

REQUEST FOR PROPOSAL

Montello School District

Montello School District Roofing Project

222 Forest Lane, Montello, WI 53949

October 17, 2019

Project Work Site: 222 Forest Lane, Montello, WI 53949

Sealed Bids are Due: November 12, 2019 by 2:00 pm

Sealed Bids are to be Delivered to: Electronically to a dropbox link. For access to the dropbox link and bidding materials, please contact Bridget Sneen at bsneen@cesa10.k12.wi.us

All Proposals must be Labeled: *“Response to Montello School District Roofing Project RFP dated October 17, 2019. Attn: Nate Curell”*

RFP Contact

Nate Curell, Project Manager

CESA 10

725 W. Park Avenue

Chippewa Falls, WI 54729

ncurell@cesa10.k12.wi.us

All questions regarding the bid are to be referred to: Nate Curell via email:

ncurell@cesa10.k12.wi.us

All questions are due not later than: November 1, 2019 by 12:00 pm

Request for Proposals

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION.

1.1 Important Dates

Walkthrough date: October 29, 2019 at 10:00 am (weather permitting)

Questions will be due: November 1, 2019

Responses to bid questions will be shared with all applicants via email on November 6, 2019

Bids are due: November 12, 2019

Bid awarded date: November 15, 2019

Please note: If the walkthrough date is moved due to inclement weather, the bidding timeline will be as follows:

Walkthrough – November 1, 2019 at 10:00 am

Questions will be due: November 6, 2019 by 12:00 pm

Answers will be provided November 8, 2019

Bids are due: November 12, 2019

Bid awarded date: November 15, 2019

Expected Timeline: A first mobilization date of 6/9/20, full access work date of 6/11/20, and substantial completion date of 8/28/20 including all elements of section “h” below. Any disruptive or noisy work will not be allowed before or after those dates during regular working hours. All materials storage and large equipment must be removed from site by 8/28/20. Earlier mobilization and/or non-disruptive work may be allowed earlier.

1.2 Purpose and Scope of Work of RFP

Refer to Appendix B.

With the assistance of Focus on Energy, the Owner is incorporating qualifying energy-efficient materials and equipment that will provide energy savings and eligibility for incentives and rebates. The Prime Contractor and all subcontractors shall cooperate with the Owner, Architect, and Focus on Energy in providing and installing the specified energy-efficient equipment. The Prime Contractor and all subcontractors shall provide invoices itemizing the Focus on Energy-approved equipment installed in the project. The invoices must indicate date of purchase, the size, type, make, model, serial number, project assembly identification tag, part number and/or equipment manufacturer (OEM) specification sheets. All invoices must be delivered to Focus on Energy, with copies to the Owner, within 30 calendar days of project Substantial Completion and all remaining required forms and documentation must be completed and submitted prior to final payment.

A bid bond in the amount of 10% of the bid amount will be attached to the bid form and submitted with the bid. Failure to perform the work as defined and for the price in the bid will forfeit the bond amount and any attorney fees accumulated for calling on the bond. The bid bond Obligee is the School District.

1.3 Questions about this RFP

Should a contractor wish to obtain clarification of any aspect of this RFP, the contractor may direct questions in writing or e-mail only to the aforementioned contact.

Questions may only be submitted until the date specified. Questions submitted prior to such deadline, and answers to those questions, will be distributed via email to all known participants and will thereafter be considered part of this RFP. Only questions submitted in writing or acknowledged email, prior to the deadline, will be answered.

1.4 Proposal Document Submission

All responses must be received by the date and time indicated on the front page of this RFP. Sealed copies of the bid form located in Appendix A attached; together with any and all other documents submitted therewith, shall be mailed or submitted to the afore mentioned contact .

1.5 Proposal Response Format

Response to this RFP will be on the attached bid form labeled: "Appendix A-Bid Form"

1.6 Use of Information

All proposal material supplied in response to this RFP, including supporting material and information disclosed during the proposal process will become the property of the School District. None of such information shall be deemed to be confidential. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this RFP.

1.7 Examination of the Contract Documents and Project Sites

It is the responsibility of the contractor to:

- a) Thoroughly examine this request for proposal and to familiarize itself with its terms,
- b) Visit the site and become familiar with the existing conditions and the scope of the Work and the surrounding conditions that may affect the cost, progress, performance or implementation of the Work,
- c) Consider all federal, state and local laws and regulations that may affect the cost, progress, performance or implementation of the Work,
- d) Study and carefully correlate the contractor's observations with the contract requirements, and notify the School District of any conflicts, errors, omissions or discrepancies found in this RFP.

The submission of a proposal will constitute an incontrovertible representation by the contractor that: (i) the contractor has complied with every requirement of this section; (ii) that without exception, the proposal is premised upon performance and furnishing the Work required by this request for proposals; and (iii) that this request or proposals is sufficient in scope and detail and conveys understanding of all terms and conditions for performance and furnishing Work.

1.8 Subcontractor Insurance Requirements

The successful contractor will be required, at all times during the continuation of the Contract and the performance of the Work, maintain in full force and effect Employer's Liability, Worker's Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage. All insurance shall be by insurers acceptable to the School District and with minimum limits as hereinafter set forth. Before commencement of the Work, the Contractor shall furnish to the District certificates of insurance or other evidence satisfactory to the District to the effect that such insurance has been procured and is in force, that **the School District is named as an additional insured on all required policies**, and that policies meet the minimum guidelines below from the District:

The contractor(s) shall not commence Work under this contract until the Contractor(s) has obtained all insurance required under this section. Such insurance must be approved by Owner. The company providing the insurance must be lawfully authorized to do business in Wisconsin and be approved by the Owner with a minimum A.M. Best Rating of (A-). The Contractor shall provide the following insurance.

