

INVITATION TO BID

**BID NO. 12-0011-7**

**REPLACEMENT OF ROOF ON THE ADMINISTRATIVE/LEGISLATIVE  
COURTHOUSE**

**MANDATORY PRE-BID CONFERENCE: 10:00AM, FEBRUARY 28, 2012  
ON-SITE - 124 BULL STREET, 3<sup>RD</sup> FLOOR CONFERENCE ROOM, SAVANNAH,  
GEORGIA 31401**

**BID OPENING: 2:00PM, MARCH 8, 2012**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN J. STONE	COMMISSIONER HARRIS ODELL JR.
COMMISSIONER JAMES J. HOLMES	COMMISSIONER DAVID M. GELLATLY
COMMISSIONER PATRICK O. SHAY	COMMISSIONER DEAN KICKLIGHTER
COMMISSIONER PATRICK J. FARRELL	COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

## DOCUMENT CHECK LIST

The following documents, when marked, are contained in and made a part of this Bid Package or are required to be submitted with the bid. It is the responsibility of the bidder to read, complete and sign, where indicated, and return these documents with his/her bid. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE BID.**

  X   GENERAL INFORMATION AND INSTRUCTIONS TO BID WITH ATTACHMENTS

  X   SURETY REQUIREMENTS (a Bid Bond of 5% with this ITB)

  X   PROPOSAL

       PLANS/DRAWINGS - Plans and specifications must be purchased at Clayton Digital Reprographics by logging into [www.cdrepro.com](http://www.cdrepro.com). Login to DFS. New users must register. For technical support contact Roger Oliver at (912) 352-3880, fax (912) 352-3881 or email: [cdrsouth@cdrepro.com](mailto:cdrsouth@cdrepro.com).

  X   BID SCHEDULE

  X   PERFORMANCE BOND - (Shall be required at time of contract award)

  X   PAYMENT BOND - (Shall be required at time of contract award)

       CONTRACT

  X   LEGAL NOTICE

  X   ATTACHMENTS: A. DRUG FREE WORKPLACE; B. NONDISCRIMINATION STATEMENT; C. DISCLOSURE OF RESPONSIBILITY STATEMENT; D. CONTRACTOR & SUBCONTRACTOR AFFIDAVIT AND AGREEMENT, E. BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION, F. M/WBE PARTICIPATION REPORT, G. SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS, H. CONSTRUCTION APPRENTICE PROGRAM DOCUMENTATION

  X   DOCUMENTATION OF ABILITY TO PERFORM BID REQUIREMENTS. THIS MAY BE REQUIRED OF BIDDERS AFTER SUBMISSION OF BIDS.

**COUNTY TAX CERTIFICATE REQUIREMENT** - Contractor must supply a copy of their Tax Certificate from their location in the State of Georgia, as proof of payment of the occupational tax

where their office is located.

CURRENT TAX CERTIFICATE NUMBER

CITY \_\_\_\_\_

COUNTY \_\_\_\_\_

OTHER \_\_\_\_\_

**The Chatham County of Commissioners have established goals to increase participation of minority and woman owned businesses. In order to accurately document participation, businesses submitting bids or proposals are encouraged to report ownership status. A minority or woman owned business is defined as a business with at least 51% ownership by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners. Please check ownership status as applicable:**

**African-American \_\_\_\_\_ Asian American \_\_\_\_\_ Hispanic \_\_\_\_\_**

**Native American or Alaskan Indian \_\_\_\_\_ Woman \_\_\_\_\_**

**In the award of “Competitive Sealed Proposals”, minority/female participation may be one of several evaluation criteria used in the award process when specified as such in the Request for Proposal.**

RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S) \_\_\_\_\_

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her bid.

BY: \_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING AGENT  
1117 EISENHOWER DRIVE - SUITE C  
SAVANNAH, GEORGIA 31406  
(912) 790-1623

**Date: February 7, 2012**

**BID NO. 12-0011-7**

**GENERAL INFORMATION FOR INVITATION FOR BID**

This is an invitation to submit a bid to supply Chatham County with construction, equipment, supplies and/or services as indicated herein. Sealed bids will be received at the Office of the Purchasing Agent, **at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 up to 2:00PM local time, March 8, 2012,** at which time they will be opened and publicly read. **The County reserves the right to reject all bids that are non-responsive or not responsible.**

Instructions for preparation and submission of a bid are contained in this Invitation For Bid package. Please note that specific forms for submission of a bid are required. Bids must be typed or printed in ink. If you do not submit a bid, return the signed "No Bid Statement" sheet and state the reason; otherwise, your name may be removed from our bidders list.

A **MANDATORY pre-bid conference** has been scheduled to be conducted **ON-SITE at the Chatham County Administrative/Legislative Courthouse, 124 Bull Street, 3<sup>rd</sup> floor conference room, Savannah, Georgia 31401** at **10:00 AM, FEBRUARY 28, 2012,** to discuss the specifications and resolve any questions and/or misunderstanding that may arise. **You are required to attend.** If bidder is not represented at the on-site pre-bid conference, he will not be permitted to submit a bid.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document each approved change. Generally when addenda are required, the bid opening date will be changed.

Chatham County has an equal opportunity purchasing policy. Chatham County seeks to ensure that all segments of the business community have access to supplying the goods and services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The terms "disadvantaged business," "minority business enterprise," and "minority person" are more specifically defined and explained in the

Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

**This project IS NOT a Special Purpose Local Option Sales Tax (SPLOST) Project. See paragraph 2.25 for MBE/WBE participation goals.**

### **INSTRUCTIONS TO BIDDERS**

1.1 **Purpose:** The purpose of this document is to provide general and specific information for use in submitting a bid to supply Chatham County with equipment, supplies, and/or services as described herein. All bids are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 **How to Prepare Bids:** All bids shall be:

- a. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- b. Typewritten or completed with pen and ink, signed by the business owner or authorized representative, with all erasures or corrections initialed and dated by the official signing the bid. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

1.3 **How to Submit Bids:** All bids shall be:

- a. **An original and duplicate copy must be submitted in a sealed opaque envelope, plainly marked with the bid number and title, date and time of bid opening, and company name.**
- b. Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Agent on or before the time and date specified above.
  1. **Mailing Address: Chatham County Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**
  2. **Hand Delivery: Purchasing Agent, Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.**

**BIDS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

- 1.4 **How to Submit an Objection:** Objections from bidders to this invitation to bid and/or these specifications should be brought to the attention of the County Purchasing Agent in the following manner:
- a. When a pre-bid conference is scheduled, bidders shall either present their oral objections at that time or submit their written objections at least two (2) days prior to the scheduled pre-bid conference.
  - b. When a pre-bid conference is not scheduled, the bidder shall submit any objections he may have in writing not less than five (5) days prior to the opening of the bid.
  - c. The objections contemplated may pertain to form and/or substance of the invitation to bid documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this invitation to bid.
- 1.5 **Failure to Bid:** If a bid is not submitted, the business should return this invitation to bid document, stating reason therefore, and indicate whether the business should be retained or removed from the County's bidders list.
- 1.6 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids. Failure to do so will be at the bidder's own risk. In case of error in extension of prices in the bid, the unit price will govern.
- 1.7 **Standards for Acceptance of Bid for Contract Award:** The County reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **Bid Tabulation:** Tabulations for all bids will be posted for thirty (30) days after the bid opening in the Office of Purchasing and Contracting, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406 or can be reviewed on the Purchasing web site 24/48 hours after opening at <http://purchasing.chathamcounty.org>.
- 1.9 **Bidder:** Whenever the term "bidder" is used it shall encompass the "person," "business," "contractor," "supplier," "vendor," or other party submitting a bid or proposal to Chatham County in such capacity before a contract has been entered into between such party and the

County.

- 1.10 **Responsible / Responsive Bidder:** *Responsible Bidder* means a person or entity that has the capability in all respects to perform fully and reliably the contract requirements. *Responsive Bidder* means a person or entity that has submitted a bid or proposal that conforms in all material respects to the requirements set forth in the invitation for bids or request for proposals.
- 1.11 **Compliance with Laws:** The bidder and/or contractor shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by federal, state or County statute, ordinances and rules during the performance of any contract between the contractor and the County. Any such requirement specifically set forth in any contract document between the contractor and the County shall be supplementary to this section and not in substitution thereof.
- 1.12 **Contractor:** Contractor or subcontractor means any person or business having a contract with Chatham County. The Contractor/Vendor of goods, material, equipment or services certifies that they will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.
- 1.13 **Local Preference:** On 27 March 1998, the Board of Commissioners adopted a “**Local Vendor**” Preference Ordinance that gives the lowest Chatham County vendor submitting a responsible bid/quote the opportunity to match the lowest price offered by an out-of-County vendor. If the County vendor confirms in writing to match within 24 hours, the award will be made to the Chatham County vendor. The lowest Chatham County responsive bidder will be afforded the “right to first refusal”. “Local Vendor” is defined as a business or supplier which operates and maintains a regular place of business within the geographical boundaries of Chatham County or one of the local Municipalities of the County AND all real and personal property taxes are paid prior to award of a contract or purchase. “**NOT APPLICABLE TO PUBLIC WORKS CONSTRUCTION PROJECTS AND REVENUE PRODUCING BIDS.**” However, contractors are encourage to apply the same method when awarding bids to local M/WBE businesses whenever possible in order to promote growth in Chatham County’s economy.
- 1.14 **Debarred Firms and Pending Litigation:** Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be considered.

