



REQUEST FOR BID

CCWA HQ Campus Buildings A and B Roof Replacement

Bid Number 2020-RM-17

September 2020

Virtual Bid Opening: Wednesday, November 4, 2020 at 2:00 p.m. local time

**Non-Mandatory Virtual
Pre-Bid Meeting:** Tuesday, October 20, 2020 at 2:00 p.m. local time

**Non-Mandatory Pre-Bid
Site Visit:** Wednesday, October 21, 2020 at 10:00 a.m. local time
7640 Southlake Pkwy, Morrow, GA 30260

This solicitation includes a SLBE BID DISCOUNT.

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Attachments

- A. CCWA HQ Campus Buildings A and B Roof Replacement – Project Manual
- B. Interim Waiver and Release Upon Payment
- C. Waiver and Release Upon Final Payment
- D. W-9 Form
- E. Vendor Form

Addenda (None Issued at This Time)

Drawings

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Division 1

General Information

Section 1: Request for Bids

Clayton County Water Authority
1600 Battle Creek Road
Morrow, Georgia 30260

Name of Project: **CCWA HQ Campus Buildings A and B Roof Replacement**

The Clayton County Water Authority will open sealed bids from experienced licensed contractors via a virtual Teams meeting on **Wednesday, November 4, 2020 at 2:00 p.m. local time**, for CCWA HQ Campus Buildings A and B Roof Replacement. Any bids received after the specified time will not be considered.

A Non-Mandatory pre-bid virtual Teams meeting will be held on **Tuesday, October 20, 2020 at 2:00 p.m. local time**.

Please use the following call-in instructions to attend the Pre-Bid and the Bid Opening meetings:

[Join Microsoft Teams Meeting](#)

Toll number: +1 912-483-5368

Conference ID: 764 403 074 #

A Non-Mandatory pre-bid Site Visit will take place on **Wednesday, October 21, 2020 at 10:00 a.m. local time** at 7640 Southlake Pkwy, Morrow, GA 30260.

CCWA encourages Small Local, Minority and Women-Owned businesses to participate and respond to this bid request.

In an effort to promote responsible environmental practices the bid package is available in electronic (Adobe PDF) format and can be requested by calling **770-960-5223**, M-F, 8:00 am - 5:00 pm or by e-mail to **CCWA_Procurement@ccwa.us**. Bidders will need to provide contact information and an email address and any file size transfer limits to ensure email transmittals can be made. A hardcopy bid package can also be requested at a cost of \$25.

Clayton County Water Authority
By: Robin Malone, Chairman

END OF SECTION

Division 1

General Information

Section 2: General Overview

1.1 Intent and Purpose

The Clayton County Water Authority (CCWA) intends to contract with an experienced licensed contractor to perform Roof Replacement on the headquarter campus, Building A and B, at 7640 Southlake Parkway Morrow, GA 30260. Specifications herein and the CCWA HQ Campus Buildings A and B Roof Replacement Project Manual describe the work to be completed under this contract.

1.2 Bid Evaluation

A contract will be awarded to the lowest responsive responsible bidder whose bid conforms to the Request for Bid specifications and will be the most advantageous to the CCWA. An evaluation will also be performed to ensure bidder complies with the required submittals. Determination of best responsive responsible bidder will be the sole judgment of the CCWA.

To be considered responsive to this bid, bidders are required to bid on all work items listed on the Bid Form.

Small Local Business Enterprise (SLBE) bid discount:

This procurement has a SLBE bid discount for evaluation purposes only, which will be given to CCWA certified SLBE primes only. For more details, please refer to Division 2, Section 8 of this bid package.

1.3 Addendum

Bidders may ask questions regarding this Contract prior to the bid opening. To be considered, all questions must be received in writing via email to **CCWA_Procurement@ccwa.us** by **2:00 p.m. (local time) on Thursday, October 22, 2020**. Any and all responses to bidders' questions will be issued in the form of an Addendum by email. All addenda issued shall become part of the Bid Documents.

END OF SECTION

Division 2

Bid Requirements

Section 1: Instructions to Bidders

These instructions are to be followed by every entity bidding to provide the Clayton County Water Authority (CCWA) with goods and/or services. These instructions constitute an integral part of the Bid, and any Bidder agrees that tender of a Bid constitutes acknowledgment and acceptance of its obligation to adhere to these instructions, which are to be incorporated into and considered part of any contract the Bidder ultimately executes with the CCWA.

1. If there is any question whatsoever regarding any portion of the specifications, it shall be the Bidder's responsibility to seek clarification immediately from the CCWA, as early as possible prior to the bid opening. Regarding public works projects, requests for interpretations of specifications must be made in writing to the department proposing out the project not later than five (5) days prior to receipt of bids.
2. Unless it is otherwise stated in the bid documents, it shall be the responsibility of the bidder to inform itself as to all conditions of the work site and to make and take account thereof in calculating and submitting its bid. Documents may be made available by the CCWA during the bidding process; no warranty of accuracy is made in regard to these documents, and it is the responsibility of the bidder to make its own investigations as to the nature of the work and the conditions under which it shall be performed, and to make its own independent assumptions as to these matters. The burden of anticipating unforeseen circumstances, either hidden or latent, and the conditions of the work site and all related circumstances, and the cost of accommodating therefore should unanticipated circumstances be later encountered shall rest upon the bidder.
3. Pre-bid meeting or any other information session will be held at the location as indicated in the solicitation. Unless indicated otherwise, attendance is not mandatory; although vendors are strongly encouraged to attend. However, in the event the meeting is mandatory, then a representative of the vendor must attend the meeting in its entirety to be considered eligible for solicitation award. Late entry to the meeting will not be allowed.
4. In the event that, after the acceptance of a bid by the Board of Directors of the CCWA, any unsuccessful bidder wishes to contest such action, a written "Notice of Contest" must be filed with the General Manager no later than close of business on the 5th business day after the selection of successful bidder by the Board. Failure to timely file such notice shall forever preclude the filing of a contest of the award, or any civil action in the courts of the State of Georgia or of the United States.
5. Information submitted by the Bidder in the bid process shall be subject to disclosure after bid award in accordance with the Georgia Open Records Act. Proprietary

Division 2

Bid Requirements

Section 1: Instructions to Bidders

information must be identified and be accompanied by a signed affidavit outlining the redacted information. Entire bids may not be deemed proprietary.

6. Bids must be made on the enclosed Bid Form. Unless otherwise requested, one (1) original and at least two (2) copies of the Bid Form need to be submitted, and these copies must be **typewritten or printed in ink**. All copies of any Bid Forms must be signed in ink by the person or persons authorized to sign the Bid Form. The person signing the Bid Form must initial any changes or corrections.
7. The name of the person, firm, or corporation making the Bid must be printed in ink, along with the Bidder's signature, on all separate sheets of the Bid Form. If a Bid is made by an individual, his name and post office address must be shown. If made by a firm, or partnership, the name and the post office address of each member of the firm or partnership must be shown. If made by a Corporation, the person or persons signing the Bid must show the name of the State under the laws of which the Corporation is chartered and his, or their authority for signing same. The names, titles and addresses of the President, Secretary and the Treasurer and the corporate authority for doing business in this state shall be listed and returned with the Bid Form.
8. All Bids must be hand delivered, delivered by courier service, or mailed via the United States Postal Service. No facsimiles will be accepted. The person, firm, or corporation making the Bid shall submit it in a sealed envelope on or before the date and time specified in the Bid package. The envelope shall be marked "**Sealed Bid**" and carry the Bid title, and date and time of opening as set forth in the Bid package. The envelope shall also bear the name of the party making the Bid and the party's address. Address Bids to *Clayton County Water Authority, 1600 Battle Creek Road, Morrow, Georgia, 30260*. Even if a Bid is not submitted, the Bid Form should be returned signed and with an explanation, otherwise the result will be deletion from the mailing list.
9. If published price books are a part of your Bid, one price book must be included with your Bid Form, and the successful Bidder is required to furnish additional current price books after award of the Bid.
10. Alterations to the documents are strictly prohibited and shall result in automatic disqualification of the Bidder's bid. If there are "exceptions" to the specifications or comments to any of the solicitation requirements or other language, then the bidder may ask questions regarding those requirements or submit additional documentation as to the variation from the specifications, but may not alter any of the language contained in the solicitation.

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Bid Requirements

Section 1: Instructions to Bidders

11. In the case of goods, the person, firm or corporation making the Bid may Bid all items. All items may be considered separately, at the discretion of the CCWA.
12. Bids for public works whose price exceeds \$100,000.00 must be accompanied by a certified check, cashier's check, or acceptable bid bond in an amount not less than five percent (5%) of the amount bid.
13. Bidders for construction contracts where the laws of Georgia or the United States of America require a license in order to perform such construction must list the license number and class on the face of the bid envelope and must enclose copies of any required license with the bid.
14. When public work is let out for bid, no person shall prevent or attempt to prevent competition in such bid. Such bidders must make an oath filed with the officer who makes payments under the contract that they have not prevented or attempted to prevent competition in the bid process. Such oath must be signed by: if a partnership, all partners and any officer or agent or other person who acted on the partnership's behalf during the bid process; if a corporation, all officers, agents, or other persons who acted for the corporation in the bid process.
15. Bids shall not be withdrawn or cancelled by the bidder past the bid opening date and time. The bidder may make modifications/corrections to the bid by submitting a corrected seal bid but only if the change is prior to the bid opening. The corrected document should be clearly marked that it supersedes the bid originally submitted. No modification or corrections will be allowed subsequent to the bid opening.
16. By tendering a bid, a Bidder agrees to leave the bid open for acceptance by the CCWA for sixty (60) days after the date set for the opening thereof.
17. By tendering a bid, the bidder certifies that the bidder has carefully examined these instructions and the terms and specifications applicable to and made a part of the bid. The Bidder further certifies that the prices shown in any schedule of items on which the Bidder is proposing are in accordance with the conditions, terms and specifications of the bid and that they are aware that any exception taken thereto may disqualify the bid. Bidders are required to inform themselves fully as to the availability of materials and the conditions relating to construction and labor under which any work will be or is now being performed. No error or misjudgment nor any lack of information on local conditions, general laws or regulations on the part of the Bidder shall merit withdrawal of the bid.

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Bid Requirements

Section 1: Instructions to Bidders

18. Copies of all communication pertaining to bids must be sent to the Contracts, Compliance and Risk Management Section.
19. The purpose of this bid is to establish contract prices. Unit price extension and net total must be shown if applicable. Cash discounts should be indicated separately. Any applicable sales taxes should be included in the unit prices for all materials to be provided by the successful Bidder.
20. Bidders are hereby notified and agree by submission of a Bid Form that if additional items not listed in the Bid Form become necessary and require unit prices not established by the Bid Form, the unit prices of such items shall be negotiated and shall be directly proportional to the established unit prices of similar items in the Bid Form.
21. All prices on goods shall be for delivery, our destination, f.o.b. freight prepaid Jonesboro, Georgia, and/or Morrow, Georgia, unless otherwise shown. Any deliveries shall be made as needed and requested throughout the contract period.
22. Quantities when shown are estimates only, based on anticipated needs. The CCWA reserves the right to purchase more or less based on actual need at contract price. If a Bidder intends to offer minimum or maximum shipment quantities, such intent and such quantities should be specified on the Bid Form. Otherwise, none will be assumed.
23. The time for completion of the work is stated in the Bid Form. Failure to complete the work within this period shall result in payment to the CCWA of liquidated damages in an amount provided for by contract for each calendar day in excess of the Contract time.
24. The Bidder must employ such methods and means in carrying out the work as will not cause any interruption of or interference with any other Contractor.
25. The successful Bidder must comply with the applicable Risk Management Requirements prior to beginning performance, and during the contract period.
26. The Contract between the CCWA and the Contractor shall be executed on a form provided by CCWA and will be subject to all requirements of the contract documents (which include but may not be limited to the Contract, these instructions, any Purchase Orders, and the Risk Management Requirements), and shall form a binding contract between the contracting parties.
27. Failure to execute the Contract, any required Surety Performance and Payment Bonds, or to furnish any required satisfactory proof of carriage of required insurance within ten

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Section 1: Instructions to Bidders

(10) days from the date of notice of award of the Contract shall be just cause for the annulment of the award and for forfeiture of the bid guaranty to the CCWA, not as a penalty, but in liquidation of damages sustained. At the discretion of the CCWA, the award may then be made to the next lowest responsible vendor, or the work may be re-advertised or constructed by the CCWA.

28. Any Contract and Contract Bonds shall be executed in duplicate.
29. Award of this bid shall be by action of the CCWA Board at its regular monthly meeting.
30. The CCWA reserves the right, with or without notice or cause, to accept any bid regardless of the amount thereof; to reject any bid, or any number of bids; to negotiate with any Bidder for a reduction of or alterations in its bid; to reject all bids and to call for additional bids upon the same or different invitations to bid, plans or specifications; to be sole judge, in its discretion, on all questions as to whether or not a bid complies with the invitation to Bid, the plans or the specifications, and as to the solvency and sufficiency of any and all sureties on all bonds.
31. The apparent low bid for goods shall be considered to be the lowest aggregate total price of specified products at their unit prices times the estimated required quantities of these specified products.
32. Bids received from two (2) or more vendors that are identical in price, delivery and meet the requirements of the bid specifications shall be awarded on the following basis:
 - a. The bid submitted by a vendor who does not have a documented negative vendor performance record.
 - b. The bid submitted by a vendor who is located within Clayton County.
 - c. The bid submitted by a vendor who is certified by our Small Local Business Enterprise Program.
 - d. If the tie bids meet all the above criteria, and it is not in the Authority's best interest (at its sole discretion) to split the award, the bid award is based on the toss of a coin by CCWA staff in a public session. The vendors involved will be invited to attend the coin toss at a stated date and time. One or more witnesses from both CCWA Procurement and the Requesting Department may be present. A simple coin toss (called by the vendor listed first in the alphabet) will break the tie and decide the award.

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Bid Requirements

Section 1: Instructions to Bidders

33. While price is the prime criteria, and the CCWA intends to purchase at the lowest responsible bid available, price shall not be the sole criteria utilized by the CCWA in evaluating the bid package submitted. The following criteria shall also be utilized by the CCWA in determining the lowest responsible bid:
 - a. Ability of Bidder to perform in the time frame needed by the CCWA.
 - b. Reputation of the Bidder in its industry.
 - c. Reasonableness of the bid in relation to anticipated costs.
 - d. Ongoing relationships with the CCWA based on above-average prior performance of work with the Authority.
34. Bidders are notified that the Authority reserves the right except in the case of public works contracts to include among the factors considered in awarding the contract the proximity of each Bidder's place of business to any affected Authority facility. The Authority further reserves the right to award the contract to a Bidder other than the Bidder offering the lowest price where: (a) the difference in price between the low Bidder and the preferred Bidder is nominal; and (b) the Authority's Board determines that the preferred bid provides the most cost effective option due to the closer proximity of the preferred Bidder's place of business to the affected Authority facility or facilities. In such a situation, by responding to this bid, the Bidder waives any cause of action against the Authority for frustration of bid or under any similar legal theory; furthermore, the Bidder agrees to pay all costs and expenses, including but not limited to attorney fees, incurred by the Authority in defending against any such claim.
35. It is the policy of the Clayton County Water Authority (CCWA) to promote award of sub-agreements for goods and/or services to qualified small local, minority and women-owned businesses. Bidders are encouraged to solicit small local, minority and women-owned businesses whenever they are potential sources.
36. Bidders are encouraged to utilize the services and assistance of the U.S. Small Business Administration (SBA), and the office of the Department of Commerce Minority Business Development Agency (MBDA). These agencies can provide assistance in securing the names of qualified minority and women-owned businesses. Additionally, it is encouraged that bidders access certified Small Local Business Enterprise (SLBE) vendors from Clayton County, DeKalb County, and City of Atlanta.

The Georgia Department of Transportation (DOT) has established a list of qualified Disadvantaged Business Enterprises. Information is available online under the tab for "Directories", link for "UCP Directory - Excel" at:

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Bid Requirements

Section 1: Instructions to Bidders

<http://www.dot.ga.gov/PS/Business/DBE>.

The successful Bidder will be asked to provide, along with his Request for Payment each month a list of qualified SLBE and MBE/WBE businesses utilized on this Project.

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006

37. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the successful Contractor understands and agrees that compliance with the requirements of O.C.G.A. 13-10-91 and Georgia Department of Labor Rule 300-10-02 are conditions of this bid and contract document. The Contractor further agrees that such compliance shall be attested by the Contractor and any of his Subcontractors by execution of the appropriate Affidavit and Agreement included after the Agreement Form of these documents.

END OF SECTION

Division 2

Bid Requirements

Section 2: Risk Management Requirements

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the Authority Certificates of Insurance, certifying the required insurance coverages and stating that each policy has been endorsed to provide thirty (30) day notice to the Authority in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by Authority Management, admitted to do business in the State of Georgia, and rated Secure (“B+” or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure (“BBB” or better). Worker’s Compensation self-insurance for individual Contractors must be approved by the Worker’s Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

CONTRACTS FOR UP TO \$50,000

Worker’s Compensation – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

Automobile Liability – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

Commercial General Liability – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

CONTRACTS FOR MORE THAN \$50,000

Worker’s Compensation – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$1,000,000. The increased Employer’s Liability limit may be provided by an Umbrella or Excess Liability policy.

Automobile Liability - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

Commercial General Liability – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

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Bid Requirements

Section 2: Risk Management Requirements

CONTRACTS FOR UP TO \$50,000

CONTRACTS FOR MORE THAN \$50,000

LIMITS OF LIABILITY:

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

**These are automatic minimums*

Owner's Protective Liability – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

Umbrella and/or Excess Liability – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the Authority may elect to require higher limits.

Owner's Protective Liability – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

END OF SECTION

Division 2

Bid Requirements

Section 3: Bid Submittals

3.1 Bid Submittal Requirements:

The following items are required to be included as part of the bid submittal. Failure to include any of these items may result in the bid being deemed non-responsive:

- A. Bid Form.
- B. Georgia Bid Bond in the amount of 5% of the total bid amount.
- C. Bidder Qualification Information, including References. Failure to provide satisfactory references will result in the bid being deemed non-responsive.
- D. Georgia Security and Immigration Compliance Act of 2006 form.
- E. Contractor Affidavit and Agreement form.
- F. Subcontractor Affidavit form.

If a Contractor/Subcontractor will not be performing any services under this contract, the Contractor/company submitting the bid MUST also complete, sign, date, and have both Affidavit forms notarized and make proper notation of "N/A" - Not Applicable.

Clayton County Water Authority (CCWA) cannot consider any bid which does not include completed affidavits. It is not the intent of this notice to provide detailed information or legal advice concerning the Georgia Security & Immigration Compliance Act of 2006, as amended on May 11, 2009. All Bidders intending to do business with CCWA are responsible for independently apprising themselves and complying with the requirements of that law and its effect on CCWA procurements and their participation in those procurements.

- G. Copies of any and all license(s) required to perform the work.
- H. Any other items as required in this RFB including but not limited to the items contained in the Instructions to Bidders.
- I. Copy of the CCWA SLBE certification letter (if applicable).
- J. Non-Collusion Certificate provided on Division 3, Section 4.
- K. W-9 Form (Attachment B).
- L. Vendor Form (Attachment C).
- M. Addenda (if any issued).

END OF SECTION

Division 2

Bid Requirements

Section 4: Bid Form

Bid of _____

(Hereinafter "Bidder"), organized and existing under the laws of the State of _____,

doing business as _____ (insert "a corporation," "a partnership," or "an individual" or such other business entity designation as is applicable).

To the Clayton County Water Authority (hereinafter "CCWA").

In compliance with the Request for Bids, Bidder hereby proposes to perform all work for **CCWA HQ Campus Buildings A and B Roof Replacement** in strict accordance with the contract documents as enumerated in the Request for Bids, within the time set forth therein, and at the prices stated below.

By submission of this bid, Bidder certifies, and in the case of joint bid each party thereto certifies as to the party's own organization that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder also certifies compliance with the Instructions to Bidders.

In submitting this bid, Bidder certifies Bidder is qualified to do business in the state of Georgia as required by laws, rules, and regulations or, if allowed by statute, covenants to obtain such qualification prior to contract award.

CONTRACT EXECUTION AND BONDS:

The undersigned Bidder agrees, if this bid is accepted, to enter into an agreement with CCWA on the form included in the documents to perform and furnish work as specified or indicated in the documents for the contract price derived from the bid and within the times indicated herein and in accordance with the other terms and conditions of the documents.

Bidder accepts the terms and conditions of the documents.

INSURANCE:

Bidder further agrees that bid amount(s) stated herein includes specific consideration for the specified insurance coverage.

Division 2

Bid Requirements

Section 4: Bid Form

CONTRACT TIME:

Bidder hereby agrees to commence work within fifteen (15) calendar days under this contract or on a date to be specified in the Notice to Proceed. The total time for the Bidder to complete this project shall not exceed sixty (60) calendar days. The Bidder and CCWA recognize that time is of the essence in completing this work and that there are delays, expense and difficulties involved in resolving a dispute related to a loss suffered by CCWA if the work is not completed on time. Accordingly, instead of requiring such proof, CCWA and Bidder agree that as liquidated damages for delay (but not as a penalty), the Bidder shall pay to CCWA, as liquidated damages the amount of \$500.00 per calendar day for each and every day or part of a day thereafter that any work as described in the contract documents remains incomplete and/or not accepted by CCWA.

PAYMENT TERMS:

Payment terms are net 30 days after approval of completed work and receipt of a detailed payment application.

RETAINAGE:

Bidder accepts the provisions in the Agreement Form as to retainage.

ADDENDA:

Bidder acknowledges receipt of the following Addenda:

SURETY:

The project work will require Performance and Payment Bonds prior to the commencement of the work. Such work shall not commence until approval of such bonds has been given by CCWA.

Division 2

Bid Requirements

Section 4: Bid Form

BID:

The undersigned proposes to complete, in all respects, sound and conformable with this contract document the work for the amounts as shown on the following Pay Item Schedule.

Bid evaluation will be on the total bid amount (items 1-5 on the Pay Item Schedule).

PAY ITEM SCHEDULE			
No.	WORK ITEM	Unit	Unit Price
1	Metal Deck Repair	SF	\$
2	Wood Blocking Replacement 2' x 6'	LF	\$
3	Wood Blocking Replacement 2' x 4'	LF	\$
TOTAL BID AMOUNT		\$	

Submitted by:

(COMPANY NAME OF BIDDER)

(DATE)

Is the Bidder a CCWA certified SLBE?

YES

NO

County: _____

Division 2

Bid Requirements

Section 4: Bid Form

I have read and understand the requirements of this request for bid and agree to provide the required goods and services in accordance with the RFB documents.

Submitted by:

(COMPANY NAME OF BIDDER)

By: (OFFICER NAME)

(SIGNATURE)

(TITLE)

(DATE)

(COMPANY ADDRESS)

(CITY, STATE, ZIP CODE)

PHONE NUMBER:

EMAIL ADDRESS:

WEBSITE:

DATE:

END OF SECTION

Division 2 **Bid Requirements**

Section 5: Georgia Bid Bond

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS, that _____

herein after called the PRINCIPAL, and _____

a corporation duly organized under the laws of the State of _____

having its principal place of business at _____

_____ in the State of _____

and authorized to do business in the State of Georgia as SURETY, are held and firmly bound unto Clayton County Water Authority, as OWNER, hereinafter called the OBLIGEE, in the amount of five percent (5%) of the Total Bid Amount for the payment for which we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the Principal is herewith submitting his or its Bid for **CCWA HQ Campus Buildings A and B Roof Replacement**, and said Bid, by reference thereto, being hereby made a part hereof.

WHEREAS, the PRINCIPAL contemplates submitting or has submitted a Bid to the OBLIGEE for the furnishing of all labor, materials (except those to be specifically furnished by the Owner), equipment, machinery, tools, apparatus, means of transportation for, and the performance of the work covered in the Bid and the documents, entitled: **CCWA HQ Campus Buildings A and B Roof Replacement**.

Division 2

Bid Requirements

Section 5: Georgia Bid Bond

WHEREAS, it was a condition precedent to the submission of said Bid that a cashier's check, certified check, or Bid Bond in the amount of five percent (5%) of the Total Bid Amount be submitted with said Bid as a guarantee that the Bidder would, if awarded the Contract, enter into a written Contract with the Owner for the performance of said Contract, within 10 consecutive calendar days after written notice having been given of the award of the Contract.

