



## WARE COUNTY FACILITIES COORDINATOR

800 Church Street, Suite 218, Waycross, GA 31501

Phone: (912) 287-4480 Cellular: (912) 281-0215

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### INVITATION TO BID ROOFING CONTRACTORS

The Ware County Board of Commissioners is seeking bids from contractors for the replacement of the roof on the facility at 378 State Street, Waycross, GA 31501.

**Scope of work shall include:** Provide labor, materials, and equipment necessary to completely remove the existing roof down to the existing decking, replace any rotted or damaged decking, fascia and trim, and install a new Fully-Adhered Membrane roofing system complete with aluminum fascias and trim as specified and as shown on the drawings, per current code and regulations. **There is approximately 1,250 SF of removal and replacement.**

**Contract Time:** Specify the amount of time required to do the work in the place provided on the bid form. 30 days to complete the work is the maximum.

**Obtaining Plans and Specifications:** The bid package with drawings and specifications cost \$0.00 (non-refundable) and may be picked up at the Ware County Commission Office, 800 Church Street, Suite 223, Waycross, GA 31501, Phone: (912) 287-4300. To ask questions, examine the site and the work involved, bidders should contact, Clarke Lee, Facilities Coordinator for Ware County, GA. Phone: (912) 287-4480.

#### **Bonds and Insurance:**

1. Bid Bond is not required.
2. Payment & Performance Bonds are not required.
3. Contractor must provide proof of *General Liability Insurance* in the amount of \$1,000,000.00 and *Vehicle Insurance* in the amount of \$500,000.00 per vehicle.
4. Contractor must provide proof of *Worker's Compensation coverage*, as required by law, or a signed *WORKER'S COMPENSATION EXEMPTION AFFIDAVIT*. (page 9 of this document)

**Submitting Bids:** Bids shall be received until **11:30 AM, Tuesday, May 07, 2013**, in the **Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, GA 31501**, and shall be opened after that time. No bids received after this date and time shall be opened or considered.

**Preservation of Rights:** The Owner reserves the right to reject any and/or all bids and waive all minor technicalities, informalities, and irregularities. The Owner reserves the right to accept the bid, which in the judgment of the Owner, is in his best interest.

## INSTRUCTIONS TO BIDDERS

It is the intent of Ware County to award this contract based upon the lowest and/or best bid proposal that is in the best interest of Ware County. Ware County is asking for Unit Prices in the event that items may be deleted or changed, or additional work is added which will change the contract value.

Each bidder shall include all costs for equipment, labor and materials, fees and other cost factors in their bid price. Ware County reserves the right to negotiate with the successful bidder after award of the contract for any value engineering that may save Ware County money and attain the same goal.

The Contractor awarded the contract shall submit, before proceeding to work, price breakdowns to demonstrate bid pricing that will allow changes in work to be added or deducted.

**Bids shall be submitted in sealed envelopes at the address shown below and shall be marked on the outside as 378 STATE STREET ROOFING BID.**

Bids will be opened and read as stated in the Invitation to Bid. **All bids must be submitted on the same form as the specimen shown on pages 11 through 15 of this document and must be signed.** All blanks on the Bid Form must be filled in. The completed form shall be without interlineations, alteration or erasure. Failure to submit a bid in the form requested may render the bid irregular and shall be considered sufficient cause for rejection of a bid.

**Bids shall be received until 11:30 AM, Tuesday, May 07, 2013, in the Ware County Commission Office located at 800 Church Street, Suite 223, Waycross, GA 31501, and shall be opened after that time.** No bids received after this date and time shall be opened or considered. Bids are to reach the address designated in the Invitation to Bid no later than the time and date named in the Invitation to Bid.

Bids may be withdrawn by Contractors prior to the time set for official opening. After time has been called, no proposal may be withdrawn for a period of sixty (60) calendar days. Negligence or error on the part of any bidder in preparing his proposal confers no right of withdrawal or modification of his proposal after time has been called.

## NEGOTIATION

Ware County reserves the right to negotiate with the lowest and/or best bidder for value engineering changes, after bid opening and establishment of the lowest and/or best bid, before the contract is awarded and/or after contract award.

Negotiations will not be made to increase the contract price except in the instance of additional work added to the contract.

### **ADDITIONAL WORK**

Ware County reserves the right to make additions of work to this contract per the contract unit pricing structure and the contract documentation and through negotiations with the Contractor for work on this or other projects, for a period of one year.

### **BONDS & INSURANCE**

No Bonds are required, because the Owner is paying by approved invoices, for work completed in place and approved by the Owner only.