\*\* All bidders or proposers are to read and complete the Disclosure of Responsibility Statement enclosed as an Attachment to be returned with response. Failure to do so may

result in your solicitation response being rejected as non-responsive.

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.15 **Performance Evaluation:** On 11 April 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, as a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Agent.

- 1.16 **Payment of Taxes:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

- 1.17 **State Licensing Board for General Contractors:** Pursuant to Georgia law, the following types of contractors must obtain a license from the State Licensing Board of Residential and General Contractors by 1 July 2008 :

**\*Residential - Basic Contractor** (Contractor work relative to detached one-family and two-family residences and one-family townhouses not over three stories in height).

**\*Residential - Light Commercial Contractor** (Contractor work or activity related to multifamily and multiuse light commercial buildings and structures).

**\*General Contractor** (Contractor work or activity that is unlimited in scope regarding any residential or commercial projects).

**A copy of your license must be a part of your bid documents at the time of the bid opening.**

- 1.18 **Immigration:** On 1 July , the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and subcontractors with 100 or more employees entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M-274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.



**Systematic Alien Verification for Entitlements (SAVE) Program:** O.C.G.A. 50-36-1, required Georgia's counties to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain "public benefits" are legally present in the United States. Contracts with the County are considered "public benefits." Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for Chatham County Benefit Application prior to receiving any County contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

**Protection of Resident Workers.** Chatham County Board of Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.

- 1.19 **Construction Apprentice Program Hiring:** Chatham County has established a Construction Apprentice Program (CAP) to train area residents in the building trades. Successful Contractor shall be required to make a good faith effort to utilize labor from the CAP Program on this project when feasible. A Good Faith Effort will be demonstrated by documentation of inquiry into CAP labor available and resulting hiring of CAP labor or providing reasons for Contractor not utilizing any CAP labor. Form demonstrating Good Faith Effort is enclosed in this bid package. Contractor shall complete the form and return with their first pay request. All questions regarding CAP student hiring should be directed to Construction Program Manager Tara Sinclair at (912) 604-9574.

## **GENERAL CONDITIONS**

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the County. Whenever herein mentioned is made of any article, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Multiple Bids:** No vendor will be allowed to submit more than one (1) bid. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-bid Conference or submitted in writing at least five (5) days preceding the bid opening date.

- 2.3 Not Used.
- 2.4 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from bid opening date, unless otherwise stated in the bid.
- 2.5 **Completeness:** All information required by Invitation for Bids/Proposals must be completed and submitted to constitute a proper bid or proposal.
- 2.6 **Quality:** All materials, or supplies used for the construction necessary to comply with this proposal shall be of the best quality, and of the highest standard of workmanship. Workmanship employed in any construction, repair, or installation required by this proposal shall be of the highest quality and meet recognized standards within the respective trades, crafts and of the skills employed.
- 2.7 **Guarantee/Warranty:** Unless otherwise specified by the County, the bidder shall unconditionally guarantee the materials and workmanship for one (1) year on all material and/or services. If, within the guarantee period, any defects occur which are due to faulty material and/or services, the contractor at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the County. These repairs, replacements or adjustments shall be made only at such time as will be designated by the County as being least detrimental to the operation of County business.
- 2.8 **Liability Provisions:** Where bidders are required to enter or go onto Chatham County property to take measurements or gather other information in order to prepare the bid or proposal as requested by the County, the bidder shall be liable for any injury, damage or loss occasioned by negligence of the bidder, his agent, or any person the bidder has designated to prepare the bid and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful bidder in order to be awarded a contract with Chatham County.
- 2.9 **Cancellation of Contract:** The contract may be canceled or suspended by Chatham County in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and the defaulting Contractor (or his surety) shall be liable to Chatham County for costs to the County in excess of the defaulted contract prices. See the contract documents for complete requirements.
- 2.10 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify Chatham County and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters patent of the United States arising out of the performance of this Contract or out of the use or disposal for the account of the County of supplies furnished or construction work performed hereunder.

- 2.11 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not be submit a bid for the purpose or restricting competition.
- 2.12 **Award of Contract:** The contract, if awarded, will be awarded to that responsible bidder whose bid/proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which bid or proposal that serves as the best value to Chatham County.
- 2.13 **Procurement Protests:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.
- 2.14 **Qualification of Business (Responsible Bidder or Proposer):** A responsible bidder or proposer is defined as one who meets, or by the date of the bid acceptance can meet, certifications, all requirements for licensing, insurance, and registrations, or other documentation required by the Design Professional engaged to develop Scope of Work, specifications and plans. These documents will be listed in the Special Conditions further on in this solicitation. Chatham County has the right to require any or all bidders to submit documentation of the ability to perform, provide, or carry out the service or provide the product requested.
- Chatham County has the right to disqualify the bid or proposal of any bidder or proposer as being unresponsive or unresponsible whenever such bidder/proposer cannot document the ability to deliver the requested product.
- 2.15 **Chatham County Tax Certificate Requirement:** A current Chatham County Tax Certificate is required unless otherwise specified. Please contact the Building Safety and Regulatory Services at (912) 201-4300 for additional information.

**NOTE:** No contract shall be awarded unless all real and personal property taxes have been paid by the successful contractor and/or subcontractors as adopted by the Board of Commissioners on 8 April 1994.

- 2.16 **Insurance Provisions, General:** The selected contractor shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Bid.

It is every contractor's responsibility to provide the County Purchasing and Contracting Division current and up-to-date Certificates of Insurance for multiple year contracts before the end of each term. Failure to do so may be cause for termination of contract.

2.16.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Contractor's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. A Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

**Chatham County as an Additional Insured:** Chatham County invokes the defense of sovereign immunity. In order not to jeopardize the use of this defense, the County **is not** to be included as an Additional Insured on insurance contracts.

2.16.2 **Minimum Limits of Insurance** to be maintained for the duration of the contract:

- a. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Contractor or Tenant. This policy coverage includes: premises and operations, use of independent contractors, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- b. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Contractor while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation

policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident., disease policy limit, disease each employee and Statutory Worker's Compensation limit.

- c. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Contractor's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an Any Auto basis.

2.16.3 Special Requirements:

- a. **Claims-Made Coverage:** The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.
- b. **Extended Reporting Periods:** The Contractor shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- c. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- d. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- e. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of insurance are to be submitted prior to, and approved by, the County before services are rendered. The Contractor must ensure Certificate of Insurance are updated for the entire term of the County.
- f. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five year basis, the current total Best's rating will be used to evaluate insurer acceptability.

- g. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- h. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.16.4 **Additional Coverage for Specific Procurement Projects:**

- a. **Professional Liability:** Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

<u>Minimum Limits:</u>	\$1 million per claim/occurrence
<u>Coverage Requirement:</u>	If claims-made, retroactive date must precede or coincide with the contract effective date or the date of the Notice to Proceed. The professional <u>must state</u> if tail coverage has been purchased and the duration of the coverage.

- b. **Builder's Risk: (For Construction or Installation Contracts)** Covers against insured perils while in the course of construction.  
Minimum Limits: All-Risk coverage equal 100% of contract value  
Coverage Requirements: Occupancy Clause - permits County to use the facility prior to issuance of Notice of Substantial Completion.

2.17 **Compliance with Specification - Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of the bidders proposal or bid and by reference are made a part hereof.

2.18 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the bidder after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.

2.19 **Notice to Proceed:** The successful bidder or proposer shall not commence work under this Invitation to Bid until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful bidder does commence any work or

deliver items prior to receiving official notification, he does so at his own risk.

**2.20 Payment to Contractors:** Instructions for invoicing the County for products delivered to the County are specified in the contract document.

