhesion, rolling, heat-welded seams, and cleanup.	\$
TOTAL PROJECT BID	All-inclusive, turnkey price for project completion.	\$

3. Evaluation Criteria

Proposals will be evaluated based on the following weighted factors:

1. **Completeness of Response:** Adherence to all RFP instructions, subfloor testing mandates, and submission templates.
2. **Cost:** Total itemized cost competitive with current market value.
3. **Qualifications, Licensing, & Experience:** Proven track record with heavy-duty commercial athletic flooring applications and verifiable WV credentials.
4. **Guarantees & Warranties:** Quality and security of the labor/workmanship guarantee.
5. **Timeline:** Ability to meet the facility's scheduling constraints and minimize operational downtime for our members.

4. Contact & Submission Instructions

Please submit your completed proposal electronically in PDF format to:

Point of Contact: Matthew Pennington

Email Address: mpennington@morgancountywv.gov

Phone Number: (304) 707-1920

Submission Note: All inquiries regarding site walkthroughs, studio dimensions, or technical specifications must be submitted in writing via email no later than 3:00 pm July 10, 2026.