1. Worker's compensation Insurance:

- a. The Contractor(s) shall procure and maintain during the life of this contract, and shall require all Subcontractors to maintain, Worker's Compensation Insurance as required by State of Wisconsin Statutes and any applicable Federal Act coverage such as Longshoremen's and Harbor Worker's Act, Jones Act, or Admiralty Act for all employees engaged in Work associated with the Project under this Contract. Minimum coverage is listed in paragraph A.5.
- b. The contractor(s) shall procure and maintain during the life of this Contract, and shall require all Subcontractor to maintain, Employer's Liability Insurance. Minimum coverage is listed in paragraph A.5

2. Commercial General Liability Insurance and Excess Liability/Umbrella

- a. The contractor(s) shall maintain during the life of this Contract, and until two years after completion of this Contract, commercial General Liability Insurance, including Products and Completed Operations for all claims that might occur in carrying out the Contract. Minimum coverage is listed in paragraph A.5 Such coverage shall be of the "occurrence" type form.
- b. The Contractor's Commercial General Liability and Umbrella Insurance shall apply to the provisions of indemnity obligations under the General Conditions.
- c. Such Commercial General Liability coverage shall include employees of the Contractor as insureds.
- d. The contractor shall either (1) require each Subcontractor to procure and maintain Commercial General Liability Insurance and Excess Liability equal to that required in sub paragraph A.2.a or (2) Insure the activities of the Subcontractor(s) in the Contractor's policy. The Contractor(s) policy shall include coverage for Independent Contractors.

3. Auto Liability Insurance:

- a. The Contractor(s) shall procure and shall maintain during the life of the Contract, Commercial Automobile Liability Insurance for all owned, non-owned and hired vehicles that are used in carrying out the Contract. Minimum coverage is listed in paragraph A.5
- b. The Contractor(s) shall require each Subcontractor to procure and maintain Commercial Auto Liability Insurance equal to that required in subparagraph A.3.a

4. The minimum required limits do not represent the coverage and limits necessary to protect the contractor. The limits should not be construed in any way to limit the Contractor's liability to the Owner.

5. Minimum Limits Required:

TYPE	Limits
Commercial General Liability	3,000,000 General Aggregate (applies per project) \$1,000,000 Products Aggregate \$1,000,000 Personal Injury \$1,000,000 Each Occurrence \$50,000 Fire Damage
Automobile Liability	\$1,000,000 Combined Single Limit
Excess Liability – Umbrella	\$5,000,000 Each Occurrence \$5,000,000 Aggregate Workers
Compensation/Employers Liability Insurance	
a. State: Statutory to all states the work is being performed	
b. Federal: As Applicable	
c. All Employees, partners, individual, any managers on project site must be included in coverage.	
Contractors Pollution Liability, Including coverage for Mold	\$1,000,000 each claim or occurrence \$1,000,000 annual aggregate

6. The commercial General Liability and Umbrella policies described in Section A.2 shall include the Owner as an Additional Insured as respects the activities carried out under this contract. Additional coverage on the Contractor's Umbrella policy can be used to make up the required limits.
7. Proof of Insurance: the Contractor(s) shall provide a certificate of insurance to the Owner from a company lawfully authorized to do business in the State of Wisconsin indicating coverage is in place at the limits set forth in this Article. The insurer shall give the Owner thirty (30) day notice of cancellation or changes in coverage. The insurance certificate shall be provided before commencement of the Contract. If the Contractor is self-insured, audited financial records will be provided that clearly demonstrate financial ability to cover losses up to the limits of insurance required. Contractor(s) shall also be required to disclose deductibles of Self-Insured Retentions' (SIR).
8. Commercial General Liability and Auto Liability carried under Article A shall contain a provision making it primary and non-contributory to any other coverage available to the Owner.

If your current policies do not meet these requirements, note in your response any additional cost required to bring your policies to these limits.

1.9 Costs of Proposal

The School District shall not be liable for any costs incurred by any contractor in replying to this RFP.

1.10 Withdrawal/Resubmission of Proposal

Any request to withdraw or resubmit a proposal must be made in writing to the aforementioned contact person any time prior to the aforementioned due date. From and after the time of the proposal opening, no contractor may withdraw its proposal for a period of thirty (30) days following such time of the opening thereof.

1.11 Proposal Opening

Proposals received prior to the time of opening will be kept secure and unopened. No proposal received after the time for proposal opening will be considered, and any proposal received after such time will be returned to the contractor unopened. The School District will not be responsible for premature opening of a proposal not properly addressed and identified.

1.12 Proposal Response Clarification Questions

After reviewing all responses to this RFP, the School District may develop a list of clarification questions to be addressed by the contractor. The District will send these questions to the contractor for clarification. The contractor shall provide a response within the period of time provided.

1.13 Interviews

The School District reserves the right to require that the contractor meet with representatives of the project team for interview.