NOW THEREFORE, the conditions of this obligation are such that if the PRINCIPAL within 10 consecutive calendar days after written notice of such acceptance, enters into a written Contract with the OBLIGEE and furnishes a Performance Bond and Payment Bond in an amount equal to one hundred percent (100%) of the contract amount, satisfactory to the Owner, then this obligation shall be void; otherwise the sum herein stated shall be due and payable to the OBLIGEE and the SURETY herein agrees to pay said sum immediately upon demand of the OBLIGEE in good and lawful money of the United States of America, as liquidated damages for failure thereof of said PRINCIPAL.

Signed and sealed this _____ day of _____, 20_____.

PRINCIPAL

By_____

SURETY

By_____
Attorney-In-Fact

END OF SECTION

Division 2

Bid Requirements

Section 6: Bidder Qualification Information

COMPANY NAME OF BIDDER:

NUMBER OF YEARS IN BUSINESS

BUSINESS ADDRESS OF COMPANY:

TELEPHONE NUMBER:

POINT OF CONTACT NAME:

POINT OF CONTACT EMAIL
ADDRESS:

COMPANY TAX ID NUMBER:

COMPANY WEBSITE:

ENTITY TYPE:

- Individual/Sole Proprietor Employee Owned Company
- Privately Held Corporation/LLC Partnership
- Publicly Owned Company Attorney
- Other (specify): _____

NAME OF PRINCIPAL OFFICERS:

Division 2

Bid Requirements

Section 6: Bidder Qualification Information

REFERENCES

LIST AT LEAST THREE (3) COMMERCIAL AND/OR INDUSTRIAL REFERENCES OF SIMILAR EXPERIENCE IN THE PAST THREE (3) YEARS:

COMPANY/GOV'T ENTITY NAME: _____
CONTACT NAME: _____
PHONE NUMBER: _____
DATE COMPLETED: _____

COMPANY/GOV'T ENTITY NAME: _____
CONTACT NAME: _____
PHONE NUMBER: _____
DATE COMPLETED: _____

COMPANY/GOV'T ENTITY NAME: _____
CONTACT NAME: _____
PHONE NUMBER: _____
DATE COMPLETED: _____

COMPANY/GOV'T ENTITY NAME: _____
CONTACT NAME: _____
PHONE NUMBER: _____
DATE COMPLETED: _____

END OF SECTION

Division 2

Bid Requirements

Section 7: Contractor Affidavit & Agreement

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OF 2006

- A. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Contractor understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-.02 are conditions of this Agreement. The Contractor further agrees that such compliance shall be attested by the Contractor through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar contractor affidavit. The Contractor's fully executed affidavit is attached hereto as Exhibit ____ and is incorporated into this Agreement by reference herein.

- B. By initialing in the appropriate line below, the Contractor certifies that the following employee-number category as identified in O.C.G.A. § 13-10-91 is applicable to the Contractor:
 - 1. _____ 500 or more employees;
 - 2. _____ 100 or more employees;
 - 3. _____ Fewer than 100 employees.

- C. The Contractor understands and agrees that, in the event the Contractor employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Contractor shall:
 - 1. Secure from each such subcontractor an indication of the employee-number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
 - 2. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Contractor further understands and agrees that the Contractor shall require the executed subcontractor affidavit to become a part of the agreement between the Contractor and each such subcontractor. The Contractor agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Clayton County Water Authority at any time."

Contractor _____

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Division 2

Bid Requirements

Section 7: Contractor Affidavit & Agreement

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with [O.C.G.A. 13-10-91](#), stating affirmatively that the individual, firm, or corporation which is contracting with the Clayton County Water Authority has registered with, is participating in, uses, and will continue to use for the duration of the contract, the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with the Clayton County Water Authority, the contractor will only employ or contract with subcontractor(s), who can present a similar affidavit verifying the subcontractor’s compliance with [O.C.G.A. 13-10-91](#). Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Clayton County Water Authority within five days of the subcontractor(s) presenting such affidavit(s) to the contractor.

EEV / Basic Pilot Program* User Identification Number
Enter a four to seven-digit number

Name of Contractor (Printed)

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS

THE _____ DAY OF _____ 20____.

Notary Public

My Commission Expires

Division 2

Bid Requirements

Section 7: Contractor Affidavit & Agreement

SUBCONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned subcontractor verifies its compliance with [O.C.G.A. 13-10-91](#), stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with _____ on behalf of the Clayton County Water Authority has registered with, is participating in, uses, and will continue to use for the duration of the contract the federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), commonly known as E-Verify, in accordance with the applicability provisions and deadlines established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, in connection with the physical performance of services pursuant to this contract with _____ on behalf of the Clayton County Water Authority, the subcontractor will only employ or contract with sub-subcontractor(s), who can present a similar affidavit verifying the sub-subcontractor's compliance with [O.C.G.A. 13-10-91](#). The undersigned further agrees that the Subcontractor will maintain records of such compliance and provide a copy of each such verification to the Contractor within five days of the sub-subcontractor(s) presenting such affidavit(s) to the Sub-contractor.

EEV / Basic Pilot Program* User Identification Number
Enter a four to seven-digit number

Name of Sub-Contractor (Printed)

BY: Authorized Officer or Agent
(Subcontractor Name)

Date

Title of Authorized Officer or Agent of Subcontractor

Printed Name of Authorized Officer or Agent

Subscribed and sworn before me on this the _____ day of _____ 20_____.

Notary Public

My Commission Expires

END OF SECTION

Division 2

Bid Requirements

Section 8: Small Local Business Enterprises (SLBE) - General Information

8.1 Program Overview

Clayton County Water Authority (CCWA) has implemented a Small Local Business Enterprise Program to promote full and open competition in all government procurement and purchasing. Bid discounts for the use of Small Local Business Enterprises (SLBE's) are set on a contract by contract basis for each specific prime contract with subcontracting possibilities. CCWA wants to ensure that Bidders are non-discriminatory in their process of selecting sub-contractors. CCWA also wants to encourage Bidders to utilize small, minority or woman-owned businesses whenever possible. All forms included in this solicitation must be completed for Bidder to be considered responsive.

SLBE means a locally-based small business operating inside or outside of Clayton County, which meets the following criteria:

- A) Independently owned and operated business concern whose average annual gross receipts for the previous three years must not exceed (1) Construction Firms – \$18,250,000; (2) Professional Services Firms – \$5,500,000; Architectural Firms – \$3,750,000; Engineering Firms – \$7,500,000, and Goods and Services – less than 250 employees.
- B) Locally based, meaning located and operating in Clayton County or the ten (10) counties of Cherokee, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale and Spalding for at least one year prior to submitting application for certification.

If a firm is locally-based in one of the counties mentioned above, is currently certified as a small business through the DeKalb County, Clayton County, or the City of Atlanta, and can provide evidence of its certification, the firm will be provisionally accepted as a SLBE, provided that they complete the official certification application for CCWA within two (2) years following the date of provisional certification. If a firm meets these qualifications, but is not currently certified as a small business, then the firm must complete an application for certification with CCWA no later than seven (7) business days following the deadline for bid submission.

SLBE's must perform a commercially useful function, which means performance of provision of real and actual services under the contract or subcontract with CCWA. Factors such as the nature and amount of the work subcontracted; whether the SLBE has the skill and expertise to perform the work for which it has been certified; whether the SLBE actually performs, manages or supervises the work; and whether the SLBE intends to purchase commodities and/or services from a non-SLBE and simply resell them will be considered in determining if the SLBE is performing a commercially useful function.

Division 2

Bid Requirements

Section 8: Small Local Business Enterprises (SLBE) - General Information

Participation in the SLBE program is not a requirement to participate in contracting with CCWA. The use of an SLBE is a requirement when bid discounts are to be sought. The Bidder will be required to complete the required forms as outlined in the following section.

8.2 Overview of Bid Discount

Bid discounts are incentives that allow an original bid amount to be discounted for evaluation purposes in determining the lowest responsive, responsive bidder, while the original bid amount will be the basis for the contract award. SLBE Bid Discounts will be applied to certified SLBE prime bidders only, and will range between 7.5% and 10% depending on the bidders' location. *SLBE discounts will be offered to bidders only, not for use of any SLBE certified sub-contractors.*

Example: A \$100,000 bid with a 7.5% bid discount would be evaluated at \$92,500. However, \$100,000 would be paid to the successful bidder.

The calculation of SLBE bid discounts shall be as follows:

There will be an applied tiered discount to bids based on what county the SLBE business is located.

- 10 percent for SLBEs in Clayton County.
 - 7.5 percent for SLBEs within the next surrounding 10 counties (Cherokee, Cobb, Douglas, DeKalb, Fayette, Fulton, Gwinnett Henry, Rockdale Spalding).
- (1) Discounts are given to Bidders who are SLBE Primes only (*not for use of any SLBE certified sub-contractors*).
 - (2) In the event of a tie bid between a discounted bidder and a non-discounted bidder, the discounted bidder (SLBE) will be recommended for the contract.

By signing the bid, the bidder is certifying that he/she has complied with the requirements of this program. Please contact Contracts, Compliance and Risk Management at ccwa_slbe_program@ccwa.us for a list of certified SLBE's. The list is also available through www.ccwa.us, under the tab for "Procurement", section for "Small Local Business Program".

END OF SECTION

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Contract Forms

Section 1: Agreement Form

**STATE OF GEORGIA
COUNTY OF CLAYTON**

**AGREEMENT FOR SINGLE PURCHASE
OF GOODS AND SERVICES**

This Agreement made and entered into this _____ day of _____, 2020, for **CCWA HQ Campus Buildings A and B Roof Replacement**, between the **CLAYTON COUNTY WATER AUTHORITY** (hereinafter "the Authority") and _____ (hereinafter "the Contractor"), witnesseth:

WHEREAS, the Authority is contracting with the Contractor for the provision of certain goods and services described below for the term specified herein;

NOW THEREFORE, the parties agree as follows:

1. **DESCRIPTION OF GOODS AND SERVICES**: The Contractor shall provide the goods and services to the Authority in such quantities as the Authority requires for **CCWA HQ Campus Buildings A and B Roof Replacement**, as described in the Request for Bid dated September 2020.
2. **COSTS**: CCWA shall pay the Contractor the prices as stipulated in the Bid Form hereto attached as full compensation relative to the Bid dated _____, a copy of which is attached and incorporated into this contract. The Contractor shall be paid for items of work as noted in Division 4, Section 1 "Work Items and Measurement".

Lump Sum Work

Payment for Lump Sum work shall cover all work specified or shown in the Contract Documents and shall be compensation in full for furnishing all supervision, labor, equipment and materials to complete the work.

Once the work commences the Authority shall make Progress Payments to the Contractor on a monthly basis. The Contractor shall submit an Application for Payment for the period ending the 15th day of the month. Each Application for Payment must be submitted to Authority on or before the 20th day of each month in such form and manner, and with such supporting data and content as the Authority may require. Per Georgia Code Section 13-10-2, Authority will withhold a 10% retainage on each and every Application for Payment until such time as the value of the contract

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Contract Forms

Section 1: Agreement Form

(including change orders) exceeds 50%; and as long as completion and progress of the work is acceptable to the Authority. If after reaching the 50% completion of the value of the contract, the Authority's representative has determined that the work is unsatisfactory or has fallen behind schedule, then retainage will resume at the previous level of 10%. The Contractor may submit a request for release of retainage 30 days after the completion and final acceptance of the Project, and upon receipt of all necessary documentation including, but not limited to, a final affidavit and release of surety.

The Authority shall pay the Contractor net 30 days upon receipt of the invoice and upon acceptance of the work in accordance with the specifications. Payments will be made via regular US Mail.

3. **TIME FOR COMPLETION OF PROJECT:** Contractor hereby agrees to commence work within fifteen (15) calendar days under this contract or on a date to be specified in the Notice to Proceed. The total time for the Contractor to complete this project shall not exceed sixty (60) calendar days. The Contractor and Authority recognize that time is of the essence in completing this work and that there are delays, expense and difficulties involved in resolving a dispute related to a loss suffered by the Authority if the Work is not completed on time. Accordingly, instead of requiring such proof, Authority and Contractor agree that as liquidated damages for delay (but not as a penalty), the Contractor shall pay to the Authority, as liquidated damages the amount of \$500.00 per calendar day for each and every day or part of a day thereafter that said work remains substantially incomplete.
4. **WARRANTY ON SERVICES RENDERED:** The Contractor warrants its workmanship to be free from defects for a period of five (5) years from the date of final acceptance. The Contractor further warrants that its workmanship will conform to all specifications and will perform as specified. Upon receipt of written notice of a defect in workmanship, the Contractor shall repair the defect in a timely manner at no expense to the Authority.
5. **WARRANTY ON GOODS PROVIDED:** The Contractor warrants its goods for a period of twenty (20) years from the date of final acceptance. Furthermore, the Contractor warrants that goods ordered to specifications will conform thereto and to any drawings, samples, or other description furnished or adopted by the Authority, and will be fit and sufficient for the purpose intended; and that all goods are merchantable, of good material

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Section 1: Agreement Form

and workmanship, and free from defect. Such warranties, together with the Contractor's service warranties and guarantees, if any shall survive inspection, test, acceptance of, and payment for the goods and shall run to the Authority, its successors, assigns, customers at any tier, and ultimate user and joint users. Notices of any defect or nonconformity shall be given by the Authority to the Contractor within fifteen (15) months after acceptance by ultimate user; provided however that in the event the goods are designed by the Contractor, notice must be given within three (3) years after acceptance by ultimate user. The rights and remedies of the Authority concerning latent defects shall exist indefinitely and shall not be affected in clause. The Authority may, at its option, and in addition to other remedies available at law, either (i) return for credit, (ii) require prompt correction or replacement of the defective or nonconforming goods, or (iii) have the defective items corrected or replaced at the Contractor's expense and deduct the cost thereof from any monies due the Contractor. The return to the Contractor of any defective or nonconforming goods and delivery to the Authority of any corrected or replaced goods shall be at the Contractor's expense. Goods required to be corrected or replaced shall be at the Contractor's expense. Goods required to be corrected or replaced shall be subject to the provision of this paragraph and the paragraph of this Agreement entitled "inspection" on the same manner and to the same extent as goods originally delivered under this Agreement. In addition to correcting or replacing any defective or nonconforming goods, the Contractor shall also reimburse the Authority for all costs and expenses incurred by the Authority in connection with inspection and discovery of the defects, identifying and correcting the cause of such defects and all other activities reasonably undertaken by the Authority to obtain conforming goods or attempting to obtain from the ultimate user a waiver to permit the defective goods to be used with all or part of the defective conditions.

6. **INSPECTION:** The Authority shall have the right to inspect the goods supplied hereunder at any time during the manufacture or fabrication thereof at the Contractor's facilities or elsewhere. Such inspection may include, without limitation, raw materials, components, work in process, and completed products as well as drawings, specifications, and released data. Final inspection and acceptance shall be after delivery to the delivery point designated by the Authority. If any inspection or test is made by the Authority at the Contractor's facility or elsewhere, the Contractor shall provide reasonable facilities and assistance for the inspection personnel.

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Contract Forms

Section 1: Agreement Form

The Authority may reject all goods supplied hereunder, which are found to be defective. Goods so rejected may be returned to the Contractor at the Contractor's expense. No inspection, examination or test, regardless of extensiveness or type, and no approval give in connection with any such inspection, examination or test, whether under this Agreement or another contract for the same or similar goods, shall relieve it, of any obligation to comply fully with all requirements of this Agreement, including the obligation to produce goods that conform to all requirements of the drawings, specifications and any other Contract Documents. At the Authority's request, the Contractor shall repair or replace defective goods at the Contractor's expense. Failure to inspect goods, failure to discover defects in goods or payment for goods shall not constitute acceptance or limit any of the Authority's rights, including without limitation those under the WARRANTY provisions of this Agreement. In the event inspection reveals a defect or defects and schedule urgency requires that the defect or defects be corrected by the Authority to support production, all cost of such correction, including without limitation installation and removal, will be charged to the Contractor; such charges will also include time and material and appropriate indirect and overhead expenses. The Contractor shall maintain in inspection system acceptable to the Authority covering the goods furnished hereunder.

7. **CONTRACTOR'S AFFIDAVITS:** The Contractor shall issue a "Standard Contractor's Affidavit Interim Waiver and Release Upon Payment" and a "Standard Contractor's Affidavit Unconditional Waiver and Release upon Final Payment" provided by the Authority before receiving any interim or final payment for any services performed.
8. **ASSIGNMENT AND SUBCONTRACTING:** The Contractor shall not assign this Agreement or any portion of this Agreement, nor shall the Contractor subcontract for goods or completed or substantially completed services purchased hereunder without the prior express written consent of the Authority. No assignment or subcontract by the Contractor, including any assignment or subcontract to which the Authority consents, shall in any way relieve the Contractor from complete and punctual performance of this Agreement, including without limitation all of the Contractor's obligations under the WARRANTY provisions of this Agreement.

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9. **THE AUTHORITY'S ASSISTANCE AND COOPERATION:** During the Contractor's performance of this Agreement, the Authority may, but has no obligation to, provide assistance to, or cooperate with, the Contractor in activities that facilitate the proper performance and completion of this Agreement by the Contractor. Such assistance and cooperation may include without limitation: (i) providing engineering or other analysis or advice on correcting problems; (ii) refraining from strict enforcement of time schedule requirements under this Agreement; (iii) permitting use of test materials or documentation not performed or produced under this Agreement. Such assistance or cooperation by the Authority shall not be construed, and the Contractor agrees that it will not claim that any such assistance or cooperation operates, to relieve the Contractor from complete, proper and punctual performance of all the Contractor's obligations under this Agreement.

10. **WORK ON THE AUTHORITY'S DESIGNATED PREMISES:** In the event that the Contractor, the Contractor's employees or agents or the Contractor's subcontractors enter the Authority's designated premises for any reason in connection with this Agreement, the Contractor and such other parties shall observe all security requirements and all plant safety, plant protection, and traffic regulations. The Contractor shall defend, indemnify, and hold the Authority harmless from all claims, actions, demands, loss, and causes of action, arising from injury, including death, to any person, or damage to any property, when such injury or damage results in whole or in part from the acts or omissions of the Contractor, the Contractor's employees or agents or the Contractor's subcontractor, save and except damage caused by the sole negligence of the Authority. The Contractor, and any subcontractors used by the Contractor in connection with this Agreement, shall carry Workmen's Compensation and Employees' Liability Insurance to cover the Contractor's and any subcontractor's legal liability on account of accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering accidents to their employees. The Contractor and any subcontractor shall carry adequate Comprehensive General Liability and adequate Comprehensive Automobile Liability Insurance covering legal liability of the Contractor and any subcontractor on account of accidents arising out of the operations of the Contractor or any subcontractor and resulting in bodily injury, including death, being sustained by any person or persons, or in any

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Contract Forms

Section 1: Agreement Form

damage to property. At the Authority's request, the Contractor shall furnish to the Authority certificates from the Contractor's insurers showing such coverage in effect and agreeing to give the Authority thirty (30) days prior written notice of cancellation of the coverage.

11. **RISK MANAGEMENT REQUIREMENTS:** The Contractor shall abide by the Authority's applicable Risk Management Requirements, attached to this Agreement as Exhibit A and hereby incorporated into this Agreement.
12. **TERMINATION FOR DEFAULT:**
 - (a) The Authority may, subject to the provisions of subparagraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this Agreement in any one of the following circumstances; (i) if the Contractor fails to perform this Agreement within the time specified herein or any extension thereof; or (ii) if the Contractor fails to perform any of the other provisions of this Agreement, or so fails to make progress as to endanger performance of this Agreement in accordance with its terms, and does not cure such failure within a period of ten (10) days or longer period (as the Authority may authorize in writing) after receipt of notice from the Authority specifying such failure.
 - (b) In the event the Authority terminates this Agreement in whole or in part as provided in subparagraph (a) above, the Authority may procure, upon such terms and in such manner as the Authority may deem appropriate, services, similar to those so terminated, and the Contractor shall be liable to the Authority for any Excess costs for the same, including without limitation all cost and expenses of the type specified in the "WARRANTY" paragraph of this Agreement; provided, that the Contractor shall continue the performance of this Agreement to the extent not terminated hereunder.
 - (c) Except with regard to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform this Agreement arises out of causes beyond the control and without the fault of negligence of the Contractor such causes may include, but are not limited to, acts of God, or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, flood, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case the failure to perform must

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be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault of negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule. The term "subcontractor" shall mean subcontractor at any tier.

- (d) If, after notice of termination of this Agreement under the provisions of this paragraph, it is determined for any reason that the Contractor was not in default under the provisions above or that the default was excusable under the provisions of this paragraph, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the "Termination for Convenience" paragraph of this Agreement.
 - (e) The rights and remedies of the Authority provided in this paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
13. **TERMINATION FOR CONVENIENCE:** The Authority may at any time by written notice terminate all or any part of this Agreement for the Authority's convenience. If this Agreement is terminated, in whole or in part, for the Authority's convenience, the Contractor shall be paid an amount, to be mutually agreed upon, which shall be adequate to cover the actual and reasonable cost paid by the Contractor for the actual goods and labor reasonably used by the Contractor to perform the work under this Agreement to the effective date of termination, plus a reasonable profit thereon; provided that no amount shall be paid to the Contractor for (i) any anticipatory profits related to work under this Agreement not yet performed, or (ii) costs incurred due to the Contractor's failure to terminate work as ordered on the effective date of termination. In no event shall the total amount paid under the provisions of this paragraph exceed the prices set forth in this Agreement for the work terminated.
14. **DISPUTES:** Pending resolution of any dispute hereunder, the Contractor shall proceed diligently with the performance of work in accordance with the Authority's direction.

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15. **NOTICES:** All notices required or permitted to be given hereunder shall be deemed to be properly given if delivered in writing personally or sent by United States certified or registered mail addressed to the Contractor or the Authority, as the case may be, with postage thereon fully prepaid. The effective time shall be at the time of mailing.
16. **ATTORNEYS' FEES:** The Contractor shall pay reasonable attorneys' fees to the Authority should the Authority be required to incur attorneys' fees in enforcing the provisions of this Agreement or in the collection of any monies herein required to be paid by the Contractor to the Authority.
17. **COUNTERPARTS AND ELECTRONIC SIGNATURES:** This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original, but all of which together will constitute one and the same instrument. An executed signature page delivered via facsimile transmission or electronic signature shall be deemed as effective as an original executed signature page.

SIGNATURES ON NEXT PAGE

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Section 1: Agreement Form

IN WITNESS WHEREOF this _____ day of _____, 20____, said parties have hereunto set their seals the day and year above first written.

Executed on behalf of:

CLAYTON COUNTY WATER AUTHORITY

CONTRACTOR

By: _____
Name: _____
Title: General Manager

By: _____
Name: _____
Title: _____

Attest: _____
Name: _____
Title: _____
Date: _____

Attest: _____
Name: _____
Title: _____
Date: _____

[Corporate Seal]

[Corporate Seal]

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Contract Forms

Section 1: Agreement Form

RISK MANAGEMENT REQUIREMENTS

The Contractor will provide minimum insurance coverage and limits as per the following: The Contractor will file with the Authority Certificates of Insurance, certifying the required insurance coverage and stating that each policy has been endorsed to provide thirty (30) day notice to the Authority in the event that coverage is cancelled, non-renewed or the types of coverage or limits of liability are reduced below those required. All bonds and insurance coverage must be placed with an insurance company approved by Authority Management, admitted to do business in the State of Georgia, and rated Secure (“B+” or better) by A.M. Best Company in the latest edition of Property and Casualty Ratings, or rated by Standard & Poors Insurance Ratings, latest edition as Secure (“BBB” or better). Worker’s Compensation self-insurance for individual Contractors must be approved by the Worker’s Compensation Board, State of Georgia and/or Self-Insurance pools approved by the Insurance Commissioner, State of Georgia.

CONTRACTS FOR UP TO \$50,000

Worker’s Compensation – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$100,000 each Accident, Disease \$100,000 each employee, \$500,000 Disease policy limit.

Automobile Liability – Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$500,000 combined single limit.

Commercial General Liability – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

CONTRACTS FOR MORE THAN \$50,000

Worker’s Compensation – Worker’s Compensation coverage on a statutory basis for the State of Georgia with an Employer’s Liability limit of \$1,000,000. The increased Employer’s Liability limit may be provided by an Umbrella or Excess Liability policy.

Automobile Liability - Automobile liability coverage for owned, hired and non-owned vehicles in the amount of \$1,000,000 combined single limit.

Commercial General Liability – Coverage to be provided on “occurrence” not “claims made” basis. The coverage is to include Contractual liability, Per Project Limit of Liability, losses caused by Explosion, Collapse and Underground (“xcu”) perils, the “Clayton County Water Authority” is to be added as an Additional Insured and Products and Completed Operations coverage is to be maintained for three (3) years following completion of work.

