

Purchasing Office
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Frederick, Maryland 21701
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301-644-5213 fax
Kim.miskell@fcps.org



Bill Meekins CPPB, CPPO, NIGP-CPP,
CSBO, CPCP, Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Roy McHaffa, Purchasing Agent

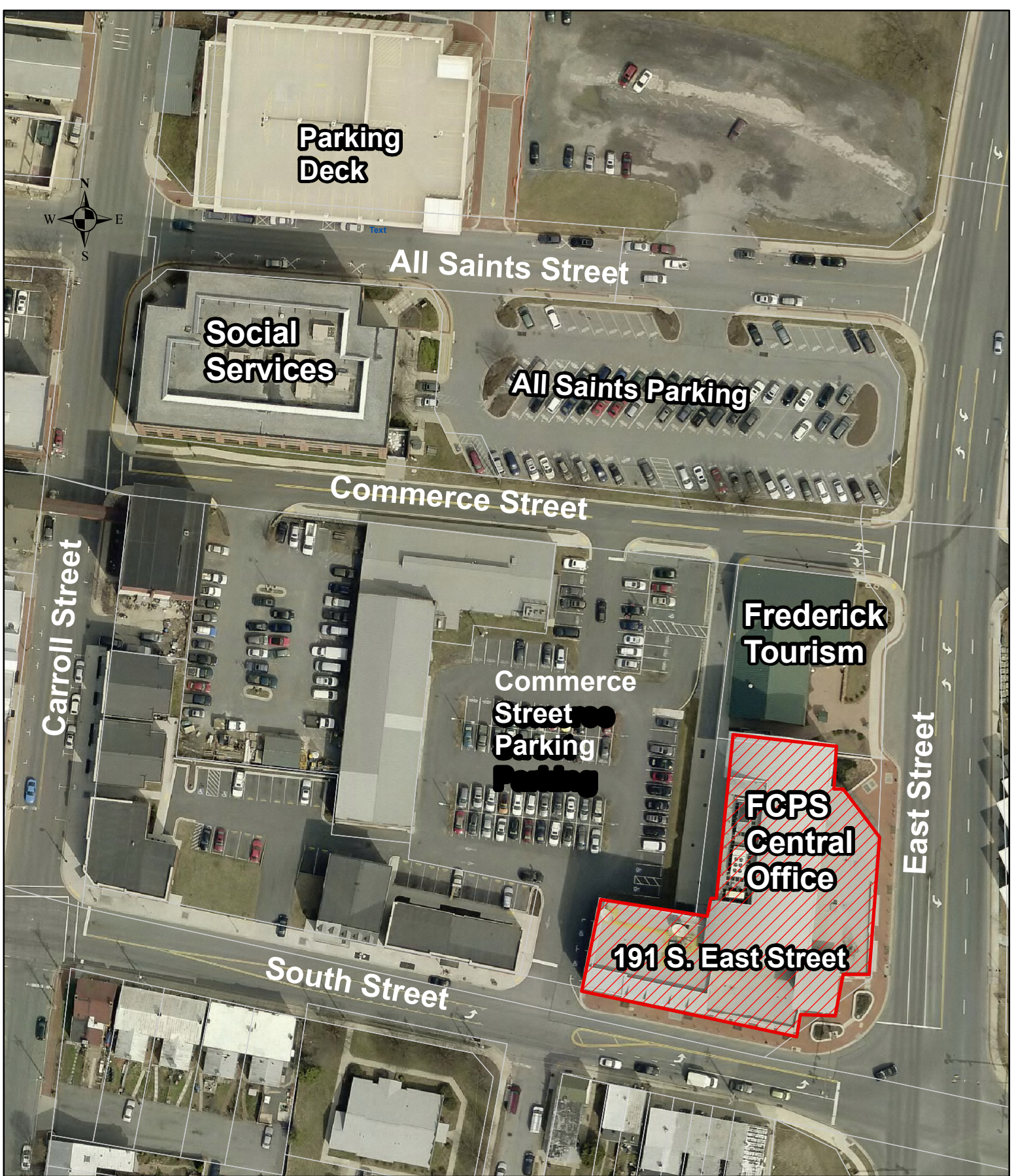
BID NUMBER/BID NAME:	Bid 22M2, Unit Price Contract for Roof Replacement/Repair
BID ISSUE DATE:	April 21, 2022
BID CONTRACT MANAGER:	Kim Miskell, CSBO, Assistant Purchasing Manager kim.miskell@fcps.org
BID CONTRACT ADMINISTRATOR:	Gary Barkdoll, Manager of Maintenance Projects and Grounds, Maintenance Department gary.barkdoll@fcps.org
QUESTIONS:	Questions due no later than 4:00 P.M., local time, on May 6, 2022. Submit questions in writing to the Contract Manager listed above with a copy to the Contract Administrator.
PRE-BID DATE:	11:00 A.M., local time, April 28, 2022(Attendance is encouraged, but not mandatory.)
PRE-BID LOCATION:	Google Meet Video call link: https://meet.google.com/zgc-nzfm-uvf Or dial: (US) +1 720-634-5571 PIN: 257 853 815#
OBTAINING BID DOCUMENTS:	To view and/or download this solicitation package please visit our webpage at: https://secure.procurenow.com/portal/fcps . If you have problems downloading this bid or applicable addenda, contact: Staci Greeley, Purchasing Associate staci.greeley@fcps.org
BONDS REQUIRED:	NO
MBE REQUIREMENTS:	NO
BID DUE:	11:00 A.M., local time, on May 18, 2022. Location: Google Meet, Video call link: https://meet.google.com/pfr-cepo-jgt Or dial: (US) +1 980-292-4880 PIN: 309 978 548#
SEALED BID DELIVERED TO:	FCPS is accepting electronic bid submissions through OpenGov Procurement Bidders can create a FREE account with OpenGov Procurement by signing up at http://secure.procurenow.com/signup .
TENTATIVE AWARD DATE:	BOE Work Session, scheduled on: June 22, 2022
ELIGIBILITY TO BID:	All Frederick County Public School vendors and or contractors interested in bidding on FCPS projects must register at eMaryland Marketplace Advantage www.procurement.maryland.gov . FCPS will no longer accept bidder's applications.

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THE SCHOOL YEAR AT A GLANCE

2021

August 18 (Wednesday)	First Day of School
September 6 (Monday)	Schools* and Offices Closed
September 7 (Tuesday)	Schools* Closed
September 16 (Thursday)	Schools* Closed
September 23 (Thursday)	2-Hour Early Dismissal for Students
September 24 (Friday)	3 1/2 -Hour Early Dismissal for Students
October 12 (Tuesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 13 (Wednesday)	4-Hour Delayed Opening: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open on Time
October 14 (Thursday)	3 1/2-Hour Early Dismissal: Elementary and Middle Only (Parent-Teacher Conferences), No 1/2 Day Pre-K; High Schools Open Full Day
October 15 (Friday)	Schools* Closed for Students
October 26 (Tuesday)	Schools* Closed for Students
November 24 (Wednesday)	Schools* and Offices Closed
November 25-26 (Thursday-Friday)	Schools** and Offices Closed
December 6 (Monday)	2-Hour Early Dismissal for Students
December 23 (Thursday)	Schools* Closed
December 24 (Friday)	Schools** and Offices Closed
December 27 (Monday)	Schools** and Offices Closed
December 28-30 (Tuesday-Thursday)	Schools** Closed
December 31 (Friday)	Schools** and Offices closed

2022

January 14 (Friday)	Schools* Closed for Students
January 17 (Monday)	Schools** and Offices Closed
February 18 (Friday)	2-Hour Early Dismissal for Students
February 21 (Monday)	Schools** and Offices Closed
March 28 (Monday)	Schools* Closed for Students
April 15-18 (Friday-Monday)	Schools** and Offices Closed
April 19-22 (Tuesday-Friday)	Schools* Closed for Students
May 6 (Friday)	2-Hour Early Dismissal for Students
May 30 (Monday)	Schools** and Offices Closed
June 1 *** (Wednesday)	2-Hour Early Dismissal/Last Day of School for Students

*BOE Determined

**State Mandated (See page 41)

***FCPS will make up days closed for inclement weather or other emergencies in the following sequence: June 2, 3, 6, 7, and 8. If no snow days are used, the last day for students is Wednesday, June 1. The June 2-hour early dismissal will occur on the last day of school for students. The school year will provide 180 days for students. Dates are subject to BOE revision.

Get Calendar Details:

www.fcps.org/calendar

Like us on Facebook: FCPS Maryland

Follow us on Twitter: @FCPSMaryland

Select FindOutFirst email calendar updates and emergency-closing text messages:

www.fcps.org/fof

See the Calendar Handbook months pages



FCPS Maryland



@FCPSMaryland



www.fcps.org/fof

DIRECTORY OF SCHOOLS

ELEMENTARY

1. **Ballenger Creek** ● 240-236-2500
Ms. Megan Stein, Principal
5250 Kingsbrook Drive
Frederick, MD 21703
Fax 240-236-2501
2. **Blue Heron** 240-566-0700
Ms. Amy Schwiegerath, Principal
7100 Eaglehead Drive
New Market, MD 21774
Fax 240-566-0701
3. **Brunswick** ◆◆ 240-236-2900
Dr. Kimberly Mazaleski, Principal
400 Central Avenue
Brunswick, MD 21716
Fax 240-236-2901
4. **Butterfly Ridge** ◆◆◆ 240-566-0300
Dr. Patricia Hosfelt, Principal
601 Contender Way
Frederick, MD 21703
Fax 240-566-0301
5. **Carroll Manor** ◆◆ 240-236-3800
Ms. Kimberly Robertson, Principal
5624 Adamstown Road
Adamstown, MD 21710
Fax 240-236-3801
6. **Centerville** 240-566-0100
Ms. Karen Hopson, Principal
3601 Carriage Hill Drive
Frederick, MD 21704
Fax 240-566-0101
7. **Deer Crossing** 240-236-5900
Ms. Amy Routzahn, Principal
10601 Finn Drive
New Market, MD 21774
Fax 240-236-5901
8. **Emmitsburg** ● 240-236-1750
Ms. Amber Madigan, Principal
300 South Seton Avenue
Emmitsburg, MD 21727
Fax 240-236-1751
9. **Glade** ◆◆ 240-236-2100
Mr. Stephen Raff, Principal
9525 Glade Road
Walkersville, MD 21793
Fax 240-236-2101
10. **Green Valley** 240-236-3400
Dr. Giuseppe Di Monte, Principal
11501 Fingerboard Road
Monrovia, MD 21770
Fax 240-236-3401

21. **New Midway-Woodsboro**
Ms. Kimberly Clifford, 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
22. **North Frederick** ◆◆◆ 240-236-2000
Ms. Tracy Paquette, Principal
1010 Fairview Avenue
Frederick, MD 21701
Fax 240-236-2001
23. **Oakdale** 240-236-3300
Ms. Leigh Warren, Principal
5830 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-3301
24. **Orchard Grove** ◆◆ 240-236-2400
Mr. Jay Corrigan, Principal
5898 Hannover Drive
Frederick, MD 21703
Fax 240-236-2401
25. **Parkway** ● 240-236-2600
Ms. Nicole Bell, Principal
300 Carroll Parkway
Frederick, MD 21701
Fax 240-236-2601
26. **Sabillasville** 240-236-6000
Mr. John Veronie, Acting Principal
16210-B Sabillasville Road
Sabillasville, MD 21780
Fax 240-236-6001
27. **Spring Ridge** ◆◆ 240-236-1600
Dr. DeVeda Coley, Principal
9051 Ridgefield Drive
Frederick, MD 21701
Fax 240-236-1601
28. **Sugarloaf** 240-566-0500
Ms. Carmen Working, Principal
3400 Stone Barn Drive
Frederick, MD 21704
Fax 240-566-0501
29. **Thurmont** 240-236-0900
Grades 3-5
Mr. Karl Williams, Principal
805 East Main Street
Thurmont, MD 21788
Fax 240-236-0901

MIDDLE

40. **Ballenger Creek** 240-236-5700
Mr. Jay Schill, Principal
5525 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-5701
41. **Brunswick** 240-236-5400
Mr. Everett Warren, Principal
301 Cummings Drive
Brunswick, MD 21716
Fax 240-236-5401
42. **Crestwood** 240-566-9000
Mr. Neal Case, Principal
7100 Foxcroft Drive
Frederick, MD 21703
Fax 240-566-9001
43. **Governor Thomas Johnson** 240-236-4900
Dr. Joshua Work, Principal
1799 Schifferstadt Boulevard
Frederick, MD 21701
Fax 240-236-4901
44. **Middletown** 240-236-4200
Mr. Paul Fer, Principal
100 Martha Mason Street
Middletown, MD 21769
Fax 240-236-4250
45. **Monocacy** 240-236-4700
Mr. Reginald Gunter, Principal
8009 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-4701
46. **New Market** 240-236-4600
Ms. T.C. Suter, Principal
125 West Main Street
New Market, MD 21774
Fax 240-236-4650
47. **Oakdale** 240-236-5500
Mr. Daniel Enck, Principal
5810 Oakdale School Road
Ijamsville, MD 21754
Fax 240-236-5501
48. **Thurmont** 240-236-5100
Ms. Janine Smith, Principal
408 East Main Street
Thurmont, MD 21788
Fax 240-236-5101
49. **Urbana** 240-566-9200
Mr. Andrew Kibler, Principal
3511 Pontius Court
Ijamsville, MD 21754
Fax 240-566-9201
50. **Walkersville** 240-236-4400
Ms. Elizabeth Ann Miller, Principal
55 West Frederick Street
Walkersville, MD 21793
Fax 240-236-4401

51. **West Frederick** 240-236-4000
Ms. Maggie Gilgallon-Joyce, Principal
515 West Patrick Street
Frederick, MD 21701
Fax 240-236-4050
52. **Windsor Knolls** 240-236-5000
Mr. Brian Vasquezna, Principal
11150 Windsor Road
Ijamsville, MD 21754
Fax 240-236-5001
53. **Brunswick** 240-236-8600
Mr. Michael Dillman, Principal
101 Cummings Drive
Brunswick, MD 21716
Fax 240-236-8601
54. **Catoctin** 240-236-8100
Ms. Jennifer Clements, Principal
14745 Sabillasville Road
Thurmont, MD 21788
Fax 240-236-8101
55. **Frederick** 240-236-7000
Dr. David Franceschina, Principal
650 Carroll Parkway
Frederick, MD 21701
Fax 240-236-7015
56. **Governor Thomas Johnson** 240-236-8200
Ms. Tracey K. Kibler, Principal
1501 North Market Street
Frederick, MD 21701
Fax 240-236-8201
57. **Linganore** 240-566-9700
Ms. Cynthia Hanlon, Principal
12013 Old Annapolis Road
Frederick, MD 21701
Fax 240-566-9701
58. **Middletown** 240-236-7400
Mr. Bernard Quesada, Principal
200 Schoolhouse Drive
Middletown, MD 21769
Fax 240-236-7450
59. **Oakdale** 240-566-9400
Ms. Lisa Smith, Principal
5850 Eaglehead Drive
Ijamsville, MD 21754
Fax 240-566-9401
60. **Tuscarora** 240-236-6400
Mr. Christopher Berry, Principal
5312 Ballenger Creek Pike
Frederick, MD 21703
Fax 240-236-6401
61. **Urbana** 240-236-7600
Mr. David Kehne, Principal
3471 Campus Drive
Ijamsville, MD 21754
Fax 240-236-7601

62. **Walkersville** 240-236-7200
Dr. Stephanie Ware, Principal
81 West Frederick Street
Walkersville, MD 21793
Fax 240-236-7250

