

**CALHOUN COUNTY
SUBMITTING BIDS/PROPOSALS
INSTRUCTIONS**

Vendors submitting a bid/proposal to Calhoun County **must follow these 3 steps:**

1. **Register as a vendor** with the County by means of this link:

<http://www.calhouncountymi.gov/vendors/registration>

After completing a brief company profile, you will be asked to categorize the product(s) and/or services you provide. For this project, register (at a minimum) under this code: **914.73**. Completing this registration will add you to the County's vendor database. Once registration is complete, you can be assured of receiving emailed notice of all addenda or questions/answers pertaining to this project, and of future solicitations within your category(s) of commodity/services.

If already registered, review your on-line profile and revise to current information.

2. **Download the bid document** by accessing the following link:

http://www.calhouncountymi.gov/government/administrative_services/bid_opportunities

3. **Register your intent to bid** on this project at the site of the above link. (Registration of intent does not need to occur at the time of the document download.) Should you elect not to submit a bid after registering your intent to bid, notify the Purchasing Office of your change in status at: lobrig@calhouncountymi.gov

**VENDORS ARE ENCOURAGED TO REGISTER WITH THE COUNTY
UPON RECEIPT OF THIS SOLICITATION**

**CALHOUN COUNTY
REQUEST FOR BID
CALHOUN COUNTY ADMINISTRATOR'S OFFICE
PURCHASING DIVISION
(269) 781-0981**

ISSUE DATE: *FRIDAY, JUNE 5, 2015*

DUE DATE: *THURSDAY, JUNE 25, 2015*

PROJECT: *REPLACEMENT OF ROOF-COUNTY BUILDING;
RFB#118-15*

This Request for Bid with all pages, documents, and attachments contained herein or subsequently added or made a part hereof, submitted as a fully and properly executed bid, shall constitute a contract between the County of Calhoun and the successful and most responsible bidder, as determined by the County when approved and accepted by the County of Calhoun.

PART I - INSTRUCTIONS, TERMS, & CONDITIONS

1.1 BID SUBMISSION:

Bids must be submitted in complete original form by mail or by messenger in a sealed envelope to the following address:

CALHOUN COUNTY BUILDING
ADMINISTRATOR'S OFFICE, PURCHASING DIVISION
315 WEST GREEN STREET
MARSHALL, MI 49068

All bids received shall be noted as such on the outside of the envelope:

BID: *RFB#118-15 REPLACEMENT OF ROOF-COUNTY BUILDING*

DUE DATE: *THURSDAY, JUNE 25, 2015*

PRE-BID MEETING: *THURSDAY, JUNE 11, 2015; 1:00 PM*

1.2 CIVIL RIGHTS COMPLIANCE

The Contractor agrees to abide by the provisions of the Elliott-Larsen Civil Rights Act, as amended, being sections 37.2101 et seq. of the Michigan Compiled Laws, and the Michigan Persons with Disabilities Civil Rights Act, as amended, being sections 37.1101 et seq. of the Michigan Compiled Laws, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of the contract.

1.3 LEGAL STATUS OF BIDDER

The bidder shall indicate the legal status of the business firm by filling in the appropriate section below and by striking out the two nonapplicable sections.

1.3.1 An INDIVIDUAL whose signature is affixed to this contract doing business under the name of:

_____ REGISTRATION NUMBER: _____

1.3.2 A PARTNERSHIP doing business under the firm name of:

All of the members of which are as follows:

NAME _____ ADDRESS _____

REGISTRATION NUMBER: _____

1.3.3 A CORPORATION duly organized and doing business under the laws of the State of _____

REGISTRATION NUMBER: _____

1.4 INSTRUCTIONS FOR EXECUTING CONTRACT

- 1.4.1 If the bidder is an INDIVIDUAL, the trade name, if applicable, shall be indicated in the contract signed by such individual. If signed by any one other than the bidder, there shall be attached to the contract a duly authenticated Power-of-Attorney, evidencing the signer's authority to execute such a contract for and in behalf of the individual.
- 1.4.2 If the bidder is operating as a PARTNERSHIP, each partner shall sign the contract. If the contract is not signed by each partner, there shall be attached to the contract a duly authenticated Power-of-Attorney evidencing the signer's or signers' authority to sign such contract for and in behalf of the partnership.
- 1.4.3 If the bidder is a CORPORATION the Certificate of Authorization for Contract Execution (attached) shall be completed in full.