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RISK MANAGEMENT REQUIREMENTS (Cont'd)

CONTRACTS FOR UP TO \$50,000

CONTRACTS FOR MORE THAN \$50,000

LIMITS OF LIABILITY:

\$1,000,000	Per Occurrence
\$1,000,000	Personal and Advertising
\$50,000	Fire Damage*
\$5,000	Medical Payments*
\$1,000,000	General Aggregate
\$1,000,000	Products/Completed Operations per Occurrence and Aggregate

**These are automatic minimums*

Owner's Protective Liability – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

Umbrella and/or Excess Liability – The umbrella or Excess Liability Policy may be used to combine with underlying policies to obtain the limits required. The Management of the Authority may elect to require higher limits.

Owner's Protective Liability – The Authority's Management may, in its discretion, require Owner's Protective Liability in some situations.

END OF SECTION

Division 3

Contract Forms

Section 2: Performance Bond

KNOW ALL MEN BY THESE PRESENTS THAT _____
_____ (as CONTRACTOR, hereinafter referred to as the
“Principal”), and _____ (as SURETY COMPANY),
hereinafter referred to as the “CONTRACTOR’S SURETY”), are held and firmly bound
unto the Clayton County Water Authority (as OWNER, hereinafter referred to as
“CCWA”), for the use and benefit of any “Claimant” as hereinafter defined in the sum of
_____ Dollars (\$_____) lawful money
of the United States of America, for the payment of which the Principal and the
Contractor’s Surety bind themselves, their heirs, executors, administrators, successors
and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written
agreement with CCWA, dated _____, which is incorporated herein
by reference in its entirety (hereinafter referred to as the “CONTRACT”), for the
construction of a project known as **CCWA HQ Campus Buildings A and B Roof
Replacement**, (hereinafter referred to as “the PROJECT”).

NOW THEREFORE, the conditions of this obligation are as follows:

1. That if the Principal shall fully and completely perform each and all of the
terms, provisions and requirements of the Contract, including and during
the period of any warranties or guarantees required thereunder, and all
modifications, amendments, changes, deletions, additions, and alterations
thereto that may hereafter be made; and if the Principal and the Contractor’s
Surety shall indemnify and hold harmless CCWA from any and all losses,
liability and damages, claims, judgments, liens, costs and fees of every
description, including but not limited to, any damages for delay, which
CCWA may incur, sustain or suffer by reason of the failure or default on the
part of the Principal in the performance of any and all of the terms,
provisions and requirements of the Contract, including all modifications,
amendments, changes, deletions, additions, and alterations thereto and
any warranties or guarantees required thereunder, then this obligation shall
be void; otherwise to remain in full force and effect;

Division 3

Contract Forms

Section 2: Performance Bond

2. In the event of a failure of performance of the Contract by the Principal, which shall include, but not be limited to, any breach of default of the Contract;
 - a. The Contractor's Surety shall commence performance of its obligations and undertakings under this Bond no later than thirty (30) days after written notice from CCWA to the Contractor's Surety;
 - b. The means, method or procedure by which the Contractor's Surety undertakes to perform its obligations under this Bond shall be subject to the advance written approval of CCWA.

The Contractor's Surety hereby waives notice of any and all modifications, omissions, additions, changes and advance payments or deferred payments in or about the Contract, and agrees that the obligations undertaken by this Bond shall not be impaired in any manner by reason of any such modifications, omissions, additions, changes, and advance payments or deferred payments. The Parties further expressly agree that any action on this Bond may be brought within the time allowed by Georgia law for suit on contracts under seal.

SIGNATURES ON NEXT PAGE

Division 3

Contract Forms

Section 2: Performance Bond

IN WITNESS WHEREOF, the principal and Contractor's Surety have hereunto affixed their corporate seals and caused this obligation to be signed by their duly authorized officers or attorneys-in-fact, this _____ day of _____ 20__.

(Name of Principal)

(Name of Contractor's Surety)

By: _____
Name Printed: _____
Title: _____

By: _____
Name Printed: _____
Title: _____

Attest: _____
Name: _____
Date: _____

Attest: _____
Name: _____
Date: _____

[Corporate Seal]

[Corporate Seal]

(ATTACH SURETY'S POWER OF ATTORNEY)

END OF SECTION

Division 3

Contract Forms

Section 3: Payment Bond

KNOW ALL MEN BY THESE PRESENTS THAT _____
(as CONTRACTOR, hereinafter referred to as the “Principal”), and
_____ (as SURETY COMPANY, hereinafter referred to as the
“CONTRACTOR’S SURETY”), are held and firmly bound unto the Clayton County Water
Authority (as OWNER, hereinafter referred to as “CCWA”), for the use and benefit of any
“Claimant” as hereinafter defined in the sum of _____
_____ Dollars (\$_____), lawful money of
the United States of America, for the payment of which the Principal and the Contractor’s
Surety bind themselves, their heirs, executors, administrators, successors and assigns,
jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered, or is about to enter, into a certain written
agreement with CCWA, dated _____, which is incorporated herein by
reference in its entirety (hereinafter referred to as the “CONTRACT”), for the construction
of a project known as **CCWA HQ Campus Buildings A and B Roof Replacement**
(hereinafter referred to as “the PROJECT”).

NOW THEREFORE, the condition of this obligation is such, that if the Principal
shall promptly make payment to any Claimant, as hereinafter defined, for all labor,
services and materials used or reasonably required for use in the performance of the
Contract, then this obligation shall be void; otherwise to remain in full force and effect.

A “Claimant” shall be defined herein as any subcontractor, person, party,
partnership, corporation or other entity furnishing labor, services or materials used or
reasonably required for use in the performance of the Contract, without regard to whether
such labor, services or materials were sold, leased or rented, and without regard to
whether such Claimant is or is not in privity of the Contract with the Principal or any
subcontractor performing work on the Project.

In the event of any claim made by the Claimant against CCWA, or the filing of a
Lien against the property of CCWA affected by the Contract, the Contractor’s Surety shall
either settle or resolve the Claim and shall remove any such Lien by bond or otherwise
as provided in the Contract.

Division 3

Contract Forms

Section 3: Payment Bond

The Parties further expressly agree that any action on this Bond may be brought within the time allowed by Georgia law for suit on contracts under seal.

IN WITNESS WHEREOF, the Principal and Contractor's Surety have hereunto affixed their corporate seals and caused this obligation to be signed by their duly authorized officers on this _____ day of _____ 20__.

(Name of Principal)

(Name of Contractor's Surety)

By: _____
Name Printed: _____
Title: _____

By: _____
Name Printed: _____
Title: _____

Attest: _____
Name: _____
Date: _____

Attest: _____
Name: _____
Date: _____

[Corporate Seal]

[Corporate Seal]

(ATTACH SURETY'S POWER OF ATTORNEY)

END OF SECTION

Division 3

Contract Forms

Section 4: Non-Collusion Certificate

STATE OF _____, COUNTY OF _____

Personally appeared before the undersigned officer duly authorized by law to administer oaths _____

_____ who, after being first duly sworn, depose and say that they are all the officers, agents, persons or employees who have acted for or represented _____

_____ in proposing or procuring the Contract with the Clayton County Water Authority on the following Project: **CCWA HQ Campus Buildings A and B Roof Replacement**, and that said _____

_____ has not by (himself, themselves) or through any persons, officers, agents or employees prevented or attempted to prevent by any means whatsoever competition in such bidding; or by any means whatsoever prevented or endeavored to prevent anyone from making a proposal therefore, or induced or attempted to induce another to withdraw a bid for said work.

ATTEST: _____ By: _____
Company Name of Bidder

By: _____ By: _____
Name Name

Title: _____ Title: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires

END OF SECTION

Division 4

Specifications

Section 1: Work Items and Measurement

1.1 General

- A. This Section describes how work is to be assigned and the basis that will be used for processing applications for payment. These provisions will apply to all work of the Contract Documents in addition to specific instructions provided within the individual specification sections.
- B. The basis for payment will be the bid unit prices and/or lump sum amounts included in the Pay Item Schedule and the actual quantities of work completed by the Contractor and approved by the CCWA. The CCWA reserves the right to adjust the quantities up or down as necessary to address needs.
- C. Nothing in this Section shall be construed as providing for additional payment beyond the Work Items. No payment will be made for partially completed Work Items. No payment will be made for the completion of excessive quantities of a Work Item as determined by the CCWA.

1.2 Work Items and Measurement

The following descriptions explain the work that is to be completed as part of each Work Item. The Contractor shall provide all labor, equipment, tools, and materials (unless indicated otherwise) to complete the Work Items in accordance with the Contract Documents. The following Work Items correspond to the Work Items listed on the "Pay Item Schedule" of the Bid Form.

Work Item 1. Metal Deck Repair (price per square foot): Defined as Contractor providing all labor, materials and equipment for the replacement of damaged metal decking. Decking to span two joists and be adequately secured. The Work Item will be paid on a per "square foot" (SF) unit cost in accordance with the Pay Item Schedule and as accepted/approved by CCWA.

Work Item 2. Wood Blocking Replacement, 2" x 6" (price per linear foot): Defined as Contractor providing all labor, materials and equipment for the replacement of damaged 2" x 6" wood blocking on the building. The Work Item will be paid on a per "linear foot" (LF) unit cost in accordance with Pay Item Schedule and as accepted/approved by CCWA.

Work Item 3. Wood Blocking Replacement, 2" x 4" (price per linear foot): Defined as Contractor providing all labor, materials and equipment for the replacement of damaged 2" x 4" wood blocking on the building. The Work Item will be paid on a

Division 4

Specifications

Section 1: Work Items and Measurement

per "linear foot" (LF) unit cost in accordance with Pay Item Schedule and as accepted/approved by CCWA.

END OF SECTION

ATTACHMENT A

CCWA HQ Campus Buildings A and B Roof Replacement PROJECT MANUAL

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END OF TABLE

DIVISION 1 – GENERAL REQUIREMENTS**SECTION 01010
SUMMARY OF WORK****PART 1 - GENERAL****1.1 DESCRIPTION AND RESPONSIBILITIES:****A. General:**

1. Work of this project includes removing designated area of existing roof membrane to the insulation, provide new insulation and cover board, and provide a single-ply roof membrane associated flashings at designated roof locations.
2. The Contractor is responsible for completing all specified requirements necessary to provide for completed work being sound, durable and watertight.
3. Work on this project is for normal working hours, Monday – Friday. Access to the building on Saturdays and Sundays must be coordinated with the Clayton Water Authority personnel ahead of time.

B. Preparation:

1. Conduct a complete investigation of the existing project conditions to identify the areas of work, extent of work and considerations required to complete the work. No consideration will be given to claims based on a difference between actual and assumed conditions.
2. Take field measurements, verify field conditions and carefully compare such field measurements and conditions and other information known to the Contractor with the Contract Documents before commencing activities.

C. Special project conditions:

1. Minimize disturbance to the facility and its occupants and components. There shall be no interference with the operation or use of the facility.
2. Contractor personnel entering the building must be under the guidance of Clayton Water Authority personnel.
3. Protect the building, the property, the building occupants and their property.
4. At a minimum, provide barricades separating work areas and pedestrian access areas.
5. Where needed, provide protective barricades, enclosures, directional and warning signage and other methods to assure safe passage of pedestrians and vehicles in, near and affected by areas of the work.

DIVISION 1 – GENERAL REQUIREMENTS

6. Do not disrupt services or block egress. There shall be no interference with life safety features of the facility.
7. In addition to performing the work herein defined, keep all areas in a watertight condition throughout construction period. Contractor shall provide and bear all costs associated with temporary measures to maintain water tightness.
8. Protect areas adjacent to work.
9. If existing components of the building are damaged, repair or replace to return to condition prior to damage, at a minimum.
10. Reuse of any items involved in the work is subject to the Contractor's ability to remove, store and reinstall the item without permanently damaging or marring the items to be reused. If the Contractor is unable to reuse any item as prescribed herein, he shall substitute new material to match existing in lieu of reusing same. Contractor may also elect to use new material to match existing in lieu of reuse of existing for his own convenience.
11. Fall protection will be required of all personnel who will be within 6 feet of the perimeter of the building. PPE is the responsibility of the Contractor and his representative; none will be provided by the Owner or the Clayton Water Authority.

1.2 SUMMARY OF WORK SCHEDULE:

- A. Provide single-ply elastic sheet roofing system over insulation, after removing existing roof membrane to the existing insulation. Replace any wet or damage insulation before overlaying new insulation and cover board. Provide all associated flashings and terminations:
 1. Provide 1 layer of 2.0" isocyanate insulation and cover board over the deck. Mechanically secure both layers to the metal deck.
 2. A single-ply elastic sheet roofing system mechanically attached.
 3. All flashing related to the roofing installation, penetrations, roof-mounted equipment, drains, and adjacent walls.
- B. General sealant work: Seal all joints associated with roof replacement so that roof penetrations are watertight. Refer to Section 07920 of the contract documents.
- C. Remove any stains from all exposed exterior wall surfaces, caused by re-roofing or waterproofing operations.

DIVISION 1 – GENERAL REQUIREMENTS

- D. Sequence work to minimize traffic over installed work. No storing or transporting materials over installed work is permitted.
- E. Each area shall be completed, including all flashings are trim, prior to moving to the next area.
- F. Contractual requirements:
 - 1. General Conditions.
 - 2. Owner’s Independent Contractor Agreement.
- G. Administrative and procedural requirements:
 - 1. Project Procedures.
 - 2. Installer Warranty Form.
- I. Installer Qualifications:
 - 1. The Installer for each section shall be trained and approved by system manufacturer, where available, with trained supervisory personnel observing and directing work.
 - 2. The Installer for each section shall have a minimum of five years’ experience in installing and successfully completing similar work without significant problems.

1.3 BASE CONTRACT

- A. Provide single-ply elastic sheet roofing system on designated low slope roof areas, with one layer of new insulation, cover board and associated flashings after removing existing roof membrane down to the existing insulation.

END OF SECTION

DIVISION 1 – GENERAL REQUIREMENTS**SECTION 01110
PROJECT PROCEDURES****PART 1 - GENERAL****1.1 SUMMARY:**

- A. Work of this section includes project requirements for:
 - 1. Supervision.
 - 2. Schedules.
 - 3. Cutting and patching.
 - 4. Submittals.
 - 5. Temporary facilities and controls.
 - 6. Material and equipment.
 - 7. Contract closeout.
 - 8. Cleaning up.
 - 9. Selective demolition.

1.2 SUPERVISION:

- A. The Contractor shall designate one individual as supervisor who shall be in charge of the work and who shall be on-site full time whenever work is being performed. This person shall be experienced in the supervision of and successful completion of projects of similar size and complexity. This person shall be familiar with all aspects of the work including project documents, submittals, scheduling and coordination of work, safety measures, and all other aspects of the work. The Contractor shall not change this person without prior approval of the Owner.
- B. The Contractor shall provide written submittal, proposing the person to be supervisor prior to the pre-construction meeting and that person shall be present at the pre-construction meeting. This submittal shall include documentation of the required experience called for herein. Contractor shall obtain Owner's approval of the supervisor. Owner reserves the right to reject any proposal that does not meet these requirements and to reject any superintendent that does not perform to the Owner's satisfaction.

1.3 SCHEDULES:

- A. Initial schedule:
 - 1. Provide separate breakdown of each type and area of work.
 - 2. Show sequence of construction by activity.

DIVISION 1 – GENERAL REQUIREMENTS

3. Indicate what work will be done where and when.
 4. Schedule shall include rain days listed in Supplementary General Conditions.
- B. Updating initial schedule:
1. Provide updated schedule when needed, requested and at a minimum monthly.
 2. Provide manpower required to accomplish the work.
 3. Indicate items completed, including percent complete, and any changes in anticipated progress.
 4. Take into account delays and extensions indicating how the project will be completed on time including any extensions.

1.4 CUTTING AND PATCHING:

- A. Contractor's responsibilities:
1. Contractor shall be responsible for cutting, fitting and patching required to complete the work and as follows:
 - a. Make new and existing parts fit together.
 - b. Provide penetrations of surfaces for installation of materials and products as specified.
 2. Do not endanger work by cutting or altering work.
 3. Do not cut or alter work not of this Contract without written consent of Building Management or Owner.

1.5 SUBMITTALS:

- A. General provisions:
1. Provisions specified are mandatory procedures for preparing and submitting specified submittals.
 2. Submittals shall be in orderly sequence and timed to cause no delay in the Work.
 3. Job delays occasioned by requirement of resubmission of submittals not in accord with Contract Documents are Contractor's responsibility and will not be considered valid justification for extension of Contract time.
 4. Commence no portion of work requiring submittals until submittal has been reviewed and accepted by Construction Consultant.
- B. Shop drawing preparation:

DIVISION 1 – GENERAL REQUIREMENTS

1. Drawings shall conform to the following requirements:
 - a. Number drawings consecutively.
 - b. Indicate working and erection dimensions and relationships to adjacent work.
 - c. Show arrangements and sectional views, where applicable.
 - d. Indicate material, gauges, thicknesses, finishes and characteristics.
 - e. Indicate anchoring and fastening details, including information for making connections to adjacent work.
 - f. Contract documents prepared by the Construction Consultant and his consultants will not be acceptable as shop drawing submittals.

- C. Product data preparation:
 1. Include product manufacturer's standard printed material, dated, with product description and installation instructions indicated. Product data may also contain test and performance data, illustrations and special details. MSDS sheets for each product used on this project will be required to be submitted.
 2. Number of copies submitted shall be the number required by Contractor, plus one which will be retained by Construction Consultant, plus one which will be retained by the Owner. Electronic submittals are acceptable.
 3. Data not related to this project shall be deleted from manufacturer's standard data.

- D. Contractor's review:
 1. Review, stamp with approval and submit to the Construction Consultant submittals required by the Contract Documents with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate contractors. Submittals made by the Contractor which are not required by the Contract Documents will be returned without action.
 2. By approving and submitting submittals, Contractor represents that he has determined and verified materials, field measurements, and field construction criteria related thereto, or will do so, and has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

DIVISION 1 – GENERAL REQUIREMENTS

3. The Contractor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Construction Consultant's review of submittals unless the Contractor has specifically informed the Construction Consultant in writing of such deviation at the time of submittal and the Construction Consultant has given written acceptance to the specific deviation. The Contractor shall not be relieved of responsibility for errors or omissions in shop drawings, product data, samples or similar submittals by the Construction Consultant's review thereof.
4. The Contractor shall direct specific attention, in writing or on resubmitted submittals, to revisions other than those requested by the Construction Consultant on previous submittals.
5. When professional certification of performance criteria of materials, systems or equipment is required by the Contract Documents, the Construction Consultant shall be entitled to rely upon the accuracy and completeness of such calculations and certifications.
6. Where work is indicated "By Others," Contractor shall indicate responsibility for providing and coordinating such work, whether by Subcontractors or under separate contracts.
7. Contractor agrees that submittals processed by Construction Consultant are not Construction Change Directives or Change Orders; that purpose of submittals by Contractor is to demonstrate that Contractor understands design concept; that he demonstrates his understanding by indicating which equipment and material he intends to furnish and install and by detailing fabrication and installation methods he intends to use.
8. Contractor represents by submitting submittals that he has complied with provisions herein specified. Submissions made without Contractor's approval indicated thereon will be returned without being reviewed for compliance with this requirement.
9. Date each submittal and indicate name of Project, Construction Consultant, Contractor, Subcontractor, as applicable, description or name of equipment, material or product, and identify location at which it is to be used in the Work.
10. Accompany submittal with transmittal letter containing project name, Contractor's name, number and type of submittals, titles and other pertinent data. Transmittal shall outline deviations, if any, in submittals from requirements of Contract Documents.
11. Perform no portion of the Work requiring submittal and review of submittals until the respective submittal has been reviewed and

DIVISION 1 – GENERAL REQUIREMENTS

accepted by the Construction Consultant.

E. Construction Consultant's review:

1. Construction Consultant will review each submittal, mark it with appropriate action, and return it to Contractor with reasonable promptness, except where it must be held for coordination and the Contractor is so advised.
2. Construction Consultant's review or other appropriate action is only for checking for conformance with information given and the concepts expressed in the Contract Documents. Construction Consultant's acceptance of a specific item shall not indicate acceptance of an assembly in which item is a component.
3. Construction Consultant's review of submittals shall not relieve Contractor of responsibility for deviation from requirements of Contract Documents unless Contractor has informed Construction Consultant in writing of such deviation at time of submission and Construction Consultant has given written acceptance to the specific deviation. Construction Consultant's review shall not relieve Contractor from responsibility for errors or omissions in submittals.
4. Submittals required to be submitted "For Information Only" are required to demonstrate that the Work complies with performance requirements of the Contract Documents. Such submittals, if acceptable to Construction Consultant, will not be returned to Contractor.
5. Construction Consultant will return one sepia copy of reviewed shop drawings for printing and distribution by Contractor.

F. Resubmission:

1. Make corrections and changes indicated for unacceptable submittals and resubmit in same manner as specified above until Construction Consultant's acceptance is obtained.
2. On resubmittal transmittal, direct specific attention to revisions other than corrections requested by Construction Consultant on previous submittals, if any.

G. Distribution:

1. Contractor is responsible for obtaining and distributing copies of submittals to his subcontractors and material suppliers after, as well as before, final acceptance. Prints of reviewed shop drawings shall be made from electronically submitted data pages which carry the

DIVISION 1 – GENERAL REQUIREMENTS

Construction Consultant's appropriate comments.

2. For duration of project, Contractor shall maintain a file of accepted submittals which shall be delivered to Owner as a part of project closeout documents.

1.6 TEMPORARY FACILITIES AND CONTROLS:

- A. Site access and parking: Parking for construction personnel is available on-site and shall be in the lower parking deck by the loading dock.
- B. Storage and staging areas: Short term storage areas will be determined by Management throughout the project and long-term storage will be in the lower deck of the parking garage by the loading dock.
- C. Signs:
 1. No project or advertising signs of any description will be allowed.
 2. Provide directional and warning signs at any protective barricades to assure safe passage of pedestrians and vehicles in and near areas of work.
- D. Temporary utilities:
 1. Power and water: The Owner will provide power and water on available basis. The Contractor shall not disturb the building system. If insufficient power or water is available, as is, the Contractor shall pay all costs of modifications to existing system or shall obtain separate services. The Contractor shall not disturb the building occupants and their use of the building utilities.
 2. Sanitary toilet facilities: There is one restroom in the basement next to the Engineering Shop that is designated for construction personnel. If this is insufficient, contractor may provide a temporary facility in the loading dock area in a location acceptable to Owner/Management.
 3. Telephone: Whenever work is being performed on site, the Contractor's supervisor shall have a working cellular phone on him (her) for communications. The number shall be furnished to the Owner and Consultant.
- E. Controls:
 1. Because this is an occupied building, the Contractor shall be responsible for the proper attire and actions of all workmen at all times. Any improper attire or action is cause for immediate dismissal

DIVISION 1 – GENERAL REQUIREMENTS

- from the site and project.
2. Contractor shall prevent fumes, resulting from work, from entering the building. This effort shall include temporarily closing off selected air intakes, for the shortest time possible, as coordinated with the Owner.
 3. Use of tobacco is not permitted on the Owner's property.
- F. Temporary hoist and staging equipment: Provide temporary equipment for transportation of personnel and equipment.
1. Provide protection devices for building during equipment use.
 2. Do not overload building structural system with temporary equipment; do not overload hoisting equipment or staging.
 3. Use of building stairs or ladders for transporting personnel, materials and equipment is prohibited.
- G. Security: Maintain building security; comply with Owner's requirements.
- H. Building access:
1. The Contractor shall generally be prohibited from entering the building. Work under the roof deck shall be coordinated with the building occupants so that there shall be no disturbance to the building occupants. Access to the building shall be arranged prior to entry into the building. The supervisor shall arrange access with the Owner's Representative.
 2. Schedule the Work and arrange material storage in a manner which leaves the project site as unencumbered as possible. Provide temporary barriers and enclosures and maintain the site in clean condition.
 3. The Contractor shall be responsible for correcting damages to the building caused by his work or passage. Soiled or damaged materials shall be replaced or repaired to satisfaction of the Owner.
- I. Special protection requirements:
1. Protect buildings and building components from damage, staining or defacing due to the Work. Correct or replace damaged materials or finishes to satisfaction of the Owner.
 2. Protect building from rain or water leakage during the course of the Work. Do not open roof areas to the extent that openings cannot be protected from inclement weather. Openings shall not be left unprotected overnight.
 3. Protect landscape planting from damage, including toxic overspray or

DIVISION 1 – GENERAL REQUIREMENTS

run-off. Damaged or ruined planting shall be replaced by the Contractor with plants of identical variety, size and configurations. Replace damaged ground cover materials to match existing.

