



# County of Georgetown, South Carolina

129 Screven Street, Suite 239 · Georgetown, SC 29440-3641  
Post Office Box 421270, Georgetown, SC 29442-1270  
(843)545-3083 · Fax (843)545-3500 · [purch@gtcounty.org](mailto:purch@gtcounty.org)

## INVITATION FOR BIDS

**BID NUMBER:** 24-045

**ISSUE DATE:** Thursday, July 11, 2024

**OPENING DATE:** Wednesday, July 31, 2024

**OPENING TIME:** 3:30 PM (ET)

Bid Opening Location: Hybrid-By Virtual Meeting Link & Georgetown County Courthouse, 129 Screven St., Suite #239, Georgetown, SC 29440 (Purchasing Conference Room)

**Pre-Bid Conference & Site Inspections:** VOLUNTARY -Thursday, July 18, 2024 at 9:00 AM ET

**PROCUREMENT FOR:** Georgetown County Roof Replacements & Repairs

All bids must be submitted electronically through the Purchasing Department's Vendor Registry webpage. Please click on the following link <https://www.gtcounty.org/172/Purchasing> for instructions on how to submit bids electronically through this system. As always, emailed/faxed bids will not be accepted. Your bid must be submitted electronically through Georgetown County's Purchasing Vendor Registry page to ensure it remains sealed until the scheduled bid opening date and time.

Any scheduled bid openings will still be opened at the designated date and time as listed in the bid document or related addendum. However, at the time of this bid issuance, these bid openings may be conducted virtually, in-person, or by a hybrid method (both virtually and in person). See the timeline on page 3 for location and method specified. As always, bid openings will be accompanied by at least one witness and bid tabulation results will be posted online for the public's viewing after the bid opening.

**Purchasing Contacts:**

Phone: (843)545-3076  
Fax: (843)545-3500  
E-mail: [nsilver@gtcounty.org](mailto:nsilver@gtcounty.org)

**Nancy Silver**

This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that they submit their bids on or before, the date and time specified for the bid opening. No bid will be accepted thereafter. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.



# Intent to Respond

REF: Bid #24-045, Georgetown County Roof Replacements & Repairs

If your company intends to respond to this solicitation, please complete and return this form to be included on the email list to receive addenda regarding this solicitation. We also encourage you to visit our website at [County of Georgetown Current Solicitations | Vendor Registry](#) and register as a new vendor. If you are an existing vendor, please make sure your profile is up-to-date with a valid contact name and email address on file.

It is not necessary to return any other portion of the bid documents if you are not bidding.

Failure to return the Intent to Respond shall not be sufficient cause to rule a submittal as non-responsive; nor does the return of the form obligate an interested party to submit a response. Georgetown County's efforts to directly provide interested parties with addenda or additional information are provided as a courtesy only, and do not alleviate the respondent from their obligation to verify they have received and considered all addenda. All addenda are published and available on the county website at [www.gtcountry.org](http://www.gtcountry.org), then select "Bid Opportunities" under Quick Links at the bottom of the page to be redirected to the County's e-procurement system.

Our firm **does** intend on responding to this solicitation.

Our firm **does not** intend on responding to this solicitation.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Reason if **not** responding: \_\_\_\_\_

**Please return this completed form to Nancy Silver, Purchasing Officer**

- by e-mail to [purch@gtcounty.org](mailto:purch@gtcounty.org)
- or by FAX to (843)545-3500.

[End of Intent to Respond]

**Time Line: Invitation for Bid #24-045**

<b>Item</b>	<b>Date</b>	<b>Time</b>	<b>Location*</b>
<b>Advertised Date of Issue:</b>	Thursday, July 11, 2024	n/a	n/a
<b>Pre-Bid Conference &amp; Site Inspections:</b>	Thursday, July 18, 2024	9:00AM ET	Howard Auditorium†
<b>Deadline for Questions:</b>	Wednesday, July 24, 2024	3:30PM ET	n/a
<b>Bids Must be Received on/or Before:</b>	Wednesday, July 31, 2024	3:30PM ET	Electronic
<b>Public Bid Opening &amp; Tabulation:</b>	Wednesday, July 31, 2024	3:30PM ET	Hybrid

At the time of this posting, bid openings may be performed virtually, in-person, or by a hybrid method, see above location for method specified. A virtual meeting link will be posted under the bid number before the bid opening time so that members of the public may attend the meeting virtually. Vendors may also now attend the meeting in person at the Georgetown County Historic Courthouse, Purchasing Conference Room, 129 Screven St., Suite 239, 29440.

† Howard Auditorium, 1610 Hawkins St., Georgetown, SC 29440

**INVITATION FOR BIDS**  
**Georgetown County Roof Replacements & Repairs**  
**BID #24-045**

1. The Georgetown County Public Services Department/Facility Services is soliciting sealed bids for several roof replacements and repairs at various County Facilities. See Attachment A for a listing of all locations and summary of work needed per location.
2. Pre-Bid Meeting & Site Inspection(s):  
 A **VOLUNTARY Pre-Bid Meeting** will be held at the Howard Auditorium, which is located at 1610 Hawkins St., Georgetown, SC 29440 on **Thursday, July 18, 2024 at 9:00 AM** Eastern Time. Contractors will then have the ability to visit each site location throughout the day with Facility Service staff. Each contractor is responsible to make their own independent inspection of the existing structures and roofs.
  - a) The bidder is expected to have become familiar with and take into consideration, site conditions which may affect the work and to check all dimensions at the site.
  - b) Each bidder shall acquaint themselves thoroughly as to the character and nature of the work to be done. Each bidder furthermore shall make a careful examination of the site of the work and inform themselves fully as to the difficulties to be encountered in performance of the work, the facilities for delivering, storing and placing materials and equipment and other conditions relating to construction and labor.
  - c) The bidder shall examine the premises and the site and compare them with any applicable drawings and specifications. He/she shall familiarize themselves with the existing conditions such as obstructive area levels and any problems related to erecting the required systems.
  - d) No plea of ignorance of conditions that exist or may hereafter exist on the site of the work, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or

omission on the part of the Contractor to fulfill in every detail all the requirements of the contract documents and to complete the work for the consideration set forth therein, or as a basis for any claim whatsoever.

- e) Insofar as possible, the Contractor, in carrying out his/her work, must employ such methods or means as will not cause interruption of or interference with the work of any other Contractor, or County personnel at the site.

3. Bid Security/Bid Bonding:

- a) **Each bid must be accompanied by a Bid Bond** for an amount equal to five per-cent (5%) of the total base bid as a guarantee that if the bid is accepted, the required Contract will be executed within fifteen (15) days after receipt of written notice of formal award of Contract. Bids not including such a bid bond will not be considered. Due to the current electronic nature of bidding, the County will no longer accept cashier's checks as a bid bond.
- b) The successful offeror must provide a Performance Bond from a surety company qualified to do business under the laws of the State of South Carolina in the amount of 100 percent (100%) of the contract amount, within fifteen (15) days the after receipt of written notice of formal award of the Contract.
- c) The successful offeror must provide a Payment and Material Bond from a surety company qualified to do business under the laws of the State of South Carolina in the amount of 100 percent (100%) of the contract amount, within fifteen (15) days after receipt of written notice of formal award of Contract.
- d) Should any Surety on the Construction Contract be determined unsatisfactory at any time by the Owner, notice will be given the Contractor who shall immediately provide a new Surety, satisfactory to the Owner and at no additional cost to the Owner. The Contract shall not be operative nor will any payments be due or paid until approval of the bonds has been made by the Owner.
- e) The Bidder shall require the Attorney-in-Fact who executes the required bonds, on behalf of the Surety, to affix thereto a certified and current copy of his Power of Attorney, indicating the monetary limit of such power.
- f) The cost of the bonds shall be included in the cost of the base bid.

4. Insurance:

The successful proposer will be required to provide a Certificate of Insurance naming Georgetown County, SC as an additional insured per the County's insurance requirements as listed within the Instructions for Bidders section.

5. All work shall conform to the enclosed specifications and manufacturer's literature.

6. Unless future complaints are later received, Work may be performed between the hours of 6:00 am until dark.

7. The construction schedule shall be coordinated with the County's Designated Representative to minimize conflict with facility tenants.
8. Demolition shall be performed in such a way as to not damage the existing facility. The contractor will be responsible for disposal of any and all removed, unused and surplus materials and any fees and transportation costs associated with the disposal.
9. The worksite shall be barricaded from the public at all times. The Contractor shall be responsible for the safety of the public, County personnel, their employees, and their sub-contractors. The Contractor will be solely liable for any damages that may result from the Contractor's performance or lack of performance (such as prompt pick-up & removal of nails, etc.).
10. The contractor shall promptly notify the Owner's Representative in writing, of subsurface or latent physical conditions differing materially from those indicated in this contract or unknown unusual physical conditions at the site before proceeding with the work.
11. Upon completion of the job, a County representative will inspect the job and any defects will be corrected immediately.
12. The contractor shall promptly notify the Owner's Representative in writing, of subsurface or latent physical conditions differing materially from those indicated in this contract or unknown unusual physical conditions at the site before proceeding with the work.
13. Liquidated Damages  
Contractor shall specify on the bid form the number of days for mobilization and number of days for completion of all Work under this contract. Excess timeframes provided may be cause for your bid to be rejected and/or marked as non-responsive. Time will be a factor in award. Liquidated damages of \$200 per day will apply for each day past the provided timeframe.
14. Permits  
The Contractor will be responsible for obtaining all necessary city, county, and state permits/licenses and must comply with all local codes and ordinances. Copies of such permits/licenses shall be made available to the County upon request. Building contractors working within Georgetown County must also secure a Contractor's License from the Building Department. Work within the Georgetown City Limits may require a City Business License. For additional information, please review the Building and Planning web page at the link below: <https://gtcounty.org/175/Building-Planning-Zoning>
15. Warranties  
All work shall be performed with an included standard manufacturer's warranty in which the manufacturer agrees to repair or replace products that fail in materials or workmanship. Material failures include manufacturing defects and failure of any roofing material. Material warranty period shall be 20 years from date of completion. Awarded Contractor shall also provide a roofing installer's warranty agreeing to repair or replace components of roofing that fail in materials or workmanship within two (2) years from date of completion at no additional expense to the County. Warranties shall be submitted and signed by the awarded roofing contractor and manufacturer defining

remediation for promptly repairing leaks resulting from defects in material or workmanship. See form in technical specifications.