- a. Questions regarding payment may be directed to the Finance Department at (912) 652-7900 or the County's Project Manager as specified in the contract documents.
- b. Contractors will be paid the agreed upon compensation upon satisfactory delivery of the products or completion of the work as more fully described in the contract document.
- c. Upon completion of the work or delivery of the products, the Contractor will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Contractor for the work performed for the County have been paid in full.
- d. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

**2.21 Owner's Rights Concerning Award:** The Owner reserves the right, and sole and complete discretion to waive technicalities and informalities. The Owner further reserves the right, and sole and complete discretion to reject all bids and any bid that is not responsive or that is over the budget, as amended. In judging whether the bidder is responsible, the Owner will consider, but is not limited to consideration of, the following:

- a. Whether the bidder or principals are currently ineligible, debarred, suspended, or otherwise excluded from bidding or contracting by any state or federal agency, department, or authority;
- b. Whether the bidder or principals have been terminated for cause or are currently in default on a public works contract;
- c. Whether the bidder can demonstrate a commitment to safety with regard to Workers' Compensation by having an experience Modification Rate (EMR) over the past three years not having exceeded an average of 1.2; and
- d. Whether the bidder's past work provides evidence of an ability to successfully

complete public works projects within the established time, quality, or cost, or to comply with the bidder's contract obligations; and

- e. Whether the bidder has made a Good Faith Effort to meet local participation goals for local economic impact for Disadvantaged Business Enterprises and Small Business Enterprises.

#### **2.22 Owner's Right to Negotiate with the Lowest Bidder:**

In the event all responsive and responsible bids are in excess of the budget, the Owner, in its sole and absolute discretion and in addition to the rights set forth above, reserves the right either to (i) supplement the budget with additional funds to permit award to the lowest responsive and responsible bid, or (ii) to negotiate with the lowest responsive and responsible bidder (after taking all deductive alternates) only for the purpose of making changes to the Project that will result in a cost to the Owner that is within the budget, as it may be amended.

#### **2.23 Debarred or Suspended Subcontractors.**

CONTRACTOR shall not subcontract, and shall ensure that no subcontracts are awarded at any tier, to any individual, firm, partnership, joint venture, or any other entity regardless of the form of business organization, that is on the Federal Excluded Parties List System (EPLS) at <https://www.epls.gov> or the State of Georgia, DOAS, State Purchasing Exclusion listing, or other local government entity. This includes pending litigation or claims with the County or other government entities. Contractor shall immediately notify County in the event any subcontractor is added to a Federal, State or other Government Entity listing after award of the subcontract.

#### **2.24 Cone of Silence:**

Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.

#### **2.25 The Chatham County Board of Commissioners has adopted an aggressive program that establishes goals for minority/female, small and disadvantaged business participation in construction, professional services, and general procurement.**

- a. The Chatham County Board of Commissioners under Georgia law may reject any bid as non-responsive if they feel a bidder did not exercise "Good Faith Effort" in



obtaining the goal established for M/WBE participation.

- b. The Chatham County Board of Commissioners adopted a policy establishing goals oriented to increase participation of minority and female owned businesses, through MBE/WBE certification and development. In order to accurately document participation, businesses submitting bids, quotes or proposals are encouraged to report ownership status. A bidder or vendor that is certified by any agency of the Federal Government or State of Georgia may submit a copy of their certification with their bid as proof of qualifications. Bidders that intend to engage in joint ventures or utilize subcontractors must submit to the County Contracts Administrator, a report on Minority/Female Business Enterprise participation.

**Goals established for this project is 12% MBE/ 5% WBE.**

- c. A Minority/Female Business Enterprise (M/WBE) is a business concern that is at least 51% owned by one or more minority/female individuals and whose daily business operations are managed and directed by one (1) or more of the minority/female owners.
- 2.26 Bidders or proposers are required to make a **Good Faith Effort**, where subcontracting is to be utilized in performing the contract, to subcontract with or purchase supplies from qualified M/WBEs. Bidders or proposers are required to state if they intend to subcontract any part of the work. Goals will be established for each contract at the onset. **Forms** requiring the signatures of bidders or proposers are enclosed as **Attachments** and must be completed and returned with your bid response. If forms are not completed and submitted, the bid may be considered nonresponsive.

Each bidder or proposer is required to maintain records of such efforts in detail adequate to permit a determination of compliance with these requirements. All contracts will reflect **Good Faith Efforts** and reporting requirements for the term of the contract. The County particularly urges general contractors to give emphasis to subcontracting with local area firms. For information on the program or M/WBE contractors/vendors please contact

Ms. Arneja Riley, Chatham County Minority and Women Business Coordinator, 124 Bull Street, Suite 310, Savannah, Georgia 31401, (912) 652-7860 phone, (912) 652-7849 fax, or email [alriley@chathamcounty.org](mailto:alriley@chathamcounty.org).

- 2.27 **GEORGIA OPEN RECORDS ACT** - The responses will become part of the County's official files without any obligation on the County's part. Ownership of all data, materials and documentation prepared for and submitted to Chatham County in response to a solicitation, regardless of type, shall belong exclusively to Chatham County and will be considered a record prepared and maintained or received in the course of operations of a public office or agency and subject to public inspection in accordance with the Georgia Open Records Act, Official Code of Georgia Annotated, Section 50-18-70, et. Seq., unless otherwise provided

by law.

Responses to RFPs shall be held confidential from all parties other than the County until after the contract is awarded by the Board of Commissioners.

The vendor and their bid price in response to ITBs will be read allowed at public bid openings. After Bid Tabulations, the ITB shall be available for public viewing.

Chatham County shall not be held accountable if material from responses is obtained without the written consent of the vendor by parties other than the County, at any time during the solicitation evaluation process.

2.28 **GEORGIA TRADE SECRET ACT of 1990** - In the event a Bidder/Proposer submits trade secret information to the County, the information must be clearly labeled as a Trade Secret. The County will maintain the confidentiality of such trade secrets to the extent provided by law.

2.29 **CONTRACTOR RECORDS** -The Georgia Open Records Act is applicable to the records of all contractors and subcontractors under contract with the County. This applies to those specific contracts currently in effect and those which have been completed or closed for up three (3) years following completion.

2.30 **REFERENCES - \$500,000 or more:** For bidders to be responsive each must provide information on the most recent five (5) projects with similar scope of work as well as other information to determine experience and qualifications as follows:

- a. Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City and State: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_  
\*Architect or Engineer: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone & Fax: \_\_\_\_\_
- b. The awarded bid amount and project start date.
- c. Final cost of project and completion date.
- d. Number of change orders.
- e. Contracted project completion in days.
- f. Project completed on time. Yes \_\_\_\_ No \_\_\_\_ Days exceeded \_\_\_\_\_.

- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost.
- h. Has contractor ever failed to complete a project? If so, provide explanation.
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

**\$499,000 and less:** Provide references from owners of at least three (3) projects of various sizes. Include government owners if possible. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government. Provide in the format as in (a) above on the attached form.

**Failure to provide the above information may result in your firm's bid being rejected and ruled as non-responsive.**

**NOTE: FORMS FOR YOU TO FILL OUT FOR YOUR REFERENCES ARE ATTACHED TO THE BACK OF THIS BID PACKAGE.**

#### **ADDITIONAL CONDITIONS**

- 3.1 **FIRM FIXED PRICE:** Contractor shall provide a firm fixed price which will be valid for acceptance within 90 days of receipt of bid. Contract prices shall remain firm for the duration of the contract unless changes are approved in writing.
- 3.2 **METHOD OF COMPENSATION.** The compensation provided for herein shall include all claims by the CONTRACTOR for all costs incurred by the CONTRACTOR in the conduct of the Project as authorized by the approved Project Compensation Schedule and this amount shall be paid to the CONTRACTOR after receipt of the invoice and approval of the amount by the COUNTY. The COUNTY shall make payments to the CONTRACTOR within thirty (30) days from the date of receipt of the CONTRACTOR's acceptable statement on forms prepared by the CONTRACTOR and approved by the COUNTY.

Should the Project begin within any one month, the first invoice shall cover the partial period from the beginning date of the Project through the last day of the month (or on a mutually agreeable time) in which it began. The invoices shall be submitted each month until the Project is completed. Invoices shall be itemized to reflect actual expenses for each individual task; also refer to the requirements concerning changes, delays and termination of work under Sections I-8, 9, and 10 of the contract. Each invoice shall be accompanied by a summary progress report which outlines the work accomplished during the billing period and any problems that may be inhibiting the Project execution. The terms of this contract are intended to supersede all provisions of the Georgia Prompt Pay Act.

As long as the gross value of completed work is less than 50% of the total contract amount, or if the contractor is not maintaining his construction schedule to the satisfaction of the engineer, the County shall retain 10% of the gross value of the completed work as indicated by the current estimate approved by the engineer.

After the gross value of completed work becomes to or exceed 50% of the total contract amount within a time period satisfactory to the County, then the total amount to be retained may be reduced to 5% of the gross value of the completed work as indicated by the current estimate approved by the engineer, until all pay items are substantially completed.

When all work is completed and time charges have ceased, pending final acceptance and final payment the amount retained may be further reduced at the discretion of the County.