1.14 Evaluation Criteria

The School District will weigh the proposals based on the cost to the School District for the performance of the Work, but also on the contractor's qualifications, skill, capabilities, resources, references, experience, level of available support, any expressed limitations or exceptions, and/or such other factors the School District consider relevant.

1.15 Proposal Acceptance

The School District reserves the right to: (i) amend, modify or supplement this RFP; (ii) request additional information from any contractor; (iii) accept or reject any or all proposals, or any part of any proposal; (iv) withdraw or cancel this RFP; (v) waive informalities and irregularities, and remedy technical errors in the RFP process; (vi) negotiate with any, all or none of the contractors, and determine whether and on what terms to contract with any contractor; (vii) award a Contract for performance of less than all of the Work; and (viii) award a Contract without discussion. A proposal once submitted shall be deemed final and binding on the contractor, and shall constitute an option the District to enter into a Contract upon the terms set forth in the proposal.

1.16 Contract Negotiations

The School District reserves the right to negotiate a Contract after the successful contractor is selected. Selection shall be based only on the proposal and subsequent interviews, if any.

II. GENERAL INFORMATION AND PROPOSAL SUBMISSION.

2.1 Contract

Following submission, a proposal shall be deemed final and binding on the contractor, and shall constitute an option with the District to enter into a Contract upon the terms set forth in the proposal. This RFP and the selected contractor's response to it will become a part of the contract.

2.2 Contract Terms

The contractor and the District shall enter into a written contract containing the following items:

- a. **Obligations of Contractor.** The contract shall require the contractor to perform the Work described at Section 1.2 above. The contractor shall perform the Work to the best of its ability, maintain full and sufficient communication with the School District, and comply with all laws and regulations. In performing the Work, the contractor shall at all times be considered an independent contractor. The contractor shall not act as an agent, employee or representative of the School District for any purpose, nor shall the contractor hold itself out to third parties as an agent, employee or representative of the School District.
- b. **Contract Price.** The Contract shall specify the amount to be paid to the contractor (the "Contract Price") for performance of the Work.
- c. **Sales Tax.** All materials and equipment shall be bid, purchased, and transferred to the Owner tax free in accordance with WI Act 126 "Sales and Use Tax Exemption for Building Materials That Become Part of a Nonprofit or Government Facility."
- d. **Direct Purchasing.** Owner reserves the right to direct-purchase equipment and materials if specified in the contract.
- e. **Payment/Performance Bonds.** If bid exceeds \$50,000, contractor shall provide Payment and Performance bonds in the full amount of the contract per WI Statute 779.14(1m). All bond companies used must be on the Department of Treasury list and have a rating of A- or better. The contractor shall pay all claims for labor, services, materials, plans or specifications performed, furnished, procured, used or consumed that pertain to the Work. The contractor shall maintain a list of all subcontractors, suppliers and service providers performing, furnishing or procuring labor, services, materials, plans or specifications under the Contract.
- f. **Warranty.** The contractor shall warrant that the Work shall be performed in a timely manner, shall conform to the requirements of the Contract, and shall be free of defects of workmanship.
- g. **Performance Date.** Expect A first mobilization date of 6/9/20 and full access work date of 6/11/20, and substantial completion date of 8/28/20 including all elements of section "h" below. Any disruptive or noisy work will not be allowed before or after those dates during regular working hours. All materials storage and large equipment must be removed from site by 8/28/20. Earlier mobilization and/or non-disruptive work may be allowed earlier

To assure on time completion: A 5% of contract penalty will be administered if substantial completion is not reached by 8/28/19. If the contractor is not able to start on the stated scheduled dates due to reasons not of their control, the late penalty will be moved by the number of days delay. Materials delays are not an acceptable reason to breach substantial completion date.

- h. **Payment terms.** Following completion of the Work, the contractor shall invoice the District for the Contract Price. If the contractor would prefer progress payments the contractor will submit an AIA form G702 and G703 showing a breakdown of labor and materials. Progress billings can be requested on a monthly basis. 10% of all payment requests will be held until all contract requirements are complete. Provided the District determines that the Work has been performed and conforms to the requirements of the Contract, District shall make payment of the invoice or Contract Price within thirty (30) days of the date of the invoice. The contractor will

submit lien waivers the District with each payment request. The contractor will submit certified wage affidavits to the District with each invoice.

Final payment will be made when all of the following items have been submitted to the District:

1. One (1) hard copy and one (1) electronic copy of:
 - a. As-built drawings
 - b. Operation and maintenance manuals
 - c. Manufacturer Warranty Information
 - d. Contact names and numbers of all vendors and applicable service representatives
 2. Operating manual including vendor technical specifications giving general instructions and installation instructions, name plate data, parts list along with local service representative and pricing sheet, detailed system description with operating instructions, and detailed adjustment instructions including alignments, tolerances, etc.
 3. Manufacturer warranty documentation and information including contact names and telephone numbers.
- i. **Indemnification.** The Contractor shall indemnify and hold the School District, their board members and representatives, officers, agents, servants, and employees harmless from any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, resulting from any act or omission of contractor, its agents or employees in the performance, nonperformance or improper performance of contractor's obligations under the Contract with the District. The Contractor shall defend and hold the School District, their board members and representatives, officers, agents, servants, and employees harmless from any claims, costs or expenses arising out of any injury to person or damage to property caused by the contractor or its agents, employees or contractors.
- j. **Nonassignment.** The obligations of the contractor to the District are personal, and shall not be assignable.
- k. **Changes to the Work.**

Pricing on Time and Material Change Orders will be as follows:

Labor: Actual Wages paid plus taxes, insurance, contribution assessments and benefits required by law or collective bargaining agreements, and, for personnel not covered by such agreements, customary benefits such as sick leave, medical and health benefits, holidays, vacations and pensions. These costs are to be substantiated in detail.