4. If required by work, provide protective enclosures at building entrances and exterior walkways to protect building occupants. Enclosures shall include protection from cleaning and applied materials. Coordinate placement and location of all protective enclosures with Owner. Building entrances and exits shall not be made inaccessible unless approved in advance by Owner and local fire officials.
 5. Provide protection against overspray of cleaning materials or paint contacting building occupants or vehicles in drives or parking areas. Drives shall not be blocked to extent of restricting vehicular access, and parking area restrictions shall be kept to a minimum. Barriers and restrictions shall be approved in advance by the Owner. Do not work with materials subject to being windblown during times of high winds.
 6. Protect surfaces of products from damage or discoloration due to rain, dust or physical damage. Replace damaged or defaced materials which cannot be restored to satisfaction of the Owner.
 7. Damages to roof, related damages to roof accessories and flashings, and resultant damages to building interior materials and finishes due to roof leaks shall be corrected by Contractor to satisfaction of and at no additional cost to the Owner.
 8. Provide temporary fencing around staging and storage areas, and ground area where materials are being loaded and unloaded from the roof.
 9. Contractor will be responsible for providing fall protection for work to be done on the roof sections of this project. Fall protection should comply with OSHA and local regulatory requirements.
- J. Relocation and removal:
1. Relocate temporary facilities during construction as required by progress of the Work at no additional cost to the Owner.
 2. At completion of the Work, remove temporary facilities, including connections and debris resulting from temporary installation.

1.7 MATERIAL AND EQUIPMENT:

- A. Delivery, storage and handling:
1. Deliver manufactured products to project site in manufacturer's

DIVISION 1 – GENERAL REQUIREMENTS

original packaging with labels and seals intact. Labels shall indicate manufacturer and product name, description, mixing and application instructions. Where applicable, labels shall indicate fire resistive classifications.

2. Inspect materials upon delivery to ensure proper material, color, type and quantity.
 3. Store materials and equipment under cover, off ground at least 4" and protected from excessive heat and freezing, except for materials not subject to damage or deterioration by contact with environmental conditions. Observe manufacturer's recommendations for positioning, separation and ventilation, as applicable.
 4. Prevent corrosion, soiling or breakage of materials or contact with deleterious materials.
 5. Handle materials and equipment to prevent damage, deterioration or contamination. Install no materials which are physically damaged or stained prior to time for installation.
 6. Store and handle paints and products subject to spillage in areas where spills will not deface finished surfaces or other work.
 7. Flammable or hazardous materials:
 - a. Store minimum quantities in protected areas.
 - b. Provide appropriate type fire extinguishers near storage areas.
 - c. Observe manufacturer's precautions and applicable ordinances and regulations.
 8. Comply with manufacturer's instructions and recommendations for product storage and handling.
 9. Comply with manufacturer's product data in all aspects of basic material usage, handling, installation and substrate preparation, except where more stringent requirements are specified.
- B. Materials containing hazardous substances:
1. The intent of the Contract Documents is to exclude all materials which contain known hazardous substances, including materials containing asbestos, polychlorinated biphenyl (PCB), or any other known substances determined to be a health hazard by the United States Environmental Protection Agency (EPA) and other recognized agencies. In studying the Contract Documents and at any time during execution of the Work, the Contractor shall at once report to the Construction Consultant any materials containing hazardous substances that he may discover. Do not proceed with installation of materials containing known hazardous substances.

DIVISION 1 – GENERAL REQUIREMENTS

2. Where products are specified by product, by manufacturer, by reference standard or in descriptive manner without manufacturer's name, model number or trade name, Contractor shall select materials meeting specified requirements which do not contain known hazardous substances in any form.
 3. In making requests for substitution, Contractor shall be responsible for determining that materials requested for substitution are free of known hazardous substances in any form.
- C. Substrate conditions:
1. Verify and obtain substrate conditions, tolerances and material alignments to receive applied or attached materials and construction.
 2. Substrates shall be sound, clean, dry and free of imperfections and conditions which would be detrimental to receipt of applied materials and finishes.
 3. Align materials to give smooth, uniform surface planes within specified tolerances and straight, level and plumb surfaces.
 4. Inspect substrates prior to installation of applied materials and finishes. Correct unacceptable conditions prior to proceeding with work.
 5. Existing sub surfaces receiving new finishes shall have existing finish removed or, if sound, prepared in accord with manufacturer's product data to receive new specified finish.
- D. Finished surfaces:
1. Finished surfaces shall be clean, uniform and free of damages, soiling or defects in material and finish.
 2. Protection:
 - a. Protect finished surfaces from damage and soiling during application, drying or curing, as applicable.
 - b. Provide temporary protective coverings or barriers required.
- 1.8 PRODUCT OPTIONS AND SUBSTITUTIONS:
- A. Products are specified by reference standards, performance and manufacturer's name and model number or trade name.
1. When specified only by reference standard or performance, Contractor may select any product meeting specified standards or performance requirements, by any manufacturer.
 2. When several products or manufacturers are specified as being acceptable, Contractor has the option of choosing among those

DIVISION 1 – GENERAL REQUIREMENTS

- named.
3. When one product or manufacturer is specified or indicated as the "basis of design", "basis of selection" or "scheduled", Contractor shall bear costs associated with changes required for application or installation of other products or assemblies.
 4. When proprietary products are specified, substitutions will be allowed only by substitution provisions specified herein, unless it is specifically stated that no substitutions are allowed.
- B. If it is desired to use products different from those indicated in the Contract Documents, the party requesting the substitution shall make written application as described herein. The burden of proving acceptability of proposed substitutions rests with the party making the request for substitution.
1. Requests for substitution shall reach the Construction Consultant not less than fourteen days prior to the date set for opening of bids.
 2. Requests for substitution shall be accompanied by such technical data and samples as the party making the request desires to submit. Construction Consultant will consider reports from independent testing laboratories, verified experience records from previous users, and other printed or written information valid in the circumstances.
 3. Requests for substitution shall indicate in what respects proposed materials or products differ from those specified and the effect on interfacing or related work.
 4. Requests for substitution shall be accompanied by the manufacturer's dated product data describing the installation, use and care, as applicable, of proposed substitution. Include reference standards, test data and clarification drawings.
 5. Requests for substitution shall be accompanied by complete cost data indicating material cost, installed cost and savings, if any, resulting from proposed substitution.
 6. Requests for substitution shall be accompanied by a list of projects where the product has been used with complete information, including at a minimum, when installed, product designation and contacts representing the Owner and designer including current phone numbers, who are familiar with the product and its performance.
 7. Determination as to acceptability of proposed substitutions will be made based only on data submitted.
 8. Contractor shall coordinate installation of accepted substitutions with interfacing work, bearing evaluation and re-design costs and making

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approved changes in the Work to properly incorporate the substitutions, and shall waive all claims for additional costs related to use of acceptable substitutions which become apparent following acceptance.

- C. An addendum will be issued to Bidders prior to the date set for opening of Bids if a proposed substitution is accepted by Construction Consultant. Unless substitutions are received and approved as described above, the successful Bidder shall be responsible for furnishing materials and products in accord with the Contract Documents.
- D. In the event that specified items cannot be delivered to the jobsite and incorporated into the Work at such times and in such quantities as to cause no delay, then Contractor may request a substitution in the manner described above. Should the accepted substitution provide a cost savings, the Contract price will be adjusted by Change Order, with Owner receiving the benefit of the net savings. No increase in the Contract price will be allowed on substitutions made after the receipt of Bids, except where the Contractor can verify a timely placement of orders appropriate to the materials and conditions involved.
- E. Inability to obtain specified items due to Contractor's failure to place timely orders will not be considered reason for authorizing substitutions.

1.9 CONTRACT CLOSEOUT:

- A. Closeout timing:
 - 1. Contractor shall prepare, assemble and transmit the items listed herein to the Owner in care of the Construction Consultant.
 - 2. Unless additional quantities are specified elsewhere, submit items in duplicate.
 - 3. Documents, tools, equipment, demonstrations and other closing requirements shall be submitted or performed and accepted prior to Date of Final Acceptance.
- B. Detail requirements:
 - 1. Record documents: Submit project record documents upon project completion.
 - 2. Inspection reports: Submit certificates from applicable local governmental agencies that the construction has been inspected as required by laws or ordinances and that the building is approved for occupancy.

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3. Warranties:
 - a. Contractor shall furnish his warranty and shall require each installer to furnish his warranty, in writing. Assemble, bind, label and transmit warranties as required for other manuals above. Unless specifically indicated otherwise in individual sections, the period for warranties shall begin on the Date of Substantial Completion and shall continue for specified term. Warranties shall state the Date of Substantial Completion and the date on which the warranty expires.
 - b. Contractor shall forward manufacturers' and installers' warranties as specified in the individual specification sections. Assemble, bind, label and transmit warranties as required for other manuals above. Unless specifically indicated otherwise in individual sections, the period for warranties shall begin on the Date of Substantial Completion. Warranties shall state the Date of Substantial Completion and the date on which the warranty expires.

1.10 CLEANING UP:

- A. General requirements:
 1. Contractor shall keep the project site free from accumulation of waste materials and rubbish at all times during the construction period. At completion of the Work, he shall remove all waste materials and rubbish from and about the project, as well as his tools, construction equipment, machinery and surplus materials, except those specifically required by the Contract Documents to be left for the Owner's maintenance.
 2. If Contractor fails to keep project clean or to clean up prior to Date of Substantial Completion, the Owner may do so, and the cost will be charged to the Contractor.
- B. Safety requirements:
 1. Store volatile waste in covered metal containers. Remove from project site daily.
 - a. Allow no volatile wastes to accumulate on project site.
 - b. Provide adequate ventilation during use of volatile substances.
 2. Do not burn or bury waste materials or rubbish on project site. Comply with governmental and environmental regulatory requirements for

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- disposal of waste.
3. Dispose of no volatile wastes such as mineral spirits, oil or paint thinner in storm or sanitary drains, on pavements, in gutters or on project site.
 4. Dispose of no waste or cleaning materials containing materials harmful to plant growth on project site. As quickly as possible, clean up materials which are accidentally spilled.
- C. Cleanup during construction:
1. Execute cleaning procedures to ensure that building, project site and adjacent properties are maintained free from debris and rubbish.
 2. Wet down materials subject to blowing. Throw no waste materials from heights.
 3. Provide covered on-site containers for waste collection. Place all waste materials and rubbish in containers in an expeditious manner to prevent accumulation. Remove waste from project site when containers become full.
 4. Legally dispose of all waste materials, rubbish, volatile materials and cleaning materials off project site.
 5. Dispose of no materials in waterways.
 6. Protect newly finished and clean surfaces from contamination during cleaning operations.
 7. Allow no accumulation of debris contributing to survival or spread of rodents, roaches or other pests. On a daily basis, remove debris containing food scraps.
- D. Final cleanup:
1. Clean all finished surfaces in accord with manufacturer's product data and requirements specified in specification sections, prior to Date of Substantial Completion. All general and specific cleaning shall be performed prior to Contractor's request that the project or portion thereof be inspected for Substantial Completion.
 2. Remove dust, debris, oils, stains, fingerprints and labels from exposed finish surfaces.
 3. Repair, patch and touch up marred surfaces to match adjacent finishes. Replace materials which cannot be repaired or patched.
 4. Clean disturbed areas of project site of debris.

1.11 SELECTIVE DEMOLITION:

- A. Hazardous materials:

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1. During demolition operations, should suspect asbestos or asbestos-containing materials, or any other material listed hazardous material by the Environmental Protection Agency be discovered, notify the Owner.
 2. Remove, handle and dispose of asbestos-containing materials and other materials classified as hazardous or regulated waste in accordance with laws and regulations of governing authorities and agencies having jurisdiction.
- B. Job conditions:
1. Conduct demolition operations and the removal of debris to ensure minimum interference with roads, streets, walks and adjacent facilities.
 2. Do not close or obstruct streets or walks without permission from authorities having jurisdiction. Maintain site and thoroughfares free of dirt and debris caused by demolition or hauling operations.
 3. Conduct demolition operations to minimize disruption or interference with building occupants and operation, and the use of building facilities. Coordinate phasing of work with the Owner.
 4. Protect the existing building. Repair or replace portions of building damaged by this work, at no additional cost.
 5. Maintain building security. Where required, equip doors with locks. Secure construction area during non-working hours.
 6. Where removal or alteration of concealed structural members is required, notify Construction Consultant and do not proceed until instructed.
 7. Provide temporary protective walkways or covering on roof surfaces. Provide plywood walkways on roofs where equipment is moved or operated.
 8. Schedule high noise level operations to approved hours as acceptable to Owner.
 9. Limit exterior dust by sprinkling or other acceptable methods.
- C. Delivery, storage and handling:
1. Store materials to be retained or reused in locations acceptable to Owner.
 2. Maintain neat, clean conditions in storage areas; remove waste materials at end of each day's work.

DIVISION 1 – GENERAL REQUIREMENTS**PART 2 - PRODUCTS**

2.1 MATERIALS:

- A. Materials for replacement of work removed: Comply with specification sections for type of work to be performed.

2.2 REMOVED MATERIAL:

- A. Reuse of material: Reuse only materials specifically identified to be reused. Reuse of any items involved in the work is subject to the Contractor's ability to remove, store and reinstall the item without permanently damaging or marring the items to be reused. If the Contractor is unable to reuse any item as prescribed herein, he shall substitute new material to match existing in lieu of reusing same. Contractor may also elect to use new material to match existing in lieu of reuse of existing for his own convenience.

PART 3 - EXECUTION

3.1 EXAMINATION AND PRE-DEMOLITION CONFERENCE:

- A. Examination:
 - 1. Visit project site and compare conditions and locations of items with proposed work. Report any discrepancies discovered for resolution.
 - 2. Examine existing conditions of the project, including elements subject to damage or to movement during cutting and patching.
 - 3. After uncovering work, inspect conditions affecting installation of products or performance of work.
 - 4. Report unsatisfactory or questionable conditions to Owner/Management in writing; do not proceed with work until Owner/Management has provided further instructions.
- B. Preparation:
 - 1. Provide adequate temporary support to ensure the structural value or integrity of the affected portion of the work.
 - 2. Provide devices and methods to protect other portions of the project from damage.
 - 3. Provide protection from the elements for that portion of the project which may be exposed by demolition or cutting and patching work.

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- C. Prior to beginning work, a pre-construction conference will be held to review work to be accomplished and to inventory existing conditions.
 - 1. Contractor and subcontractors shall be present.
 - 2. Contractor shall notify all parties at least seven days prior to time of conference.
 - 3. Work to be performed, existing damages to work to remain and items to be removed shall be reviewed at conference. Contractor shall make list of inventoried items to be removed, reused or stored. Distribute copies of list to all participants.

3.2 PREPARATION:

- A. Plan scheduling and phasing of the work to minimize interference with Owner's existing operations that will remain in use during the work. Minimize disruption of building operations and use of adjacent facilities.
- B. Do not disconnect or disrupt building services.
- C. Conduct a photographic survey and record condition of adjacent surfaces. Pay particular attention to existing cracks and irregularities.
- D. Security:
 - 1. Provide fences, enclosures or partitions to segregate work areas from occupied and used areas, as needed.
 - 3. Provide guards or lockable closures for off-hours to secure areas, as needed.
- E. Comply with governing regulations pertaining to environmental protection. Do not use water when it may create hazardous or objectionable conditions such as ice, flooding and pollution.
- F. Clean adjacent structures and improvements of dust, dirt and debris caused by demolition operations. Return adjacent areas to condition existing prior to the start of the work.

3.3 DEMOLITION:

- A. Demolition: Remove construction as required for new construction and to limits indicated and specified. Comply with project restrictions for all facets of the work, as herein specified.

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- B. Proceed with demolition in accord with approved schedule. Locate demolition equipment throughout the structure and remove materials so as not to impose excessive loads to supporting roofs, walls, floors or framing.
- C. During demolition, protect adjoining work from damage. Observe and monitor adjacent elements. Stop work and notify Construction Consultant for instructions if changes are noted. Cracks or structural damage resulting from demolition shall be repaired at no expense to Owner and to Construction Consultant's satisfaction.
- D. Remove existing work without damage to substrates or adjacent surfaces. Include removal and replacement of mechanical and electrical work as applicable.
- E. Where work is to be cut or removed to accommodate new work, form neat, uniform and smooth edges or terminations.
- F. Except for items designated to be removed and reused in the work or items retained by Owner for storage, all material resulting from this work shall become property of Contractor and shall be promptly removed from site. Storage or sale of removed materials will not be permitted on project site or within building.
- G. Prepare an itemized list of material or equipment for reuse or storage. List quantities, condition and location. Submit copies to Owner within seven days of removal of item.
- H. Remove existing equipment and/or piping, as indicated and required to complete work.
- I. Provide all necessary shoring and bracing to maintain structural integrity of the building during demolition operations. Remove only after structure is capable of supporting.
- J. Disposal of demolished materials:
 - 1. Remove debris, rubbish and other materials resulting from demolition operations from the site. Do not stockpile debris on project site.
 - 2. Burning of removed materials from demolished structures will not be permitted on the site.
 - 3. Transport materials removed from demolished structures and dispose of off the site.
 - 4. Chute and load debris and materials within confines of existing open spaces on site. Chuting and loading in streets surrounding site is

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prohibited when such operations can be executed on the site. Immediately remove debris or materials that fall onto streets or walks surrounding site.

3.4 CUTTING AND PATCHING:**A. Performance:**

1. Execute cutting, patching and demolition by methods which will prevent damage to other work and will provide surfaces to receive installation of repairs.
2. Execute work by methods which will prevent settlement or damage to other work.
3. Elements of a structural or support nature, including concealed elements exposed by the removal of existing elements of the work, shall be inspected and the Construction Consultant notified should additional work be indicated due to loss of structural integrity, rot, rust, corrosion or other similar condition.
4. Execute fitting and adjustment of products to provide a finished installation to comply with specified products, functions, tolerances and finishes.
5. Restore work which has been cut or removed; install new products to provide complete work in accord with requirements of Contract Documents.
6. Fit work airtight to pipes, sleeves, ducts, conduit and other penetrations through surfaces. Firestop penetrations through fire-rated construction.
7. Refinish entire surfaces as necessary to provide an even finish to match adjacent finishes:
 - a. For continuous surfaces: Refinish to nearest intersection.
 - b. For an assembly: Refinish the entire unit.
8. Repair damaged adjacent surfaces and finishes to original condition.
9. Maintain integrity of fire-resistant and rated construction.

END OF SECTION

DIVISION 1 – GENERAL REQUIREMENTS**SECTION 01745
ROOF INSTALLER WARRANTY FORM**

We, _____, Installer for _____,
(Company Name) (List Trade)

as described in Specification Section (s) _____

(List appropriate Sections of Specifications)

do hereby warrant that all labor and materials furnished and work performed in conjunction with the above-referenced project are in accord with the Contract Documents and authorized modifications thereto, and will be free from defects due to defective materials or workmanship for a period of 5 years from Date of Substantial Completion.

This warranty commences on:

_____, and expires on _____,
(Date of Substantial Completion) (Expiration Date)

Should any defect develop during the warranty period due to improper materials, workmanship or arrangement, the same, including adjacent work displaced, shall be made good by the undersigned at no expense to the Owner.

The Owner will give Installer written notice of defective work. Should the Installer fail to correct defective work no later than 7 days after receiving written notice, the Owner may, at his option, correct defects and charge Installer costs for that work. Installer agrees to pay such charges upon demand.

Nothing in the above shall be deemed to apply to work which has been abused or neglected by the Owner.

FOR: _____
(Roofing Contractor)

BY: _____

TITLE: _____

DATE: _____

END OF SECTION

DIVISION 7 – THERMAL AND MOISTURE PROTECTION**SECTION 07530****ELASTIC SHEET ROOF SYSTEM****PART 1 - GENERAL****1.1 SUMMARY:**

- A. Section includes: A complete roofing system consisting of a Class A elastic sheet membrane and related flashings, over isocyanurate and cover board insulation after the existing roof membrane has been removed to the existing insulation. The existing insulation is to remain in place, with only wet or damaged board replaced.
- B. Use ENERGY STAR compliant roof with minimum emissivity of 0.9 for 75% of the roof.

1.2 REFERENCES:

- A. American Society for Testing and Materials (ASTM), standards as referenced herein.
- B. American Wood Preservers Association (AWPA), standards as referenced herein.
- C. Factory Mutual Engineering Corp. (FM): Approval Guide, 2017 Edition.
- D. National Roofing Contractors Association (NRCA): "Roofing Manual, Membrane Roof Systems", Fifth Edition (2019).
- E. Underwriters Laboratories, Inc. (UL): "Roofing Materials and Systems Directory," 2015 Edition.
- F. U.S. Department of Commerce, National Bureau of Standards:
 - 1. Lumber PS 20 - 70.
 - 2. Construction and Industrial Plywood PS 1-83.

1.3 SYSTEM DESCRIPTION:

- A. Performance requirements:
 - 1. Provide a system that complies with the Local Code, including wind uplift, at a minimum.
 - 2. Provide a system of components which will result in minimal wind uplift rating of 1-90, at a minimum, in accordance with Factory Mutual references.

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3. Provide a roofing membrane designed "Class A" per ASTM E108-91a tests.
4. Roofing system components shall be listed by Factory Mutual Engineering Corp. or Underwriters Laboratory, Inc. or Warnock Hersey for use in noncombustible roof deck assemblies. The roof covering shall conform to the criteria listed in the Factory Mutual Engineering Corp. "Approval Guide" or the Underwriters Laboratory, Inc. "Roofing Materials and Systems Directory.

1.4 SUBMITTALS:**A. Product data:**

1. Submit one complete list consisting of each particular component or element of the roof membrane system that is required, specified or proposed for use on this project.
 - a. Each component or element proposed for use shall be identified by product number, name and pertinent characteristics.
 - b. Further identify each component or element by indicating the function or location of each within the assembly.
2. Submit product description and complete installation instructions, including standard flashing details, for insulation, roofing and accessory materials. Indicate specific systems and procedures proposed for use, deleting inapplicable data.

B. Shop drawings:

1. Submit plans, drawings and details illustrating the following:
 - a. Roof plan indicating membrane seams, lap details, layouts including fasteners, relative elevations and slopes.
 - b. Drain and termination details.
 - c. All penetrations.
 - d. Dimensionally located expansion joints.
 - e. All flashing details.
 - f. All other pertinent data required for this project.
2. Submit for tapered insulation from roof system manufacturer's authorized tapered fabricator. Indicate layout of insulation showing slopes, crickets, valleys, scuppers and drain locations. Include longitudinal and transverse sections, and sections showing insulation layers. Indicate method of attachment.
3. Submit for flashing details not specifically indicated on drawings or in manufacturer's product data details.

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- C. Roofing system manufacture certifications executed by authorized representative of roof membrane system manufacturer:
 - 1. Submit an “Intent to Warrant” letter indicating that manufacturer has reviewed existing conditions, drawings and specifications, conditions affecting the work and the relationship of roof membrane system with related work, and that manufacturer proposes to provide warranty as referenced herein without further stipulation.
 - 2. Submit certification that proposed applicator is approved for warranted work by roof membrane system manufacturer and meets qualifications as herein specified.
 - 3. Submit approval of all submittals.
 - 4. Submit a certification that the proposed roof assembly does meet the requirements of the uplift resistance requirements, including an explanation of the criteria used and methods used to determine uplift and attachment.
 - 5. Submit approval of sequence of roofing, including each step and any temporary measures required or acceptable.
 - 6. Submit certification, prior to Substantial Completion that, based on on-site inspections the roof has been installed properly.
- D. Samples of membrane and flashing sheets: Submit for information.
- E. Preservative-treated wood certification: Submit certification by treating plant, stating chemicals and process used, net amount of salts retained, conformance with applicable standards and 19% moisture content after treatment.
- F. Clearly identify any aspects of the work which the roofing manufacturer recommends in lieu of criteria in the Contract Documents.
- G. Field reports: Submit manufacturer's field reports as herein specified.
- H. Submittals schedule: Obtain approval of submittals prior to preconstruction conference.

1.5 QUALITY ASSURANCE:

- A. Qualifications of applicator: Applicator shall be an approved roofing contractor certified to install roofing systems which can be warranted by the roofing materials manufacturer. Applicator shall be one who can furnish certification from the roofing manufacturer certifying that the applicator has satisfactorily applied the type of roof specified on projects which have been completed for at least five years and is a top-rated roofer.