The CONTRACTOR may submit a final invoice to the County for the remaining retainage upon COUNTY'S acceptance of the Certificate of Substantial Completion. Final payment constituting the entire unpaid balance due shall be paid by the COUNTY to the

CONTRACTOR when work has been fully completed and the contract fully performed, except for the responsibilities of the CONTRACTOR which survive final payment. The making of final payment shall constitute a waiver of all claims by Chatham County except those arising from unsettled liens, faulty or defective work appearing after substantial completion, failure of the work to comply with the requirements of the Contract Documents, or terms of any warranties required by the Contractor Documents or those items previously made in writing and identified by the COUNTY as unsettled at the time of final application for payment. Acceptance of final payment shall constitute a waiver of all claims by the CONTRACTOR, except those previously made in writing and identified by the CONTRACTOR as unsettled at the time of final application for payment.

### 3.3 SURETY REQUIREMENTS and Bonds: (check where applicable)

- X   A. **Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.**
- X   B. **Contractor(s) shall be required at time of contract to shall post a payment/performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.**

- X   C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.
- X   D. Bidder acknowledges Chatham County’s right to require a Performance and Payment Bond of a specific kind and origin. “Performance Bond” means a bond with good and sufficient surety or surities for the faithful performance of the contract and to indemnify the governmental entity for any damages occasioned by a failure to perform the same within the prescribed time. Such bond shall be payable to, in favor of, and for the protection of the governmental entity for which the work is to be done. “Payment Bond” means a bond with good and sufficient surety or sureties payable to the governmental entity for which the work is to be done and intended for the use and protection of all subcontractors and all persons supplying labor, materials, machinery, and equipment in the prosecution of the work provided for in the public works construction contract.
- X   E. Forfeit the amount of the Bid Bond if he/she fails to enter into a contract with Chatham County to do and/or furnish everything necessary to provide service and/or accomplish the work stated and/or specified in this bid proposal for the bid amount, and;

3.4 **WARRANTY REQUIREMENTS: (\*\*SEE SPECIFICATIONS\*\*)**

- a. Provisions of item 2.7 apply.
- b. Warranty required.
  - 1. Standard warranty shall be offered with bid.
  - 2. Extended warranty shall be offered with bid. The cost of the extended warranty will be listed separately on the bid sheet.

3.5 **Terms of Contract:** (check where applicable):

- a. Annual Contract (With automatic renewal options for four (4) additional one (1) year terms if all parties agree)
- b. One-time Purchase
- X c. Other **ONE TIME CONTRACT**

3.6 **AUDITS AND INSPECTIONS:**

At any time during normal business hours and as often as the County may deem necessary, the Contractor and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination of all its records with respect to all matters covered by this Contract. It shall also permit the County

and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

**CONVERSATIONS OR CORRESPONDENCE REGARDING THIS SOLICITATION OR REPORT BETWEEN PROSPECTIVE OFFERORS AND PERSONS OUTSIDE THE CHATHAM COUNTY PURCHASING OFFICE WILL NOT BE CONSIDERED OFFICIAL OR BINDING UNLESS OTHERWISE SPECIFICALLY AUTHORIZED WITHIN THIS DOCUMENT.**

The undersigned bidder or proposer certifies that he/she has carefully read the preceding list of instructions to bidders and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her bid/proposal are in accordance with all documents contained in this Invitation for Bids/ Proposals package, and that any exception taken thereto may disqualify his/her bid/proposal.

This is to certify that I, the undersigned bidder, have read the instructions to bidder and agree to be bound by the provisions of the same.

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

BY \_\_\_\_\_

SIGNATURE

\_\_\_\_\_

TITLE

\_\_\_\_\_

COMPANY

\_\_\_\_\_

Phone / Fax No's.

CHATHAM COUNTY, GEORGIA  
SURETY REQUIREMENTS

A Bid Bond for five percent (5%) of the amount of the bid is required to be submitted with each bid.

A Performance Bond for one hundred percent (100%) of the bid shall be required of the successful bidder.

The Bidder certifies that he/she has examined all documents contained in this bid package, and is familiar with all aspects of the proposal and understands fully all that is required of the successful bidder. The Bidder further certifies that his/her bid shall not be withdrawn for thirty (30) days from the date on which his bid is publicly opened and read.

The Bidder agrees, if awarded this bid, he/she will:

- A. Furnish, upon receipt of an authorized Chatham County Purchase Order, all items indicated thereon as specified in this bid proposal for the bid amount, or;
- B. Enter a contract with Chatham County to do and/or furnish everything necessary to provide the service and/or accomplish the work as stated and/or specified in this bid proposal for the bid amount, and;
- C. Furnish, if required, a Performance Bond, and acknowledges Chatham County's right to require a Performance Bond of a specific kind and origin, and;
- D. Forfeit the amount of the Bid Bond if he/she fails to enter a contract with Chatham County as stated in (B) above, within fifteen (15) days of the date on which he/she is awarded the bid, and/or;
- E. Forfeit the amount of the Performance Bond if he/she fails to execute and fulfill the terms of the contract entered. The amount of forfeiture shall be:
  - 1. The difference between his/her bid and the next lowest, responsible bid that has not expired or been withdrawn, or;
  - 2. The difference between his/her bid and the amount of the lowest, responsible bid received as a result of rebidding, including all costs related to rebidding.

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TELEPHONE NUMBER

## **PROPOSAL**

**SPECIFICATIONS FOR:**

**BID NO. 12-0011-7**

### **REPLACEMENT OF ROOF ON THE ADMINISTRATIVE/LEGISLATIVE COURTHOUSE**

#### **GENERAL INFORMATION:**

The purpose of this bid request is to solicit the bids of a qualified contractors for the replacement of roofing at the Chatham County Administrative/Legislative Courthouse located at 124 Bull Street, Savannah, Georgia with asphalt shingle roofing.

**All work performed under this bid request will be done in accordance with the design and specifications as provided by Barnard Architects and are included and made part of this bid proposal.**

**NOTE: This shall be a Lump Sum Contract.**

#### **Commencement and Completion:**

**WORK SHALL BEGIN WITHIN TEN (10) DAYS AFTER RECEIPT OF “NOTICE TO PROCEED”. FINAL DELIVERABLE IS DUE WITHIN 60 CALENDAR DAYS AFTER THE TEN DAY PERIOD.**



**BID SHEET**

**BID NO. 12-0011-7**

**REPLACEMENT OF ROOF ON THE ADMINISTRATIVE/LEGISLATIVE  
COURTHOUSE**

**BASE BID: LUMP SUM** \_\_\_\_\_

**(Award shall be made on base bid price plus any combination of alternates deemed in the best interest of the County.)**

**BID ALTERNATES: The following additive alternates are fully explain in the drawings and specifications:**

- 1. Replace (18) existing skylights** \_\_\_\_\_
- 2. Keep existing skylight frames and flashing. Replace only the glass.** \_\_\_\_\_
- 3. Provide self adhering underlayment for asphalt shingles.** \_\_\_\_\_
- 4. Replace low slope roofing at chiller area.** \_\_\_\_\_

\_\_\_\_\_  
NAME/TITLE

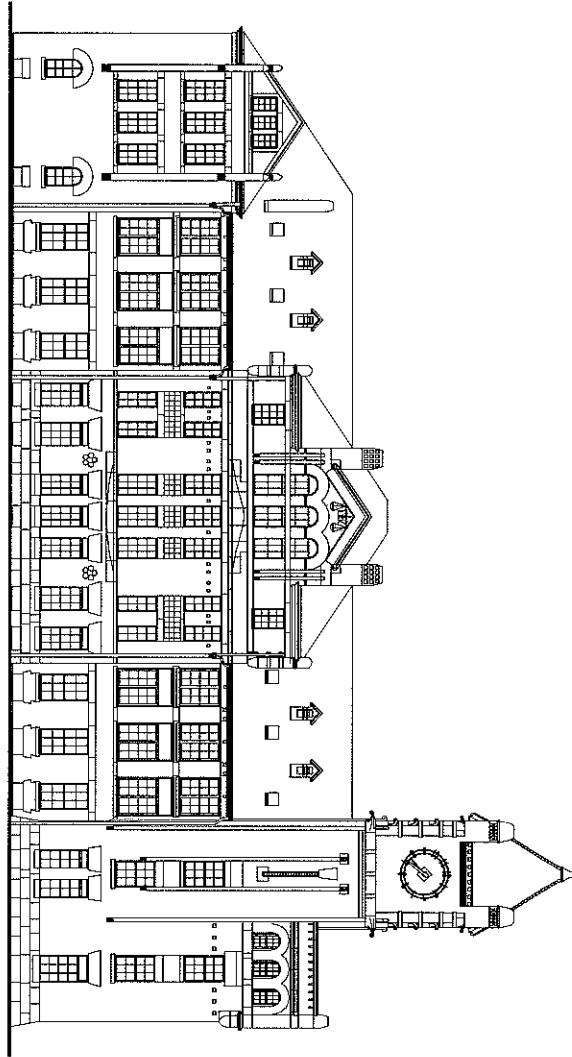
\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER



# OLD COUNTY COURTHOUSE REPLACE ASPHALT SHINGLE ROOF

## BUILDING CODES

THE CONTRACT DOCUMENTS INDICATE THE INTENDED OCCUPANCY AND USE OF THE BUILDING AND SYSTEMS. THE PROJECT AS A WHOLE AND ITS ELEMENTS SHALL COMPLY WITH ALL REGULATIONS AS REQUIRED, INCLUDING ALL LOCAL, STATE AND FEDERAL AND OTHER APPLICABLE CODES. (MORE RECENT OR STRINGENT EDITIONS OR AMENDMENTS SHALL HAVE PRECEDENCE). CONTRACTOR SHALL NOTIFY ARCHITECT OF NON-COMPLIANT DESIGN, OR QUESTIONS OF COMPLIANCE, PRIOR TO START OF WORK. FOR MORE INFORMATION ON APPLICABLE CODES CONTACT LOCAL AUTHORITY HAVING JURISDICTION AND GEORGIA DEPT OF COMMUNITY AFFAIRS, (404) 679-5121, WWW.DCA.STATE.GA.US.