16. Evaluation & Award

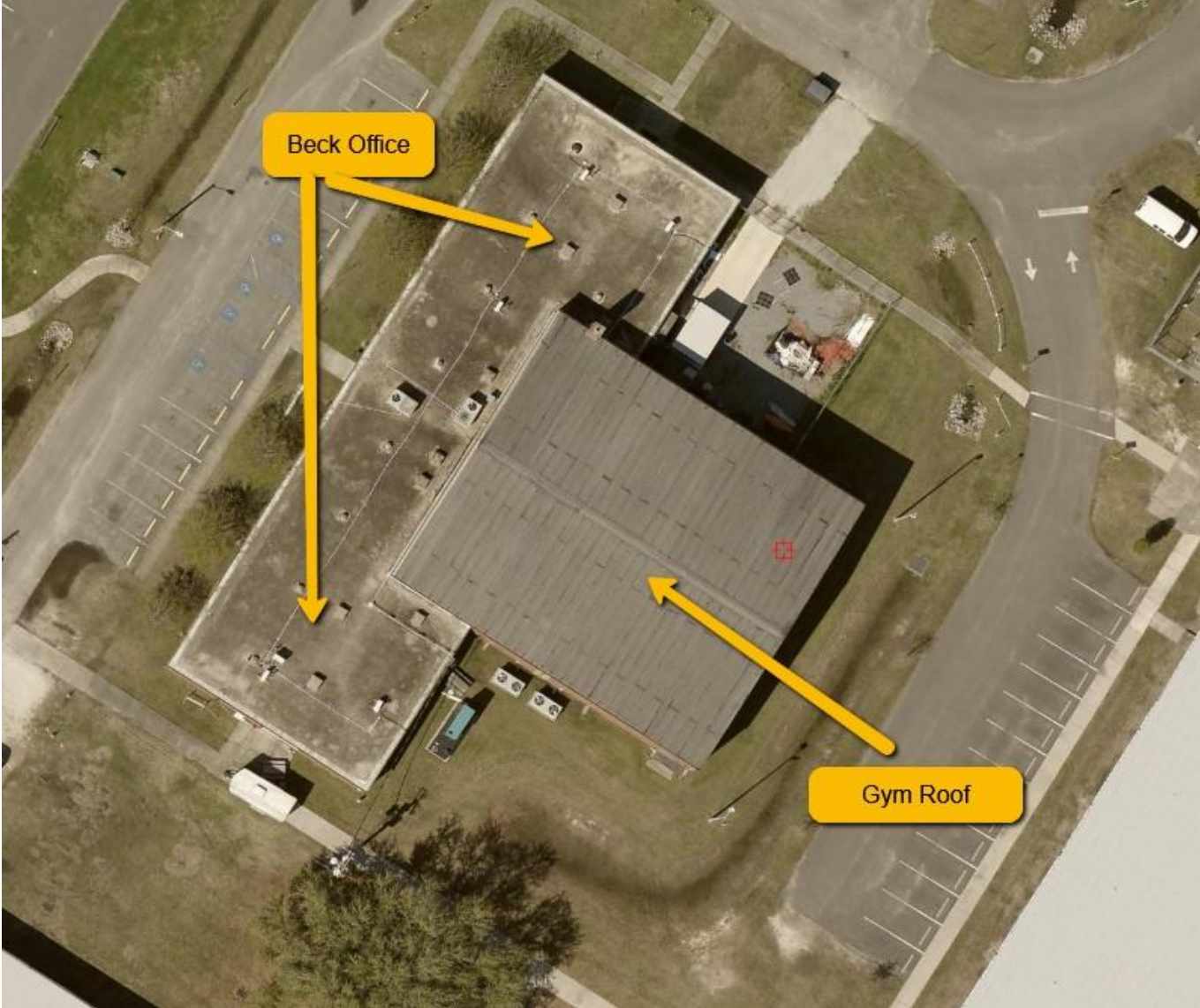
The Construction Contract will be awarded to the firm submitting the lowest and most responsive and responsible proposal as determined by the County. In determining the lowest and most responsive and responsible bidder, in addition to cost, the following factors shall also be considered: the number of days for mobilization of contract, the number of days for completion of services at all locations, ability to comply with all bid requirements, customer references showing satisfactory past record of performance with other clients including the quality of work, reliability, capability of staffing, and experience of Offeror to render prompt and satisfactory service of the volume called for under this contract, and past record of performance with the County. It is the County's intent to award all items to a single Contractor.

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**“ATTACHMENT A”**

<b>BUILDING</b>	<b>ADRESS</b>	<b>ROOF TYPE</b>	<b>Estimated Quantity</b>	<b>Unit of Measure</b>	<b>NOTES</b>
Beck Office	2030 W Church St. Georgetown SC 29440	Built-up Roof (BUR)	9753	SqF	The square foot measurement is just an estimate. Need to field measure.
Georgetown Library	405 Cleland St. Georgetown SC 29440	Fiberglass Mineral Surfaced Roll Roofing.	16212	SqF	The square foot measurement is just an estimate. Need to field measure.
Howard Gym	1610 Hawkins St. Georgetown SC 29440	Fiberglass Mineral Surfaced Roll Roofing.	5196	SqF	The square foot measurement is just an estimate. Need to field measure.
Howard Gym	1610 Hawkins St. Georgetown SC 29440	Flashing	346	LF	Need to replace flashing. The measurement is just an estimate. Need to field measure.
Howard Auditorium	1610 Hawkins St. Georgetown SC 29440	Fiberglass Mineral Surfaced Roll Roofing.	11887	SqF	The square foot measurement is just an estimate. Need to field measure.
Beck Gym	2031 W Church St. Georgetown SC 29440	Fiberglass Mineral Surfaced Roll Roofing.	8100	SqF	The square foot measurement is just an estimate. Need to field measure.

Beck Office & Gym





Georgetown Library



## Howard Gym & Auditorium



**Howard Flashing**



## “ATTACHMENT B”

### Technical Specifications

#### SECTION 075423 - THERMOPLASTIC-POLYOLEFIN (TPO) ROOFING

##### PART 1 - GENERAL

##### 1.1 SUMMARY

###### A. Section Includes:

1. Thermoplastic polyolefin (TPO) roofing system.
2. Accessory roofing materials.
3. Substrate board.
4. Vapor retarder.
5. Roof insulation.
6. Insulation accessories and cover board.
7. Asphalt materials.
8. Walkways.

###### B. Section includes installation of sound-absorbing insulation strips in ribs of roof deck. Sound-absorbing insulation strips are furnished under Section 053100 "Steel Decking."

###### C. Related Requirements:

1. Section 061000 "Rough Carpentry" for wood nailers, curbs, and blocking; and for wood-based, structural-use roof deck panels.
2. Section 061600 "Sheathing" for wood-based, structural-use roof deck panels.
3. Section 072100 "Thermal Insulation" for insulation beneath the roof deck.
4. Section 076200 "Sheet Metal Flashing and Trim" for metal roof flashings and counterflashings.
5. Section 077100 "Roof Specialties" for manufactured copings and roof edge flashings.
6. Section 077129 "Manufactured Roof Expansion Joints" for manufactured roof expansion-joint assemblies.
7. Section 079200 "Joint Sealants" for joint sealants, joint fillers, and joint preparation.
8. Section 221423 "Storm Drainage Piping Specialties" for roof drains.

##### 1.2 DEFINITIONS

- ###### A. Roofing Terminology: Definitions in ASTM D1079 and glossary in NRCA's "The NRCA Roofing Manual: Membrane Roof Systems" apply to Work of this Section.

### 1.3 PREINSTALLATION MEETINGS

#### A. Preinstallation Roofing Conference: Conduct conference at Project site.

1. Meet with Owner, Architect, Owner's insurer if applicable, testing and inspecting agency representative, roofing Installer, roofing system manufacturer's representative, deck Installer, air barrier Installer, and installers whose work interfaces with or affects roofing, including installers of roof accessories and roof-mounted equipment.
2. Review methods and procedures related to roofing installation, including manufacturer's written instructions.
3. Review and finalize construction schedule, and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
4. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.
5. Review structural loading limitations of roof deck during and after roofing.
6. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that affects roofing system.
7. Review governing regulations and requirements for insurance and certificates if applicable.
8. Review temporary protection requirements for roofing system during and after installation.
9. Review roof observation and repair procedures after roofing installation.

### 1.4 ACTION SUBMITTALS

#### A. Product Data:

1. Thermoplastic polyolefin (TPO) roofing system.
2. Accessory roofing materials.
3. Substrate board.
4. Vapor retarder.
5. Roof insulation.
6. Insulation accessories and cover board.
7. Asphalt materials.
8. Walkways.
9. For insulation and roof system component fasteners, include copy of FM Approvals' RoofNav listing.

#### B. Shop Drawings: Include roof plans, sections, details, and attachments to other work, including the following:

1. Layout and thickness of insulation.
2. Base flashings and membrane termination details.
3. Flashing details at penetrations.
4. Tapered insulation layout, thickness, and slopes.
5. Roof plan showing orientation of steel roof deck and orientation of roof membrane, fastening spacings, and patterns for mechanically fastened roofing system.
6. Insulation fastening patterns for corner, perimeter, and field-of-roof locations.
7. Tie-in with adjoining air barrier.

- C. Samples for Verification: For the following products:
  - 1. Roof membrane and flashings, of color required.
  - 2. Aggregate ballast in gradation required.
  - 3. Roof paver in each color and texture required.
  - 4. Walkway pads or rolls, of color required.
- D. Wind Uplift Resistance Submittal: For roofing system, indicating compliance with wind uplift performance requirements.

## 1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer manufacturer and testing agency.
- B. Manufacturer Certificates:
  - 1. Performance Requirement Certificate: Signed by roof membrane manufacturer, certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
    - a. Submit evidence of compliance with performance requirements.
  - 2. Special Warranty Certificate: Signed by roof membrane manufacturer, certifying that all materials supplied under this Section are acceptable for special warranty.
- C. Product Test Reports: For roof membrane and insulation, for tests performed by a qualified testing agency, indicating compliance with specified requirements.
- D. Evaluation Reports: For components of roofing system, from ICC-ES.
- E. Field Test Reports:
  - 1. Concrete internal relative humidity test reports.
  - 2. Fastener-pullout test results and manufacturer's revised requirements for fastener patterns.
- F. Field quality-control reports.
- G. Sample Warranties: For manufacturer's special warranties.

## 1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For roofing system to include in maintenance manuals.
- B. Certified statement from existing roof membrane manufacturer stating that existing roof warranty has not been affected by Work performed under this Section.

## 1.7 QUALITY ASSURANCE

- A. **Manufacturer Qualifications:** A qualified manufacturer that is UL listed listed in FM Approvals' RoofNav for roofing system identical to that used for this Project.
- B. **Installer Qualifications:** A qualified firm that is approved, authorized, or licensed by roofing system manufacturer to install manufacturer's product and that is eligible to receive manufacturer's special warranty.

## 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
  - 1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Handle and store roofing materials, and place equipment in a manner to avoid permanent deflection of deck.

## 1.9 FIELD CONDITIONS

- A. **Weather Limitations:** Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.

## 1.10 WARRANTY

- A. **Special Warranty:** Manufacturer agrees to repair or replace components of roofing system that fail in materials or workmanship within specified warranty period.
  - 1. Special warranty includes roof membrane, base flashings, roof insulation, fasteners, cover boards, vapor retarder, substrate board, roof pavers, and other components of roofing system.
  - 2. **Warranty Period:** 20 years from date of Substantial Completion.

- B. Special Project Warranty: Submit roofing Installer's warranty, on warranty form at end of this Section, signed by Installer, covering the Work of this Section, including all components of roofing system such as roof membrane, base flashing, roof insulation, fasteners, cover boards, substrate boards, vapor retarders, roof pavers, and walkway products, for the following warranty period:
  - 1. Warranty Period: Two years from date of Substantial Completion.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. General Performance: Installed roofing system and flashings to withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Roof system and flashings to remain watertight.
  - 1. Accelerated Weathering: Roof to withstand 2000 hours of exposure when tested according to ASTM G152, ASTM G154, or ASTM G155.
  - 2. Impact Resistance: Roof membrane to resist impact damage when tested according to ASTM D3746, ASTM D4272, or the "Resistance to Foot Traffic Test" in FM Approvals 4470.
- B. Material Compatibility: Roofing materials to be compatible with one another and adjacent materials under conditions of service and application required, as demonstrated by roof membrane manufacturer based on testing and field experience.
- C. Wind Uplift Resistance: Design roofing system to resist the following wind uplift pressures when tested according to FM Approvals 4474, UL 580, or UL 1897:
  - 1. Zone 1 (Roof Area Field): Contractor to provide proper calculations .
  - 2. Zone 2 (Roof Area Perimeter): Contractor to provide proper calculations .
    - a. Location: From roof edge to Contractor to provide proper calculations inside roof edge.
  - 3. Zone 3 (Roof Area Corners): Contractor to provide proper calculations .
    - a. Location: Contractor to provide proper calculations in each direction from each building corner.
- D. FM Approvals' RoofNav Listing: Roof membrane, base flashings, and component materials comply with requirements in FM Approvals 4450 or FM Approvals 4470 as part of a roofing system, and are listed in FM Approvals' RoofNav for Class 1 or noncombustible construction, as applicable. Identify materials with FM Approvals Certification markings.
  - 1. Fire/Windstorm Classification: Class 1A-60 Classification is to be determined by roofing contractor and shall meet all regulations specific to the project site, location and conditions. Classification shall be such that all terms of the warranty are met. .



2. Hail-Resistance Rating: FM Global Property Loss Prevention Data Sheet 1-34 VSH.

## 2.2 THERMOPLASTIC POLYOLEFIN (TPO) ROOFING SYSTEM

- A. TPO Sheet: ASTM D6878/D6878M, internally fabric- or scrim-reinforced, fabric-backed self-adhering TPO sheet.
  1. **Manufacturers:** Subject to compliance with requirements, undefined:
    - a. Carlisle Syntec Systems.
    - b. Cooley Group.
    - c. Custom Seal Inc.
    - d. Elevate; Holcim Building Envelope.
    - e. Flex Membrane International Corp.
    - f. GAF.
    - g. GenFlex Roofing Systems.
    - h. IKO Innovati; IKO Industries Inc.
    - i. Johns Manville; a Berkshire Hathaway company.
    - j. Mule-Hide Products Co., Inc.
    - k. Siplast.
    - l. Versico Roofing Systems; Carlisle Construction Materials.
  2. Thickness: 60 mils , nominal.
  3. Exposed Face Color: White .

