

FREDERICK COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
191 SOUTH EAST STREET
FREDERICK, MD 21701
TELEPHONE: 301-644-5201 FAX: 301-644-5213



SPECIFICATIONS AND PROPOSAL FORMS
FOR
UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR

BID NUMBER:	16M1
PRE-BID MEETING TIME/DATE/LOCATION:	10:00 A.M., local time, October 8, 2015 FCPS Main Lobby 191 South East Street Frederick, MD 21701
BID ATTENDANCE:	Not mandatory, however, attendance is encouraged.
BID DUE TIME/DATE/ LOCATION:	10:00 A.M. local time, October 22, 2015 FCPS Main Lobby 191 South East Street Frederick, MD 21701 (Parking is available at Deck #5 All Saints Street)
TENTATIVE AWARD SCHEDULED FOR BOARD MEETING:	6:00 P.M. local time, November 18, 2015

QUESTIONS REGARDING THIS SOLICITATION SHOULD BE DIRECTED TO:

X Stephen Starmer, Purchasing Manager
Kim Miskell, Assistant Purchasing Manager
Billie Laughland, Buyer Specialist
Bill Meekins, Buyer Specialist
Scott Bachtell, Buyer Specialist

NOTE: Companies must have on file an approved General Application form in order to ensure notification of future bid solicitations. Contact Mrs. Robin Underwood, Vendor Maintenance Specialist, email: robin.underwood@fcps.org, if you are uncertain as to your company's registration status.

Issued: Sept. 25, 2015 KM/ab

Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5209 phone
301-644-5213 fax



Stephen P. Starmer, C.P.M., Purchasing Manager
Kim Miskell, Assistant Purchasing Manager
Billie Laughland, Buyer Specialist
Bill Meekins, Buyer Specialist
Scott Bachtell, Buyer Specialist

INVITATION TO BID

September 25, 2015

Bid 16M1, Unit Price Contract for Roof Replacement/Repair

The Board of Education of Frederick County will receive bids for Bid 16M1, Unit Price Contract for Roof Replacement/Repair. Bids will be received and time stamped in the main lobby of Frederick County Public Schools (FCPS) at 191 South East Street, Frederick, MD 21701, prior to and time stamped no later than 10:00 AM local time on October 22, 2015. Bids received after this time will be returned unopened. Vendors will be escorted to Conference Room 2B, at which time and place bids will be publicly opened and read aloud.

A pre-bid meeting will be held at 10:00 AM local time on October 8, 2015, 191 South East Street, Frederick, MD 21701. Potential bidders will meet in the Main Lobby and will be escorted Conference Room 2B. Attendance at the pre-bid meeting is not mandatory; however vendors are strongly encouraged to attend. Parking is available on Deck #5, All Saints Street.


FCPS will accept all bid responses; however only companies having a current general application on file with FCPS will be considered for contract award. Applications are valid for a three year period. If your company is not registered as a bidder you can obtain a general application from our website at www.fcps.org/purchasing. If you do not know if your company is registered please contact Robin Underwood, Vendor Specialist at robin.underwood@fcps.org.

To view and/or download this solicitation package please visit our webpage at: <http://www.fcps.org/bidlist>.

FCPS System does not discriminate in admissions, access, treatment, or employment in its programs or activities on the basis of race, color, gender, age, national origin, religion, or disability. For more information, contact the Executive Director of Legal Services at 301-696-6851.

The Board of Education of Frederick County, Maryland, reserves the right to reject any and all bids and to waive any informalities or irregularities in bidding.

By order of the Board of Education of Frederick County, Maryland.

Purchasing Agent: Kim Miskell 
Assistant Purchasing Manager



Frederick County Public Schools, MD, School Year 2015-16 Calendar

August 2015

10-13 Mon-Thu New Teachers Report—New-Hire Symposium
18 Tue Teachers Report to Work: Training and Preparation
24 Mon First Day of School for Students

September 2015

07 Mon Schools Closed. Labor Day
14 Mon Schools Closed. Rosh Hashanah
23 Wed Schools Closed. Fair Day, Yom Kippur
25 Fri 2-Hour Early Dismissal for Students (Mid-Term): Teacher Work Session

October 2015

05-06 Mon-Tue High School Assessments
15 Thu 2-Hour Early Dismissal for Students: Teacher Work Session
16, 30 Fridays Schools Closed for Students: Teacher Work Days

November 2015

02 Mon Second Term Begins
20 Fri Elem Parent-Teacher Conferences in Afternoon: Elem schools dismiss 3.5 hours early; high & middle schools full day
23 Mon Elem & Middle School Parent-Teacher Conferences in Evening: Those schools open 4 hours late; high school is full day
24 Tue Elem & Middle School Parent-Teacher Conferences in Afternoon: Those schools dismiss 3.5 hours early; high school is full day
25 Wed Schools Closed: Thanksgiving Break
26-27 Thu-Fri Schools Closed: Thanksgiving and American Indian Heritage Day

December 2015

08 Tue Mid-Term
09 Wed 2-Hour Early Dismissal for Students: Teacher Work Session
23 Wed Schools Closed: Winter Break
24-25 Thu-Fri Schools Closed: Christmas Eve and Christmas Day
28-31 Mon-Thu Schools Closed: Winter Break

January 2016

01 Fri Schools Closed: New Year's Day
11-12 Mon-Tue High School Assessments
18 Mon Schools Closed: Dr. Martin Luther King Jr. Day
21 Thu First Semester (Second Term) Ends
22 Fri Schools Closed for Students: Teacher Work Day
25 Mon Second Semester (Third Term) Begins

February 2016

15* Mon Schools Closed: Presidents' Day
16 Tue Schools Closed for Students: Teacher Work Day
26 Fri 2-Hour Early Dismissal for Students (Mid-Term): Teacher Work Session

March 2016

21*-24* Mon-Thu Schools Closed: Spring Break
25 Fri Schools Closed: Good Friday
28 Mon Schools Closed: Easter Monday

April 2016

08 Third Term Ends
11 Mon Schools Closed for Students: Teacher Work Day
12 Fourth Term Begins
26 Tue Schools Closed: Primary Election Day
29 Fri 2-Hour Early Dismissal for Students: Teacher Work Session

May 2016

23-24 Mon-Tue High School Assessments
27 Fri 2-Hour Early Dismissal for Students: Teacher Work Session
30 Mon Schools Closed: Memorial Day

June 2016

20* Mon 2-Hour Early Dismissal/Last Day of School for Students: Teacher Work Session
21* Tue Last Day of School for Teachers

*Includes 7 days for snow or other emergency closings. If all days are not needed, the school year will be shortened by the number of unused days to provide 180 days for students. If more days are needed, we will make them up in this order: February 15, March 21, 22, 23 and 24, June 21 and 22. *Approved May 13, 2015*

DIRECTORY OF SCHOOLS

ELEMENTARY

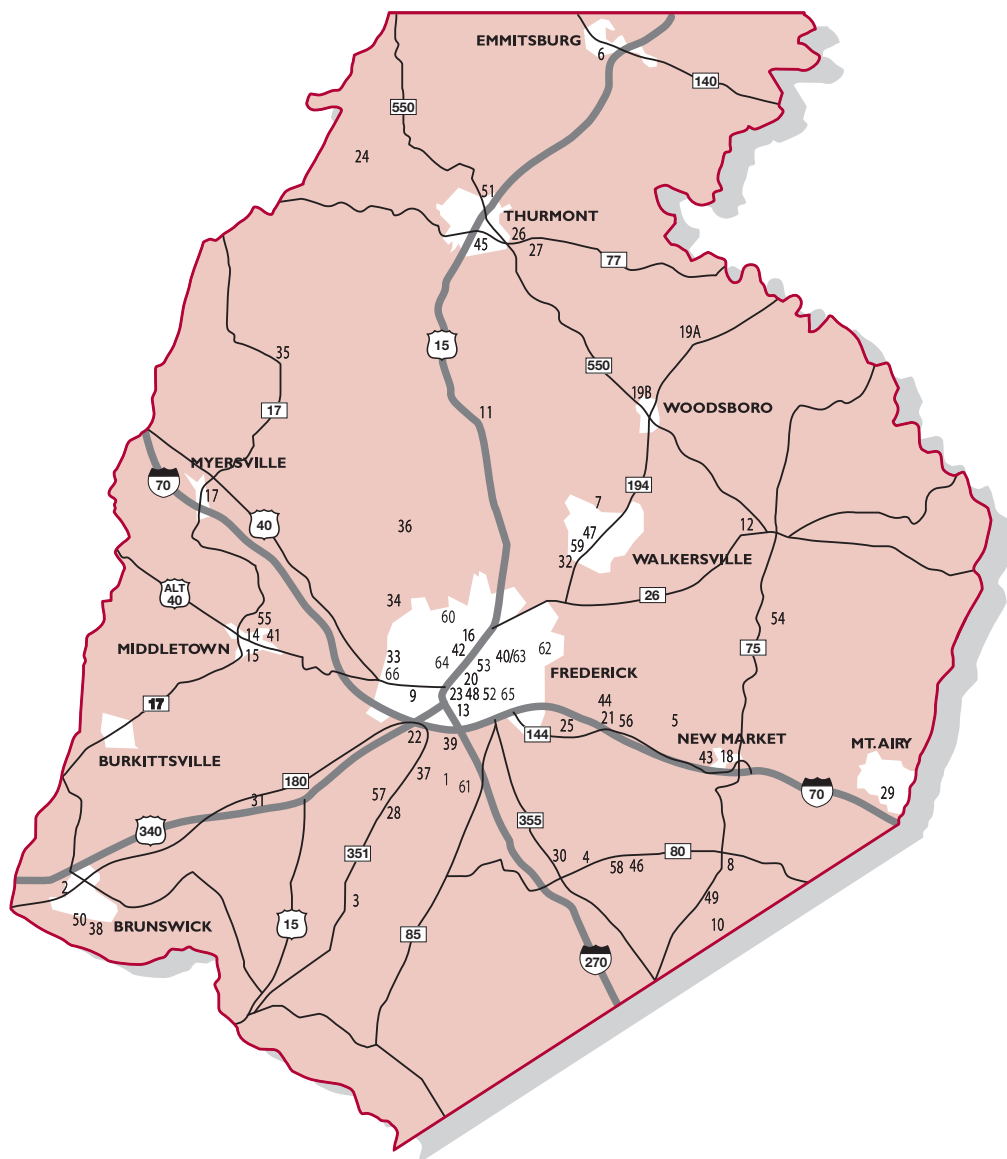
1. **Ballenger Creek*** 240-236-2500
Ms. Stephanie Brown, Principal
5250 Kingsbrook Drive
Frederick, MD 21703
Fax 240-236-2501
2. **Brunswick ♦♦** 240-236-2900
Mr. Karl Williams, Principal
400 Central Avenue
Brunswick, MD 21716
Fax 240-236-2901
3. **Carroll Manor ♦♦** 240-236-3800
Ms. Cindy Alvarado, Principal
5624 Adamstown Road
Adamstown, MD 21710
Fax 240-236-3801
4. **Centerville** 240-566-0100
Ms. Tracy Hilliard, Principal
3601 Carriage Hill Drive
Frederick, MD 21704
Fax 240-566-0101
5. **Deer Crossing ♦** 240-236-5900
Ms. Heather Michael, Principal
10601 Finn Drive
New Market, MD 21774
Fax 240-236-5901
6. **Emmitsburg *** 240-236-1750
Ms. Mary Ann Wiles, Principal
300 South Seton Avenue
Emmitsburg, MD 21727
Fax 240-236-1751
7. **Glade ♦♦** 240-236-2100
Mr. Lorcán ÓhEithir, Principal
9525 Glade Road
Walkersville, MD 21793
Fax 240-236-2101
8. **Green Valley** 240-236-3400
Ms. Leigh Warren, Principal
11501 Fingerboard Road
Monrovia, MD 21770
Fax 240-236-3401
9. **Hillcrest *** 240-236-3200
Ms. Kimberly Seiss, Principal
1285 Hillcrest Drive
Frederick, MD 21703
Fax 240-236-3201
10. **Kempton** 240-236-3500
Ms. Kristen Canning, Principal
3456 Kempton Church Road
Monrovia, MD 21770
Fax 240-236-3501
11. **Lewistown** 240-236-3750
Ms. Shirley Olsen, Principal
11119 Hessong Bridge Road
Thurmont, MD 21788
Fax 240-236-3751
12. **Liberty** 240-236-1800
Mr. Todd Shaffer, Principal
11820 Liberty Road
Frederick, MD 21701
Fax 240-236-1801
13. **Lincoln ♦♦** 240-236-2650
Ms. Kathryn Golightly, Principal
200 Madison Street
Frederick, MD 21701
Fax 240-236-2651
14. **Middletown** 240-236-1100
Grades 3-5
Mr. Randy Perrell, Principal
201 East Green Street
Middletown, MD 21769
Fax 240-236-1150
15. **Middletown Primary ♦♦** 240-566-0200
Grades Pre-K-2
Ms. Karen Hopson, Principal
403 Franklin Street
Middletown, MD 21769
Fax 240-566-0201
16. **Monocacy *** 240-236-1400
Ms. Angela Corrigan, Principal
7421 Hayward Road
Frederick, MD 21702
Fax 240-236-1401
17. **Myersville** 240-236-1900
Ms. Kathy Swire, Principal
429 Main Street
Myersville, MD 21773
Fax 240-236-1901
18. **New Market *** 240-236-1300
Ms. Sharon West, Principal
93 West Main Street
New Market, MD 21774
Fax 240-236-1301

19. **New Midway-Woodsboro**
Mr. Giuseppe Di Monte, Principal
A) New Midway 240-236-1500
Grades 3-5
12226 Woodsboro Pike
Keymar, MD 21757
Fax 240-236-1501
B) Woodsboro * 240-236-3700
Grades Pre-K-2
101 Liberty Road
Woodsboro, MD 21798
Fax 240-236-3701
20. **North Frederick *** 240-236-2000
Ms. DeVeda Coley, Principal
1010 Fairview Avenue
Frederick, MD 21701
Fax 240-236-2001
21. **Oakdale *** 240-236-3300
Ms. Kimberly Clifford, Principal
9850 Old National Pike
Ijamsville, MD 21754
Fax 240-236-3301
22. **Orchard Grove ♦♦** 240-236-2400
Ms. Debra Myers, Principal
5898 Hannover Drive
Frederick, MD 21703
Fax 240-236-2401
23. **Parkway** 240-236-2600
Ms. Elizabeth Little, Principal
300 Carroll Parkway
Frederick, MD 21701
Fax 240-236-2601
24. **Sabillasville** 240-236-6000
Ms. Kate Krietz, Principal
16210-B Sabillasville Road
Sabillasville, MD 21780
Fax 240-236-6001
25. **Spring Ridge ♦♦** 240-236-1600
Ms. Patricia Hosfelt, Principal
9051 Ridgefield Drive
Frederick, MD 21701
Fax 240-236-1601
26. **Thurmont (Gr. 3-5)** 240-236-0900
Ms. Christina McKeever, Principal
805 East Main Street
Thurmont, MD 21788
Fax 240-236-0901
27. **Thurmont Primary ♦♦** 240-236-2800
Grades Pre-K-2
Ms. Karen Locke, Principal
7989 Rocky Ridge Road
Thurmont, MD 21788
Fax 240-236-2801

28. **Tuscarora** 240-566-0000
Mr. Stephen Raff, Principal
6321 Lambert Drive
Frederick, MD 21703
Fax 240-566-0001
29. **Twin Ridge ♦♦** 240-236-2300
Ms. Susan Gullo, Principal
1106 Leafy Hollow Circle
Mt. Airy, MD 21771
Fax 240-236-2301
30. **Urbana ♦** 240-236-2200
Mr. Allie Watkins, Principal
3554 Urbana Pike
Frederick, MD 21704
Fax 240-236-2201
31. **Valley *** 240-236-3000
Mr. Jason Bowser, Principal
3519 Jefferson Pike
Jefferson, MD 21755
Fax 240-236-3001
32. **Walkersville** 240-236-1000
Ms. Tess Blumenthal, Principal
83 West Frederick Street
Walkersville, MD 21793
Fax 240-236-1050
33. **Waverley ♦♦** 240-236-3900
Ms. Jan Hollenbeck, Principal
201 Waverley Drive
Frederick, MD 21702
Fax 240-236-3901
34. **Whittier ♦♦** 240-236-3100
Ms. Amy Schwiegerath, Principal
2400 Whittier Drive
Frederick, MD 21702
Fax 240-236-3101
35. **Wolfsville *** 240-236-2250
Ms. Susan Kreiger, Principal
12520 Wolfsville Road
Myersville, MD 21773
Fax 240-236-2251
36. **Yellow Springs** 240-236-1700
Ms. Jana Strohmeier, Principal
8717 Yellow Springs Road
Frederick, MD 21702
Fax 240-236-1701

MIDDLE

37. **Ballenger Creek** 240-236-5700
Ms. Mita Badshah, Principal
5525 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-5701
38. **Brunswick** 240-236-5400
Ms. Barbara Keiling, Principal
301 Cummings Drive
Brunswick, MD 21716
Fax 240-236-5401
50. **Brunswick** 240-236-8600
Ms. Nancy Doll, Principal
101 Cummings Drive
Brunswick, MD 21716
Fax 240-236-8601
51. **Catoctin** 240-236-8100
Mr. Bernard Quesada, Principal
14745 Sabillasville Road
Thurmont, MD 21788
Fax 240-236-8101
52. **Frederick** 240-236-7000
Ms. Kathy Campagnoli, Principal
650 Carroll Parkway
Frederick, MD 21701
Fax 240-236-7015
53. **Governor Thomas Johnson** 240-236-8200
Mr. Jet Reid, Principal
1501 North Market Street
Frederick, MD 21701
Fax 240-236-8201
54. **Linganore** 240-566-9700
Mr. David Kehne, Principal
12013 Old Annapolis Road
Frederick, MD 21701
Fax 240-566-9701
55. **Middletown** 240-236-7400
Ms. Lee Jeffrey, Principal
200 Schoolhouse Drive
Middletown, MD 21769
Fax 240-236-7450
56. **Oakdale** 240-566-9400
Mr. Jeff Marker, Principal
5850 Eaglehead Drive
Ijamsville, MD 21754
Fax 240-566-9401
57. **Tuscarora** 240-236-6400
Mr. Andrew Kibler, Principal
5312 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-6401
58. **Urbana** 240-236-7600
Mr. Jay Berno, Principal
3471 Campus Drive
Ijamsville, MD 21754
Fax 240-236-7601
59. **Walkersville** 240-236-7200
Ms. Tracey Franklin, Principal
81 West Frederick Street
Walkersville, MD 21793
Fax 240-236-7250



KEY

* Pre-kindergarten program available

◆ Special education pre-kindergarten available

FINDOUTFIRST EMAIL — SIGN UP AT WWW.FCPS.ORG

Middle (continued)

39. **Crestwood** **240-566-9000**
Ms. Donna L. Clabaugh, Principal
7100 Foxcroft Drive
Frederick, MD 21703
Fax 240-566-9001
40. **Governor Thomas Johnson** **240-236-4900**
Mr. Neal Case, Principal
1799 Schifferstadt Boulevard
Frederick, MD 21701
Fax 240-236-4901
41. **Middletown** **240-236-4200**
Mr. Everett Warren, Principal
100 Martha Mason Street
Middletown, MD 21769
Fax 240-236-4250
42. **Monocacy** **240-236-4700**
Mr. Brian Vasquez, Principal
8009 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-4701
43. **New Market** **240-236-4600**
Ms. Jennifer Bingman, Principal
125 West Main Street
New Market, MD 21774
Fax 240-236-4650
44. **Oakdale** **240-236-5500**
Dr. Stephanie Ware, Principal
9840 Old National Pike
Ijamsville, MD 21754
Fax 240-236-5501
45. **Thurmont** **240-236-5100**
Ms. Jennifer Powell, Principal
408 East Main Street
Thurmont, MD 21788
Fax 240-236-5101
46. **Urbana** **240-566-9200**
Ms. Michelle Concepcion, Principal
3511 Pontius Court
Ijamsville, MD 21754
Fax 240-566-9201
47. **Walkersville** **240-236-4400**
Ms. Stacey Hiltner, Principal
55 West Frederick Street
Walkersville, MD 21793
Fax 240-236-4401
48. **West Frederick** **240-236-4000**
Mr. Frank Vetter, Principal
515 West Patrick Street
Frederick, MD 21701
Fax 240-236-4050
49. **Windsor Knolls** **240-236-5000**
Ms. T.C. Suter, Principal
11150 Windsor Road
Ijamsville, MD 21754
Fax 240-236-5001

OTHER

60. **Career and Technology Center** **240-236-8500**
Mr. Michael Concepcion, Principal
7922 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-8501
61. **Carroll Creek Montessori Public Charter School *** **301-663-7970**
Ms. Marilyn Horan, Principal
7215 Corporate Court
Frederick, MD 21703
Fax 301-663-6107
62. **Frederick Classical Charter School** **240-236-1200**
Ms. Erica Cummins, Principal
8445 Spires Way, Suite CC
Frederick, MD 21701
Fax 240-236-1201
63. **Frederick County Virtual School** **240-236-8450**
Dr. Stacey Adamiak, Principal
c/o GTJMS
1799 Schifferstadt Boulevard
Room 116
Frederick, MD 21701
Fax 240-236-8451
64. **Heather Ridge** **240-236-8000**
Ms. Denise Flora, Principal
1445 Taney Avenue
Frederick, MD 21702
Fax 240-236-8001
65. **Monocacy Valley Montessori Public Charter School *** **301-668-5013**
Ms. Nancy Radkiewicz, Principal
217 Dill Avenue
Frederick, MD 21701
Fax 301-668-5015
66. **Rock Creek** **240-236-8700**
Ms. Mary Malone, Principal
191 Waverley Drive
Frederick, MD 21702
Fax 240-236-8701

**For other useful numbers,
see next page**

A. GENERAL CONDITIONS AND INSTRUCTIONS FOR SMALL CONSTRUCTION, MAINTENANCE AND MISCELLANEOUS SERVICE CONTRACTS

1. PRE-BID MEETING

If warranted, a Pre-Bid Meeting will be held at the date and time indicated on the cover page of this solicitation package. Unless noted otherwise, the meeting will be held in the Conference Room of the Purchasing Department, located at 191 South East Street, Frederick, Maryland 21701.

Attendance at the Pre-Bid Meeting is **not mandatory** in order for your bid to be considered for an award, yet all vendors are strongly encouraged to attend.

The agenda for this Pre-Bid Meeting will include the following: introduction of staff; description of scope of work; timeline/scheduling; budget priorities/concerns; and procurement responsibilities.

Due to possible changes and/or additions to the specification, bid proposals should not be mailed until after the pre-bid meeting. All changes will be processed through addenda to this solicitation package.

2. TIME FOR RECEIVING BIDS

Bids received prior to the time of opening will be securely kept unopened. The representative of the Superintendent, whose duty it is to open bids, will decide when the specified time has arrived. No bid received thereafter will be considered. The Superintendent or his/her representative will not be responsible for the premature opening of bids received, not properly addressed or identified. Any bid may be withdrawn before the scheduled time for opening bids. After a bid has been opened, it may not be withdrawn.

All bids received must include original signatures; no photo copies will be accepted. Unless specifically authorized, facsimile or electronic mail bids will not be considered. Modifications by facsimile of bids already submitted will be considered if received prior to the time set for opening. No bids will be accepted via telephone.

Bids received after the designated date and/or time will not be accepted, regardless of when they were mailed or given to a delivery carrier.

In the event of inclement weather on the date when bids are scheduled to be opened and the FCPS Administrative Offices are closed, bids will be opened on the next business day at the same time as previously scheduled. Bids will be accepted until the scheduled time of opening on the next business day. (Often when schools are closed due to inclement weather, administrative offices remain open. When in doubt, call the Purchasing Department.)

3. RECEIPT AND OPENING OF BIDS

Sealed bids will be opened in the FCPS Purchasing Department, 191 East South Street, Frederick, Maryland 21701, on the day and hour stated herein.

All inner and outer envelopes and packaging, used by Fed Ex, UPS and etc., **should be labeled with the Bid Number, Bid Name, and Due Date/Time.** This will help assure timely receipt of proposals in the Purchasing Department. Bids not received in time due to improper labeling will be considered non-responsive. If not bidding, NO BID must be indicated also on the outside of

the envelope.

4. PREPARATION OF BID/SIGNATURE

Bids must be prepared on the enclosed proposal form(s) and in accordance with the specifications herein. Each bid must show the full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract, and purchase order will be mailed or delivered to the address shown on the bid in the absence of written instructions from the bidder to the contrary. Bids by partnerships must be signed with the partnership name, followed by the signature and designation of the person authorized to sign. Bids by corporations must be signed with the name of the corporation, followed by the signature and designation of the person having authority to sign. When requested, satisfactory evidence of authority of the person signing will be furnished. Anyone signing the bid as an agent shall file satisfactory evidence of his/her authority to do so, if requested.

Failure to properly sign the bid document will result in rejection of the bid.

5. ERRORS IN BIDS/INTERPRETATION

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions and requirements of the specifications before submitting bids. Failure to do so will be at the bidder's own risk.

Should any bidder be in doubt as to the meaning of the specifications, or should he/she find any discrepancy or omission, he/she shall notify the Purchasing Manager of FCPS. All bidders will then be notified, in writing, of clarification or additional information by means of addenda.

Neither law nor regulations make allowance for errors either of omission or commission on the part of the bidders. In case of error in multiplication of unit price when arriving at total price per line item, the unit price shall govern. If there is a discrepancy between the price written in numbers and the price written in words, the words will govern.

If an error has been made by the bidder, the bidder may request in writing, to have his/her bid withdrawn. Approval of a bidder's request is not automatic and may be given only by the Purchasing Manager and/or the Board (Board of Education). Requests for withdrawal are usually denied, unless the bidder proves to the satisfaction of the Purchasing Manager and/or the Board that the mistake was either a scrivener's error or another type of clearly unintentional error so departing from customary and reasonable business practices as to be obvious and to legitimately and substantially impair the vendor's business.

6. INSPECTION OF SITE

All visitors must report to and register in the main office. Each bidder shall visit the site and become informed fully as to the condition under which the work is to be done. Failure to do so will not relieve a successful bidder of his/her obligation to supply all material and labor necessary to carry out the provisions of the contract documents at the price(s) bid.