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- B. Manufacturer's representative: At the start of the installation, periodically as work progresses, and after completion, furnish the services of the primary roofing manufacturer's authorized field representative at the job site as necessary to advise on every phase of the work. At a minimum furnish full-time attendance during the first two workdays, at least once every two weeks thereafter, and furnish technical assistance to the roofing installer as may be required.
- C. Contractor's quality control representative: Contractor shall appoint an experienced individual to be his quality control representative and to perform the following functions. Attend the pre-installation conference. Be in attendance at the project site at all times during the progress of the work. Arrange for and witness the performance of required tests. Inspect the work and perform tests as necessary to ensure that the work for each day shall meet the required quality. Take action necessary to ensure conformance with the Contract Documents including stopping of undesirable work practices and arranging for corrective action.
- D. Wood product identification:
 - 1. Lumber: Lumber shall bear the grade stamp of a listed grading rules association certified by the Board of Review of the American Lumber Standards Committee (ALSC), identifying species or species combination, grade, moisture condition at time of surfacing, mill of origin and grading agency.
 - 2. Preservative-treated wood products: Preservative-treated lumber and plywood shall bear the quality standard stamp of the applicator, indicating preservative type, exposure conditions, year of treatment, treatment plant and treatment supervising agency.
- E. Roofing membrane components, including flashing materials, shall be products of a single manufacturer. Other components shall be the product of the roofing manufacturer or acceptable and approved in writing by the roofing manufacturer for installation with roof system to obtain specified warranty.

1.6 DELIVERY, STORAGE AND HANDLING:

- A. Deliver materials to the site in their original, tightly sealed containers or unopened packages, all clearly labeled with the manufacturer's name, product identification and lot number. Protect all materials from damage during transit, handling, storage and installation.
- B. Store materials in dry, covered storage, off ground, in accord with

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manufacturer's product data. Handle roll goods to prevent damage to edges. Protect materials from exposure to spark or flame. Damaged materials shall be replaced at Contractor's expense.

- C. Store solvent-bearing materials in dry, cool storage and keep lids tight on opened containers to prevent solvent escape.

1.7 JOB CONDITIONS:

- A. Apply roof membrane system in dry weather. Undertake application only when forecast weather conditions predict suitable conditions.
- B. Install no more roofing in a day than can be completed watertight that day.
- C. Protection:
 - 1. Keep building weathertight.
 - 2. Protect building from damage and defacing by roofing operations.
 - 3. Restore or replace adjacent work or materials damaged during handling of roofing materials.
 - 4. Provide protection or allow no traffic on completed or existing roof surfaces.
 - 5. Do not overload roof.
- D. Surfaces to receive roof membrane system shall be clean, smooth, free of voids or projections, grease, oil and foreign material. Commence application only after surfaces are in proper condition to receive roof membrane system.
- E. Ascertain that work to all roof penetrations and terminations are complete prior to installation of roof membrane system. Reworking of curbs and edge detailing shall be done prior to or with reroofing of adjacent area. Schedule roofing application to minimize traffic on installed roofing materials. Do not stage on installed roofing.
- F. Remove all trash, tools, debris and extraneous materials from roof areas during the course of work and upon completion of roof installation.

1.8 WARRANTIES:

- A. Manufacturer's system warranty: Furnish manufacturer's 20-year watertight warranty covering entire roofing system and related flashings. Warranty shall include labor and materials to correct defects without limit.
- B. Installer's warranty: The Installer warrants the work of this Section and Section 07600 to be in accord with the Contract Documents and free from faults and

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defects in materials and workmanship for a period of 5 years. This warranty includes water tightness. This special warrant extends the one-year period of limitations contained in the General Conditions.

- C. Warranties shall begin at Date of Substantial Completion.

PART 2 - PRODUCTS**2.1 ROOF MEMBRANE SYSTEM:****A. Acceptable products:**

1. Carlisle Syntec Inc., Sure-Weld TPO .060" thick.
2. Johns Manville Roofing Systems Group, TPO .060" thick.
3. Firestone Ultraply TPO, .060" thick.

B. Characteristics:

1. Material: Thermoplastic Polyolefin, reinforced membrane.
2. Color: Standard white color.
3. Resistance to chemicals and oils: No swelling, cracking or leaking when in contact with chemical reagents listed in membrane manufacturer's literature.
4. Sheet size: Maximum size resulting in minimum number of field-made seams in completed installation.

3.2 ROOF INSULATION:**A. Isocyanurate Insulation:**

1. Type: rigid isocyanurate boards with glass mat facers. Meets the requirements of ASTM C 1289, Type II, Class 1, Grade 2 (20 psi)
2. Face Size: 4'-0" x 8'-0" maximum.
3. Thickness: 2.0".
4. Roof covering classification: UL Classified for installation with Class A roof covering.
5. Slope for factory-tapered boards: For crickets, minimum 1/2" per foot.

B. Cover Board:

1. Georgia Pacific, Dens Deck Prime, 1/2" thick.
 - a. Alternate Product by roofing system manufacturer for specific roof system will be considered if proposed with bid.
2. Cover board installation, installed to meet uplift requirements:
 - a. Fastened through insulation to metal deck.

C. Insulation assembly:

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1. Minimum, one layer of insulation 2.0" thick, joints offset and staggered.
2. Cover board, joints to be offset and staggered, mechanically fasten through all layers of insulation, including cover board.
3. Minimum R-value of 25.

2.3 ACCESSORY PRODUCTS:

- A. Flashing material: Same material as roof membrane, furnished by roof membrane manufacturer.
- B. Bonding adhesive: manufacturer's standard solvent-based bonding adhesive for the membrane, and solvent-based adhesive for base flashings.
- C. Fastening devices: Membrane attachment shall utilize minimum 2" barbed round, hot-dipped, galvanized stress plates. Membrane fastener shall be a corrosive resistant screw meeting the following minimum corrosion resistance. Pass FM 4470 Corrosion Test, modified DIN 50018 standard, with a maximum of 15% red rust after 15 wet and dry acidic atmosphere cycles in Kesternich cabinet.
- D. Laminated metal: Minimum 25 ga. hot-dipped G-90 galvanized, 0.40" aluminum, or stainless steel laminated with polymeric coating as supplied by roofing membrane manufacturer.
- E. Termination bars, anchors and fasteners: Manufacturer's standard type for securing membrane terminations.
- F. Adhesives, mastics and primers: Roof membrane system manufacturer's standard low VOC, low-odor products.
- G. Backer rod: Open cell polyethylene.
- H. Walkways: Manufacturer's premium product, minimum 30" wide in color approved by Owner.
- I. Accessories: Manufacturer's premium quality accessories, suitable for specified warranty.
- J. Curbs, plates, blocking and nailers:
 1. Species and standards: Grade-stamped commercial softwood conforming to PS 20 and grading rules.
 2. Seasoning: 19% maximum moisture content at time of building enclosure, unless otherwise noted.
 3. Surfacing: Surfaced four sides (S4S).

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4. Type: #2 Southern Pine or Western Lumber.
 5. Pressure-preservative-treated wood:
 - a. Treatment type: Water-borne preservative, chromated copper arsenate type.
 - b. AWPA standard: C2-85.
 - c. Preservative retention: Minimum 0.25 pcf above ground, 0.40 pcf ground contact unless otherwise specified.
 - d. Seasoning; re-dry after treatment to 19% maximum moisture content.
 6. Fasteners: Hot dip galvanized or stainless steel.
- K. Sheet metal flashing: In accord with Section 07600, Sheet Metal Flashing.
- L. New metal scuppers, conductor heads and downspouts are required at all through wall scupper drain locations.

PART 3 - EXECUTION**3.1 PREPARATION:**

- A. Pre-roofing conference: Prior to beginning roofing work, a pre-roofing conference will be held to review work to be accomplished.
- B. Verification of conditions:
1. Prior to beginning any work, verify existing roof drains are in good condition, including free flowing without leaks. Notify prior to the start of any work, in writing to the Architect, if there are any problems with existing drains.
 2. Prior to starting of roofing, check elevation of existing decks to coordinate layout so that there will be no standing water. Provide a level and make an adequate number of roof cuts down to the deck to verify existing conditions. Coordinate the date and time that the elevations are verified with the Architect, so that the Architect can be present. Repair roof cuts so that they are watertight.
 3. Examine substrate and conditions under which roofing work is to be performed. Provide notification in writing if substrate is unsatisfactory. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the installer and manufacturer. Beginning of work indicates acceptance of the substrate as satisfactory by the installer.
- C. Prior to application of roof membrane system, confirm existing conditions by making selected roof cuts down to existing deck. Coordinate time of roof cuts so that Consultant or Owner's Representative can be present. Based on

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conditions and dimensions found, make any necessary adjustments for proper fit up.

- D. Prior to application of roof membrane system, verify that roof deck is smooth, properly sloped to drainage, clean and sweep roof deck, removing debris and foreign material.
- E. Verify roof openings and penetrating elements through roof are solidly set and ready to receive installation of roofing membrane and associated flashings.
- F. Do not apply roofing materials to damp, frozen, dirty, dusty surfaces or other conditions which are unacceptable to system manufacturer.
- G. Prior to application of roofing materials remove existing roof assembly as specified. Comply with hazardous material handling and disposal requirements during removal of existing roof. Sweep roof surface to receive applied material, removing debris and foreign material. Surface shall be dry and free from deleterious materials.
- H. Nailers: Where existing curbs are less than 10" above finished roof surface or existing curbs are deteriorated, install treated wood nailers in accord with roofing system manufacturer's requirements and specified reference details.
 - 1. Secure to structure using cast-in bolts, powder-activated fastener, sleeve or wedge type anchors spaced at 2'-0" o. c., maximum.
 - 2. Provide anchors within 3" of ends of members.
 - 3. Provide linear runs in maximum practicable lengths, with joints in multiple members offset 3'-0", minimum. Provide room for expansion at each joint and at ends.
 - 4. Where needed around roof perimeter and at roof penetrations, provide blocking equal to roof insulation thickness. Attach to decking at 2'-0" o. c., maximum, starting within 3" of each end.

3.2 INSULATION INSTALLATION:

- A. Remove the existing roof membrane, leaving the insulation in place. Replace wet or damaged insulation boards in like kind. Install one layer of insulation and the cover board over the existing insulation and fasten in accord with manufacturer's product data and approved submittal to meet wind uplift requirements. Provide detailed fastening pattern and identified zone areas on roof plan for increased fastener locations at perimeters and corners with submittals.
- B. Stagger end joints in adjacent boards minimum 6". Butt edges for snug contact

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without gaps.

- C. Install only as much roof insulation each work period as can be covered and protected by roofing by end of same work period.

3.3 ROOF MEMBRANE SYSTEM INSTALLATION:

- A. General:
 - 1. Confinement of materials: Do not allow fluid and plastic materials to spill or migrate beyond surfaces of intended application.
 - 2. Dry materials: Do not install materials that are wet or that have been wetted. Promptly remove such materials from the site.
 - 3. Pitch pans: Do not use pitch pans, except where no other detail will work.
- B. Install roof system in accord with manufacturer's product data and NRCA recommendations for mechanically attached membrane assembly. Secure membrane at perimeters and penetrations using fasteners at spacing indicated on approved shop drawings and product data, achieving required wind uplift classification. Seal seams in accord the roofing manufacturer's requirements.
- C. Lay out roof membrane sheets with seams located in accord with approved shop drawings. Lap and seal sheets using roof membrane system manufacturer's standard heat welding procedures.
- D. Perform test welds before each work session for each individual machine and person performing welds at a minimum of twice daily.
- E. Provide patches over seams as required by manufacturer.
- F. Flashing: Install base flashing in accord with manufacturer's recommended details and approved shop drawings using specified flashing sheet. Lap joints and seal.
- G. Flash at curbs and similar vertical surfaces same as base flashings. Provide metal counterflashing at curbs which are not self-flashing.
- H. At end of each day's work, provide water cutoff at exposed edges of roof membrane. Remove cutoffs prior to beginning next day's work.
- I. Flashings: Install in accord with manufacturer's criteria and NRCA recommendations.
- J. Install roof accessories in accord with roof membrane manufacturer's instruction.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

- K. Upon completion of the roof membrane system installation, an inspection shall be made by a representative of the roof membrane system manufacturer to ascertain that the roof membrane system has been installed according to manufacturer's published product data, specifications and details.
 - 1. Defects or deviations from manufacturer's product data and approved shop drawings shall be remedied as required to secure manufacturer's warranty.
 - 2. Reinspect installation until all defects and deviations are corrected.
 - 3. Provide written report of each inspection, documenting defects, deviations and corrective measures.
 - 4. After all corrections have been approved, include statement in final report that roof is installed correctly and is suitable for specified warranty.
 - 5. Submit one copy of each report to Architect immediately following each inspection.

- L. Completed roof system shall be free of defects, including leaks.

3.4 FIELD INSPECTION:

- A. Manufacturer's authorized representative shall inspect work at intervals to ascertain that required materials and application quality is being maintained. A report of each inspection shall be provided.

3.5 CLEANING:

- A. Periodically remove debris from roof as installation progresses. Replace work or materials damaged during handling and installation of roofing materials.

END OF SECTION

DIVISION 7 – THERMAL AND MOISTURE PROTECTION**SECTION 07600
FLASHING AND SHEET METAL****PART 1 - GENERAL**

1.1 SUMMARY:

- A. This section includes sheet metal flashing, sub flashing, blocking, and miscellaneous flashing. All coping caps, gutters, downspouts, and edge flashings are to be replaced with new metal details.

1.2 SUBMITTALS:

- A. Shop drawings: Indicate material types, sizes shapes, thicknesses, finishes, fabrication details, anchors, connections, expansion joints and relation to adjacent work. Provide a fabrication detail for each different piece including all transitions. Details and profiles shall be drawn at full size scale. Provide layout designating location of all details and components.
- B. Product data: For all materials listed, indicate product description, finishes and installation instructions, including interface with adjacent materials and surfaces.
- C. Samples; submit as follows:
 - 1. Minimum 1'-0" length of each fabrication specified, in style and material specified.
 - 2. Sample of each type transition piece.
- D. Submittals schedule: Obtain Construction Consultant's approval of all required submittals prior to pre-construction conference.

1.3 QUALITY ASSURANCE:

- A. Applicable standards:
 - 1. American Society for Testing and Materials (ASTM), standards as referenced herein.
 - 2. National Roofing Contractors Association (NRCA), "Roofing and Waterproofing Manual," Fifth Edition, 2019.
 - 3. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA), "Architectural Sheet Metal Manual," Fifth Edition, 2012.
 - 4. Steel Structures Painting Council (SSPC), Standards.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION**1.4 DELIVERY, STORAGE AND HANDLING:**

- A. Store materials off ground, under cover. Protect from damage and deterioration.
- B. Handle materials to prevent damage to surfaces, edges and ends of sheet metal items. Damaged material shall be rejected and removed from site.

1.5 WARRANTIES:

- A. Installer's warranty: The Installer warrants the work of this Section and the Roof System Section to be in accord with the Contract Documents and free from faults and defects in materials and workmanship for a period of 5 years. This warranty includes water tightness. This special warranty extends the one-year period of limitations contained in the General Conditions.
- B. Manufacturer of finish warranty: Warrant fluoropolymer coating to remain free of checking, crazing, and peeling, chalking or fading for a period of ten years, beginning at Date of Substantial Completion.

PART 2 - PRODUCTS**2.1 SHEET METAL MATERIALS:**

- A. Aluminum: 3003-H14 Alloy, meeting ASTM B 209-90. Minimum .040" thickness, special finish, to include coating provided by roofing manufacturer.
- B. Stainless Steel: 26 gauge, AISI Type 302/ 304 alloy, 2B finish.
- C. TPO-coated metal: 24 ga. Galvanized steel treated with TPO to provide suitable surface for heat welding membrane at terminations.
- D. Fasteners:
 - 1. Same material as sheet metal unless stated otherwise.
 - 2. Nails: Flat head, galvanized needle point, not less than 12 ga. and of sufficient length to penetrate substrate 1" minimum.
 - 3. Screws: Stainless steel self-tapping type, with flat heads.
 - 4. Bolts: Stainless steel furnished complete with nuts and washers.
 - 5. Rivets: Aluminum or stainless-steel round head, solid type.
 - 6. Blind clips and cleats: Same material and gauge as sheet metal.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

- E. Pour grade sealant, approved by roofing manufacturer, for pitch pockets.
- F. Sealant materials for setting sheet metal flashing and for mating lap joints in sheet metal flashing: Medium modulus, neutral cure, silicone sealant and primer. Acceptable product:
 - a. 795 Silicone Sealant, by DowSil, or equivalent.
 - b. Primer 1200, by DowSil, or equivalent.

2.2 ACCESSORY MATERIALS:

- A. Blocking:
 - 1. Species and standards: Grade-stamped commercial softwood conforming to PS 20 and grading rules.
 - 2. Seasoning: 19% maximum moisture content at time of installation.
 - 3. Surfacing: Surfaced four sides (S4S).
 - 4. Type: No. 2 or Better Southern Pine or Western Lumber.
 - 5. Treatment: Pressure-preservative treated.
- B. Plywood:
 - 1. APA Rated Sheathing, Exterior, Exposure 1, Group 1, thickness indicated.
 - 2. Moisture: 19% maximum moisture content at time of installation.
 - 3. Treatment: Pressure-preservative treated.
- C. Pressure-preservative-treated wood:
 - 1. Treatment type: Water-borne preservative, chromated copper arsenate type.
 - 2. AWPA standard: C2-85.
 - 3. Preservative retention: Minimum 0.25 pcf above ground, 0.40 pcf ground contact unless otherwise specified.
 - 4. Seasoning; re-dry after treatment to 19% maximum moisture content.
- D. Sealant: See Section 07920, Sealants.

2.3 SPECIAL FINISHES:

- A. Fluoropolymer coating finish:
 - 1. Two-coat, shop-applied, baked-on fluoropolymer coating system based on Atochem North America, Inc., 70% minimum, Kynar 500 resin or Ausimont U.S.A., Inc., Hylar 5000 resin (polyvinylidene fluoride, PVDF), formulated by a licensed manufacturer and applied by manufacturer's

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

approved applicator to meet AAMA Publication 605.2-92.

2. Coating system shall provide minimum 1.0 mil dry film thickness consisting of minimum 0.20 mil primer and minimum 0.80 mil color coat.
3. Color shall be as selected by Owner from manufacturer's standard selection.
4. Roofing manufacturer's coating on selected sheet metal to be used for termination details.

2.4 SHEET METAL FABRICATION:

- A. Fabricate sheet metal work in accord with approved shop drawings and applicable standards. Form sheet metal work with clear, sharp and uniform arrises. Hem exposed edges.
- B. Provide linear sheet metal items in 10'-0" to 12'-0" sections, except where specifically indicated. Form flashing using single pieces for the full width. Provide shop-fabricated, one-piece corners and transition pieces, with maximum 2'-0" long legs.
- C. Make riveted joints using solid shank rivets or pop rivets as applicable only where no other joint is possible and specifically approved. Pop rivets shall be closed end type.
- D. Roof Details:
 1. Refer to Drawings attached to the Project Manual.
 2. Gutters are to match the existing size on the buildings.

PART 3 - EXECUTION**3.1 MOCK-UP:**

- A. Prepare mock-up to demonstrate installation of work. At a minimum, mock-up shall include intersection of detailing such as end condition. A mock-up shall be done for each different detail.
- B. Mock-up shall include all aspects of the work. Any work not demonstrated in initial mock-up shall be shown in other mock-up(s) prior to proceeding on that work.
- C. Prepare mock-up at least 14 days prior to planned beginning work. Should

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mock- up be disapproved, prepare additional mock-ups until approved. Do not proceed with production work until mock-up is approved.

- D. Maintain mock-up throughout work as standard of work. Undamaged, approved mock-up may remain as part of the completed work.

3.2 SHEET METAL INSTALLATION:

- A. Install work in accord with approved shop drawings and applicable standards. Sheet metal items shall be true to line, without buckling, creasing, warp or damage in finished surfaces.
- B. Coordinate work to provide weathertight conditions.
- C. Isolate dissimilar materials to prevent electrolysis. Separate using sub flashing.
- D. Secure sheet metal items using continuous cleats, clips and fasteners as indicated. Perform no exposed face fastening, except where specifically indicated.
- E. Fastening:
 - 1. Nails: For concealed use only. Confine to one edge only of flashing 1'-0" or less in width. Space nails at 4" o. c., maximum.
 - 2. Cleats: Continuous, formed to profile of item being secured.
 - 3. Clips: Minimum 2" wide by 3" long, formed to profile of item being secured. Space at 2'-0" o. c., maximum.
 - 4. Screws: Round head of type for material fastening to space maximum 2'-0" o. c.
 - 5. Bolts: Type for material fastening with washers to space maximum 2'-0" o. c.
- F. Form joints in linear sheet metal to allow for 1/2" minimum movement each way at 12'-0" o. c., maximum, unless noted otherwise, and maximum 2'-0" from ends, transitions or corners. Provide 1'-0" wide backup plate at joints. Form plates to profile of sheet metal item.
- G. Make weathertight fit, allowing for expansion and contraction.
- H. Provide minimum of 3-inch lap of sheet metal over roof membrane.

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- I. Pitch pockets: Use only where no other flashing is possible.
 1. Refer to roofing systems sections for pitch pocket construction, fillers and roof flashing.
 2. Install conical sheet metal umbrella, with draw band and sealant at top, over pitch pocket where possible.

END OF SECTION

DIVISION 7 – THERMAL AND MOISTURE PROTECTION**SECTION 07920
SEALANTS AND CAULKING****PART 1 - GENERAL**

1.1 SUMMARY:

- A. Work of this section includes caulking at designated locations:
 - 1. Sheet metal overlaps in receiver and counterflashing assemblies.
 - 2. Miscellaneous joints and cracks.

- B. Definitions:
 - 1. Sealant: A weatherproof elastomer used in filling and sealing joints, having properties of adhesion, cohesion, extensibility under tension, compressibility and recovery; designed to make joints air and watertight. Material is designed generally for application in exterior joints and for joints subject to movement.
 - 2. Foam tape: A weatherproof compressible material that adheres to the substrate.
 - 3. Caulk: The process of filling joints, without regard to type of material.
 - 4. Joint failure: A caulked joint exhibiting one or more of the following characteristics:
 - a. Air and/or water leakage.
 - b. Migration and/or reversion.
 - c. Loss of adhesion.
 - d. Loss of cohesion.
 - e. Failure to cure.
 - f. Discoloration.
 - g. Staining of adjacent work.
 - h. Development of bubbles, air pockets or voids.

1.2 SUBMITTALS:

- A. Submit certification, from the sealant's manufacturer, that the installer meets the specified installer qualifications.

- B. Product data: Submit manufacturer's product description, indicating conformance with specified requirements and installation instructions for each type of sealant. Indicate preparation and priming requirements for each substrate condition.

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- C. Color samples:
 - 1. Submit samples of manufacturer's standard material colors.
 - 2. Samples shall be actual materials or literature depicting actual colors of standard color materials. Owner reserves the right to reject work not in conformance with selected colors, based upon samples submitted.

 - D. Adhesion compatibility test results: Submit a letter from sealant manufacturer indicating that their sealants are compatible, and that adhesion is acceptable to the various substrates included in this project. Indicate requirements for primers or special preparation.
- 1.3 JOB CONDITIONS:
- A. Weather conditions:
 - 1. Install no materials under adverse weather conditions or when temperatures are below or above those recommended by manufacturer's product data or when substrate moisture content is above manufacturer's recommended level.
 - 2. Proceed with work only when forecasted weather conditions are favorable for joint cure and development of high early bond strength.
 - 3. Wherever joint width is affected by ambient temperature variations, install materials only when temperatures are in lower third of manufacturer's recommended installation temperature range.

 - B. Protection of adjacent surfaces:
 - 1. Protect by applying masking material or manipulating application equipment to keep materials in joint. If masking materials are used, allow no tape to touch cleaned surfaces to receive sealant. Remove tape immediately after caulking, before surface skin begins to form.
 - 2. Remove misapplied materials from surfaces by using solvents and methods recommended by manufacturer.
 - 3. At surfaces from which materials have been removed, restore to original condition and appearance.
- 1.4 QUALITY ASSURANCE:
- A. Applicable standards: American Society for Testing and Materials (ASTM), standards as referenced herein.

 - B. Applicator qualifications: Applicator shall have a minimum of five years' experience in successfully executing sealants and caulking work similar to the scope of the project.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION**1.5 WARRANTY:**

- A. Installer's warranty: Warrant work to be watertight and free from defects in materials and workmanship, including joint failure, for a period of 5 years, beginning at Date of Substantial Completion.
- B. Material warranty: Warrant materials to be free from defects, including joint failure, for a period of twenty years, beginning at Date of Substantial Completion.