## 2.3 ACCESSORY ROOFING MATERIALS

- A. General: Accessory materials recommended by roofing system manufacturer for intended use and compatible with other roofing components.
  1. Adhesive and Sealants: Comply with VOC limits of authorities having jurisdiction.
  2. **Verify adhesives and sealants comply** with the testing and product requirements of the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers." Verify formaldehyde emissions do not exceed 9 mcg/cu. m or 7 ppb, whichever is less.
  3. **Verify adhesives and sealants comply** with the testing and product requirements of the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers."
- B. Sheet Flashing: Manufacturer's standard unreinforced TPO sheet flashing, 55 mils thick, minimum, of same color as TPO sheet.
- C. Prefabricated Pipe Flashings: As recommended by roof membrane manufacturer.
- D. Roof Vents: As recommended by roof membrane manufacturer.

1. Size: Not less than 4-inch diameter.
- E. Bonding Adhesive: Manufacturer's standard , water based.
- F. Slip Sheet: Manufacturer's standard, of thickness required for application.
- G. Asphalt-Coated, Glass-Fiber-Mat, Venting Base Sheet: ASTM D4897/D4897M, Type II; nonperforated, asphalt-impregnated fiberglass reinforced, with mineral granular patterned surfacing on bottom surface.
- H. Metal Termination Bars: Manufacturer's standard, predrilled stainless steel or aluminum bars, approximately 1 by 1/8 inch thick; with anchors.
- I. Metal Battens: Manufacturer's standard, aluminum-zinc-alloy-coated or zinc-coated steel sheet, approximately 1 inch wide by 0.05 inch thick, prepunched.
- J. Ballast Retaining Bar: Perimeter securement system consisting of a slotted extruded-aluminum retention bar with an integrated compression fastening strip.
1. Fasteners: 1-1/2-inch stainless steel fasteners with neoprene washers.
- K. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening roofing components to substrate, and acceptable to roofing system manufacturer.
- L. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, lap sealants, termination reglets, and other accessories.

## 2.4 SUBSTRATE BOARD

- A. Gypsum Board Type X: ASTM C1396/C1396M.
1. Thickness: 5/8 inch.
- B. Glass-Mat Gypsum Roof Substrate Board: ASTM C1177/C1177M, water-resistant gypsum board.
1. **Manufacturers:** Subject to compliance with requirements, undefined:
    - a. CertainTeed; SAINT-GOBAIN.
    - b. Georgia-Pacific Gypsum LLC.
    - c. Gold Bond Building Products, LLC provided by National Gypsum Company.
    - d. USG Corporation.
  2. Thickness: Type X, 5/8 inch thick.
  3. Surface Finish: Factory primed .
- C. Fiber-Reinforced Gypsum Roof Board: ASTM C1278/C1278M, cellulosic-fiber reinforced, water-resistant gypsum board.

1. Thickness: 5/8 inch.
- D. Perlite Board: ASTM C728, seal coated.
1. Thickness: 1 inch.
- E. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening substrate board to roof deck.

## 2.5 VAPOR RETARDER

- A. Polyethylene Film: ASTM D4397, 6 mils thick, minimum, with maximum permeance rating of 0.13 perm .
1. Tape: Pressure-sensitive tape of type recommended by vapor retarder manufacturer for sealing joints and penetrations in vapor retarder.
  2. Adhesive: Manufacturer's standard lap adhesive, listed by FM Approvals for vapor retarder application.
- B. Laminated Sheet Vapor Retarder: Two-layer, fire-retardant polyethylene laminate, reinforced with cord grid.
1. Permeance Rating: Not more than 0.062 perm when tested in accordance with ASTM E96/E96M.
  2. Flame-Spread Index: Not more than 5 when tested in accordance with ASTM E84.
  3. Smoke-Developed Index: Not more than 35 when tested in accordance with ASTM E84.
  4. Tape: Pressure-sensitive tape of type recommended by vapor retarder manufacturer for sealing joints and penetrations in vapor retarder.
- C. Glass-Fiber Felts: ASTM D2178/D2178M, Type IV; asphalt impregnated.

## 2.6 ROOF INSULATION

- A. General: Preformed roof insulation boards manufactured or approved by TPO roof membrane manufacturer , approved for use in FM Approvals' RoofNav listed roof assemblies , approved for use in SPRI's Directory of Roof Assemblies listed roof assemblies.
- B. Extruded-Polystyrene Board Insulation: ASTM C578, Type IV, 1.45-lb/cu. ft. minimum density, 25 psi minimum compressive strength , square edged.
1. **Manufacturers:** Subject to compliance with requirements, undefined:
    - a. DuPont.
    - b. Kingspan Insulation LLC.
    - c. Owens Corning.
    - d. Soprema, Inc.
  2. Thermal Resistance: R-value of 5.0 per 1 inch.

3. Size: 48 by 48 inches .
  4. Thickness:
    - a. Base Layer: 1-1/2 inches .
    - b. Upper Layer: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty .
- C. Molded (Expanded) Polystyrene Board Insulation: ASTM C578, Type VIII, 1.15-lb/cu. ft. minimum density, 13-psi minimum compressive strength, square edge.
1. **Manufacturers:** Subject to compliance with requirements, undefined:
    - a. Atlas Molded Products, a division of Atlas Roofing Corporation.
    - b. Carlisle Syntec Systems.
    - c. Cellofoam North America, Inc.
    - d. Kingspan Insulation LLC.
  2. Thermal Resistance: R-value of 3.8 per 1 inch.
  3. Size: 48 by 48 inches .
  4. Thickness:
    - a. Base Layer: 1-1/2 inches .
    - b. Upper Layer: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.
- D. Composite Molded (Expanded) Polystyrene Board Insulation: ASTM C578, Type II, 1.35-lb/cu. ft. minimum density, with factory-applied facings, as follows:
1. **Manufacturers:** Subject to compliance with requirements, undefined:
    - a. Carlisle Syntec Systems.
    - b. Cellofoam North America, Inc.
    - c. Insulfoam; a Carlisle Company.
  2. Facer: ASTM C208, Type II, Grade 2, cellulosic-fiber insulation board, asphalt coated, 1/2 inch thick .
  3. Size: 48 by 48 inches .
  4. Thickness: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.
- E. Polyisocyanurate Board Insulation: ASTM C1289, Type II, Class 1, Grade 2 , felt or glass-fiber mat facer on both major surfaces.
1. **Manufacturers:** Subject to compliance with requirements, undefined:
    - a. Atlas Polyiso Roof and Wall Insulation.
    - b. Carlisle Syntec Systems.
    - c. CertainTeed; SAINT-GOBAIN.
    - d. Elevate; Holcim Building Envelope.
    - e. GAF.
    - f. Hunter Panels; a Carlisle company.
    - g. IKO Innovi; IKO Industries Inc.
    - h. Insulfoam; a Carlisle Company.
    - i. Johns Manville; a Berkshire Hathaway company.

- j. Kingspan Insulation LLC.
- k. Polyglass U.S.A., Inc.
- l. Rmax, A Business Unit of Sika Corporation.
- 2. Compressive Strength: 20 psi .
- 3. Size: 48 by 48 inches .
- 4. Thickness:
  - a. Base Layer: 1-1/2 inches .
  - b. Upper Layer: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.
  - c. Composite Polyisocyanurate Board Insulation: ASTM C1289, with factory-applied facing board on one major surface, as indicated below by type, and felt or glass-fiber mat facer on the other.
- 5. **Manufacturers:** Subject to compliance with requirements, undefined:
  - a. Atlas Polyiso Roof and Wall Insulation.
  - b. Carlisle Syntec Systems.
  - c. CertainTeed; SAINT-GOBAIN.
  - d. Elevate; Holcim Building Envelope.
  - e. GAF.
  - f. Hunter Panels; a Carlisle company.
  - g. IKO Industries Inc.
  - h. Insulfoam; a Carlisle Company.
  - i. Johns Manville; a Berkshire Hathaway company.
  - j. Kingspan Insulation LLC.
  - k. Polyglass U.S.A., Inc.
  - l. Rmax, A Business Unit of Sika Corporation.
- 6. Facer: Type IV, cellulosic-fiber-insulating-board facer, Grade 2, 1/2 inch thick Type V, oriented strand board facer, 7/16 inch thick Type VII, glass-mat-faced gypsum board facer, 1/4 inch thick .
- 7. Size: 48 by 48 inches .
- 8. Thickness: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.

F. Perlite Board Insulation: ASTM C728, Type 1, rigid, mineral-aggregate thermal insulation board composed of expanded perlite, cellulosic fibers, binders, and waterproofing agents with top surface seal coated.

- 1. **Manufacturers:** Subject to compliance with requirements, undefined:
  - a. GAF.
  - b. Johns Manville; a Berkshire Hathaway company.
- 2. Thermal Resistance: R-value of 2.78 per 1 inch.
- 3. Size: 48 by 48 inches .
- 4. Thickness:
  - a. Base Layer: 1-1/2 inches .
- 5. Upper Layer: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.

- G. Cellulosic-Fiber Board Insulation: ASTM C208, Type II, Grade 2, fibrous-felted, rigid insulation boards of wood fiber or other cellulosic-fiber and water-resistant binders, asphalt impregnated, chemically treated for deterioration.
1. Manufacturers: Subject to compliance with requirements, undefined:
    - a. Blue Ridge Fiberboard.
    - b. GAF.
    - c. Georgia-Pacific Gypsum LLC.
    - d. Homasote Company.
    - e. Huebert Fiberboard Inc.
  2. Thermal Resistance: R-value of 2.78 per 1 inch.
  3. Size: 48 by 48 inches .
  4. Thickness:
    - a. Base Layer: 1 inch .
  5. Upper Layer: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.
- H. Cellular-Glass Board Insulation: ASTM C552, Type IV, rigid, cellular-glass thermal board insulation faced with manufacturer's standard kraft-paper sheets.
1. Thermal Resistance: R-value of 3.44 per 1 inch.
  2. Size: 24 by 48 inches.
  3. Thickness: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.
- I. Mineral Wool Insulation - Multi-Density: ASTM C726, Type I, Class 1, comprising monolithic fibrous material having an upper layer of 11.2-lb/cu. ft. density, and a lower layer of 7.5-lb/cu. ft. density.
1. Thermal Resistance: R-value of 3.8 per 1 inch.
  2. Size: 48 by 48 inches .
  3. Thickness:
    - a. Base Layer: 2 inches .
  4. Upper Layer: To be determined by roofing contractor and as required to meet all applicable codes and manufacturer's warranty.
  5. Face Treatment: Bitumen coating.
- J. Mineral Wool Insulation - Single Density: ASTM C726, Type II, Class 1, comprising monolithic fibrous material having 12.5-lb/cu. ft. density.
1. Thermal Resistance: R-value of 4.0 per 1 inch.
  2. Size: 48 by 48 inches.
  3. Thickness: 1 inch.
  4. Face Treatment: Bitumen coating.
- K. Tapered Insulation: Provide factory-tapered insulation boards.
1. Material: Match roof insulation .

2. Minimum Thickness: 1/4 inch.
3. Slope:
  - a. Roof Field: 1/4 inch per foot unless otherwise indicated on Drawings.
  - b. Saddles and Crickets: 1/2 inch per foot unless otherwise indicated on Drawings.