Where the specifications require field measurement the bidder shall perform the measurement and the Board assumes no responsibility for error in measurement. The bidder shall be expected to provide the item or material specified and to make good any situations which arise from error in measurement.

Site visits shall not be made after regular working hours, on Sundays, school holidays, or legal holidays, unless previously agreed to by the Purchasing Department.

Rev. 07.14.15

7. QUOTATION

The bidder shall complete the information requested on the proposal form(s). Prices quoted shall not exceed the prices established under any governmental price control regulations.

All prices shall be firm for a period of 90 days from the date of bid opening unless otherwise stated under Special Notices. This applies to all vendors, whether they have received an award or not. **THE BOARD RETAINS THE RIGHT, WITH MUTUAL CONSENT OF THE BIDDER(S), TO UTILIZE BID PRICING WITH APPROVED PRICE CHANGES FOR FUTURE PURCHASES FOR AS LONG AS THE BIDDER(S) AGREES TO EXTEND THE CONTRACT.**

The Board will not accept any proposal with escalator clauses, minimum order requirements or irregular features unless specifically authorized in the Special Notices section of the bid document. No charge will be allowed for cases, boxes, cardboard, bottles, etc., or for freight expenses. Charges for express delivery will only be allowed if requested by the Board. Empty packages, cases, boxes, cardboard, bottles, etc., must be removed by the Contractor at his/her own expense.

If the contract includes equipment, all prices must be FOB-Destination (inside delivery). The bidder(s) is encouraged to bid only one product per line item that most nearly meets the specifications. If the bidder believes that there is more than one product available, a limit of two offers will be considered for each line item.

If two or more particular brands, models, or makes are listed in the specification (under Base and Alternate bids) and the bidder has not indicated in the bid which of the two or more brands, models, etc., is being bid, it shall be understood that the Board may require the Contractor to furnish whichever is preferred by the Board.

8. DISCOUNTS

The Board reserves the right to consider discounts in evaluating the bid. All discounts other than prompt payment should be calculated by the bidder.

9. BIDS FOR ALL OR PART

A bidder may restrict his/her bid to be considered in the aggregate by so stating, but should name a unit price on each item bid upon. Any bid in which the bidder names a total price for all the items, without quoting a price on each and every separate item, may be considered non-responsive. Unless a bidder has restricted his/her bid, award may be made to the bidder submitting the lowest aggregate bid on a group of items of a similar nature or on an individual item basis, or any other basis deemed to be in the best interest of the Board.

10. STANDARD OF QUALITY, "OR EQUAL CLAUSES", MATERIALS SUBSTITUTIONS

Unless otherwise specified, all materials used for the manufacture or construction of any work covered by this bid shall be new and the workmanship shall be of the highest quality. Any material or article which will perform adequately the duties imposed by the general design will be considered equal and satisfactory. This is providing the material or article so proposed is of equal substance or function in the Purchasing Manager's opinion.

**THE BRAND SPECIFIED IS USED ONLY TO ESTABLISH A QUALITY LEVEL.
EQUIVALENT ITEMS WILL BE ACCEPTED UNLESS SPECIFICALLY NOTED
OTHERWISE IN SPECIAL NOTICES.**

When permitted in the specifications, bidders on construction contracts only may propose substitute items in their bid proposal, listing the manufacturer, brand name, model number, and nomenclature with reference to the page and paragraph in the specification where the substitution applies. There proposed substitutions do not need approval prior to submission of bid proposals unless required in the specifications. The substitutes must be approved by the Board before the contract award. Proposals of substitutes not acceptable to the Board can result in rejection of the bid or non-award of the contract.

In the absence of any statement to the contrary by the bidder, the bid will be interpreted as being for the exact brand and/or qualities, etc., enumerated in the detailed specifications, whenever the specifications indicate a product of a particular manufacturer, model or brand.

If for any reason the Contractor cannot guarantee his/her work using a material or equipment which has been specified, he/she shall so notify the Board in writing at least seven days in advance of the bid opening, giving reasons, together with the name and data concerning substitute products proposed. Requests for substitutions must be accompanied by documentary proof of equality and delivery from suppliers of both specified and proposed equipment and materials. A statement of any credit or extra cost involved shall also be included with the request.

Request for approval of substitutions may not be considered a cause for delay in any phase of the work to be accomplished. The Board's decision will be the final authority in all cases.

11. SAMPLES

Samples may be requested by the Purchasing Department for testing and evaluation purposes. Failure to submit samples as required at the time designated by the Purchasing Department shall be cause for rejection of that item.

All samples must be delivered with all charges prepaid to the FCPS, Purchasing Department, 191 South East Street, Frederick, Maryland 21701, plainly marked to indicate make/model, item #, name of bidder, bid name and number, date of bid opening, and must be accompanied by instructions as to the return thereof.

Accepted samples may be retained during the life of the contract. The right is reserved to retain any sample submitted with bids whenever deemed necessary to do so for the purposes of examination and testing. The Board reserves the right to use all samples in any manner which may best serve the final determination of the successful bidder, even if said examination and testing results in damage to or destruction of the sample.

Samples that are not retained shall be removed by the vendor within two weeks upon notification of the Award/Non-Award letter by the Board. Unless the samples, when received by the Purchasing Department, are accompanied with instructions as to their return, and include sufficient funds to defray shipping charges or provide for return by freight or express on a collect basis, samples shall become the property of the Board. Samples not removed within this two week period shall be disposed at the discretion of the Purchasing Department. Disposal may include retention and use by the Board without compensation to the bidder or person furnishing the samples.

12. BID BOND

Bid bonds are not required at this time except under special circumstances. See the Special Notices section of the bid document, if applicable.

13. PERFORMANCE AND PAYMENT BONDS

Performance and payment bonds are not required on all bids. See the Special Notices section of the bid document, if applicable. If applicable, the successful bidder(s) may be required to submit either one or both of the following two bonds to the Purchasing Department within ten calendar days of receipt of the Notice of Award and in accordance with the terms stated below:

- A. **Performance Bond** in the amount of 100% of the contract price covering faithful performance of the contract; and
- B. **Payment Bond** in the amount of 100% of the contract price as security for the payment of all persons performing labor and furnishing materials in connection therewith.

The cost of the performance bond and payment bond will be borne by the bidder(s) in all instances.

Certified checks in the amounts stated above will be accepted in lieu of the performance bond and payment bond only prior to approval of the Purchasing Manager. If checks are approved for acceptance in lieu of either bond, they should be in the same amount as these bonds; be separate checks; and should clearly designate the purpose -i.e., performance or payment.

Certified checks, if submitted, will be deposited in the Board's bank account(s). Upon successful completion of the contract, check(s) will be drawn upon the Board's bank account(s) for the full amounts of both certified checks.

Bonds must be approved by surety companies which are named in the most current Circular 570 "Surety Companies Acceptable on Federal Bonds" as issued by the U.S. Treasury, Bureau of Government Finance Operations, Division of Banking and Cash Management, Washington, D.C. 20111. Maryland Code 21-102 – A certificate of authority, or certified copy of a certificate of authority, issued by the Commissioner to a surety insurer shall be accepted as evidence of qualification to become sole surety on a bond, undertaking, recognizance, or other obligation required or allowed by law, or in the charter, ordinances, rules, or regulations of a municipal corporation, board, organization, court, judge, or public officer, without further proof or qualification regarding solvency, credit, or financial sufficiency to act as a surety or bidders may use bonding companies rated A-/VIII or above by A.M. Best Company.

If a bonding company is used that is not on the most current Circular 570, the vendor will be contacted to obtain a bond from an approved surety company and resubmit it to the Purchasing Department within ten working days after contact.

Upon receipt and approval of the performance bond and payment bond or the certified checks, an official purchase order will be issued and the contract initiated.

14. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

See the Special Notices section of the bid document for any changes to the insurance requirements, if applicable.

The Owner is to receive insurance certificates evidencing the compliance of insurance requirements at least ten days before Work commences. The Contractor shall not commence work until such insurance has been approved by the Board, nor shall the Contractor allow any subcontractor to commence work on his/her subcontract until the insurance required of the subcontractor has been obtained and approved.

A. WORKER'S COMPENSATION & EMPLOYERS' LIABILITY INSURANCE

The Contractor shall procure and shall maintain during the life of the contract Worker's Compensation Insurance as required by applicable State law for all of his/her employees to be engaged in work at the site of the project under the contract and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractors Worker's Compensation Insurance.

In addition, the Contractor shall procure and shall maintain during the life of the contract Employers' Liability Insurance in the following amounts:

E.L. Each Accident	\$100,000.00
E.L. Disease - Each Employee	\$100,000.00
E.L. Disease - Policy Limit	\$500,000.00 each employee

The Contractor will require any subcontractor to procure and maintain Worker's Compensation and Employer's Liability Insurance during the life of the contract. It will be the responsibility of the Contractor to ensure that all subcontractors comply with this provision, and the Contractor will indemnify and hold harmless the Board for the failure of the Contractor or any subcontractor to comply with these provisions.

B. COMMERCIAL GENERAL LIABILITY INSURANCE

The Contractor shall procure and shall maintain during the life of the contract Commercial General Liability Insurance including premises and operations, completed operations and products, on a per occurrence basis, with at least the following limits:

General Aggregate	\$2,000,000 per project
Products-Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000 each occurrence
Each Occurrence	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000 any one person

The XCU Coverage for explosion, collapse, and underground property damage shall not be excluded from the policy.

Completed operations liability coverage shall be in force for one year after completion of work.

C. COMPREHENSIVE AUTOMOBILE LIABILITY

The Contractor shall maintain Comprehensive Automobile Liability Insurance (including all automotive equipment owned, non-owned and hired, operated, rented, or leased). Minimum limits of Automobile Liability Insurance shall be:

Bodily Injury	\$1,000,000 per person/\$1,000,000 accident
Property Damage	\$1,000,000 each occurrence, or
Combined Single Limit Bodily Injury and Property Damage Liability	\$1,000,000

D. SCOPE OF INSURANCE AND SPECIAL HAZARDS

The insurance required in B. and C. above shall provide adequate protection for the Contractor and subcontractors, respectively, against damage claims which may arise from operations under the contract, whether such operations be by the insured or by anyone directly or indirectly employed by him/her and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in B. above. Insurance coverage required under B. above shall specifically include property damage caused by conditions otherwise subject to exclusions "X, C, U" (Explosion, Collapse or Underground Damage) as defined by the National Bureau of Casualty Underwriters. Exceptions: contracts that do not require excavation or underground work are not required to have the above "X, C, U" coverage.

E. SUBCONTRACTOR'S INSURANCE

The Contractor shall either

1. Require each of his/her subcontractors to procure and to maintain during the life of the subcontracts Liability Insurance of the type and in the same amounts as specified above, or
2. Insure the activities of the subcontractors in his/her own policies. It will be the responsibility of the Contractor to insure that all subcontractors comply with this provision, and the Contractor will indemnify and hold harmless the Board for the failure of the contractor or any subcontractor to comply with these provisions.

F. BUILDER'S INSURANCE

The Contractor shall provide and maintain Builder's Risk Protection in the name of the Owner, BOE of Frederick County, the Frederick County Government and the general Contractor. The policy shall stipulate coverage for Full Value of the Work on a Replacement Cost Basis and that losses are payable directly to the Owner. The policy shall provide coverage for perils of fire and extended coverage, theft, vandalism, malicious mischief, collapse, false work, temporary structures, demolition, debris removal, flooding and other such insurance coverage as required by the Contract Documents. These policies shall remain in effect until completion of punch list items.

This provision shall not release the Contractor of the obligation to complete according to plans and specifications the project covered by the contract, and the Contractor and his/her Surety shall be obligated to full performance of the Contractor's undertaking.

G. PROOF OF CARRIAGE OF INSURANCE

The Contractor shall furnish the Board with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of policies. Such certificates also shall contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered, except after thirty days written notice has been received by the Board."

- H. The Owner, BOE of Frederick County, the Frederick County Government and other entities stipulated by the Owner, shall be named as additional insured on all Contractor policies, other than Worker's Compensation Insurance policy. The Contractor's insurance shall be primary and non-contributory to any insurance carried by the BOE of Frederick County or other entity. Waiver of subrogation applies to above policies in favor of the certificate holder. Insurance providers must have an AM Best Company rating of at least A-/VIII.

15. AWARDS OR REJECTION OF BIDS

In general, it is the intention of the Board to make awards to bidders submitting the lowest bid prices provided; (a) all the terms of the invitation have been met; (b) the prices are reasonable; and (c) it is in the best interest of the Board to accept them.

The Board reserves the right to determine completeness and/or timeliness of bids, to reject any or all bids in whole or in part, to make partial awards, to waive any irregularity in any quotation, to increase or decrease quantities if quantities are listed in the bid, to reject any bid that shows any omissions, alterations of form, additions not called for, conditions, or alternate proposals, and to make any such award as is deemed to be in its best interest.

Bidders may be required, before the awarding of a contract, to show to the complete satisfaction of the Board that they have the necessary facilities, ability, and financial resources to execute the work in a satisfactory manner, and within the time specified. Bidders must demonstrate that they have the necessary experience, history and references which will assure the Board of Education of their qualifications for executing the work. (A detailed audited financial statement may be required.)

Bidders are required, as a part of their bid submission, to provide information regarding their firm's status as a Minority Business Enterprise (MBE) and the diversity of their firm's board of directors and company officers. Bidders also are required, as a part of their bid submission, to provide a plan for the utilization of minority Contractors, subcontractors or suppliers in executing the contract, if their firm receives an award.

The Board reserves the right to reject the bid of a bidder who has, in the opinion of the Board, previously failed to perform properly in contracts of a similar nature, or the bid of a bidder who investigation shows is not in a position to perform the contract.

The Board reserves the right to award the bid within ninety days from the date of the bid opening unless a different time period is stated in the bid document.

In the event of tie bids where all other factors such as past performance are considered comparable, the awards shall be made to the Frederick County based vendor; the out-of-county but Maryland based vendor; and the out-of-state based vendor, in that order of preference.

16. MULTI-AGENCY PARTICIPATION

FCPS reserves the right to extend the terms and conditions of this solicitation to any and all other agencies within the state of Maryland as well as any other federal, state, municipal, county, or local governmental agency under the jurisdiction of the United States and its territories. This shall include but not limited to private schools, parochial schools, non-public schools such as charter schools, special districts, intermediate units, non-profit agencies providing services on behalf of government, and/or state, community and/or private colleges/universities that require these goods, commodities and/or services. This is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The supplier/contractor agrees to notify the issuing body of those entities that wish to use any contract resulting from this bid and will also provide usage information, which may be requested. A copy of the contract pricing and the bid requirements incorporated in this contract will be supplied to requesting agencies.

Each participating jurisdiction or agency shall enter into its own contract with the Award Bidder(s) and this contract shall be binding only upon the principals signing such an agreement. Invoices shall be submitted in duplicate "directly" to the ordering jurisdiction for

each unit purchased. Disputes over the execution of any contract shall be the responsibility of the participating jurisdiction or agency that entered into that contract. Disputes must be resolved solely between the participating agency and the Award Bidder. FCPS does not assume any responsibility other than to obtain pricing for the specifications provided.

17. OBJECTION TO AWARD RECOMMENDATION

Any bidder objecting to the Purchasing Manager's recommendation for award may protest the Purchasing Manager's action by formally notifying, in writing, to the Chief Financial Officer. The bidder's written protest must be received in the Purchasing Department at least five days prior to the Board meeting for which the bid award is scheduled. It is the vendor's responsibility to ascertain the date and time of the pertinent Board meeting. The protest must specifically and fully identify the bidder's objection(s); the legal basis for the objection, including the itemization of laws, regulations, policies, or bid procedures, etc., which have been allegedly violated; a statement of all facts which support the bidder's position; a copy of all documents which are relevant or upon which the bidder is relying; and a statement as to the relief sought by the bidder.

18. OBJECTION TO AWARD

Any objections to an award made by the Board must be filed, in writing, to the Chief Financial Officer and received within ten calendar days following the date of the award by the Board. The objection must specifically and fully identify the vendor's objections and any supporting legal or procedural authority.

19. CONTRACT

The form of contract may be noted in the Special Notices section of this bid solicitation or a copy may be included in this request for bids. If not, the following applies. When the Board accepts a bid and awards a contract, the purchase order/s, and any agreed upon the schedules, addenda, shop drawings, and other documents associated with the bid solicitation/submission/award process will constitute the contract. Notification of the contract award will be made by letter after approval by the Board.

Subsequently, no amendment, modification or change to the Contract shall be effective unless such change is in writing and signed by authorized representatives of FCPS and the vendor. Changes may not significantly alter the original scope of the agreement.

20. SHOP DRAWINGS

The Contractor shall verify all field measurements and shall submit three copies of all shop drawings and schedules required for the work of various trades. The Board shall review these documents only for conformance with the design concept of the project and compliance with the information given in the contract documents. The Contractor shall make any corrections required by the Board, file with them two corrected copies and furnish such other copies as may be needed. The Board's review of such documents shall not relieve the Contractor of the responsibility for deviations from drawings or specifications, unless he/she has in writing called the Board's attention to such deviations at the time of submission, and secured their written approval. Nor shall it relieve him from responsibility for errors in these documents.

21. AMERICAN STEEL REQUIREMENT

The Contractor shall comply with the provisions of Sections 17-301 through 17-306 of the State Finance and Procurement Article of the Annotated Code of Maryland, as amended entitled "Steel Procurement for Public Works." The Contractor's affidavit of compliance with these provisions may be required before payment can be made.

22. SURVEYS, PERMITS, LAWS, REGULATIONS, ROYALTIES, PATENTS AND TAXES

The Board shall furnish all surveys unless otherwise specified. Permits and licenses necessary for the execution of the work shall be secured and paid for by the Contractor.

The Contractor shall give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work as drawn and specified. If the Contractor performs any work which it knows or should know to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Board, he/she shall bear all costs arising there from.

Wherever the law of the place of building requires a sale, consumer, use, or other similar tax, the Contractor shall pay such tax.

The Contractor shall pay all royalties and license fees. He/she shall defend all suites or claims for infringement of any patent rights and shall save the Board harmless from loss.

No charge will be allowed for Federal excise taxes, from which the Board is exempt. Exemption certificates, if required, will be furnished on forms provided by the bidder. Contractors and subcontractors who bid on the construction jobs for the Board after July 1, 1968, should include the MARYLAND SALE AND USE TAX on all purchases. Contractors will be required to pay the tax on all purchases and can recover it only as a part of their bid price.

23. USE OF PREMISES, PROVISION OF PORTABLE SANITATION AND REMOVAL OF DEBRIS

Contractors are responsible for removal of trash and debris and shall confine their apparatus, materials, supplies, and equipment in such orderly fashion at the work site so that it will not unduly interfere with the progress of the work or any other Contractor.

Only such loads as are consistent with the safety of that portion of the work shall be placed upon the work or any part thereof.

It shall be the Contractors' responsibility to provide portable sanitation facilities on the work site and secure Health Department or local subdivision approval, where required.

They shall not interfere with Board personnel or students while they are conducting their required business. The Board reserves first right of salvage on all materials removed from Board facilities and no salvage values should be assumed in bidding on the project unless so stated in the specifications. Contractors shall pay all disposal fees and can recuperate them only by including them in the price bid.

At the completion of the work and before final payment is made, Contractors shall remove all rubbish from and about the building, and all tools, scaffolding and surplus materials, and shall leave the work site clean, including proper landscaping. In case of dispute, the Board may remove the rubbish and charge the cost to the Contractor.

24. USE OF MATERIALS, SERVICES AND FACILITIES

It is understood that, except as otherwise specifically stated in the contract documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, light, power, transportation, superintendence, temporary construction and all other services and facilities of every nature whatsoever necessary to execute, complete and deliver the work within the specified time.

Any work necessary to be performed after regular working hours, on Sundays or legal holidays, shall be performed with the approval of and without additional expense to the Board, unless previously agreed to.

25. CHANGES IN WORK

No changes in the work covered by the approved contract documents shall be made without having prior written approval of the Board. The contract sum may be adjusted accordingly with the consent of the Surety first being obtained where necessary or desirable.

Charges or credits for the work covered by the approved change shall be determined by one or more or a combination of the following methods:

- A. Unit bid prices previously approved
- B. An agreed lump sum
- C. The actual cost of:
 - 1. Labor, including foremen
 - 2. Materials entering permanently into the work
 - 3. The ownership or rental cost of construction plant and equipment during the time of use the extra work
 - 4. Power and consumable supplies for operation of power equipment
 - 5. Insurance
 - 6. Social Security, (F.I.C.A.) and unemployment contributions.

To the cost under c. there shall be added a fixed fee to be agreed upon but not to exceed fifteen per cent (15%) of the estimated cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit, and any other general expenses.

26. WORK SITE SUPERVISION

At the work site, the Contractor shall employ a construction superintendent or foreman who shall have full authority to act for the Contractor. The superintendent shall not be changed except with the consent of the Board. The superintendent shall represent the Contractor in his/her absence and all directions given to him shall be as binding as if given to the Contractor. The Board shall not be responsible for the acts or omissions of the superintendent or his/her assistants.

The Contractor shall at once report to the Board any error, inconsistency or omission which he may discover, but he/she shall not be liable to the Board for any damage resulting from any errors or deficiencies in the contract documents or other instructions given by the Board.

27. SUBCONTRACTORS

The Contractor shall give his/her personal attention constantly to the faithful execution of this contract. The Contractor shall keep the same under his/her own control and shall not assign or sublet by Power of Attorney or otherwise the work or any part thereof without the previous consent of the Purchasing Department. The Contractor may be required to submit to the Purchasing Department, in writing, the name of each subcontractor he/she intends to employ, the portion of the material to be furnished, his/her place of business, and any such information as may be required in order to know whether such subcontractor is reputable and reliable and able to furnish the material as called for in the specifications.

The Contractor shall not legally or equitably assign any of the funds payable under the contract or its claim thereto, unless by and with the consent of the Purchasing Department.

The Contractor shall have the same provisions inserted in all subcontracts relative to the terms of the General Conditions and other contract documents. Nothing contained in this contract shall create any contractual relations between any subcontractor and the Board.

The Board reserves the right to approve or disapprove all subcontractors to be employed on a project. The Board reserves the right to approve or disapprove a change of subcontractor once an initial subcontractor has been approved. In the event the Board fails to approve a subcontractor or requires a change of subcontractor, the Contractor shall be liable for any increase in cost incurred as a result.

28. LOCAL LICENSING OF TRADE PERSONS

All trade persons performing work under this contract as a general Contractor or a subcontractor must be licensed in accordance with the requirements of the local subdivision and State, as appropriate. Any cost incurred as a result of this licensing requirement shall be borne by the Contractor.

29. PROTECTION OF WORK AND PROPERTY

The Contractor shall at all times safely guard his/her own work, adjacent property, and the Board's property from damage, injury, or loss in connection with this contract. The Contractor shall replace or make good any such damage, loss, or injury at his/her own expense, and at current replacement cost unless such be caused directly by errors contained in the contract or by the Board.

In case of inclement weather or an emergency that threatens loss or damage of property or safety of life, the Contractor will be allowed to act in a diligent manner, without previous instructions from the Board. He/she shall notify the Board thereafter of his/her actions. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Board for approval.

Where the Contractor has not taken action but has notified the Board of an emergency threatening injury to persons or damage to the work or any adjoining property, he/she shall act as instructed or authorized by the Board.

The Contractor shall take all necessary precautions for the safety of employees on the work site and shall comply with all applicable provisions of Federal, State, and Municipal safety laws and building codes. He/she shall erect and properly maintain at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against the hazard created by such features of construction as protruding nails, hoist, well holes, elevator hatchways, scaffolding, window openings, stairways, and falling materials. He/she shall designate a responsible member of the organization to be on the work site, whose duty shall be the prevention of accidents. The name and position of any person so designated shall be reported to the Board by the Contractor.

30. HEALTH AND SAFETY STANDARDS

When applicable, all machinery/equipment must meet OSHA-MOSHA requirements as to the safety of the operation of the equipment. All required safety devices shall be included in the price(s) bid.

When applicable, kitchen equipment and supplies must meet Maryland State Health Department, National Sanitation Foundation (NSF) and Frederick County Health Department requirements.

All construction activities must be conducted in strict compliance with OSHA/MOSHA requirements.

The Contractor and subcontractors are required to comply with all provisions of the Access to Information about Hazardous and Toxic Substances Act, a part of the Maryland Occupational Safety and Health Law.

31. ASBESTOS

The Contractor is responsible to report to the Board any asbestos material or suspected material found or uncovered that is not part of the scope of the project. In addition, he/she may not introduce new asbestos or asbestos bearing materials into the site.

It is the responsibility of the Contractor to comply with all Municipal, State, and Federal EPA regulations and laws when handling or disposing of asbestos materials.

If the Contractor intentionally endangers or jeopardizes the health of any building/school occupant through mishandling of hazardous material, the Contractor will be held liable for such action.

32. INSPECTIONS AND CORRECTION OF WORK

All work, all materials, whether incorporated into the work or not, all processes of manufacturer, and all methods of construction shall be at all times and places subject to the inspection of the Board, whose representatives shall be the final judge of the quality and suitability. Should these fail to meet this approval they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his/her own expense. Rejected material shall be removed immediately from the site. If, in the opinion of the Board, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the contract documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as in the judgment of the Board shall be equitable.

The Board's representative shall at all times have access to the work wherever it is in preparation or progress and the Contractor shall provide proper facilities for such access.

If the specifications, laws, ordinances or any public authority require any work to be specially tested or approved, the Contractor shall give the Board timely notice of its readiness for observations. If the inspection is by another authority, the Contractor shall notify the Board of the date fixed for such inspection and shall use the required Certificates of Inspection.

If any work should be covered up without approval or consent of the Board, it must, if required, be uncovered for examination at the Contractor's expense. Re-examination of questioned work may be ordered by the Board and, if so ordered, the work must be uncovered by the Contractor. If such work is found to be in accordance with the contract documents, the Contractor shall pay such cost. If the defect in the work was caused by another Contractor employed by the Board, the Board shall pay such cost and recover the charges from the other Contractor.

33. GUARANTEE

Neither the final certificate of payment nor any provision in the contract documents nor partial or

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entire occupancy of the premises by the Board shall constitute an acceptance of work not done in accordance with the contract documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship.