PART 2 - PRODUCTS**2.1 MEDIUM MODULUS SILICONE SEALANT:**

- A. Bridge Joint: acceptable product: DowSil., silicone sealant, #795.
- B. Characteristics:
 - 1. Type: One-part, silicone rubber; meeting ASTM C920-87, Type S, Grade NS, Class 25.
 - 2. Colors: Colors as selected by Owner's Representative.
- C. Backer rod: Open-cell polyurethane foam; no closed cell or modified closed cell rods allowed.

2.2 LOW MODULUS SILICONE SEALANT:

- A. Mortar and CMU wall repair Sealant: DowSil., silicone sealant #790.
- B. Characteristics:
 - 1. Type: One-part, silicone rubber, meeting ASTM C290-87, Type S, Grade NS, Class 100/50.
 - 2. Colors: Colors as selected by Owner's Representative.
- D. Backer rod: Open-cell polyurethane foam; no closed cell or modified closed cell rods allowed.

2.3 POLYURETHANE SEALANT:

- A. Concrete Joints and cracks, typical: Sikaflex 1a polyurethane sealant, or equal.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

- B. Characteristics:
 - 1. Type: one-part polyurethane sealant, meeting ASTM C920, Type S, Grade NS, Class A.
 - 2. Colors: Colors as selected by Owner's Representative.
- C. Backer rod: Open-cell polyurethane foam; no closed cell or modified closed cell rods allowed.

2.4 ACCESSORY MATERIALS:

- A. Surface cleaner: Type recommended by material manufacturer for substrates.
- B. Surface primer/sealer: Type recommended by material manufacturer for substrates, conditions and exposures indicated.
- C. Bond breaker tape: Plastic tape applied to contact surfaces where bond to substrate or joint filler must be avoided for material performance.

PART 3 - EXECUTION**3.1 SURFACE PREPARATION:**

- A. Clean surfaces immediately before caulking. Remove dirt, insecure coatings, moisture and other substances which would interfere with bond.
- B. Roughen joint surfaces of non-porous materials (metal panels), unless material manufacturer's product data indicates equal bond strength as porous surfaces. Rub with fine abrasive cloth or wool to produce dull sheen.
- C. Porous substrates (CMU wall and masonry joints) will need to be ground clean and primed per the sealant manufacturer's recommendations.

3.2 APPLICATION:

- A. Comply with material manufacturer's product data, except where more stringent requirements are specified.
- B. Prime surfaces where recommended by material manufacturer. Do not allow primer/sealer to spill or migrate onto adjacent surfaces.
- C. Install backer rod for caulking materials, except where recommended by

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material manufacturer to be omitted for application indicated. Place backer rod to maintain recommended sealant thickness and profile. Substitute bond breaker tape for shallow, closed joints.

- D. Employ installation techniques which will ensure that materials are deposited in uniform, continuous ribbons without gaps or air pockets, with complete wetting of joint bond surfaces. Where horizontal joints are between a horizontal surface and a vertical surface, fill joint to form slight cove so that joint will not trap moisture and debris.
- E. Do not allow materials to overflow onto adjacent surfaces. Prevent staining of adjacent surfaces.
- F. Remove excess and misplaced materials as work progresses. Clean the adjoining surfaces to remove misplaced materials, without damage to adjacent surfaces or finishes.
- G. Cure sealants in accord with manufacturer's product data to obtain high early bond strength, internal cohesive strength and surface durability. Protect uncured surfaces from contamination and physical damage.
- H. Tool joints of non-sag sealant to concave profile and smooth, uniform surface, flush with edges of substrate. Maintain sealant depth-to-width ratio in accord with manufacturer's product data.
- I. Bridge joints to be formed by placing insulating tape (Norton tape) on panels along joints allowing for sufficient bonding surface of sealant onto surface of panels. Apply bond breaker over existing panel joint. Sealant is then applied about 1/4" thick over bond breaker and joint. Allow sealant to set up before removing tape at sides of bridge joints.

END OF SECTION

DIVISION 7 – THERMAL AND MOISTURE PROTECTION**NOTES FOR ROOF INSTALLATION****GENERAL**

1. Provide sheet metal counter flashings at all curbed roof penetrations.
2. In lieu of pitch pockets, install roof manufacturer's field-formed flashings, or pre-formed flashing boots at roof penetrations. Pitch pans will be acceptable for penetrations where insufficient height is provided to install a flashing boot or field-formed flashings, or multiple conduits penetrate the roof.
3. Install pitch pans where there is no other option. Include: filler, pourable sealant.
4. Provide crickets on the high side of all curbs to ensure that water does not stand behind curbs.
5. Where existing plumbing stacks will be less than 5 inches above roof surface, raise to 8 inches above roof surface.
6. Raise existing curbs where base flashing would be less than 5 inches high to provide base flashing height of 8 inches.
7. The roofing manufacturers walk treads, or an additional piece of cap sheet membrane, should be used to form a perimeter of walk treads around rooftop units that require repair/maintenance. Service entrances should have a protective area of walk treads installed in a 6' x 6' area on the surface of the roof. Contractor is to match the existing walkway pattern existing on the roof.
8. Insulation stored on-site must be protected at all times by tarps and elevated at least 4 inches off the ground or off the surface of the roof. The shrink wrap that the insulation arrives in at the job site is not considered adequate protection for insulation.
9. Roofing rolled goods stored on site must, at a minimum, be protected at all times by tarps, and elevated at least 4 inches off the ground or off the surface of the roof. The shrink wrap that the insulation arrives in at the job site is not considered adequate protection for insulation.
10. The roofing contractor will utilize the mechanical and plumbing services of the Owner for any rooftop equipment that requires disconnecting/re-connecting during the roofing project. Coordinate through the Clayton Water Authority personnel. for this work.

DIVISION 7 – THERMAL AND MOISTURE PROTECTION

11. Cold process adhesives for the project must be acceptable to the roofing manufacturer for use in their system. Written approval of these products is required as a part of the submittal process.
12. Where indicated, remove equipment from the roof, and if a deck penetration is present, patch deck and roof over opening.
13. Access to the roof will be coordinated with and directed by Clayton Water Authority personnel. There is to be no access to any interior area of the building not authorized by Clayton Water Authority personnel.

Loading materials to the roof and unloading debris from the roof must be coordinated with Clayton County Water Authority personnel. Locations for cranes, dumpsters, etc. will be determined with Clayton County Water Authority personnel.

END OF SECTION

ATTACHMENT B

INTERIM WAIVER AND RELEASE UPON PAYMENT

**STATE OF GEORGIA
COUNTY OF CLAYTON**

INTERIM WAIVER AND RELEASE UPON PAYMENT

The undersigned mechanic and/or materialman has been employed by the Clayton County Water Authority to furnish _____ [describe materials and/or labor]; for the construction of improvements known as: _____ [title of the project or building]; which is located in the City of _____ County of _____, and is owned by the Clayton County Water Authority at the following address: _____

and more particularly described by the following metes and bounds description, land lot district, or block and lot number:

See Attachment: yes no

Upon the receipt of the sum of: \$ _____, the undersigned mechanic and/or materialman waives and releases any and all liens or claims of liens it has upon the foregoing described property through the date signed below and excepting those rights and liens that the mechanic and/or materialman might have in any retained amounts, on account of labor or materials, or both, furnished by the undersigned to or on account of said contractor for said building or premises.

In addition to the release and waiver of all liens or claims of lien as set forth hereinabove, upon receipt of the aforesaid payment, the undersigned agrees and acknowledges that it has been paid in full all sums due for labor or materials furnished for the aforesaid Project (save and except for any retained amounts which may have been withheld by the Clayton County Water Authority) as of the date of this Interim Waiver and Release Upon Payment. The undersigned does furthermore waive and release any and all other claims it has, or may have, against the Clayton County Water Authority or against its officers, directors, agents, employees, or others acting on its behalf, arising out of, or related to construction of the Project, including but not limited to, the furnishing of any work or materials for the aforesaid Project save and except for any claim for the payment of any retained amounts previously withheld by said Authority.

The undersigned herein represents and affirms that the proceeds previously received from the said Authority pursuant to any prior Application for Payment have been applied on account to discharge the undersigned's legitimate obligations associated with such Application for Payment.

NOTICE: WHEN YOU EXECUTE AND SUBMIT THIS DOCUMENT, YOU SHALL BE CONCLUSIVELY DEEMED TO HAVE BEEN PAID IN FULL THE AMOUNT STATED ABOVE, EVEN IF YOU HAVE NOT ACTUALLY RECEIVED SUCH PAYMENT, 60 DAYS AFTER THE DATE STATED ABOVE UNLESS YOU FILE EITHER AN AFFIDAVIT OF NONPAYMENT OR A CLAIM OF LIEN PRIOR TO THE EXPIRATION OF SUCH 60 DAY PERIOD.

_____ (L.S.)
(Signature of Deponent)

(Printed/Typed Name and Title)

Deponent, individually, and as duly authorized agent and duly elected and acting officer of Contractor

(Company Name)

PERSONALLY APPEARED BEFORE ME, a Notary Public in and for said State and County, the Deponent, who, being personally known to the undersigned and being duly sworn and on oath deposed and said that the within and foregoing statements are true and correct this _____ day of _____, 20____.

Notary Public _____

Commission Expiration Date: _____

(NOTARY SEAL)

(Witness)

(Address)

ATTACHMENT C

WAIVER AND RELEASE UPON FINAL PAYMENT

**STATE OF GEORGIA
COUNTY OF CLAYTON**

WAIVER AND RELEASE UPON FINAL PAYMENT

The undersigned mechanic and/or materialman has been employed by the Clayton County Water Authority to furnish _____
_____ [describe materials
and/or labor]; for the construction of improvements known as: _____
_____ [title of the project or
building]; which is located in the City of _____ County of _____,
and is owned by the Clayton County Water Authority at the following address: _____

and more particularly described by the following metes and bounds description, land lot district, or block and lot number:

See Attachment: yes no

Upon the receipt of the sum of: \$ _____,
the mechanic and/or materialman waives and releases any and all liens or claims of liens or any right against any labor and/or material bond it has upon the foregoing described property.

THE MECHANIC AND/OR MATERIALMAN WAIVES AND RELEASES ANY AND ALL LIENS OR CLAIMS OF LIENS IT HAS UPON THE FOREGOING DESCRIBED PROPERTY OR ANY RIGHTS AGAINST ANY LABOR AND/OR MATERIAL BOND ON ACCOUNT OF LABOR OR MATERIALS, OR BOTH, FURNISHED BY THE UNDERSIGNED TO OR ON ACCOUNT OF SAID CONTRACTOR FOR SAID PROPERTY.

NOTICE: WHEN YOU EXECUTE AND SUBMIT THIS DOCUMENT, YOU SHALL BE CONCLUSIVELY DEEMED TO HAVE BEEN PAID IN FULL THE AMOUNT STATED ABOVE, EVEN IF YOU HAVE NOT ACTUALLY RECEIVED SUCH PAYMENT, 60 DAYS AFTER THE DATE STATED ABOVE UNLESS YOU FILE EITHER AN AFFIDAVIT OF NONPAYMENT OR A CLAIM OF LIEN PRIOR TO THE EXPIRATION OF SUCH 60 DAY PERIOD.

IN ADDITION TO THE RELEASE AND WAIVER OF ALL LIENS AND CLAIMS OF LIEN AS SET FORTH HEREINABOVE, UPON RECEIPT OF THE AFORESAID FINAL PAYMENT, THE UNDERSIGNED AGREES AND ACKNOWLEDGES THAT IT HAS BEEN

PAID IN FULL ALL SUMS DUE FOR LABOR OR MATERIALS FURNISHED FOR THE AFORESAID PROJECT. THE UNDERSIGNED FURTHERMORE HEREIN WAIVES AND RELEASES ANY AND ALL OTHER CLAIMS OF EVERY KIND AND NATURE THAT IT HAS, OR MAY HAVE, AGAINST THE AUTHORITY, OR ITS AGENTS OR REPRESENTATIVES, ARISING OUT OF, OR RELATED TO, THE CONSTRUCTION OF THE PROJECT, INCLUDING BUT NOT LIMITED TO, ANY CLAIMS FOR PAYMENT FOR LABOR OR MATERIALS FURNISHED FOR THE PROJECT.

PERSONALLY APPEARED BEFORE ME, the undersigned attesting officer, duly authorized by law to administer oaths (the "Deponent"), who being duly sworn according to law, deposes and says on oath:

1. That Deponent is the duly authorized agent and duly elected and acting officer of _____ (the "Contractor"), and is duly authorized to execute this Final Contractor's Affidavit, Lien Waiver and Indemnification (this "Affidavit") in a representative capacity on behalf of Contractor, as well as in Deponent's individual capacity, and Deponent has made diligent inquiry into and is personally familiar with and has full knowledge of all facts set forth herein.
2. That Contractor acted as the sole general contractor in charge of and directly responsible for the building and construction of all improvements (the "Work") located as reflected above (the "Property"), all of which Work was performed pursuant to the terms of that certain agreement dated _____ (the "Agreement") by and between Contractor and the Clayton County Water Authority as the owner or agent of the owner of the Property (the "Owner"). The Work includes, without limitation, all Work under or related to the Agreement and all change orders to the Agreement, and all supplemental contracts and subcontracts, whether oral or written, for any extra, additional or replacement labor or materials. Contractor is, and performed the Work as, an independent general contractor and Contractor is not an agent of Owner, and all of the Work was furnished and performed at the instance of Contractor as general contractor.
3. That the Work has been fully and finally completed in strict accordance with the terms of the Agreement, and Contractor has at all times since the commencement of the Work been in direct charge of all aspects of the Work, and Contractor has obtained a current valid permanent certificate of occupancy for the Property and the Work, and the Work has been completed within the boundary lines of the Property.

4. Upon receipt of the sum reflected above, Contractor acknowledges that Owner has paid in full to Contractor the full contract price under the Agreement (the "Contract Price"), which Contract Price includes, without limitation, all amounts and bills for all labor, materials, fixtures and supplies of any type whatsoever used in the Work. Upon receipt of these monies, all contractors, subcontractors, subcontractors of subcontractors, materialmen, suppliers and laborers will be paid in full the agreed price or reasonable value for all materials and supplies ordered, used or furnished and services and labor rendered in connection with or as a part of the Work, and none of such parties have or will have any claim, demand or lien against the Property, and all of the amounts paid by Owner to Contractor under the Agreement have been and will be used to pay for labor or materials used in the Work when no liens or claims of lien were filed or outstanding. There are no disputes regarding the Agreement or any other contracts or subcontracts with respect to the Work or the Property, and, except for bills associated with these final monies, there are no amounts due or unpaid bills of any nature, either for labor or services related to the Work or the Property or any materials which have been or may have been placed upon, or applied or delivered to the Property, and Contractor does hereby unconditionally agree to hold harmless and indemnify Owner from and against all claims for mechanic's or materialman's liens or claims of lien, including, without limitation, any attempted foreclosure thereof, which in any way arise out of or are related to the Work or the Property, including, without limitation, any attorney's fees incurred in connection therewith.
5. That Contractor does hereby for itself, and its employees, suppliers, subcontractors, mechanics and materialmen and all other persons acting for, through, or under Contractor, waive, remise, relinquish and release all right to file or to have filed or to maintain any materialman's or mechanic's lien or liens or claim or claims against the Property or arising out of or related to the Work. This Affidavit is executed and given in favor of and for the benefit of, and may be relied upon by, Owner and each and every party legally or equitably, now or hereafter, owning or holding any interest in the Property.
6. That this Affidavit is a sworn statement made under the provisions of Official Code of Georgia Annotated Section 44-14-361.2, and is made for the purpose of inducing Owner to pay to Contractor the balance of the Contract Price pursuant to the terms of the Agreement.

[SIGNATURES ON NEXT PAGE]

(Signature of Deponent) (L.S.)

(Printed/Typed Name and Title)

Deponent, individually, and as duly authorized agent and duly elected and acting officer of Contractor

(Company Name)

PERSONALLY APPEARED BEFORE ME, a Notary Public in and for said State and County, the Deponent, who, being personally known to the undersigned and being duly sworn and on oath deposed and said that the within and foregoing statements are true and correct this _____ day of _____, 20_____.

Notary Public _____

Commission Expiration Date: _____

(NOTARY SEAL)

(Witness)

(Address)

ATTACHMENT D

W-9 FORM

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number	
-	
-	
or	
Employer identification number	
-	

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions.

You must sign the certification. You may cross out item 2 of the certification.

4. Other payments.

You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.

You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

ATTACHMENT E

VENDOR FORM



COVER SHEET

Effective:
May 1, 2019

FOR

VENDOR INFORMATION FORM

*The enclosed Vendor Information Form is used by the Clayton County Water Authority (CCWA) for adding vendors to its financial database system that are awarded procurement or service work. This form has two parts. **Part 1** is designed to obtain general company information. Completion of this part is required to successfully add the vendors to CCWA's financial database system. **Part 2** is intended for information gathering purposes only. While information requested on Part 2 is optional to the vendors, it will help the CCWA obtain business ownership classification description from its vendors.*

Product(s) / Service(s) Provided: Select a NIGP code from the drop-down menu. If the code is unknown, you can search it by clicking the link provided on the form. Go to page 5. At the same time, press CTRL-F. This will open a small FIND box on your screen. In the box, type the key word that best describes your goods or services and click NEXT until you find the best fit. **Write down the 5 digit code number and go to the drop-down menu of this Form to select the code.**

For the purposes of executing this document, the following definitions apply:

- **Small Local Business Enterprise (SLBE)** is one that is at least 51% owned by one or more of the applicant individuals identified and a citizen or lawfully admitted permanent resident of the United States. Independently owned and operated with average annual gross receipts for the previous three years not exceeding (1) Construction Firms- \$18,250,000 (2) Professional Services Firms - \$5,500,000, Architectural Firms - \$3,750,000, Engineering Firms- \$7,500,000 and Goods & Services – less than 250 employees. Locally based, meaning located and operating in Clayton County or the ten (10) counties of Cherokee, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry, Rockdale and Spalding for at least one year prior to submitting application for certification.
- **A Woman Business Enterprise (WBE)** is one that is at least 51% owned by a Female, who also controls and operates the business, and is a permanent resident of the State of Georgia. The business must have a permanent, functioning office within the State of Georgia and must be lawfully licensed within the relevant jurisdiction.
- **A Minority Business Enterprise (MBE)** is one that is at least 51% owned by one of the minority groups identified below, who also control and operate the business, and are permanent residents of the State of Georgia. The business must have a permanent, functioning office within the State of Georgia and must be lawfully licensed within the relevant jurisdiction.

Minority Groups:

- Hispanic American
 - African American
 - Native American
 - Asian American
 - Pacific Islander
- **A Disabled Citizen Enterprise (DCE) of the US** refers to a business that is at least 51% owned by one or more disabled US citizens, who also control and operate the business, and are permanent residents of the State of Georgia. The business must have a permanent, functioning office within the State of Georgia, and must be lawfully licensed within the relevant jurisdiction.

Vendor Information Forms should be submitted to the Procurement Department.

**For questions related to the verification of certifications, please email
ccwa_slbe_program@ccwa.us**



VENDOR INFORMATION FORM

Effective 5/1/19

PART 1

Vendor Name: _____

Phone Number: _____ Fax #: _____

E-Mail Address: _____

Mailing Address: _____

Pay to Address: _____

Same as above

ACH is a way to move money between banks electronically. If you are interested in ACH payments, please complete all of the information below, and attach a copy of a voided check confirming your account information:

Bank Name: _____

Routing No.: _____ Account No.: _____

Account Name: _____

Remittance to Email Address: _____

Vendors should send all invoices to: [CCWA Accounts Payable@ccwa.us](mailto:CCWA_Accounts_Payable@ccwa.us)

Entity Type: Individual/Sole Proprietor Employee Owned Company Partnership
 Privately Held Corporation/LLC Publicly Owned Company Attorney
 Other ... _____

Social Security or Tax Identification Number (TIN): _____

Payment Terms: NET 30 DAYS Other: _____

PRODUCTS / SERVICES PROVIDED:
Provide NIGP Code(s)

For help finding NIGP Codes, click here: [NIGP Code Listing](#)

Required: A signed W-9 form must be submitted with this form.

PART 2

(For information gathering purposes only. You are not required to complete PART 2).

COMPANY'S OWNERSHIP CLASSIFICATION - See Cover Sheet for additional information.

To participate in the Small Local Business Program, please complete the following section:

SLBE Are you certified? Yes No Certifying Agency _____

County of Primary Business Located: _____

If you are certified as one of the following classifications, please check the appropriate box:

WBE MBE * DCE

* IF MBE, PLEASE Hispanic American African American Pacific Islander

CHOOSE ONE ONLY: Native American Asian American

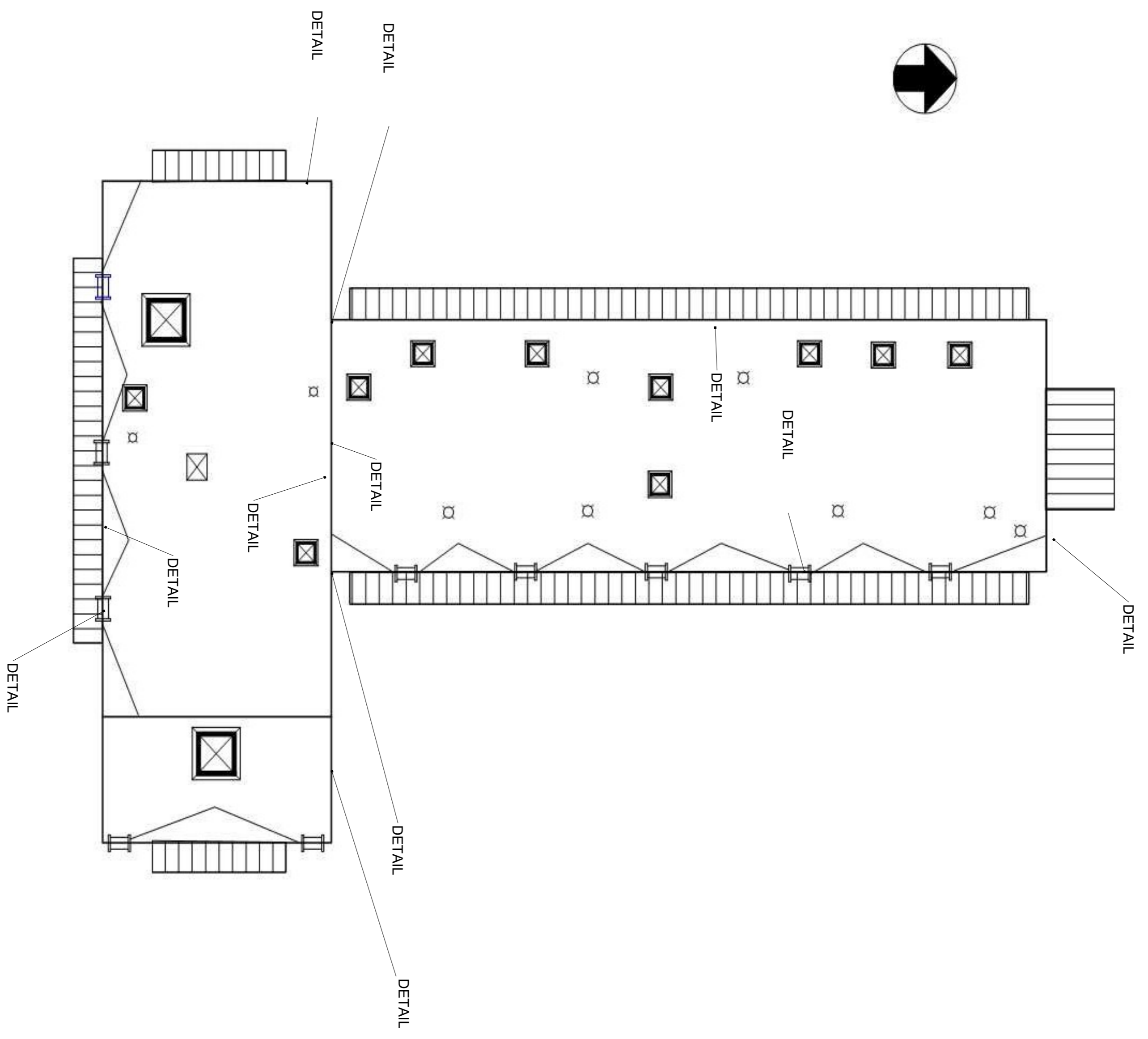
If "Publicly Owned Company" has been chosen, no other designation (Hispanic American, African American, Etc.) may be chosen. This option will serve as your company's classification.