OTHER

63. **Career and Technology Center** 240-236-8500
Mr. Michael Concepcion, Principal
7922 Opossumtown Pike
Frederick, MD 21702
Fax 240-236-8501
64. **Carroll Creek Montessori Public Charter School** 240-566-0600
Ms. Marilyn Horan, Principal
7215 Corporate Court
Frederick, MD 21703
Fax 240-566-0601
65. **FCPS Blended Virtual Program**
c/o Centerville ES
3601 Carriage Hill Drive
Frederick, MD 21704
Elementary 240-236-8970
Ms. Kate Krietz, Co-Principal
Fax 240-236-8971
Middle 240-236-8960
Mr. Frank Vetter, Co-Principal
Fax 240-236-8961
66. **Frederick Classical Charter School** 240-236-1200
Dr. Camille S. Bell, Principal
8445 Spires Way, Suite CC
Frederick, MD 21701
Fax 240-236-1201
67. **Frederick County Virtual School** 240-236-8450
Mr. Michael Watson, Principal
c/o GTJMS
1799 Schifferstadt Boulevard
Room 116
Frederick, MD 21701
Fax 240-236-8451
68. **Heather Ridge School** 240-236-8000
Ms. Elizabeth Stiffler, Principal
1445 Taney Avenue
Frederick, MD 21702
Fax 240-236-8001
69. **Monocacy Valley Montessori Public Charter School** 240-236-6100
Ms. Amy Dorman, Principal
217 Dill Avenue
Frederick, MD 21701
Fax 240-236-6101
70. **Rock Creek School** 240-236-8700
Ms. Katie Buckley, Principal
55B West Frederick Street
Walkersville, MD 21793
Fax 240-236-8701

11. **Hillcrest** ●◆★ **240-236-3200**
Mr. Justin McConaughy, Principal
1285 Hillcrest Drive
Frederick, MD 21703
Fax 240-236-3201
12. **Kempton** ◆ **240-236-3500**
Ms. Kathryn Golightly, Principal
3456 Kempton Church Road
Monrovia, MD 21770
Fax 240-236-3501
13. **Lewistown** ◆ **240-236-3750**
Ms. Belinda Fockler, Principal
11119 Hessong Bridge Road
Thurmont, MD 21788
Fax 240-236-3751
14. **Liberty** ◆ **240-236-1800**
Ms. Jana Strohmeier, Principal
11820 Liberty Road
Frederick, MD 21701
Fax 240-236-1801
15. **Lincoln** ●◆★ **240-236-2650**
Mr. Eric Rhodes, Principal
200 Madison Street
Frederick, MD 21701
Fax 240-236-2651
16. **Middletown** ◆ **240-236-1100**
Grades 3-5
Ms. Jan Hollenbeck, Principal
201 East Green Street
Middletown, MD 21769
Fax 240-236-1150
17. **Middletown Primary** ◆◆ **240-566-0200**
Grades Pre-K-2
Ms. Sandra Fox, Principal
403 Franklin Street
Middletown, MD 21769
Fax 240-566-0201
18. **Monocacy** ●★ **240-236-1400**
Mr. Troy Barnes, Principal
7421 Hayward Road
Frederick, MD 21702
Fax 240-236-1401
19. **Myersville** ◆ **240-236-1900**
Ms. Dana Austin, Principal
429 Main Street
Myersville, MD 21773
Fax 240-236-1901
20. **New Market** ● **240-236-1300**
Mr. Jason Bowser, Principal
93 West Main Street
New Market, MD 21774
Fax 240-236-1301
30. **Thurmont Primary** ● **240-236-2800**
Grades Pre-K-2
Dr. Michele Baisey, Principal
7989 Rocky Ridge Road
Thurmont, MD 21788
Fax 240-236-2801
31. **Tuscarora** ● **240-566-0000**
Ms. Carrie Zimmerman, Principal
6321 Lambert Drive
Frederick, MD 21703
Fax 240-566-0001
32. **Twin Ridge** ◆ **240-236-2300**
Ms. Heather A. Hobbs, Principal
1106 Leafy Hollow Circle
Mt. Airy, MD 21771
Fax 240-236-2301
33. **Urbana** ◆ **240-236-2200**
Ms. Tracy Hilliard, Principal
3554 Urbana Pike
Frederick, MD 21704
Fax 240-236-2201
34. **Valley** ● **240-236-3000**
Ms. Jennifer Hyde, Principal
3519 Jefferson Pike
Jefferson, MD 21755
Fax 240-236-3001
35. **Walkersville** ● **240-236-1000**
Ms. Christina McKeever, Principal
83 West Frederick Street
Walkersville, MD 21793
Fax 240-236-1050
36. **Waverley** ◆◆◆ **240-236-3900**
Dr. Allie Watkins, Principal
201 Waverley Drive
Frederick, MD 21702
Fax 240-236-3901
37. **Whittier** ●◆ **240-236-3100**
Mr. Lorcán ÓhEithir, Principal
2400 Whittier Drive
Frederick, MD 21702
Fax 240-236-3101
38. **Wolfsville** ◆ **240-236-2250**
Ms. Linda Stuart, Principal
12520 Wolfsville Road
Myersville, MD 21773
Fax 240-236-2251
39. **Yellow Springs** ● **240-236-1700**
Ms. Hannah Feldman, Principal
8717 Yellow Springs Road
Frederick, MD 21702
Fax 240-236-1701



KEY

- ◆ Half-day pre-kindergarten program available
- Full-day pre-kindergarten program available
- ◆ Special education pre-kindergarten available
- ★ STAR (Title I) Schools

FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)
GENERAL TERMS AND CONDITIONS
SECTION I

1. BIDDER REGISTRATION

- a. All Frederick County Public School (FCPS) suppliers and or contractors interested in bidding on FCPS projects must register on eMaryland Marketplace Advantage <https://emma.maryland.gov> FCPS will no longer accept bidder's applications.
- b. Contractors are required to register with eMaryland Marketplace Advantage <https://emma.maryland.gov> within five days following notice of award. Maryland law requires local and state agencies to post award notices on eMaryland Marketplace Advantage. 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 Advantage regardless of the award outcome for this procurement as it is a valuable resource for bid notification for municipalities through Maryland.

2. PRE-BID MEETING

- a. A Pre-Bid Meeting will be held at the date and time indicated on the cover page of this solicitation package.
- b. Attendance at the Pre-Bid Meeting is not mandatory; however, all suppliers are strongly encouraged to attend.
- c. 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.
- d. Questions shall be submitted, via email, to the person(s) indicated on the cover page of this solicitation package. Due to possible changes and/or additions to the specifications, bids should not be submitted prior to the Pre-Bid meeting.
- e. If FCPS offices are closed, or operating on a modified schedule, due to inclement weather on the day a Pre-Bid is scheduled, the Pre-Bid is cancelled and will not be rescheduled unless an addendum is issued. Bidders are advised that they are to email questions to the identified Contract Manager by the date and time required within this solicitation. For the fastest, most reliable information, regarding closures and/or delays check the following:
 - www.fcps.org
 - Social Media: FCPS on Twitter and FCPS on Facebook
 - Email/Text Messages: Sign up for FindOutFirst email and emergency-only text messages
 - FCPS TV: Comcast Channel 18 (Frederick area)
 - Local radio and TV stations

3. PREPARATION OF BID

- a. Should any bidder be in doubt as to the meaning of the specifications, or should they find any discrepancy or omission, they shall notify the Contract Manager listed on the solicitation cover sheet.

If required, bidders will be notified of clarifications and/or additional information by means of addendum.

- b. 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.
- c. Bidder must submit their proposal with original signatures. Signatures may be in ink (wet) or digitally signed. Signatures submitted with a script-style font will be accepted. Bids must be prepared on the proposal form(s), if provided. FCPS proposal forms format shall not be altered.
- d. Each bid shall show the full business address and contact information of the bidder and be signed by the person(s) legally authorized to sign contracts. All correspondence concerning the bid and contract, including notice of award, copy of contract, and purchase order, will be emailed, or mailed, to the address shown on the bid in the absence of written instructions from the bidder to the contrary.
- e. The following items must be included in submission:
 - i. Proposal pages completely and accurately filled out:
 - Verify all mathematical calculations.
 - Strike through errors, initial and make correction.
 - Initial corrections.
 - ii. Signature Acknowledgement Form completed and signed.
 - iii. Statutory Affidavit and Non-Collusion Certification form completed and signed.
 - iv. Certificate of Compliance form completed and signed.
 - v. Conflict of Interest Form completed and signed.
 - vi. W-9 (This is the company information that will be entered in the FCPS supplier database).
 - vii. Certificate of Insurance (if applicable).
- f. Bidders shall be required under Article 56, Section 270(4), Annotated Code of Maryland, to provide proof of Certificate of Registry and must be licensed to do business in the State of Maryland and must provide a tax certification number. Visit the following website to ensure compliance: www.Egov.maryland.gov/BusinessExpress.
- g. Bids by partnerships must be signed with the partnership name, 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 their authority to do so, if requested.
- h. Bids by corporations must be signed with the name of the corporation, which must match the information on the submitted W-9, 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 their authority to do so, if requested.
- i. Failure to sign the bid document will result in rejection of the bid as non-responsive.
- j. FCPS will not be responsible for any costs incurred by a bidder in preparing and submitting a proposal in response to this solicitation.
- k. If the bidder has made an error, the bidder may request, in writing, to have their bid withdrawn. Approval of a bidder's request is not automatic and may be given only by the Purchasing Manager.

Requests for withdrawal are usually denied, unless the bidder proves to the satisfaction of the Purchasing Manager 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 supplier's business.

4. BID PRICING

- a. Prices quoted shall not exceed the prices established under any governmental price control regulations.
- b. All proposals submitted shall be irrevocable for a period of 90 days following the proposal due date, and FCPS has within that time period after due date to accept the proposal. FCPS reserves the right to reject any offer that specifies less than 90 days of acceptance time. Upon mutual agreement between FCPS and the contractor, the acceptance time may be extended. Proposals may not be withdrawn during this period.
- c. FCPS retains the right, with mutual consent of the bidder(s), to utilize the bid pricing and approved price changes for future purchases for as long as the bidder(s) mutually agrees to extend the prices.
- d. If the contract includes equipment, all prices must be FOB-Destination (inside delivery), unless specifically authorized in Section II – FCPS Specific Terms and Conditions.
- e. Charges for express delivery will only be allowed if authorized by FCPS in writing.
- f. The bidder(s) are 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.
- g. If two or more particular brands, models, or makes are listed in the specifications (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 FCPS may require the bidder to furnish whichever is preferred by FCPS.
- h. All unit prices on items bid shall be completed on the provided proposal sheet(s). A “NO BID” or “N/A” notation should be completed for each item not being bid. Blank spaces in the proposal sheet will be considered as not being bid.
- i. In case of an error in the extension of prices in the bid, the unit price shall govern.
- j. 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.
- k. Unit Prices must be rounded off to no more than two decimal places unless so specified in Section II – FCPS Specific Terms and Conditions.
- l. FCPS reserves the right to consider discounts in evaluating a bid with line item pricing requirements. The bidder should calculate all discounts, other than prompt payment, as part of their unit pricing.

5. TAXES

- a. No charge will be allowed for federal excise, state, and/or municipal sales and use taxes, from which

the Board of Education of Frederick County is exempt.

- b. A contractor is not eligible, per the Maryland Comptroller's Office, to utilize the tax exemption certificate for governmental agencies.

6. ADDENDUM

- a. All changes to the bid solicitation will be made through appropriate addendum issued from the Purchasing Department.
- b. Addendum will be available on the FCPS Purchasing Department webpage. All suppliers who are known by the Purchasing Department to have downloaded the bid documents will receive an email notification.
- c. Addendum will be issued a minimum of four days prior to the bid opening date, unless the addendum issued extends the due date. (verified with COMAR, which states addendums within a "reasonable" time)
- d. Each bidder shall ascertain, prior to submitting a bid that they have received all addendum issued and the bidder shall acknowledge receipt on the Signature Acknowledgement Form. Failure of any bidder to acknowledge the receipt of addendum will not relieve that bidder from any obligations under this solicitation as amended by addendum. All addendum so issued will become a part of the award and contract documents.

7. RECEIPT OF BIDS

- a. Bids are to be uploaded to OpenGov Procurement, the online sourcing website utilized by FCPS. Submissions may be uploaded at any time prior to the bid due date and time. Bidders may modify their bid submissions up until the bid due date and time.
- b. Bids uploaded after the designated date and/or time will not be accepted. It is the responsibility of the supplier to ensure that submittals are uploaded on time.
- c. In the event of inclement weather on the date when bids are scheduled to be opened and the FCPS offices are closed, or operating under a modified schedule, bids will be opened on the next business day at the same time as previously scheduled. The bid submission date will not change based on inclement weather, unless changed by an addendum. Often when schools are closed due to inclement weather, administrative offices remain open. When in doubt, refer to Section 2(e) for closing and delays.

8. OPENING OF BIDS

- a. Sealed bids will be publicly opened at the date and time indicated on the solicitation cover sheet.
- b. All bids received must be signed by a person legally authorized to sign the company into a contract. Bids will be submitted on-line via OpenGov Procurement.
(<https://secure.procurenow.com/portal/fcps>).
- c. Complete evaluation of the proposals will not take place at the bid opening and no indication of award will be made. A final recommendation(s) shall be prepared for review and approval by the Board of Education of Frederick County.

- d. The recommended award will be posted to the FCPS BoardDocs website a minimum of three days prior to the Board of Education meeting in which it will be presented.
- e. Final award recommendation, and the bid tabulation, will be posted on the FCPS webpage, www.fcps.org/bidlist, after the Board of Education of Frederick County approval.

9. STANDARD OF QUALITY, "OR EQUAL CLAUSES," AND SUBSTITUTIONS

- a. Any make/model specified in the solicitation is used only to establish a quality level, unless specifically noted in Section II – FCPS Specific Terms and Conditions. Any material or article that will perform adequately the duties imposed by the general design will be considered equal and satisfactory. FCPS retains the right to determine if items are equivalent and will be accepted.
- b. It will be the responsibility of the bidder to submit a clear and concise proposal wherein each substitution and deviation is identified and described, in writing, at the time of solicitation submission.
- c. In the absence of any statement to the contrary by the bidder, the submission will be interpreted as being 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.
- d. Bidders must submit detailed literature if bidding an item other than the specified item. Detailed literature is defined as product features or specifications relating to construction and/or performance.
- e. The detailed literature is to be arranged and labeled according to item number referenced on the solicitation document.
- f. It is the bidders' responsibility to submit required literature, or links to webpages, with the bid submission. Failure to submit such data as required and/or at the time designated by the Purchasing Department shall be cause for rejection of that item.
- g. No substitutions or deviations will be permitted following the award of the contract unless "cause and effect" is presented in writing and approved by the Contract Manager. A statement of any credit or extra cost involved will be included with the request.
- h. FCPS shall not be responsible to provide personnel, testing facilities, or other resources necessary to search out substitutions and deviations in bid proposals which are unclear through the nebulous terms such as "comparable", or blanket statements of deviation such as "our standard design, construction, hardware, finishes, etc."
- i. The bidder will, upon request and with no cost to the FCPS, furnish documents, independent laboratory tests reports, and/or similar materials of proof to substantiate that the substitutions and deviations of the items they propose to furnish do not prevent these items from being truly and factually equal to, or exceeding, that which is specified.
- j. The cost of testing a representative sample of an order or shipment for acceptance and compliance with specifications shall be borne by FCPS. If the order or shipment is rejected for failure to meet the requirements of the specifications or purchase description, the cost of testing will be charged to the awarded suppliers.