## 2.7 INSULATION ACCESSORIES AND COVER BOARD

- A. General: Roof insulation accessories recommended by insulation manufacturer for intended use and compatibility with other roofing system components.
- B. Fasteners: Factory-coated steel fasteners with metal or plastic plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening roof insulation and cover boards to substrate, and acceptable to roofing system manufacturer.
- C. Induction-Welding Plates: Minimum 3-inch diameter with recessed center, 0.034-inch thick, aluminum-zinc-alloy-coated steel plates, factory-coated with adhesive formulated for roof membrane, with corresponding corrosion-resistant fasteners and thermal isolation spacers below plates.
- D. Insulation Adhesive: Insulation manufacturer's recommended adhesive formulated to attach roof insulation to substrate or to another insulation layer as follows:
  1. Modified asphaltic, asbestos-free, cold-applied adhesive.
  2. Bead-applied, low-rise, one-component or multicomponent urethane adhesive.
- E. Cellulosic-Fiber Insulation Cover Board: ASTM C208, Type II, Grade 2, high-density cellulosic-fiber insulation board, having a minimum compressive strength of 40 psi.
  1. Thickness: 1/2 inch.
  2. Surface finish: Primed one side.
- F. Oriented Strand Board: DOC PS 2, Exposure 1, 7/16 inch thick.
- G. Glass-Mat Gypsum Cover Board: ASTM C1177/C1177M, water-resistant gypsum board.
  1. **Manufacturers:** Subject to compliance with requirements, undefined:
    - a. CertainTeed; SAINT-GOBAIN.
    - b. Georgia-Pacific Gypsum LLC.
    - c. Gold Bond Building Products, LLC provided by National Gypsum Company.
    - d. USG Corporation.
  2. Thickness: [1/4 inch] [1/2 inch] 1/2 Inch.
  3. Surface Finish: Fiberglass facer Factory primed.
- H. Fiber-Reinforced Gypsum Roof Board: ASTM C1278/C1278M, cellulosic-fiber reinforced, water-resistant gypsum board.
  1. Thickness: 1/2 inch.

- I. Fiber-Reinforced Cementitious Cover Board: ASTM C1325, fiber-mat-reinforced cementitious board.
  - 1. Thickness: 1/2 inch.
- J. Fiber-Reinforced Recycled Plastic Cover Board: Cellulose fiber blended with recycled plastic board.
  - 1. Manufacturers: Subject to compliance with requirements, undefined:
    - a. Continuous Materials, LLC.
  - 2. Thickness: 1/2 inch.
  - 3. Surface Finish: Fiberglass facer Paper facer.
- K. Polyisocyanurate Insulation Cover Board: ASTM C1289 Type II, Class 4, Grade 1, 1/2 inch thick, with a minimum compressive strength of 80 psi.
- L. Protection Mat: Woven or nonwoven polypropylene, polyolefin, or polyester fabric; water permeable and resistant to UV degradation; type and weight as recommended by roofing system manufacturer for application.

## 2.8 ASPHALT MATERIALS

- A. Roofing Asphalt: ASTM D312/D312M, Type III or Type IV ASTM D6152/D6152M, SEBS modified.
- B. Asphalt Primer: ASTM D41/D41M.

## 2.9 WALKWAYS

- A. Flexible Walkways: Factory-formed, nonporous, heavy-duty, slip-resisting, surface-textured walkway pads , approximately 3/16 inch thick and acceptable to roofing system manufacturer.
  - 1. Size: Approximately 36 by 60 inches.
  - 2. Color: Contrasting with roof membrane.
- B. Walkway Roof Pavers: Heavyweight, hydraulically pressed concrete units, square edged with top edges beveled 3/16 inch, factory cast for use as roof pavers; absorption not greater than 5 percent, ASTM C140/C140M; no breakage and maximum 1 percent mass loss when tested for freeze-thaw resistance, ASTM C67; and as follows:
  - 1. Manufacturers: Subject to compliance with requirements, undefined:
    - a. Hanover Architectural Products.
    - b. Roofblok Limited.
    - c. Sunny Brook Pressed Concrete, Co.
    - d. Wausau Tile, Inc.
    - e. Westile Roofing Products; an Oldcastle company.



2. Size: 24 by 24 inches . Manufacture pavers to dimensional tolerances of plus or minus 1/16 inch in length, height, and thickness.
3. Weight: 18 lb/sq. ft. 22 lb/sq. ft.
4. Compressive Strength: 7500 psi, minimum.
5. Colors and Textures: As indicated by manufacturer's designations.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements and other conditions affecting performance of the Work.
  1. Verify that roof openings and penetrations are in place, curbs are set and braced, and roof-drain bodies are securely clamped in place.
  2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
  3. Verify that surface plane flatness and fastening of steel roof deck complies with requirements in Section 053100 "Steel Decking."
  4. Verify that minimum concrete drying period recommended by roofing system manufacturer has passed.
  5. Verify that concrete substrate is visibly dry and free of moisture, and that minimum concrete internal relative humidity is not more than 75 percent, or as recommended by roofing system manufacturer, when tested according to ASTM F2170.
    - a. Test Frequency: One test probe per each 1000 sq. ft. , or portion thereof, of roof deck, with not less than three tests probes.
    - b. Submit test reports within 24 hours after performing tests.
  6. Verify that concrete-curing compounds that will impair adhesion of roofing components to roof deck have been removed.
  7. Verify that joints in precast concrete roof decks have been grouted flush with top of concrete.
  8. Verify that minimum curing period recommended by roofing system manufacturer for lightweight insulating concrete roof decks has passed.
  9. Verify any damaged sections of cementitious wood-fiber decks have been repaired or replaced.
  10. Verify adjacent cementitious wood-fiber panels are vertically aligned to within 1/8 inch at top surface.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing system installation according to roofing system manufacturer's written instructions. Remove sharp projections.

- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- C. Perform fastener-pullout tests according to roof system manufacturer's written instructions.
  - 1. Submit test result within 24 hours after performing tests.
    - a. Include manufacturer's requirements for any revision to previously submitted fastener patterns required to achieve specified wind uplift requirements.
- D. Install sound-absorbing insulation strips according to acoustical roof deck manufacturer's written instructions.

### 3.3 INSTALLATION OF ROOFING, GENERAL

- A. Install roofing system according to roofing system manufacturer's written instructions, FM Approvals' RoofNav SPRI's Directory of Roof Assemblies listed roof assembly requirements, and FM Global Property Loss Prevention Data Sheet 1-29.
- B. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at end of workday or when rain is forecast. Remove and discard temporary seals before beginning Work on adjoining roofing.
- C. Install roof membrane and auxiliary materials to tie in to existing roofing to maintain weathertightness of transition and to not void warranty for existing roofing system.
- D. Coordinate installation and transition of roofing system component serving as an air barrier with air barrier specified under Section 072713 "Modified Bituminous Sheet Air Barriers."

### 3.4 INSTALLATION OF SUBSTRATE BOARD

- A. Install substrate board with long joints in continuous straight lines, with end joints staggered not less than 24 inches in adjacent rows.
  - 1. At steel roof decks, install substrate board at right angle to flutes of deck.
    - a. Locate end joints over crests of steel roof deck.
  - 2. Tightly butt substrate boards together.
  - 3. Cut substrate board to fit tight around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - 4. Fasten substrate board to top flanges of steel deck according to recommendations in FM Approvals' RoofNav listed roof assembly requirements for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29.

5. Fasten substrate board to top flanges of steel deck to resist uplift pressure at corners, perimeter, and field of roof according to roofing system manufacturers' written instructions.
6. Loosely lay substrate board over roof deck.

### 3.5 INSTALLATION OF VAPOR RETARDER

- A. Polyethylene Film: Loosely lay polyethylene-film vapor retarder in a single layer over area to receive vapor retarder, side and end lapping each sheet a minimum of 2 and 6 inches, respectively.
  1. Extend vertically up parapet walls and projections to a minimum height equal to height of insulation and cover board.
  2. Continuously seal side and end laps with tape adhesive.
- B. Laminate Sheet: Loosely lay laminate-sheet vapor retarder in a single layer over area to receive vapor retarder, side and end lapping each sheet a minimum of 2 and 6 inches, respectively.
  1. Extend vertically up parapet walls and projections to a minimum height equal to height of insulation and cover board.
  2. Continuously seal side and end laps with tape.
- C. Self-Adhering-Sheet Vapor Retarder: Prime substrate if required by manufacturer. Install self-adhering-sheet vapor retarder over area to receive vapor retarder, side and end lapping each sheet a minimum of 3-1/2 and 6 inches, respectively.
  1. Extend vertically up parapet walls and projections to a minimum height equal to height of insulation and cover board.
  2. Seal laps by rolling.
- D. Built-Up Vapor Retarder: Install two glass-fiber felt plies lapping each felt 19 inches over preceding felt.
  1. Extend vertically up parapet walls and projections to a minimum height equal to height of insulation and cover board.
  2. Embed each felt in a solid mopping of hot roofing asphalt.
  3. Glaze coat completed surface with hot roofing asphalt.
  4. Apply hot roofing asphalt within plus or minus 25 deg F of equiviscous temperature.
- E. Completely seal vapor retarder at terminations, obstructions, and penetrations to prevent air movement into roofing system.

### 3.6 INSTALLATION OF INSULATION

- A. Coordinate installing roofing system components so insulation is not exposed to precipitation or left exposed at end of workday.

- B. Comply with roofing system and roof insulation manufacturer's written instructions for installing roof insulation.
- C. Installation Over Metal Decking:
1. Install base layer of insulation with joints staggered not less than 24 inches in adjacent rows and with long joints continuous at right angle to flutes of decking.
    - a. Locate end joints over crests of decking.
    - b. Where installing composite and noncomposite insulation in two or more layers, install noncomposite board insulation for bottom layer and intermediate layers, if applicable, and install composite board insulation for top layer.
    - c. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
    - d. Make joints between adjacent insulation boards not more than 1/4 inch in width.
    - e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
      - 1) Trim insulation so that water flow is unrestricted.
    - f. Fill gaps exceeding 1/4 inch with insulation.
    - g. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
    - h. Loosely lay base layer of insulation units over substrate.
    - i. Mechanically attach base layer of insulation and substrate board using mechanical fasteners specifically designed and sized for fastening specified board-type roof insulation to metal decks.
      - 1) Fasten insulation according to requirements in FM Approvals' RoofNav for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies for specified Wind Uplift Load Capacity.
      - 2) Fasten insulation to resist specified uplift pressure at corners, perimeter, and field of roof.
  2. Install upper layers of insulation and tapered insulation with joints of each layer offset not less than 12 inches from previous layer of insulation.
    - a. Staggered end joints within each layer not less than 24 inches in adjacent rows.
    - b. Install with long joints continuous and with end joints staggered not less than 12 inches in adjacent rows.
    - c. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
    - d. Make joints between adjacent insulation boards not more than 1/4 inch in width.
    - e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
      - 1) Trim insulation so that water flow is unrestricted.
    - f. Fill gaps exceeding 1/4 inch with insulation.
    - g. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
    - h. Loosely lay each layer of insulation units over substrate.
    - i. Adhere each layer of insulation to substrate using adhesive according to FM Approvals' RoofNav listed roof assembly requirements for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:

- 1) Set each layer of insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
- 2) Set each layer of insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
- 3) Set each layer of insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.

D. Installation Over Wood and Wood Panel Decking:

1. Mechanically fasten slip sheet to roof deck using mechanical fasteners specifically designed and sized for fastening slip sheet to wood decks.
  - a. Fasten slip sheet according to requirements in SPRI's Directory of Roof Assemblies for specified Wind Uplift Load Capacity.
  - b. Fasten slip sheet to resist specified uplift pressure at corners, perimeter, and field of roof.
2. Install base layer of insulation with joints staggered not less than 24 inches in adjacent rows.
  - a. Where installing composite and noncomposite insulation in two or more layers, install noncomposite board insulation for bottom layer and intermediate layers, if applicable, and install composite board insulation for top layer.
  - b. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - c. Make joints between adjacent insulation boards not more than 1/4 inch in width.
  - d. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
    - 1) Trim insulation so that water flow is unrestricted.
  - e. Fill gaps exceeding 1/4 inch with insulation.
  - f. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
  - g. Loosely lay base layer of insulation units over substrate.
3. Mechanically attach base layer of insulation and substrate board using mechanical fasteners specifically designed and sized for fastening specified board-type roof insulation to wood decks.
  - a. Fasten insulation according to requirements in SPRI's Directory of Roof Assemblies for specified Wind Uplift Load Capacity.
  - b. Fasten insulation to resist specified uplift pressure at corners, perimeter, and field of roof.
4. Install upper layers of insulation and tapered insulation with joints of each layer offset not less than 12 inches from previous layer of insulation.
  - a. Staggered end joints within each layer not less than 24 inches in adjacent rows.
  - b. Install with long joints continuous and with end joints staggered not less than 12 inches in adjacent rows.
  - c. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - d. Make joints between adjacent insulation boards not more than 1/4 inch in width.
  - e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
    - 1) Trim insulation so that water flow is unrestricted.