Contractor must provide proof of *General Liability Insurance* in the amount of \$1,000,000.00 and insurance for vehicles in the amount of \$500,000.00 per vehicle.

Contractor must provide proof of *Worker's Compensation* coverage, as required by law, or a *Worker's Compensation Exemption Affidavit*. (Page 9 of this document)

### **AWARD OF CONTRACT**

The Owner reserves the right to reject any or all bids and to waive all minor technicalities, informalities and irregularities. Owner reserves the right to accept the bid, which in the judgment of the Owner is in his best interest.

### **SUBMITTALS**

Within ten (10) calendar days after receipt of the Notice of Award of the contract and before proceeding to work, the Contractor must provide the following information to the Owner's representative, Clarke Lee, Facilities Coordinator, 800 Church Street, Suite 218, Waycross, GA 31501.

1. Copy of current valid business license.
2. Certificates of insurance meeting or exceeding requirements.
3. Proof of *Worker's Compensation Insurance* or a *Worker's Compensation Exemption Affidavit* (Page 9 of this document)
4. The roofing manufacturer's name, a copy of the manufacturer's specifications for the products to be installed, and installation recommendations and procedures.
5. Copy of *Roofing Manufacturer's Warranty*, 20 Year or greater
6. Signed *Contractor's Warranty* (Page 8 of this document)
7. *Schedule of Values for Unit Cost* of work to be done. The objective is to have a unit cost for addition or deletion of work units and material units.

The Owner must approve all submittal data before work proceeds.

### **NOTICE TO PROCEED**

Upon receiving and approving all the submittal data required, the Owner shall issue (in writing by letter, fax or email) a "Notice to Proceed" and the Contractor may then begin work in accordance with an approved work schedule being established.

### **SCHEDULING OF WORK**

The Contractor shall schedule work, with the Owner and other trades, to insure that work flows smoothly without hindrance to the Contractor or other trades involved.

### **TIME ALLOWANCE**

The Contractor shall have no longer than the number of calendar days noted on the bid form or a maximum of 30 calendar days to complete the project unless preapproved by the Facilities Coordinator.

### **INCLEMENT WORKING CONDITIONS**

Days that are unsuitable for work because of inclement conditions must be documented and approved by the Facilities Coordinator to extend the contract completion days.

### **APPLICATIONS FOR PAYMENT**

The Contractor shall submit to the Owner an itemized invoice, for approval and payment, for work in place completed and accepted. All invoices shall list the items and quantities of work done, and list the unit cost, if applicable, per the contract pricing.

Payment shall not be made for stored materials for this project.

### **SCHEDULE OF VALUES**

The successful bidder will be required to provide a Schedule of Values that gives a price breakdown of the project such that unit pricing and payments schedules may be developed.

### **GENERAL REQUIREMENTS**

The Contractor must have a current legal license for the State of Georgia and a current city or county business license, if required, and is expected to perform all work with competent personnel. All work is to be performed per current code, law, regulation, manufacturer, and trade standards.

All work is to be coordinated with the County's representative, Clarke Lee, or his designee.

The roof work shall be coordinated to insure the building stays dry during construction. Removal shall be done in a manner that all removed areas shall have new roof installed and necessary provisions be made to provide leak free roof each day before work ceases. In case of rain the Contractor shall provide the items necessary to cover and protect any exposed roof areas.

The Contractor shall have, before proceeding to work, any and all materials needed to keep the building dry in the event of sudden change of working conditions. E.g. If it comes up a rain the Contractor must have all items necessary to immediately cover any roof area that may leak and cause damage to the facility or newly installed materials.

The insulation is to be mechanically fastened and the roofing is to be fully adhered.

### **SPECIFICATIONS**

Along with the bid documents and drawings the manufacturer's specifications, installation procedures, and recommendations are incorporated as part of the project specifications.

Remove all existing roof down to the roof deck

Remove all coverings, copings and flashings on the parapet walls

Remove all metal flashings, cap flashings, metal coping, gutter and downspouts

Remove and replace all rotted and unsound wood decking & fascia

Install 1-1/2" Polyisocyanurate insulation mechanically attached to wood deck

Install 60-mil Adhered TPO Roof System

Install pre-finished metal coping

Install prefinished gutter downspout and eave

Clean up and haul away all debris generated by this work in a legal disposal facility

Furnish Owner with a 20-year NDL warranty covering Labor and Materials

Roofing Contractor must be certified by the manufacturer for installation of the roofing system installed

### **APPROVED MANUFACTURERS**

The following manufacturer's roofing system is approved when installed per the manufacturer's recommendations and specifications; Carlisle & Firestone

The approved system is to establish a basis for bidding purposes. Other systems may be bid and considered, they should have equal values and properties as the approved system, but must be preapproved before proceeding to work or award of the contract.