10. SAMPLES

- a. Samples will be requested for testing and evaluation purposes. Failure to submit samples as required at the time designated may be cause for rejection of that item.
- b. All samples must be delivered with all charges prepaid to the designated point of delivery. Samples must be marked as "SAMPLE" and include the name of the bidder, bid name and number, and return instructions, if applicable.
- c. The right is reserved to retain any sample submitted with bids for the purposes of examination and testing. FCPS 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.
- d. FCPS retains the right to determine the method of testing to be utilized.
- e. Samples that are not retained by FCPS must be removed within two weeks upon notification. Return shipping must be prepaid by the suppliers. Samples not removed within this two-week period shall be retained, or disposed of, at the discretion FCPS, and without compensation to the bidder.

11. GUARANTEES AND WARRANTIES

- a. The awarded supplier(s) will guarantee the material and workmanship on all services, equipment, materials, supplies, and labor, furnished by them, for a minimum period of one year from the date of acceptance, unless a longer period of time is specified in Section II – FCPS Specific Terms and Conditions.
- b. If, within the guarantee period, any defects or signs of deterioration are noted, the awarded supplier(s) at their expense, shall correct the condition or they shall replace the part or entire unit of work/equipment to the complete satisfaction of FCPS. These repairs, replacements, or adjustments shall be made only at such times as will be designated by FCPS to minimize the disruption to building/school operations.
- c. Should the awarded supplier(s) fail to comply with the terms of this guarantee, FCPS may have such work performed as it deems necessary to fulfill the guarantee, charging the cost to the awarded supplier(s).

12. AWARDS OR REJECTION OF BIDS

- a. The basis of award shall be the lowest responsible bidder submitting a responsive bid that conforms to the specifications established in the solicitation with consideration given to the quantities involved, time required for delivery, purpose for which required, competency and responsibility of bidder, the ability of the bidder to perform satisfactory service, and the plan for utilization of minority contractors, if applicable.
- b. FCPS 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 informality 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.
- c. Bidders may be required, before the awarding of a contract, to show to the complete satisfaction of FCPS, that they have the necessary facilities, ability and financial resources to execute the contract in a satisfactory manner, and within the time specified. Bidders may be required to demonstrate they

have the necessary experience, history and references to assure FCPS of their qualifications.

- d. The Board of Education of Frederick County reserves the right to award the bid within 90 days from the date of the bid opening unless a different time period is stated in the bid document.
- e. Unless stated otherwise in Section II – FCPS Specific Terms and Conditions, the contract may be awarded by line item, group, or in the aggregate, whichever is in the best interest of FCPS.
- f. In the event of a tie, where all other factors, such as past performance, are considered comparable, the award shall be made to the Frederick County based bidder; the closest Maryland out-of-county based bidder; and the closest out-of-state based bidder, in that order of preference.
- g. FCPS does not have local, state or federal preference requirements except when mandated by a targeted funding source.
- h. If, after competitive sealed bids have been opened, the Purchasing Manager determines that only one responsible bidder has submitted a responsive bid, the procurement contract may be negotiated with that one bidder as sole source procurement.
- i. A recommendation for the award of a contract will be presented to the Board of Education of Frederick County for approval. Upon approval of the award of contract, the bidder(s) shall be notified of their award(s). If applicable, an FCPS contract document shall also be issued.
- j. The Board of Education of Frederick County reserves the right to reject the bid of a bidder who has, in the opinion of FCPS, failed to properly perform under previous contracts, or, who investigation shows, is not in a position to perform the contract.
- k. The Board of Education of Frederick County retains the right to reject any and all bids, if it is deemed in the best interest of FCPS to do so.
- l. If, during the life of the contract, a product or service does not meet the solicitation terms and conditions, FCPS retains the right to cancel the awarded item(s) and award to a new bidder, as long as that bidder mutually agrees to the award.

13. CONTRACT FORMATION

- a. Notification of the contract award will be made by letter after approval by the Board of Education of Frederick County.
- b. The primary form of contract is the purchase order(s), and any agreed upon schedules, addendum, shop drawings, and documents associated with the bid solicitation/submission/award.
- c. A secondary form of contract, if required, may be noted in Section II – FCPS Specific Terms and Conditions, of this bid solicitation.
- d. No amendment, modification or change to the contract shall be effective unless such change is in writing and mutually agreed upon by authorized representatives of FCPS and the awarded supplier(s). Changes may not significantly alter the original scope of the agreement.

14. PROTESTS

- a. The Purchasing Manager shall attempt to resolve, informally, all protests of bid award

recommendations. Bidders are encouraged to present their concerns promptly to the Contract Manager for consideration.

- i. The bidder must submit their concern, in writing, addressed to the Purchasing Manager. It should include the following:
 - Name, address, contact information of the protestor;
 - Statement of reasons for the protest;
 - Supporting documentation to substantiate the claim;
 - The remedy sought.
 - ii. The protest must be received by the Purchasing Manager at least two calendar days prior to the date of the Board of Education meeting at which the recommendation will be presented. It is the supplier's responsibility to ascertain the date and time of award.
 - iii. A bidder who does not file a timely protest before the contract is awarded by the Board of Education of Frederick County is deemed to have waived any objection.
- b. The Purchasing Manager shall inform the Chief Financial Officer and/or general counsel upon receipt of the protest, and shall confer with them prior to the issuance of a decision regarding disputes of contracts or awards valued at \$50,000 or above.
 - c. The Purchasing Manager shall issue a decision in writing.
 - d. Should the protestor disapprove of the Purchasing Manager's decision, they have the right to address the Board of Education of Frederick County during the public comment section of the same Board meeting where the award recommendation is scheduled for award.
 - e. The Board of Education of Frederick County's decision is deemed the final action at the local level.
 - f. A bidder may appeal a decision of the Board directly to the Maryland State Board of Education in accordance with Board Policy 105.11 and Maryland law.

15. CONTRACT DISPUTES

- a. Any dispute arising under this contract shall be decided by the Contract Administrator, the Contract Manager and the Purchasing Manager, who will communicate their decision to writing and furnish a copy to the supplier. This decision shall be final and conclusive unless, within 30 days, the supplier furnishes a written appeal addressed to the Board of Education of Frederick County. The local Board of Education has the right to hear appeals as provided by Maryland law.
- b. The Board of Education of Frederick County, or its duly authorized representative, will review the appeal for the determination of such appeal and their finding shall be final and conclusive. In connection with any appeal preceding under this clause, the supplier will be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute, the supplier shall proceed diligently with the performance of the contract and in strict accordance with the FCPS staff's decision. 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.
- c. This clause does not preclude consideration of laws questioned in connection with the decision

provided for above.

16. CONTRACT ASSIGNMENT

- a. The awarded supplier(s) will not assign or transfer any portion of their interest or obligation under this Agreement to any third party, without the prior written consent of the Contract Manager. Nothing herein shall be construed to create any personal or individual liability upon any employee, officer, elected official of the Board of Education of Frederick County, nor shall this Agreement be construed to create any rights hereunder in any person or entity other than the parties to this Agreement.
- b. The awarded supplier(s) will, when required, submit to the Contract Manager, in writing, the name of each subcontractor they intend to employ, the portion of the material to be furnished, their 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 satisfactorily the material as called for in the specifications.
- c. FCPS reserves the right to approve or disapprove all subcontractors to be employed on a project. FCPS further reserves the right to approve or disapprove a change of subcontractor once an initial subcontractor has been approved. Any increased cost associated with the change of a subcontractor shall be the full obligation and responsibility of the awarded supplier(s).
- d. The awarded supplier(s) will 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 Contract Manager.
- e. The awarded supplier(s) will 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 FCPS.

17. MULTI-YEAR CONTRACT

- a. Contracts that require funding appropriation for more than one fiscal year automatically terminate if money sufficient for the continued performance is not appropriated for any fiscal year. The date of termination is the last day of the fiscal year for which money was last appropriated, or the date provided in the termination clause of the procurement contract, whichever is earlier.
- b. If the multi-year contract is terminated due to lack of funding, FCPS shall reimburse the supplier for the reasonable value of any nonrecurring costs that were incurred as a result of the multi-year contract, but not amortized in the price of the supplies or services delivered under the multi-year contract. The reasonable value will be negotiated, and mutually agreed upon, by FCPS and the supplier
- c. The cost of termination may be paid from any appropriation available for that purpose.

18. HOLD HARMLESS

It is understood that the awarded supplier shall defend and hold harmless the Board of Education of Frederick County, and its representatives, 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.

19. TERMINATION FOR DEFAULT

- a. When an awarded supplier 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 supplier terminate the whole or any part of the contract in any of the following circumstances:
 - i. If the supplier fails to perform the services or provide the products within the time and manner specific herein or any extension thereof, or:
 - ii. If the supplier 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:
 - iii. If the supplier 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:
 - iv. 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.
- b. In the event FCPS terminates the contract in whole or in part, FCPS may procure such products and services, in a manner the Purchasing Manager deems appropriate, and the supplier shall be liable to FCPS for any additional cost(s) incurred.
- c. If, after notice of termination of this contract under provisions of this clause, it is determined for any reason that the supplier 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.

20. TERMINATION FOR CONVENIENCE

The contract may be terminated by FCPS in accordance with this clause in whole, or in part, whenever FCPS determines that such a termination is in the best interest of FCPS. Written notice shall be given a minimum of 30 days in advance. FCPS will pay for all services, in accordance with contract pricing, up to the date of the termination. However, the awarded supplier(s) shall not be reimbursed for any anticipatory profits that have not been earned up to the date of termination. Under this contract, the awarded supplier does not have a right to unilateral termination for convenience.

21. GOVERNING LAW AND VENUE

- a. The supplier will comply with all Federal, State, and local laws, ordinances and regulations pertaining to work under their charge. If the supplier performs any work which it knows or should know to be contrary to such laws, ordinance, and regulations and without such notices to FCPS they shall bear all costs arising therefrom.
- b. All suppliers and subcontractors must abide by the Board of Education of Frederick County policies and FCPS regulations while working on school property.
- c. The supplier certifies that their firm adheres to or follows non-discriminatory practices with respect

to the employment and promotion of personnel without regard to color, creed, race, sex, or national origin.

- d. The solicitation shall be construed in accordance with, and interpreted under, the laws of the State of Maryland. Any lawsuits shall be filed in the appropriate State Court located in Frederick County, Maryland.

22. MULTI-AGENCY PARTICIPATION

- a. 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 is conditioned upon mutual agreement of all parties pursuant to special requirements, which may be appended thereto. The awarded supplier(s) 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.
- b. By agreeing to extend the contract to other agencies, the supplier(s) 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.
- c. 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 supplier's 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 supplier and the public agency.
- d. Each participating jurisdiction or agency shall enter into its own contract with the awarded supplier(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 awarded supplier(s). The Lead Agency does not assume any responsibility other than to obtain pricing for the specifications provided.

23. PACKAGING AND DELIVERY REQUIREMENTS

- a. All materials must be securely packed in accordance with accepted trade practices.
- b. A packing list will be included in each shipment. This list shall contain the following information: Purchase Order Number, Supplier Name, Item Description, Item Number, Quantity and Delivery Location. Failure to comply with this condition may be considered sufficient reason to refuse to accept the goods.
- c. All materials, supplies and equipment for FCPS shall be delivered F.O.B Destination. Unless otherwise noted in Section II – FCPS Specific Terms and Conditions, all items shall be delivered inside the office, school, or warehouse.
- d. Special delivery and handling instructions will be defined in Section II – FCPS Specific Terms and Conditions, of each bid.

- e. All school deliveries shall be made during the hours of 9:00 A.M. and 2:00 P.M. local time and only on regular school days, see School Calendar Closings enclosed, except where modified in Section II – FCPS Specific Terms and Conditions.
- f. All warehouse deliveries shall be made during the hours of 9:00 A.M. to 2:30 P.M. on all regular scheduled school days, see School Calendar Closings enclosed, except where modified in Section II – FCPS Specific Terms and Conditions.
- g. Bulk materials, delivered to the Warehouse, are to be delivered on skids, or pallets, to the Warehouse receiving platform.
- h. No help for unloading will be provided. Suppliers shall notify their delivery personnel accordingly.
- i. The awarded supplier(s) shall be held responsible for and shall be required to make good at their expense, any and all damage done or caused by their employees in the execution of the contract as determined by FCPS.
- j. The supplier will be required to furnish proof of signed delivery in every instance. Delivery receipts indicating only the number and weight of cartons received will not constitute "proof" of delivery in the event of a dispute. FCPS will not accept responsibility for deliveries that have not been signed for by an FCPS employee.

24. BILLING AND PAYMENT

- a. Invoices shall be submitted to: accounts.payable@FCPS.org or in duplicate to:

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

- b. Invoices and packing slips must contain the following information:
 - i. Bid Number
 - ii. Purchase Order Number
 - iii. Item Number (if applicable)
 - iv. Quantity (if applicable)
 - v. Brief Description of Item or Work Performed including the dates worked
 - vi. Unit Price Bid/Partial Payment Amount
 - vii. Extended Total for Each Item
 - viii. Grand Total
 - ix. Public School Construction Number (PSC) (if applicable)
- c. 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.
- d. Invoices to be submitted once commodities have been received and/or services have been rendered.

25. COMPLIANCE WITH SPECIFICATIONS

- a. The awarded supplier(s) will abide by, and comply with, the true intent of the specifications and not take advantage of any unintentional error or omission, but will fully complete every part as to the true

intent and meaning of the specifications and drawings.

- b. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's code, A.S.M.E. regulations, or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.
- c. Where the requirements of the specifications call for a higher grade and are not in conflict with the laws, ordinances, etc., the specifications shall govern.
- d. In the case of any apparent conflict between the specifications and such laws, ordinances, etc., the awarded supplier(s) will contact the Contract Administrator and the Contract Manager for a decision before proceeding with any work.

26. LIQUIDATED DAMAGES

- a. A date for delivery and/or installation/assembly shall be stated in the specifications. Requests for extension of completion time due to strikes, lack of materials, or any other causes over which the awarded supplier(s) has no control must be submitted, in writing, with supporting documentation, to the Contract Manager. Requests must occur immediately upon occurrence of conditions for a time extension to be granted. Extensions are not guaranteed.
- b. If the awarded supplier(s) fails to provide the services, equipment, or other items required within the prescribed time limits, the Contract Manager may elect to obtain services, equipment, or other items necessary from an alternate source.
- c. The awarded supplier(s) will pay any additional cost(s) incurred by FCPS for obtaining replacement services, equipment, and other necessary items.
- d. FCPS shall have the unilateral right of alternate source selection to perform the work when the awarded supplier(s) does not perform the required work.
- e. In addition to, or in lieu of, paying for any incurred replacement costs(s), the awarded supplier(s) may pay liquidated damages, in the amount of \$150 per day, for any delay or failure in performance, as well as any related damages sustained by FCPS.
- f. The assessment of liquidated damages by FCPS against the awarded supplier(s) does not supersede or affect the right of FCPS to impose other remedies that may be available.

27. SAFETY REQUIREMENTS

- a. 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.
- b. When applicable, kitchen equipment and supplies must meet Maryland State Health Department, National Sanitation Foundation (NSF) and Frederick County Health Department requirements.
- c. All construction activities must be conducted in strict compliance with OSHA/MOSHA requirements.
- d. Equipment offered which fails to comply with any applicable section of the National Electrical Code, or is not U.L. Listed (where U.L. Listings have been established for that type of device) shall be

rejected.