Vendor Information Forms should be submitted to ccwa_slbe_program@ccwa.us.

If your company's ownership is certified as SLBE, WBE, MBE, or DCE with the State of Georgia (GDOT) Certification Program, Clayton County, DeKalb County or with the City of Atlanta, please submit a copy of your business certification (including your phone, fax, and email address) to: ccwa_slbe_program@ccwa.us Certification from any other entity is not needed at this time.

DRAWINGS

BUILDING

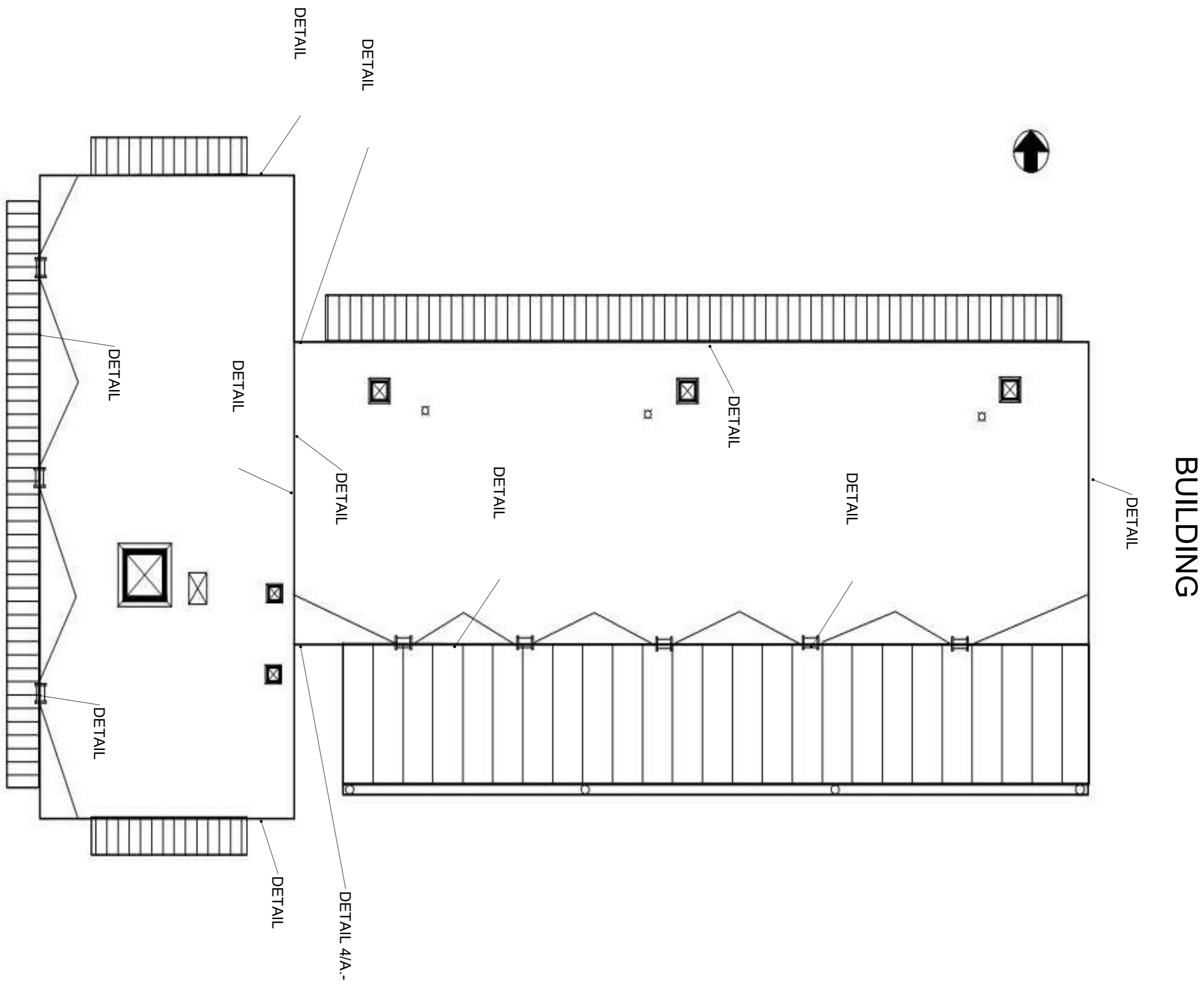


Clayton County Water Authority Roof Replacement
7340 Southlake Parkway
Morrow, GA

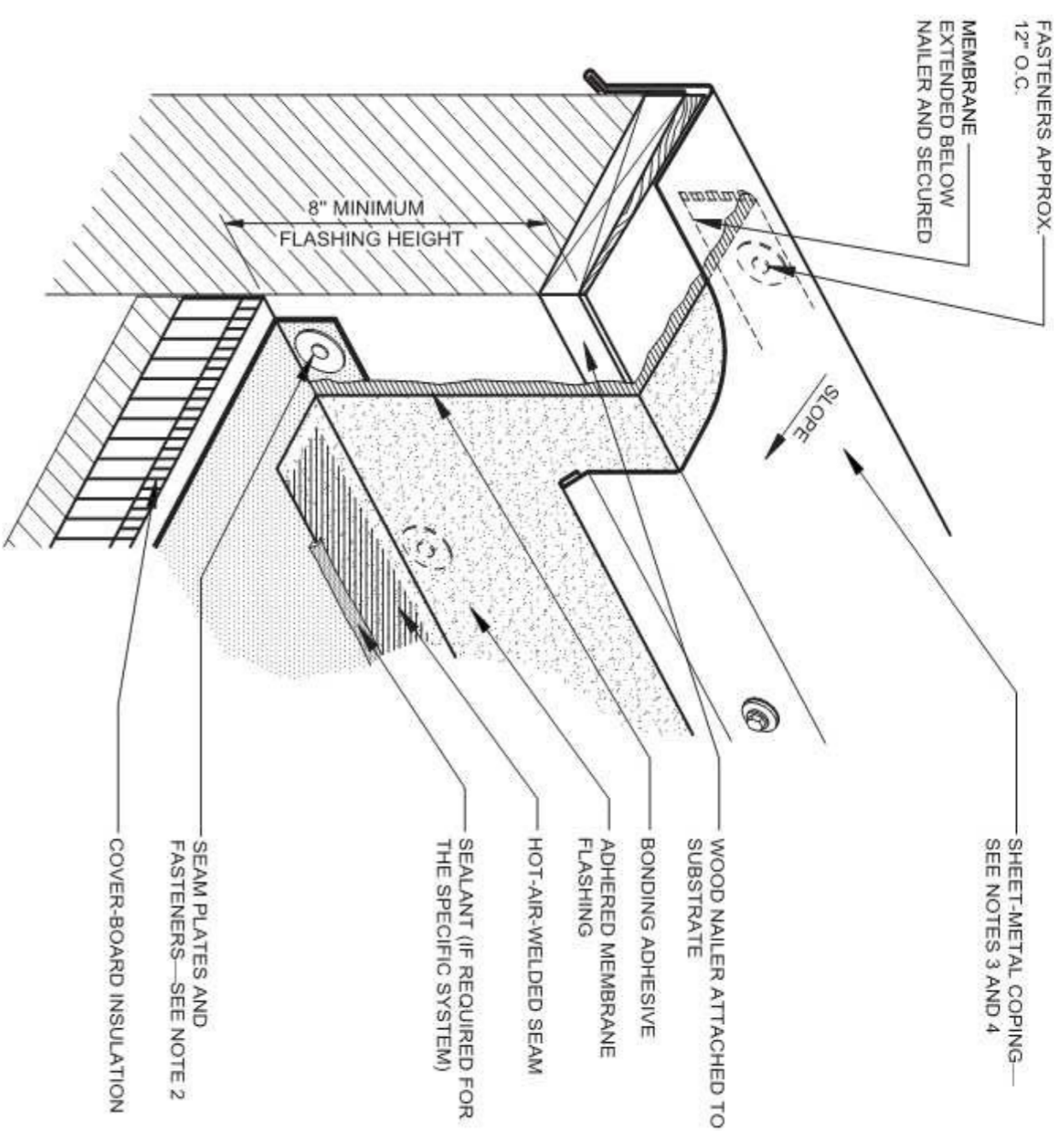


Williamson & Associates, Inc.
Building Exterior Consultants
6100 Lake Forrest Drive, Suite 375
Atlanta, Georgia 30328
Office: (404)256-2388

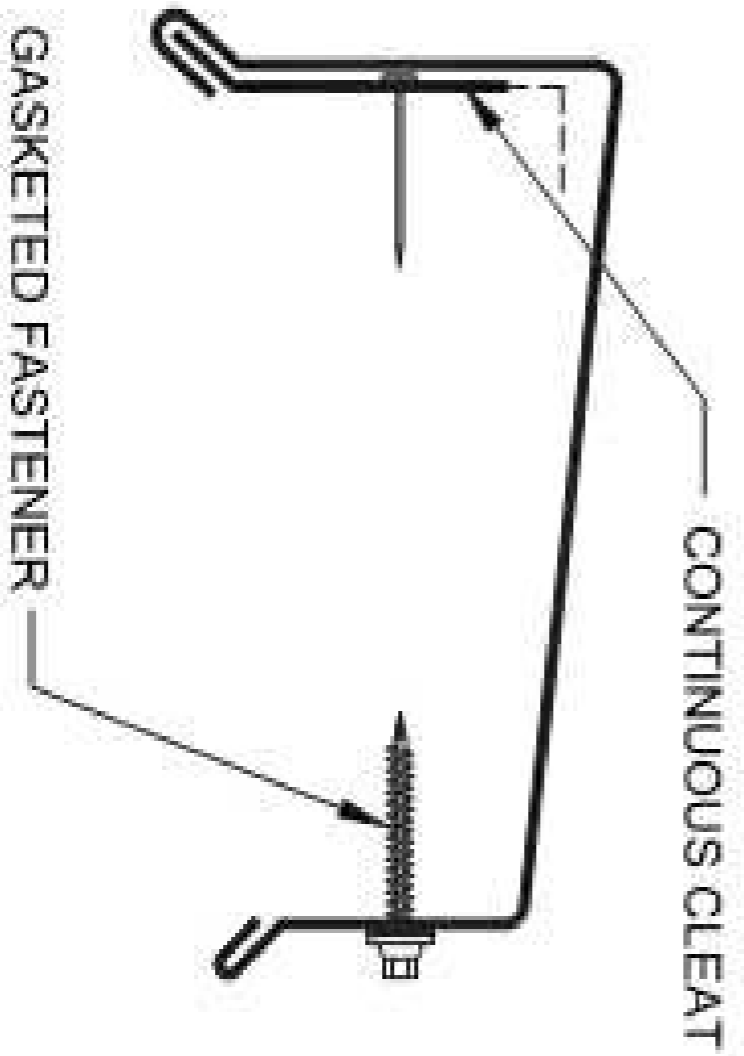
REVISIONS		
	MM/DD/YY	REMARKS
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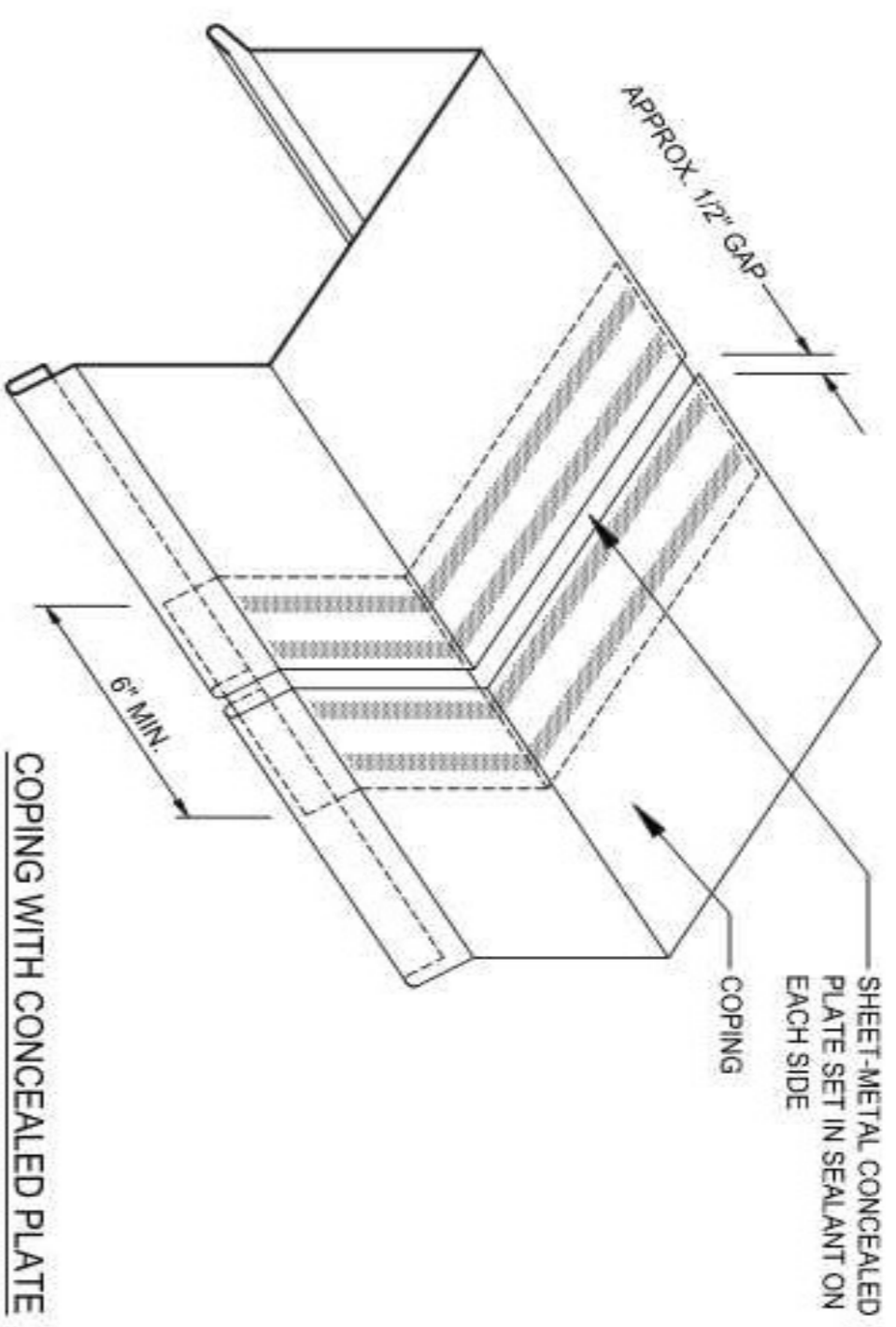
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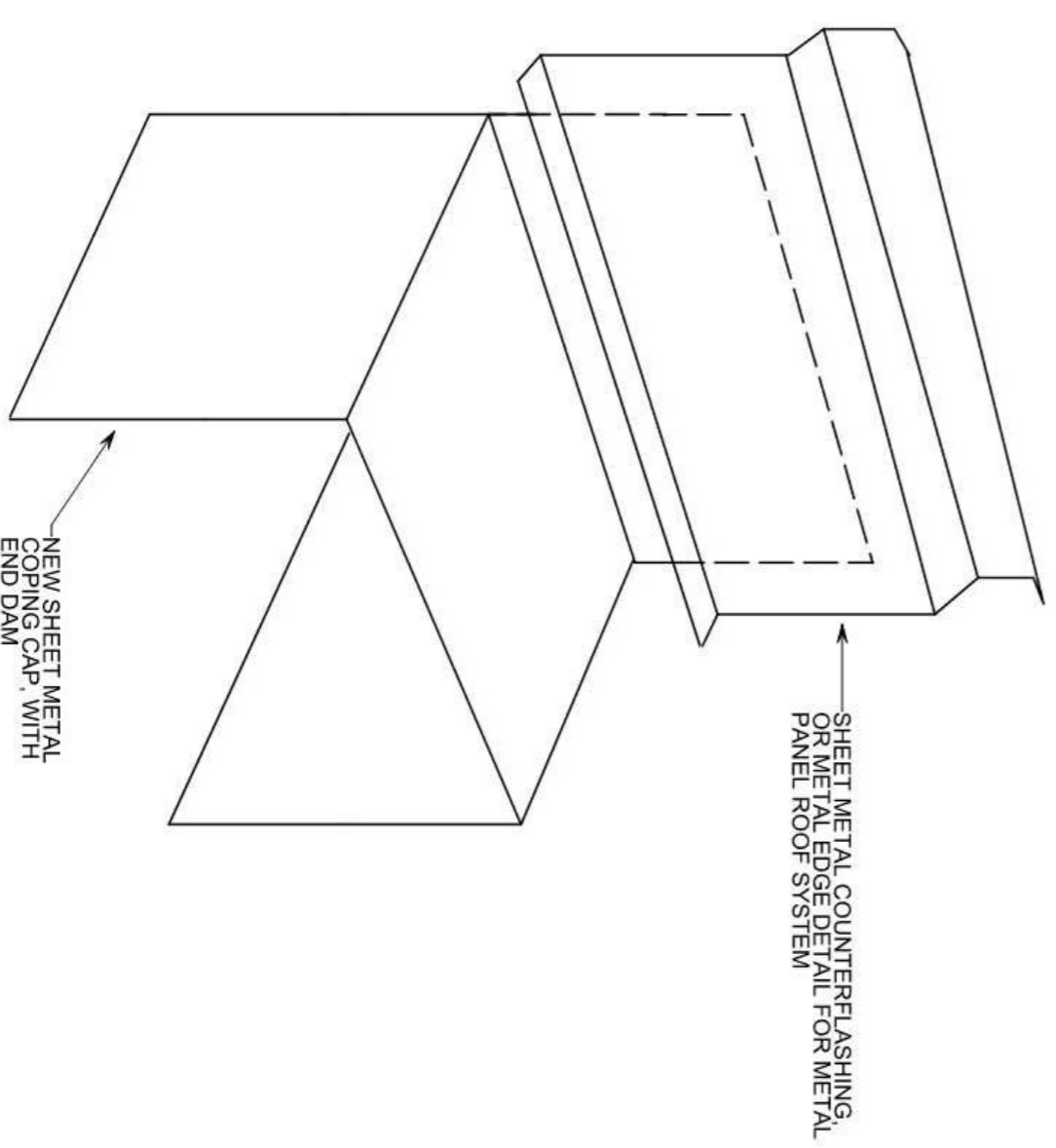
Detail 1/A.03 - Coping Cap Detail