### **FINISH & COLOR**

Roofing membrane shall be white in color. All flashings, eave metals, fascias and trim shall be aluminum, color to be chosen by Owner but expect it to be white, unless otherwise approved. All metal is expected to have a colorfast warranty of 20 years or be anodized.

### **UNSATISFACTORY OR UNACCEPTABLE WORK OR MATERIALS**

Any work or materials found to be unacceptable or unsatisfactory shall be removed and replaced in conformance with the contract documents, rules, laws, and regulations. Should the Contractor fail to make, unacceptable or unsatisfactory work or materials, satisfactory or acceptable, Ware County may use any means necessary to make the work acceptable and charge all cost to the Contractor, who agrees to pay all such cost.

## **DAMAGE**

The Contractor shall be fully responsible for the safety and good condition of all work and materials until the project is completed and accepted by the Owner.

The Contractor shall take care to not damage existing items to remain, new items installed, or other portions of the building or grounds, and all persons (employees or visitors) and personnel involved in the fulfillment of the contract.

Damaged items shall be repaired or replaced to the Owner's satisfaction as recommended by the Owner's representative, Clarke Lee, Facilities Coordinator, or his designee.

## **DAMAGE COST**

All restoration of damages shall be done without any cost to the Owner including materials, equipment and labor. If Ware County has to expend any funds to make restoration repairs, for counsel or lawsuit to collect the monies due, the Contractor agrees to reimburse Ware County all restoration and legal cost.

## **CODES & REGULATIONS**

Contractor shall comply with all the required codes for safety, federal, state, and local building codes. In the case of conflicting codes, the more stringent shall be the rule to follow.

## **TERMINATION OF CONTRACT**

The Ware County Board of Commissioners may, at any time they deem necessary, terminate this agreement with written notice, for any justifiable reason, such as incompetence in performing the contract requirements. Payment shall be made for all approved work in place and approved materials on site. No payment shall be made for unapproved or unacceptable work in place or materials on site.

## **WARRANTY**

### **Manufacturer's Warranty**

The manufacturer shall provide a written manufacturer's warranty, approved and signed by the manufacturer, which includes a warranty period of no less than 20-year NDL warranty covering all leaks, defective materials, which includes all cost (labor, equipment, materials, shipping and etc.) for replacement of defective materials.

### **Contractor's Warranty**

The Contractor shall warrant all work and materials to be free from defects, and/or failure of any kind, for a period of one year from the date of completion and final acceptance by the Owner. Should work or materials fail during the warranty period the Contractor agrees to replace said failures at no cost to Ware County and in a timely manner. Should the Contractor fail to fulfill the warranty obligations, Ware County may

use any means necessary to make the work right and charge all costs to the Contractor, who agrees to pay all such costs.

### **FINAL PAYMENT**

Final payment will be made upon approval of all work and receiving all documentation required, including the authorized manufacturer's warranty. In the event that it will take an inordinate amount of time to get the manufacturer's warranty approved and returned to Ware County, with written certification from the manufacturer's representative that all work meets their approval and their intent to provide the warranty, Ware County may pay all funds except 10% of the total project which shall be held until the approved warranty is received.

**Contractor's Warranty Agreement**

The Contractor hereby agrees to immediately remedy any failures in materials or workmanship of the 378 State Street Roofing Bid project located at 378 State Street, Waycross, GA 31501, until the approved effective date shown below. Restorations shall be in conformance with the original bid documents for said project and at no cost to Ware County. Should Contractor fail to fulfill the obligations of this warranty in a timely manner, said Contractor grants Ware County the right to have the warranty work accomplished by others and the warranting Contractor shall pay all cost associated for the restoration work, damaged items and legal cost.

Sign, date, notarize, and return this page in the submittal package. Upon completion and acceptance of the project the warranty ending date will be entered and this page will be signed by Ware County's representative and a completed copy returned to the Contractor.

**Effective Warranty Period Ending Date:** \_\_\_\_\_

**Approved by Authorized Representative of Contractor**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

Printed Title of Signer: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

\_\_\_\_\_  
Notary Name

\_\_\_\_\_  
Date of Expiration

Seal

**Approved by Authorized Representative of Ware County**

**Ware County Board of Commissioners, 800 Church Street, Suite 223  
Waycross, GA 31501**

Printed Title of Signer: **Facilities Coordinator, Ware County**

Authorized Signature: \_\_\_\_\_

Printed Name of Signature: **Clarke Lee**

Date of Signature: \_\_\_\_\_

**WORKER'S COMPENSATION EXEMPTION AFFIDAVIT**

Form should be completed by an officer of a sole proprietorship or a corporation with three (3) or less employees. Form must be signed and notarized.