The Contractor shall guarantee the material and workmanship on all services, equipment, materials, supplies, and labor furnished by him for a period of one year from the date of acceptance, unless a longer or shorter period of time is stated elsewhere in the specifications. If, within the guarantee period, any defects or signs of deterioration are noted, the Contractor, at his/her expense, shall correct the condition, or he/she shall replace the part or entire unit of work/equipment to the complete satisfaction of the Board. These repairs, replacements, or adjustments shall be made only at such times as will be designated by the Board as least detrimental to the instructional programs.

Should the Contractor fail to comply with the terms of this guarantee, the Board may have such work performed as it deems necessary to fulfill the guarantee, charging the cost to the Contractor.

34. LIQUIDATED DAMAGES FOR FAILURE TO COMPLETE ON TIME

Failure by the Contractor to complete the work of the contract or within the time specified stated on the proposal form will entitle the Board to deduct and retain out of funds which may be due the Contractor under this contract, a sum as follows for each calendar day in excess of the time stated, (including Saturday, Sundays, and legal holidays) until the contract is complete in accordance with the specifications.

The completion date for construction/renovation contracts is defined as substantial completion with a Use and Occupancy permit (if applicable). Liquidated damages will be assessed at the following rates:

<u>Amount of Contract</u>	<u>Liquidated Damages</u> <u>(per calendar day)</u>	<u>Liquidated Damages</u> <u>Beyond 21 days</u> <u>(per calendar day)</u>
\$200,000 or less	\$150	\$150
\$200,000 to \$1,000,000	\$150	\$150

(This document will not be used for contracts exceeding \$1,000,000.00)

This sum shall not be considered as a penalty but as a sum mutually agreed upon as the damages suffered by the Board because of delay.

Requests for extension of completion time due to strikes, lack of materials or any other causes over which the Contractor has no control will be reviewed after written applications is made to the Purchasing Department. Requests must occur immediately upon occurrence of conditions for a time extension.

35. BILLING AND PAYMENT

The Contractor shall furnish satisfactory bills, payrolls and vouchers covering all items of cost. When requested, they shall give representatives of the Board access to accounts relating thereto.

Partial payments may be made at specific intervals depending upon the length and dollar value of the project. When partial payments are requested, the invoice or requisition for payment should be sent to the Finance Department for payment. Invoices for partial payments should show only the work performed and/or materials/equipment supplied and on site.

Payments will be made by FCPS check, single use credit account or credit card. Credit card statements with level three data are preferred. Bidders are prohibited from charging additional costs or fees from their bid price to process such orders.

If applicable, an amount of 10% from each application for payment will be withheld until final acceptance of the project by the Board. This amount may cover possible unsatisfactory performance or other damages.

Invoices shall be submitted to:

accounts.payable@FCPS.org

or in duplicate to:

FREDERICK COUNTY PUBLIC SCHOOLS
Finance Department/Accounts Payable Department
191 South East Street
Frederick, MD 21701

Invoices must be submitted in the same format as the proposal form or purchase order.

Invoices and packing slips must contain the following information:

- Bid Number
- Purchase Order Number
- Item Number (if applicable)
- Quantity (if applicable)
- Brief Description of Item or Work Performed
- Unit Price Bid/Partial Payment Amount
- Extended Total for Each Item
- Grand Total
- Public School Construction Number (PSC) (if applicable)

36. TERMINATION FOR DEFAULT

When the vendor has not performed or has unsatisfactorily performed the contract, payment shall be withheld at the discretion of FCPS. FCPS may, by written notice of default to the Contractor, terminate the whole or any part of the contract in any of the following circumstances:

- A. If the Contractor fails to perform the services or provide the products within the time and manner specific herein or any extension thereof, or:
- B. If the Contractor fails to perform any of the provisions of this contract, or fails to make progress as to endanger performance of this contract, in accordance with its terms and in either of these two circumstances does not cure such failure within a period of ten calendar days (or longer as authorized by the Purchasing Manager) after receipt of written notice from the Purchasing Manager of such failure, or:
- C. If the Contractor willfully attempts to perform the services other than specified as to coverage, limits, protections, and quality or otherwise, without specified authorization in the form of contract amendment, or:

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- D. If a determination is made by FCPS that the obtaining of the contract was influenced by an employee FCPS having received a gratuity, or a promise therefore, in any way or form.

In the event FCPS terminates the contract in whole or in part, FCPS may procure such products and services, and in such manner as the purchasing manager deems appropriate, products and services similar to those so terminated, and the Contractor shall be liable to FCPS for any excess cost for such similar services provided that the Contractor shall continue the performance of the contract to the extent not terminated.

If, after notice of termination of this contract under provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to a termination for convenience.

37. TERMINATION FOR CONVENIENCE

The contract may be terminated by FCPS in accordance with this clause in whole, or from time to time in part, whenever FCPS shall determine that such termination is in the best interest of FCPS. Written notice shall be given at least 60 days in advance. FCPS will pay for all services in accordance with contract pricing up to the date of the termination. However, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination.

38. NO PREVAILING WAGE RATES

However, when applicable (see "Special Notices"), the Contractor shall comply with Section 17-201 through 17-226 of the State Finance and Procurement Article of the Annotated Code of Maryland, as amended, which requires payment of prevailing wages as determined by the Commissioner of Labor on public works projects.

39. HOLD HARMLESS

It is understood that firms providing quotes for this project shall defend and hold harmless the Board and its representations from all suits, actions, or claims of any kind brought about as a result of any injuries or damages sustained by person(s) or property during the performance of this contract.

40. PUBLIC INFORMATION ACT NOTICE

Vendors should give specific attention to the identification of those portions of their bids which they deem to be confidential, or to contain proprietary information or trade secrets. Vendors should provide justification why such material, upon request, should not be disclosed by the School System under the Maryland Public Information Act, State Government Article, Section 10-611 through 628, Annotated Code of Maryland.

41. CONTRACT DISPUTE

Any dispute resulting from a question or fact arising under this contract shall be decided by the FCPS' Contract Administrator and the Purchasing Manager who will reduce their decision to writing and furnish a copy thereof to the Contractor. This decision shall be final and conclusive unless within 30 days the Contractor furnishes to the Chief Financial Officer and Purchasing Manager a written appeal addressed to the Board of Frederick County. The local Board has the right to hear appeals as provided by Maryland law.

The Board or duly authorized representative will review the appeal for the determination of such appeal and their finding shall be final and conclusive. Exceptions are decisions determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, or so grossly erroneous as to imply bad faith, or not supported by evidence. In connection with any appeal preceding under this clause the Contractor will be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute, the Contractor shall proceed diligently with the performance of the contract and in strict accordance with the FCPS staff's decision.

This clause does not preclude consideration of laws questioned in connection with the decision provided for above.

42. STUDENT/STAFF CONFIDENTIALITY

Under no circumstances may any vendor/contractor/provider or consultant release, disclose, sell or otherwise use Frederick County Public Schools' student names, addresses, or any other information related to students or staff of Frederick County Public Schools and may only use this information for purposes required under any contract/agreement or memorandum of understanding.

43. EMPLOYEES' RESPONSIBILITIES

All Contractors and subcontractors must abide by Board policies and regulations while working on FCPS property.

The Board to maintain a safe, healthy, and productive environment free of alcohol and drugs. The Board endorses the provisions of Public Law 100-690, Title V, Subtitle D (Drugs-Free Workplace Act of 1988) and Public Law 101-226 (The Drug-Free Schools and Communities Act of 1989) and regulations promulgated there under and establishes a drug-free and alcohol-free workplace and school system.

Maryland State Law (COMAR 13A.02.04) provides that each local school system is required to maintain a tobacco-free school environment.

Be advised that individuals who are registered sex offenders are not eligible to work on any FCPS project. The Contractor must initially check the Maryland Department of Public Safety & Correctional Services' MARYLAND SEX OFFENDER REGISTRY and search for the name of any employee to be assigned to work on this project. This applies to subcontractors and material/equipment suppliers as well. For projects lasting more than a few months, the Contractor shall periodically re-check the names of workers against the registry to ensure ongoing compliance. In the event that a registered sex offender is discovered to be working on a FCPS project, whether through employment by the prime Contractor, subcontractor or equipment or material supplier, FCPS will notify the site superintendent to immediately remove the individual from the premises and permanently terminate his work assignment. FCPS may terminate this contract at no additional costs, as a result if the Contractor is unable to demonstrate he has exercised care and diligence in the past in checking the Maryland registry.

FCPS contract shall provide that a contractor or subcontractor for the school may not knowingly assign an employee to work on school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of a crime identified as a crime of violence.

An offense under § 3-307 or § 3-308 of the Criminal Law Article or an offense under the laws of

Rev. 07.14.15

another state that would constitute a violation of § 3-307 or § 3-308 of the Criminal Law Article if committed in the state.

A crime of violence as defined in § 14-101 of the Criminal Law Article, or an offense under the laws of another state that would be a violation of § 14-101 of the Criminal Law Article if committed in this state.

44. TECHNOLOGY-BASED INSTRUCTIONAL PRODUCTS

All technology-based instructional products must meet technical standards for accessibility established in Federal Section 508 of the Rehabilitation Act.

45. FORCE MAJEURE

Force Majeure is defined as an occurrence beyond the control of the affected party and not avoidable by reason of diligence. It includes the acts of nature, war, riots, strikes, fire, floods, epidemics, or other similar occurrences. If either party is delayed by force majeure, said party shall provide written notification to the other within 48 hours. Delays shall cease as soon as practicable and written notification of same provided. The time of contract completion may be extended by contract modification, for a period of time equal to that delay caused under this condition. FCPS may also consider requests for price increase for raw materials that are directly attributable to the cause of delay. FCPS reserves the right to cancel the contract and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against FCPS. Further, except for payment of sums due, neither party shall be liable to the other or deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure as defined herein.

46. ASSIGNMENT

The Award Bidder shall not assign or transfer the Award Bidder's interest or obligation under this Agreement to any third party, without the prior written consent of the Board. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer, elected official of the Board, nor shall this Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.

47. GOVERNING LAW AND VENUE

The bid shall be construed in accordance with, and interpreted under, the laws of the State of Maryland. Any lawsuits arising out of such bid shall be filed in the appropriate State Court located in Baltimore County, Maryland.

BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)

B. SPECIAL NOTICES

1. OTHER AGENCIES ELIGIBLE TO PURCHASE FROM THIS CONTRACT

The following agency/ies have expressed an intention to utilize this contract after it is awarded:

_____ Frederick Community College

_____ Various agencies under the auspices of the Frederick County Government

_____ Others: _____

Additionally, FCPS reserves the right to extend the opportunity to utilize this contract to any and all other public agencies and school districts in Maryland. Non-public schools may participate under any contracts for goods or commodities in Maryland. Participation by agencies not named above and requested after the bid is awarded must be mutually agreed upon in writing and in advance by the FCPS Purchasing Department, after consulting with the contract administrator, and the contractor.

By agreeing to extend the contract to other agencies, the contractor reaffirms and warrants his original commitment to FCPS so that afterwards all items and services shall continue to conform to the requirements and conditions of the original agreement for its duration. Agencies who utilize the contract agree to notify FCPS Purchasing Department of any significant experiences, problems or issues which may, or may have the potential to, affect our administration of this contract.

FCPS assumes no obligation on behalf of any other agency and shall be held harmless if either party is damaged due to the agency or contractors' failure to become informed of, or comply with, any provision or pricing under this agreement. All purchase orders and billing will be transacted between the contractor and the public agency.

2. REMOVAL FROM BIDDER'S LIST

A company is solely responsible for obtaining, completing, and returning the General Application form; this is especially important where notification of the bid was obtained through advertisement, a bidder was informed by a sub-contractor, manufacturer, etc. Contact Mrs. Robin Underwood, Vendor Maintenance Specialist, by via e-mail: robin.underwood@fcps.org to check the status of registration. The General Application is available on the FCPS website at: www.fcps.org/purchasing. The company is responsible for proper identification of bid categories on the form and is encouraged to contact a buyer in the Purchasing Department if he/she has questions. Applications are valid for a three (3) year period. Therefore, it is imperative that the company notifies FCPS Purchasing Department of all address changes.

Only companies currently registered on the FCPS' General Application will automatically receive notifications of a bid solicitation. Staff will review the mailing list of the previous bid for similar products/services. All registered companies will be sent a one-page notification of bid advising interested companies to visit the FCPS website in order to obtain a complete bid solicitation package.

FCPS will not be held responsible for a company's failure to become and remain a registered bidder, to identify appropriate bid categories on the registration form, or for failure to notify the Purchasing Department of an address change, to accomplish these things in a timely manner. The Bidder's Mailing List is the only reliable means of notification of bids to individual companies.

Bidders with a repeated history of not bidding in a specific category may be removed from the Bidder's Mailing List for that category at the discretion of the Purchasing Manager.

3. AVAILABILITY OF BID TABULATIONS/BID AWARD

Final award and a copy of the bid tabulation will be posted on the FCPS website: www.fcps.org/bidlist after BOE approval.

4. PROPOSAL SUBMISSION

- a. Due to possible changes and/or additions to the solicitation package, FCPS encourages bidders not to submit their proposal until after the date questions are too answered by. All changes will be processed through appropriate addenda.
- b. The following items must be included in submission:
 1. Proposal pages completely and accurately filled out and signed.
 2. "Minority Business Enterprise" form completed and signed.
 3. "Statutory Affidavit and Non-Collusion Certification" form completed and signed.
- c. All inner and outer envelopes and packaging, used by Fed Ex, Ups and etc., should be labeled with the Bid Name, Bid Number, and Due Date/Time. This will help assure timely receipt of proposals in the Purchasing Department. Bids not received in time due to improper labeling will be considered non-responsive.
- d. FCPS will accept all bid responses, however, only companies approved and qualified by FCPS' Purchasing Department will be considered for contract award. The Large Construction Bidders Application is available on the FCPS website at: www.fcps.org/purchasing. Applications are valid for a three (3) year period. Completed applications may be submitted separately or included in the bid response. Pre-qualification prior to bid due date is strongly encouraged.

5. CONTRACT ADMINISTRATION

- a. The contract will be administered by Gary Barkdoll, Manager of Maintenance Projects and Grounds Maintenance Department. Please refer all questions regarding these specifications to Gary Barkdoll email: gary.barkdoll@fcps.org with a copy to Kim Miskell, Assistant Purchasing Manager email: kim.miskell@fcps.org with the bid name and number in the subject.
- b. When a vendor other than the awarded vendor(s) is used, the contract administrator or the originator of the requisition is required to submit written justification to the Purchasing Department for review. A copy of the written justification will be retained with the purchase order or in the contract file.
- c. Additional duties and responsibilities of the contract administrator are defined in Purchasing Regulation #200-7.

6. SCOPE

- a. It is the intent of this solicitation to establish a contract with a contractor(s) to furnish all labor, supervision, materials, and any incidentals necessary to repair and/or replace roof sections of any building with the Frederick County Public School System (FCPS). Work may be done on emergency basis due to leaks or damage, or may be planned roof replacement/repair project. Work and products shall at all times conform to the enclosed specifications, and local, county, state and federal (including EPA) codes and regulations.

- b. Prices are to be stated in terms of cost per unit of labor and/or materials, as requested on the enclosed form of proposal. The intent is for units to be combined to produce an order for products and services, which will result in a complete and finished project.
- c. A map of school and building locations and addresses is enclosed. New locations to open during the life of this contract shall be serviced by this contract.

7. CONTRACT TERMS

- a. This contract shall be effective from November 1, 2015 through October 31, 2017. The contract may be renewed for two additional two-year terms, at the discretion of the Board of Education. Bidders automatically accept the possibility of contract renewal as a condition of award.
- b. This is an open requirements contract with no guarantee of any work is expressed or implied. Orders will be placed only as needs arise throughout the contract period.
- c. Work under this contract may not be assigned to a subcontractor by the awarded vendor under any circumstances unless prior written approval is received from the contract administrator or his designee. The Board reserves the right to approve or disapprove all subcontractors to be employed on a project.
- d. FCPS retains the right to procure work under a separate contract for large projects costing more than \$25,000.
- e. The contractor will provide electricity, water, telephone, and portable toilets, as needed, at the site. The Frederick County Public Schools will not provide these.
- f. All set up and preparation work must be done within a fence-enclosed area to be provided by the contractor. Any equipment used must be stored within the enclosed area.
- g. The contractor is responsible for removal of trash and other debris from the work site. Charges for disposal cannot be recuperated from FCPS as a separate charge, but shall be estimated by the contractor in advance, and included in prices offered.
- h. It is the contractor's responsibility to become informed of the guidelines for workers at risk for exposure to asbestos, as issued by the Maryland Department of the Environment. All work shall be done in compliance with these guidelines.
- i. Generally, most of the work to be accomplished under this contract will be required to be done when students are not present in the buildings. A school calendar showing days that schools are closed is included in the solicitation package (page 4). The contractor will be able to work before 7:00 a.m. and after 3:30 p.m. on school days. Large projects are likely to be planned for accomplishing over the summer, winter break or other extended school holidays. Cold applied roof repairs/replacements may be accomplished when students are present.

8. PRICING

- a. All prices shall remain firm through the initial contract period.
- b. Frederick County Public Schools expects all vendors to provide year over year cost reductions recommendations.

- c. Price decreases are acceptable at any time, need not be verifiable, and are required should the contractor/producer/processor/manufacturer experience a decrease in costs associated with the execution of the contract.
- d. Price adjustments from the contractor/producer/processor/manufacturer for any/all items may be considered at renewal. The request is subject to approval by the Contracting Officer. The request must be submitted in writing at least sixty (60) prior to the renewal term and shall be accompanied by supporting documentation.
- e. Should the awarded vendor, at any time during the life of the contract, sell materials of similar quality to another customer, or advertise special discounts or sales, at a price below those quoted within the contract, the lowest discounted prices shall be offered to Frederick County Public Schools.

9. PROPOSAL PREPARATION

- a. Quantities to be purchased during the contract period are unknown. Pricing is to be stated in terms of a cost per unit of labor and/or materials as described. Pricing is requested for the units of labor and/or materials at various quantity breaks.
- b. Failure to bid every line item or to provide pricing for the exact description of quantity breaks, as requested, may render the bid incomplete/non-responsive and may result in rejection of the bid.
- c. For a given project, the appropriate units of labor and/or materials from this bid and the estimated quantity of each will be identified by the contractor in cooperation and consultation with the contract administrator.

Frederick County Public Schools' retains the option to receive pricing for units of labor, materials, or equipment, which are not specifically listed herein, necessary to complete the project, as directed by the contract administrator. The unit totals of all lines, including prices received for unspecified unit contract items will be added together to establish an estimated total project cost. The intent is for units to be combined to produce an order for products and services, which will result in a complete and finished project.

Please note that where additional labor, material per equipment is necessary to complete the work additional charges are allowed but must be discussed and agreed to at the original walk through or as soon as recognized after the job has begun. Only those items that would not have been a part of the original "bid considerations" will be allowed and a decision will be made in writing as to what will or will not be allowed by the Contract Administrator or his authorized representative.

- d. GAF Materials Corporation, Johns Manville, Fire Stone and Tremco, Incorporated are the only currently approved products for use in the performance of this contract. (Technical data/manufacture's specifications and amount of manufacturers field support for alternate brands will need to be submitted for approval at least fourteen (14) days prior to bid due date to allow evaluation by the Maintenance section of the Facilities Services Division. Additional products approved as a result of this evaluation would be acknowledged via written addendum no later than seven (7) days prior to the due date.)
- e. The roofing company must include with their proposal proof of authorization from the materials manufacturer to install the roof system being bid, and their qualification to receive the manufacturer's roof system warranty.

- f. Please observe that item numbers from the proposal form correspond with item numbers in the detailed technical specifications. Bidders should reference the technical specification when preparing pricing to ensure that the unit prices being offered include all specified items of work/materials. For example, the unit price for the first item on the proposal form, “1. Type VI & Modified Roof System Repair,” should include costs associated with removing roofing and insulation to the deck, etc. as specified under the corresponding item 1 in the specification (page 38).

Technical specifications are provided for items as indicated on the Table of Contents, Page 35, Items where no technical specifications are provided, if directions are needed at the time of work, they will be discussed with contractor prior to the work being performed.

- g. Line Item 31 is for work in 2 person crews for work on specific systems and the purpose is that “general roof workers” may not have the experience or craftsmanship to work on these systems and the “crew” is normally a craftsman and a helper, “the 2 man crew.” These craftsmen are normally paid a higher wage than general roofing repair workers thus the two items.
- h. Line Item 42 is for general roofing work in a variety of crew formation and the item is for each hour each worker in whatever size crew is required for general roof work.
- i. The type and cost of insulation necessary for bidding items, 46 and 54 will be determined at the time of the walk through and no attempt to “guess” needs to be made for this line item. The price quoted/bid will be excluding the insulation and the labor to install the insulation that will be quoted at the walk through.
- j. Each bidder is required to submit with their bids, in writing, the names of each subcontractor and trade area that may be used in the execution of this contract.

10. INSURANCE

A properly executed Certificate of Insurance in the types and limit specified on pages 11 through 13 of this bid package will be required of the awarded contractor(s) within ten business days after award notification.

11. BONDS

Bid bonds are not required. At the discretion of the Manager of Maintenance Projects and Grounds Maintenance Department and the Assistant Purchasing Manager, FCPS may require a performance bond covering 100% of the contract amount for a specific project. If required, FCPS would reimburse the contractor up to two percent (2%) of the contract amount to offset the cost of obtaining the bond. An irrevocable letter of credit, also subject to reimbursement, may be submitted in lieu of a performance bond.

Failure to provide a bond within ten (10) days of receipt of a written request to do so may result in cancellation of the contract. In such instances, the Board may re-award the contract to the next lowest and responsible bidder.

12. ORDERING PROCEDURE

- a. Individual purchase orders will be issued for each project.
- b. The contractor will be notified by telephone/email that an “Order for Services” is requested. The contractor shall respond to the request within forty-eight hours, making an appointment to visit

the work site with a FCPS representative from the Maintenance or Construction Departments. The purpose of this meeting will be to establish the scope of work, identify units and estimated quantities, miscellaneous “add-on” costs (if any), equipment logistics, and a schedule for beginning and completing the project. The beginning and ending work dates will be disclosed on the face of the purchase order and shall be contractually binding.

- c. The vendor is expected to communicate any changes in the estimated repair time or cost to the contract administrator and receive approval prior to work being performed.
- d. The contractor shall call a FCPS representative from the Maintenance or Construction Departments at least twenty-four hours in advance before starting work.
- e. The contractor is required by State law and board policy to report to the main office of the school building and register as a visitor to that building each day.
- f. In cases of non-performance, liquidated damages will be deducted from the final invoice. Extensions may be granted if the delay in completing the project was not the fault of the contractor.
- g. To maintain awarded contractors status, a contractor shall respond to every request for services. If a contractor is unable to provide a quote for any reason, they must submit a “No Quote” response. An awarded contractor that does not respond to requests for service on more than two occasions may be subject to contract termination or non-renewal.

13. INSPECTION/PAYMENT PROCEDURE

- a. The contract administrator or designee will authorize payment for 100% of the purchase order total after inspection and approval of the work. Depending upon the total project cost, these payment terms may be modified in writing on the purchase order to allow for partial payments.
- b. Payment will not be authorized until a FCPS representative from the Maintenance or Construction Departments have inspected the work. The contractor and the Manager of Maintenance Projects and Ground Maintenance Department or his authorized designee will jointly inspect the completed work.

14. WARRANTY

Normal maintenance work under this contract shall be guaranteed by the contractor for a period of one (1) year.

In those cases, where an entire section of roof is completely replaced, the following requirements apply:

- 1. Upon substantial completion, the contractor shall submit a full Contractor’s Guarantee of the Work to be free from defect in materials and workmanship. This guarantee shall be for a period of two (2) years from the date of substantial completion, and shall be signed by a Principal of the Contractor’s firm, and sealed if a corporation.
- 2. The roofing system shall be covered by a 20 year Total System, No Dollar Limit (NDL) warranty and must include all flashings and sheet-metal work. All materials and workmanship are to be fully guaranteed by the roofing manufacturer issuing the warranty. All materials must be manufactured by the manufacturer who is to supply the warranty. Any materials that are not made by the Roofing Materials Manufacturer but submitted for approval must be accompanied by

a letter from the Roofing Materials Manufacturer issuing the 20 year NDL warranty, stating that this material is suitable for use with their system and fully covered under their 20 year NDL warranty.

3. Metal Engineered Retrofits will be warranted for 20-year no-dollar limit.
4. Slate Roofing Synthetic retrofit slate shall be warranted for 20 years minimum to 50 years or more based on the specific roof material and facility under consideration.

Note: These requirements are generated by the State of Maryland Roofing Policy (Standards for New Roofing Construction, Re-Roofing Construction and Roofing System Guarantee Requirements, Chapter VII, July 2015) issued by the Public Schools Construction Program, Department of General Services of the Interagency Committee on School Construction.

The 20-year no-dollar limit warranty required in this bid applies to complete replacement of roofing as required in Item 1 (Type VI and Modified Roof System Repair) and Item 33 (Cold Applied Built-Up Roof System Repairs). The fees for this warranty will be paid by FCPS and a copy of the manufacturer's invoice will be included in the billing.

15. LIQUIDATED DAMAGES

Failure to complete each project by the agreed to completion time may result in liquidated damages of \$150.00 per calendar day thereafter.

16. TERMINATION

- a. Termination for Convenience: This contract may be terminated, in whole or in part, upon giving written notice to the vendor. FCPS shall pay all reasonable costs incurred by the vendor up to the date of termination. The vendor will not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.
- b. Termination for Default: When the vendor has not performed or has unsatisfactorily performed the contract, the contract may be terminated for default and the vendor is not entitled to any costs incurred by the vendor up to the date of termination.

17. AWARD

- a. Award will be based on a formula for a hypothetical project. This formula will be determined prior to opening the cost proposals.
- b. Award may be made to the bidder(s) submitting the lowest aggregate bid on a group of items of a similar nature or on an individual item basis, or any other basis deemed to be in the best interest of the Board. This bid may be recommended for award to multiple contractors.