1.5 INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, the contractor agrees to defend, pay on behalf of, indemnify, and hold harmless Calhoun County, its elected and appointed officials, employees, and volunteers, and others working on behalf of Calhoun County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Calhoun County, its elected and appointed officials, employees and volunteers, and others working on behalf of Calhoun County by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Contract. The Contractor will not be liable for any damages arising out of an act of negligence by the County, its elected and appointed officials, employees, and volunteers, and others working on its behalf.

1.6 RIGHTS AND REMEDIES

No provision in this document or in the Contractor's proposal shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

1.7 WARRANTIES

Contractor warrants that all material or service delivered under this contract shall conform to the specifications of this contract. Mere receipt of shipment of the material or service specified and any inspection incidental thereto by the County, shall not alter or affect the obligations of the Contractor or the rights of the County under the foregoing warranties. Additional warranty requirements may be set forth in this document.

1.8 INSURANCE REQUIREMENTS

The successful contractor shall not commence work under this contract until he/her has obtained the insurance required under this paragraph and provided copies to the Calhoun County Purchasing Department. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to Calhoun County.

- 1.8.1 **Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- 1.8.2 **Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$ 1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
- 1.8.3 **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$ 1,000,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 1.8.4 **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include and endorsement stating that the following shall be ***Additional Insureds:*** Calhoun County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

- 1.8.5 **Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Purchasing Department, Calhoun County, 315 West Green Street, Marshall, MI 49068).
- 1.8.6 If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Calhoun County at least ten (10) days prior to the expiration date. Include current certificates of insurances with your proposal. The successful contractor may be required to have the County added as an additional insured to their insurance policy.

1.9 TAXES

Except as may be otherwise provided in the RFP, the County is exempt from Federal Excise and State Sales Tax, and such taxes shall not be included in the bid process. Federal Exemption Certificates will be furnished if so requested.

1.10 GRATUITIES

The County may, by written notice to the Contractor, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the contractor or any agent or representative of the Contractor, to any officer or employee of the County amending, or making any determinations with respect to the performing of such contract.

1.11 INDEPENDENT SERVICE COST DETERMINATION BY CONTRACTOR

By submission of a proposal, the prospective contractor certifies that in connection with the proposal:

- 1.11.1 The proposed service cost was determined independently, without consultation, communication, or agreement for the purpose of restricting competition.
- 1.11.2 The service cost quoted in the proposal has not nor will be knowingly disclosed by the prospective contractor to anyone prior to the contract award.
- 1.11.3 No attempt has been made or will be made to induce other individuals or firms to submit or not submit a proposal.
- 1.11.4 Each person signing the proposal certifies that he/she is authorized to bind the contractor to its provisions.

1.12 DISCLOSURE

1.12.1 All information in proposals received is subject to disclosure under the provisions of MCL 15.231 et seq, known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

1.12.2 If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Purchasing Department should be so advised in writing (price is not confidential and will not be withheld). The County shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information.

1.13 CONTRACT NEGOTIATIONS

At the completion of the evaluation process, the County may enter into discussions with the offeror finalist(s) determined to be reasonably susceptible to being selected for award, to identify any needed revisions to the original proposal. Best and final offers may be requested of each of the finalists, or after careful consideration, the offeror that gives the most advantageous proposal may be recommended for award. In the event only one proposal is received, the County may require that the offeror submit a cost proposal in sufficient detail for the County to perform a cost/price analysis to determine if the contract price is fair and reasonable. Award shall be made by the Purchasing Department to the offeror whose proposal is most advantageous to the County.

1.14 CONTRACT

The contract shall be based upon the Request for Proposal issued by the County and the offer submitted by the Contractor in response to the Request for Proposal. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the Request for Proposal. The County reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the County, shall be deemed non-responsive and the offer rejected. The contract shall contain the entire agreement between the County and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.

1.15 AWARD OF CONTRACTS

UPON NOTICE OF INTENT TO AWARD: The apparent successful offeror shall sign and file with the County, within ten (10) days after receiving a fully executed Offer and Acceptance form (if included in the RFP), all documents necessary to the successful execution of the contract.