INTERNATIONAL BUILDING CODE, 2006

## LIST OF DWGS

1	COVER	COVER SHEET
2	NOTES	NOTES
3	SITE	SITE PLAN
4	A1.1	ROOF PLAN
5	A2.1	BUILDING ELEVATIONS

## PROJECT TEAM

**OWNER**  
CHATHAM COUNTY  
124 BULL STREET  
SAVANNAH, GEORGIA 31401  
(912) 652-7828  
ATTN: WILLIAM WRIGHT

**ARCHITECTS**  
BARNARD ARCHITECTS, AIA  
220 E. HALL STREET  
SAVANNAH, GEORGIA 31401  
(912) 232-6173  
ATTN: JOHN CLEGG

## GENERAL NOTES

GENERAL CONTRACTOR IS RESPONSIBLE FOR COORDINATION OF ALL WORK WITH ALL TRADES INVOLVED. THESE CONCEPTUAL DRAWINGS DO NOT FULLY REFLECT EXISTING CONDITIONS. THE CONTRACTOR SHALL VERIFY ALL ELEVATIONS, DIMENSIONS AND LOCATIONS OF EXISTING FEATURES BEFORE STARTING WORK OR ORDERING MATERIALS. NOTIFY ARCHITECT OF ANY DISCREPANCIES.

DRAWINGS INDICATE INTENDED AND IMPLIED SCOPE OF WORK. CONTRACTOR SHALL PROVIDE ALL NECESSARY MATERIALS, ACCESSORIES, ETC., INCLUDING MODIFICATION OF EXISTING CONDITIONS, TO COMPLETE THE ENTIRE SCOPE OF WORK.

CONTRACTOR SHALL COMPLETE WORK IN ACCORDANCE WITH INDUSTRY AND MANUFACTURER'S WRITTEN REQUIREMENTS. FINISH WORK TO BE COMPLETED IN A PROFESSIONAL, QUALITY MANNER.

DRAWINGS, SECTIONS AND DETAILS REPRESENT TYPICAL CONDITIONS. THE CONTRACTOR IS TO REVIEW WITH THE ARCHITECT NON-TYPICAL CONDITIONS THAT REQUIRE A MODIFICATION TO THE DESIGN.

REFERENCES TO SPECIFIC MANUFACTURER'S PRODUCTS ON THE DRAWINGS ESTABLISH A STANDARD OF QUALITY. PRODUCTS THAT ARE APPROVED AS EQUAL BY THE ARCHITECT, PRIOR TO BID OPENING, ARE ACCEPTABLE.

CONTRACTOR SHALL SUBMIT TO OWNER SAMPLES OF ALL FINISH MATERIALS FOR APPROVAL OF COLOR, STYLE, AND TEXTURE, PRIOR TO FABRICATION/INSTALLATION.

CONTRACTOR SHALL REMOVE FROM SITE AND DISCARD ALL CONSTRUCTION DEBRIS AT APPROVED DISPOSAL SITE.

SMOKING SHALL NOT BE PERMITTED ON SITE.

CONTRACTOR SHALL LIMIT USE OF PREMISES TO THE WORK INDICATED OR IMPLIED.

CONTRACTOR SHALL ENSURE SAFE PASSAGE OF PERSONS AROUND AREA OF CONSTRUCTION. PROVIDE TEMPORARY BARRICADES TO PROTECT THE GENERAL PUBLIC FROM INJURY DUE TO CONSTRUCTION WORK (SEE SPECIFICATIONS FOR REQUIREMENT FOR SAFETY PLAN)

THE CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY OF ANY SUSPECTED HAZARDOUS MATERIALS DISCOVERED DURING RENOVATION (SUCH AS BUT NOT LIMITED TO ASBESTOS AND LEAD PAINT). THE OWNER SHALL PROVIDE ANY TESTING, TREATMENT AND/OR DISPOSAL OF SUSPECTED MATERIALS IN ACCORDANCE WITH APPLICABLE REGULATIONS. AT ALL TIMES THE CONTRACTOR AND OWNER SHALL TAKE PRECAUTIONS TO PROTECT PEOPLE FROM SUCH MATERIALS.

## RENOVATION NOTES

REMOVE TEMPORARY DUSTPROOF MEASURES TO PREVENT THE SPREAD OF DUST TO THE INTERIOR OF THE BUILDING.

CONTRACTOR SHALL NOTIFY ARCHITECT OF HIDDEN CONDITIONS THAT CONFLICT WITH DEMOLITION OR NEW WORK PRIOR TO RECOMMENDING WORK.

THE SCOPE OF WORK INCLUDES REPLACEMENT OF THE EXISTING ASPHALT SHINGLE ROOFING. SEE DRAWINGS AND SPECIFICATIONS FOR SPECIFIC SCOPE OF WORK AND BID ALTERNATIVES (LOW SLOPE ROOF AREA, SKYLIGHTS, SHINGLE ROOF UPGRADES).

## DEMOLITION NOTES

PROTECT FROM DAMAGE EXISTING FINISH WORK THAT IS TO REMAIN IN PLACE. IF IT BECOMES DAMAGED DURING DEMOLITION— PROMPTLY REPAIR DAMAGE CAUSED TO ADJACENT FACILITIES BY DEMOLITION WORK.

IF THE CONTRACTOR HAS ANY QUESTIONS ABOUT THE SCOPE OF WORK, THEY SHALL FORWARD SUCH QUESTIONS TO THE ARCHITECT IN WRITING.

CONTRACTOR SHALL VERIFY ALL EXISTING STRUCTURE PRIOR TO ANY DEMOLITION OPERATIONS.

CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES TO REMAIN PRIOR TO ANY DEMOLITION OPERATIONS.

IF THE CONTRACTOR DISCOVERS ANY UTILITIES (COMMUNICATION WIRES, POWER LINES, ETC.) THAT SEEM TO BE IN CONFLICT WITH THE SCOPE OF WORK, THE CONTRACTOR SHALL NOTIFY THE OWNER AND COORDINATE THE RELOCATION AND/OR PROTECTION OF SUCH UTILITIES.

CONDUCT DEMOLITION OPERATIONS AND DEBRIS REMOVAL TO ENSURE MINIMUM INTERFERENCE WITH ROADS, WALKS AND OTHER ADJACENT OCCUPIED OR USED FACILITIES.