Material: Actual costs incurred. Supplier invoices must be provided.

Subcontract: Actual costs incurred. Subcontractor invoices must be provided.

Change orders initiated by the Contractor or those approved due to circumstances beyond the Subcontractor's control will be allowed total markups of no more than ten (10) percent. Ten percent maximum mark-up is cumulative and includes overhead/profit and any other markup. Circumstances will be determined by the CESA Owner's Representative and the CESA Owner's Representative determination is final.

Pricing on quoted Change Orders must be broken out as described above (e.g. labor, material, subcontract costs) and will be negotiated with the assigned CESA

Project Manager/Owner's Representative. The maximum markup for these change orders will be the same as described in the paragraph above.

- l. Reporting.** The Contractor shall electronically furnish weekly progress reports to the CESA Owner's Representative of the Contractor's Work including the progress of materials or equipment to be provided that may be in the course of preparation or manufacture. Contractor shall maintain and electronically share a daily log (submitted weekly) containing the number of workers, equipment, work accomplished, problems encountered and other relevant data as required by the CESA Owner's Representative.
- m. Safety.** The Contractor shall comply with all Federal, State and Local laws, Social Security Laws and Unemployment Compensation Laws, Workers' Compensation Laws and Safety Laws insofar as applicable to the performance of the Work. Contractor shall maintain and share a written Safety Program and Plan for compliance with such laws with CESA Owner's Representative prior to work starting on-site.

III. CONTRACTOR'S QUALIFICATIONS AND SUPPORT CAPABILITY

3.1 Information About Contractor

The contractor shall provide the following information about itself and its personnel:

- a. Company name, full mailing address, telephone and fax numbers.
- b. Contact person, e-mail address of contact person, telephone and fax numbers of contact person.
- c. Number of years that contractor has been in business, number of separate business locations, number of employees.
- d. Names and titles of personnel who will perform the Work (attach brief experience listings for each, focusing on similar projects).
- e. Licenses, registrations, and permits held by the contractor, and professional associations to which the contractor belongs.

3.2 References

The contractor shall include three references for similar projects. For each reference, the following should be listed: company name, address, contact person, telephone number, year in which any prior work was performed and nature of prior work.

3.3 Experience

The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least 10 years successful experience installing single ply EPDM roofing systems and having installed at least 3 roofing applications of equal or greater size within the last year.

3.4 Capabilities

The contractor is requested to submit a capabilities summary with its bid form.

3.5 Insurance Certifications and Bond Expectations

The contractor will certify they have and/or can meet all of the insurance requirements in **Section 1.8** within the bid amount and will note any additional costs required to meet those requirements.

If bid/contract is in excess of \$50,000 contractor will certify they will supply payment and performance bonds to the degree required by WI Statute 779.14(1m).

Appendix A
Bid Form
Montello School District Roofing Project

Contractor

Name _____

Base Bid:

Roofs 1, 2, 3, 8, 9, 10, 11, 12, 16, 17 & 18 (include \$7,500 allowance for wet insulation)

\$ _____

Written Form of Bid Price: _____

DEDUCT from Base Bid: Mechanically fasten roofs 1, 2, 3, 8, 9, & 16 \$ _____

Written Form of deduct amount: _____

Additional Costs:

Add five (5) exterior ladders, one roof hatch with ladder and cost to fix one roof hatch \$ _____

Written Form of Bid Price: _____

Replace eight (8) skylights on roof 3 \$ _____

Written Form of Bid Price: _____

Provide specified coverboard on all roofs \$ _____

Written Form of Bid Price: _____

Unit Pricing:

Remove and replace wet insulation with new insulation (per sq. ft. on a 1" basis) \$ _____

Flash in roof curbs (while on site) \$ _____

2' x 2' (each) \$ _____

3' x 3' (each) \$ _____

Labor rate per hour \$ _____

Material markup % _____

_____ Bid Bond Attached

Bond Company Name and Rating: _____

Contractor Authorized Signature: _____

Title: _____

Contractor Contact Name and Contact Information in Written Form:

Name: _____

Email: _____

Phone: _____

Cell Phone: _____

Attach additional pages to this form to answer the following if required:

3.1 Information About Contractor

The contractor shall provide the following information about itself and its personnel:

- a.** Company name, full mailing address, telephone and fax numbers.
- b.** Contact person, e-mail address of contact person, telephone and fax numbers of contact person.
- c.** Number of years that contractor has been in business, number of separate business locations, number of employees.
- d.** Names and titles of personnel who will perform the Work (attach brief experience listings for each, focusing on similar projects).
- e.** Licenses, registrations, and permits held by the contractor, and professional associations to which the contractor belongs.

3.2 References

The contractor shall include three references for qualified projects. For each reference, the following should be listed: company name, address, contact person, telephone number, year in which any prior work was performed and nature of prior work.

3.3 Experience

The contractor shall list and describe its experience with at least three (3) single-ply EPDM flat roofing applications of equal or greater size within the last year.