- 1.15.1 The contract will be awarded to the most responsible bidder whose proposal conforming to this solicitation will be most advantageous to the County; price and other factors considered.
- 1.15.2 The County reserves the right to accept or reject any or all proposals and to waive informalities and irregularities in proposals or bidding procedures, and to accept any proposal determined by the County to be in the best interests of the County, even though not the lowest proposal.
- 1.15.3 The County reserves the right to postpone the proposal opening for its own convenience.
- 1.15.4 The County reserves the right to reissue the request for proposal.
- 1.15.5 NON-EXCLUSIVE CONTRACT: Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of Calhoun County. The County reserves the right to obtain like goods or services from another source when necessary.

1.16 PRIME CONTRACTOR RESPONSIBILITIES - SUBCONTRACTING

The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not parts of the contract are subcontracted. Further, the County will consider the selected contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime contractor must provide complete description of work subcontracted and descriptive information about subcontractors' organization and capabilities. The contractor is totally responsible for adherence by the subcontractor to all provisions of the contract.

1.17 INDEPENDENT CONTRACTOR

- 1.17.1 It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.
- 1.17.2 Contractor shall not be entitled to compensation in the form of salaries, or to paid vacation or sick days by the County, and that such days do not accumulate for the use of same at a later date.
- 1.17.3 The County will not provide any insurance coverage to Contractor, including Workmen's Compensation coverage. The Contractor is advised that taxes or social security payments shall not be withheld from a County payment issued hereunder and

that Contractor should make arrangements to directly pay such expenses, if any.

1.18 NON-ASSIGNMENT

The contractor may not assign, subcontract, or otherwise transfer this agreement without the express prior written approval of the Calhoun County Purchasing Department.

1.19 SUBCONTRACTS

No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the County. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The County shall not unreasonably withhold approval and shall notify the Contractor of the County's position within 15 days of receipt of written notice by the Contractor.

1.20 ASSIGNMENT - DELEGATION

No right or interest in this contract shall be assigned by the contractor without prior written permission of the County, and no delegation of any duty of Contractor shall be made without prior written permission of the County. The County shall not unreasonably withhold approval and shall notify the contractor of the County's position within 15 days of receipt of written notice by the Contractor.

1.21 CONTRACT PAYMENT

Payment for the proper performance of services under a contract entered into as a result of this RFP shall be commensurate with the scheduled progress of the work and shall be made upon receipt of a detailed invoice for payment. A separate invoice shall be issued for each shipment of material or service performed, and no payment shall be issued prior to receipt of material or service and correct invoice.

1.22 LENGTH OF CONTRACT

The term of the contract shall commence ***upon award and continue to completion of roof replacement and owner approval of completed project.*** The County reserves the right to delay the commencement of this contract for the purposes of allowing the County and/or the Contractor sufficient time to make the proper preparations and acclimation in anticipation of providing the services as referenced herein.

1.23 CANCELLATION

CANCELLATION OF CONTRACT by the County may be for; a) default by the contractor or b) lack of further need for the service or commodity at the location named in the contract. Default is defined as the failure of the contractor to fulfill the obligations of their quotation or contract. In case of default by the contractor, the County may cancel the contract immediately and procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby.

Either the contractor or the County may terminate this agreement with a 120 day written notification to the other party. In the event the County no longer needs the service or commodity specified in the contract due to relocation of offices, or lack of funding, the County may cancel the contract by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation without penalty or fine.

1.24 EXCEPTIONS TO CONTRACT TERMS AND SPECIFICATIONS

The offeror shall clearly identify any proposed deviations from the contract terms or specifications in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the offeror's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the offeror's proposal, the County will assume complete conformance with this specification and the successful offeror will be required to perform accordingly.

1.25 EMPLOYMENT OF LOCAL LABOR

The County of Calhoun is committed to the use of local labor and will use this commitment as a factor in awarding this contract. The County of Calhoun requires, in writing and prior to the award of this contract, a written statement from the bidder regarding the vendor's plan to hire/or retain local labor residing in the County of Calhoun. This statement should be included with the vendor's original proposal documents.