- e. The awarded supplier(s) shall submit Safety Data Sheets (SDS) for all items awarded to that supplier provided under the terms of this proposal, if applicable.
- f. The awarded supplier(s) and subcontractor(s) 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.
- g. The awarded supplier(s) is responsible to report to FCPS any asbestos material or suspected material found or uncovered that is not part of the scope of the project. In addition, they may not introduce new asbestos or asbestos bearing materials into the site.
- h. It is the responsibility of the awarded supplier(s) to comply with all Municipal, State, and Federal EPA regulations and laws when handling or disposing of asbestos materials.
- i. If the awarded supplier(s) intentionally endangers or jeopardizes the health of any building/school occupant(s) through mishandling of hazardous material, the supplier(s) will be held liable for such action.

28. PATENTS

The supplier will defend all suites or claims for infringement of any patent rights and will save the Board of Education of Frederick County harmless from loss.

29. TECHNOLOGY-BASED INSTRUCTIONAL PRODUCTS

All FCPS technology based instructional products (instructional software, online resources, and computer-based equipment) must be consistent with the federal Rehabilitation Act, Maryland Subpart B Technical Standards, Section 508, and the most recent revision of WCAG Standards at level AA, for accessibility by students and staff, with disabilities unless doing so would fundamentally alter the nature of the instructional activity or result in undue financial and administrative burdens. Requests for bids, proposals, procurement contracts, and grants will follow established procedures for evaluating compliance to accessibility standards in all purchase decisions.

30. EMPLOYMENT OF CHILD SEX OFFENDERS AND PERSONS WITH UNCONTROLLED ACCESS TO STUDENTS

a. Registered Sex Offenders

Individuals who are registered sex offenders are not eligible to work on any FCPS' property. Section 11-722 of the Criminal Procedure Article, Annotated Code of Maryland states, "a person who enters into a contract with a County Board of Education or a non-public school may not knowingly employ an individual to work at a school if the individual is a registrant." A supplier violating this Law is guilty of a misdemeanor and may be subject to imprisonment not exceeding five years or a fine not exceeding \$5,000, or both.

It is the responsibility of each awarded supplier to screen their workforce to ensure that a Registered Sex Offender is not assigned to perform work at any FCPS school or project. The term workforce includes direct employees, subcontractors, and material and equipment suppliers the awarded supplier will use to perform the work.

b. Other Crimes

An awarded supplier(s), or subcontractors), may not knowingly assign an employee to work on FCPS school premises with direct, unsupervised, and uncontrolled access to children, if the employee has been convicted of:

- i. An offense under § 3-307 or § 3-308 of the Criminal Law Article, or an offense under the laws of another state that would constitute a violation of § 3-307 or § 3-308 of the Criminal Law Article if committed in the State; or
 - ii. Child sexual abuse under §3-602 of the Criminal Law Article, or an offense under the laws of another state that would constitute child sexual abuse under §3-602 of the Criminal Law Article if committed in the State; or
 - iii. 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.
- c. Violation of any of these provisions may result in immediate Termination for Cause.

31. CRIMINAL BACKGROUND CHECKS

- a. Contracted service providers who have regular, direct and unsupervised access to children cannot begin service without undergoing the same process as new employees per FCPS Regulation 300-33. The criminal background check includes both fingerprinting and disclosure forms and will be completed by the FCPS Human Resources Department by appointment only.
- b. In the event a provider is unable to be fingerprinted by the FCPS Human Resources Department due to distance (living more than 200 miles from FCPS located at 191 South East Street, Frederick, MD) or any other mutually agreeable reason, then the following alternative fingerprinting and disclosure process will be followed:
 1. A contract service provider must request via email a paper fingerprint card from the FCPS Human Resources Department for manual fingerprinting by the contract service provider's local law enforcement.
 2. The contract service provider must be fingerprinted under the Adam Walsh Act background transaction (commonly referred to as the Child Care background check).
 3. The FCPS Human Resources Department will mail a paper fingerprint card to the mailing address provided by the requesting contract service provider.
 4. Upon being fingerprinted, the contract service provider will return the completed fingerprint card via mail to the FCPS Human Resources Department.
 5. The FCPS Human Resources Department will independently submit the contracted service provider's fingerprint card to the state's Criminal Justice Information System (CJIS) for state and federal criminal background check processing.
 6. The FCPS Human Resources Department will receive the state and federal background check results and maintain a copy.

7. In the event the FCPS Human Resources Department receives a criminal background check which requires explanation by the contract service provider, the FCPS Human Resources Department will hold a conference (either by phone or virtually) directly with the contracted service provider to determine if the individual would be detrimental to the safety of children and staff and/or if the nature of the crime is such that business operations would be at risk.
8. In the event the FCPS Human Resources Department deems a contract service provider's criminal background check to be unacceptable, the FCPS Human Resources Department will notify the contract service provider in writing of ineligibility to have regular, direct, and unsupervised access to FCPS students. The awarded supplier(s), or subcontractor(s), may not knowingly assign an employee to work on FCPS 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.

The fingerprinting and background process may change based upon direction from CJIS. If required, an awarded supplier(s) is responsible for payment of the full cost of the criminal background check.

Additional information regarding this requirement will be found in Section II – FCPS Specific Terms and Conditions

- c. In addition, with the passing of Maryland Law MD. Code, Educ. 6-113.2, employers of all contracted staff must obtain background information relating to child sexual abuse or sexual misconduct. This means that all contracted staff having direct contact with students must meet all of the FCPS and Maryland State Department of Education (MSDE) requirements before doing business with FCPS. For additional information, visit:
 - [Maryland State Department of Education Website](#);
 - [House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention](#);
 - [MSDE Guidelines For MD. Code, Educ. 6113.2](#);
 - [Employment History Review Form for Child Abuse and Sexual Misconduct](#)

32. DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE

- a. All awarded suppliers and subcontractors must abide by Board Policy 112 while working on any FCPS property at all times.
- b. The Board of Education of Frederick County endorses the provisions of Public Law 100-690, Title V, Subtitle D (Drug-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.
- c. Maryland State Law (COMAR 13A.02.04) provides that each local school system is required to maintain a tobacco-free school environment.

33. WEAPON POSSESSION ON SCHOOL PROPERTY

- a. The criminal code of Maryland makes it illegal to possess a weapon on school property.
- b. No person shall carry or possess any rifle, gun, knife, or deadly weapon of any kind on FCPS property.

- c. Any awarded supplier(s) whose employees violate this clause may be subject to the termination of the contract for cause.

34. FOREIGN LANGUAGE TRANSLATOR REQUIREMENT

- a. An awarded supplier(s) that assigns employees to an FCPS project that do not speak English must have an on-site, full time interpreter.
- b. Failure of an awarded supplier(s) to have an on-site, full time interpreter that is fluent in speaking and understanding an employee's native language for those employees that do not speak English is reason for immediate termination of the contract for cause.

35. ILLEGAL IMMIGRANT LABOR

The use of illegal immigrant labor to fulfill contracts solicited by FCPS is in violation of the law and is strictly prohibited. Awarded supplier(s) and subcontractors must verify employment eligibility of workers in order to assure that they are not violating federal/state/local laws regarding illegal immigration. A compliance audit may be conducted.

36. STUDENT/STAFF CONFIDENTIALITY

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

Security & Confidentiality

"Company" shall adopt, implement, and maintain commercially reasonable security measures and procedures (including firewalls, passwords, encryption, commercially available virus protection, access and use of adequate back-up computer servers, and periodic back-up of data) on a continuing basis. "Company" acknowledges that the CUSTOMER data housed on the "company" system is the property of CUSTOMER and "company" agrees not to use such data for any purpose except to the extent necessary to fulfill its obligations under the agreement. "Company" agrees that it shall treat the CUSTOMER data with the same degree of care as it accords its own confidential information of a similar nature. "Company" will agree to comply with the provisions regarding the protection of confidential student data as proscribed in the Student Data Privacy Act of 2015 (H.B. 298), and FCPS Policy 442: Student Data Privacy.

37. PUBLIC INFORMATION ACT NOTICE

- a. Bidders should identify those portions of their solicitation, which they deem to be confidential, or to contain proprietary commercial information or trade secrets. Bidders should provide justification why such material, upon request, should not be disclosed by FCPS under the Public Information Act, Title 4, General Provisions Article, Annotated Code of Maryland.
- b. Unless portions of a solicitation are identified as confidential, all records are considered public. A person or governmental unit that wishes to inspect a public record, or receive copies of a public record, shall submit a written or electronic request and direct it to the Office of Legal Services per FCPS Regulation 200-42.

38. 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, terrorism, 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 the supplier 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.

39. ETHICS POLICY

- a. The Board of Education of Frederick County has an Ethics Policy, which covers conflict of interest, financial disclosure and lobbying. All bidders are expected to comply with any and all Ethics Policies that may apply to them individually or as a business entity.
- b. All bidders should carefully review Board Policy 109, Ethics, which prohibits FCPS employees from benefiting from business with the school system.

40. NON-COLLUSION

- a. Bidder represents and certifies that prices for these services have been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition or any matter related to such prices with any competitor or other bidder. Prices quoted in this bid have not been knowingly disclosed directly or indirectly to any competitor or other supplier prior to the opening of this bid.
- b. Bidder represents and certifies that it has not employed or retained any other company or person (other than a full-time bona fide employee working exclusively for the bidder) with the primary intent to solicit or secure the contract.

41. CONFLICT OF INTEREST

All suppliers interested in conducting business with Frederick County Public Schools (FCPS) must complete and return the Suppliers Conflict of Interest Disclosure Form included in the solicitation packet, in order to be eligible to be awarded a contract with FCPS.

42. FEDERAL CONTRACT AWARDS

In the event that federal funds are utilized for purchases under this contract, Appendix II to Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, will be applicable.

This document can be found at the end of Section I, General Terms and Conditions, as Attachment “A”.

ATTACHMENT A - APPENDIX II TO PART 200—CONTRACT PROVISIONS FOR NON-FEDERAL ENTITY CONTRACTS UNDER FEDERAL AWARDS

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers

must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

FREDERICK COUNTY PUBLIC SCHOOLS (FCPS)
SPECIFIC TERMS AND CONDITIONS
SECTION II

1. SCOPE

- a. The intent of this solicitation is to establish a contract with qualified contractor(s) to furnish all labor, supervision, materials, and any incidentals necessary to repair and/or replace roof sections of any building within the Frederick County Public School System (FCPS). Work may be done on an emergency basis due to leaks or damage, or may be a 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.

2. CONTRACT PERIOD

The initial contract term shall be effective from date of award through June 30, 2024. The contract may be renewed for two additional two-year terms, at the discretion of the Board of Education. A vendor submitting a bid automatically accepts the possibility of contract renewal as a condition of award and acknowledges that all terms and conditions remain unchanged.

3. CONTRACT TERMS

- a. This is an open requirement contract and no guarantee of any work is expressed or implied. Orders will be placed as needs arise throughout the contract period.
- b. 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 their designee. The Board reserves the right to approve or disapprove all subcontractors to be employed on a project.
- c. FCPS retains the right to procure work under a separate contract for large projects costing more than \$50,000.
 - a. It is understood that, except as otherwise stated in the contract documents, the vendor will 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 necessary to execute, complete and deliver the work within the specified time.
 - d. 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.
 - e. The contractor is responsible for removal of trash and other debris from the work site. Charges for disposal cannot be recouped from FCPS as a separate charge, but shall be estimated by the contractor in advance, and included in prices offered.
 - f. 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 Environment. All work shall be

done in compliance with these guidelines.

- g. Generally, most of the work to be accomplished under this contract will be required to be done when students are not present in the building. A school calendar showing days that schools are closed is included in the solicitation package. 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.
- h. The contractor will be held responsible for and shall be required to make good, at their own expense, any or all damages done or caused by them or their workers in the execution of the contract.

4. PRICING

- a. All prices shall remain firm through the initial contract period.
- b. FCPS 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/manufacture experience a decrease in costs associated with the execution of the contract.
- d. Price adjustments from the contractor/producer/processor/manufacture 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 60 days prior to the renewal term and shall be accompanied by supporting documentation.
- d. 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 FCPS.

5. PERFORMANCE BONDS

- a. At the discretion of the Manager of Maintenance Projects and Ground Maintenance Department and the Assistant Purchasing Manager, FCPS may require a performance bond covering 100% of the contract amount for a specific project.
- b. 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.
- c. Certified checks in the amounts stated above will be accepted in lieu of the performance bond only upon prior approval of the Purchasing Manager.

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

- d. 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 must use bonding companies rated by A.M. Best Company of at least A-/VIII.

- e. 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 re-submit it to the Purchasing Department within ten (10) calendar days after notification.
- f. Upon receipt and approval of the performance bond or certified check, an official purchase order will be issued.
- g. If bonds are required, and the awarded vendor fails to perform according to the terms of the contract, the bonding company will be notified in writing with a copy sent to the vendor.
- h. 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.

6. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE

FCPS requires insurance certificates evidencing the compliance of insurance requirements at least ten calendar days after receipt of the Notice of Award. The vendor will not commence work until a notice to proceed letter, or purchase order, is issued, nor will the vendor allow any subcontractor to commence work on their subcontract until the insurance required of the subcontractor has been obtained and approved.

a. Worker's Compensation

The vendor will procure and maintain, during the life of the contract, Worker's Compensation Insurance, as required by applicable State laws. In the case of sublet work, the vendor will 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 vendor's Worker's Compensation Insurance.

b. Employers' Liability Insurance

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

c. Commercial General Liability Insurance

The vendor will procure and 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 "X, C, U" 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.

d. Scope of Insurance and Special Hazards

The insurance required in C. and E. will provide adequate protection for the vendor 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 them and, also against any of the special hazards which may be encountered in the performance of this contract as enumerated in C. above. Insurance coverage required under C. 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. Comprehensive Automobile Liability

The vendor 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

f. Subcontractor's Insurance

The vendor will either:

- i. Require each of their subcontractors to procure and maintain, during the life of the subcontracts, Liability Insurance of the type and in the same amounts as specified above; or
- ii. Insure the activities of the subcontractors in their own policies. It will be the responsibility of the vendor to insure that all subcontractors comply with this provision, and the vendor will indemnify and hold harmless the Board of Education of Frederick County for the failure of the vendor, or any subcontractor, to comply with these provisions.

g. Builder's Insurance

FCPS shall provide and maintain Builder's Risk Protection.

h. Proof of Carriage of Insurance

The vendor will furnish FCPS 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 FCPS."

i. Additional Insured

The Owner, Board of Education of Frederick County, the Frederick County Government, and other

entities stipulated by the Owner, shall be named as additional insured on all vendor's policies, other than Worker's Compensation Insurance policy. The vendor's insurance will be primary and non-contributory to any insurance carried by the Board of Education 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.

7. 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/manufacturer'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.

8. PROPOSAL SUBMISSION

- a. Due to possible changes and/or additions to the solicitation package, FCPS requests that bidders delay submission of their bid package until after the date of the pre-bid meeting or the date that questions are due to allow time for the possible issuance of an addendum. All changes will be processed through appropriate addenda.
- b. The proposals will be submitted on-line via ProcureNow (<https://secure.procurenow.com/portal/fcps>).
- c. Proposal:
 - i. The Proposal will include the following forms completed:
 - Signature Page
 - Statutory Affidavit and Non-Collusion Certification
 - Certification of Compliance
 - Vendor Conflict of Interest Disclosure Form
 - Form of Proposal
 - Supporting documents
 - ii. No separate costs for travel, mileage, overhead or miscellaneous are acceptable. All costs are to be included in the hourly rates on the Form of Proposal Part 2.

9. EVALUATION CRITERIA AND 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.
- c. This bid may be recommended for award to multiple contractors.

10. 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.
- a. 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.

11. 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.