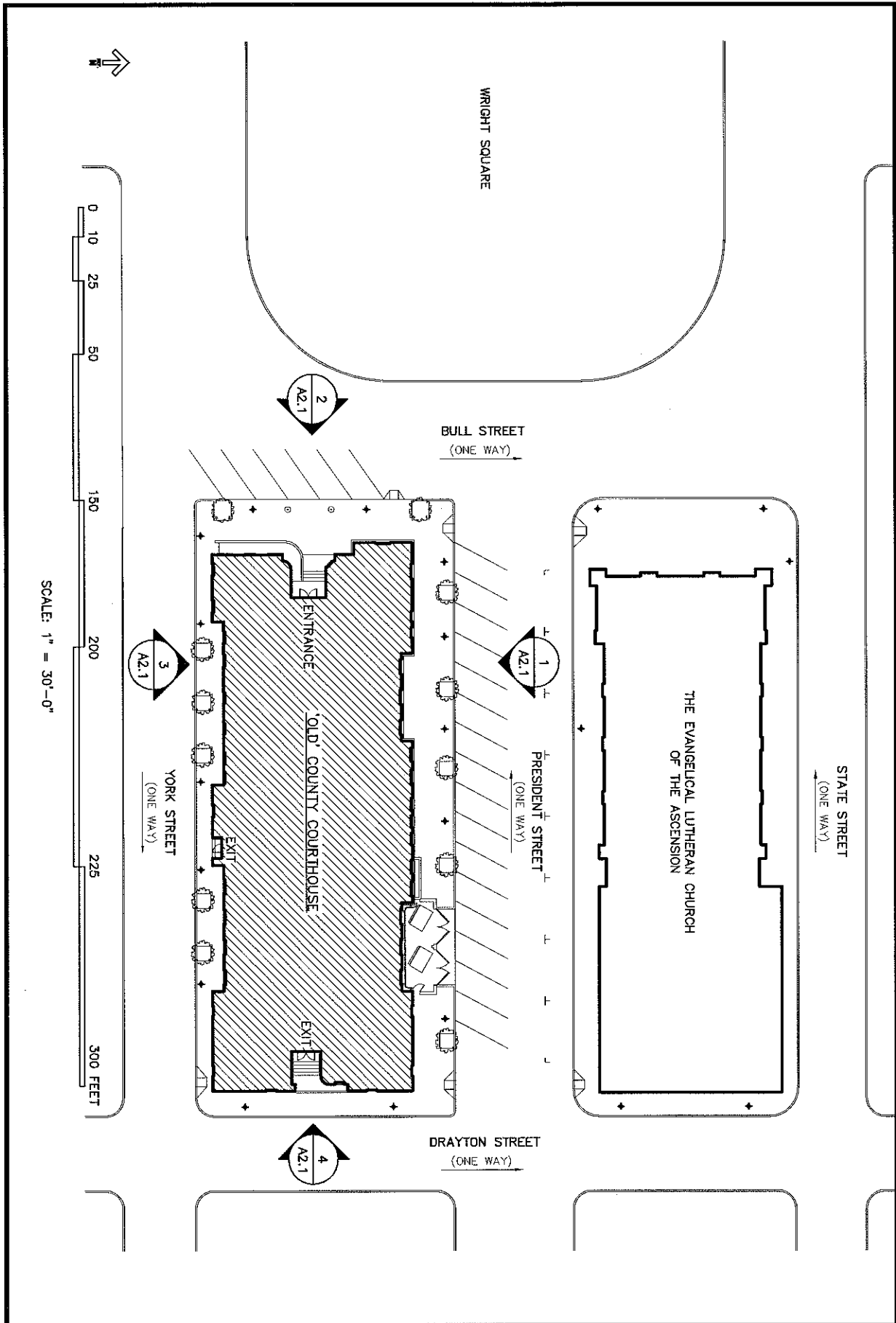
REMOVE CONSTRUCTION DEBRIS TO AN OFF-SITE APPROVED DISPOSAL SITE.

## ABBREVIATIONS

A.F.F.	ABOVE FINISHED FLOOR	EXIST	EXISTING	M.T.L.	METAL
ALUM	ALUMINUM	G.W.B.	GYPSUM WALL BOARD	N.T.S.	NOT TO SCALE
CL	CENTER LINE	H.C.	HANDICAP	O.C.	ON CENTER
CLG	Ceiling	MAX	MAXIMUM	SM	SIMILAR
CMU	CONCRETE MASONRY UNIT	MFR	MANUFACTURER	TEMP	TEMPERED
CONC	CONCRETE	MIN	MINIMUM	TYP	TYPICAL
CONT	CONTINUOUS	N.I.C.	NOT IN CONTRACT	V.F.	VERIFY IN FIELD

## EXISTING CONDITIONS

THE CONTRACTOR SHALL VISIT THE SITE, INSPECT THE ROOF, AND VERIFY EXISTING CONDITIONS AND DIMENSIONS PRIOR TO SUBMITTING A BID FOR THIS WORK (THE DRAWINGS ARE CONCEPTUAL ONLY). CHANGE ORDERS WILL NOT BE PROVIDED FOR CONDITIONS THAT ARE READILY APPARENT AND VISIBLE.



1  
A1.1

ROOF PLAN

SCALE: 1/16" = 1'-0"

0 1 2 10 25

50 FEET

100 FEET

150 FEET

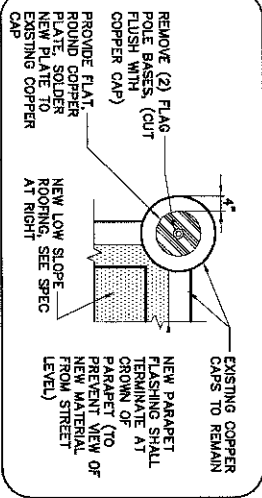
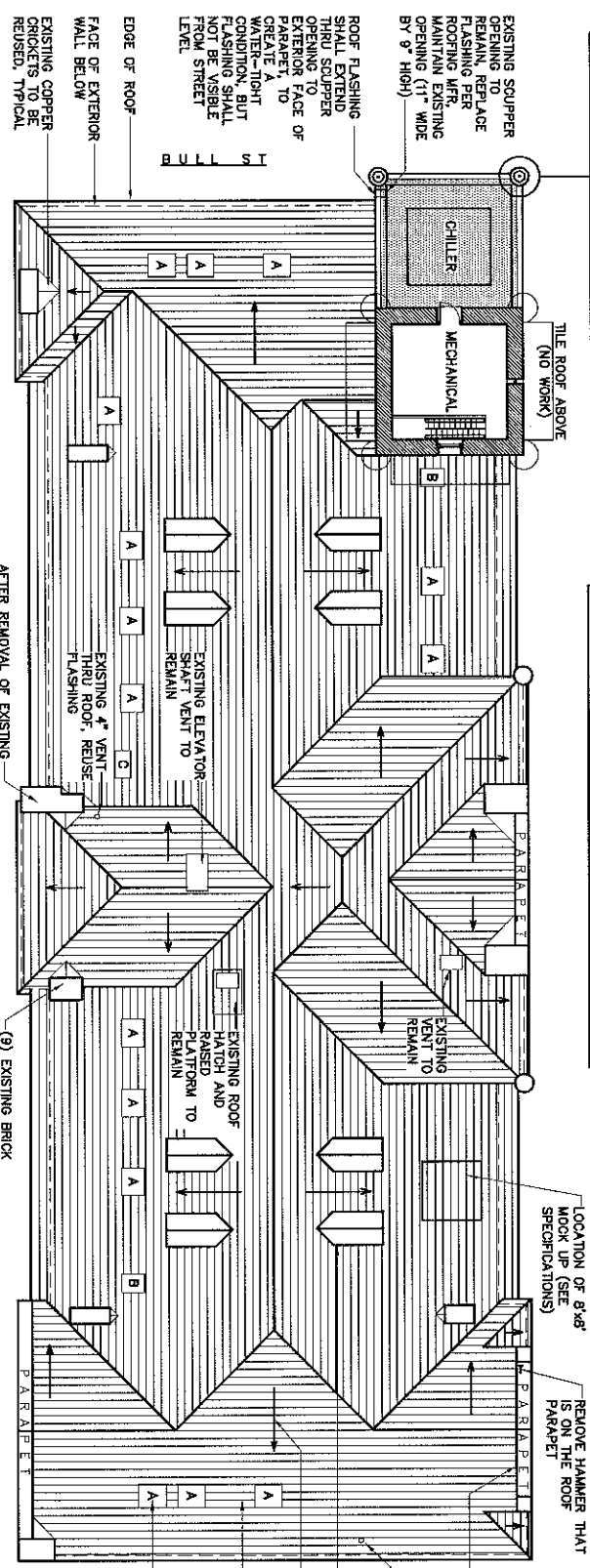
YORK STREET

SKYLIGHTS		
TYPE	ROUGH OPENING (WMH)	
A	45 1/4" x 47"	
B	31 1/8" x 55 1/2"	
C	45 1/4" x 30"	

SKYLIGHT SIZES SHALL BE VERIFIED IN FIELD PRIOR TO ORDERING MATERIALS.



REF. NORTH



- LOW SLOPE ROOFING (BID ALT)**
1. REPLACE EXISTING LOW SLOPE ROOFING AT 'CHILLER' AREA (SEE SPEC FOR MODIFIED BITUMEN ROOFING) (4'-42" HIGH).
  2. REPLACE EXISTING ROOFING AT PARAPET (4'-42" HIGH).
  3. REMOVE AND REINSTALL METAL THRESHOLD AT DOOR AS NEEDED TO REPLACE ROOFING.
  4. THE OWNER SHALL REMOVE ALL STORED MATERIALS AND ABANDONED ELEC/MECH PIPING AND CONDUIT PRIOR TO START OF WORK.