PART II - GENERAL PROVISIONS

2.1 SUBMISSION OF BIDS

- 2.1.1 One original and 3 (three) copies of each bid should be submitted on the forms and in the format specified in the RFB. The original copy of the bid should be clearly labeled “Original” and shall be unbound and single-sided. The County reserves the right to assess a copy charge to any vendor who does not submit the requested number of bid copies, as well as additions to the bid such as pamphlets, brochures, catalogs, etc. The material should be in sequence and related to the RFB. The County will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFB. Failure to include the requested information may have a negative impact on the evaluation of the offeror’s proposal. Fancy bindings, colored displays, promotional material, etc., will not receive evaluation credit. Emphasis should be on completeness and clarity of content.
- 2.1.2 To be considered, bidders must submit a complete response to this RFB. No other distribution of RFB is to be made by this bidder. The bid must be signed in ink by an official authorized to bind the contractor to its provisions. Bids must remain valid for at least ninety (90) days from the opening date.

2.2 PREPARATION OF BIDS

- 2.2.1 The bid shall be legibly prepared in either ink or typed.
- 2.2.2 Should the bidder find it necessary to alter the Bid/Contract, such alterations shall be crossed out with ink, and the correction entered. All alterations and/or corrections must also be initialed in ink and dated by the bidder.
- 2.2.3 The bid shall be legally signed and the complete address of the bidder provided thereon.

2.3 ACCEPTANCE OF RFB CONTENT

It is the responsibility of all offerors to examine the entire Request for Bid package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a bid. Negligence in preparing a bid confers no right of withdrawal after due time and date. The contents of this RFB and the bidder's proposal will become contractual obligations, if a contract ensues. Failure of the successful bidder to accept these

obligations may result in cancellation of the award.

2.4 MANDATORY PRE-BID MEETING

2.4.1 A mandatory pre-bid meeting will be held on ***Thursday, June 11, 2015; at 1:00 p.m. at the County Building***, where County representatives will conduct a tour of the current roof and answer questions. Additional drawings pertinent to the project will be available for viewing, if requested. Potential bidders are requested to assemble in the ***Purchasing Office, 3rd floor Administration area***. From that location attendees will be taken on a tour of the existing roof by County representatives. Bids in response to RFB#118-15 will be deemed as evidence that the pre-bid meeting was attended.

2.4.2 No other pre-bid meeting will be held.

2.4.3 Any significant questions or requests for information during the pre-bid meeting that the County deems as significant will be answered and distributed to all potential bidders via email following the pre-bid meeting.

2.5 RESPONSIVE BID

All pages and documents and the information requested herein, must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all bids on a fair and uniform basis. The County reserves the right to accept or reject any or all bids and to waive informalities and irregularities in bids or bidding procedures, and to accept any bid determined by the County to be in the best interests of the County, even though not the lowest bid. **Bids shall remain vital for ninety (90) days from opening.**

2.6 LATE BIDS

Any bids received at the office herein designated after the exact time specified for receipt will not be considered. The prevailing clock shall be www.time.gov.

LATE PROPOSAL PACKETS WILL NOT BE CONSIDERED

2.7 ALTERNATE BIDS

Bidders are cautioned that any alternate bid, unless specifically requested; or, any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements for the RFB, may be considered non-responsive and at the option of the County, result in the rejection of the bid. The respondent shall clearly identify any proposed deviations from the

contract terms or specifications in the Request for Bid. Each exception must be clearly defined and referenced to the proper paragraph in this RFB. The exception shall include, at a minimum, the bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no changes are noted County will assume vendor is in agreement.

2.8 WITHDRAWAL OF BID

Bids may be withdrawn prior to the exact time set for receipt of bids in person by a bidder or the bidder's authorized representative, provided the representative's identity is made known and the representative signs a receipt for the bid documents.

PART III - TECHNICAL SPECIFICATIONS

3.1 INTRODUCTION TO SCOPE OF WORK

Calhoun County is requesting written bids from qualified and licensed professional roofing contractors to provide materials and labor to remove and dispose of the existing membrane roof and replace with a new membrane roof at the Calhoun County Courthouse building located at 315 West Green Street in Marshall, MI. The proposed new roof bid shall include a 15 year warranty and an alternate bid will include a 20 year warranty.

3.2 SCOPE OF WORK

The Calhoun County Courthouse was built in 1954 and the age of the current roofing system is approximately 15 years old. This existing roof (approximately 22,400 sq. ft.) consists of a single-ply EDPM membrane, 1" of fiberglass, and 2" of ISO, over a concrete deck. The entire roof is ballasted with river rock. The existing rock ballast covering the roof shall be removed and re-used to cover the newly installed membrane system, with the exception of the roof area covering the Courtroom. The rock covering this area has pointed edges and shall be replaced with rounded river rock comparable to the other rock that covers the remainder of the roof, and the old rock disposed of.