18. EMARYLANDMARKETPLACE REGISTRATION

Contractors are required to register with www.eMarylandMarketplace.org within five (5) days following notice of award. Maryland law requires local and state agencies to post award notices on eMaryland Marketplace. This cannot be done without the contractor's self-registration in the system. Registration is free. Failure to comply with this requirement may be considered grounds for default. It is recommended that any interested bidder register with eMaryland Marketplace regardless of the award outcome for this procurement as it is a valuable resource for bid notification for municipalities through Maryland.

GENERAL CONDITIONS

Concurrent Operations

Because other activities of the client will be proceeding at the same time as the work covered by these specifications, the contractor shall cooperate with the Building Owner to insure that all contract work progresses in a manner that does not conflict with other activities of the Owner. Set up area, if required, will be designated by the Building Owner.

Workmanship

All workmen shall be certified in the particular trade and/or class in which they are employed. All work shall be done according to the specifications covering the class or type of work and shall meet the approval, in the field, of the Building Owner. The contractor's representative or job supervisor shall have a complete copy of the specifications on the job site at all times. Any questions not covered in the method specifications shall be resolved and approved in writing by the Owner and the Owner's Technical Representative.

Number of Crews On-Site

In order that the work may be accomplished in the shortest possible time, the successful bidder, weather permitting, shall be required to have an acceptable number of qualified personnel present at work on-site at all times. The contractor shall furnish his own responsible foreman or superintendent to inspect the work at least once a day.

Storage of Materials

All materials shall be stored on-site at a place designated by the Building Owner. Any items lost or stolen as a result of not being secured shall be the responsibility of the contractor to replace. All roofing felts, insulation and other absorbent roof material components must be maintained in dry condition.

ALL WET OR DAMP MATERIALS SHALL BE REMOVED from the job site and replaced with dry materials. Contractor shall be responsible for providing dry storage. Tarpaulins will be required for protection of all roof insulation. All plastic shipping wrappings will be removed from insulation prior to storage.

Insulation

Insulation shall have accurate dimensional stability so as to properly conform to the surfaces of the roof, cants, curbs, pipes, etc. Joints between boards shall be tight and insulation shall be held back 1/8 inch from vertical surfaces and sumps. INSULATION SHALL BE PROTECTED FROM THE WEATHER AT ALL TIMES.

Compliance

Non-compliance with the terms of this specification and ensuing contract can result in either cancellation of the contract or in complete reworking or replacement of defective areas at the contractor's expense. In the event of cancellation, the Owner shall not be obligated to compensate the contractor for any work, or any roof installed in a defective manner, or which fails to meet the specification criteria. If contract is cancelled, the contract will then be awarded to the next lowest bidder.

Furthermore, DAMAGE CAUSED BY WATER INFILTRATION RESULTING FROM THE FAILURE OF THE CONTRACTOR TO SECURE EACH DAY'S WORK IN A WATERTIGHT MANNER WILL BE CORRECTED AT THE CONTRACTOR'S EXPENSE.

INCLUDED AS DAMAGES WILL BE ALL LABOR COSTS INCURRED BY THE OWNER AS A RESULT OF SUCH WATER INFILTRATION.

The standard of all work shall be to the specification of the Building Owner. In the event of non-compliance or substandard or defective work, the Building Owner or the delegated representative may, at his discretion, halt further work until discrepancies are rectified at the contractor's expense. The Building Owner and the Owner's Technical Representative shall be the final authority in the interpretation of all specifications contained herein.

PROTECTION OF ROOF MEMBRANE

ROOF TRAFFIC IS TO BE CONFINED TO THE ACTUAL WORK AREA TO THE GREATEST EXTENT POSSIBLE. WHERE HAULING OVER OTHER AREAS IS NECESSARY, THE ROOF WILL BE PROTECTED WITH SECURED PLYWOOD. CONTRACTOR SHALL BE RESPONSIBLE FOR REPAIRS AND LEAKS IN TRAFFIC AREAS DURING AND AFTER THE JOB.

Job Conditions

All surfaces to be treated shall be smooth, visually dry, and free from dirt, debris and foreign matter before any treatment is initiated. Weather temperatures will be a minimum of 35 degrees F and rising during roofing operations, and protective tarpaulins will be available for emergency protection of roof work in progress during periods of changing weather. THE STANDARD OF SURFACE CLEANLINESS SHALL BE TO THE SATISFACTION OF THE BUILDING OWNER AND/OR OWNER'S REPRESENTATIVE. Pumping equipment shall be located on the ground at a safe distance from buildings, and the location shall be subject to the approval of the Building Owner. The contractor shall be responsible for exercising all reasonable precautions to avoid fires being started, and shall provide suitable fire extinguishers located where they can be promptly used when needed. Competent operators shall be in attendance at all times when equipment is in use. Materials and equipment shall be stored neatly in areas designated by the Building Owner, and dispersed so as to insure a minimum fire hazard. Loads placed on the roof at any point shall not exceed the safe loading for which the roof was designed.

Clean Up

Roof drains, gutters, scuppers and downspouts must be kept clean and free from debris and obstructions, and must be functional during the project and at the completion of the project. The job foreman shall be responsible for daily inspection of work area to assure that no floatable trash or materials are left to clog drains. DRAINAGE MUST BE FREE FLOWING AT ALL TIMES.

All other accumulating debris shall be removed daily to assure maximum safety and sanitation at all times. At completion of all work, the contractor shall remove excess materials and debris from the site and leave roof surfaces and work site free from accumulations of spoil, debris and other extraneous materials from windows, floors, walls, ladders and other finished surfaces. Any damage to buildings or grounds caused by the contractor shall be rectified at the contractor's expense to the satisfaction of the Building Owner before final payment is made. Equipment and tools must meet OSHA and Owner's requirements. Barricades with tags will be installed as required by the Owner.

Temporary Electrical Power

An existing 110-120 volt power source will be available to the contractor. Cost of current will be paid for by the Owner. Temporary power wiring shall meet all applicable codes and the Owner's standard.

Temporary Water

The water at the existing building will be available to the contractor. Cost of water will be paid for by the Owner.

Core Samples

During application or upon completion, the Owner reserves the right to test materials and extract cores, within reason. Deficiencies will be considered less than the scope of the specification and payment will be withheld until proper corrections have been done.

Final Inspection

The representative of the contracting firm shall notify the Building Owner when he has completed a particular project and shall provide a representative to inspect the project at the Owner's option. Any defects noted in the work during the course of this inspection shall be corrected to the satisfaction of the Building Owner WITHIN 15 DAYS and prior to the removal of the contractor's equipment from the job site. In addition, the Building Owner, at his own discretion, may withhold final payment until all defects are corrected to his satisfaction.

Chemical Clearance

All materials to be used must have the Owner's chemical clearance before being brought to the job site. OSHA material data sheets must be submitted. All materials will be ASBESTOS FREE.

Insurance

Contractor shall submit certificates of insurance conforming to the laws of the state and to the satisfaction of the Owner.

Guarantee

Normal maintenance work anticipated in this contract shall be guaranteed by the contractor for a period of one (1) year. When an entire roof area is replaced under this contract, the contractor shall have issued by the manufacturer a twenty (20) year no dollar limit warranty.

Required Response

Work covered by this contract will begin with two (2) working days of notification, which in most cases, will be done by facsimile. In cases of emergency, same day response is required. Emergency situation will be defined by the Owner.

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METHOD SPECIFICATIONS

1. TYPE VI AND MODIFIED ROOF SYSTEM/REPAIRS (THIS SYSTEM IS COMPATIBLE WITH BOTH COAL TAR AND ASPHALT.)

Detail D-RH-100

1. Remove roofing and insulation to deck.
 - a. Make sure deck surface is clean and free of any dirt, dust and debris.
 - b. If structural deck is in a deteriorated condition, Building Owner must be notified immediately.
 - c. Based bid on installing 1 ½" composite board insulation (1" polyisocyanurate insulation and ½" wood fiber factory laminated) and Tremco Insulation Adhesive. Follow manufacturer's specification for each type of roof deck found. (Concrete deck is 3 gallons per 100 square feet; metal is 1 gallon per 100 square feet.)
2. Install three plies of approved Type VI membrane laid in shingle fashion and placed to insure that water will flow over or parallel to, but never against, exposed edges.
 - a. Heat Thermastic to application temperatures in accordance with label directions.
 - b. At time and place of application, Thermastic shall be within 400 to 500 degrees F.
 - c. Use 12 inch and 24 inch wide plies to start and finish roof membrane along roof edges and terminations.
 - d. Embed each ply in solid moppings or continuous spreads of Thermastic at three (3) gallons (approximately 26 lbs.) per 100 square feet per ply. Apply Thermastic no more than 15 feet ahead of each roll being embedded.
 - e. Lay membrane from dry side and stagger all end laps.
 - f. Fit plies into roof drain rims, install lead, secure clamping collars and install domes.
 - g. Extend all plies above the top edge of cant strips along the bases of parapets, gravel stops, walls, and projection deck penetrations. Air seals at blocking will be required where positive air pressure exists. Seals will be formed with approved sealant, closed cell joint backing or a combination of materials.
 - h. When terminating each days work, an envelope waterstop will be used to protect insulation.
 - i. Type VI plies will be broomed into place during hot application. Brooming will be done from the side and foot traffic will not be allowed over freshly applied plies.

3. Envelope waterstops will be installed or any required temporary flashings will be installed.
4. Surfacing

When no further construction traffic is expected and the roof membrane is clean and dry, apply Thermastic poured at 6 gallons per 100 square feet and promptly cover with clean and washed smooth roof gravel at the rate of 500 pounds per 100 square feet. Gravel will be dry and applied immediately for proper embedment into flood coat.

1A. TEMPORARY FLASHING SPECIFICATION TO BE USED WHEN NECESSARY

1. All cants and related components shall be in place.
2. One (1) Burmastic composite ply felt will be:
 - a. Install temporary flashing a minimum of 4 inches out beyond components and up a minimum of 4 inches beyond top edge of components and cants in Premium III Asphalt at 30 pounds per 100 square feet per ply per mopping.

OR

- b. Install temporary flashing a minimum of 6 inches out beyond component and up a minimum of 4 inches beyond top edge of components and cants in ELS asphalt mastic at $\frac{3}{4}$ pounds per foot per ply.
3. No voids will be left in temporary flashing application. Applicator may use additional protection for inclement weather. All damage to temporary flashings will be corrected before roof membrane is installed.
4. Waterstop is formed when insulation is laid and all plies of roof membrane are extended 2 inches over top of cant strip.
5. When the roof mat has thoroughly "cured" (approximately 2 weeks) aluminize entire roof mat with double duty aluminum. This shall be a brush, or roller application at the rate of 200 square feet per gallon.

2. ROOF REINFORCEMENT SYSTEM/SMOOTH SURFACE

Observe Normal Setting Time Requirement. Work should not be carried out when rain is imminent. Applications at the normal rate of coverage are safe from shower damage after four (4) hours in 70° F. weather. High humidity at normal temperatures or lower temperatures will prolong drying time. Emulsions are vulnerable to wash-off until temperatures permit evaporation of water and setting of emulsion base. Do not apply at temperatures below 45° F.

1. Prior to the application of any materials, the roof surface will be broomed or vacuumed to remove all dirt, dust and debris and/or old roofing materials.

2. The specified areas to be rehabilitated will be primed with Tremprime Quick Dry primer applied at the rate of not less than 1 gallon per each 100 square feet. The primer may be applied by brush, spray, or mop, and allow primer to cure.
3. After all repairs have been made to the roof mat and all flashing work completed, the entire roof shall be covered with a polyester “sandwich” system, as follows:
 - a. Brush apply tack coat of Tremlastic emulsion at the rate of 3 gallons per each 100 square feet, in rows approximately 40” wide down the longest dimension of the roof.
 - b. Roll Polyester Mat 712 membrane into the wet emulsion, dry brushing to avoid any folds or air bubbles. Membrane need not be cut in short lengths, but can be rolled out along entire length of each “row.”
 - c. Top dress membrane with 3 gallons of Tremlastic per each 100 square feet, brushing material across width of Polyester Mat 712 membrane, and extending out to form second “row” tack coat at the same time first “row” is being topped. Continue in this manner across roof, lapping edges not less than three (3) inches. End laps will be no less than three (3) inches.

3. ROOF RESTORATION SYSTEM/ASPHALT/ECOLOGICALLY CLEAN

Detail D-RH-110

1. Preparation:
 - a. All roof penetration flashings will have embedded gravel spudded to clean roof mat in sufficient width for installation procedures of Flashing Specifications.
 - b. All Roof Mat Blisters and Ridges in Roof Mat will have embedded gravel spudded for specified repair procedures.
 - c. Areas of Designated Roof Replacement will have Tie-In areas spudded per specifications.
 - d. Locations of New Drains will be marked and embedded gravel will be removed in an area 36 inch squares.
 - e. The entire built-up roof surface will be cleaned of loose gravel, dirt and debris.
 - f. All obsolete equipment will be removed from the roof surface.
2. Examination:
 - a. When all flashing and detail specifications have been completed, the contractor will advise the Roof Shop Lead Mechanic for Frederick County Public Schools and the Manufacturers Representative and an examination of completed work will be made prior to application of roof membrane surface treatment.
 - b. This examination must take place before surface treatment is undertaken.

3. Surface Treatment:

- a. When all flashing treatments have been completed, all new drains installed, and examination of completed work has been completed, the roof will receive Ecolastic Re-Impregnator at the rate of 8 gallons per 100 square feet. Ecolastic will be graveled immediately with clean and washed pea gravel 3/8 inch to 5/8 inch size at the rate of 500 lb. per 100 square feet.
- b. Graveling operations and gravel delivery will be coordinated to accomplish the graveling operation within a 24-hour period.

4. ROOF RESTORATION SYSTEM/TAR

Detail D-RH-110

1. Preparation:

- a. All roof penetration flashings will have embedded gravel spudded to clean roof mat in sufficient width for installation procedures of Flashing Specifications.
- b. All Roof Mat Blisters and Ridges in Roof Mat will have embedded gravel spudded for specified repair procedures.
- c. Areas of Designated Roof Replacement will have Tie-In areas spudded per specifications.
- d. Locations of New Drains will be marked and embedded gravel will be removed in an area 36 inch squares.
- e. The entire built-up roof surface will be cleaned of loose gravel, dirt and debris.
- f. All obsolete equipment will be removed from the roof surface.

2. Examination:

- a. When all flashing and detail specifications have been completed, the contractor will advise the Roof Shop Lead Mechanic for Frederick County Public Schools and the Manufacturers Representative and an examination of completed work will be made prior to application of roof membrane surface treatment.
- b. This examination must take place before surface treatment is undertaken.

3. Surface Treatment:

- a. When all flashing treatments have been completed, all new drains installed, and examination of completed work has been completed, the roof will receive TRP-Tar Re-Impregnator at the rate of 7.5 gallons per 100 square feet. TRP-Tar will be graveled with clean and washed pea gravel 3/8 inch to 5/8 inch size at the rate of 500 lb. per 100 square feet.

- b. Graveling operations and gravel delivery will be coordinated to accomplish the graveling operation within a 48-hour period.

5. BLISTER HOLES AND RIDGE REPAIR/ASPHALT MAT

1. Embedded gravel will be removed at least 6 inches beyond the extremity of the blister or ridge. Gravel will be removed from the blistered area.
2. The prepared area will be primed with quick drying asphalt primer.
3. Blistered plies of felt will be cut open using an X or H incision. Plies will be trimmed and rebonded in place with ELS mastic. Where blistered plies cannot be rebonded due to dryness, new plies will be added.
4. After blistered plies are rebonded, the area of the blister and incision will be reinforced with Burmesh Membrane and ELS mastic. Burmesh will extend at least 4 inches beyond the extremity of the blister. A second application of ELS mastic will be made to the area and covered with a single ply of 35 lb. or heavier fiberglass felt. Felt will be pressed into place and edges only will be sealed with mastic.
5. Alternatively, where hot Thermastic is on site, blisters may be repaired with two plies of polyester felt. Blistered plies will be rebonded with mastic or hot Thermastic and reinforcing plies will extend 4 inches and 6 inches staggered fashion beyond the extremity of the blister or ridge. Felts will be glaze coated at the rate of 20 lb. per 100 square feet. Ply moppings would be applied at 25 lbs. per square. Where this alternative is employed, the total area will be primed at 125 square feet per gallon with TremPrime Quick Dry.
6. All emergency wet roof repairs will be made with Tremco Tremfix instead of ELS Mastic.

6. BLISTER HOLES AND RIDGE REPAIR/TAR MAT

1. Embedded gravel will be removed at least 6 inches beyond the extremity of the blister or ridge. Gravel will be removed from the blistered area.
2. The prepared area will be primed with quick drying asphalt primer.
3. Blistered plies of felt will be cut open using an X or H incision. Plies will be trimmed and rebonded in place with Tremfix mastic. Where blistered plies cannot be rebonded due to dryness, new plies will be added.
4. After blistered plies are rebonded, the area of the blister and incision will be reinforced with Burmesh Membrane and Tremfix mastic. Burmesh will extend at least 4 inches beyond the extremity of the blister. A second application of Tremfix mastic will be made to the area and covered with a single ply of 35 lb. or heavier fiberglass felt. Felt will be pressed into place and edges only will be sealed with mastic.

5. Alternatively, where hot Thermastic is on site, blisters may be repaired with two plies of 35 pounds or heavier fiberglass felt. Blistered plies will be rebonded with mastic or hot Thermastic and reinforcing plies will extend 4 inches and 6 inches staggered fashion beyond the extremity of the blister or ridge. Felts will be glaze coated with Tremfix at the rate of 20 lb. per 100 square feet. Ply moppings would be applied at 25 lb. per square. Where this alternative is employed, the total area will be primed at 125 square feet per gallon with TremPrime Quick Dry.

7. ROOF REPAIRS (BREAKS, SPLITS & TEARS)

1. Sweep away all dust and dirt particles.
2. If membrane is delaminated from the base, then recement with Tremco ELS Mastic.
3. Apply a heavy application of Tremco ELS Mastic over the break and 8 inches on either side of the break.
4. Apply a length of Burmesh 6 inches wide, over the ELS Mastic working the Burmesh well into the ELS Mastic.
5. Apply a liberal application of ELS Mastic over the Burmesh.
6. A second ply of Burmesh, 12 inches wide shall be applied over the first ply.
7. Top dress the second ply of membrane with ELS Mastic. All laps must be staggered with a minimum of 4 inches overlapped. Each lap should be well buttered with ELS Mastic.
8. Emergency wet roof repairs will be made with Tremco Tremfix in lieu of ELS Mastic.

8. FLASHING REPAIR AND REINFORCEMENT

1. Clean the surrounding area of all dirt, dust and debris. This may be done in any manner suitable for removal of such material, taking care not to damage any of the roofing felts.
2. Remove loose, curled, deteriorated or improperly bonded membrane, felt or mastic overlays.
3. Cut out and remove base flashing wherever it is ruptured, blistered, sagged or pulled down and/or away from the vertical wall projection.
4. Smooth and bond edges of sound adjacent flashing, over and under with ELS Mastic, and press firmly into place.
5. Reinforce and fill all areas from which old flashings have been removed with Burmesh and ELS Mastic, covering material shall hide all material weave in the membrane.
6. Trowel ELS Mastic over the membrane in a liberal enough application to eliminate the membrane weave.
7. A liberal amount of ELS Mastic is applied to the base of the flashing extending 6 inches onto the roof mat.

8. Brush apply Tremco Tremlastic to the vertical flashing at a minimum ratio of 3 gallons per 100 square feet.
9. Embed 12 inch wide Burmesh, no larger than 10 feet, into the material so as to have 6 inches on the horizontal and 6 inches on the vertical surface. The Burmesh shall be worked in well into the two materials.
10. Top dress the Burmesh with identical materials and allow to set up.

9. GRAVEL STOP – METAL EDGE REINFORCEMENT

1. Spud back all embedded gravel at least 12 inches from roof edge and out onto the roof surface.
2. Mechanically fasten gravel stop where necessary. Seal all nail heads and holes in the metal with Tremco Tremseal GP Sealant. Seal face joint and the inside vertical rise joint with a Tremseal ½ inch crown bead tooled in place.
3. Primed spudded portion with Tremco Treprime at the rate of 150 square feet per gallon.
4. Lay a 12-inch wide strip of Burmesh into a heavy bed of Tremco Poly-Roof at a minimum of 10 square feet per gallon. The strip shall start at the gravel stop edge and lay out onto the roof surface.
5. Top dress the Burmesh with a liberal application of Poly-roof and allow to set up.
6. Where a question exists as to the need for additional reinforcement, the owner's technical representative shall have the responsibility for the decision.

EDGING OR FLASHING – REPLACEMENT

Install new Tremline or approved equal flashing and edging system. When entire edge is to be replaced, Tremline, Free-floating venting system shall be used. When sections of existing edging are to be replaced, utilize the system specification that matches the existing. Color of edge metal to be mill finish unless otherwise specified by Building Owner.

10. EXTRUDED ALUMINUM FASCIA/TREMLINE

Detail D-RH-500

1. Treated Wood Blocking will be secured to deck with approved Fasteners in pre-drilled holes. Blocking will be minimum 2 inch x 6 inch construction. Fasteners will be installed on 18 inch centers in staggered pattern. One fastener will be located within 2 inches of blocking section ends.
2. Insulation will receive waterstop.
3. Extruded Aluminum Fascia Mounting Brackets will be installed per manufacturer's specifications employing three spiral shanked fasteners per bracket 1 ½ inches long as

supplied by manufacturer. Fascia metal will then be installed. Fascia metal must extend 1 inch above the top of the wood cant and 2 inches over wall elevations.

4. Treated wood cant will be installed over mounting brackets. Cant will be nailed in place with a minimum of 1 ½ inch nail penetration of perimeter blocking.
5. All plies of Roof Membrane will extend over top of fascia cant and will be nailed off 8 inch on center with spiral shanked cap nails.
6. CSPE Reinforced Flashing will be installed onto fascia with a full 1-inch tuck. CSPE Reinforced Flashing will extend 6 inches onto horizontal roof surface. CSPE Reinforced Flashing will be adhered to roof plies with Sheeting Bond Adhesive applied at the rate of 5 gallons per 100 square feet. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of CSPE Reinforced Sheeting. CSPE Reinforced Flashing will be pressed and rolled with steel roller into position.
7. The interior edge of CSPE Reinforced Flashing will be troweled down with a 4 inch Burmesh strap and Sheeting Bond strap.
8. Laps of Reinforced CSPE Hypalon will be 2 inches wide and formed using a heat gun that produces a minimum temperature of 1,200 degrees F. at the point of seaming. Mark the position of the overlapping salvage on the adjoining membrane. Wipe both sides of the entire lap with TremPly Solvent and allow to dry. Always join lap by working from one end to the other end with the heat gun and roller. Roll lap with a 2 inch vinyl roller as heat fusion takes place, being careful that no wrinkles are formed. At the end of every working day or before application is interrupted by weather, seal exposed lap edges with a ½ inch x ½ inch tooled bead of Tremseal S.

11. METAL FASCIA/RAISED – EXTENDED WOOD

Detail D-RH-510

1. Treated Wood Blocking will be secured to deck with approved Fasteners in pre-drilled holes. Fasteners will be installed on 18 inch centers in staggered pattern. One fastener will be located within 2 inches of blocking section ends. Treated wood cant will be installed. Treated wood cant will be secured to blocking with nails penetrating blocking 1 inch. Fascia board and cant or blocking and cant must have a height of 1 ½ inch or more, above the finished membrane surface. Add additional blocking if necessary.
2. Insulation will be terminated with envelope waterstop. Envelope will extend 6 inches beyond interior edge.
3. Tapered Edge will be installed where necessary to provide a smooth uniform transition from cant to insulation field level.
4. All plies of roof membrane will extend over top of fascia cant and will be nailed off 8 inch on center with spiral shanked cap nails.
5. CSPE Reinforced Flashing will be installed with a minimum 1 inch exterior face coverage and extending at least 6 inches onto horizontal interior roof surface. CSPE Reinforced Flashing will be installed in Sheeting Bond Adhesive applied at the rate of 4

gallons per 100 square feet. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of CSPE Reinforced Sheeting. CSPE Sheeting will be pressed into position. The interior edge of CSPE Reinforced Flashing will be troweled down with a 3 inch by 1/8 inch coat of Sheeting Bond.

6. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4-inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
7. New Fascia Metal will be installed. Metal will be .040 Aluminum and will extend under fascia nailer to provide 1/2 inch drip edge and extend 2 inches over cant area. Metal Fascia will be secured on 8 inch centers with 1 inch Aluminum Screw and Grommet. Metal Fascia with drip edge will be secured with continuous cleat. Lengths of fascia will not exceed 8 foot. Where fascia nailer extends out from elevation wall, a two piece fascia will be required with the second piece forming a continuous cleat for primary fascia metal and provide a 2 inch coverage of wall elevation where open joint exists.

12. METAL FASCIA/RAISED – EXTENDED METAL

Detail D-RH-520

1. Treated Wood Blocking will be secured to deck with approved Fasteners in pre-drilled holes. Fasteners will be installed on 18 inch centers in staggered pattern. One fastener will be located within 2 inches of blocking section ends. Treated wood cant will be installed. Treated wood cant will be secured to blocking with nails penetrating blocking 1 inch. Fascia board and cant or blocking and cant must have a height of 1 1/2 inch or more, above the finished membrane surface. Add additional blocking if necessary.
2. Insulation will be terminated with waterstop.
3. Tapered Edge will be installed where necessary to provide a smooth uniform transition from cant to insulation field level.
4. All plies of Roof Membrane will extend over top of fascia cant and will be nailed off 8 inch on center with spiral shanked cap nails.
5. CSPE Reinforced Flashing will be installed with a minimum 1 inch exterior face coverage and extending at least 6 inches onto horizontal interior roof surface. CSPE Reinforced Flashing will be installed in Sheeting Bond Adhesive applied at the rate of 4 gallons per 100 square feet. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of CSPE Reinforced Sheeting. CSPE Sheeting will be pressed into position. The interior edge of CSPE Reinforced Flashing will be troweled down with a 3 inch by 1/8-inch coat of Sheeting Bond.
6. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE

Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.

7. New Fascia Metal will be installed. Metal will be .040 Aluminum and will extend under fascia nailer to provide ½ inch drip edge and extend 2 inches over cant area. Metal Fascia will be secured on 8 inch centers with 1 inch Aluminum Screw and Grommet. Metal Fascia with drip edge will be secured with continuous cleat. Lengths of fascia will not exceed 8 foot. Where fascia nailer extends out from elevation wall, a two piece fascia will be required with the second piece forming a continuous cleat for primary fascia metal and providing 2 inch coverage of wall elevation where open joint exists.