PRESIDENT STREET

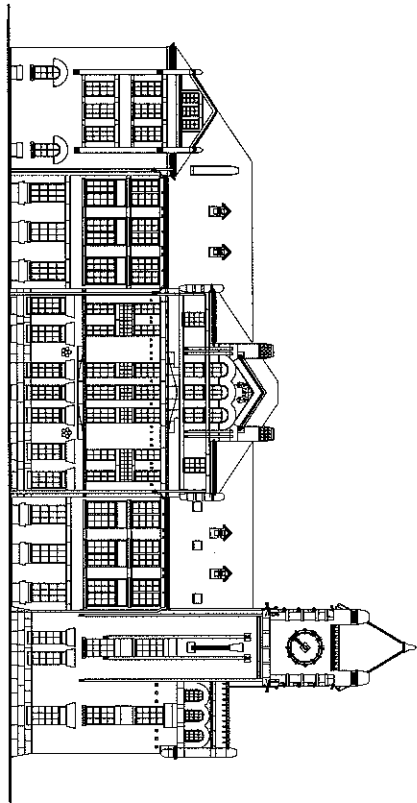
DRAYTON STREET

**REPLACE ASPHALT SHINGLE ROOF**  
 OLD COUNTY COURTHOUSE  
 124 BULL STREET  
 SAVANNAH, GA  
 ROOF PLAN

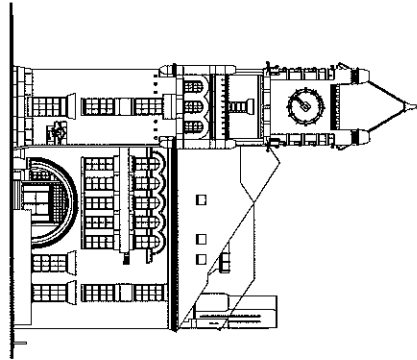
**L. SCOTT BARNARD & ASSOCIATES**  
 ARCHITECTURE, PLANNING, INTERIORS, LANDSCAPE, HISTORIC  
 220 EAST HALL STREET SAVANNAH, GA 31401 (912) 232-8173  
 ASSOCIATES: ROBERT J. PORTMAN & JOHN A. CLEGG

SHEET NO.:  
 A1.1  
 OF 0

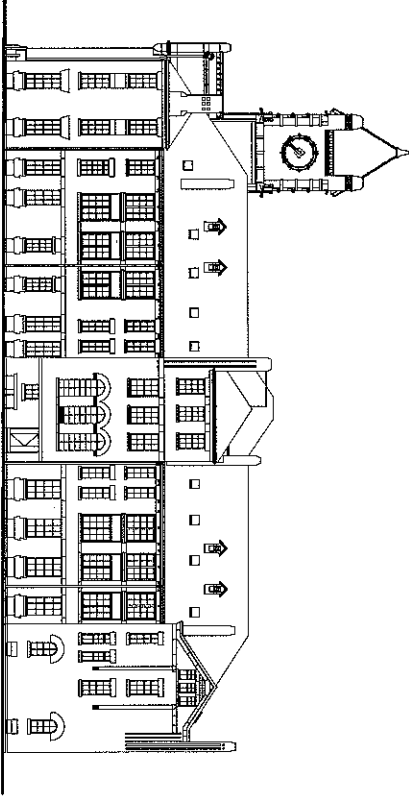
FOR CONSTRUCTION



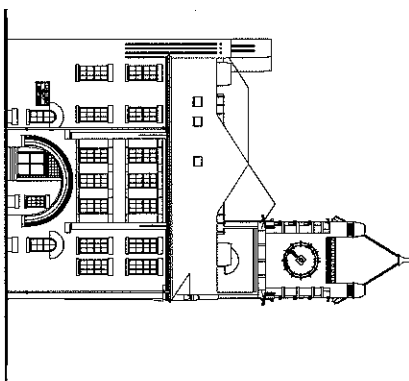
1  
NORTH ELEVATION (FACING PRESIDENT ST)  
A2.1  
SCALE: 1/32" = 1'-0"



2  
WEST ELEV (FACING BULL ST)  
A2.1  
SCALE: 1/32" = 1'-0"



3  
SOUTH ELEVATION (FACING YORK ST)  
A2.1  
SCALE: 1/32" = 1'-0"



4  
EAST ELEV (DRAYTON ST)  
A2.1  
SCALE: 1/32" = 1'-0"

SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 PROJECT INFORMATION

- A. Project: Old County Courthouse Reroof.
  - 1. Project Location: 124 Bull Street, Savannah, Georgia.
- B. Owner: Chatham County.
- C. Architect: Barnard Architects.
- D. The Work consists of replacement of roofing.

1.2 WORK RESTRICTIONS

- A. Contractor's Use of Premises: During construction, Contractor will have limited use of the site. Contractor's use of premises is limited. The Owner will occupy the building. The existing entrances and exits shall be maintained and protected.
  - 1. Owner will occupy premises during construction. Perform construction only during normal working hours 8 AM to 5 PM, Monday thru Friday, other than holidays, unless otherwise agreed to in advance by Owner. Clean up work areas and return to usable condition at the end of each work period.
  - 2. Location of equipment, scaffolding, protection barriers, dumpsters, materials storage, etc shall be in accordance with city requirements, and subject to Owner's approval. Review location of such with Owner prior to start of work.
  - 3. Driveways, Walkways, and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
- B. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes or as otherwise required by city ordinances.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

## SECTION 01 30 00 - ADMINISTRATIVE REQUIREMENTS

## PART 1 - GENERAL

## 1.1 PROJECT MANAGEMENT AND COORDINATION

- A. The contractor shall coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work.
- B. The contractor shall maintain an internet email address to facilitate communication.
- C. Requests for Information (RFIs): On discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI via email.
- D. Permitting: although the project is located within city jurisdiction, Chatham County will be the permitting authority due to ownership of the building.
- E. The contractor shall schedule and conduct progress meetings at Project site twice a month (coordinate dates and times with Owner and Architect). Require attendance of each subcontractor or other entity concerned with current progress or involved in planning, coordination, or performance of future activities.
  - 1. The contractor shall record minutes and distribute, via email, to everyone concerned, including Owner and Architect.

## 1.2 SUBMITTAL &amp; SUBSTITUTION REQUIREMENTS

- A. Requests for substitution may be submitted before or after the bidding process. Requests for substitution during the bidding process shall be submitted at least three weeks before the bid due date.
  - 1. Where Specifications name a single manufacturer, provide a product by the named manufacturer or source that complies with requirements.
- B. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
  - 2. Allow two weeks for the architect to review each submittal.
  - 3. Submit four copies of each informational submittal. Architect will provide two copies to the contractor.
  - 4. The contractor shall be required to pick up the reviewed submittals at the architect's office.
  - 5. Architect will discard submittals received from sources other than Contractor.
- C. Place a permanent label or title block on each submittal for identification. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and



approval markings and action taken by Architect. Include the following information on the label:

1. Project name.
  2. Date.
  3. Name and address of Contractor.
  4. Name and address of subcontractor or supplier.
  5. Number and title of appropriate Specification Section.
- D. Identify deviations from the Contract Documents on submittals.
- E. Contractor's Construction Schedule Submittal Procedure: Submit two copies of schedule prior to first pay application.

## PART 2 - PRODUCTS

### 2.1 SUBMITTALS

- A. Product Data: Mark each copy to show applicable products and options. Include the following:
1. Manufacturer's written recommendations, product specifications, and installation instructions.
  2. Testing by recognized testing agency.
  3. Compliance with specified standards and requirements.
- B. Samples: Submit Samples for review of kind, color, pattern, and texture and for a comparison of these characteristics between submittal and actual component as delivered and installed. Include name of manufacturer and product name on label.
1. If variation is inherent in material or product, submit at least three units that show variations.

### 2.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal Gantt-chart-type schedule.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.

### 2.3 SAFETY PLAN

- A. Prior to start of work, the contractor shall submit a safety plan to the architect and owner (including the County Risk Manager) for approval.
- B. The time needed to create, submit and receive full approvals for the Safety Plan shall be included in the Construction Time and the Construction Schedule.

- C. The cost of the Safety Plan, including all permit approvals, shall be included in the Contract Sum.
- D. The Safety Plan shall include, at a minimum, the following:
  - 1. The plan shall recognize OSHA requirements (and any other applicable safety standards) for this type of work and the parameters of this project.
  - 2. The plan shall provide protection for:
    - a. The contractor, workers and sub-contractors.
    - b. Inspectors (including but not limited to representatives of the owner and architect).
    - c. Occupants of the building.
    - d. Pedestrians at the perimeter of the building.
  - 3. The plan shall provide fall protection for people on the roof and provide protection for people at street level.
  - 4. The plan shall define the parameters for barricades at the perimeter of the building and the parameters for overhead protection where needed, (in particular, at the building entrances and exits).
  - 5. The plan shall define, if necessary, the extent of sidewalk and street closure.
  - 6. The plan shall be reviewed and approved by the following entities prior to submission to the architect and owner:
    - a. City of Savannah, Traffic Engineering (and any other applicable authorities having jurisdiction).
    - b. A qualified Safety Consultant who is experienced with OSHA standards and has provided consultation services for other similar projects. A potential provider of such services is Bob Overlander, office (912) 489-5598, mobile (912) 682-1534.
- E. At the discretion of the architect and owner, the local OSHA representative may be asked to verify that the work is proceeding in accordance with OSHA standards. The local OSHA representative is Ron Byrd, (912) 652-4393.