- f. Fill gaps exceeding 1/4 inch with insulation.
- g. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
- h. Loosely lay each layer of insulation units over substrate.
- i. Adhere each layer of insulation to substrate using adhesive according to SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
  - 1) Set each layer of insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
  - 2) Set each layer of insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
  - 3) Set each layer of insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.

E. Installation Over Concrete Decks:

1. Install base layer of insulation with joints staggered not less than 24 inches in adjacent rows
  - a. Where installing composite and noncomposite insulation in two or more layers, install noncomposite board insulation for bottom layer and intermediate layers, if applicable, and install composite board insulation for top layer.
  - b. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - c. Make joints between adjacent insulation boards not more than 1/4 inch in width.
  - d. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
    - 1) Trim insulation so that water flow is unrestricted.
  - e. Fill gaps exceeding 1/4 inch with insulation.
  - f. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
  - g. Loosely lay base layer of insulation units over substrate.
  - h. Adhere base layer of insulation to concrete roof deck vapor retarder according to FM Approvals' RoofNav listed roof assembly requirements for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
    - 1) Prime surface of concrete deck with asphalt primer at rate of 3/4 gal./100 sq. ft., and allow primer to dry.
    - 2) Set insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
    - 3) Set insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
    - 4) Set insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.
2. Install upper layers of insulation and tapered insulation with joints of each layer offset not less than 12 inches from previous layer of insulation.
  - a. Staggered end joints within each layer not less than 24 inches in adjacent rows.

- b. Install with long joints continuous and with end joints staggered not less than 12 inches in adjacent rows.
- c. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
- d. Make joints between adjacent insulation boards not more than 1/4 inch in width.
- e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
  - 1) Trim insulation so that water flow is unrestricted.
- f. Fill gaps exceeding 1/4 inch with insulation.
- g. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
- h. Loosely lay each layer of insulation units over substrate.
- i. Adhere each layer of insulation to substrate using adhesive according to FM Approvals' RoofNav listed roof assembly requirements for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
  - 1) Set each layer of insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
  - 2) Set each layer of insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
  - 3) Set each layer of insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.

F. Installation Over Cementitious Wood Fiber Decks:

- 1. Mechanically fasten slip sheet to roof deck using mechanical fasteners specifically designed and sized for fastening slip sheet to cementitious wood-fiber decks.
  - a. Fasten slip sheet according to requirements in SPRI's Directory of Roof Assemblies for specified Wind Uplift Load Capacity.
  - b. Fasten slip sheet to resist specified uplift pressure at corners, perimeter, and field of roof.
- 2. Install base layer of insulation with joints staggered not less than 24 inches in adjacent rows
  - a. Where installing composite and noncomposite insulation in two or more layers, install noncomposite board insulation for bottom layer and intermediate layers, if applicable, and install composite board insulation for top layer.
  - b. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - c. Make joints between adjacent insulation boards not more than 1/4 inch in width.
  - d. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
    - 1) Trim insulation so that water flow is unrestricted.
  - e. Fill gaps exceeding 1/4 inch with insulation.
  - f. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
  - g. Loosely lay base layer of insulation units over substrate.

- h. Adhere base layer of insulation to slip sheet according to SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
  - 1) Set insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
  - 2) Set insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
  - 3) Set insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.
- 3. Install upper layers of insulation and tapered insulation with joints of each layer offset not less than 12 inches from previous layer of insulation.
  - a. Staggered end joints within each layer not less than 24 inches in adjacent rows.
  - b. Install with long joints continuous and with end joints staggered not less than 12 inches in adjacent rows.
  - c. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - d. Make joints between adjacent insulation boards not more than 1/4 inch in width.
  - e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
    - 1) Trim insulation so that water flow is unrestricted.
  - f. Fill gaps exceeding 1/4 inch with insulation.
  - g. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
  - h. Loosely lay each layer of insulation units over substrate.
  - i. Adhere each layer of insulation to substrate using adhesive according to SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
    - 1) Set each layer of insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
    - 2) Set each layer of insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
    - 3) Set each layer of insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.

G. Installation Over Lightweight Insulating Concrete Decks:

- 1. Mechanically fasten vented base sheet to lightweight insulating concrete, with vented side down, using mechanical fasteners specifically designed and sized for fastening to lightweight insulating concrete decks.
  - a. Fasten vented base sheet according to requirements in FM Approvals' RoofNav for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies for specified Wind Uplift Load Capacity.
  - b. Fasten vented base sheet to resist specified uplift pressure at corners, perimeter, and field of roof.
- 2. Install base layer of insulation with joints staggered not less than 24 inches in adjacent rows.



- a. Where installing composite and noncomposite insulation in two or more layers, install noncomposite board insulation for bottom layer and intermediate layers, if applicable, and install composite board insulation for top layer.
  - b. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - c. Make joints between adjacent insulation boards not more than 1/4 inch in width.
  - d. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
    - 1) Trim insulation so that water flow is unrestricted.
  - e. Fill gaps exceeding 1/4 inch with insulation.
  - f. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
  - g. Loosely lay base layer of insulation units over substrate.
  - h. Adhere base layer of insulation to vented base sheet according to FM Approvals' RoofNav listed roof assembly requirements for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
    - 1) Set insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
    - 2) Set insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
    - 3) Set insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.
3. Install upper layers of insulation and tapered insulation with joints of each layer offset not less than 12 inches from previous layer of insulation.
- a. Staggered end joints within each layer not less than 24 inches in adjacent rows.
  - b. Install with long joints continuous and with end joints staggered not less than 12 inches in adjacent rows.
  - c. Trim insulation neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  - d. Make joints between adjacent insulation boards not more than 1/4 inch in width.
  - e. At internal roof drains, slope insulation to create a square drain sump with each side equal to the diameter of the drain bowl plus 24 inches.
    - 1) Trim insulation so that water flow is unrestricted.
  - f. Fill gaps exceeding 1/4 inch with insulation.
  - g. Cut and fit insulation within 1/4 inch of nailers, projections, and penetrations.
  - h. Loosely lay each layer of insulation units over substrate.
  - i. Adhere each layer of insulation to substrate using adhesive according to FM Approvals' RoofNav listed roof assembly requirements for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
    - 1) Set each layer of insulation in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
    - 2) Set each layer of insulation in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.

- 3) Set each layer of insulation in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.
- H. Place thermal spacers and plates on insulation in required fastening patterns to achieve FM rating and secure in accordance with manufacturer's instructions.
1. Install plates and fasteners tight and flat to substrate with no dimpling, and with fastener extending 1 inch minimum into roof deck; do not overdrive fasteners.

### 3.7 INSTALLATION OF COVER BOARDS

- A. Install cover boards over insulation with long joints in continuous straight lines with end joints staggered between rows. Offset joints of insulation below a minimum of 6 inches in each direction.
1. Trim cover board neatly to fit around penetrations and projections, and to fit tight to intersecting sloping roof decks.
  2. At internal roof drains, conform to slope of drain sump.
    - a. Trim cover board so that water flow is unrestricted.
  3. Cut and fit cover board tight to nailers, projections, and penetrations.
  4. Loosely lay cover board over substrate.
  5. Adhere cover board to substrate using adhesive according to FM Approvals' RoofNav listed roof assembly requirements for specified Windstorm Resistance Classification SPRI's Directory of Roof Assemblies listed roof assembly requirements for specified Wind Uplift Load Capacity and FM Global Property Loss Prevention Data Sheet 1-29, as follows:
    - a. Set cover board in a solid mopping of hot roofing asphalt, applied within plus or minus 25 deg F of equiviscous temperature.
    - b. Set cover board in ribbons of bead-applied insulation adhesive, firmly pressing and maintaining insulation in place.
    - c. Set cover board in a uniform coverage of full-spread insulation adhesive, firmly pressing and maintaining insulation in place.
- B. Install slip sheet over cover board and beneath roof membrane.
- C. Place plates on insulation in required fastening patterns to achieve FM rating and secure in accordance with manufacturer's instructions.
1. Install plates and fasteners tight and flat to substrate with no dimpling, and with fastener extending 1 inch minimum into roof deck; do not overdrive fasteners.

### 3.8 INSTALLATION OF ADHERED ROOF MEMBRANE

- A. Adhere roof membrane over area to receive roofing according to roofing system manufacturer's written instructions.

- B. Unroll roof membrane and allow to relax before installing.
- C. Start installation of roofing in presence of roofing system manufacturer's technical personnel and Owner's testing and inspection agency.
- D. Accurately align roof membrane, and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- E. Bonding Adhesive: Apply to substrate and underside of roof membrane at rate required by manufacturer, and allow to partially dry before installing roof membrane. Do not apply to splice area of roof membrane.
- F. Hot Roofing Asphalt: Apply a solid mopping of hot roofing asphalt to substrate at temperature and rate required by manufacturer, and install fabric-backed roof membrane. Do not apply to splice area of roof membrane.
- G. Fabric-Backed Roof Membrane Adhesive: Apply to substrate at rate required by manufacturer, and install fabric-backed roof membrane.
- H. In addition to adhering, mechanically fasten roof membrane securely at terminations, penetrations, and perimeter of roofing.
- I. Apply roof membrane with side laps shingled with slope of roof deck where possible.
- J. Seams: Clean seam areas, overlap roof membrane, and hot-air weld side and end laps of roof membrane and sheet flashings, to ensure a watertight seam installation.
  - 1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of roof membrane and sheet flashings.
  - 2. Verify field strength of seams a minimum of twice daily, and repair seam sample areas.
  - 3. Repair tears, voids, and lapped seams in roof membrane that do not comply with requirements.
- K. Spread sealant bed over deck-drain flange at roof drains, and securely seal roof membrane in place with clamping ring.

### 3.9 INSTALLATION OF BASE FLASHING

- A. Install sheet flashings and preformed flashing accessories, and adhere to substrates according to roofing system manufacturer's written instructions.
- B. Apply bonding adhesive to substrate and underside of sheet flashing at required rate, and allow to partially dry. Do not apply to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.

- D. Clean seam areas, overlap, and firmly roll sheet flashings into the adhesive. Hot-air weld side and end laps to ensure a watertight seam installation.
- E. Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars.

### 3.10 INSTALLATION OF WALKWAYS

#### A. Flexible Walkways:

- 1. Install flexible walkways at the following locations:
  - a. Retain one or more subparagraphs below. Revise to suit Project.
  - b. Perimeter of each rooftop unit.
  - c. Between each rooftop unit location, creating a continuous path connecting rooftop unit locations.
  - d. Between each roof hatch and each rooftop unit location or path connecting rooftop unit locations.
  - e. Top and bottom of each roof access ladder.
  - f. Between each roof access ladder and each rooftop unit location or path connecting rooftop unit locations.
  - g. Locations indicated on Drawings.
  - h. As required by roof membrane manufacturer's warranty requirements.
- 2. Provide 6-inch clearance between adjoining pads.
- 3. Heat weld to substrate or adhere walkway products to substrate with compatible adhesive according to roofing system manufacturer's written instructions.

#### B. Roof-Paver Walkways: Install walkway roof pavers according to manufacturer's written instructions.

- 1. Install roof paver walkways at the following locations:
  - a. Perimeter of each rooftop unit.
  - b. Between each rooftop unit location, creating a continuous path connecting rooftop unit locations.
  - c. Between each roof hatch and each rooftop unit location or path connecting rooftop unit locations.
  - d. Top and bottom of each roof access ladder.
  - e. Between each roof access ladder and each rooftop unit location or path connecting rooftop unit locations.
  - f. Locations indicated on Drawings.
  - g. As required by roof membrane manufacturer's warranty requirements.
- 2. Provide 3 inches of space between adjacent roof pavers.