13. GRAVEL STOP/LOW PROFILE

Detail D-RH-530

1. Treated wood blocking will be fastened with approved Fasteners 18 inch on center. Existing wood blocking will be examined and any rotted or split wood will be replaced.
2. Insulation will receive waterstop.
3. All plies of Roof Membrane will extend over treated wood blocking and 2 inches down face of wood blocking.
4. Sheeting Bond will be applied to gravel stop location 9 inches wide and approximately 1/8 inch thick extending from the gravel stop lip out onto the roof membrane. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of CSPE Reinforced Sheeting. CSPE Reinforced Flashing will be set to extend to bottom of wood nailers and back 4 inches beyond back edge of gravel stop. CSPE Reinforced Flashing will be rolled with a steel roller.
5. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
6. New .040 aluminum Gravel Stop with 4 inch interior horizontal flange, ½ inch lip, exterior vertical surface to cover decking wall juncture 2 inches and 45 degree drip edge will be installed. Gravel Stop will be secured with two staggered rows of 1 ½ inch spiral shanked ½ inch headed nails 3 inches on center. Lengths of gravel stop will not exceed 8 foot. Gravel Stop will extend 2 inches below nailer and top of walls.
7. The Gravel Stop will be covered with 6 inch and 12 inch Burmesh Membrane installed in Asphalt Mastic, extending from the gravel stop lip, out onto the roof membrane. Lengths of Burmesh will not exceed 10 foot and laps of Burmesh will be 4 inches. Application of Asphalt Mastic will be ¾ lb. under and ¾ lb. over Burmesh per foot. Mastic will be between laps and nowhere will Burmesh touch Burmesh.

8. Flood coating and gravel of roof will extend to ½ inch gravel stop lip.

WALL FLASHINGS – REPLACEMENT

14. NEW COUNTERFLASHING ON MASONRY WALL

Detail D-RH-540

1. Where no counterflashing is present, new counterflashing will be installed in mortar joint below coping stone in pre-cut 5/8 inch deep joint a minimum of ½ inch wide. Counterflashing will be secured in place after installation of CSPE Reinforced Flashing with lead wedges every 2 foot and the joint will be filled with pre-shrunk mortar tooled in place to a neat uniform appearance. Counterflashing will be installed a minimum of 8 inches above the horizontal roof surface.
2. New counterflashing will be fabricated from .040 aluminum and will cover CSPE Reinforced Flashing 4 inches. Counterflashing will be fabricated to permit a minimum of ½ inch joint insertion.
3. Counterflashing installation will provide a positive slope from parapet and laps will be 3 inches.
4. Install Tremflash Tape at top of flashing area. CSPE Reinforced Flashing will be installed from 1 inch below counterflashing and will extend 6 inches onto horizontal roof surface. CSPE Reinforced Flashing will be totally adhered to wall and membrane in Sheeting Bond Adhesive. Sheeting Bond Adhesive will be allowed to air 20 minutes before installation of CSPE Reinforced Flashing. The interior edge of CSPE Reinforced Flashing will be troweled down with a 3 inch by 1/8 inch coat of Sheeting Bond.
5. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4-inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.

15. EXISTING COUNTERFLASHING ON MASONRY WALL

Detail D-RH-540

1. Abutment Wall Flashing locations will require the installation of treated wood blocking and treated wood cant strip. Wood blocking will be secured on 18 inch centers staggered pattern with approved Fasteners in pre-drilled holes. Treated Wood Cant will be split 4 inch x 4 inch.
2. Insulation will be terminated with waterstop.

3. The wall/cant juncture will be examined for air passage. If airflow is present, joint between cant and wall will be sealed with closed cell joint backing and Tremseal GP sealant.
4. All plies of Roof Membrane will be installed and will extend 2 inches above the top of wood cant. Membrane will be nailed off at wood cants on 8 inch centers with spiral shanked cap nails with ¾ inch round metal discs of sufficient length to penetrate cant 1 ½ inches.
5. Where existing counterflashing is present, counterflashing will be raised for installation of CSPE Reinforced Flashing. Install Tremflash Tape at top of flashing area. CSPE Reinforced Flashing will be installed from 1 inch below counterflashing and will extend 6 inches onto horizontal roof surface. CSPE Reinforced Flashing will be totally adhered to wall and membrane in Sheeting Bond Adhesive. Sheeting Bond Adhesive will be allowed to air 20 minutes before installation of CSPE Reinforced Flashing. The interior edge of CSPE Reinforced Flashing will be troweled down with a 3 inch by 1/8 inch coat of Sheeting Bond.
6. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
7. Existing Counterflashing will have reglet joint sealed with ½ inch x ½ inch application of Tremseal GP Sealant tooled in place to form a watershed. Application of Tremseal GP Sealant will occur after mechanical securement of counterflashing and wipe down of metal with 200 cleaner.

16. NEW WALL FLASHING-COUNTERFLASHING-CONCRETE COPING

Detail D-RH-550

1. Base of Parapet Wall will receive treated wood blocking and treated wood cant. Wood blocking will be secured on 18 inch centers staggered pattern with approved Fasteners in pre-drilled holes. Treated wood cant will be split 4 inch x 4 inch.
2. The wall/cant juncture will be examined for air passage. If air flow is present, joint between cant and wall will be sealed with closed cell joint backing and Tremseal GP sealant.
3. Insulation will be terminated with waterstop.
4. Where existing counterflashing is present, raise counterflashing for installation of CSPE Flashing. Install Tremflash Tape at top of flashing area. CSPE Reinforced Flashing will be installed from 1 inch below counterflashing and will extend 6 inches onto horizontal roof surface. CSPE Reinforced Flashing will be pressed and rolled with steel roller into position and be totally adhered to wall in Sheeting Bond Adhesive at 5 gallons per 100 square feet. Sheeting Bond Adhesive will be allowed to air 20 minutes before installation

of CSPE Reinforced Flashing. The interior edge of CSPE Reinforced Flashing will be troweled down with a 3 inch by 1/8 inch coat of Sheeting Bond.

5. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
6. Where no counterflashing is present, new counterflashing will be installed in mortar joint below coping stone in pre-cut 5/8 inch deep joint a minimum of 1/2 inch wide. Counterflashing will be secured in place after installation of CSPE Reinforced Flashing with lead wedges every 2 foot and the joint will be filled with pre-shrunk mortar tooled in place to a neat uniform appearance. Counterflashing will be installed a minimum of 8 inches above the horizontal roof surface.
7. New counterflashing will be fabricated from .040 aluminum and will cover CSPE Reinforced Flashing 4 inches. Counterflashing will be fabricated to permit a minimum of 1/2 inch joint insertion.
8. Counterflashing installation will provide a positive slope from parapet and laps will be 3 inches.
9. Coping Stones will have joints cut out 1/2 inch. Joint will be primed and sealed with full beads of Tremseal GP Sealant tooled in place to a neat finish. Color of Tremseal GP will be approved by Project Coordinator.
10. After caulking of coping stone joints has cured for 48 hours, coping stone will receive Masonry Dampproofing at the rate of 150 square feet per gallon. Dampproofing will be brush applied and coping will receive two coats at prescribed application rate. Care will be taken not to over apply dampproofing on exterior wall elevation.

17. NEW WALL FLASHING – COUNTERFLASHING/TILE COPING

Detail D-RH-560

1. Base of Parapet Wall will receive treated wood blocking and treated wood cant. Wood blocking will be secured on 18 inch centers staggered pattern with approved Fasteners in pre-drilled holes. Treated wood cant will be split 4 inch x 4 inch.
2. The wall/cant juncture will be examined for air passage. If air flow is present, joint between cant and wall will be sealed with closed cell joint backing and Tremseal GP sealant.
3. Insulation will be terminated with waterstop.
4. Install Tremflash Tape at top of flashing area. CSPE Reinforced Flashing will be installed from 1 inch below counterflashing and will extend 6 inches onto horizontal roof surface. CSPE Reinforced Flashing will be pressed and rolled with steel roller into

position and be totally adhered to wall in Sheeting Bond Adhesive at 5 gallons per 100 square feet. Sheeting Bond Adhesive will be allowed to air 20 minutes before installation of CSPE Reinforced Flashing. The interior edge of CSPE Reinforced Flashing will be troweled down with a 3 inch by 1/8 inch coat of Sheeting Bond.

5. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
6. Where no counterflashing is present, new counterflashing will be installed in mortar joint below coping stone in pre-cut 5/8 inch deep joint a minimum of 1/2 inch wide. Counterflashing will be secured in place after installation of CSPE Reinforced Flashing with lead wedges every 2 foot and the joint will be filled with pre-shrunk mortar tooled in place to a neat uniform appearance. Counterflashing will be installed a minimum of 8 inches above the horizontal roof surface.
7. New counterflashing will be fabricated from .040 aluminum and will cover CSPE Reinforced Flashing 4 inches. Counterflashing will be fabricated to permit a minimum of 1/2 inch joint insertion.
8. Counterflashing installation will provide a positive slope from parapet and laps will be 3 inches.
9. Tile Coping will be examined and any loose tiles will be reset in mortar. Joints in Bell Tile with loose or deteriorated mortar will have new mortar applied after cleaning joint of unbonded materials.
10. Robinson Tile will have joints sealed per coping stone joint treatment.

18. NEW WALL FLASHING-METAL COPING CAP

Detail D-RH-570

1. Base of Parapet Wall will receive treated wood blocking and treated wood cant. Wood blocking will be secured on 18 inch centers staggered pattern with approved Fasteners in pre-drilled holes. Treated wood cant will be split 4 inch x 4 inch.
2. The wall/cant juncture will be examined for air passage. If air flow is present, joint between cant and wall will be sealed with closed cell joint backing and reglet joint sealant.
3. Insulation will be terminated with waterstop.
4. Where existing counterflashing is present, raise counterflashing for installation of CSPE Flashing. Install Tremflash Tape at top of flashing area. CSPE Reinforced Flashing will be installed from 1 inch below counterflashing and will extend 6 inches onto horizontal roof surface. CSPE Reinforced Flashing will be pressed and rolled with steel roller into

position and be totally adhered to wall in Sheeting Bond Adhesive at 5 gallons per 100 square feet. Sheeting Bond Adhesive will be allowed to air 20 minutes before installation of CSPE Reinforced Flashing.

5. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
6. Where no counterflashing is present, new counterflashing will be installed in mortar joint below coping stone in pre-cut 5/8 inch deep joint a minimum of 1/2 inch wide. Counterflashing will be secured in place after installation of CSPE Reinforced Flashing with lead wedges every 2 foot and the joint will be filled with pre-shrunk mortar tooled in place to a neat uniform appearance. Counterflashing will be installed a minimum of 8 inches above the horizontal roof surface.
7. New counterflashing will be fabricated from .040 aluminum and will cover CSPE Reinforced Flashing 4 inches. Counterflashing will be fabricated to permit a minimum of 1/2 inch joint insertion.
8. Counterflashing installation will provide a positive slope from parapet and laps will be 3 inches.
9. Remove all materials from the top of parapet wall to achieve a smooth surface. Install treated wood blocking to top of parapet wall using proper fasteners to secure wood blocking into place. Fasteners will be installed 18 inches on center in a staggered pattern with two fasteners 4 inches in from end of board.
10. Install new coping cap. Coping cap will have a continuous bent cleat formed with drip edge on front and back edges of wood blocking nailed 8 inch on center. Coping cap will be fabricated from .040 aluminum. Coping cap will have 1 1/4 inch standing seam and sections will be a maximum of 8 feet in length. At corners, form standing seam at miter. Attach cover to continuous cleat with 3/4 inch lock. Coping cap must be installed with a positive slope to shed water.
11. If existing metal coping cap is in good condition, remove cover plates from joints and seal joints with Tremseal GP Sealant and install new cover plates.

19. NEW ABUTMENT WALL SLIP FLASHING – METAL SIDING

Detail D-RH-580

1. Siding will be loosened or removed for installation of CSPE Reinforced Flashing. It may be necessary to cut siding for proper installation of flashing.
2. Metal Slip Flashing fabricated from .040 aluminum will be fabricated. Slip Flashing will have a minimum of 4 inch height with 2 inch crimp. CSPE Reinforced Flashing will be

crimped with 2 inches of flashing contained in crimp. Slip Flashing will be slipped into place and mechanically secured.

3. Screw securement of slip flashing will be with rubber grommet and of sufficient length to penetrate crimp, CSPE Reinforced Flashing and rear side of slip flashing and into curb at least 1 inch.
4. CSPE Reinforced Flashing will extend onto the horizontal cold process membrane surface at least 6 inches. CSPE Reinforced Flashing will be adhered to wall surface, cant and roof membrane in Sheeting Bond Adhesive. Sheeting bond will be allowed to air for 20 minutes and will be applied at the rate of 5 gallons per 100 square feet. Sheeting Bond Adhesive will be allowed to air 20 minutes before installation of CSPE Reinforced Flashing. The interior edge of CSPE Reinforced Flashing will be troweled down with a 3 inch by 1/8 inch coat of Sheeting Bond.
5. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
6. Where metal siding is terminated with drip edge, CSPE Flashing will be installed under drip edge and secured with Rawl Masonry Fasteners per counterflashing specifications.

20. COPING – STONE OR CONCRETE REPAIRS

1. Cut out existing joint material to a depth of at least 1/2 inch from the top and sides of coping.
2. Joint must be free from dust, dirt and moisture before application of sealant.
3. If void cannot be completely filled with sealant, additional joint filler is to be removed so that joint backing can be inserted to 1/2 inch from the surface.
4. Joint will be primed and sealed with full beads of Tremseal GP Sealant tooled in place to a neat finish. Color of Tremseal GP will be approved by the Building Owner.
5. After caulking of coping stone joints has cured for 48 hours, coping stone will receive Tremco 145 masonry preservative at the rate of 150 square feet per gallon. Dampproofing will be brush applied and coping will receive one coat at the prescribed application rate. Care will be taken not to over apply dampproofing on any exterior wall elevation.

21. MASONRY REPOINTING AND WATERPROOFING

1. Area to be designated by owner.

2. Clean masonry using moderate pressure hot water and/or steam, without cleaning solutions or grit. Pressure: 200-275 psi, directed at masonry at no more than 30 degrees.
3. Cut out joints to be tuck-pointed to depth approximately 2 ½ times joint width. Clean joints using air or clean water of dust and debris.
4. Mix mortar:
 - a. Use paddle batch mixer for at least three and not more than seven minutes, using less water than needed for normal, workable mortar. Mix to obtain uniform visual and physical characteristics. Mixed consistency: Molded into ball by hand.
 - b. Prehydrate mixed mortar by letting mortar stand for not less than 60 nor more than 90 minutes. After prehydration, add water to small mortar batches; mix carefully; bring to workable consistency.
 - c. Use mortar within 2 ½ hours of initial mixing, and within one hour of adding water to bring to working consistency. Discard mortar not used within 2 ½ hours of initial mixing.
 - d. Retempering mortar with additional water is not permitted.
5. Dampen masonry joints to be tuck-pointed.
6. Tuck repointing mortar into prepared joints in ¼ inch thick layers; tightly compress. When each layer is thumbprint hard, tuck another ¼ inch layer into joint. Fill until mortar is slightly recessed from brick face.
7. At appropriate time, tool joints with rounded jointing tool forming concave joint. Avoid tool burn and/or slicking.
8. Clean masonry to produce clean unmarred appearance. Do not use acid.
9. Dampproof masonry with one coat #145 Masonry Preservative applied at approximately 150 sq. ft. per gallon per coat.

22. REGLET JOINT – REPAIRS

1. Remove all loose or failing joint material to a sound surface.
2. Re-peg loose counter flashing with lead wedges every 2 feet and the joint will be filled with pre-shaken mortar tooled in place to a neat uniform appearance.
3. Existing counterflashing will have the reglet joint sealed with a ½ inch by ½ inch application of Tremseal GP Sealant tooled in place to form a watershed. Application of Tremseal GP Sealant will occur after wipe down of metal with 200 cleaner.

23. NEW EXPANSION JOINT

Detail D-RH-640

1. Embedded gravel on each side of the expansion joint area will be spudded at least 12 inches from the base of the location of the cant. Spudded areas and vertical rise areas of expansion joint will be primed.
2. Roof will be cut to deck a minimum of eight inches in width.
3. Treated Wood Blocking will be installed on each side of expansion joint location. Blocking will be secured on 18 inch staggered centers with approved Fasteners penetrating deck 1 inch.
4. Vertical treated wood will provide a minimum 8 inch rise above the finished roof surfaces. A split treated 4 inch x 4 inch cant will be nailed in place.
5. CSPE Reinforced Flashing will be mechanically secured on top of expansion joint curb and will extend a minimum of 6 inches onto the horizontal membrane surface. CSPE Reinforced Flashing will be solidly adhered to sides and membrane with Sheeting Bond Adhesive. Sheeting Bond Adhesive will be allowed to air 20 minutes before installation of CSPE Reinforced Flashing. Application rate of Sheeting Bond will be a minimum of 5 gallons per 100 square feet.
6. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
7. The void between sides of expansion joint curbs will be filled with compressible fibrous glass insulation.
8. A new .040 Aluminum Expansion Joint Cap will be installed. Aluminum Cap will extend a minimum of 2 inches over CSPE Flashing. Cap Sections will not exceed 10 feet and joint detail will be approved by Building Owner's technical representative.
9. Expansion Joint Curbing will extend to perimeter of roof area. Metal Cap and End Termination will extend down over gravel stop or up and under counterflashing at abutment wall.
10. The exterior edge of the CSPE Reinforced Hypalon will be strapped with 4 inch Burmesh and Sheeting Bond.

24. PITCH POCKETS/NEW & EXISTING/MAINTENANCE REPAIRS

Details D-MM-706

1. Pitch Pan construction to be as follows:
 - a. Copper: ASTM B370-, 16 oz. cold rolled. Solder: ASTM B32 Alloy Grade 50A. Flux: Muriatic Acid killed with zinc. Wash off acid thoroughly after soldering.

- b. Pitch pans will provide minimum of 3 inches between edges and object being flashed, a minimum 5 inch height and minimum 4 inch horizontal flanges. Corners of pitch pocket flanges will be solid with soldered seams.
2. Embedded gravel will be spudded from pitch pocket installation area. Membrane will be free of gravel and will be primed with Tremprime Quick Dry at 125 square feet per gallon and then allowed to dry. Projection will be cleaned. Prime projection with Tremprime Quick Dry at 125 square feet per gallon, allow to dry.
3. Pitch pocket 4 inch horizontal flange will be installed over trowel applied application of compatible mastic at 1 pound per foot. Flange must be cambered down to conform to roof contour, edges of pitch pan will not be raised off the roof mat.
4. Pitch pocket flange will be flashed to roof membrane with 6 inch and 12 inch plies of Burmesh Membrane installed in compatible mastic. Application rate of mastic will be $\frac{3}{4}$ lb. under and $\frac{3}{4}$ lb. over Burmesh per foot per ply.
5. Pitch Pocket will be filled with ELS Mastic to within 1 $\frac{1}{2}$ inches of top of flange. Grout will be allowed to cure.
6. Pitch Pocket will be filled providing a 1 inch crown and positive slope over metal sides with Tar Base Mastic.
7. Pitch Pockets are required at all pipe, conduit, and other protrusions through the roof membrane that are not otherwise flashed.
8. Existing pitch pockets that are less than 3 inches high or provide less than 2 inches between sides and object being flashed will require retrofit pitch pockets. New pitch pockets will conform to construction specifications and will provide a minimum 2 inch space between old and retrofit pitch pocket metal.
9. Pitch Pockets will be covered with Metal Hoods with a minimum of 1 inch coverage of pitch pockets sides. Hood Metal will have $\frac{1}{2}$ inch clearance of Pitch Pocket Metal. In some instances, a $\frac{1}{4}$ inch steel plate will be required for mounting of hood. Metal will be wiped with 200 Cleaner and caulked watertight with Tremseal GP Sealant, if clamping collar is used instead of soldering.

25. SOIL STACKS/REPAIR EXISTING

Detail D-RM-780

1. Soil Stacks and round pipe protrusions through roof membrane with lead flashing will be examined for splits at upper crimp and at base of tubular construction. Where splitting is found, lead flashing will be replaced with new 4 lb. lead flashing. Defective Soil Stack will be brought to the attention of the Site Representative and will be replaced.
2. Stacks less than 2 inches in diameter will receive 2 lb. cover caps. Lead will extend at least 2 inches into pipe.
3. Embedded gravel will be spudded at least 12 inches from base of soil stack. Spudded area will be primed.

4. 12 inch Burmesh membrane will be installed in compatible mastic applied at $\frac{3}{4}$ lb. under and $\frac{3}{4}$ lb. over Burmesh per foot. Burmesh flashing reinforcement will be installed with full lapping of Burmesh sections.
5. Where new lead flashings are installed, 4 inch horizontal flanges will be set into solid application of asphalt mastic. Lead will be of sufficient height to permit top 2 inch crimp into pipe.
 - a. The base 4 inch flange will be flashed with 2 plies of 12 inch wide Burmesh membrane dressed in compatible mastic applied at the rate of $\frac{3}{4}$ lb. under and $\frac{3}{4}$ lb. over Burmesh per foot per ply.

26. SCUPPER DETAIL

Detail D-RL-810

1. Existing scuppers will be removed where gravel stop detail exists.
2. Through Wall Scuppers will be examined for rust, open joints or deteriorated metal. Where these conditions are found, new through wall scuppers will be required.
3. Treated Wood Blocking will be installed and ends of blocking will be cambered to provide a uniform transition to scupper location.
4. Insulation will be terminated with waterstop.
5. Treated wood cant will be installed. Cant will have ends tapered to provide smooth transition to blocking camber.
6. New insulation will be tapered providing a sump to scupper perimeter with positive slope from roof membrane through scupper. Slope will be sufficient to have no standing water.
7. All plies of the Roof Membrane will be installed and will extend 2 inches over blocking.
8. Thirty (30) inch long 4 pound lead will be installed at scupper location. Lead will provide a minimum of 2 inch coverage on the exterior wall surface, will extend up the entire vertical rise of interior scupper surface, and extend at least 24 inches onto sumped membrane surface. Lead will be installed in ELS mastic or Sheeting Bond adhesive. Adhesive or mastic will be applied to provide 100% adhesion to lead.
9. CSPE Reinforced Flashing will be installed in Sheeting Bond adhesive. Where CSPE Reinforced Flashing is installed on parapet wall, air seals are required to prevent exterior air from penetrating behind reinforced sheeting at parapet blocking. Application of Sheeting Bond adhesive will be at the rate of 5 gallons per 100 square feet. Sheeting Bond adhesive will be allowed to air for 20 minutes prior to installation of reinforced flashing.
10. CSPE Reinforced Flashing will extend into scupper box.

11. Laps of CSPE Reinforced Flashing will be 6 inches. Lap will be adhered with Sheeting Bond Adhesive troweled over bottom sheet approximately 1/8 inch thickness. Sheeting Bond Adhesive will be allowed to air for 20 minutes prior to installation of top CSPE Reinforced Flashing Sheet. The lap will be rolled with a 2 inch steel roller. Lap of CSPE Reinforced Flashing will be strapped with Sheeting Bond Adhesive under 4 inch Burmesh and Polyroof Elastomer over Burmesh. Upon completion of project, all flashing laps will be coated with FireKote.
12. Lead will be strapped with 6 inch and 12 inch plies of Burmesh and ELS Mastic. Application rate of mastic will be ¾ pounds under and ¾ pounds over Burmesh per foot per ply.
13. Reinforced CSPE Flashing will be bonded to lead with Sheeting Bond.
14. TF Tape will be applied to exterior and interior edges of scupper box. Lead terminations providing 2 inch exterior coverage and 2 inch extension into scupper will be installed on the vertical side and top elevations of scupper. Termination will be secured with lead masonry fastener or compatible metal fastener in pre-drilled hole. Sufficient fasteners will be used to construct a tight gasket seal.
15. The edge of lead terminations will be sealed with bead of sealant.
16. Membrane flood coat will be applied and gravel will be applied over lead strapping.
17. Scupper sumping, installation of blocking and cants, and installation of roof membrane and lead must be performed as an integral part of the roofing process. Secondary applications of scupper details must be approved by project coordinator.

27. DRAINS/NEW

Detail D-DR-260

1. Location of new drains will be marked on existing roof surface. Location will be reviewed with Building Owner for verification of piping access.
2. At the location of the drain, a 48 inch square area will be spudded of embedded gravel. Prepared surface will be free of gravel and will be primed.
3. The drain opening will be cut to permit location of bowl flange even or below decking level including removal of insulation and membrane to accommodate installation of required tapered edge strip. Where the roof is not insulated, drain will be set in 1 inch below plane of deck.
4. Insulated Roof Systems will have drains sumped. Drains will be sumped with a minimum 12 inches tapered edge strip with 1 inch of insulation, 18 inch tapered edge strip with 1 ½ inch insulation and 24 inch tapered edge strip with 2 inches or more insulation. Drains will not hold water at collar.
5. Tapered Edge Strip will be installed in Steep Asphalt. Equal plies of existing built up membrane will be installed in solid and continuous moppings of steep asphalt where removed for installation of tapered edge strip. All plies will extend into drain.

6. A 30 inch square 4 lb. lead will be installed extending at least 3 inches into drain. Lead will be set into a solid trowel applied application of asphalt mastic. Drain Collars will be installed.
7. Lead will be flashed with a minimum of two plies of Burmesh installed in compatible mastic. Burmesh plies will be started over prepared area in staggered laps on existing membrane. The final ply will be flashed with 12 inch Burmesh Membrane and compatible mastic. Application rate of mastic will be $\frac{3}{4}$ lb. under and $\frac{3}{4}$ lb. over Burmesh per foot.
8. Drain sumping and installation of roof membrane and lead must be performed as an integral part of roofing process. Secondary applications of drain details must be approved by Building Owner.
9. All interior piping will be handled by Building Owner.
10. FCPS will be responsible for all interior piping, the intent is for drain piping and this would include any exposed piping leaders on the exterior of the building also so long as they are part of a roof drain and not guttering downspouts.
11. FCPS reserves the right to request quotes for interior piping of drains separate from the bid price for drains. The successful contractor is not obligated to provide this additional service.