Bids are requested for a new roof consisting of 45 mil EDPM single-ply membrane material with 2" ISO. Existing river rock ballast shall be re-applied to cover the new roof; except in the roof area over the courtroom, which shall be contractor-provided and applied new river rock ballast. The new roof shall have a 15-year warranty on materials and labor, with an alternate bid for a 20-year warranty of materials and labor.

3.3 SPECIFICATIONS & REQUIREMENTS

_____ 3.3.1 Work will consist of the following:

- 3.3.1.1 Remove existing roof system & ballast
- 3.3.1.2 Install new roof insulation
- 3.3.1.3 Install new loosely laid and ballasted ethylene-propylene-diene-monomer (EPDM) roofing system.
- _____ 3.3.1.4 Install flashing components
- _____ 3.3.1.5 Repair skylight openings, as needed, to accept new skylight.
- 3.3.1.6 Re-place stone ballast

_____ 3.3.2 Definitions:

- 3.3.2.1 Roofing terminology: Definitions in ASTM D 1079 and glossary of NRCA's *The NRCA Roofing and Waterproofing Manual* both apply

to this section.

3.3.3 Pre-installation Meeting:

3.3.3.1 The awarded contractor must be in attendance at this meeting on the project site and in accordance with the County's scheduled date/time.

3.3.4 Awarded Roofing Contractor Requirements:

3.3.4.1 Attend the mandatory pre-bid and pre-installation meetings.

3.3.4.2 Prove compliance to quality control, references, specifications, and manufacturer's data.

3.3.4.3 Be registered and licensed in the State of Michigan for a minimum of 10 years.

3.3.4.4 Have a minimum of 5 similar completed projects within a 30-mile radius, available for inspection.

3.3.4.5 Meet all insurance and bonding requirements as noted in this document.

3.3.4.6 Have current Workers Compensation EMR rating below .75.

3.3.4.7 Have full time Safety Coordinator

3.3.4.8 Calhoun County must approved Safety Coordinator site-specific plan design.

3.3.4.9 Meet MIOSHA fall protection, training, and certification procedures and policies.

3.3.4.10 All products will be used by contractor employees with personal protection and must read labels and material safety data sheets prior to use.

3.3.4.11 Obtain components including roof insulation for roofing system from the same manufacturer as the membrane material.

3.4 PRODUCT SPECIFICATIONS;

3.4.1 EPDM Roofing membrane:

3.4.1.1 Membrane: ASTM D 4637, non-reinforced, uniform, flexible EPDM sheet.

3.4.1.2 Manufacturer: Subject to compliance with requirements of Carlisle SynTec Inc., or comparable. Provide detailed information and description of the manufacturer's system proposed.

3.4.1.3 45 mils (1.5 mm) thickness

3.4.1.4 Exposed face color: black

3.4.2 Auxiliary Roofing materials:

3.4.2.1 Manufacturer: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with roofing.

- 3.4.2.2 HP protection Mat: Nominal 6 oz. per sq. yd UV resistant polypropylene needle punched fabric used above membrane as a slip-sheet for sheet flashing
45 mil (1.5 mm) thick EPDM.
- 3.4.2.3 Flashing adhesive: Manufacturer's standard.
- 3.4.2.4 Seaming Material: Standard, synthetic-rubber polymer primer and 3" (75mm) wide minimum, factory applied butyl splice tape with release film.
- 3.4.2.5 Miscellaneous Accessories: Provide lap sealant, water cutoff mastic; metal termination bars; metal battens; pourable sealers; preformed cone and vent sheet flashings; molded pipe boot flashings; preformed inside and outside corner sheet flashings; reinforced EPDM securement strips; T-joint covers; in-seam sealants; termination reglets; cover strips; and other necessary accessories not listed.