### 3.11 FIELD QUALITY CONTROL

- A. Testing Agency: Owner will engage a qualified testing agency to perform tests and to inspect substrate conditions, surface preparation, roof membrane application, sheet flashings, protection, and drainage components, and to furnish reports to Architect.
- B. Perform the following tests:
  - 1. Flood Testing: Flood test each roof area for leaks, according to recommendations in ASTM D5957, after completing roofing and flashing but before overlying construction is placed. Install temporary containment assemblies, plug or dam drains, and flood with potable water.
    - a. Perform tests before overlying construction is placed.
    - b. Flood to an average depth of 2-1/2 inches with a minimum depth of 1 inch and not exceeding a depth of 4 inches . Maintain 2 inches of clearance from top of base flashing.
    - c. Flood each area for 48 hours.
    - d. After flood testing, repair leaks, repeat flood tests, and make further repairs until roofing and flashing installations are watertight.
      - 1) Cost of retesting is Contractor's responsibility.
    - e. Testing agency to prepare survey report indicating locations of initial leaks, if any, and final survey report.
- C. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion, in presence of Architect, and to prepare inspection report.
- D. Repair or remove and replace components of roofing system where inspections indicate that they do not comply with specified requirements.
- E. Additional testing and inspecting, at Contractor's expense, will be performed to determine if replaced or additional work complies with specified requirements.

### 3.12 PROTECTING AND CLEANING

- A. Protect roofing system from damage and wear during remainder of construction period. When remaining construction does not affect or endanger roofing system, inspect roofing system for deterioration and damage, describing its nature and extent in a written report, with copies to Architect and Owner.
- B. Correct deficiencies in or remove roofing system that does not comply with requirements, repair substrates, and repair or reinstall roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

3.13 ROOFING INSTALLER'S WARRANTY

A. WHEREAS \_\_\_\_\_ of \_\_\_\_\_, herein called the "Roofing Installer," has performed roofing and associated work ("work") on the following project:

1. Owner: .
2. Owner Address: .
3. Building Name/Type:
4. Building Address:
5. Area of Work:
6. Acceptance Date: \_\_\_\_\_.
7. Warranty Period: 20 years.
8. Expiration Date: \_\_\_\_\_.

B. AND WHEREAS Roofing Installer has contracted (either directly with Owner or indirectly as a subcontractor) to warrant said work against leaks and faulty or defective materials and workmanship for designated Warranty Period,

C. NOW THEREFORE Roofing Installer hereby warrants, subject to terms and conditions herein set forth, that during Warranty Period Roofing Installer will, at Roofing Installer's own cost and expense, make or cause to be made such repairs to or replacements of said work as are necessary to correct faulty and defective work and as are necessary to maintain said work in a watertight condition.

D. This Warranty is made subject to the following terms and conditions:

1. Specifically excluded from this Warranty are damages to work and other parts of the building, and to building contents, caused by:
  - a. lightning;
  - b. peak gust wind speed exceeding 150 MPH ;
  - c. fire;
  - d. failure of roofing system substrate, including cracking, settlement, excessive deflection, deterioration, and decomposition;
  - e. faulty construction of parapet walls, copings, chimneys, skylights, vents, equipment supports, and other edge conditions and penetrations of the work;
  - f. vapor condensation on bottom of roofing; and
  - g. activity on roofing by others, including construction contractors, maintenance personnel, other persons, and animals, whether authorized or unauthorized by Owner.
2. When work has been damaged by any of foregoing causes, Warranty shall be null and void until such damage has been repaired by Roofing Installer and until cost and expense thereof have been paid by Owner or by another responsible party so designated.
3. Roofing Installer is responsible for damage to work covered by this Warranty but is not liable for consequential damages to building or building contents resulting from leaks or faults or defects of work.

4. During Warranty Period, if Owner allows alteration of work by anyone other than Roofing Installer, including cutting, patching, and maintenance in connection with penetrations, attachment of other work, and positioning of anything on roof, this Warranty shall become null and void on date of said alterations, but only to the extent said alterations affect work covered by this Warranty. If Owner engages Roofing Installer to perform said alterations, Warranty shall not become null and void unless Roofing Installer, before starting said work, shall have notified Owner in writing, showing reasonable cause for claim, that said alterations would likely damage or deteriorate work, thereby reasonably justifying a limitation or termination of this Warranty.
5. During Warranty Period, if original use of roof is changed and it becomes used for, but was not originally specified for, a promenade, work deck, spray-cooled surface, flooded basin, or other use or service more severe than originally specified, this Warranty shall become null and void on date of said change, but only to the extent said change affects work covered by this Warranty.
6. Owner shall promptly notify Roofing Installer of observed, known, or suspected leaks, defects, or deterioration and shall afford reasonable opportunity for Roofing Installer to inspect work and to examine evidence of such leaks, defects, or deterioration.
7. This Warranty is recognized to be the only warranty of Roofing Installer on said work and shall not operate to restrict or cut off Owner from other remedies and resources lawfully available to Owner in cases of roofing failure. Specifically, this Warranty shall not operate to relieve Roofing Installer of responsibility for performance of original work according to requirements of the Contract Documents, regardless of whether Contract was a contract directly with Owner or a subcontract with Owner's General Contractor.

E. IN WITNESS THEREOF, this instrument has been duly executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

1. Authorized Signature: \_\_\_\_\_.
2. Name: \_\_\_\_\_.
3. Title: \_\_\_\_\_.

END OF SECTION 075423



## **Instructions for Bidders**

### **Georgetown County Roof Replacements & Repairs**

### **Bid #24-045**

**These are general instructions and conditions that accompany each bid package. If more specific instructions are given in the individual bid package, those instructions should prevail.**

#### **1. Submission of Questions**

Questions must be submitted in writing via electronic mail, facsimile or postal mail to the Issuing Officer no later than the “Deadline for Questions” cutoff identified in the Bid Timeline on page three (3) in order to generate an official answer. All written questions will receive an official written response from the Georgetown County Purchasing Office (GCPO) and will become addenda to the solicitation.

GCPO reserves the right to reject or deny any requests made by the Consultant.

Impromptu, unwritten questions are permitted and verbal answers may be provided, but are only intended as general direction and will not represent the official GCPO position. The only official position of GCPO is that which is stated in writing and issued in the solicitation as addenda thereto.

No other means of communication, whether oral or written, shall be construed as a formal or official response/statement and may not be relied upon. **SEND QUESTIONS TO:**

Nancy Silver, Purchasing Officer  
Post Office Box 421270, Georgetown, SC 29442-4200  
Fax: (843) 545-3500  
Email: [nsilver@gtcounty.org](mailto:nsilver@gtcounty.org)

2. Sealed bids to provide **Georgetown County Roof Replacements & Repairs** shall be received electronically through the County’s Vendor Registry webpage until the cut-off time shown in the bid timeline on page three (3) of this document. Bids will then be promptly opened at the designated time by the Buyer. Bids that are not received prior to the stated opening date and time will be considered **NON RESPONSIVE**. An official authorized to bind the offer must sign all bids submitted.

#### **3. Inclement Weather/Closure of County Courthouse**

At the time of this posting, bid openings may be performed virtually, in-person, or by a hybrid method, see bid timeline for details concerning location(s) and method. A virtual meeting link will be posted under the bid number before the bid opening time so that members of the public may attend the meeting virtually. Vendors may also attend the meeting in person at the Georgetown County Historic Courthouse, Purchasing Conference Room, 129 Screven St., Suite 239, 29440. If the County Courthouse is closed, the bid may still be conducted virtually from an alternate location or the bid date & time may be postponed via an issued addendum.

4. This solicitation does not commit Georgetown County to award a contract, to pay any cost incurred in the preparation of the bid, or to procure or contract for goods or services. It is the responsibility of each bidder to see that the Georgetown County Purchasing Office receives bids on, or before, the date



and time specified for the bid opening. No bid will be accepted thereafter. The County assumes no responsibility for delivery of bids that are mailed. Georgetown County reserves the right to reject any or all bids and to waive any informalities and technicalities in the bid process.

5. NON-EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. Any resulting contract shall not restrict the County from acquiring similar, equal or like goods and/or services from other entities or sources, when Staff determines internally that this resulting action is in the best interest of Georgetown County.

6. No Bidder may submit more than one bid. Multiple bids for different manufacturers but represented by the same firm will not be accepted. Bids offered directly from manufacturers shall indicate if a local dealer/representative will be involved.

7. Definitions:

- a) The terms “Proposer”, “Offeror”, “Vendor” or “Bidder” refer to those parties who are submitting sealed responses for the work set forth in this document to the OWNER, as distinct from a sub-bidder who provides a bid to the Bidder. The term “Contractor” refers to the successful Bidder.
- b) The term “Replacements”, “Repairs” or “Service” refers to the **complete set of services** as specified in this document, in every aspect.
- c) The terms “Owner” and “County” refer to the County of Georgetown, South Carolina.
- d) Where the words “shall” or “must” are used, it signifies an absolute minimum function or capacity that, if not satisfied, may result in disqualification.
- e) Where the words “should”, “may”, or “is desirable” are used, it signifies desirable, but not mandatory functions or capacities. Bidders who are able to provide these functions or capacities may be evaluated more favorably than those who cannot.

8. Correction or Withdrawal of Bids; Cancellation of Awards

An offeror must submit in writing a request to either correct or withdraw a bid to the Procurement Officer. Each written request must document the fact that the offeror’s mistake is clearly an error that will cause him substantial loss.

- a. Correction of awards : An offeror shall not be permitted to correct a bid mistake after bid opening that would cause such offeror to have the low bid unless the mistake in the judgment of the Procurement Officer is clearly evident from examining the bid document; for example, extension of unit prices or errors in addition.
- b. Cancellation of awards prior to performance: When it is determined after an award has been issued but before performance has begun that Georgetown County’s requirements for the goods or services have changed or have not been met, the award or contract may be canceled and either re-awarded or a new solicitation issued.

9. Faxed or E-mailed bids will not be accepted by Georgetown County. Electronic bid submissions must be submitted through the Georgetown County Purchasing Vendor Registry page to ensure they remain sealed until the scheduled bid opening date and time.
10. If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact the purchasing office as soon as possible.
11. Title VI of the Civil Rights Act of 1964: Georgetown County hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities. Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Georgetown County receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with Georgetown County. Any such complaint must be in writing and filed with Georgetown County's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discriminatory Complaint Form, please see our website at <http://www.gtCounty.org/about/faqs.html>.
12. Any deviations from the specifications or modification of this bid and any extra or incidental work or reductions in work shall be set forth in writing and signed by both parties prior to making such change. Any increase or decrease in the bid price resulting from such change shall be included in writing.
13. Exceptions: The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "Exception(s) to Bid Conditions and Specifications," and shall be attached to the bid. When Proposers find instances where they must take exception with certain requirements or specifications of the bid, all exceptions shall be clearly identified. Written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County of Georgetown, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions. If none, write "NONE".
14. Georgetown County reserves the right to reject any or all bids, and to waive as an informality any irregularities contained in any bid as may be deemed in the best interest of the County. Georgetown County further reserves the right to reject any bid submitted, at its sole option, that the vendor may not be able to meet the service requirements of the bid.
15. Publicity releases: contractor agrees not to refer to award of any resulting contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by the user.
16. Material Safety Data Sheets: The County of Georgetown will not receive any materials, products, or chemicals which may be hazardous to an employee's health unless accompanied by a Material Data Sheet when received.

17. Ownership of Copyright: All right, title and interest in all copyrightable materials which vendor shall create in the performance of its obligations hereunder shall be the property of the procurer. Vendor agrees to assign and hereby does assign any and all interest it has in and to such material to procurer. Vendor agrees, upon the request of procurer to execute all papers and perform all other such acts necessary to assist procurer to obtain and register copyrights on such materials. Where applicable, works of authorship created by the vendor in the performance of its obligations hereunder, shall be considered “works for hire” as defined in the U.S. Copyright Act.
18. Ownership of Documents: Any reports, studies, photographs, negatives or other documents prepared by vendor in the performance of its obligations shall be the exclusive property of the procurer and all such material shall be remitted to the procurer by the vendor upon completion, termination or cancellation of this order. Vendor shall not use, willingly allow or cause to have such material used for any purpose other than performance of its obligations under this order without the prior written consent of the procurer.
19. Affirmative Action: The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard or discrimination by reason of age, race, color, religion, sex, national origin or physical handicap. The following are incorporated herein by reference: 41 C.F.R. 60-1.4, 60-250.4 and 60-741.4.
20. Inclusion and participation of disadvantaged, small, and local business entities is strongly encouraged, but minimum participation standards are not in effect for this project.
21. Federally Funded Construction Contracts Over \$2,000:
- a) Davis-Bacon Requirements. These contracts need to include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a—7) and the Department of Labor implementing regulations (29 CFR Part 5). Under this Act, Contractors are required to include the contract provisions in Section 5.5 (a) of 29 CFR Part 5, and to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than the minimum wages specified in the wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less often than once a week. Current Wage Determination for Georgetown County in South Carolina is available on-line at: [https://beta.sam.gov/search?index=wd&keywords=Georgetown&sort=-relevance&wdType=dba&page=1&date\\_filter\\_index=0&inactive\\_filter\\_values=false](https://beta.sam.gov/search?index=wd&keywords=Georgetown&sort=-relevance&wdType=dba&page=1&date_filter_index=0&inactive_filter_values=false).
  - b) Contract Work Hours and Safety Standard Act Requirements. The contracts must include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5). Under Section 103 of the Act, each Contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate not less than one times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer of mechanic shall be required to work in surroundings or under working conditions which are

unsanitary, hazardous, or dangerous to health and safety as determined under construction, safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- c) Copeland "Anti-Kickback" Act Requirements. All construction contracts over \$2,000.00 must include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). This act provides that each Contractor shall be prohibited from inducing, by any means, persons employed in the construction, completion, or repaid of public work to give up any part of their compensation.