28. DRAIN REPAIR

1. In performing cleaning operations of the membrane surface, drains will be protected from gravel plugging. Protection will be removed each day.
2. Embedded gravel will be spudded 12 inches around the circumference of the drain collar. Spudding will produce a gravel free surface. Prepared surface will be primed.
3. Remove strainer and retainer rings.
4. Fill ring bed with Fibermat Mastic and reset and tighten down.
5. Reinforce sump with Fibermat and Burmesh.
6. Apply Fibermat Mastic $\frac{1}{4}$ inches thick on the base of the retainer, completely covering sump and out onto the roof 12 inches wall directions.
7. Completed embed Burmesh into the Fibermat Mastic from the base of the drain out over the top of the sump.
8. Top dress the Burmesh with a minimum thickness of $\frac{3}{16}$ inches of Fibermat Mastic.
9. If there are any broken roof drains or plumbing problems, the contractor will contact the Building Owner immediately.
10. Drain inserts will not be used to correct structural deficiencies or damaged drain components.

29. SINGLE PLY MEMBRANE REPAIR

1. All areas of wet insulation will be removed.
2. Patch membrane will overlap onto existing membrane a minimum of six inches.
3. Remove dirt and excess dust from cured existing membrane by wiping with a clean rag. If necessary, scrub with warm soapy water to remove dust, dirt or other contaminants and rinse with clean water.
4. Clean the dry splice area of cured membranes by scrubbing with splice wipes or clean natural fiber rags using splice cleaner. The membrane surface shall be thoroughly cleaned. Extra cleaning is required along a factory seam which intersects a splice area. Sponges, sponge mops, squeegees, brushes, paint rollers, etc. must not be used. Rubber gloves are required for hand protection when splice cleaner is being used.
5. Stir splicing cement thoroughly until it is uniform in color with no heavier material remaining on the bottom or sides of the can.
6. Splicing surfaces shall be dry and clean.
7. Apply splicing cement to both mating surfaces with either a 3 or 4 inch wide ½ inch thick paintbrush. Apply cement smoothly and evenly to obtain 100% coverage. Do not allow the cement to glob or puddle. Approximately 75 linear feet of coverage per gallon can be achieved for a 3 inch wide membrane splice.
8. FOR ALL CURED-TO-CURED FLASHING SPLICES ONLY:
 - a. While the splicing cement is drying, apply a 4/32 inch diameter bead of in-seam sealant within ½ inch of the inside edge of the bottom sheet.
 - b. Maintain a continuous bead of in-seam sealant on all membrane splices, especially at splice intersections.
 - c. During splice cleaning procedures, splice wipes contaminated with in-seam sealant cannot be reused for the application of splice cleaner.
 - d. Allow the cement to dry until it is tacky but will not string or stick to a dry finger touch and will not move when pushed with a dry finger.
 - e. Roll the top sheet onto the mating surface. Take care not to stretch or wrinkle the membrane sheet and assemble to seam with hand pressure by wiping toward the splice edge.
 - f. Immediately roll the splice with a 2 inch wide steel roller, using positive pressure, toward the outer edge of the splice. Do not roll parallel to the splice edge. On a completed splice, the in-seam sealant must remain evident or sensitive to the touch.

- g. Wait at least 2 hours; check the splice edge for dust, dirt or other contaminants. If necessary, clean the splice edge by scrubbing with warm soapy water; rinse with clean water and allow to dry.
- h. Clean the dry splice edge, extending at least 1 inch onto the top and bottom membranes, using a clean cloth dampened with splice cleaner and apply a 5/16 inch diameter bead of lap sealant to completely cover the splice edge.
- i. Feather the lap sealant with the specially performed tool so that the high point or the crown of the lap sealant is directly over the edge of the splice.
- j. Application of lap sealant must be completed by the end of the day. For cured flashing splices, wait at least two hours after completion of the splice before applying lap sealant.

30. SINGLE PLY MEMBRANE REPAIR

- 1. Remove roofing and insulation to the deck.
 - a. Make sure deck surface is clean and free of any dirt, dust and debris.
 - b. If structural deck is in deteriorated condition, Building Owner must be notified immediately.
 - c. Base bid on installing 1 1/2" composite board insulation (1" polyisocyanurate insulation and 1/2" wood fiber factory laminated) and Tremco Insulation Adhesive. Follow manufacturers specifications for each type of roof deck found.
- 2. Install single ply roofing material according to the manufacturer's instructions.

31. TWO WAY VENT INSTALLATION

Detain D-RM-820

- 1. Embedded gravel will be spudded from vent installation area.
- 2. Cut out roof membrane down to the roof insulation.
- 3. Set flange in 3/4 lb. of ELS mastic per foot.
- 4. Vent flange will be flashed with 6" and 12" composite plies installed in ELS mastic. Application rate of mastic will be 3/4 lb. under and 3/4 lb. over composite ply per foot per ply.
- 5. Push gavel back into mastic around the vent.

32. COLD APPLIED BUILT UP ROOF SYSTEM/REPAIRS (NOTE: THIS SYTEM IS COMPATIBLE WITH BOTH COAL TAR AND ASPHALT SYSTEMS/MATERIAL.)

- 1. Remove designated roofing and insulation to the deck.

- a. Make sure deck surface is cleaned and free of any dirt and debris.
 - b. If structural deck is in a deteriorated condition, Building Owner must be notified immediately.
 - c. Install fiberboard insulation as necessary to achieve same height as taken off. (Note: Base bid on 1 ½" composite board [1" polyisocyanurate insulation and ½" wood fiber factory laminated], negotiations will be accomplished for any additional heights needed at time of walk through.) Set in Tremco insulation adhesive.
 - d. Prime deck with water based primer at 200 sq. ft. per gallon, or manufacturers recommended rates of 100 sq. ft. per two (2) gallons for concrete and 100 sq. ft. per one (1) gallon for metal.
 - e. If nailable type deck (tectum, gypsum or wood) install composite ply base sheet to meet FM-I-90 requirements and then set insulation in two (2) gallons per 100 sq. ft. of insulation adhesive.
2. Install three plies of composite ply felts laid shingle fashion and placed to ensure that water will flow over or parallel to, but never against, exposed edges.
 3. Embed each ply in 2.5 gallons per 100 sq. ft. of Burmastic adhesive.
 4. Extend all plies above the top edge of cant strips along the bases of parapets, gravel stops, walls and projection deck penetrations.
 5. When terminating each work days work, an envelope water stop will be used to protect insulation.
 6. Flood entire roof area with five (5) gallons per 100 sq. ft. of Burmastic adhesive. Immediately broad cast 500 lb. per 100 sq. ft. of gravel into the flood coat.

33. TWO PLY COLD APPLIED MODIFIED ROOF SYSTEM

1. Remove designated roofing and insulation to the deck.
 - a. Make sure deck surface is clean and free of debris.
 - b. If structural deck is in a deteriorated condition, building owner must be notified immediately.
 - c. Install fiberboard insulation as necessary to achieve same height as taken off. (Note: Base bid on 1 ½" composite board [1" polyisocyanurate insulation and ½" wood fiber factory laminated], negotiations will be accomplished for any additional heights needed at time of walk through.) Set in Tremco insulation adhesive.
 - d. Prime deck with water based primer at 200 sq. ft. per gallon or manufacturers recommended rates of two (2) gallons per 100 sq. ft. for concrete and one (1) gallon per 100 sq. ft. for metal.

- e. If nailable type deck (tectum, gypsum, or wood) install composite ply base sheet to meet FM-I-90 requirements and then set insulation in two (2) gallons per 100 sq. ft. of insulation adhesive.
2. Beginning at the low point of the roof, lay one (1) ply of Tremco MB Composite Ply in a full coating of Burmastic MB adhesive at two (2) gallons per 100 sq. ft. Lab edges 4" and ply ends 6".
3. Again starting at the low point of the roof lay one (1) ply of Tremco 2PS ply sheeting in a full coating of Burmastic MD adhesive at two (2) gallons per 100 sq. ft. Lab edges 4" and ply ends 6".
4. Immediately after installation, broom and/or roll all modified sheets to ensure complete adhesion without wrinkles, fishmouths, or blisters. The quality of the finished system depends on how quickly and correctly the plies are rolled/broomed for adhesion.
5. Let roof flash off for thirty (30) days and install a white reflective rubberized emulsion over entire roof surface at 4.5 gallons per 100 sq. ft.

34. INSTALL HYPALON FLASHING AT WOOD CANT

Note: Removal of equipment will be accomplished by Owner – reinstallation by Owner.

1. Set wood fiber cant strip in solvent free insulation adhesive.
2. Install new roofing to top edge of cant and cement off with a three course of ELS, burmesh – ELS.
3. Install hypalon flashing set in sheeting bond adhesive (ensure complete bonding without wrinkles or voids).
4. Lap sheeting ends 4"; adhere laps with sheeting bond adhesive. (Hypalon flashing should extend 6" beyond toe of cant into new roof.)
5. Seal vertical and horizontal edge of hypalon with reinforcing membrane embedded in a base course of sheeting bond and a top course of ELS.
6. Secure top of hypalon to substrate with spiral or annular shank nails with a 1" cap, 8" on center.
7. Coat flashings with two (2) coats of polarcote at 130 sq. ft. per gallon per coat **after** equipment is reinstalled.

35. INSTALL NEW EXPANSION JOINT, FLASHING ONLY

1. Remove old flashing from area.
2. Measure and correct if necessary horizontal and vertical blocking to a minimum of 8" height from final roof surface.
3. Check and install if necessary wood cants on blocking.

4. Extend new roofing to top edge of cant and cement off with a three course ELS-Burmesch-ELS.
5. Install vinyl water barrier over joint opening. (Allow barrier to drape 4" within joint opening.) Nailing both sides of barrier 4" on center.
6. Insert fiberglass batt insulation into expansion joint opening; fill entire opening.
7. Install hypalon flashings. Set in sheeting bond adhesive. Ensure complete bond without wrinkles or voids.
8. Lap hypalon ends 4". Adhere laps with sheeting bond adhesive.
9. Hypalon flashing should extend 6" beyond toe of cant onto new roof.
10. Seal vertical and horizontal edges of sheeting with reinforced membrane embedded in a base course of sheeting bond and top course of ELS.
11. Secure top edge of sheeting to substrate with spiral or annular shank nails with a 1" cap at 8" on center.
12. Install continuous cleat mechanically fastened 8" on center.
13. Fabricate and install (.040 min) aluminum expansion joint cover to curb.
14. Bevel curb top for drainage:
 - a. Mechanically fasten to vertical portion of curb with neoprene grommet screws, 12" on center.
 - b. Overlap sections 4" minimum.
 - c. Install 4" cover plates at all joints
15. Coat flashings with two (2) coats of polarcote at 130 sq. ft. per gallon per coat.
36. REMOVE OLD EDPM AND INSTALL NEW EDPM ROOFING – ENTIRE ROOF SECTION – NOT A REPAIR

Several methods are used to attach EDPM to substrate and the proper method for the specific job at hand would be used and price adjustments made for those circumstances, but **for the purposes of this line item pricing we will use fully adhered, 80 mils EDPM, non-ballasted.**

FCPS would release the contractor from this line item of work if, in his/her opinion, the methods of attachment, application or materials would compromise the warranty issue for initial work or for no dollar limit warranty of manufacturers warranty period for material.

NOTE: No bid for this line item would not be considered cause for rejection of bid.

37. REINSTALLATION/REBUILDING OF ROOF DRAIN

1. Spud back gravel around the roof drain.
2. Remove existing roof drain bowl; and lead flashing.
3. Remove roofing and tapered sump flange out to each side.
4. Install new roof drain to existing piping. Make sure connection is installed properly so leaking does not occur.
5. Prime existing deck.
6. Install new tapered insulation sump set in solvent free insulation adhesive.
7. Install 4 plies of composite ply felt set in 2.5 gal per ply of cold adhesive. Properly tie into existing roof.
8. Install new lead flashing set in cold roof mastic.
9. Install new bolts to existing connection. If threads need to be re-tapped then do so.
10. Install 2 ply stripping of composite ply set in 2.5 gal per ply of cold adhesive.
11. Install 5 gal per 100 square feet cold adhesive.
12. Install 500 pounds per 100 sq feet of gravel.

38. Metal Retrofit Systems

Scope

This work includes all costs associated with engineering and installing a metal retrofit roofing system on portions of a roof. A sketch is to be used to identify the Owner's expectations concerning area involved and orientation of the new metal retrofit roof system. The metal retrofit roof system will convert the roof to a sloped metal roof with a steeper or a pitch. The system will be engineered by a licensed professional engineer authorized to perform such engineering in the State of Maryland. In addition, the existing building structure will be analyzed and certified, by the same engineer, to be capable of accommodating the loads introduced to it by the new metal retrofit roofing system in a manner that will meet all applicable building code requirements.

Materials

The basic materials used in the retrofit system will be as follows. The actual size and configuration of these materials will be the bidder's responsibility to determine and accommodate local code requirements.

1. All retrofit framing materials utilized to create the new sloped framing system will be red primed steel and a minimum of 16 gauge.
2. All attachment fasteners of the new framing system to the existing structure will have a long life coating. Size, number, and spacing of these fasteners will be determined by the bidder's engineer to accommodate required loadings. All attachments of the new framing system will be made into the existing building's structural system, which consists of a long span structural metal deck. All penetrations of the existing roof membrane will be sealed on a daily basis. The contractor will be responsible for this temporary seal, with all property damage caused by lack of attention to this seal to be the responsibility of the contractor.
3. The roof covering system will be a 24 gauge Calvalume base panel, carrying a 20 – year material warranty, with a flat pan and a vertical leg design. The panel width will be 16". The panel will be attached to the sub framing system with the use of

concealed fastened clips, with the capability of allowing the panel to expand and/or contract up to 1". The installed panel system will carry a published UL-90 rating.

4. Existing gutter and downspouts will be removed and replaced by new steel gutters and downspouts. These elements will be made from 24 gauge Kynar coated steel. Downspouts will discharge onto the ground with a new concrete splash block located under every downspout or tied back into the storm sewer.
5. New vertical ribbed wall panels will be located along all eaves as well as all areas created by the new slope. These panels will be a minimum of 24" in length at the eaves and made of the same materials as the gutters and downspouts. Color will match the gutter and downspouts.
6. All required flashings and trim will be made from 24 gauge metal with a Kynar painted coating to match the wall panels.
7. Six-inch (6") thick unfaced batt insulations will be placed on top of the existing roof prior to the installation of the new roof sheets. This insulation will be installed in such a way as to create a continuous insulating layer with tight joints.
8. The cavity created by the new sub framing will be vented by the use of non-moving vents located close to the high points of the roof. These vents will be made from all aluminum construction and of the size, quantity and spacing required to completely change the air in the attic cavity at least five times every hour using a design wind speed of 5 mph. Design calculations will be submitted to the owner for approval.

General Requirements

The following general requirements will be required of the contractor.

1. The contractor will be required to produce drawings adequate to obtain required building permits. These drawings will be prepared under the direction of a licensed professional engineer and bear his seal and signature to verify such direction.
2. The contractor will be responsible to hold all applicable licenses.
3. The contractor will be responsible for all required payroll taxes, workmen's compensation and general liability insurance, etc. as required by law and/or deemed adequate by the owner for this project. Prevailing wages if required by Maryland law are included in the pricing for this project.
4. A twenty (20) year written weather tightness warranty will be issued by the manufacturer to the owner prior to the final payment being made. This warranty will hold the manufacturer responsible for the roof weather tightness for a period of twenty (20) years.
5. The work will proceed continuously until completion.
6. The bidder verifies by submitting a proposal for a project that he had visited the site, is familiar with the required work, and has included all costs necessary to accomplish this work. No increase in the bidder's bid price will be authorized due to negligence on behalf of the bidder in determining the actual jobsite conditions.

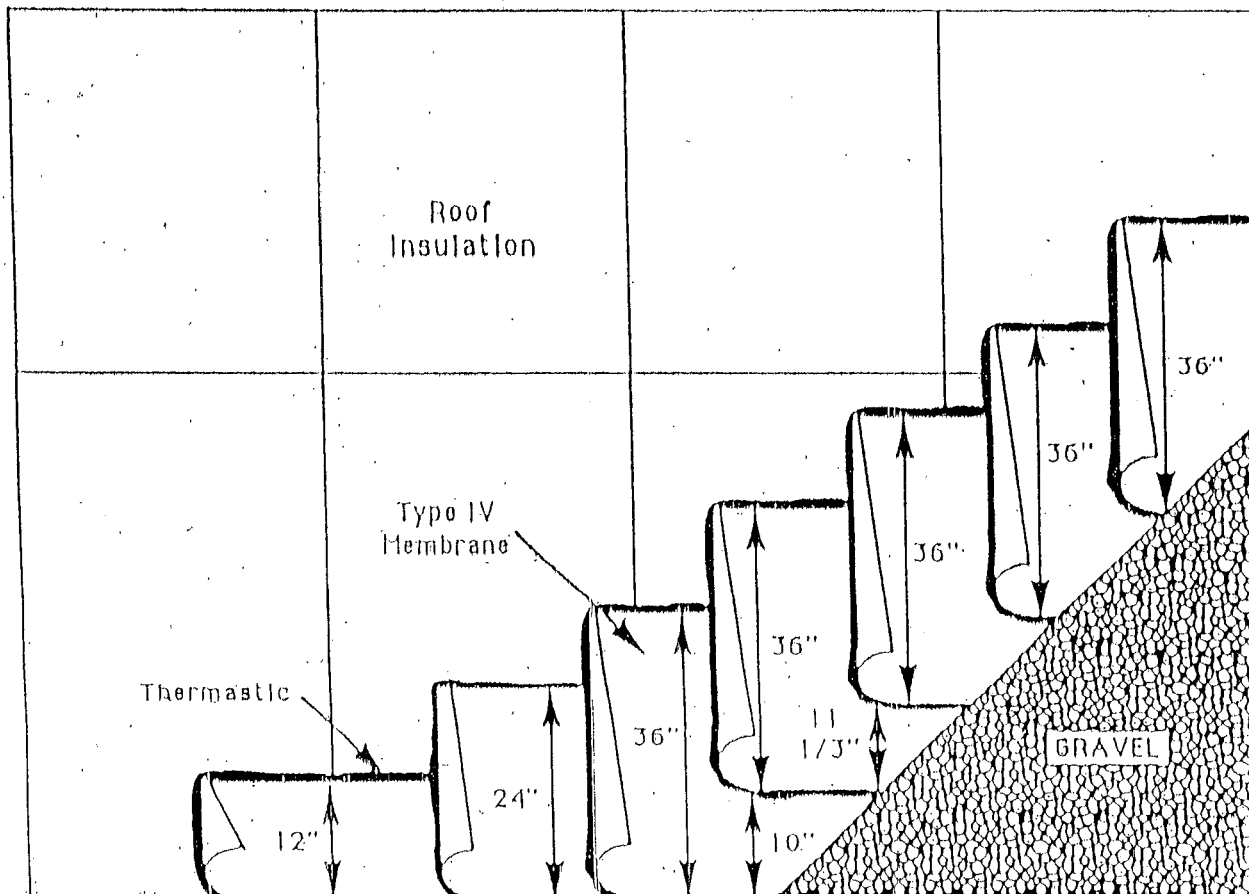
39. Installation of EPDM Single Ply on a Portable Classroom Roof Area 2:12 pitch

1. Remove existing shingles to the wood deck.
2. Mechanically fasten 1 ½ polyisocyanurate insulation to meet FM class 1-90.
3. Install a fully adhered .060 EPDM single ply system per manufacturer standards.
4. Install 2" x 6" wood blocking at perimeter edge.
5. Install .040 metal drip edge and mechanically fasten 2 rows 6" o.c. staggered.
6. Strip metal drip edge per manufacturer's standards.
7. Provide a 10 year total system warranty.

40. Installation of a Metal Roof System on a Portable Classroom Roof Area 2:12 pitch

1. Remove existing shingles to the wood deck.
2. Install ice and water shield to the wood deck.
3. Install metal clips per manufacturer's standards.
4. Install a watertight metal roof panel rolled seam. Sealant must be present in the seam.
5. Start seamer at top of roof and extend to bottom.
6. Finish must be kynar.
7. Install ridge cap and metal edge per manufacturer's standards.
8. Provide a 20 year total system warranty.

DETAILS



Roof Insulation set in
Insulation Adhesive.
Concrete Deck - 3 Gallons
per 100 square feet.
Metal Deck - 1 Gallon per
100 square feet.

Flood coat of Thermastic
applied at a rate of 6
gallons per 100 square
feet.

Gravel applied at a rate
of 500 Lbs. per 100
square feet.

Three plies of Type IV Membrane set in
continuous moppings of Thermastic applied at
a rate of 3 gallons per 100 square feet

PATCH PROFILE / BUILT-UP ROOFING

DRAWING *D - RII - 100

- C. ASPHALT ROOFS, APPLY ECOLASTIC RE-IMPREGNATOR AT A RATE OF 8 GALLONS PER 100 SQUARE FEET.
 OIL TAR ROOFS, APPLY TRP-TAR RE-IMPREGNATOR AT A RATE OF 7.5 GALLONS PER 100 SQUARE FEET.

CLEAN ENTIRE ROOF
 OF LOOSE GRAVEL, DIRT
 AND DEBRIS

RE-IMPREGNATOR WILL BE
 GRAVELED WITH CLEAN AND
 WASHED PEA GRAVEL 3/8
 INCH TO 5/8 INCH SIZE AT
 THE RATE OF 500 LB. PER
 100 SQUARE FEET

ORIGINAL ROOF

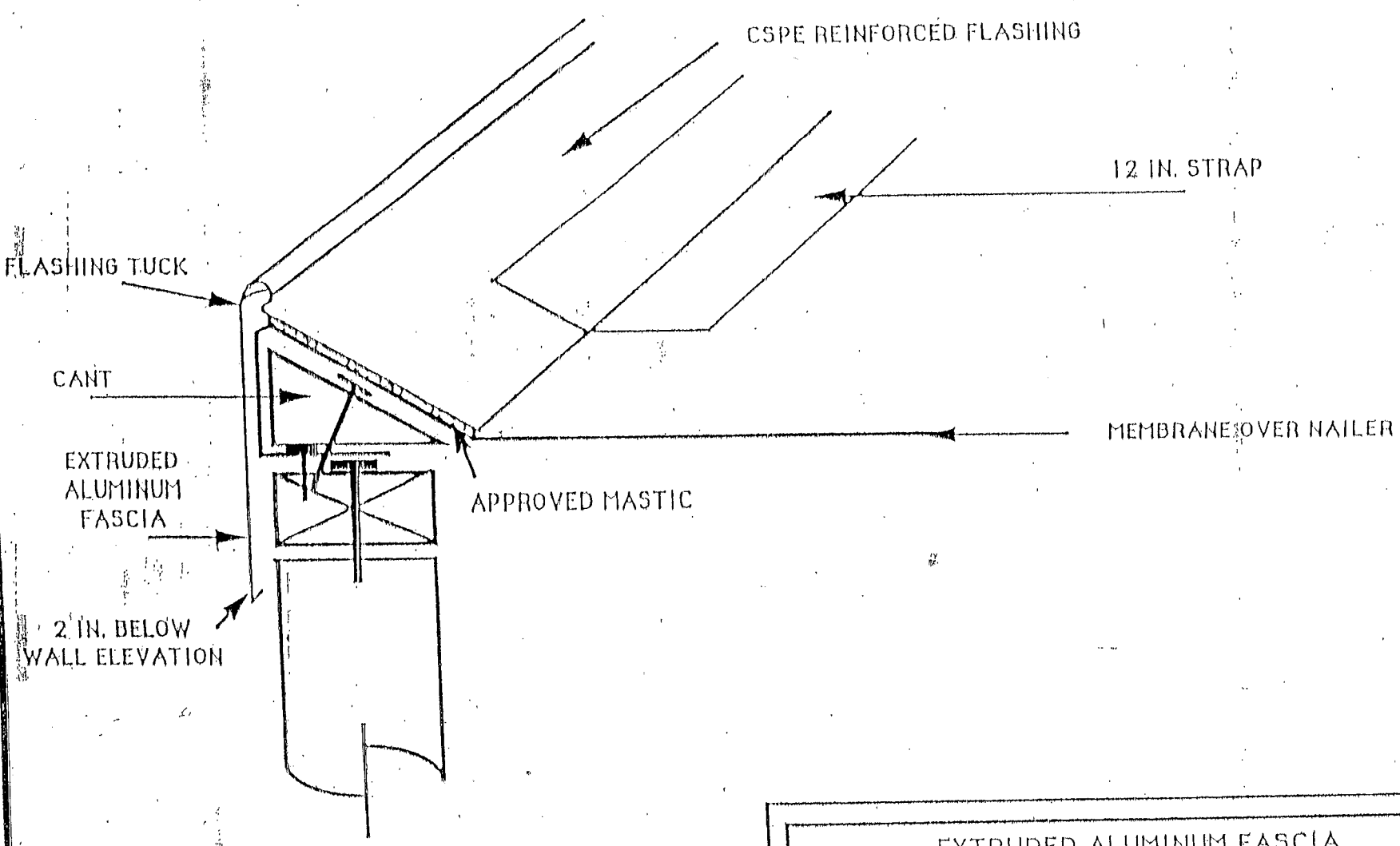
DECK

INSULATION

GRAVELING OPERATIONS AND GRAVEL DELIVERY
 WILL BE COORDINATED TO ACCOMPLISH THE
 GRAVELING OPERATION WITHIN A 48 HOUR
 PERIOD.