12. 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:

- a. 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.
- b. 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.

- c. Metal Engineered Retrofits will be warranted for 20-year no-dollar limit.
- d. 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.

13. 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.

14. VENDOR PERFORMANCE EVALUATION

- b. The Contract Manager and Administrator shall confer periodically to discuss the status of the contract. Issues of noncompliance may arise throughout the contract term and shall be brought to the attention of the Contract Manager as they occur.
- c. The Contract Manager or Administrator may request multiple metrics, from the vendor, to evaluate contract performance. Metrics may include, but are not limited to:
 - i. Delivery
 - ii. Response time
 - iii. Backorders
 - iv. Quality of deliverables
 - v. Invoicing
 - vi. Sales data (Contract data, non-contract data)
 - vii. Financial
- d. Where technical, construction or performance specifications have been identified in the bidding document, the contract administrator shall utilize these specifications as the basis of determining contract compliance.
- e. If noncompliance occurs, it shall be documented in a timely manner, including actions taken and final resolution. Copies of the correspondence will be maintained in the Purchasing Department bid documents.
- f. Issues of noncompliance will be handled on a case by case basis. This may include, but is not limited to, written correspondence, face-to-face meetings, and/or an agreed upon performance management plan. FCPS retains the right to terminate the contract, in whole or in part, if the noncompliance issue is not resolved to the satisfaction of FCPS.

22M2 UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
TECHNICAL SPECIFICATIONS
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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 ensure 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.

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 ensure 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 day's 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. 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. 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. 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. Wood cant will be installed. 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 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 provide a 2-inch coverage of wall elevation where open joint exists.

12. METAL FASCIA/RAISED – EXTENDED METAL

Detail D-RH-520

1. 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. Wood cant will be installed. 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 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 1/2 inch x 1/2 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 ½ 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 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-shrunken 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 ½ 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 ½ 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 ½ 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 $\frac{3}{4}$ pounds under and $\frac{3}{4}$ 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 ¾ lb. under and ¾ 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 ¼ 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 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-Burmash-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 floor feet 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 re-tapped than 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 slopped 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 bidders 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

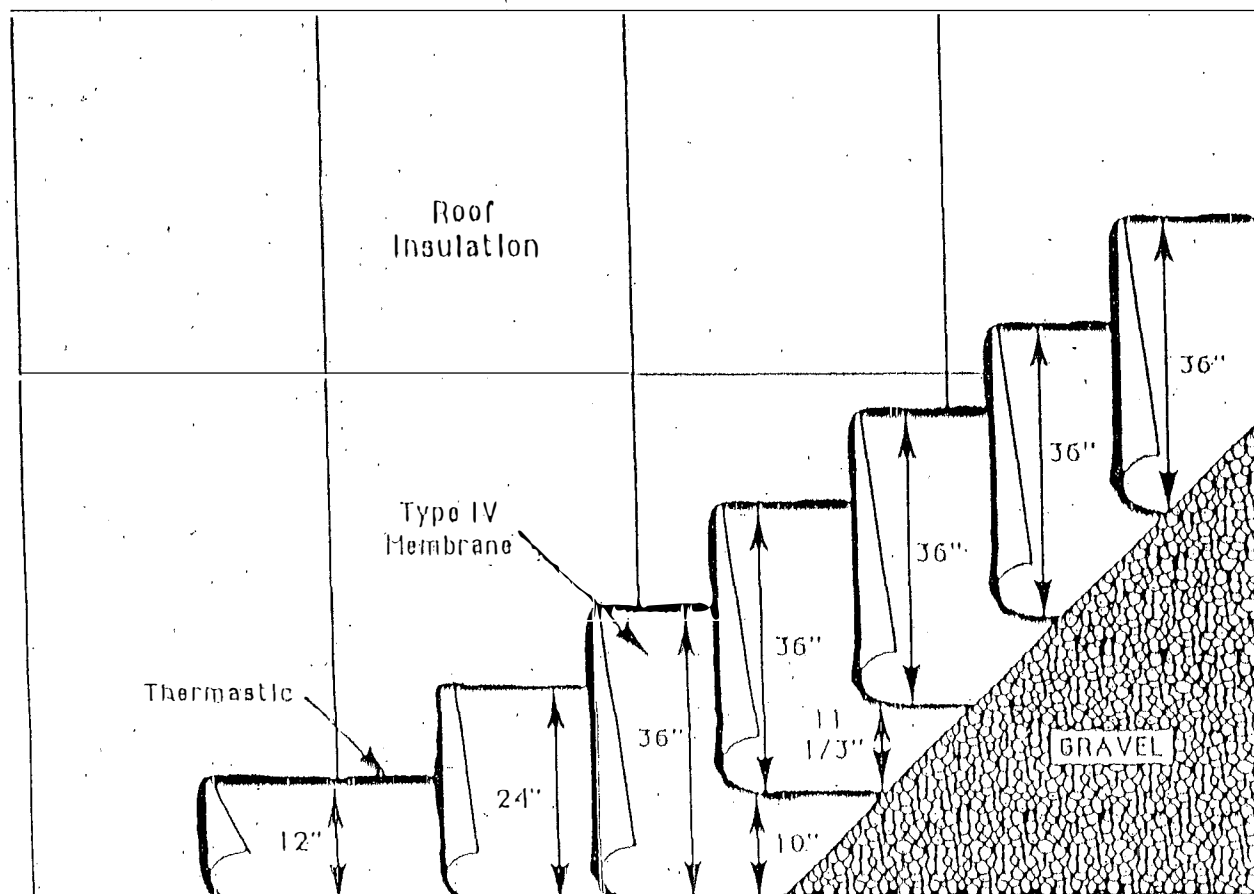
1. Remove existing shingles to the wood deck.
2. Mechanically fasten 1 ½ polyisocyanurate insulation to meet FM class 1-90.
3. Install a fully adhered .060 EPDM single ply system per manufacturer standards.
4. Install 2" x 6" wood blocking at perimeter edge.
5. Install .040 metal drip edge and mechanically 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.

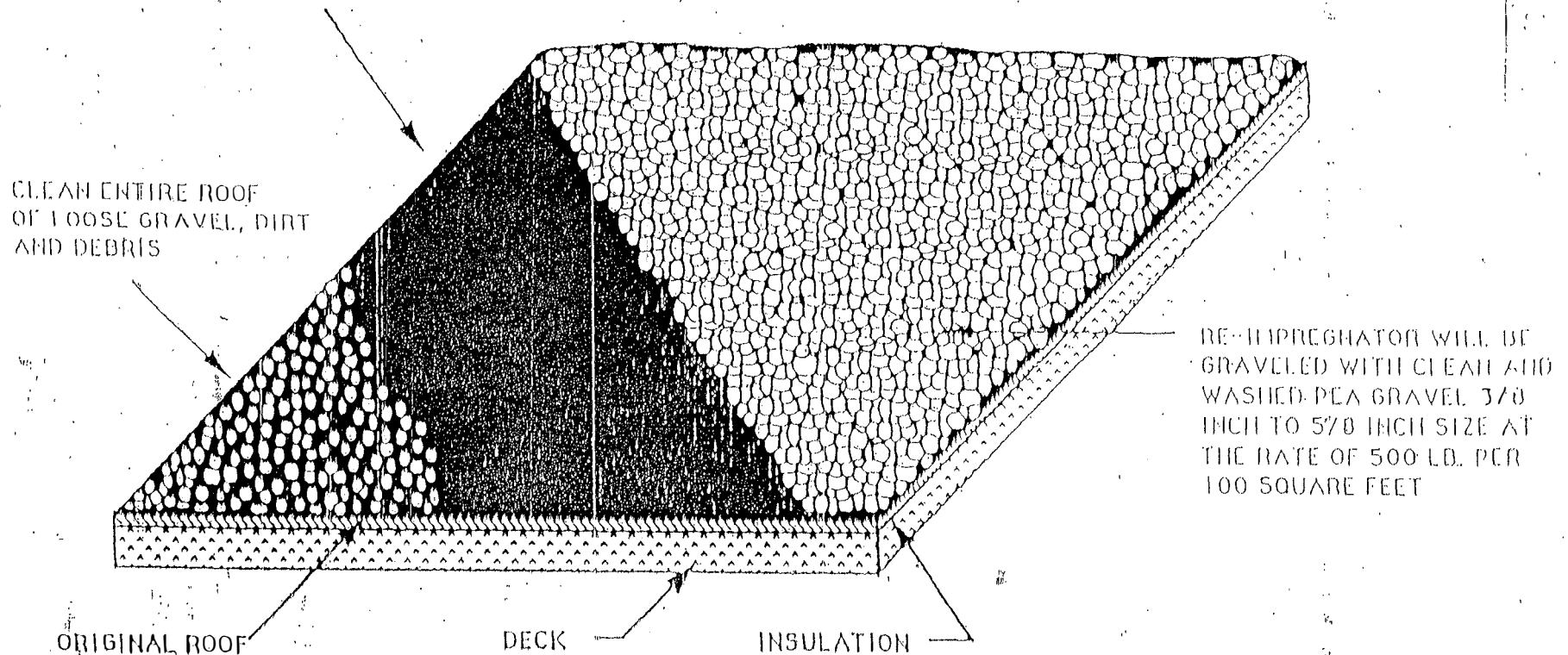
Gravel applied at a rate
of 500 Lbs. per 100
square feet.

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

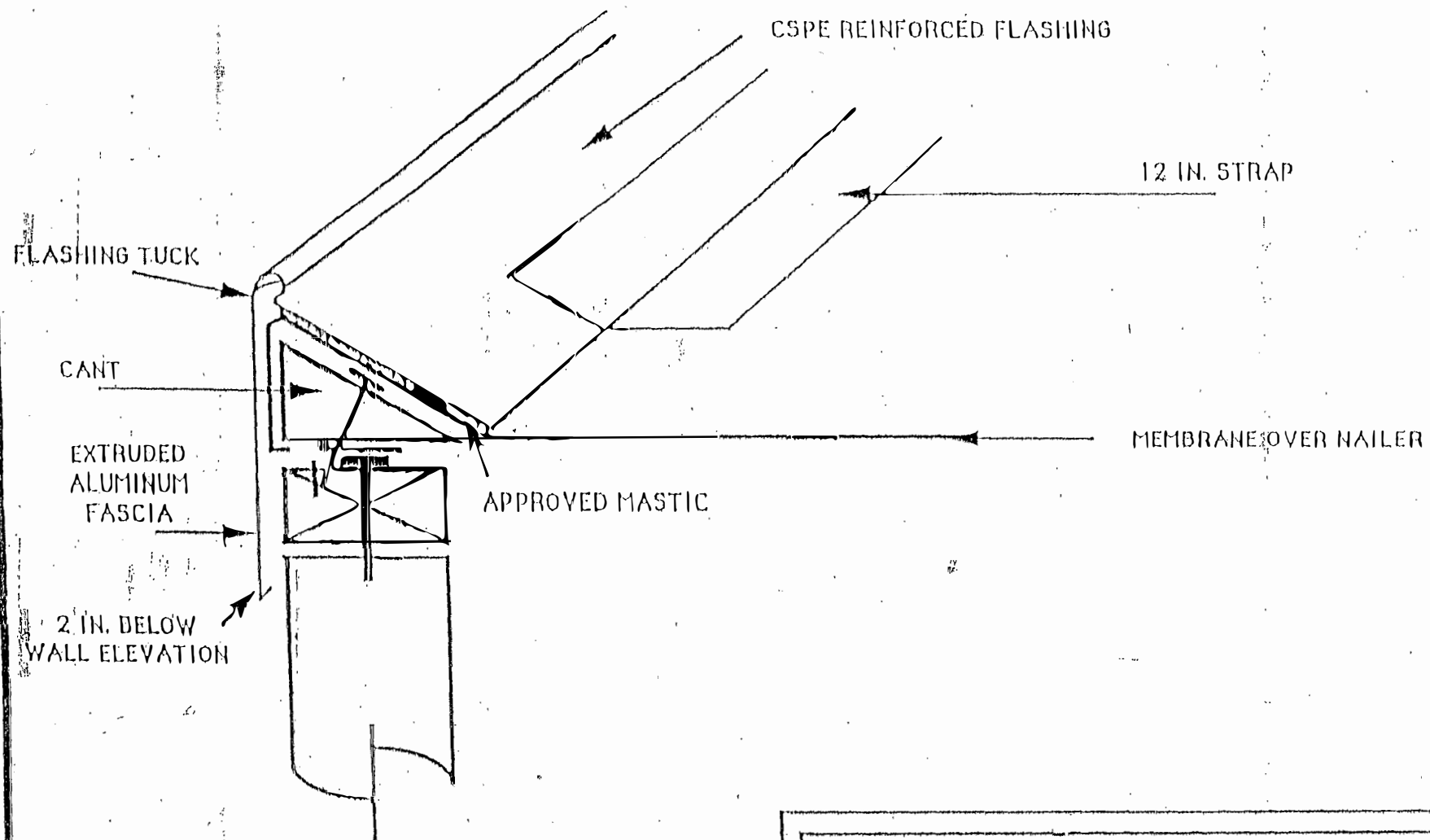
- C. ASPHALT ROOFS, APPLY ELASTIC RE-IMPREGNATOR AT A RATE OF 8 GALLONS PER 100 SQUARE FEET.
 D. TAR ROOFS, APPLY TRP-TAR RE-IMPREGNATOR AT A RATE OF 7.5 GALLONS PER 100 SQUARE FEET.