This is to verify that

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

is a (**Circle One**)    Sole Proprietorship            or            Corporation/Partnership

and has \_\_\_\_ employees, other than his/her self.

*Under the terms of Georgia Worker's Compensation regulations, it is NOT necessary for the above named company to carry Worker's Compensation Insurance.*

**Approved by Authorized Representative of Contractor**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

Printed Title of Signer: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

\_\_\_\_\_  
Notary Printed Name & Signature

\_\_\_\_\_  
Date of Expiration

\_\_\_\_\_  
Seal

**STATEMENT OF NO BID**

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Please explain your reason for not bidding below. This will help us improve our Bidding Process.

**BID FORM  
378 STATE STREET ROOFING BID**

<b>SCHEDULE OF VALUES</b>			
<b>Item Description</b>	<b>Unit</b>	<b>Cost per unit</b>	<b>Total</b>
Remove and dispose of old roofing to the wood deck; include materials, labor and equipment	SF		
Remove and dispose of all coverings, copings and flashings on the parapet walls; include materials, labor and equipment	SF		
Remove and dispose of all metal flashings, cap flashings, metal coping, gutter and downspouts			
Allowance for removal and replacement of all rotted and unsound wood decking & fascia; include materials, labor and equipment	SF		
Install 1-1/2" Polyisocyanurate insulation mechanically attached to wood deck			
Install 60-mil Adhered TPO Roof System; include materials, labor and equipment	SF		
Install pre-finished metal coping; include materials, labor and equipment			
Install pre-finished gutter downspout and eave; include materials, labor and equipment	LF		
Clean up and haul away all debris generated by this work in a legal disposal facility; include materials, labor and equipment			
20-year NDL warranty covering Labor and Materials			
Miscellaneous; Specify			
<b>Total Bid Amount</b>			

Number of calendar days to complete project \_\_\_\_\_

**BID FORM**  
**378 STATE STREET ROOFING BID**

It is the intent of these specifications to describe the items needed and requirements to be met to provide Ware County with the roofing system as called for in the drawings and specifications. Ware County will not be responsible for any charges not shown on this contract, without prior approval from the Facilities Coordinator or his designee.

Having carefully examined the specifications entitled 378 STATE STREET ROOFING BID, dated May 07, 2013, as well as inspecting the premises and conditions affecting the work, the undersigned proposes to furnish all services, equipment, materials and labor called for by them, for the complete project, for the sum of

\_\_\_\_\_ Dollars  
(WRITE OUT AMOUNT)

\$ \_\_\_\_\_ which  
(AMOUNT IN NUMBERS)

sum is hereinafter called the Base Bid.

Number of Calendar Days Required to Complete Work \_\_\_\_\_

The undersigned hereby agrees that this bid may not be revoked or withdrawn after the time set for the opening of bids, but shall remain open for acceptance for a period of sixty (60) calendar days following such time.

Upon notification by mail, facsimile, delivery, phone or email of the acceptance of this proposal, the undersigned agrees to execute within ten (10) calendar days a contract for the completion of all work specified.

Award of the contract shall be made by the Ware County Board of Commissioners and the Contractor will be notified in writing by letter, fax, or email, and will have no more than ten (10) days to produce all submittal items required to issue a Notice to Proceed.

By submitting this proposal, Contractor certifies this proposal is made without prior understanding, agreement or connection with any corporation, firm or individual submitting a proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. Contractor further agrees that he understands collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. By submitting this proposal Contractor agrees to abide by all conditions of this proposal.

**BID FORM**

Sign below in ink in the space provided. Unsigned bids will be considered incomplete and will be subject to rejection.

It is agreed by the undersigned bidder that the signing and delivery of this bid represents the bidder's acceptance of the terms and conditions of the specifications and provisions, (including manufacturer's specifications, installation procedures & recommendations) and if awarded this bid, will perform in accordance with this agreement.

BID SUBMITTED BY:

Acknowledgement of Addenda: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Signature: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Is any Owner or officer of the bidder an employee of Ware County or related as close as third cousin to a Ware County Commissioner or other elected official?

CHECK ONE:        YES\_\_\_\_\_ or        NO\_\_\_\_\_

Vendors submitting a bid from Waycross and Ware County **MUST** have valid City and/or County business license.

COMPLY:        YES \_\_\_\_\_ NO \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

City License No. \_\_\_\_\_

County License No. \_\_\_\_\_

NOTE: Any bid not containing this information will NOT be considered.