3.4 Capabilities

The contractor is requested to submit a capabilities summary with its bid form.

3.5 Insurance Certifications and Bond Expectations

Bidder certifies they have and/or can meet all of the insurance requirements in **Section 1.8** within the bid amount. If your current policies do not meet these requirements, note in your response below any additional cost required to bring your policies to these limits and include those costs in the bid amount.

If bid/contract is in excess of \$50,000 bidder certifies they will supply payment and performance bonds as required by WI Statute 779.14(1m). If there is an additional cost for bond, please included it in total bid amount and note it out below.

Insurance (see full expectations in Section 1.8 of RFP)

Payment and Performance Bonds as required.

**Appendix B
Specifications
Montello School District Roofing Project**

RE-ROOF BID PACKAGE

**SPECIFICATIONS FOR
RE-ROOFING SECTIONS OF:
MONTELLO SCHOOL DISTRICT**

October 17, 2019

**Re-roofing specifications for:
Montello Schools**

PART 1 GENERAL

1.1 DESCRIPTION

A. Montello School is located at 222 Forest Lane, Montello, WI 53949

B. Scope of Work:

1 Roofs 1, 3, 8, 9, 16 & 17

- a. Remove and dispose of rock
- b. Remove and dispose of roofing
- c. Examine and replace any wet insulation (unit price).
- d. Install saddles between all drains.
- e. Install a layer of 1½" polyisocyanurate roof insulation.
- f. Mechanically attach to the metal deck – per the roof manufacturer's requirements.
- g. Install Fully Adhered 60 mil EPDM roofing system
- h. All new roof metals. On Roof 17 add gutter and downspouts
- i. Roof 16 replace existing gutter and downspout
- j. 20 yr. "NDL" labor and material manufacturer's warranty to be issued upon completion.
- k. Note: Roof 17 has been a previously problematic area. Care to be taken during tear-off to determine the previous cause of failure and to remedy with the new roof. Proper reglet must be cut into decorative fluted brick areas of roofs 14 & 15 if not done so already.
- l. At the termination of roof 16 with 13 run roof membrane up wall and properly tie in under existing roof 13 flashing, adhere to wall. Fill fluted brick area with insulation and plywood flush with wall brick.

2 Roof 2

- a. Infill metal roof with polyisocyanurate to height of flutes.
- b. Over lay entire roof with 2" polyisocyanurate.
- c. Mechanically attach to the metal deck per the roof manufacturer's requirements.
- d. Fully Adhered 60 mil EPDM roofing.
- e. All new roof metals
- f. 20 year "NDL" labor and material manufacturer's warranty to be issued upon completion.

3 Roofs 10 & 11

- a. Remove and dispose of rock
- b. Remove and dispose of roof
- c. Examine and replace any wet insulation (unit price)
- d. Install a layer of 2" polyisocyanurate insulation.
- e. Install new 60 mil ballasted EPDM roof system.
- f. Replace existing gutter and downspout
- g. Install all new roof metals.
- h. Issue 20 yr. "NDL" manufacturer's labor and material warranty.

4 Roof 12

- a. Remove and dispose of Rock.
- b. Remove and dispose of roofing.
- c. Examine and replace any wet insulation (unit price)
- d. Install tapered EPS to re-slope roof to drain to East end of roof
- e. NOTE: wall panels will need to be cut because of the additional insulation height. Install treated plywood on wall, with new metal sill.
- f. Install ½" fiberboard and mechanically attach to deck per the manufacturer's requirements.
- g. Install Fully Adhered 60 mil EPDM Roof System
- h. Install all new roof metals.
- i. 20 year "NDL" labor and material manufacturer's warranty to be issued upon completion.
- j. Replace gutter and downspout.

5 Roof 18

- a. This area is right over an entry. It causes a slip hazard in the winter. This roof area is to be built-up to pitch the water back into Roof 12. This will require a wall to be built along the front and side edge. A large EPS wedge will be needed (set in low rise adhesive) to create the new slope. A layer of ½" fiberboard to be set in low rise adhesive. The 60 mil Fully Adhered EPDM is to be installed. Install a metal wall panel and to cover the new wall. Install new roof metals. A 20 year "NDL" Labor and Material warranty to be issued.

6 Additional Pricing:

- a. Provide a price to add vertical ladders. Also one 30" x 36" roof hatch will be added. One existing roof hatch needs to be fixed or replaced, it has a broken latch. This is all shown on the plan. All ladders must meet OSHA standards.
- b. Provide price to replace all skylights on Roof 2. Skylights to be Velux.
- c. Provide unit price to replace wet insulation. Note: include an allowance of \$7500 in your bid for wet insulation. Tracking of material (square ft) and labor will be required for use of these monies within the scope of work.
- d. There will be a large HVAC Project going on at the same time. Curbs will be by HVAC contractor. Provide pricing to flash in curb as shown on bid form. HVAC curb work will occur in both the roofing project area, and in areas not being re-roofed. All curbs must maintain 8" minimum off of new finished roof deck.
- e. Provide price to cover entire remaining roof not specifically called out in specified coverboard. (roofs 1, 2, 3, 8, 9, 10, 11, 16, & 17)

- C. Please note that this specification is based around Carlisle Syntec. Acceptable manufactures are Carlisle, Versico, Johns-Manville, and Firestone.

Additional wood blocking to be installed around perimeter to the new insulation height.