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

WOOD CANT

CSPE REINFORCED
FLASHING

12" STRAP

APPROVED ADHESIVE

MEMBRANE OVER NAILER

CONTINUOUS CLEAT

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

CANT

CSPE REINFORCED
FLASHING

12" STRAP

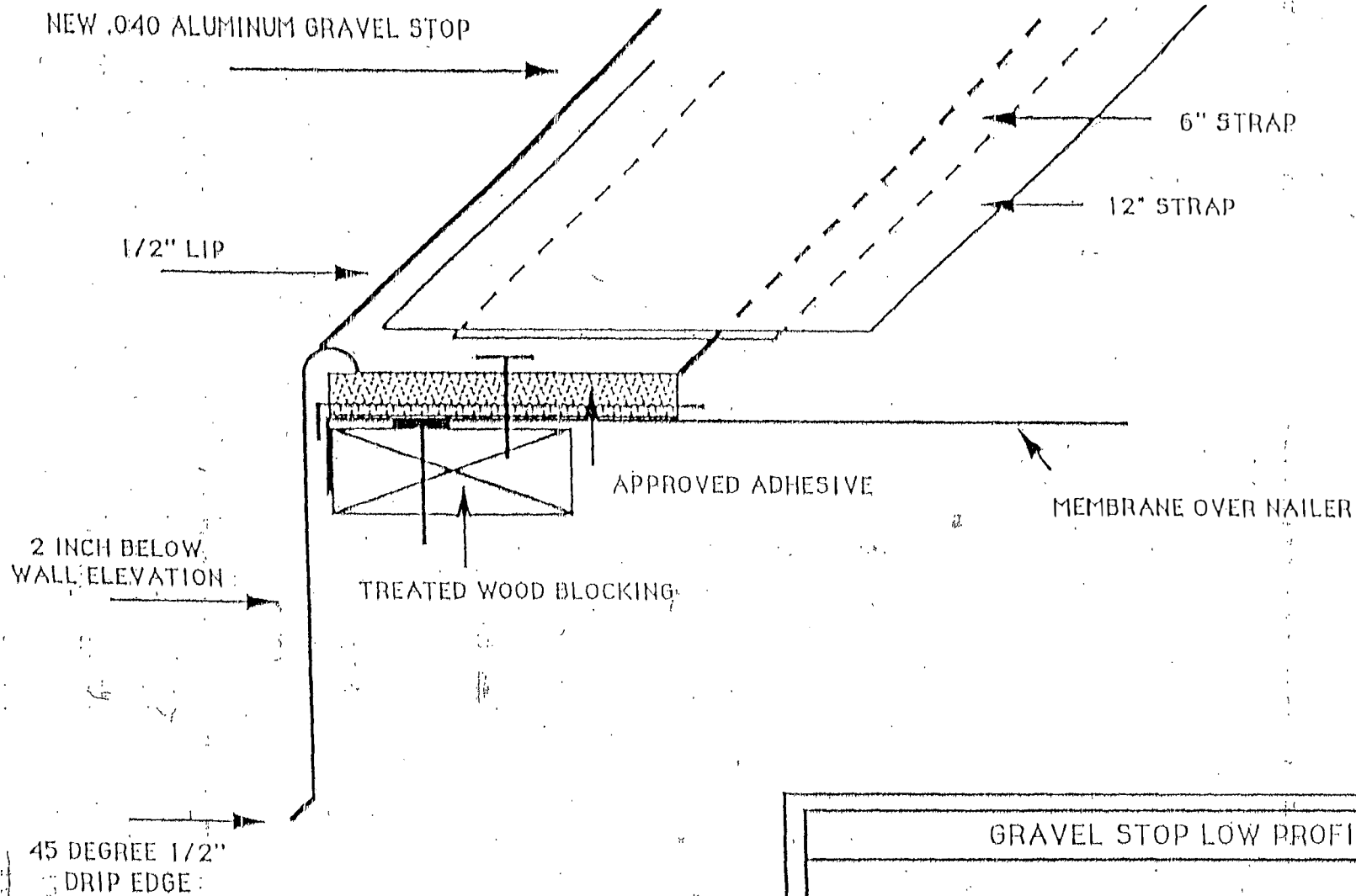
MEMBRANE OVER NAILER

APPROVED ADHESIVE

CONTINUOUS CLEAT

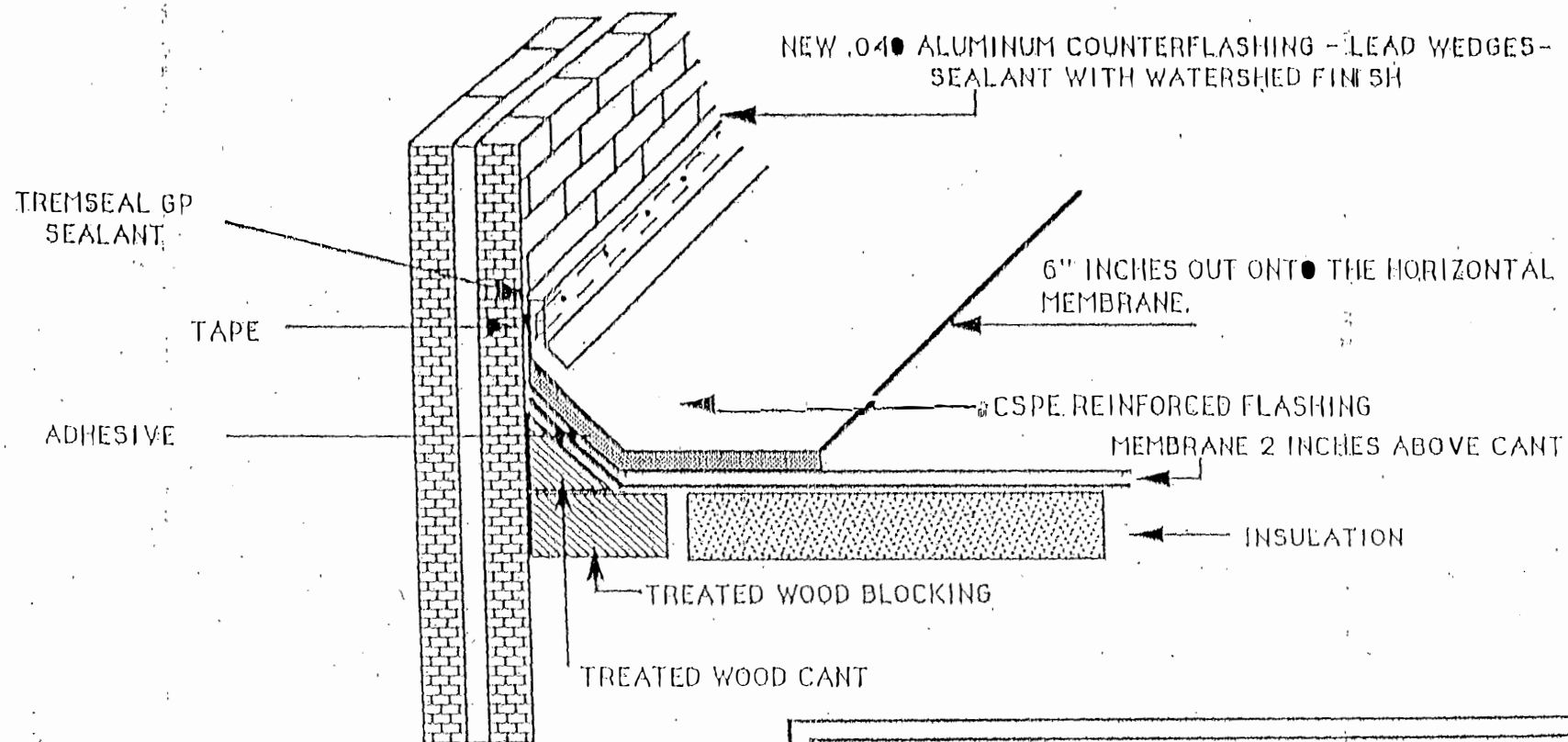
METAL FASCIA / RAISED - EXTENDED METAL

DRAWING * D - RH- 520



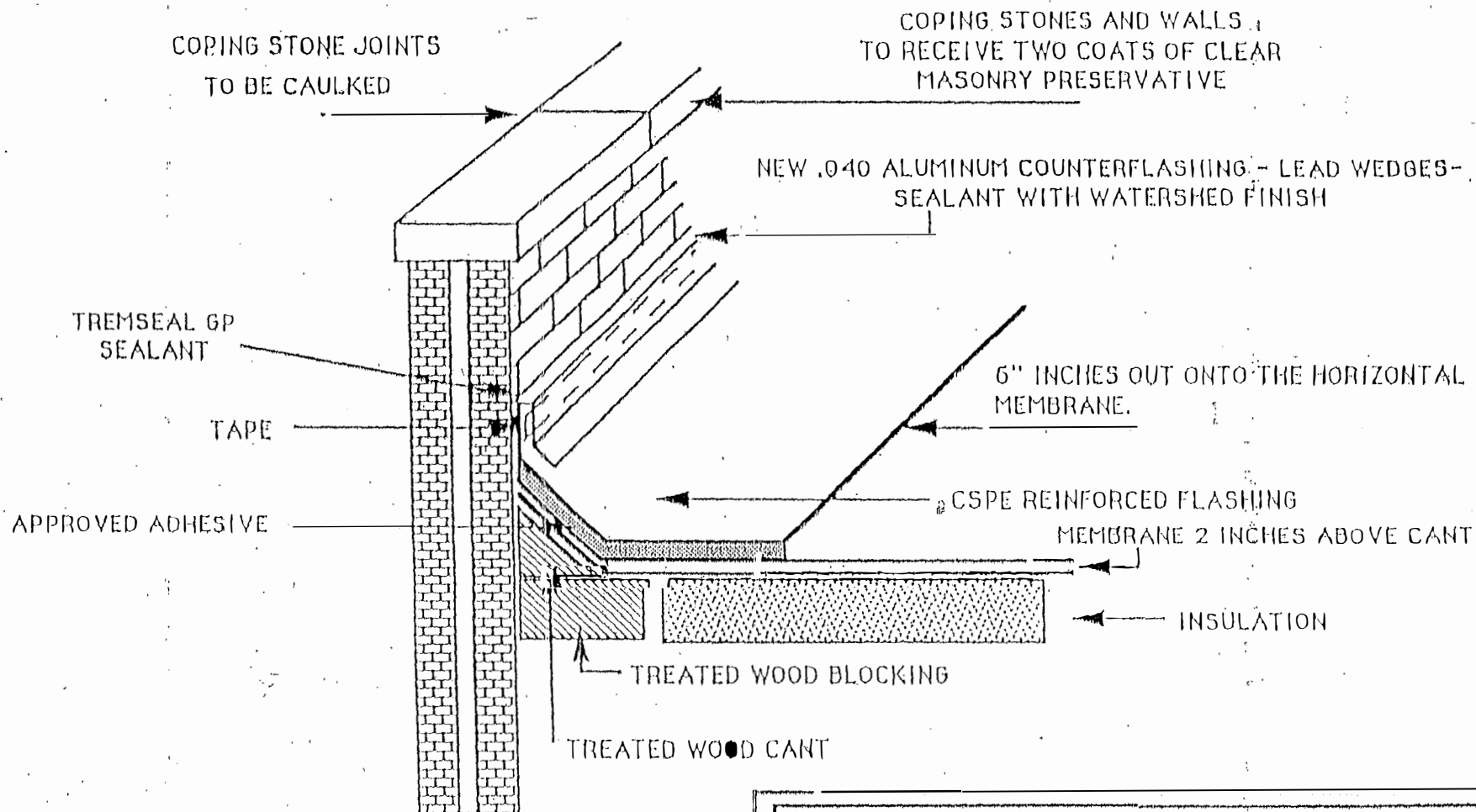
GRAVEL STOP LOW PROFILE

DRAWING *D - RII - 530



NEW & EXISTING COUNTERFLASHING
ON MASONRY WALL

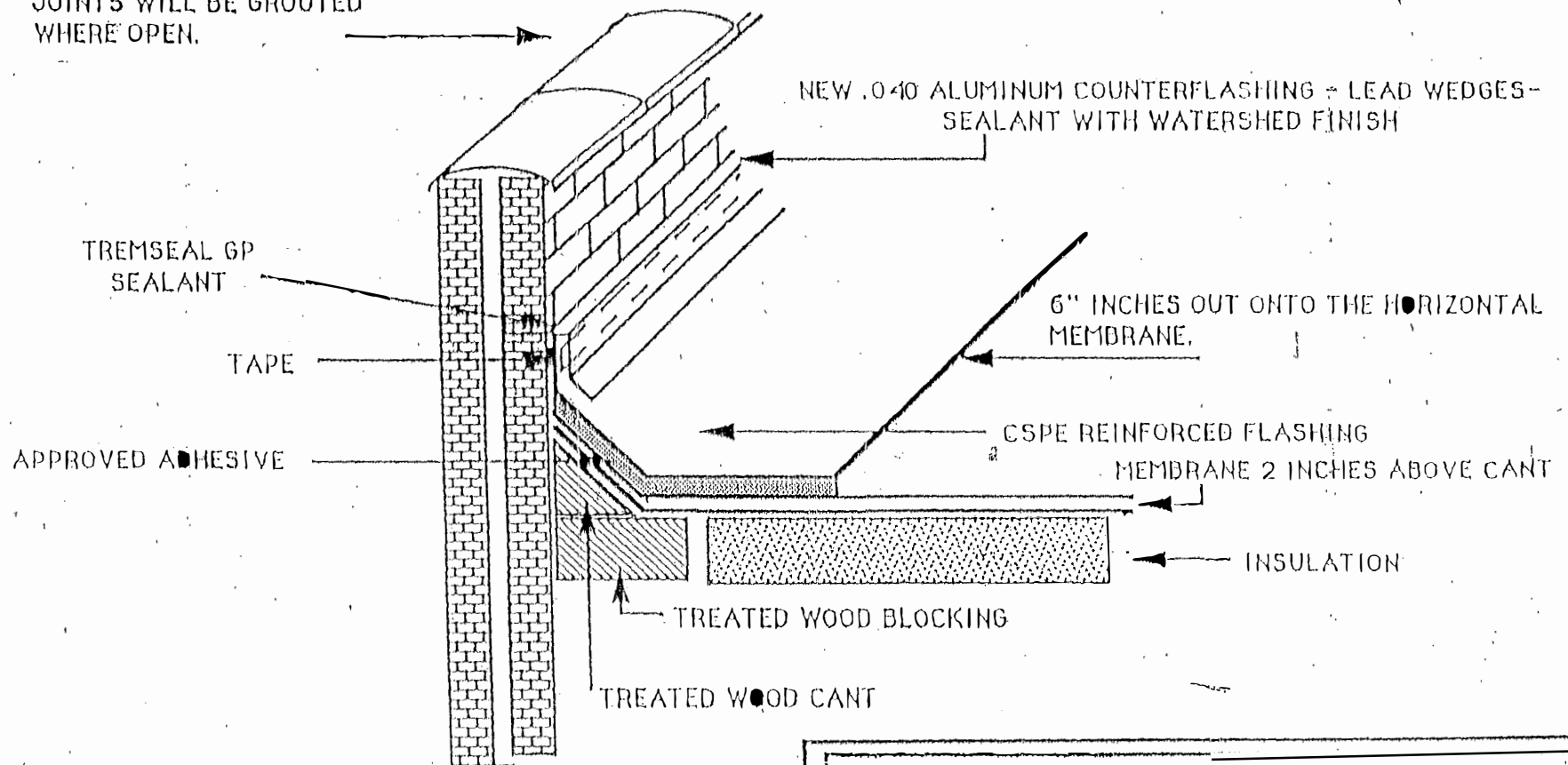
DRAWING * D-RU-540



WALL FLASHING / CONCRETE COPING STONE

DRAWING # D-R11-550

TILE COPINGS WILL BE
RESET IN CEMENT WHERE LOOSE.
JOINTS WILL BE GROUTED
WHERE OPEN.