RESTORATION PROFILE

DRAWING *D - RII - 110

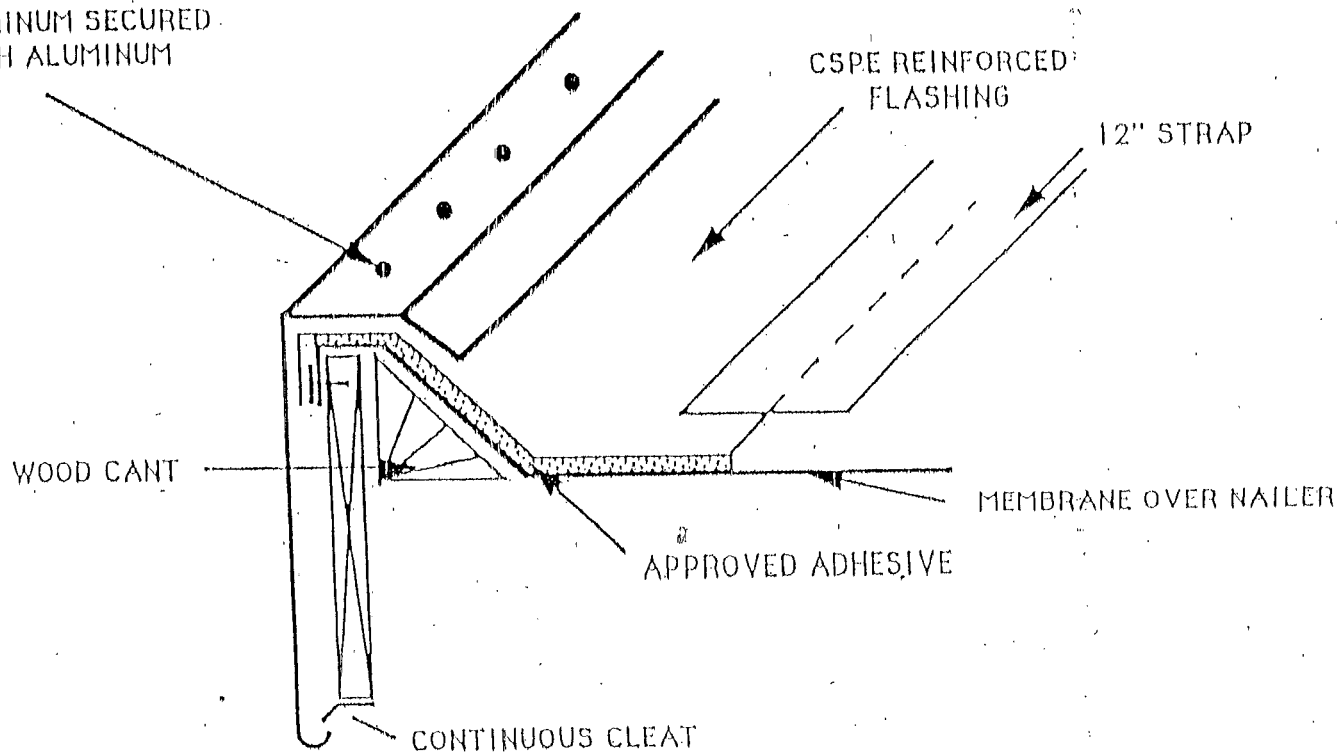


EXTRUDED ALUMINUM FASCIA

DRAWING * D-RH -500

METAL FASCIA .040 ALUMINUM SECURED
8 INCHES ON CENTER WITH ALUMINUM
SCREWS AND GROMMETS.

USE COVER PLATE AT ALL
JOINTS WITH SEALANT
UNDER PLATE

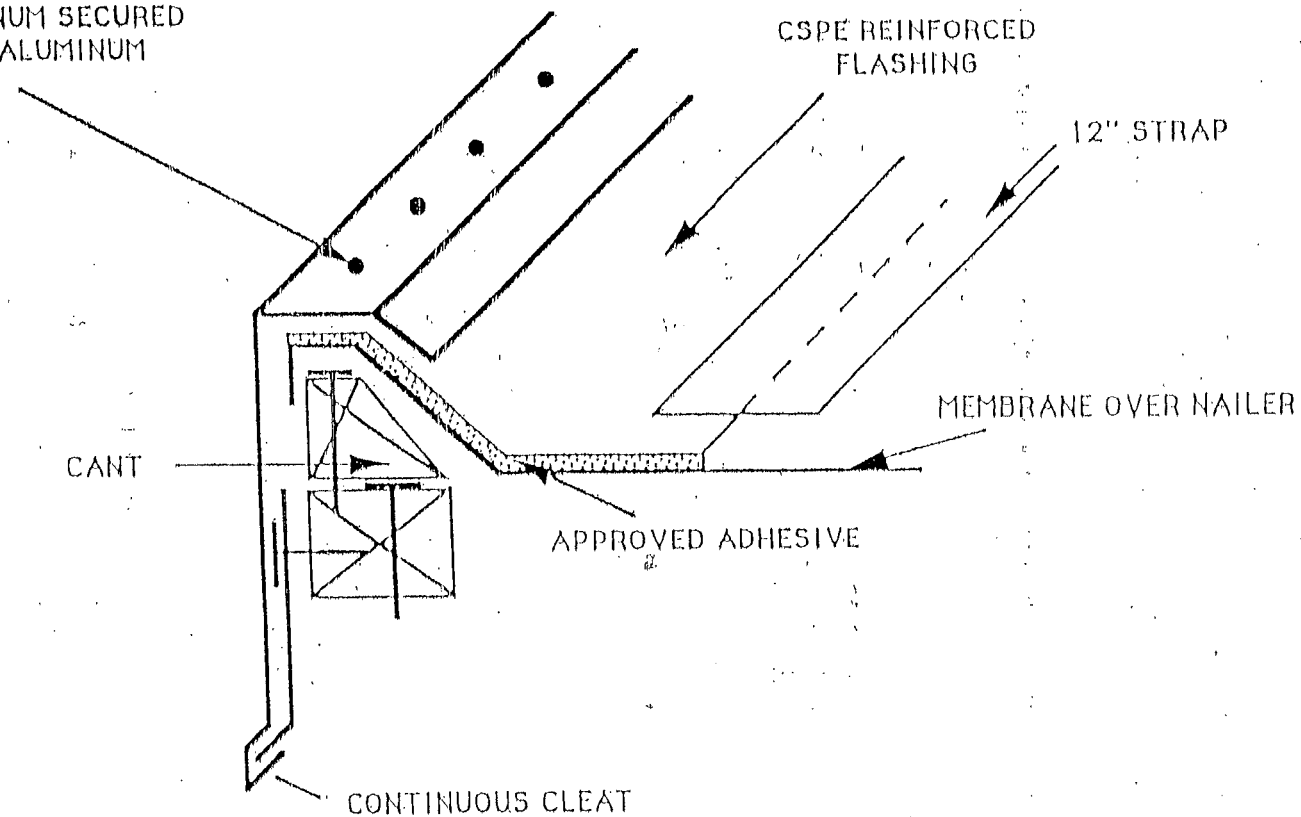


METAL FASCIA / EXTENDED - WOOD

DRAWING * D - RH - 510

METAL FASCIA .040 ALUMINUM SECURED
8" INCHES ON CENTER WITH ALUMINUM
SCREWS AND GROMMETS.

USE COVER PLATE AT ALL
JOINTS WITH SEALANT
UNDER PLATE



METAL FASCIA / RAISED - EXTENDED METAL

DRAWING * D - RH- 520

NEW .040 ALUMINUM GRAVEL STOP

6" STRAP

12" STRAP

1/2" LIP

APPROVED ADHESIVE

MEMBRANE OVER NAILER

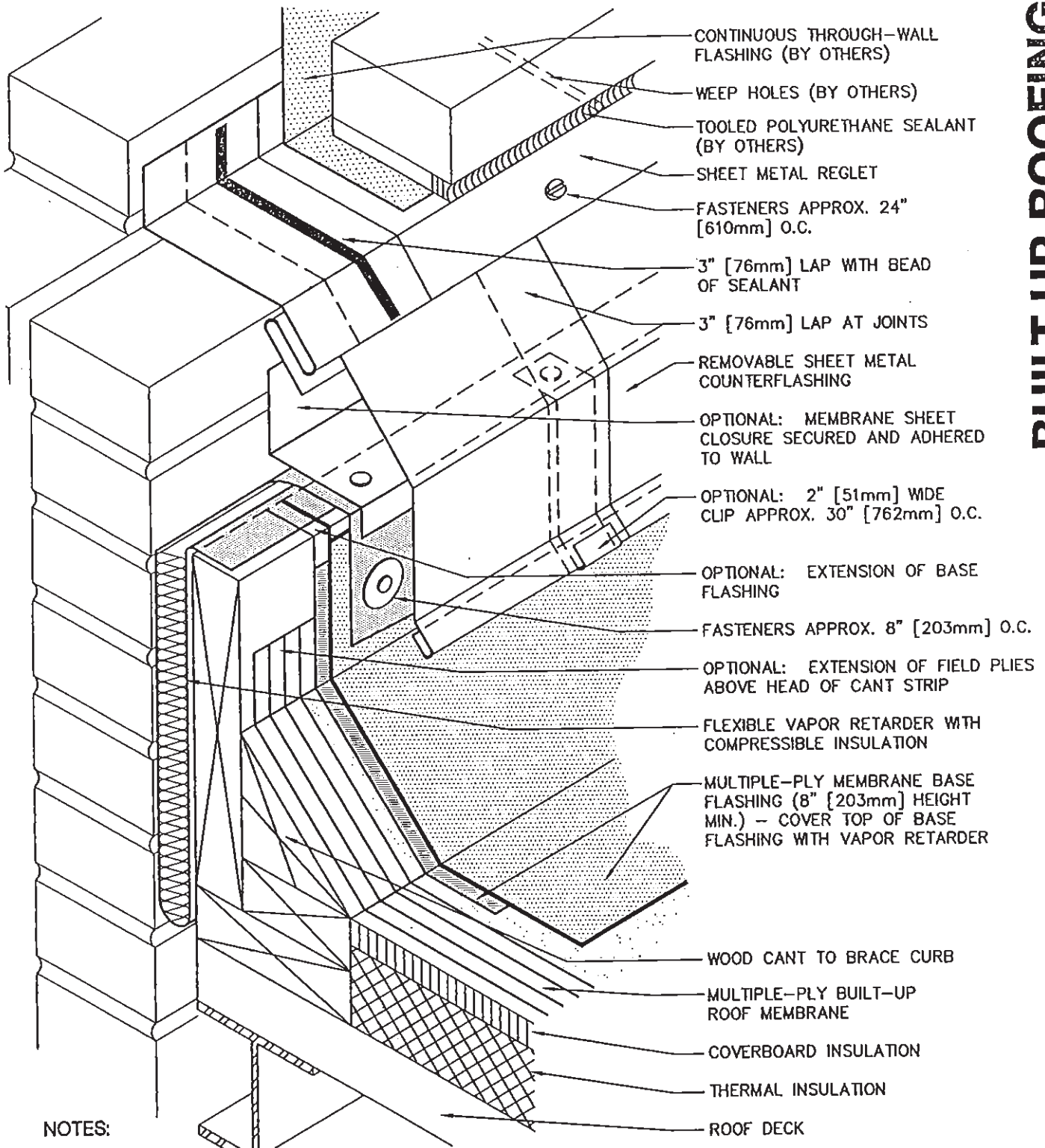
TREATED WOOD BLOCKING

2 INCH BELOW
WALL ELEVATION

45 DEGREE 1/2"
DRIP EDGE

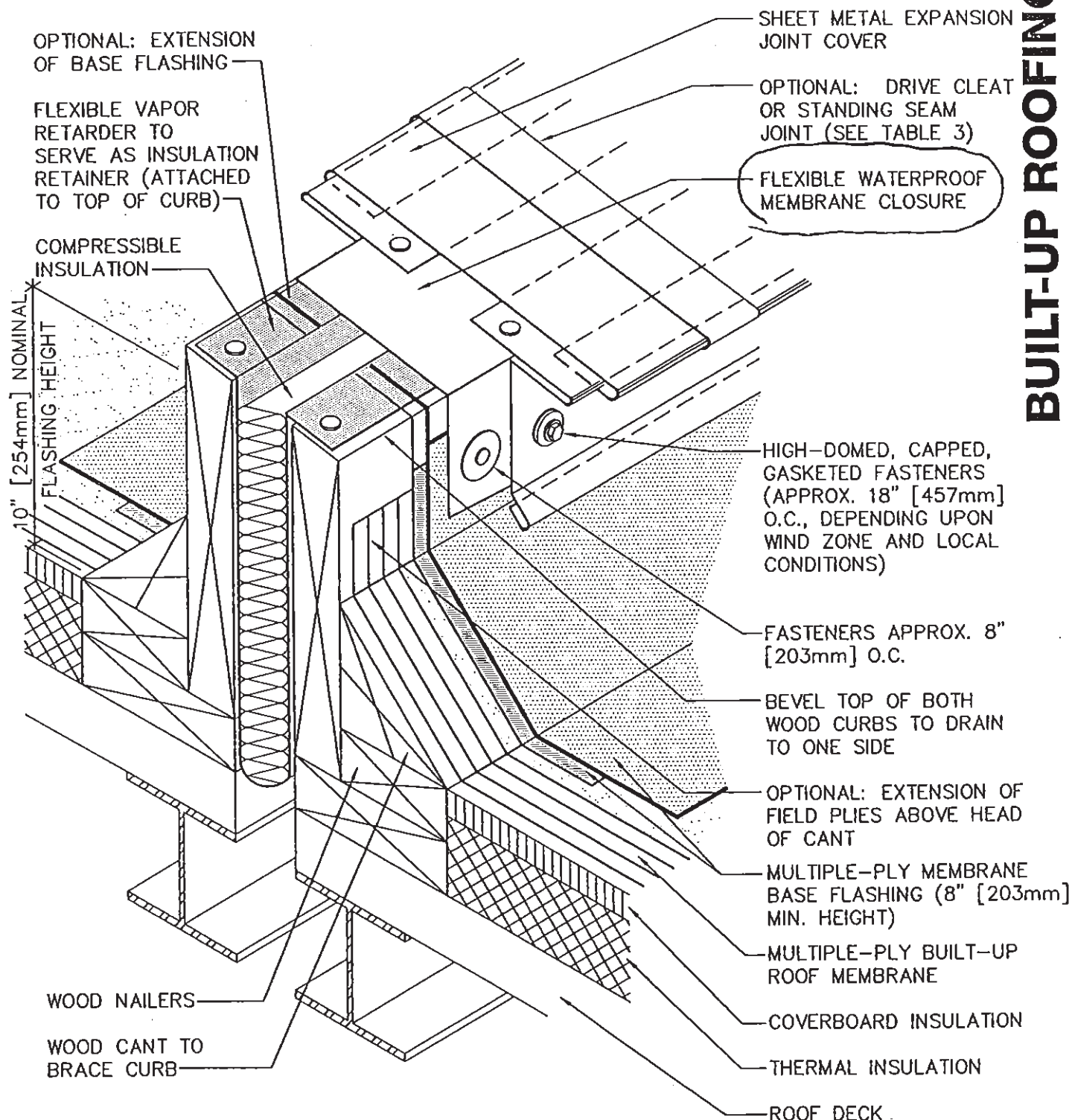
GRAVEL STOP LOW PROFILE

DRAWING *D - RII - 530



NOTES:

1. THIS DETAIL SHOULD BE USED WHERE THERE IS ANY POSSIBILITY THAT DIFFERENTIAL MOVEMENT WILL OCCUR BETWEEN THE DECK AND A VERTICAL SURFACE. THE WOOD MEMBERS SHOULD NOT BE FASTENED TO THE WALL.
2. SEE TABLE 2 FOR ALTERNATE SHEET METAL COUNTERFLASHING TERMINATIONS.
3. THE JOINTS IN THE SHEET METAL COUNTERFLASHING SHOULD NOT BE SOLDERED.
4. ATTACH NAILER TO DECK WITH SUITABLE FASTENERS.
5. THIS DETAIL MAY NOT BE APPLICABLE FOR USE WITH LIGHTWEIGHT FILLS.



NOTES:

1. THIS DETAIL ALLOWS FOR BUILDING MOVEMENT IN BOTH DIRECTIONS.
2. FLASHING REQUIREMENTS TYPICAL FOR BOTH SIDES OF EXPANSION JOINT.
3. ATTACH NAILER TO DECK WITH SUITABLE FASTENERS.



NATIONAL
ROOFING
CONTRACTORS
ASSOCIATION

EXPANSION JOINT WITH METAL COVER

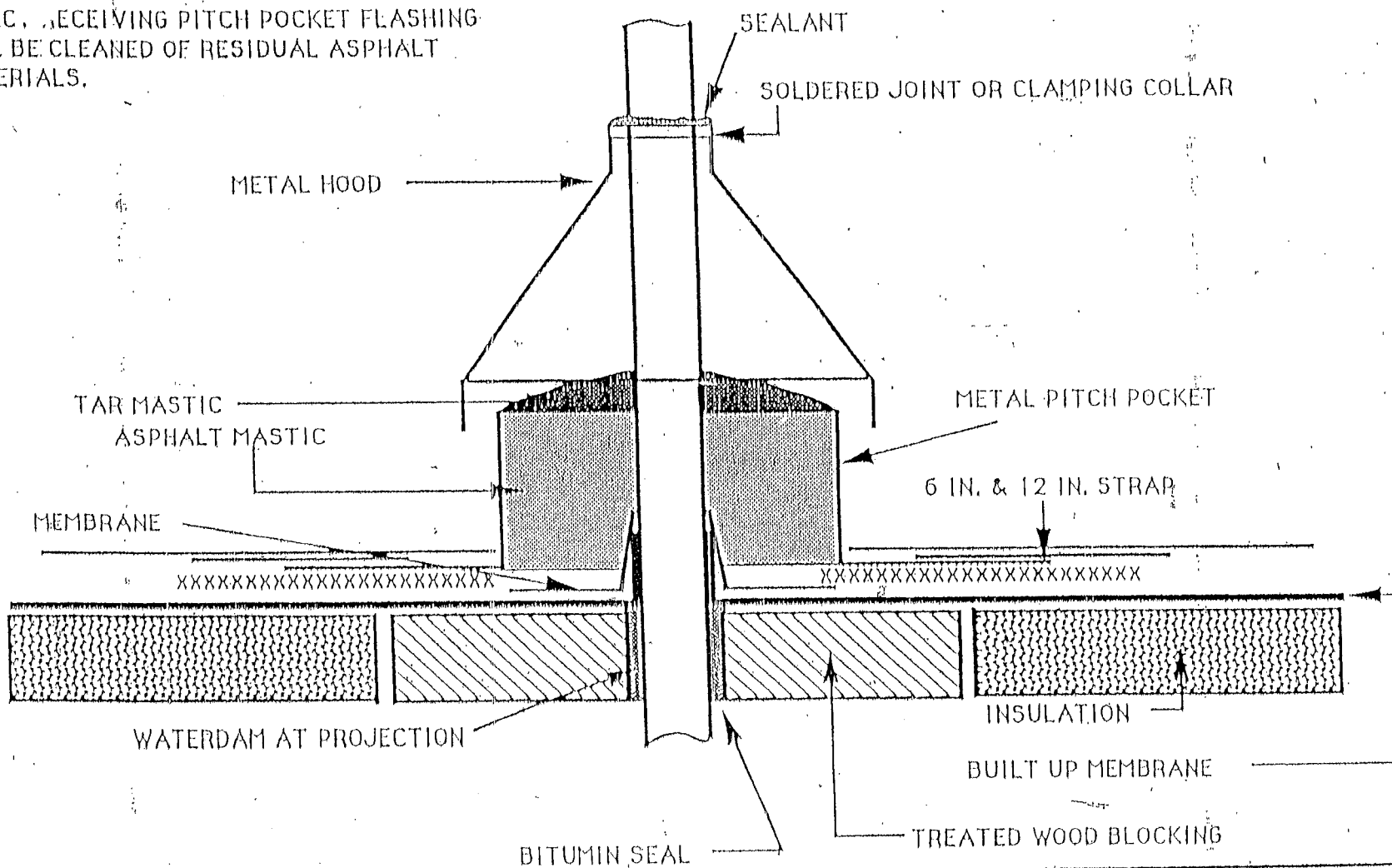
1995

NOT DRAWN TO SCALE

BUR-9

Page 74

OBJECT, RECEIVING PITCH POCKET FLASHING
WILL BE CLEANED OF RESIDUAL ASPHALT
MATERIALS.

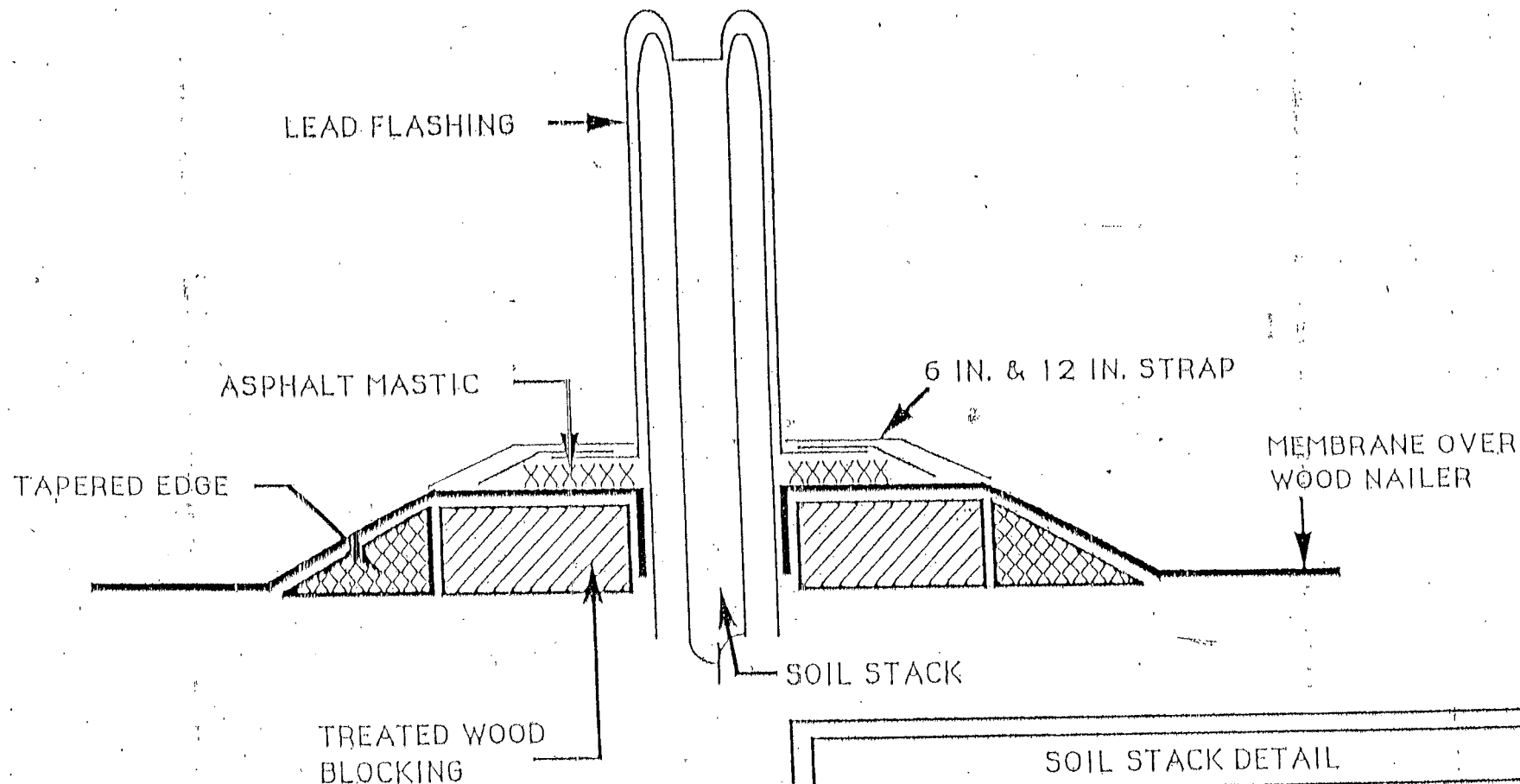


A NEW PITCH POCKET WITH HORIZONTAL FLANGE OF
4 INCHES AND HEIGHT OF 5 INCHES WILL BE
INSTALLED AT PITCH POCKET LOCATIONS WHERE
EXISTING PITCH POCKET IS LESS THAN 3 INCHES
ABOVE ROOF SURFACE. RETROFIT PITCH POCKET
WILL BE 2 INCHES LARGER THAN EXISTING POCKET.

PITCH POCKET DETAIL

DRAWING # D-MM-706

SOIL STACKS WILL RECEIVE 4 LB. LEAD FLASHINGS WITH BASE FLANGES A MINIMUM 4 INCH HORIZONTAL EXTENSION AND 2 INCH TOP INTERIOR CRIMP, STACKS 2 INCHES IN DIAMETER OR LESS WILL RECEIVE SEPARATE CAP.



