



**UNITED STATES DISTRICT COURT  
OFFICE OF THE CLERK  
WESTERN DISTRICT OF LOUISIANA  
LAFAYETTE-OPELOUSAS DIVISION**

Alexandria Federal Courthouse  
515 Murray Street  
Alexandria, La.  
Ph: (337) 593- 5123

**To: Vendor List**  
**From: Glenn Richard, Procurement Specialist**  
**Subject: Modification # 1 for Quotation # 23-25105172023**  
**Date: 6/12/2023**

Notice to All,

It has been discovered that the current carpet in this chamber is of a stretch in installation. The replacement carpet will be a direct glue installation. The current tack strips will need to be removed and any spoiled concrete shall be patched for uniform smooth surface.

Contracting Officer  
Level 3

**U.S. District Clerk of Courts Western District of Louisiana**

**Statement of Work (SOW) Carpet**

**1. BACKGROUND:**

The U.S. District Court has a courtroom and ancillary area located at 515 Murray Street, Alexandria, La. This area contains approximately 1,500 sq' area which needs cyclical maintenance upgrades. At this time the Court would like to remove all carpeting and replace.

**2. SCOPE:**

Coordination between the court and carpet contractors will be required to phase the work with minimum disruption of schedules to employees and contractors. District Court will be responsible to remove and replace all furniture from the area

**3. SPECIAL REQUIREMENTS/INFORMATION:**

**1. Existing Carpet**

- a. Remove and dispose of all existing carpet which is stretch in. New carpet is being changed to direct glue. *See Richard 6/12/23*
- b. Current tack strips will need to be removed and spoiled concrete patched.
- c. The contractor shall prepare floors to receive industry standard installation of direct glue carpet.
- d. The contractor shall supply and provide industry standard carpet meeting the minimum specifications.
- e. Work areas are always to be kept clean.
- f. All walls, door frames, and baseboard moldings are to be protected from damage from carpet handling.
- g. All material and workmanship shall meet building standards.
- h. All trash is the contractor's responsibility to be removed from site daily. Building dumpsters shall not be used for disposal.