New prefinished metal to be installed on all re-roofed sections. Color to match remainder of school. Maximum fascia size is 8". If face is larger than 8", multiple pieces with extenders are required. 24 ga. prefinished metal is acceptable for coping, edge metal, counterflashing and downspout. Gutters to be 22 ga. prefinished. Continuous cleats to be 22 ga. galvanized.

All mechanical, plumbing and electrical costs involved in re-roofing shall be by owner.

Roofing Contractor is responsible for paying for any damage to conduit caused by securing insulation.

Roofing contractor responsible for extending vent pipes and curbs as needed.

Upon completion, manufacture's 20 year No Dollar Limit warranty to be issued.

Environmental – Note each vintage of roof-sections being disturbed in the project have been tested and determined to contain no hazardous materials. A copy of this report is being held at CESA 10.

1.2 EXTENT OF WORK

- A. Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of EPDM Roofing System including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacture's most current specifications and details.
- B. Provide detailed anticipated weekly schedule with bid submission based on the project timeline stated under the important dates, section 1.1 of RFP.
- C. The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- D. The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.
- E. The roofing contractor shall be bonded and fully insured and shall meet Montello School District's requirements included within these bid documents.
- F. The roofing contractor is responsible for attaining applicable local and state permits for all described work.
- G. A bid bond of 10% is required on this project. Upon award of the project a 100% payment and performance bond will be required.

1.3 SUBMITALS

- A. Prior to starting work, the roofing contractor must submit the following
 - 1. Shop drawings showing layout details of construction and identification of materials. Including non-typical plans to address roof 2, and to address the roof 12/18 area. Include details of skylight flashing.
 - 2. Sample of the manufacturer's Membrane System Warranty.
 - 3. Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received. Acceptable manufacturers are Carlisle, Versico, Johns-Manville, and

Firestone. No substitutes allowed.

4. Submit a letter of certification from the manufacturer stating the size and weight of the required ballast are in accordance with ANSI (American National Standards Institute) ANSI/RMA/SPRI RP-4 (dated October 6, 1988) Wind Design Guide for Ballasted Single-Ply Roofing Systems.

1.4 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name, and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption. Provide Owner's representative with a bill of materials for the membrane, insulation, adhesives, caulks, ballast material, and fasteners which details product specification and quantity.
- B. Comply with the manufacturer's written instructions for proper material storage.
 - a. Store materials, except membrane, between 60°F and 80°F in dry areas protected from water and direct sunlight. IF exposed to lower temperature, restore to 60°F minimum temperature before using.
 - b. Store materials containing solvents in dry, well ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expirations of their shelf life.
- C. Insulation must be on pallets, off the ground and tightly covered with waterproof materials.
- D. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.

1.5 WORK SEQUENCE

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane systems.
- B. Do not disrupt activities in occupied spaces.
- C. The start of any re-roofing work shall be coordinated with the building owners' rep and the successful bidder.

1.6 USE OF THE PREMISES

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
 1. Areas permitted for personnel parking.

2. Access to the site.
3. Areas permitted for storage of materials and debris.
4. Areas permitted for the location of cranes, hoists, and chutes for loading and unloading materials to and from the roof.
5. Areas permitted for smoking. Smoking will not be allowed on the roof and will be strictly enforced.

B. Interior stairs or elevators may not be used for removing debris or delivering materials except as authorized by the building superintendent.

1.7 EXISTING CONDITIONS

If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved. Changes in the work leading to an increase in cost shall not be done until proper approvals are reviewed with the owner's representative and approved. Work accomplished without prior proper approval will not be reimbursed.

1.8 PRE-CONSTRUCTION

- A. Prior to bid submittal, the roofing contractor shall make themselves familiar with the project and site conditions.
- B. Any conditions which are not shown on the drawings should be indicated on a copy of the shop drawing and included with bid submittal if necessary to clarify any conditions not shown.

1.9 TEMPORARY FACILITIES AND CONTROLS

Temporary Utilities:

1. Water and power for construction purposes are available at the site and will be made available to the roofing contractor. No three phase and limited 220V power is available.
2. Provide all hoses, valves, and connections for water from source designated by the owner when made available.
3. When available, electrical power should be extended as required from the source. Provide all trailers, connections, and fused disconnects.

A. Temporary Sanitary Facilities

Sanitary facilities will not be available at the site. The roofing contractor shall be responsible for the provisions and maintenance of portable toilets or their equal.

B. Building Site:

1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.

2. The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as not to detract from the aesthetics or the functions of the building.

C. Security:

Obey the owner's requirements for personnel identification, inspection, and other security measures.

1.10 JOB SITE PROTECTION

- A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards, and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application. This will include the cost of proper landscaping restoration with topsoil/seed/straw in any areas damaged or rutted with equipment.
- B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain, and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the building.
- C. Do not overload any portion of the building, either by use of or replacement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas where work is in progress. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- F. Store moisture susceptible materials above ground and protect with waterproof coverings.
- G. Remove all traces of piled bulk materials and return the job site to its original condition upon completion of work.
- H. Coordinate with the Owner's representative current areas of work location to ensure routes of entrance and egress are maintained available; and properly blocked or signed when unavailable or hazardous conditions exist.