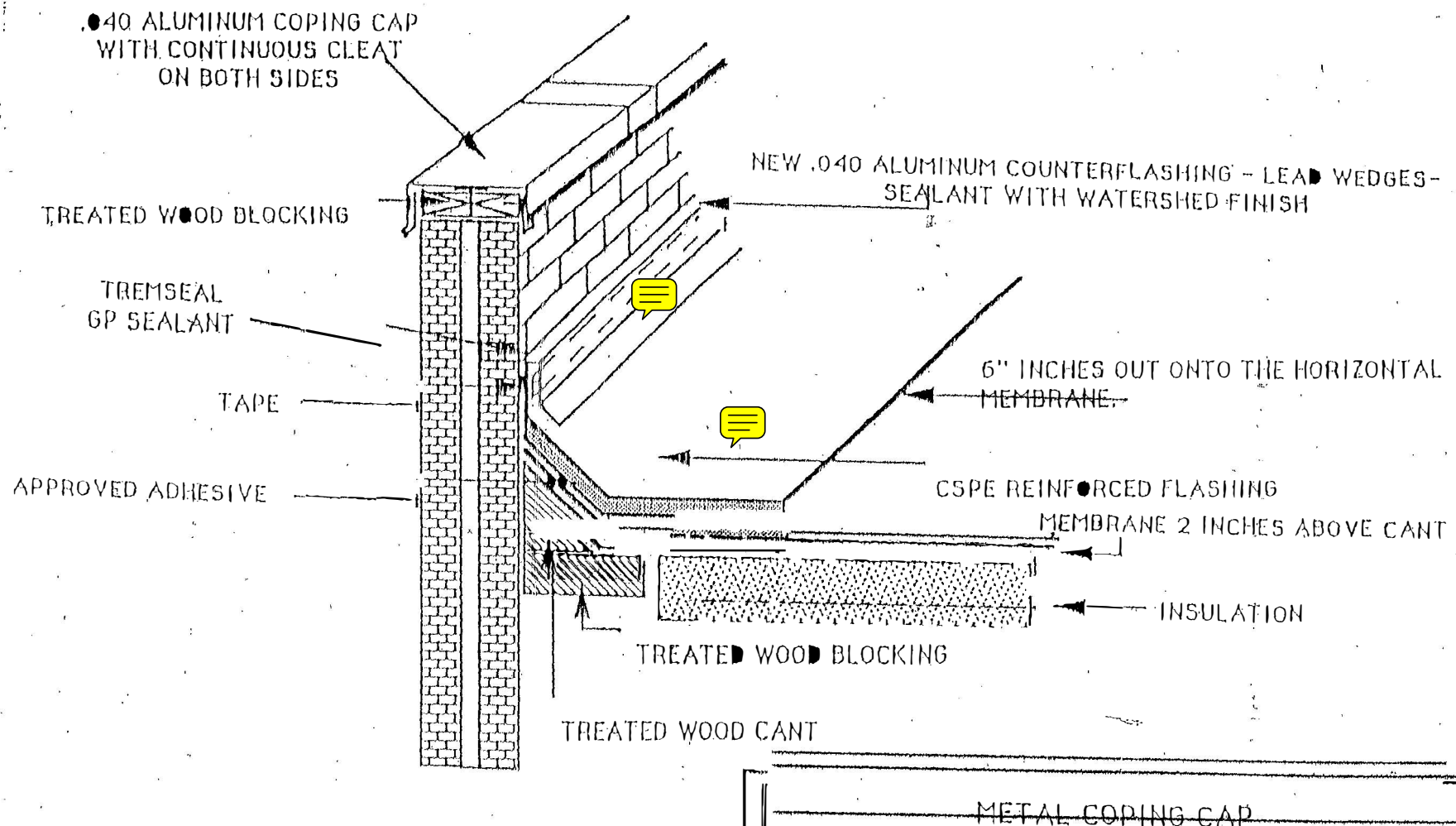


WALL FLASHING / TILE COPINGS

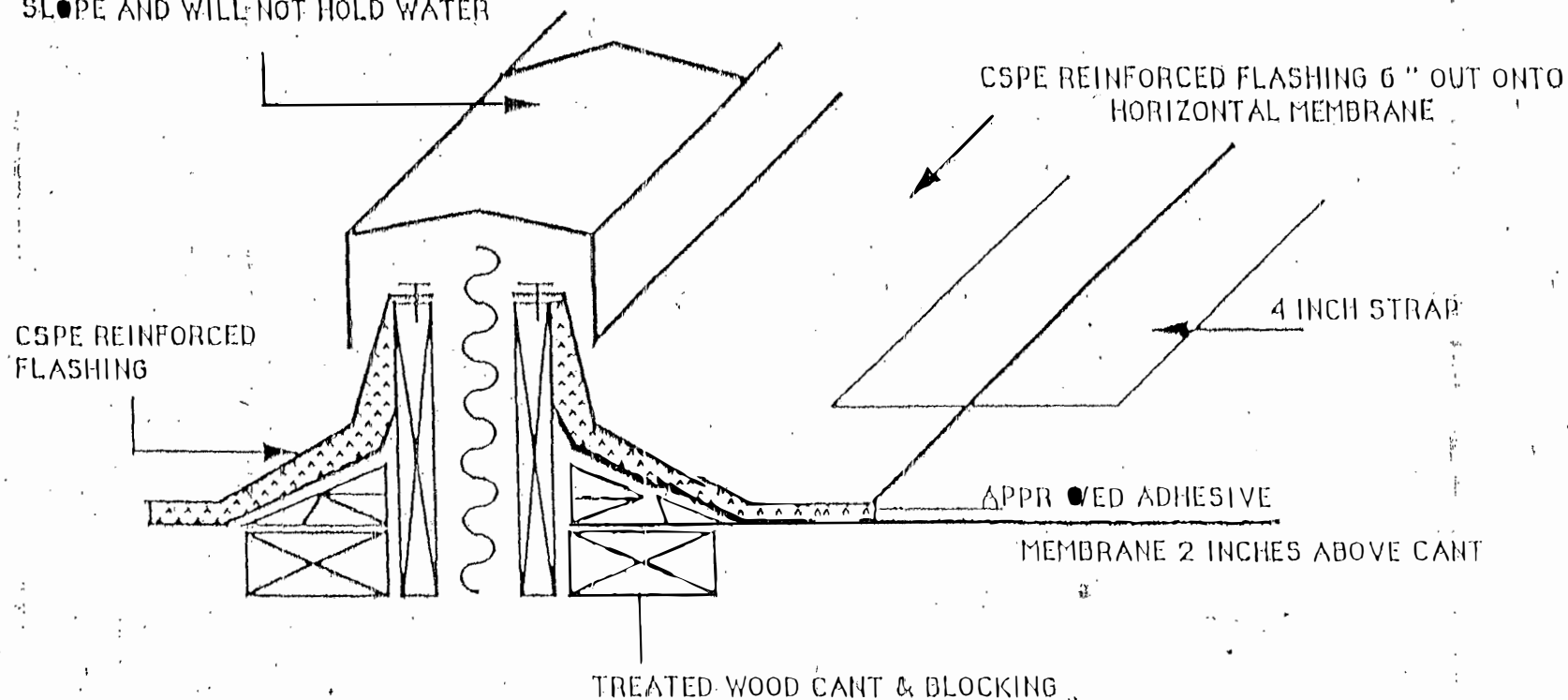
DRAWING * D-RH-560

2" CRIMP SECUREMENT

METAL SIDING
EXTEND 2" BELOW
SLIP FLASHING



.040 ALUMINUM EXPANSION JOINT
COVER WILL PROVIDE POSITIVE
SLOPE AND WILL NOT HOLD WATER

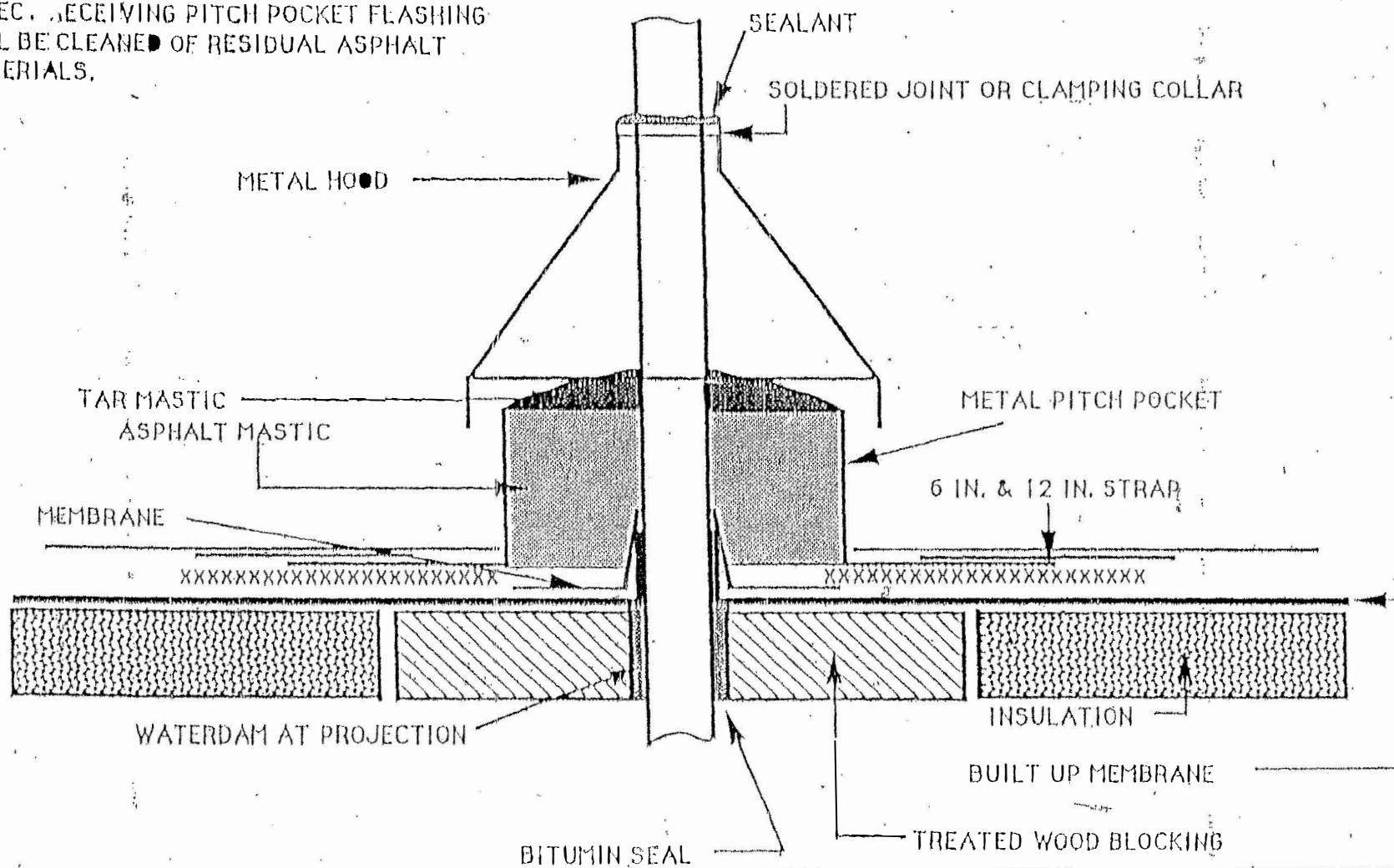


NEW EXPANSION JOINT COVER WILL EXTEND AT LEAST 2 INCHES OVER
VERTICAL HYPALON FLASHING. COVER WILL INCLUDE END TERMINATIONS
UNDER COUNTERFLASHINGS AT ABUTMENT WALLS AND OVER PERIMETER FLASHINGS.
CENTER SPACE WILL BE FILLED WITH COMPRESSIBLE FIBEROUS INSULATION.

EXPANSION JOINT DETAIL

DRAWING * D-RH-640

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

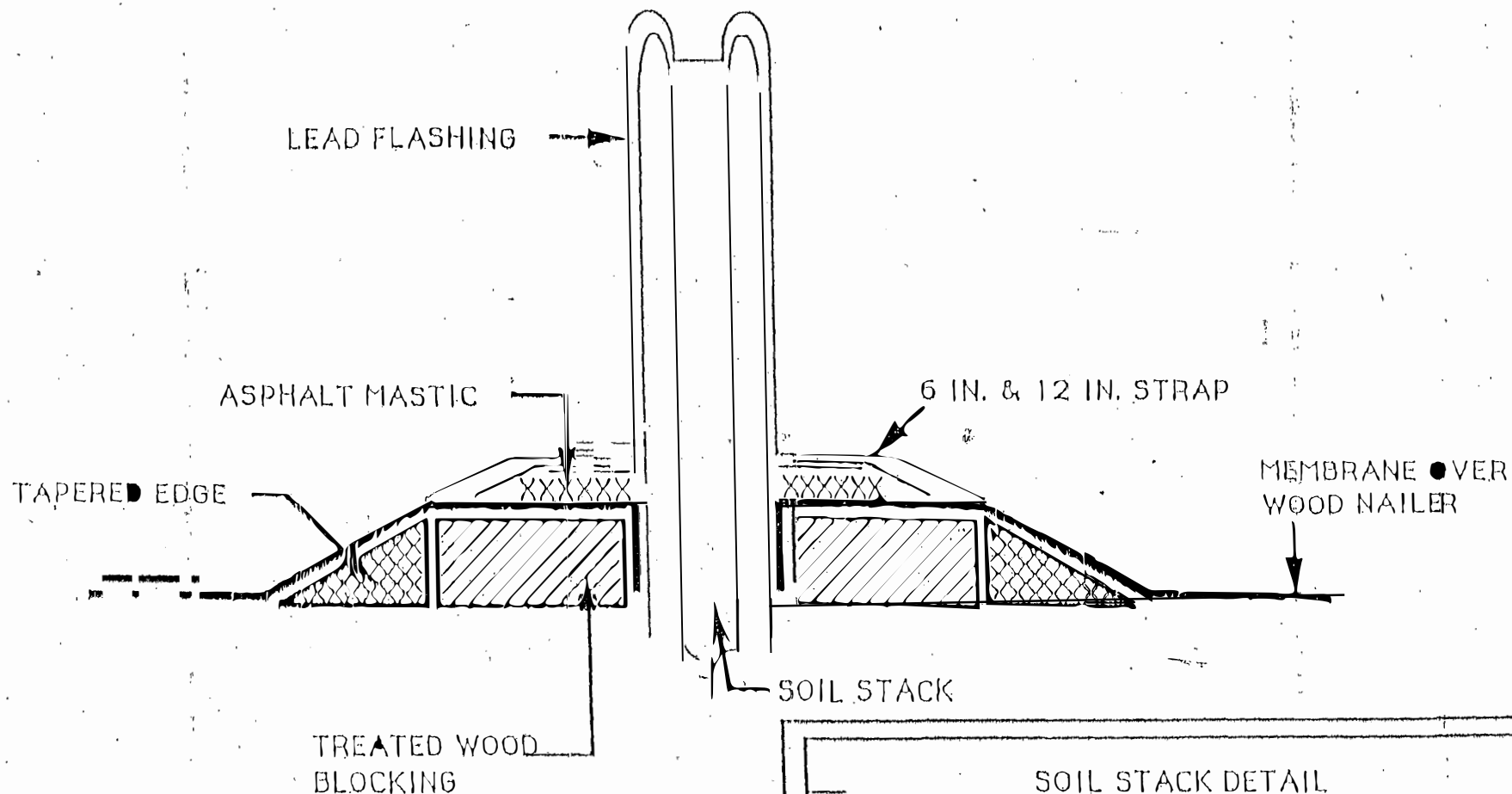


A NEW PITCH POCKET WITH HORIZONTAL FLANGE OF
4 INCHES AND HEIGHT OF 5 INCHES WILL BE
INSTALLED AT PITCH POCKET LOCATIONS WHERE
EXISTING PITCH POCKET IS LESS THAN 3 INCHES
ABOVE ROOF SURFACE. RETROFIT PITCH POCKET
WILL BE 2 INCHES LARGER THAN EXISTING POCKET.