3.4.3 Roof Insulation:

- 3.4.3.1 Polyisocyanurate Board Insulation: ASTM C 1289, felt or glass-fiber mat facer on both major surfaces.
 - 3.4.3.1.1 Bottom Layer: 1.5" isocyanurate insulation with an R-Value of 8.5.
 - 3.4.3.1.2 Top layer: 2.0" isocyanurate insulation over the 1.5" insulation with an R-Value of 11.4.
 - 3.4.3.1.3 Combined Total R-Value: 19.9
 - 3.4.3.1.4 Material loose-laid on concrete deck.
- 3.4.3.2 Provide saddles, crickets, tapered edge strips, and other insulation shapes, as needed to provide the proper sloping to drain.

3.4.4 Ballast:

- 3.4.4.1 Aggregate ballast: Material must withstand weather exposure without significant deterioration and does not contribute to membrane degradation.
- 3.4.4.2 Re-use existing ballast on all roof sections, with the exception of the Courtroom
- 3.4.4.3 Courtroom ballast to be new 1 ½" to 2" round river rock and will replace existing unacceptable material, which will be disposed of by roofing contractor.
- 3.4.4.4 Additional ballast to be added as necessary to meet proper coverage rate.

3.5 EXECUTION SPECIFICATIONS AND REQUIREMENTS:

3.5.1 Roofing installation, general:

3.5.1.1 Remove existing roof system(s)

- 3.5.1.1.1 Properly dispose all tear-off debris from project site in acceptable manner and location.
- 3.5.1.1.2 Describe in detail the method to be used to remove tear-off debris from roof and disposal.

3.5.1.2 Install roofing system according to roofing system manufacturer's written instructions.

3.5.1.3 Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at the end of the workday or when rain is forecast.

3.5.1.4 Install roofing and auxiliary materials to tie into existing roofing to maintain weather-tightness of transition.

3.5.2 Insulation Installation:

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

3.5.2.2 Loosely Laid Insulation: Loosely lay insulation units over substrate.

3.5.2.3 Install top insulation boards over insulation with long joints in continuous straight lines with end joints staggered between rows. Offset joints of insulation below a minimum of 6" (150 mm) in each direction. Loosely butt cover boards together.

3.5.3 Loosely Laid and Ballasted Membrane Roofing Installation:

3.5.3.1 Loosely lay roofing over area to receive roofing according to roofing system manufacturer's written instructions. Unroll roofing and allow to relax prior to installation.

3.5.3.2 Comply with requirements SPRI RP-4

3.5.3.3 Accurately align roofing, without stretching, and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end flaps.

3.5.3.4 Tape Seam Installation: Clean and prime both faces of splice areas, apply splice tape, and firmly roll side and end laps of overlapping roofing according to manufacturer's written instructions to ensure a watertight seam installation. Apply lap sealant and seal exposed edges of roofing termination.

3.5.3.5 Repair tears, voids, and lapped seams in roofing that do not comply with requirements.

- 3.5.3.6 Spread sealant or mastic bed over deck-drain flange at roof drains, and securely seal roofing in place with clamping ring.
- 3.5.3.7 Protection Mat: Install loose-laid above the membrane as a slip-sheet for ballast, when 20 year warranty is awarded.
- 3.5.3.8 Aggregate Ballast: Apply uniformly over roofing at the rate required by the roofing system manufacturer, but not less than the following - spreading with care to minimize all possibility of damage to the roofing system. Lay ballast as roofing is installed, leaving roofing ballasted at the end of the workday.
 - 3.5.3.8.1 Courtroom ballast to be new 1 ½" to 2" round river rock, 12 lb./sq. ft. (65 kg/sq.m), at corners and perimeter, 10 lb./sq. ft. (50 kg/sq. m), elsewhere.
- 3.5.3.9 Install sheet flashings and preformed flashing accessories, and adhere to substrates according to roofing system manufacturer's written instructions.
- 3.5.3.10 Apply bonding adhesive to substrate and underside of sheet flashing at required rate, and allow to partially dry. Do not apply to seam area of flashing.
- 3.5.3.11 Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.
- 3.5.3.12 Clean splice areas, apply splicing cement, and firmly roll side and end laps of overlapping sheets to ensure a watertight seam installation. Apply lap sealant and seal exposed edges of sheet flashing terminations.
- 3.5.3.13 Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars, as needed.
- 3.5.3.14 Protect membrane roofing system from damage and wear during remainder of construction period. When remaining construction does not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to the County.
- 3.5.3.15 Correct deficiencies in or remove membrane roofing system that does not comply with requirements, repair substrates, and repair or reinstall membrane roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirement.