1.11 Safety

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the roofing contractor. All related personnel shall be instructed daily to be mindful of the full requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers, and the occurrence of the general public on or near the site. Proper PPE to be worn and standard OSHA laws to be followed throughout the duration of the project.

1.12 WORKMANSHIP

- A. Applicators installing new roof, flashing, and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacture's published specifications and to the building owner's satisfaction.
- C. There shall be a supervisor on the job site at all times while work is in progress.

1.13 QUALITY ASSURANCE

- A. The manufacturer must have a minimum of 30 years experience in the manufacturing of vulcanized thermal set sheeting.
- B. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- C. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least 10 years successful experience installing single ply EPDM roofing systems and having installed at least 3 roofing applications of equal or greater size within the last year.
- D. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in application techniques of the materials specified. Provide at least one thoroughly trained and experienced superintendent on the job at all times roofing work is in progress.
- E. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- F. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to determine whether or not corrective work will be required before the warranty will be issued. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.

- G. The EPDM membrane roofing system must achieve a UL Class A rating.

1.14 JOB CONDITIONS, CAUTIONS, AND WARNINGS

Refer to Carlisle's Design "B" Loose laid Ballasted Roofing Systems specification and Carlisle Design "A" Adhered Roofing System specification, Part II Application, for General Job Site Considerations.

- A. Safety Data Sheets (SDS) should be on location at all times during the transportation, storage, and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking water.
- C. When loading materials onto the roof, the Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with the roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with roofing work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- F. Provide protection, such as 3/4 inch thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free from fasteners and splinters.
- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry and free of projections or contaminants that would prevent proper application of or be incompatible with the new insulation, such as fins, sharp edges, foreign materials, oil and grease.
- H. New roofing shall be complete and weathertight at the end of the work day or before inclement weather arrives.
- I. Contaminants such as grease, fats, and oils shall not be allowed to come in direct contact with the roofing membrane.

1.5 Warranty

- A. Provide manufacturer's 20 year Total Roofing System Warranty covering labor and materials with No Dollar Limit. The maximum wind speed coverage shall be peak gusts of 55 mph measured at 10 meters above ground
- B. Pro-rated Membrane Systems Warranties will not be accepted.

PART 2 PRODUCTS

2.1 GENERAL

- A. All components of the specified roofing system shall be products of Carlisle Syn Tec, Versico, Johns Manville, or Firestone as compatible.

2.2 MEMBRANE

- A. Ballasted Roof System: Furnish black .060" non-reinforced EPDM (Ethylene, Propylene, and Diene Terpolymer) in the largest sheet possible. The membrane shall conform to the minimum physical properties of ASTM D4637.
- B. Fully Adhered System: Furnish black .060" non-reinforced EPDM (Ethylene Propylene Diene Terpolymer) membrane. The membrane shall conform to the minimum physical properties of ASTM D4637.

2.3 INSULATION/UNDERLAYMENT

- A. On Ballasted sections insulation shall be loose laid over existing insulation. Per base bid, one layer of 2" polyisocyanurate roof insulation shall be installed, or insulation as needed to bring R-value to 30. Mechanical attachment of the insulation is not required in accordance with the manufacturer's published specifications.
- B. On the Fully Adhered sections insulation shall be installed over the existing insulation. One layer of 1½" polyisocyanurate roof insulation shall be installed, or insulation as needed to bring R-value to 30. Insulation shall be mechanically attached, with the proper fasteners, or adhered, to the existing substrate. Use membrane manufacturer's published specification for fastening pattern.
- C. **Coverboard** – Manufacturer's recommended high density polyisocyanurate roof board specifically manufactured for this purpose.

2.4 ADHESIVES AND CLEANERS

All products shall be furnished by Carlisle, Versico, Johns Manville, or Firestone and specifically formulated for the intended purpose.

- A. Bonding Adhesives
- B. Splicing Cement
- C. Splice Tape
- D. Cleaning Solvent: Weathered Membrane Cleaner
- E. Lap Sealant:
- F. Sealer: Sure-Seal Pourable Sealer

2.5 FASTENERS AND PLATES

To be used for additional membrane and insulation securement:

- A. **HP Fasteners:** a threaded black epoxy electro-deposition coated fastener used with steel, wood, and minimum 3,000 psi structural concrete decks.
- B. **Concrete Spikes:** a non-threaded, black epoxy electro-deposition coated fastener used with structural concrete roof decks rated 3,000 psi or greater.
- C. **Termination Bar Nail-in:** an expansion anchor with stainless steel drive pin used for fastening the Sure Seal Termination Bar or Seam Fastening Plates to concrete, brick, or block walls.
- D. **Seam Fastening Plates:** a 2 inch diameter FM approved metal plate used in conjunction with RUSS or EPDM membrane for membrane securement.
- E. **RUSS (Reinforced Universal Securement Strip):** a 6 or 9 inch wide, 100 foot long strip of Sure-Seal reinforced EPDM membrane.

The **6" wide RUSS** shall be utilized horizontally or vertically (in conjunction with Seam Fastening Plates) below the EPDM membrane for additional membrane securement.

The **9" wide RUSS** shall be utilized in conjunction with metal edgings to allow the continuation of the EPDM deck membrane as flashing in accordance with Carlisle details.