PITCH POCKET DETAIL

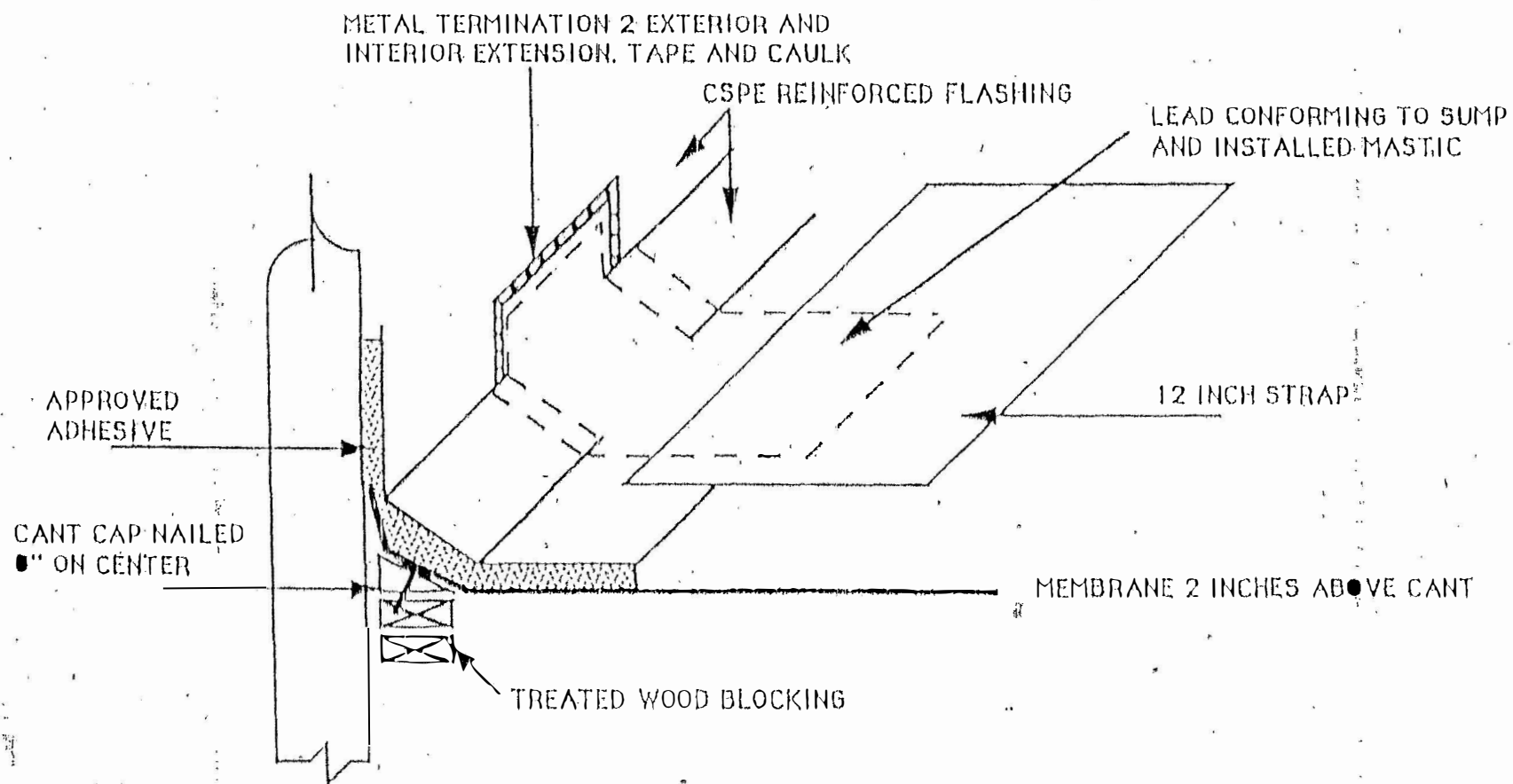
DRAWING # D-MM-706

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

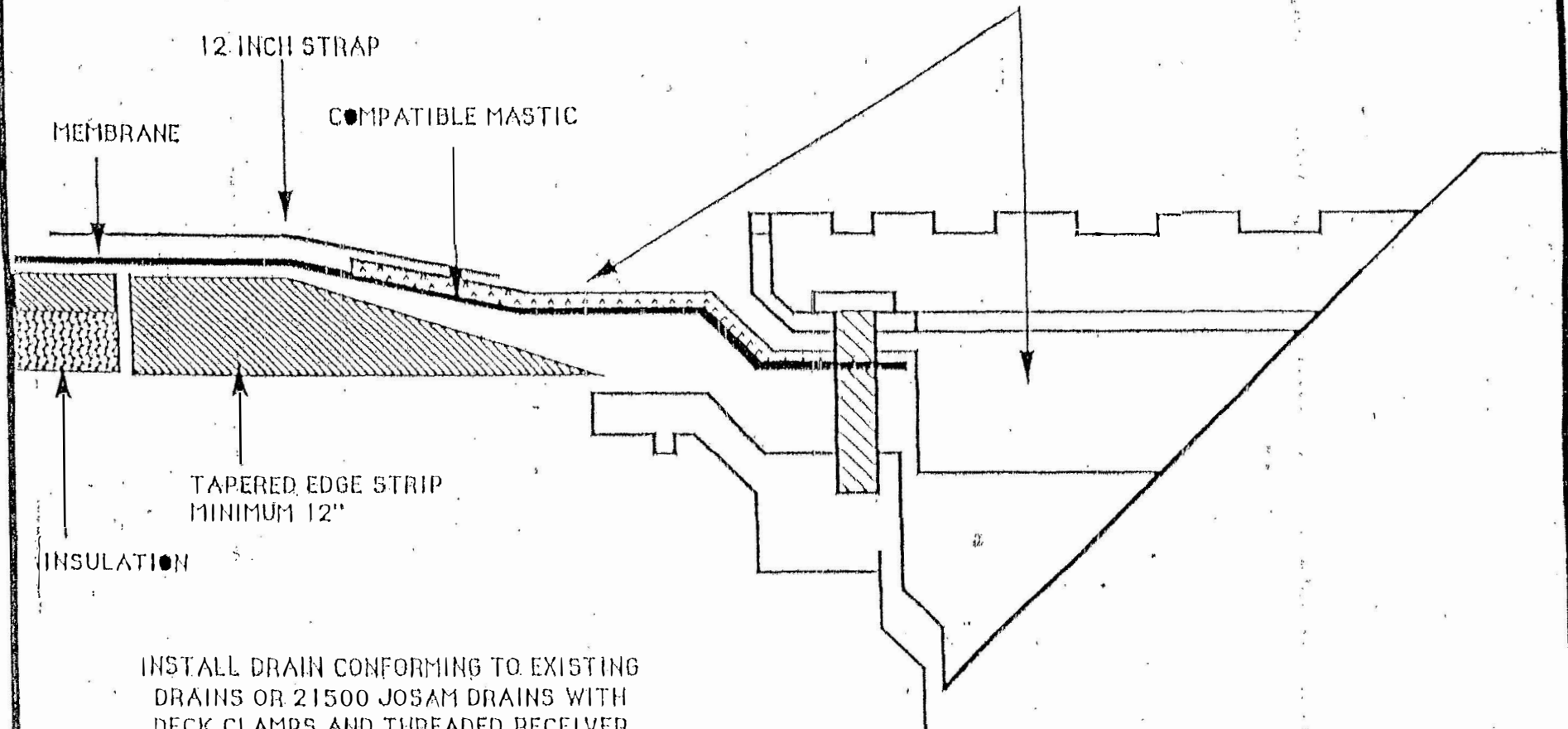


SCUPPER SUMPING WILL BE AT LEAST 24 INCHES.
 SUMPING INSTALLATION OF CANT, BLOCKING, MEMBRANE,
 AND LEAD MUST BE PERFORMED AS INTEGRAL PORTION
 OF ADJACENT ROOF INSTALLATION.

SCUPPER DETAIL

DRAWING * D - RL - 810

4 LB. LEAD 24" WIDE - 2" EXTENSION INTO DRAIN.



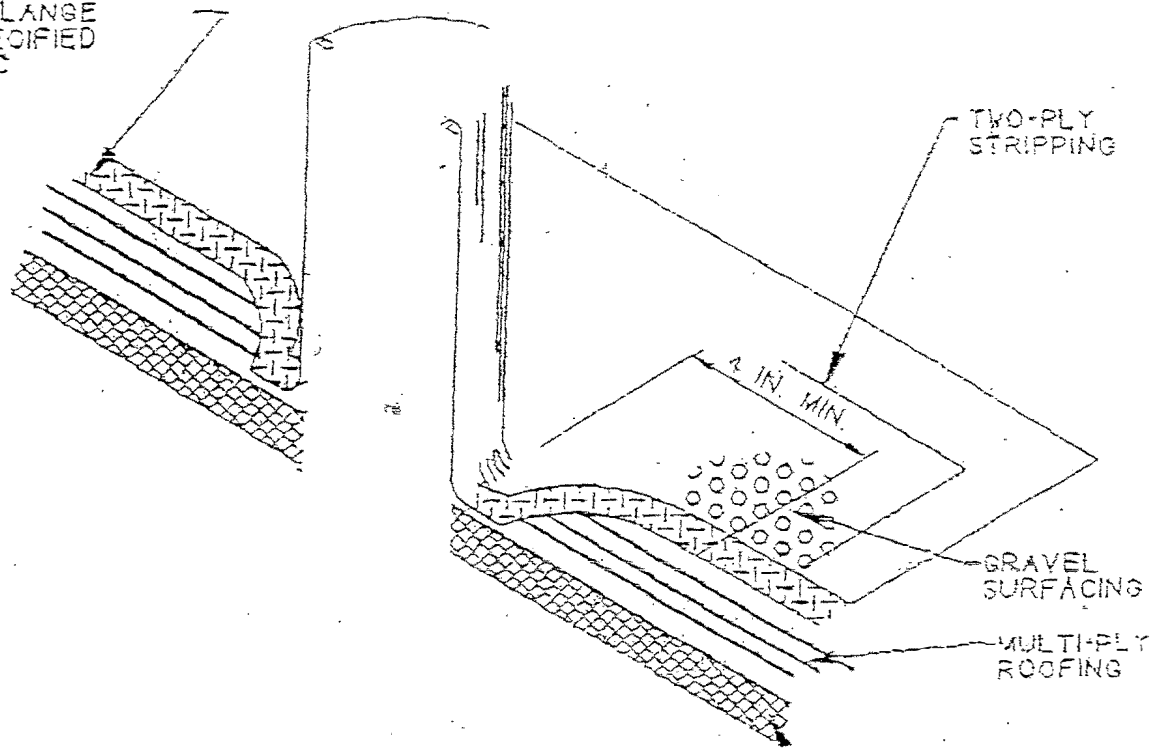
INSTALL DRAIN CONFORMING TO EXISTING
DRAINS OR 21500 JOSAM DRAINS WITH
DECK CLAMPS AND THREADED RECEIVER
OR EQUAL.

ANY DAMAGED DRAIN COMPONENTS WILL
BE BROUGHT TO THE ATTENTION OF THE
BUILDING OWNER AND WILL BE REPLACED.

DRAIN DETAIL

DRAWING # D-DR-260

SET FLANGE
IN SPECIFIED
MASTIC



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-620

BID 22M2, 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

BID 22M2, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	
		24"	\$	Per LF
15	Existing Counterflashing on Masonry Wall - Repair	6"	\$	Per LF
		12"	\$	Per LF
		18"	\$	Per LF
		24"	\$	Per LF
16	Install New Metal Counterflashing on Masonry Wall w/Concrete Coping Stone	6"	\$	Per LF
		12"	\$	Per LF
		18"	\$	Per LF
		24"	\$	Per LF
17	Install New Metal Counterflashing on Masonry Wall w/Tile Coping	6"	\$	Per LF
		12"	\$	Per LF
		18"	\$	Per LF
		24"	\$	Per LF
18	Install New Metal Counterflashing on Masonry Wall w/Metal Coping 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	Coping 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

BID 22M2, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	
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
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	Per LF	\$	
	Proof "Breathable" Sealer			

BID 22M2, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
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<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	
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
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"	\$ _____	

BID 22M2, UNIT PRICE CONTRACT FOR ROOF REPLACEMENT/REPAIR
FORM OF PROPOSAL

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Price</u>	
		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 22M2, 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 _____

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 if 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 Board of Education of Frederick County, and that I am executing and submitting this Proposal on behalf of and as authorized by the bidder named below.

(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

If required to be notarized:

(Witness)

(Title)

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

NOTARY PUBLIC

My Commission Expires: _____

FREDERICK COUNTY PUBLIC SCHOOLS

CERTIFICATION OF COMPLIANCE

1. All Contractors, subcontractors or vendors must abide by FCPS Board policies and regulations while working on FCPS property.
2. Maryland Law requires that any person who enters into a contract with a county board of education may not knowingly employ an individual to work at a school (or FCPS facility) if the individual is a registered sex offender. Please reference §11-113 of the Criminal Procedure Article of Maryland Code for penalty.
3. 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.
4. 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 vendor, the site superintendent will immediately remove the individual from the premises and permanently terminate his work assignment. FCPS may terminate this contract as a result if the Contractor is unable to demonstrate he has exercised care and diligence in the past in checking the Maryland registry.
5. Effective July 1, 2015, amendments to §6-113 of the Education Article of the Maryland Code further require that a contractor or subcontractor or vendor for a local school system 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, or pled guilty or nolo contendere to, a crime involving:
 - a. A sexual offense in the third or fourth degree under §3-307 or §3-308 of the Criminal Law Article of the Maryland Code.
 - b. Child sexual abuse under §3-602 of the Criminal Law Article of the Maryland Code or any other State; or
 - c. A crime of violence as defined in §14-101 of the Criminal Law Article of the Maryland Code or any other State
6. With the passing of Maryland Law MD. Code, Educ. 6-113.2, employers of all contracted staff must obtain background information relating to child sexual abuse or sexual misconduct. This means that all contracted staff having direct contact with students must meet all of the FCPS and Maryland State Department of Education (MSDE) requirements before doing business with FCPS. See: [Maryland State Department of Education Website](#); [House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention](#); [MSDE Guidelines For MD. Code, Educ. 6113.2](#); and [Employment History Review Form for Child Abuse and Sexual Misconduct](#) for additional information.

In addition, there has been no change to the current FCPS requirement, that all contracted staff who have contact with students are required to be fingerprinted in order to obtain a criminal background check. Fingerprints and background check are still an enforced FCPS requirement.

7. Under recent amendments to §5-561 of the Family Law Article of the Maryland Code, each contractor, subcontractor, or vendor shall certify by signing this affidavit that any individuals in its work-force including sub-contractors, have undergone a criminal background check, including fingerprinting, if the individuals will work in a FCPS school facility in circumstances where they have direct, unsupervised, and uncontrolled access to children.

By my signature below, I affirm under penalties of perjury that the contents of this Certification of Compliance are true to the best of my knowledge, information and belief.

Signature_____Date_____

Print name and title of
signatory_____

Print name of
company_____

Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with Frederick County Public Schools (FCPS) must complete and return the Vendor Conflict of Interest Disclosure Form, in order to be eligible to be awarded a contract with FCPS.

Please note that all vendors must comply with FCPS's conflict of interest certification, as stated below.

If a vendor has a relationship with a FCPS employee or an immediate family member (spouse, child (stepchild or adopted), parent, or sibling) of a FCPS employee, the vendor shall disclose the information required below.

Certification: I hereby certify, that to the best of my knowledge, there is no conflict of interest involving the vendor named below:

1. No FCPS employee or the employee's immediate family member has an ownership interest in the vendor's company, or is deriving personal financial gain from this contract.
2. No retired or separated FCPS employee who has been retired or separated from the organization for less than one (1) year has an ownership interest in the vendor's company.
3. No FCPS employee is contemporaneously employed or prospectively to be employed with the vendor.
4. The vendor did not provide any information or criteria in the drafting of the solicitation prior to it being advertised for competitive pricing.
5. Vendor hereby declares it has not, and will not provide gifts or hospitality of any dollar value, or any other gratuities to FCPS employee to maintain a contract.
6. Vendor hereby declares that in the process of preparing a quote/bid/proposal for FCPS, there have been no acts of bribery, extortion, trading, laundering of corrupt practices, and/or nepotism have transpired between FCPS employee and the vendor.
7. Please note any other exceptions below.

Vendor Name & Email	Vendor Address & Phone Number
Conflict of Interest Disclosure	
Name of FCPS employee or immediate family member with whom there may be a potential conflict of interest. <i>If no conflict of interest, write "N/A" and initial.</i>	Disclose the relationship to the employee or the immediate family member, their interest in the vendor's company, and any additional information

I certify that the information provided is true and correct by my signature below:

Signature of Vendor Authorized Representative/Date

Printed Name of Vendor Authorized Representative