22. Bidders must clearly mark as "confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under section 30-4-40, Code of Laws of South Carolina 1976, as amended (Freedom of Information Act). If any part is designated as confidential, there must be attached to that part an explanation of how this information fits within one or more categories listed in section 30-4-40. The County reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against the County or its agents for its determination in this regard.

23. CERTIFICATION REGARDING DRUG-FREE WORKPLACE:

The contractor certifies that the vendor(s) will provide a "drug-free workplace" as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.

24. Certification of Non-Segregated Facilities

The federally-assisted construction contractor certifies that he does not maintain or provide, for his employees, any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies that he will not maintain or provide, for his employees, segregated facilities at any of his establishments and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this Contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that he will retain such certifications in his files.

25. Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to bid and their bids are solicited.

26. Acknowledgement of Addenda

Each contractor is responsible to verify the number of total addenda issued prior to bid. Failure to acknowledge all addenda may disqualify the bidder. All addenda are posted by the County at the website located at [www.georgetowncountysc.org](http://www.georgetowncountysc.org), select "Bid Opportunities" from the Quick Links box, then "View Current Bid Solicitations". It is each proposer's responsibility to verify that all addenda have been received and acknowledged.

27. This Invitation for Bid is intended to convey the estimated requirements to provide Georgetown County Roof Replacements & Repairs. The right is reserved to extend the use of this contract to any County Department/Building if needed by signed change order or contract amendment.

28. TERMS OF AGREEMENT / RENEWAL

This is a lump sum bid which will result in a construction contract. The County reserves the right to negotiate with the successful bidder, after contract award, for an additional discount or additional work needed should available funds permit the purchase of additional work within the fiscal year.

29. PRICE ESCALATION/DE-ESCALATION:

Prices are to remain firm for the first contract period. In subsequent terms, the contractor may request, in writing at least sixty (60) days in advance of the contract ending date, an increase/decrease. Should the County elect to exercise the option to renew the contract for additional year(s), the contract prices for the additional years shall not exceed the percentage increase/decrease of the "Services" category of the CPI-W SECTION OF THE COMSUMER PRICE INDEX of the United States Bureau of Labor Statistics for the latest twelve month for which statistics are available. Should the price change be granted and the County elects to renew the contract, the purchase order will reflect the changes.

30. Bids must be made on Proposal or Bid Form furnished or will be rejected. Proposals shall be typewritten or written in ink on the form prepared by the County. The person signing the bid shall initial all corrections or erasures.

31. Insurance

The successful bidder shall procure, maintain, and provide proof of, insurance coverage for injuries to persons and/or property damage as may arise from or in conjunction with, the work performed on behalf of the County by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted fifteen (15) days prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies.

a. General Liability

Coverage shall be as broad as: Comprehensive General Liability endorsed to include Broad Form, Commercial General Liability form including Products/Completed Operations.

1. Minimum Limits

General Liability:

- \$1,000,000 General Aggregate Limit
- \$1,000,000 Products & Completed Operations
- \$1,000,000 Personal and Advertising Injury
- \$1,000,000 Each Occurrence Limit
- \$50,000 Fire Damage Limit
- \$5,000 Medical Expense Limit

b. Automobile Liability

Coverage sufficient to cover all vehicles owned, used, or hired by the bidder, his agents, representatives, employees or subcontractors.

1. Minimum Limits

Automobile Liability:

- \$1,000,000 Combined Single Limit
- \$1,000,000 Each Occurrence Limit
- \$5,000 Medical Expense Limit

c. Workers' Compensation

Limits as required by the Workers' Compensation Act of SC. Employers Liability, \$1,000,000.

d. Owners' & Contractors' Protective Liability

Policy will be in name of County. Minimum limits required are \$1,000,000.

e. Professional Liability (a/k/a Errors and Omissions)

Minimum limits are \$1,000,000 per occurrence.

f. Coverage Provisions

1. All deductibles or self-insured retention shall appear on the certificate(s).
2. The County of Georgetown, its officers/ officials, employees, agents and volunteers shall be added as "additional insured" as their interests may appear. This provision does not apply to Professional Liability or Workers' Compensation/Employers' Liability.
3. The offeror's insurance shall be primary over any applicable insurance or self-insurance maintained by the County.
4. Shall provide 30 days written notice to the County before any cancellation, suspension, or void of coverage in whole or part, where such provision is reasonable.
5. All coverage for subcontractors of the bidder shall be subject to all of the requirements stated herein.
6. All deductibles or self-insured retention shall appear on the certificate(s) and shall be subject to approval by the County. At the option of the County, either; the insurer shall reduce or eliminate such deductible or self-insured retention; or the bidder shall be required to procure a bond guaranteeing payment of losses and related claims expenses.

7. Failure to comply with any reporting provisions of the policy(s) shall not affect coverage provided the County, its officers/officials, agents, employees and volunteers.
8. The insurer shall agree to waive all rights of subrogation against the County, its officers/officials, agents, employees or volunteers for any act, omission or condition of premises which the parties may be held liable by reason of negligence.
9. The bidder shall furnish the County certificates of insurance including endorsements affecting coverage. The certificates are to be signed by a person authorized by the insurance company(s) to bind coverage on its' behalf, if executed by a broker, notarized copy of authorization to bind, or certify coverage must be attached.
10. All insurance shall be placed with insurers maintaining an A.M. Best rating of no less than an A:VII. If A.M. Best rating is less than A:VII, approval must be received from County's Risk Officer.

32. Workman's Compensation Coverage

Georgetown County, SC will require each contractor and service Consultant to maintain on file with the purchasing officer, a current Certificate of Insurance showing limits as required by the Workers' Compensation Act of SC: Employers Liability, \$1,000,000.

The law also recognizes "statutory employees." These are employees who work for a subcontractor who may be working for a business or another contractor. Employers should inquire whether or not a subcontractor working for them has workers' compensation insurance, regardless of the number of employees employed by the subcontractor. If the subcontractor does not, the subcontractor's injured employees would be covered under the employer's workers' compensation insurance. If the subcontractor does not carry workers' compensation insurance, then the owner or the principal contractor would be liable just as if the subcontractor's employee was one of their employees.

For answers to additional questions, visit the SC Worker's Compensation Commission website, at:

<http://www.wcc.sc.gov/Pages/FrequentlyAskedQuestions.aspx#empl>

33. Builder's Risk Insurance

Contractor shall provide and maintain, during the progress of the work and until execution of the Certificate of Contract Completion, a Builder's Risk Insurance policy to cover all work in the course of construction including false work, temporary buildings, scaffolding, and materials used in the construction process (including materials designated for the project but stored off site or in transit). The coverage shall equal the total completed value of the work and shall provide recovery at replacement cost.

- a) Such insurance shall be on a special cause of loss form, providing coverage on an open perils basis insuring against the direct physical loss of or damage to covered property, including but not limited to theft, vandalism, malicious mischief, earthquake, tornado, lightning, explosion, breakage of glass, collapse, water damage, and testing/startup.
- b) Coverage shall include coverage for "soft costs" (costs other than replacement of building materials) including, but not limited to, the reasonable extra costs of the architect/engineer

and reasonable Contractor extension or acceleration costs. This coverage shall also include the reasonable extra costs of expediting temporary and permanent repairs to, or permanent replacement of, damaged property. This shall include overtime wages and the extra cost of express or other means for rapidly transporting materials and supplies necessary to the repair or replacement.

- c) The policy shall specifically permit and allow for partial occupancy by the owner prior to execution of the final Certification of Contract Completion, and coverage shall remain in effect until all punch list items are completed.
- d) The Builder's Risk deductible may not exceed \$5,000. The Contractor or subcontractor experiencing any loss claimed under the Builder's Risk policy shall be responsible for that loss up to the amount of the deductible.
- e) If Contractor is involved solely in the installation of material and equipment and not in new building construction, the Contractor shall provide an Installation Floater policy in lieu of a Builder's Risk policy. The policy must comply with the provisions of this paragraph.

#### 34. Hold Harmless Clause

The Contractor shall, during the term of the contract including any warranty period, indemnify, defend, and hold harmless the County, its officials, employees, agents, and representatives thereof from all suits, actions, or claims of any kind, including attorney's fees, brought on account of any personal injuries, damages, or violations of rights, sustained by any person or property in consequence of any neglect in safeguarding contract work or on account of any act or omission by the contractor or his employees, or from any claims or amounts arising from violation of any law, bylaw, ordinance, regulation or decree. The vendor agrees that this clause shall include claims involving infringement of patent or copyright.

#### 35. Condition of Items

All items shall be new, in first class condition, including containers suitable for shipment and storage, unless otherwise indicated herein. Verbal agreements to the contrary will not be recognized.

#### 36. Workmanship and Inspection

All work under this contract shall be performed in a skillful and workmanlike manner. The County may, in writing, require the Contractor to remove any employee from work that the County deems incompetent or careless.

Further, the County may, from time to time, make inspections of the work performed under this contract. Any inspection by the County does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements.

#### 37. Invoicing and Payment

The Contractor shall submit invoices on a frequency to be determined, as agreed upon by the County, for each payment requested. Such invoice shall also include a detailed breakdown of all charges. All such invoices will be paid within thirty (30) days unless any items thereon are questioned, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The firm shall provide complete cooperation during any such investigation. All invoices shall be forwarded to the following address:

County of Georgetown  
Accounts Payable, Finance Dept.



P.O. Box 421270  
Georgetown, SC 29442-4200  
or  
emailed to [acctpayable@gtcounty.org](mailto:acctpayable@gtcounty.org)

An IRS W-9 form must be on file with the Purchasing Office before any payment will be issued.

38. South Carolina Sales Tax

The County of Georgetown, SC is not exempt and pays the appropriate SC sales tax on all applicable purchases.

39. Assignment of Contract

This contract may not be assigned in whole or part without the written consent of the Purchasing Officer.

40. Termination

Subject to the provisions below, the contract may be terminated by the County upon sixty (60) days advance written notice to the other party; but if any work or service hereunder is in progress, but not completed as of the date of termination, then this contract may be extended upon written approval of the County until said work or services are completed and accepted.

a. Termination for Convenience

In the event that this contract is terminated or canceled upon request and for the convenience of the County, without the required sixty (60) days advance written notice, then the County shall negotiate reasonable termination costs, if applicable.

b. Termination for Cause

Termination by the County for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The sixty (60) days advance notice requirement is waived in the event of Termination for Cause.

c. Non-Appropriation:

It is understood and agreed by the parties that in the event funds are not appropriated in the current fiscal year or any subsequent fiscal years, this contract will become null and void and the County will only be required to pay for services completed to the satisfaction of the County.

41. Default

In case of default by the contractor, for any reason whatsoever, the County may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law

42. Severability

In the event that any provision shall be adjudged or decreed to be invalid, such ruling shall not invalidate the entire Agreement but shall pertain only to the provision in question and the remaining provisions shall continue to be valid, binding and in full force and effect.

43. Applicable Laws

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina, U.S.A.