2.6 METAL COPING AND MEMBRANE TERMINATIONS

- A. **Prefinished Metal Edge:** incorporating a 22 gauge anchor cleat with concealed joint covers and 10 foot continuous sections of coping cap or edge metal. Metal coping cap or edge metal shall be fabricated from .24 ga. with standard Kynar finish, color shall be as designated by the Owner's Representative. Gutters to be fabricated from 22 ga. prefinished steel.
- B. **Sure-Seal Termination Bar:** a 1 inch wide and .098 inch thick extruded aluminum bar pre-punched 6 inches on center; incorporates a sealant ledge to support lap Sealant and provide increased stability for membrane terminations.
- C. **Roof Expansion Joint Covers shall be Expand-O-Flash by Manville**

2.7 BALLAST

- A. **Rounded Water-Worn Gravel**

1. **Field of Roof:** Nominal 1½ inch rounded water-worn gravel which conforms to graduation #4 when sized in accordance with ASTM D 448 method of sizing. Coverage rate shall be no less than 1000 pounds per 100 square feet and gravel must be evenly distributed to maintain an average of 10 pounds per square foot
2. **Perimeter and Corners:** nominal 2½ inch rounded water-worn gravel which conforms to graduation # 1 or #2 when sized in accordance with ASTM D 448 method of sizing. Coverage rate shall be no less than 1300 pounds per 100 square feet and gravel must be evenly distributed to maintain an average of 13 pounds per square foot or 15 pounds of 1½ inch stone as outlined in 2.07.A.1 listed above.

NOTE: Stone that is crushed is unacceptable.

2.8 WALKWAYS

Protective surfacing for roof traffic shall be concrete pavers (minimum 18 pounds per square foot) installed with Sure-Seal HP Protective mat or an additional layer of EPDM membrane. Replace all existing pavers one for one with new pavers, add new pavers where necessary to maintain manufacturer's warranty. All ladder and hatch areas to have new pavers.

2.9 OTHER MATERIALS

Install 2" x 6" wood blocking as needed around perimeter for installation of new insulation. Roofing Contractor to provide and install metal flashings and other miscellaneous items needed to fulfill the project requirements.

PART 3 EXECUTION

3.1 GENERAL

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, jobsite considerations, and weather restrictions
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.
- C. In the Southeast corner of each roof section, a date stamp of some sort is to be installed in each roof section. The stamp is to be permanent throughout the expected life of the roof.

3.2 INSULATION PLACEMENT

- A. Install insulation over the substrate with boards butted tightly together with no joints or gaps greater than ¼". Stagger joints both horizontally and vertically if multiple layers are provided.

- B. New insulation shall be installed over existing insulation in accordance with the manufacturer's specifications.
- C. Mechanical equipment and pipes may need to be reworked to accommodate the new insulation height. All equipment and piping must maintain a minimum 8" clearance from new finished roof surface. This work to be included in pricing.
- D. Insulation must be pitched to allow proper drainage to existing roof drains and not allow ponding. Rework will be required if significant ponding is evident in any area 24 hours after a rainfall. Install equipment crickets where necessary.
- E. Tapered insulation shall slope ¼" per foot

3.3 Cover Board

- A. Cover insulation with protection board. Provide thickness as required to conform with indicated UL rating. Secure cover board with insulation adhesive.

3.4 MEMBRANE PLACEMENT

- A. Unroll and position membrane without stretching. Allow the membrane to relax for approximately ½ hour to splicing.
- B. Install adjoining membrane sheets in the same manner, overlapping edges approximately 4 inches.

3.4 MEMBRANE SPLICING (Tape Splice)

- A. Follow guidelines set forth by Carlisle Syntec for proper installation of SecureTape. Prime matting surfaces of EPDM membranes with primer.
- B. Remove the release plastic film and press the top sheet onto the tape using hand pressure.
- C. Roll the seam toward the splice edge with a 2 inch wide steel roller and apply Lap Sealant in accordance with the manufacturer's requirements.
- D. Seam tape 6" minimum.

3.5 FLASHING

- A. Wall and curb flashing shall be cured **60 mil** EPDM membrane. Continue the deck membrane as wall flashing where practicable.

- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.
- C. Rework substrate to achieve proper flashing heights.
- D. Flash around all plumbing vents with premolded pipe flashings.

3.6 BALLASTING

- A. Install ballast in accordance with the manufacturer's installation instructions
- B. Install ballast evenly, without bare spots to provide complete coverage over the membrane.
- C. When specified, overlap HP Protective mat a minimum of 6 inches prior to ballast or paver installation
- D. Comply with the published ANSI (American national Standards Institute) ANSI/RMA/SPRI RP4 guidelines (dated October 6, 1988) concerning applicable coverage rates

3.7 WALKWAYS

- A. Install concrete pavers with Sure-Seal HP Protection Mat or an additional layer of EPDM membrane at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the specifier's drawing.
- B. The protection layer must extend approximately 2-3 inches under the ballast on each side of the walkway.

3.8 DAILY SEAL

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- B. Use Sure-Seal Pourable Sealer or other acceptable membrane seal in accordance with the manufacturer's requirements.

3.9 CLEAN UP

- A. Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris, including all fasteners, must be disposed of in a legally

acceptable container.

- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

4.0 CLOSEOUT

- A. O&M – Contractor shall submit to the project manager for review, Two copies on an Operation and Maintenance Manual. The manual shall include documentation of every item furnished by the Contractor and any necessary periodic maintenance.

Appendix C
Map of Montello School District Roof
Montello School District Roofing Project