Detail 3/A.03 - Coping Fastening Detail



Detail 2/A.03 - Concealed Splice Joint Detail

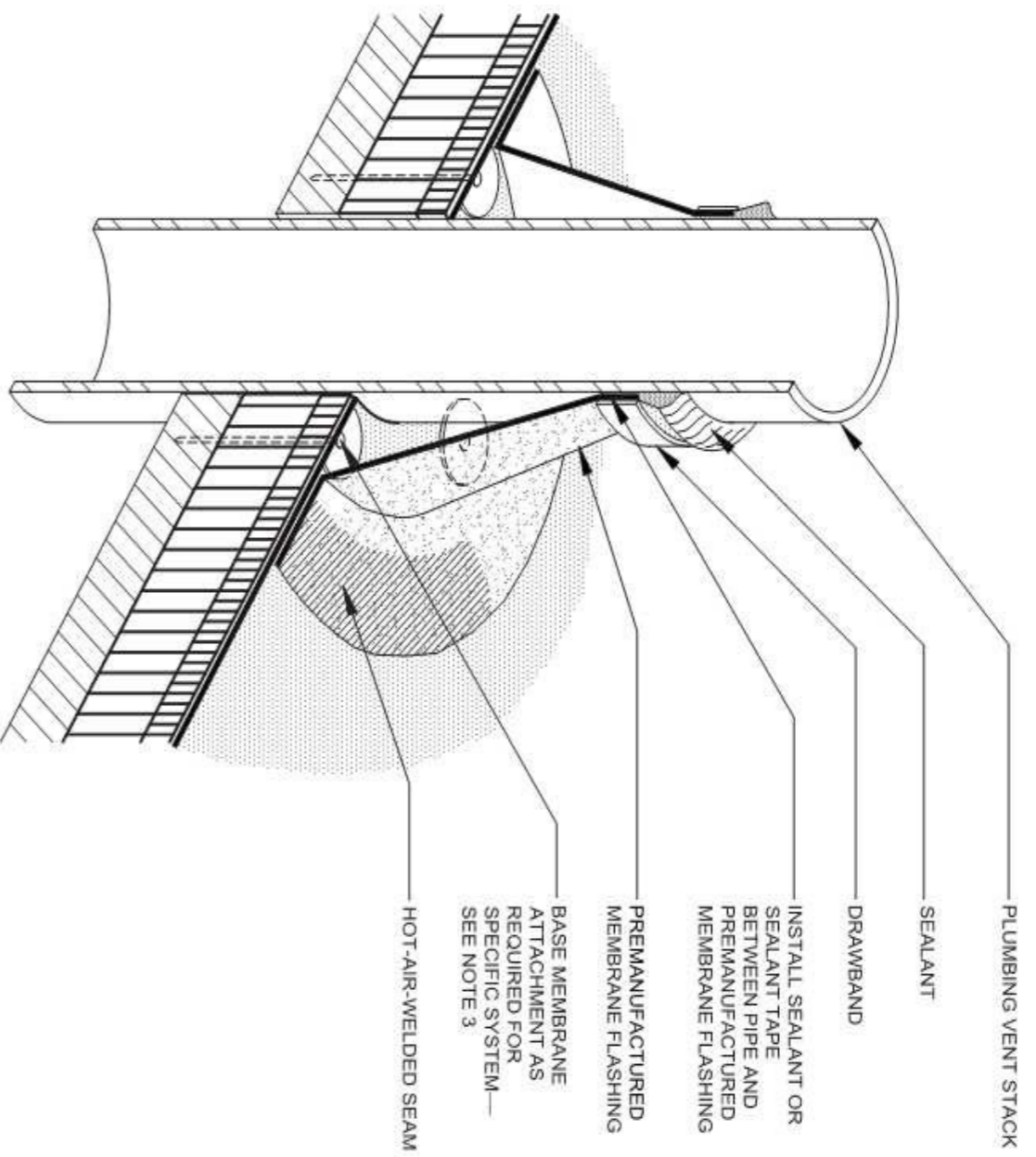


Detail 4/A.03 - Coping Cap End Detail

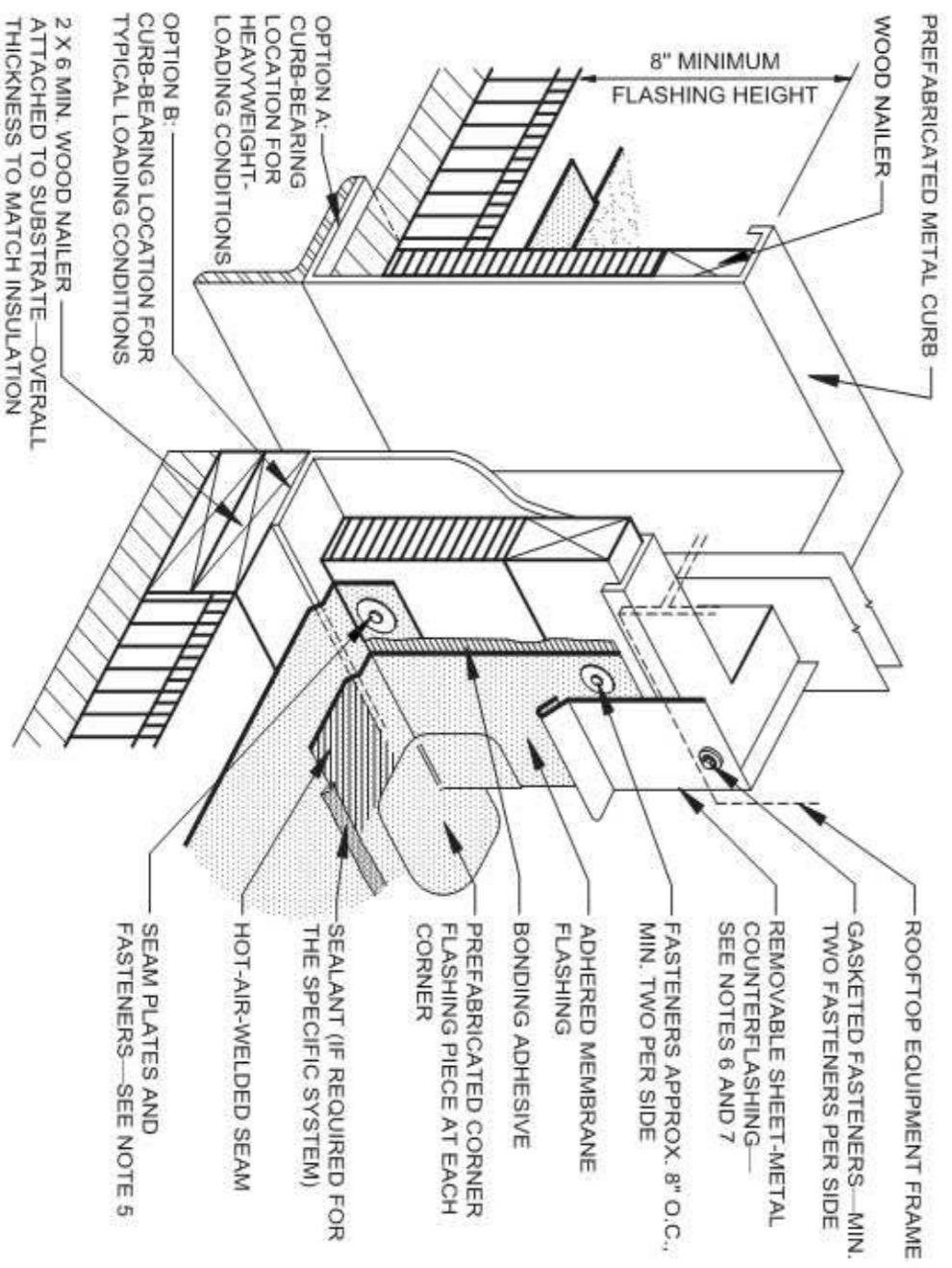
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W&A
 Williamson & Associates, Inc.
 Building Exterior Consultants
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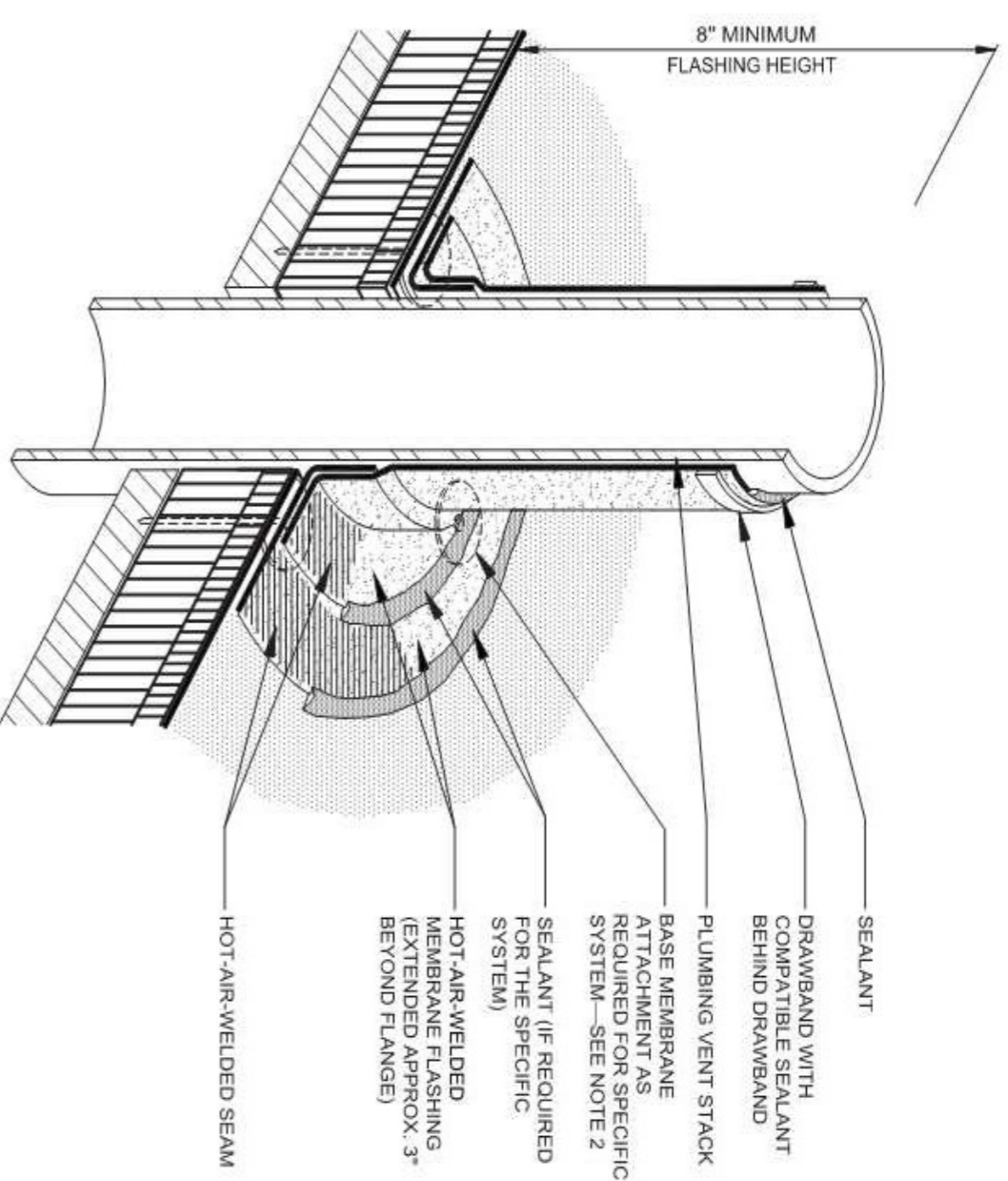
Clayton County Water Authority Roof Replacement
 7340 Southlake Parkway
 Morrow, GA



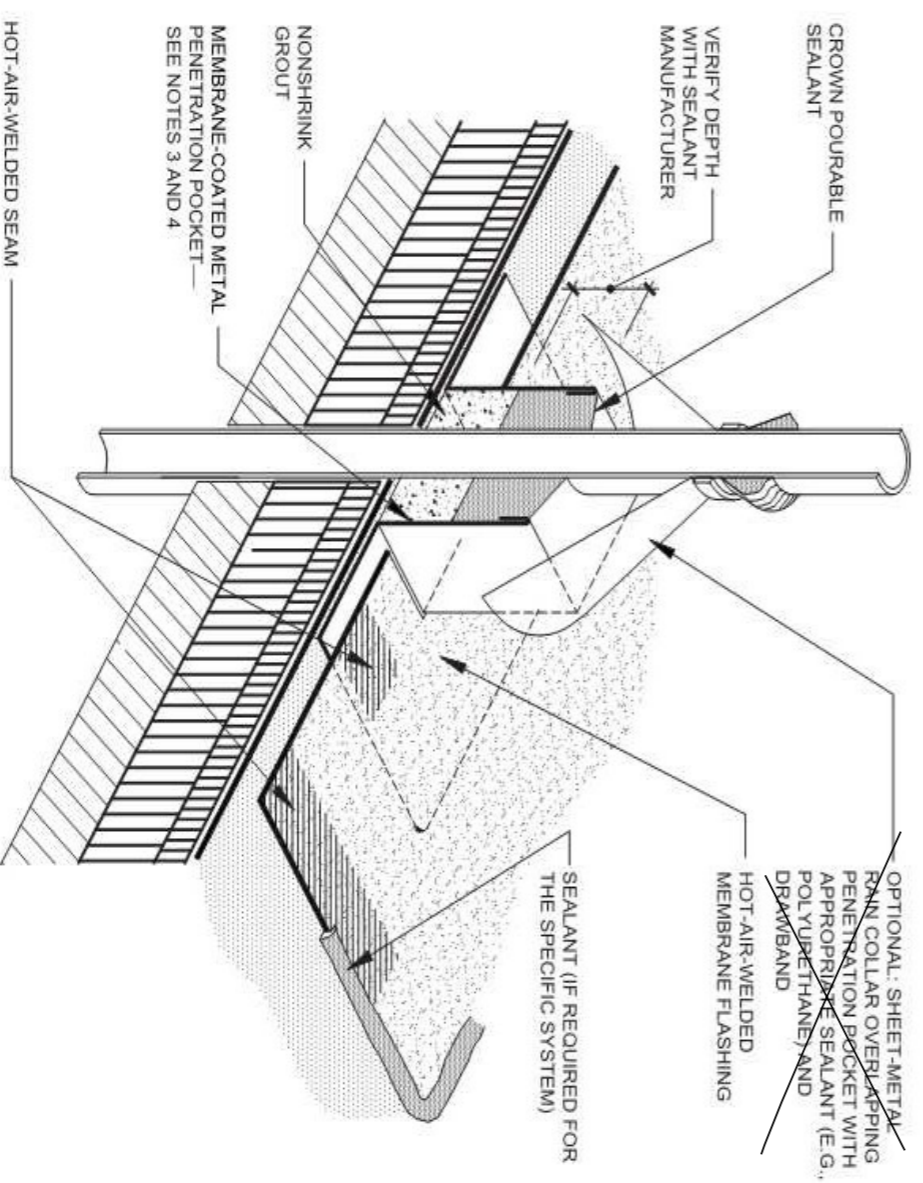
Detail 1/A.04 - Flashing Boot Detail



Detail 3/A.04 - Curb Flashing Detail



Detail 2/A.04 - Field Formed Flashing Detail



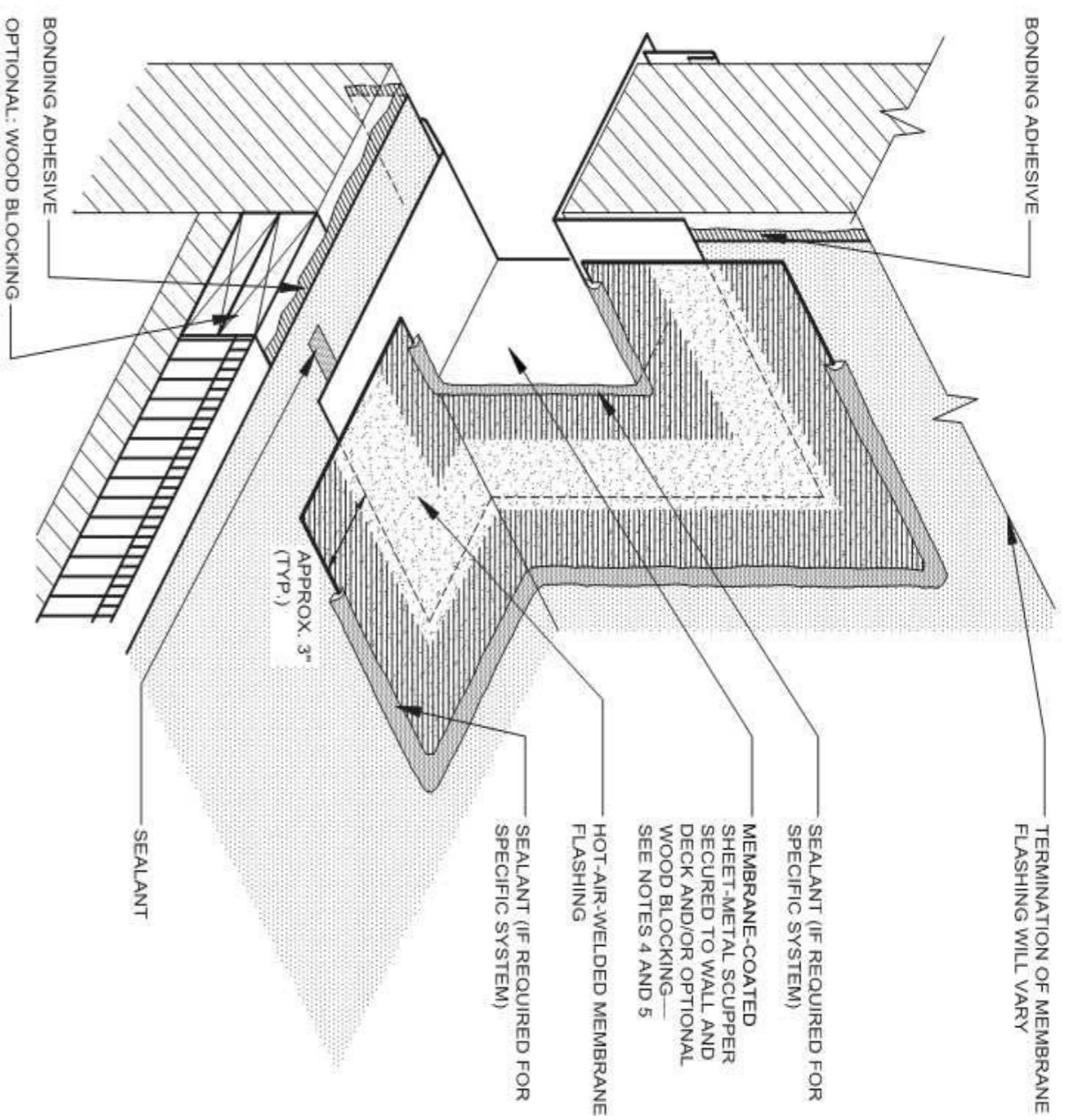
Detail 4/A.04 - Pitch Pan Detail

REVISIONS		
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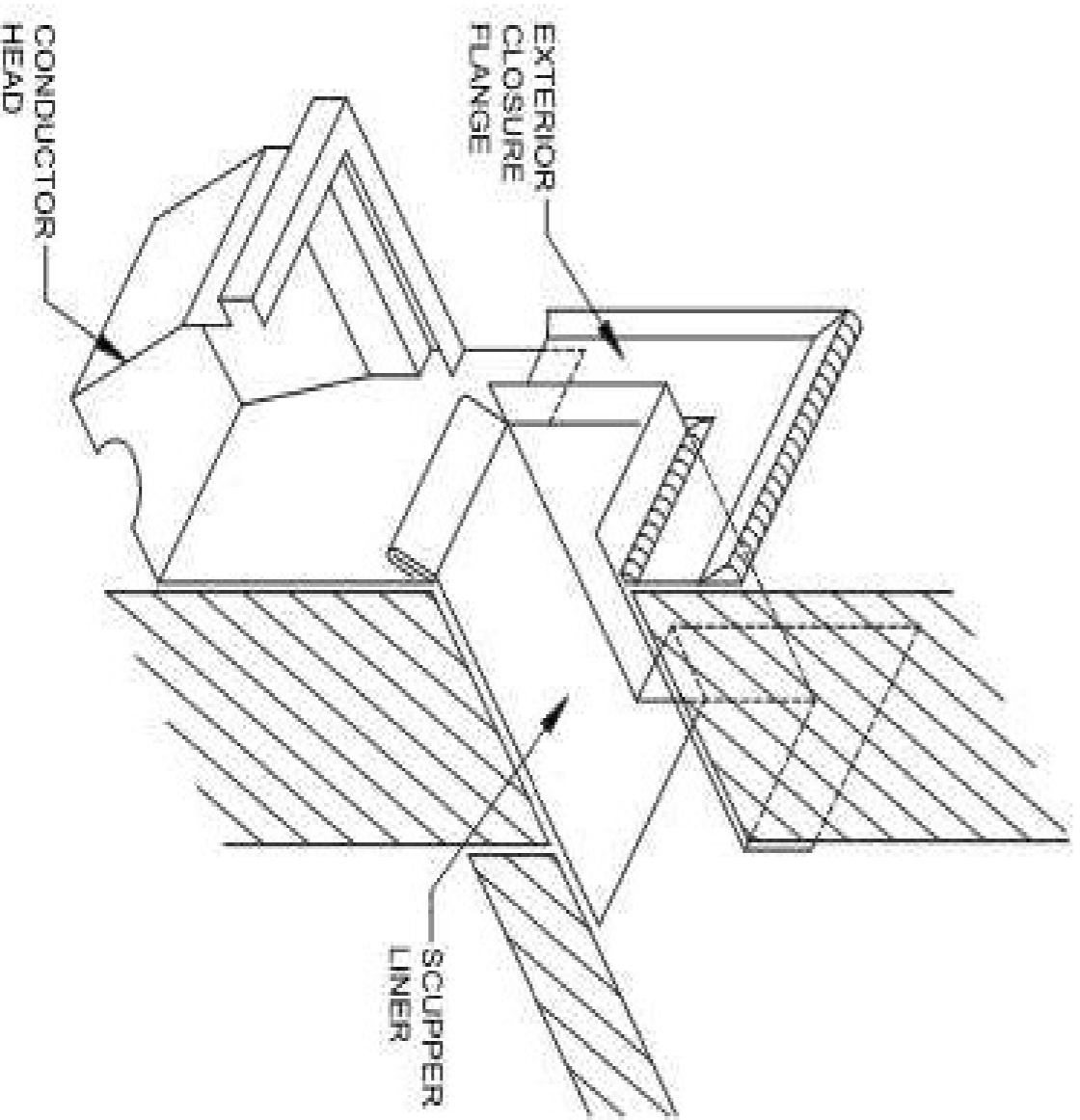


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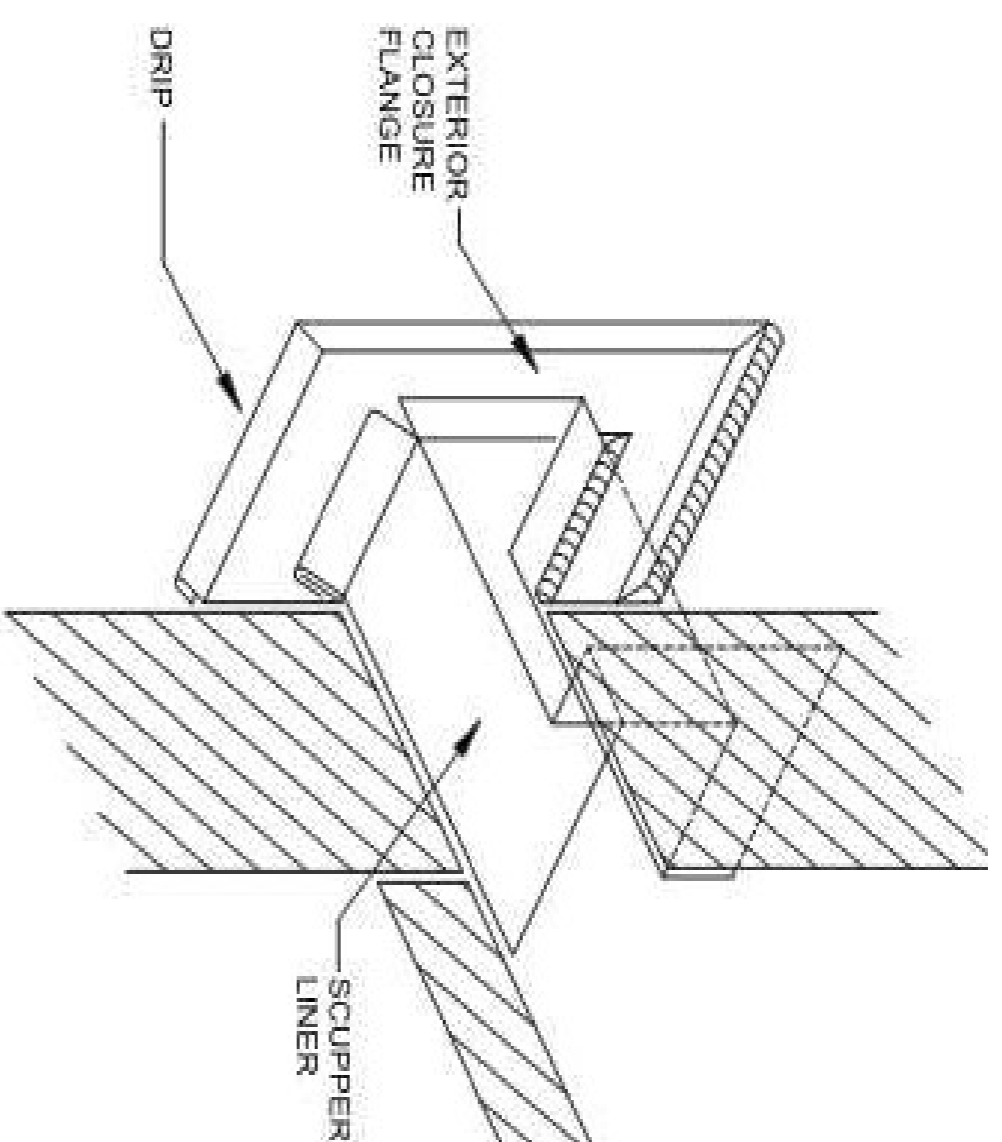
Clayton County Water Authority Roof Replacement
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 Morrow, GA



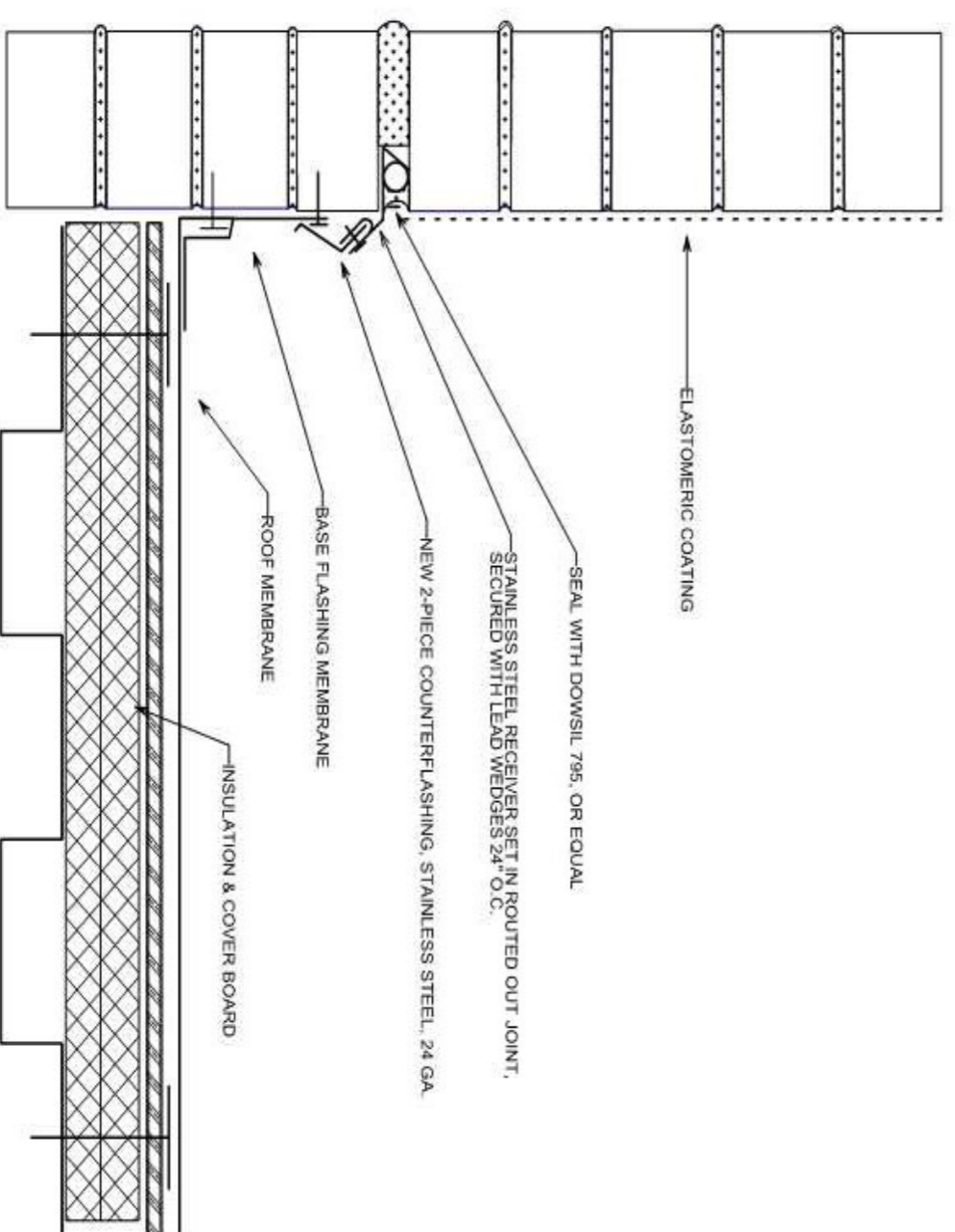
Detail 1/A.05 - Through Wall Scupper Detail



Detail 3/A.05 - Conductor Head Detail



Detail 2/A.05 - Exterior Framing Detail for Through Wall Scuppers



Detail 4/A.05 - Reglet Joint Flashing Detail

REVISIONS		
MM/DD/YY		REMARKS
1	--/--/--	...
2	--/--/--	...
3	--/--/--	...
4	--/--/--	...
5	--/--/--	...

W&A

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