44. Claims and Disputes:

All claims, disputes and other matters in question between parties arising out of, or relating to, this Agreement, or the breach thereof, shall be decided in the Circuit Court of the Fifteenth Judicial circuit in Georgetown County, South Carolina. By executing this Agreement, all parties specifically consent to venue and jurisdiction in Georgetown County, South Carolina and waive any right to contest jurisdiction and venue in said Court.

45. Rights of County

The County reserves the right to reject all or any part of any bid, waive informalities and award the contract to the lowest responsive and responsible bidder to best serve the interest of the County.

46. Award of Bid

In determining the lowest responsive and responsible bidder, in addition to price, there shall be considered the following:

- (a) The ability, capacity and skill of the bidder to perform the contract.
- (b) Whether the bidder can perform the contract within the time specified, without delay of interference.
- (c) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (d) The quality of performance on previous contracts.
- (e) The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
- (f) The sufficiency of the financial resources to perform the contract to provide the service.
- (g) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (h) The ability of the bidder to provide future maintenance and service.
- (i) The discount terms and conditions of the bid.
- (j) Delivery time.

47. Notice of Award

Either a *Notice of Intent to Award* or *Notice of Award* will be posted to the County's e-procurement webpage at <https://vrapp.vendorregistry.com/Bids/View/ExpiredBidsList?buyerId=80b55190-4fef-4799-912d-3459328cf6f3> and notification sent to all respondents.

48. Protest

Bidders may refer to Sections 2-67, 2-73, and 2-74 of Ordinance #20-32, also known as the Georgetown County, South Carolina Purchasing Policy to determine their remedies concerning this competitive process. A copy of this ordinance can be found on the County website at: <https://www.gtcounty.org/172/Purchasing>. As stated in the ordinance, failure to be awarded a bid shall not be valid grounds for protest.

49. Debarment

By submitting a bid, the offeror certifies to the best of its knowledge and belief, that it and its principals, sub-contractors and assigns are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State or local department

or agency A copy of the County's debarment procedure in accordance with Section 2-68 of Ordinance #20-32, also known as the Georgetown County, South Carolina Purchasing Policy is available upon request.

50. Firm Pricing for County Acceptance

Unless otherwise stated, bid price must be firm for County acceptance for 90 days from bid opening date. "Discount from list," bids are not acceptable unless specifically requested.

51. Use of Brand Names (If Appropriate)

Unless otherwise stated in an Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the County in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. Any catalog, brand name or manufacturer's reference used in bid invitation is descriptive - NOT restrictive - it is to indicate type and quality desired. Bids on brands of like nature and quality will be considered. If bidding on other than reference or specifications, bid must show manufacturer, brand or trade name, catalog number, etc. of article offered. If other than brand(s) specified is offered, illustrations and complete description must be submitted with bid. Samples may be required. If bidder makes no other bid and takes no exception to specifications or reference data, he will be required to furnish brand names, numbers, etc., as specified. Bidders must certify that item(s) bid upon meet and/or exceed specifications.

52. Delivery After Receipt of Order (ARO)

Bid must show the number of days required to place material in using agency's receiving room under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promised may cause bid to be disregarded. Consistent failure to meet delivery promises without valid reason may cause removal from bid list. Delivery shall be made during normal working hours only, 9 to 5, unless prior approval has been obtained from the County.

53. Permits

The successful Offeror must be responsible for obtaining all necessary city, county, and state permits/licenses and must comply with all local codes and ordinances. Copies of such permits/licenses shall be made available to the County upon request. Building contractors working within Georgetown County must also secure a Contractor's License from the Building Department. Work within the Georgetown City Limits may require a City Business License. For additional information, please review the "Forms and Fees" section of the Building Department web page at the link below: <http://www.gtcounty.org/176/Building-Department>.

54. Environmental Management:

Vendor/Supplier/Contractor will be responsible for complying with all federal, state and local environmental regulations relating to transportation, handling, storage, spillage and any other aspect of providing the services specified herein, as applicable.

55. Bid Tabulation Results

Vendors wishing to view the bid tabulation results may visit the Georgetown County, SC web-site at: <http://www.georgetowncountysc.org>. Select “Bid Opportunities” from the Quick Links box, then click on the “Expired” tab and double click the link under the individual bid listing.

56. The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid/Quotation, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid/ Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

57. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor’s submittal to be declared null and void.

58. Apparent omission of a detailed description concerning any point, shall be regarded as meaning the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used.

59. Response Clarification

Georgetown County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.

60. Georgetown County, SC has a Local Vendor Preference Option by ordinance. See the RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE form attached for details.

61. The successful proposer will be required to provide a Certificate of Insurance naming Georgetown County, SC as an additional insured and a signed IRS Form W-9. This must be on file with the Purchasing Department prior to any services being performed and must be on file within fifteen (15) days of written notification of award.

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## RESIDENCE CERTIFICATION FOR LOCAL PREFERENCE

### MANDATORY VENDOR SUBMITTAL FORM

WHEREAS, Georgetown County Council desires to further its support of local businesses when awarding contracts for the provision of supplies and construction services to the County through its established procurement procedures.

THEREFOR pursuant to Georgetown County, SC Ordinance #20-32, §2-50 Local Preference, the Georgetown County Purchasing Officer requests each offeror provide Residence Certification. The Local Preference Option provides some restrictions on the awarding of governmental contracts; provisions of which are stated below:

#### **Sec 2-50. Local Preference**

1. A vendor shall be deemed a Local Georgetown County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the County on which the bid is submitted, and has paid all taxes duly assessed.
2. This option allows the lowest local Bidder whose bid is within five-percent (5%) of the lowest non-local Bidder to match the bid submitted by the non-local Bidder and thereby be awarded the contract. This preference shall apply only when (a) the total dollar purchase is greater than \$30,000; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown County taxes and fees if so requested.
3. Should the lowest responsible and responsive Georgetown County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown County bidder shall have that right and so on. The right to exercise the right to match the bid shall be exercised within 24 hours of notification of the right to match the non-Georgetown County bidder's bid.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on a form provided by the County purchasing department and shall be signed under penalty of perjury. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.
5. For all contracts for architecture, professional engineering, or other professional services governed by Section 2-56, Architect-Engineer and Land Surveying Services – Public Announcement and Selection Process, the county shall include the local business status of a firm

among the factors considered when selecting which firms are “most highly qualified.” In determining which firm is the “most qualified” for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

6. Local preference shall not apply to the following categories of contracts:

- (a) Goods or services provided under a cooperative purchasing agreement or similar “piggyback” contract;
- (b) Contracts for professional services except as provided for in section five (§5) above;
- (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
- (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section; or
- (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the county council or county administrator, or where such suspension is, in the opinion of the county attorney, required by law.

I certify that [Company Name] \_\_\_\_\_ is a **Resident Bidder** of Georgetown County as defined in Ordinance #20-32, (see §1. above) and our local place of business within Georgetown County is: \_\_\_\_\_

I certify that [Company Name] \_\_\_\_\_ is a **Non-Resident Bidder** of Georgetown County as defined in Ordinance #20-32, and our principal place of business is \_\_\_\_\_ [City and State].

(X) \_\_\_\_\_  
Signature of Company Officer



**BID FORM**  
**Bid #24-045**  
**Georgetown County Roof Replacements & Repairs**  
**MANDATORY BID SUBMISSION FORM**

The undersigned, on behalf of the vendor, certifies that: (1) this bid is made without previous understanding, agreement or connection with any person, firm or corporation making a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bid is entered; (4) they have read the complete Request for Bid and understand and accept all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

1. Name of Company submitting bid \_\_\_\_\_

**2. BASE BID ITEMS:**

<u>Facility</u>	<u>Total Per Facility</u>
Beck Office	\$
Georgetown Library	\$
Howard Gym	\$
Howard Gym-Flashing	\$
<b>TOTAL BASE BID:</b>	\$

**3. ALTERNATE #1:**

<u>Facility</u>	<u>Total</u>
Howard Auditorium	\$

**4. ALTERNATE #2:**

<u>Facility</u>	<u>Total</u>
Beck Gym	\$

**5. UNIT PRICING (To be used for change order purposes, if needed):**

a. Replacement of 3/4 in. x 4 ft. x 8 ft. plywood decking \$ \_\_\_\_\_ per sheet (labor & material)

b. Cost of AC rooftop curb extension \$ \_\_\_\_\_ per unit (labor & material)

If the AC rooftop curbs are less than 8 inches after new roof is installed, they will need to be raised to the minimum of 8 inches.

- 6. Bid cost must remain valid ninety (90) days from bid opening date.
- 7. Estimated number of days for mobilization after NTP/PO issued: \_\_\_\_\_
- 8. Estimated number of days for completion of all facilities: \_\_\_\_\_
- 9. Contact Address: \_\_\_\_\_  
\_\_\_\_\_
- 10. Contact Person \_\_\_\_\_
- 11. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_
- 12. E-Mail address \_\_\_\_\_
- 13. Remittance Address: \_\_\_\_\_  
\_\_\_\_\_
- 14. Accounting Contact \_\_\_\_\_
- 15. Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_
- 16. E-Mail address \_\_\_\_\_
- 17. List a minimum of three (3) Customer References in the fields below, preferably Government/Commercial. Please note: Georgetown County cannot be used as a reference.

Entity Name:	
Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	



Brief Explanation of Relationship:	
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Entity Name:	
Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

Entity Name:	
Contact:	
Title:	
Street:	
City, State & Zip:	
Primary Telephone:	
Primary FAX:	
E-Mail Address:	
Brief Explanation of Relationship:	

18. Suspension and Debarment

Federal guidelines require grant recipients to obtain sufficient assurance that vendors are not suspended or debarred from participating in federal programs when contracts exceed \$25,000. By signing below you verify that no party to this agreement is excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and nonfinancial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for Non-procurement suspension and debarment. [See <https://www.epls.gov/> for additional information.]

19. If the bid is accepted, the required Contract must be executed within fifteen (15) days after receipt of written notice of formal award of Contract.

20. Will you honor the submitted prices and terms for purchase by other departments within Georgetown County and/or by other government entities who participate in cooperative purchasing with Georgetown County, South Carolina?

Yes       No

21. Acceptance of Invitation for Bid Content: The contents of the successful IFB/BID are included as if fully reproduced herein. Therefore, the selected contractor must be prepared to be bound by his/her proposal as submitted.

22. RENEWAL OF CONTRACT

The continuation of the terms, conditions, and provisions of any resulting contract beyond the fiscal year is subject to approval and ratification by the Georgetown County Council and appropriation by them of the necessary money to fund said contract for each succeeding year.

23. CERTIFICATION REGARDING DRUG-FREE WORKPLACE:

The undersigned certifies that the vendor listed below will provide a “drug-free workplace” as that term is defined in Section 44-107-30 of the Code of Laws of South Carolina, 1976, as amended, by the complying with the requirements set forth in title 44, Chapter 107.

Yes       No

24. Any attempt by the vendor to influence the opinion of County Staff or County Council by discussion, promotion, advertising, misrepresentation of the submittal or purchasing process or any procedure to promote their offer will constitute a violation of the vendor submittal conditions and will cause the vendor’s submittal to be declared null and void.

25. The lowest or any proposal will not necessarily be accepted and the County reserves the right to award any portion thereof. I/We, the undersigned, hereby confirm that all the above noted documents for Bid/Invitation for Bid No. 24-045 were received.

26. ILLEGAL IMMIGRATION: Non-Construction (NOV. 2008): (An overview is available at [www.procurement.sc.gov](http://www.procurement.sc.gov)) By signing your offer, you certify that you will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the State upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors

or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractors language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14. [07-7B097-1]

27.

<p><u>INFORMATION ONLY:</u></p> <p><input type="checkbox"/> Our company accepts VISA government procurement cards. If yes, list any upcharge for P-Card Payment? _____</p> <p><input type="checkbox"/> Our company does not accept VISA government procurement cards.</p>
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28. Printed Name of person binding bid \_\_\_\_\_

29. Signature (X) \_\_\_\_\_

30. Date \_\_\_\_\_

**NOTE: THE ENTIRE BID PACKET NEED NOT BE RETURNED. Thank you.**

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# **EXCEPTIONS PAGE**

## **Bid #24-045, Georgetown County Roof Replacements & Repairs**

### **MANDATORY BID SUBMISSION FORM**

List any areas where you cannot or will not comply with the specifications or terms contained within the bid documentation. If none, write "NONE".