SOIL STACK DETAIL

DRAWING * D-RM-780

METAL TERMINATION 2 EXTERIOR AND
INTERIOR EXTENSION. TAPE AND CAULK

CSPE REINFORCED FLASHING

LEAD CONFORMING TO SUMP
AND INSTALLED MASTIC

APPROVED
ADHESIVE

12 INCH STRAP

MEMBRANE 2 INCHES ABOVE CANT

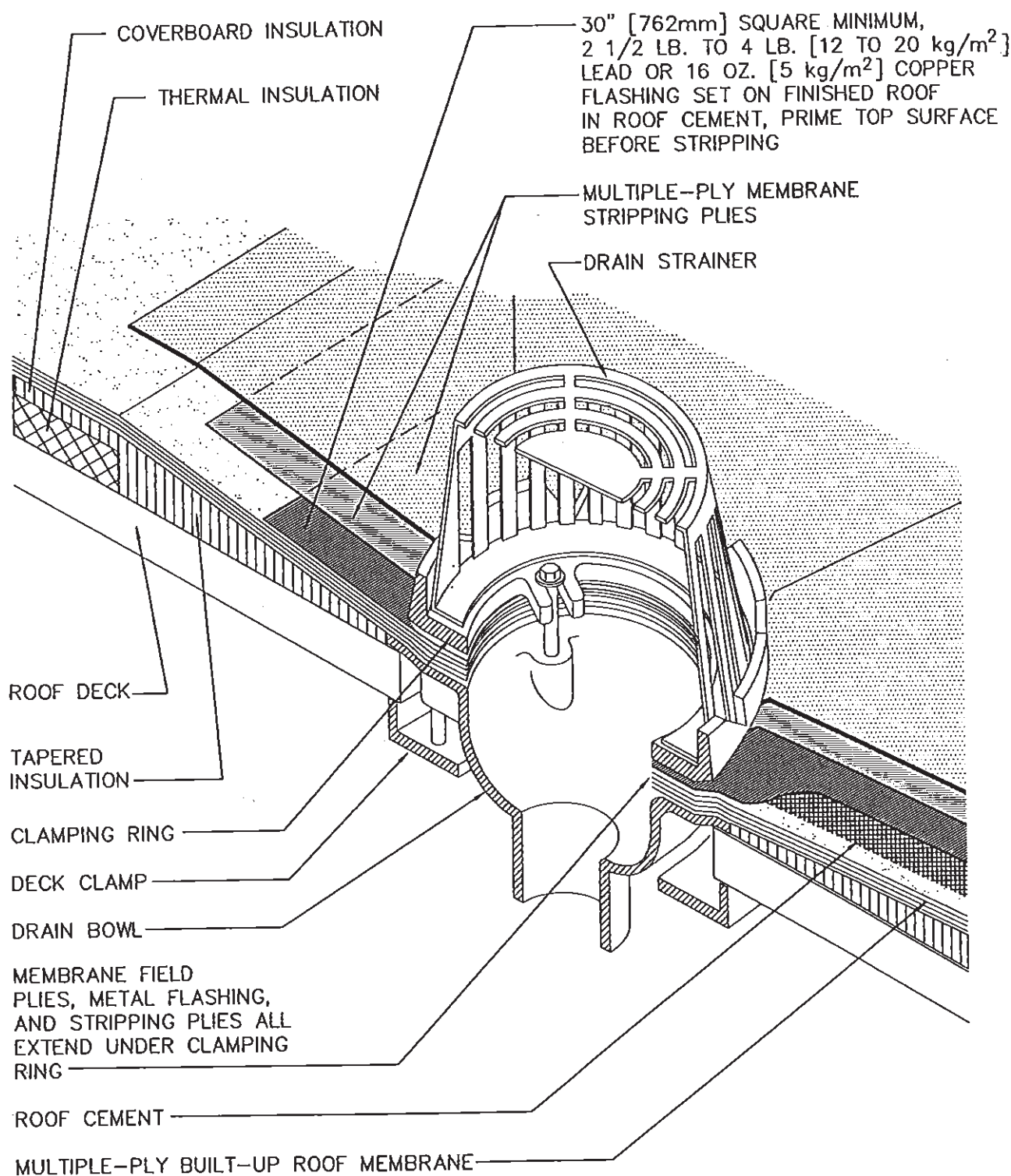
TREATED WOOD BLOCKING

CANT CAP NAILED
8" ON CENTER

SCUPPER SUMPING WILL BE AT LEAST 24 INCHES.
SUMPING INSTALLATION OF CANT, BLOCKING, MEMBRANE,
AND LEAD MUST BE PERFORMED AS INTEGRAL PORTION
OF ADJACENT ROOF INSTALLATION.

SCUPPER DETAIL

DRAWING * D - RL - 010



NOTES:

1. THE USE OF A METAL DECK SUMP PAN IS NOT RECOMMENDED. HOWEVER, DRAIN RECEIVER/BEARING PLATES ARE APPLICABLE WITH SOME PROJECTS.
2. DO NOT APPLY COAL TAR OR DEAD LEVEL ASPHALT INTO DRAIN SUMP.



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ASSOCIATION

ROOF DRAIN

1995

NOT DRAWN TO SCALE

BUR-23

OPTIONAL: 1" x 4" [25mm x 102mm] SHEET METAL PITCH DAM/GRAVEL-STOP - 36" SQUARE MIN. [914mm SQUARE MIN.] SET IN ROOF CEMENT

MULTIPLE-PLY MEMBRANE STRIPPING PLIES

4" [102mm]

30" [762mm] SQUARE MINIMUM, 2 1/2 LB. TO 4 LB. [12 TO 20 kg/m²] LEAD OR 16 OZ. [5 kg/m²] COPPER FLASHING SET ON FINISHED ROOF IN ROOF CEMENT, PRIME TOP SURFACE BEFORE STRIPPING

DRAIN STRAINER

MULTIPLE-PLY MEMBRANE STRIPPING PLIES

THERMAL INSULATION

COVERBOARD INSULATION

ROOF DECK

TAPERED INSULATION

CLAMPING RING

DECK CLAMP

DRAIN BOWL

MEMBRANE FIELD PLIES, METAL FLASHING, AND STRIPPING PLIES ALL EXTEND UNDER CLAMPING RING

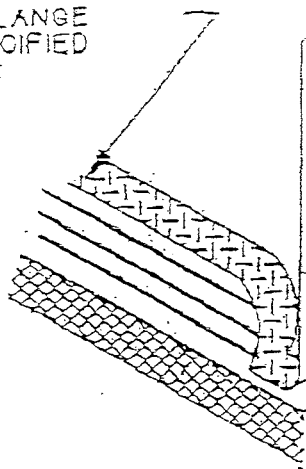
ROOF CEMENT

MULTIPLE-PLY BUILT-UP ROOF MEMBRANE

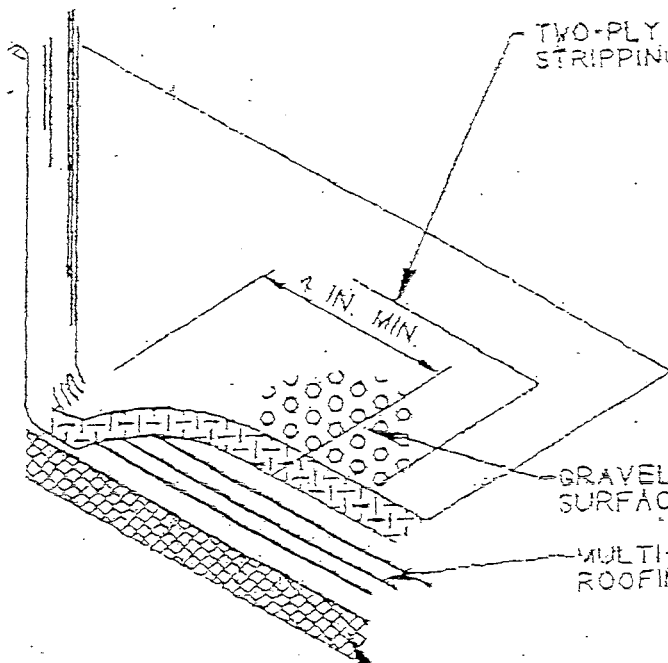
NOTES:

1. THE USE OF A METAL DECK SUMP PAN IS NOT RECOMMENDED. HOWEVER, DRAIN RECEIVER/BEARING PLATES ARE APPLICABLE WITH SOME PROJECTS.
2. DO NOT APPLY COAL TAR OR DEAD LEVEL ASPHALT INTO DRAIN SUMP.

SET FLANGE
IN SPECIFIED
MASTIC



TWO-PLY
STRIPPING



2 IN. MIN.

GRAVEL
SURFACING

MULTI-PLY
ROOFING

2 WAY VENT FLANGE SHALL SET ON TOP OF THE EXISTING INSULATION
AND BE SET IN ASPHALT MASTIC. THE FLANGE WILL BE STRIPPED IN
WITH 6 INCH AND 12 INCH REINFORCEMENT EACH SET IN ASPHALT MASTIC.

VENT STACK INSTALLATION

ANNUAL ROOF MAINTENANCE & REPAIR CONTRACT

DRAWING # D-RM-820

BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	
I. Unit Prices:				
1	Type VI & Modified Roof System Repair	1-500 SF	\$	Per SF
		501-1000 SF	\$	Per SF
		1001 SF +	\$	Per SF
1A	Temporary Flashing Procedure	1-50 LF	\$	Per LF
		51-200 LF	\$	Per LF
		201 LF +	\$	Per LF
2	Roof Reinforcement System Smooth Surface	1-500 SF	\$	Per SF
		501-1000 SF	\$	Per SF
		1001 SF +	\$	Per SF
3	Roof Restoration - Asphalt	1-500 SF	\$	Per SF
		501-1000 SF	\$	Per SF
		1001 SF +	\$	Per SF
4A	Roof Restoration - Tar	1-500 SF	\$	Per SF
		501-1000 SF	\$	Per SF
		1001 SF +	\$	Per SF
4B	Roof Restoration - Spray Polyurethane	1-500 SF	\$	Per SF
		501-1000 SF	\$	Per SF
		1001 SF +	\$	Per SF
4C	Roof Restoration - Acrylic Elastomeric	1-500 SF	\$	Per SF
		501-1000 SF	\$	Per SF
		1001 SF +	\$	Per SF
5	Blister Holes & Ridge Repairs - Asphalt		\$	Per SF
6	Blister Holes & Ridge Repairs - Tar		\$	Per SF
7	Roof Repairs (Breaks, Splits & Tears)		\$	Per SF
8	Flashing Repair & Reinforcement	1-50 LF	\$	Per LF
		51-100 LF	\$	Per LF
		101 LF +	\$	Per LF
9	Gravel Stop-Metal Edge Reinforcement	1-50 LF	\$	Per LF
		51-100 LF	\$	Per LF
		101 LF +	\$	Per LF
10	Extruded Aluminum Fascia TremLine	1-50 LF	\$	Per LF
		51-100 LF	\$	Per LF
11	Metal Fascia/Raised Extended Wood	1-50 LF	\$	Per LF
		51-100 LF	\$	Per LF
		101 LF +	\$	Per LF
12	Metal Fascia/Raised Extended Metal	1-50 LF	\$	Per LF
		51-100 LF	\$	Per LF
		101 LF +	\$	Per LF
13	Gravel Stop/Low Profile	1-50 LF	\$	Per LF
		51-100 LF	\$	Per LF
		101 LF +	\$	Per LF
14	New Counterflashing on Masonry Wall - Install	6"	\$	Per LF
		12"	\$	Per LF
		18"	\$	Per LF
		24"	\$	Per LF
15	Existing Counterflashing on Masonry Wall - Repair	6"	\$	Per LF
		12"	\$	Per LF
		18"	\$	Per LF
		24"	\$	Per LF

BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL

Item #	Description	Quantity	Unit Price	
16	Install New Metal Counterflashing on Masonry Wall w/Concrete Copping Stone	6"	\$ _____	Per LF
		12"	\$ _____	Per LF
		18"	\$ _____	Per LF
		24"	\$ _____	Per LF
17	Install New Metal Counterflashing on Masonry Wall w/Tile Copping	6"	\$ _____	Per LF
		12"	\$ _____	Per LF
		18"	\$ _____	Per LF
		24"	\$ _____	Per LF
18	Install New Metal Counterflashing on Masonry Wall w/Metal Copping Cap	6"	\$ _____	Per LF
		12"	\$ _____	Per LF
		18"	\$ _____	Per LF
		24"	\$ _____	Per LF
19	Install New Abutment Wall Slip Flashing Under Metal Siding	1-50 LF	\$ _____	Per LF
		51-100 LF	\$ _____	Per LF
		101 LF +	\$ _____	Per LF
20	Copping Stone and/or Concrete Repairs	1-50 LF	\$ _____	Per LF
		51-100 LF	\$ _____	Per LF
		101LF + LF	\$ _____	Per LF
21	Masonry Repointing and Waterproofing	1-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
		1001-5000 SF	\$ _____	Per SF
		5001 SF +	\$ _____	Per SF
22	Reglet Joint Repairs	1-50 LF	\$ _____	Per LF
		51-1000 LF	\$ _____	Per LF
	Reglet Joint Repairs	1001 LF +	\$ _____	Per LF
23	New Expansion Joint	1-50 LF	\$ _____	Per LF
		51-100 LF	\$ _____	Per LF
		101 LF +	\$ _____	Per LF
24A	Install New Pitch	Each	\$ _____	
24B	Repair Existing Pitch Pocket	Each	\$ _____	
25	Repair Existing Soil Stack	Each	\$ _____	
26	Install New Scupper Box	Each	\$ _____	
27	Install New Interior Drains	4" Each	\$ _____	
		6" Each	\$ _____	
		8" Each	\$ _____	
28	Repair Existing Interior Drain	Each	\$ _____	
29A	Single Ply Membrane Repair - EPDM	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
29B	Single Ply Membrane Repair - Hypalon	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
29C	Single Ply Membrane Repair - PIB	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
29D	Single Ply Membrane Repair - PVC	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF

BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL

Item #	Description	Quantity	Unit Price	
29E	Single Ply Membrane Repair - TPO	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
30A	Single Ply Membrane - EPDM	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
30B	Single Ply Membrane - PVC	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
30C	Single Ply Membrane - TPO	1-200 SF	\$ _____	Per SF
		201-500 SF	\$ _____	Per SF
		501-1000 SF	\$ _____	Per SF
31	Hourly Rate for a Two-Man Crew w/Materials being Cost Plus % Replace/Repair	_____ %		
	A. Tile	Per Hour	\$ _____	
	B. Slate	Per Hour	\$ _____	
	C. Metal	Per Hour	\$ _____	
	D. Shingle	Per Hour	\$ _____	
	E. BUR	Per Hour	\$ _____	
	F. EDPM	Per Hour	\$ _____	
32	Two Way Vents	Each	\$ _____	
33	Cold Applied BUR	Per SF	\$ _____	
34	Two Ply Cold Modified System	Per SF	\$ _____	
35	Adhesives and Patching Material			
	A. Brand Name of Adhesive		\$ _____	
	B. Patching Material for Asphalt Roofs		\$ _____	
	C. Patching Material for Tar Roofs		\$ _____	
	D. Brand Name of Flashing		\$ _____	
36	Hypalon Flashing at Wood Cant			
	8" height	Per LF	\$ _____	
	12" height	Per LF	\$ _____	
	18" height	Per LF	\$ _____	
37	Install New Expansion Joint/Flashing Only	Per LF	\$ _____	
38	Remove Coping Stones, Rebed & Recaulk Joints	Per LF	\$ _____	
39	Seal Coping Stones w/Clear Water Proof "Breathable" Sealer	Per LF	\$ _____	
40	Sand Blast Coping Stones, Clean Out Caulk Joint, Recaulk & Seal Stones w/Clear "Breathable" Sealer	Per LF	\$ _____	
41	Remove Bricks and Replace Counter Flashing in Parapet or Regular Wall Reinstall Weep Holes	Per LF	\$ _____	
42	Hourly Rate for General Roofing Repair Work with Material being Cost Plus O & P (Not to be Confused with 2-Man Crew in Line 31)			
	Labor Rate	Per Hour	\$ _____	
	Material Mark Up %			
43	Recoat Metal Galvanized Roof (Treating Rusted Areas, Repairing Seams and Fasteners Separate) with Fibrated and Fasteners Separate) with Fibrated Aluminizer			
	Per Coat Labor & Materials	Per 100 SF	\$ _____	Per SF
44	Recoat Metal Galvanized Roof (Treating Rusted Areas and Repairing Seams/Fasteners Separate) with White Elastomeric Coating or Equal			
	Labor & Material	Per 100 SF	\$ _____	Per SF

**BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL**

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	
45	Provide and Install Hypalon Flashing to Existing Curbing and Flashing in at Base into Existing Roof			
	1" - 6"	Height	\$ _____	
	7" - 12"	Height	\$ _____	
	13" - 18"	Height	\$ _____	
	18" - 24"	Height	\$ _____	
	25" - 30"	Height	\$ _____	
	31" - 36"	Height	\$ _____	
46	Remove Old EDPM and Install New EDPM Roofing Entire Roof Section not a Repair.	Per SF	\$ _____	
47A	Remove Old and Install New 6" Seamless Commercial 24 gauge Metal Guttering	Per LF	\$ _____	
	Remove Old and Install New 7" Seamless Commercial 24 gauge Metal Guttering	Per LF	\$ _____	
	Remove Old and Install New 8" Seamless Commercial 24 gauge Metal Guttering	Per LF	\$ _____	
47B	Furnish and Install Down Spouting for 6" Seamless Commercial 24 gauge Metal Guttering	Per LF	\$ _____	
	7" Seamless Commercial 24 gauge Metal Guttering	Per LF	\$ _____	
	8" Seamless Commercial 24 gauge Metal Guttering	Per LF	\$ _____	
48A	Remove Old and Install New 6" Seamless Commercial Aluminum Guttering	Per LF	\$ _____	
	Remove Old and Install New 7" Seamless Commercial Aluminum Guttering	Per LF	\$ _____	
	Remove Old and Install New 8" Seamless Commercial Aluminum Guttering	Per LF	\$ _____	
48B	Furnish and Install Down Spouting for 6" Seamless Commercial Aluminum Guttering	Per LF	\$ _____	
	7" Seamless Commercial Aluminum Guttering	Per LF	\$ _____	
	8" Seamless Commercial Aluminum Guttering	Per LF	\$ _____	
49	Provide and Install Hypalon Flashing on Parapet Walls Including .50 Gauge Aluminum Anchor Strip at Top Pinned Each 12" and Caulked and Stripped into Existing Roofing. (Wood can not Included if Needed.)			
		1" to 12"	\$ _____	
		13" - 18"	\$ _____	
		19" - 24"	\$ _____	
		25" - 36"	\$ _____	
50	Provide Labor and Materials for Metal Work Associated with Roof Repairs - Architectural Tin Work, Facia Metal, flashings and Covers for Curbing and Penetrations.			
	Labor, Per Mechanic	Per Hour	\$ _____	
	Material & Supplies Cost Plus O & P %			
51	Reinstall/Rebuild Roof Drain	Each	\$ _____	
52	Metal Engineered Roof Retrofit	Sq. Ft.	\$ _____	
53	EPDM on Portable Classroom	Sq. Ft.	\$ _____	
54	Metal Roof on Portable Classroom	Sq. Ft.	\$ _____	
55	Per Hour Labor Rate for Work Not Specified		\$ _____	
56	% Mark-Up for Material Not Specified		% _____	

BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL

II. List the names of subcontractors/trades, if any, that your company may utilize in the performance of this contract:

<u>Subcontractor</u>	<u>Trade</u>	<u>Contact Name and Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Note: The Board reserves the right to approve or disapprove all subcontractors to be employed on a project.

III. List the manufacturers for whose equipment your company is "factory" authorized to service and/or repair:

_____	_____	_____
_____	_____	_____

☐ Yes, I have included the required Proof of authorization from the materials manufacturer to install the roof system being bid and my company's qualification to receive the manufacturer's roof system warranty with this bid submission.

I/We certify that this bid/proposal is made without previous understanding, agreement, or connection with any person, firm, or corporation submitting a bid/proposal for the same goods/services and is, in all respects fair and without collusion or fraud; that none of this company's officers, directors, partners or its employees have been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or federal government; and that no member of the Board of Education of Frederick County, Administrative or Supervisory Personnel or other employees of the Frederick County Public Schools, has any interest in the bidding company except as follows:

COMPANY: _____

dba: _____

REGISTERED MARYLAND CONTRACTOR NUMBER: _____

FEDERAL IDENTIFICATION: _____ DATE: _____

The undersigned has familiarized themselves with the conditions affecting the work, the specifications, and is legally authorized to make this proposal on behalf of the Contractor listed above.

NAME (please print): _____

SIGNATURE OF ABOVE: _____

TITLE: _____

ADDRESS: _____

TELEPHONE # _____ FAX # _____

E-MAIL ADDRESS (for correspondence): _____

E-MAIL ADDRESS (for receiving Purchase Orders): _____

(DO NOT COMPLETE THIS AREA IF YOUR COMPANY IS UNABLE TO RECEIVE PURCHASE ORDERS ELECTRONICALLY)

ACKNOWLEDGMENT OF ADDENDA (if applicable)

The above-signed company/firm acknowledges the receipt of the following addenda for the above-referenced solicitation.

Date Received by Proposer/Bidder:

Addendum #1 _____	Addendum #2 _____	Addendum #3 _____	Addendum #4 _____
Addendum #5 _____	Addendum #6 _____	Addendum #7 _____	Addendum #8 _____

Maintenance and Operations Department

Area Designations

AREA 1	
Office: Catoctin HS	
Gary Hill	Supervisor
Steve Brako	Foreman
Catoctin HS Emmitsburg ES Lewistown ES New Midway ES Sabillasville ES Thurmont ES Thurmont MS Thurmont Primary Wolfsville ES Woodsboro ES	

AREA 2	
Office: Middletown HS	
Dave Wade	Supervisor
John Roop	Foreman
Brunswick Area ES (Future) Brunswick ES Brunswick HS Brunswick MS Middletown ES Middletown HS Middletown MS Middletown Primary Myersville ES	

AREA 3	
Office: West Frederick MS	
Richard Gue	Supervisor
Tim Eccard	Foreman
Butterfly Ridge ES (Future) Central Office Crestwood MS Frederick HS Hillcrest ES Parkway ES Rock Creek Waverley ES West Frederick MS	

AREA 4	
Office: Gov Thomas Johnson HS	
Jim Baker	Supervisor
Ronald Stull	Foreman
Annex (7446 Hayward Rd) Career Technology Center Gov Thomas Johnson HS Heather Ridge School Monocacy ES Monocacy MS North Frederick City Area ES (Future) North Frederick ES Warehouse (33 TJ Drive) Whittier ES Yellow Springs ES	

AREA 5	
Office: Walkersville HS	
Pat Little	Supervisor
Steve Frush	Foreman
Glade ES Gov Thomas Johnson MS Liberty ES Liganore HS Staff Development Center Walkersville ES Walkersville HS Walkersville MS	

AREA 6	
Office: Tuscarora HS	
Eric McKay	Supervisor
Kenny Winters	Foreman
Ballenger Creek ES Ballenger Creek MS Carroll Manor ES Earth and Space Science Lab Lincoln ES A Lincoln ES B Orchard Grove ES South Frederick Area ES (Future) Tuscarora ES Tuscarora HS Valley ES	

AREA 7	
Office: Urbana HS	
Rob Johnson	Supervisor
Chris Ayers	Foreman
Centerville ES East County Area ES (Future) Green Valley ES Kemptown ES Sugarloaf ES (Future) Urbana ES Urbana HS Urbana MS Windsor Knolls MS	

AREA 8	
Office: Oakdale MS	
Todd Englar	Supervisor
Dave Thompson	Foreman
Deer Crossing ES New Market ES New Market MS Oakdale ES Oakdale HS Oakdale MS Spring Ridge ES Twin Ridge ES	

BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FREDERICK COUNTY PUBLIC SCHOOLS
STATUTORY AFFIDAVIT AND NON-COLLUSION CERTIFICATION

Special Instructions: An authorized representative of the bidder needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

BIDDERS: The submission of the following Affidavit at the time of the bid opening is:

☒ requested to be completed but not required to be notarized.

☐ required to be completed and notarized.

I, _____, being duly sworn, depose and state:

1. I am the _____ (officer) and duly authorized representative of the firm of the organization named _____ whose address is _____ (Name of Corporation) _____ and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.
2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:
 - a. been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;
 - b. been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;
 - c. been convicted of criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;
 - d. been convicted of a violation of the Racketeer influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;
 - e. been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance & Procurement Article;
 - f. been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in Paragraph (a) through (e) above; or
 - g. been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.
3. The only conviction, plea, or admission by any officer, director, partner, or employee of this firm to involvement in any of the conduct described in Paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.

(you may attach an explanation necessary)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.
5. I affirm that this proposal or bid to the Board of Education of Frederick County is genuine and not collusive or a sham; that said bidder has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and is not in any manner, directly or indirectly, sought by agreement of collusion or communication or conference, with any person to fix the bid prices of the affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that if any bidder, or to secure an advantage against the Board of Education of Frederick County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Frederick County may terminate any contract awarded and take any other appropriate action.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of this affidavit are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and in compliance with requirements of the Frederick County Board of Education, and that I am executing and submitting this Proposal on behalf of and as authorized by the bidder named below.

(Witness) (Title)

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My Commission Expires: _____

(Legal Name of Company)

(dba)

(Address)

(City) (State) (Zip)

(Telephone) (Fax)

(Print Name) (Title) (Date)

(Signature) (Title) (Date)

We are/I am licensed to do business in the State of Maryland as a:

() Corporation () Partnership () Individual () Other

BID 16M1, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FREDERICK COUNTY PUBLIC SCHOOLS
MINORITY BUSINESS ENTERPRISE INFORMATION

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

1. Is the company a certified Minority Business Enterprise (MBE) with documented certification from the Maryland State Department of Transportation (MDOT)? _____
If yes, provide certification number: _____
2. Is the company a registered/certified MBE by any other state or local governmental agency? If yes, provide type of certification, certifying agency, and certification number below. (Copies of certificates may be attached.)

<u>Type</u>	<u>Issuing Agency</u>	<u>Certification No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. If applicable, circle the group(s) which qualifies the company as a minority business enterprise.

African-American Hispanic American-Indian Asian Women

Disabled Other: _____

[Note: MBE means any legal entity except a joint venture, that is (a) organized to engage in commercial transactions, (b) at least 51% owned and controlled by one or more individuals who are members of a group that is disadvantaged socially or economically, as noted above.]

4. Would the company be considered a Minority Business Enterprise due to the majority (51% or greater) of the board of directors/company officers being a member(s) of any of the following groups? . If yes, indicate by circling the group(s) to which the member(s) of the board/officers belong.

African-American Hispanic American-Indian Asian Women

Disabled Other: _____

5. If the company is not a Maryland certified MBE, please describe the plan for utilization of minority suppliers or subcontractors to accomplish any portion of the work.

Name (Please Print)

Title

Signature of Above

Date

Company



PLEASE RETURN TO:

FREDERICK COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
191 SOUTH EAST STREET
FREDERICK, MARYLAND 21701
TELEPHONE 301-644-5201 FAX 301-644-5213

NOTICE OF "NO BID" RESPONSE

BID 16M1
UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR

Due to increased costs in maintaining an accurate and active "Bidder's List", it is necessary for the Purchasing Department to be informed of the reason(s) for a firm not bidding. If you will not be bidding on this project, please indicate below the reason(s).

Unless a responsive bid or this form is returned to us, your firm will be removed from the "Bidder's List" for this category.

☐

Current workload prevents bidding at this time.

☐

We do not sell the type of products/services requested.

☐

Bid has been forwarded to our distributor; we do not sell direct.

☐

We wish to be removed from this category.

Other: _____

Date: _____

Firm Name: _____

Address: _____

Signature: _____

Title: _____

QUESTIONS REGARDING THIS SOLICITATION SHOULD BE SUBMITTED IN WRITING TO:
Kim Miskell, Assistant Purchasing Manager email: kim.miskell@fcps.org