3.6 PERFORMANCE BOND

A labor and performance bond is required for this project. Each bidder is required to submit with their bid evidence of bondability for the entire value of the work. Bonds must be executed by a surety company licensed to do business at the location of the project. Bond form shall be AIA Document A312, which can be obtained by accessing this link:

3.7 CONTENTS OF BID

Bids shall have all request for information numbered and answered completely. The narrative portion and the materials presented in response to request for information shall be submitted in the same order as presented in this RFB. The items to be submitted in your bid response are:

- 3.7.1 Proof of insurance (*sec. 1.8 Insurance Requirements*)
- 3.7.2 Copy of State of Michigan license (*sec. 3.3.4.3*)
- 3.7.3 List of prior projects and contact information (*sec. 3.3.4.4*)
- 3.7.4 Proof of bondability (*sec. 3.6*)
- 3.7.5 Proof of MIOSHA certification (*sec. 3.3.4.9*)
- 3.7.6 Detailed description of roofing system (*sec. 3.4.1.2*)
- 3.7.7 Description of tear-off removal (*sec. 3.5.1.1.2*)
- 3.7.8 Copy of warranty for 15 year and 20 year, if alternate bid.
- 3.7.8 Attachments (*sec. 3.8*)

3.8 ATTACHMENTS

The following attachments shall be completed and submitted with response.

- 3.8.1 Non-Collusion Affidavit (*Attachment A*)
- 3.8.2 Certificate of Authorization (*Attachment B*)
- 3.8.3 Proposed Price Sheet (*Attachment C*)

3.9 BID EVALUATION CRITERIA

It is the intent of Calhoun County to conduct a comprehensive, fair and impartial evaluation of the bids received in response to this RFB. The bid selected will be that response deemed most advantageous to Calhoun County.

- 3.9.1 Price
- 3.9.2 Roofing system
- 3.9.3 Qualifications
- 3.9.4 Experience

3.10 RESPONSE TO RFB

Bidder's proposal packet must arrive at the Purchasing Division and be time stamped on or before the date and time specified on the first page of this RFB. Bidders are responsible for the timely receipt by the Purchasing Division of their bids notwithstanding delays resulting from postal handling or any other reasons.

LATE PROPOSAL PACKETS WILL NOT BE CONSIDERED.

ATTACHMENT A

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives present at the time of filing this proposal, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such County of Calhoun, Michigan, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached proposal, that no inducement of any form or character other than that which appears on the face of the proposal will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the proposal or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this proposal.

COMPANY: _____

BY: _____
(signature)

NAME: _____
(type or print)

TITLE: _____

_____ DATE: _____

ATTACHMENT B

CERTIFICATE OF AUTHORIZATION FOR CONTRACT EXECUTION

This certificate shall be executed by some officer of the Corporation other than the one who signed the foregoing proposal. Before executing, please note the last paragraph of this certificate.

I, _____, certify that I am the _____ of
(Official Corporate Title)

the corporation named contractor herein: that _____ who signed the
foregoing proposal on behalf of said corporation was then _____ of said
corporation; that said proposal was duly signed for on behalf of said corporation by authority of
its governing body and is within the scope of its corporate powers.

SIGNED: _____

TITLE: _____

FIRM: _____

DATE: _____

INCLUDE CORPORATE SEAL OR NOTARIZE BELOW

In lieu of the foregoing certificate, there may be attached to the proposal a copy of that portion of the records of the corporation as will show the official corporate character and authority of the officer signing. Such copy shall be duly certified by the secretary or assistant secretary under the corporate seal to be true copies.

ATTACHMENT C

PRICE SHEET

Roofing system + 15 year warranty: **TOTAL: \$** _____

Manufacturer & type of proposed system: _____

Estimated time for completion in days: _____

Availability to commence work: _____

ALTERNATE BID:

Roofing system + 20 year warranty: **TOTAL: \$** _____

Manufacturer & type of proposed system: _____

Estimated time for completion in days: _____

Availability to commence work: _____

EXCEPTIONS/COMMENTS:

(ATTACHMENT C continued)

****COMPLETE FOR BID SHEET C****

Company or Bidder's Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone Number: _____ **Fax Number:** _____

Contact Person: _____

Title: _____

Email Address: _____

Authorized Signature: _____

Date: _____