### PART 3 - EXECUTION

#### 3.1 SUBMITTAL REVIEW

- A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Architect will review each submittal, make marks to indicate corrections or modifications required, will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- C. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

#### 3.2 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled pay application. Failure to submit an updated schedule will delay approval of the pay application.

1. As the Work progresses, indicate Actual Completion percentage for each activity.
- B. Distribute copies of approved schedule to Owner, Architect, subcontractors, testing and inspecting agencies, and parties identified by Contractor with a need-to-know schedule responsibility. When revisions are made, distribute updated schedules to the same parties.

END OF SECTION 01 30 00

## SECTION 01 40 00 - QUALITY REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 SECTION REQUIREMENTS

- A. Mandatory site visit: the county will require all bidders to visit the site prior to submitting a bid for this project (see county specifications for more information about this site visit).
  - 1. During the mandatory site visit, bidders are encouraged to view the roof from the roof hatch. In particular, access to the roof below the raised platform will be tight.
  - 2. For bidding purposes, the bidders shall assume that the existing raised platform will not be removed to facilitate the roof work.
  - 3. Change orders will not be allowed for existing conditions that are readily visible.
- B. Additional testing and inspecting services may be provided by the Owner to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
  - 1. In the event that the work does not comply with the standards specified, the contractor shall correct the work as required.
  - 2. Additionally, if the work does not comply with the standards specified, the contractor shall compensate the Owner for such additional testing and inspecting until the work is proven to comply with the standards specified.
- C. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements, work shall comply with the most stringent requirement. Refer uncertainties to Architect for a decision.
- D. Minimum Quality Levels: The quality level shown or specified shall be the minimum. The actual installation may exceed the minimum within reasonable limits. Refer uncertainties to Architect for a decision.
- E. Permits, Licenses, and Certificates: As requested by Owner or Architect, submit copies of permits, licenses, certifications, inspection reports, notices, receipts for fee payments, and similar documents, established for compliance with standards and regulations bearing on performance of the Work.
- F. Coordination: Contractor shall coordinate sequence of activities to accommodate owner provided testing and inspecting with a minimum of delay..
  - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.

END OF SECTION 01 40 00

## SECTION 01 60 00 - PRODUCT REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 SECTION REQUIREMENTS

- A. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
- B. Comparable Product Requests:
  - 1. Submit request for consideration of each comparable product. Do not submit unapproved products on Shop Drawings or other submittals.
  - 2. Identify product to be replaced and show compliance with requirements for comparable product requests. Include a detailed comparison of significant qualities of proposed substitution with those of the Work specified.
  - 3. Architect will review the proposed product and notify Contractor of its acceptance or rejection.
- C. Basis-of-Design Product Specification: particular products that are specified shall establish the standard of quality, performance, etc. Requests for substitution shall show compliance with specifications and prove to be equal with the products specified.
- D. Compatibility of Products: Contractor shall confirm compatibility of all products that become assembled into the work. Contractor shall also confirm compatibility of new products and existing conditions.
- E. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
  - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
  - 2. Deliver products to Project site in manufacturer's original sealed container or packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
  - 3. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
  - 4. Store materials in a manner that will not endanger Project structure.
  - 5. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
- F. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

PART 2 - PRODUCTS

2.1 SUBSTITUTION & SUBMITTAL PROCEDURES

- A. Substitutions & Submittals shall be processed in accordance with Section 013000, Administrative Requirements.

2.2 PRODUCT SELECTION PROCEDURES

- A. Provide products that comply with the Contract Documents, are undamaged, and are new at the time of installation.
  - 1. Provide products complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect.
  - 2. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Where Specifications require "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
- C. Unless otherwise indicated, Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00

## SECTION 01 70 00 - EXECUTION AND CLOSEOUT REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 CLOSEOUT SUBMITTALS

- A. Record Drawings: Maintain a set of prints of the Contract Drawings as record Drawings. Mark to show actual installation where installation varies from that shown originally.
  - 1. Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
- B. Operation and Maintenance Data: Submit one copy of manual. Organize data into three-ring binders with identification on front and spine of each binder, and envelopes for folded drawings. Include the following:
  - 1. Manufacturer's operation and maintenance documentation.
  - 2. Maintenance and service schedules.
  - 3. Maintenance service contracts.
  - 4. Emergency instructions.
  - 5. Spare parts list.
  - 6. Wiring diagrams.
  - 7. Copies of warranties.

#### 1.2 CLOSEOUT PROCEDURES

- A. Substantial Completion: Before requesting Substantial Completion inspection, complete the following:
  - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
  - 2. Submit specific warranties, maintenance service agreements, and similar documents.
  - 3. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  - 4. Submit record Drawings and Specifications, operation and maintenance manuals, and similar final record information.
  - 5. Deliver tools, spare parts, extra materials, and similar items.
  - 6. Remove temporary facilities and controls.
  - 7. Complete final cleaning requirements, including touchup painting.
  - 8. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will proceed with inspection or advise Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.

- C. Request inspection for Final Completion, once the following are complete:
  - 1. Submit a copy of Substantial Completion inspection list stating that each item has been completed or otherwise resolved for acceptance.
  - 2. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- D. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
- E. Submit a written request for final inspection for acceptance. On receipt of request, Architect will proceed with inspection or advise Contractor of unfulfilled requirements. Architect will prepare final Certificate for Payment after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION AND PREPARATION

- A. Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance.
  - 1. Verify compatibility with and suitability of substrates.
  - 2. Examine roughing-in for mechanical and electrical systems.
  - 3. Examine roof deck for suitable conditions.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
- C. Take field measurements as required to fit the Work properly. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication.
- D. Verify space requirements and dimensions of items shown diagrammatically on Drawings.

3.2 INSTALLATION

- A. Install components of the Work accurately, in correct alignment and elevation, as typically required by industry standards.
- B. Comply with manufacturer's written instructions and recommendations.
- C. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- D. Use products, cleaners, and installation materials that are not considered hazardous.



- E. Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place. Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed.

### 3.3 CUTTING AND PATCHING

- A. Provide temporary support of work to be cut. Do not cut structural members or operational elements without prior written approval of Architect.
- B. Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- C. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
  - 1. Restore exposed finishes of patched areas and extend finish restoration into adjoining construction in a manner that will minimize evidence of patching and refinishing.
  - 2. Where patching occurs in a painted surface, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.

### 3.4 CLEANING

- A. Clean Project site and work areas daily, including common areas. Dispose of materials lawfully.
  - 1. Remove liquid spills promptly.
  - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
  - 3. Remove debris from concealed spaces before enclosing the space.
- B. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion:
  - 1. Remove labels that are not permanent.
  - 2. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Sweep concrete floors broom clean.
  - 3. Clean Project site, yard, and grounds, in areas disturbed by construction activities. Sweep paved areas; remove stains, spills, and foreign deposits.

END OF SECTION 01 70 00

## SECTION 07 31 13 - ASPHALT SHINGLES

### PART 1 - GENERAL

#### 1.1 SECTION REQUIREMENTS

- A. Submittals: Product Data, Samples, ICC-ES evaluation report, Contractor Qualifications, Warranty and Acceptance Certification.
- B. Samples:
  - 1. Submit manufacturer's standard color chart for initial selection.
  - 2. Provide one full size sample of each of the colors initially selected (up to 6 colors) for selection by the architect.
  - 3. Provide four full size samples of each of the colors selected (up to 3 colors) for selection by the architect.
  - 4. Install an 8'x8' mock up of the roof shingle color selected. See roof plan for location of mock up. Mock up shall be installed on top of the existing roofing (maintain weather-tight condition). Mock up shingles shall be securely anchored to the roof substrate. When removal process begins, mock up shingles shall be removed and disposed with old shingles.
- C. Warranties:
  - 1. Provide manufacturer's written warranty, signed by manufacturer agreeing to promptly repair or replace asphalt shingles that fail in materials within 40 years from date of Substantial Completion, nonprorated for the first 10 years, prorated thereafter.
    - a. Warranty shall include wind resistance up to at least 120 mph (basic wind speed, 3 second gusts). Note: for some manufacturers, high wind applications may require special roof products such as starter course and hip/ridge accessories.
  - 2. Provide installer's (5) year weather-tightness warranty. The installer shall repair any roof leaks within the warranty period, due to failure of material or workmanship. The warranty coverage shall include:
    - a. New roofing associated with this project. Warranty shall not include existing roofing to remain (such as tile roofing at tower).
    - b. Warranty shall include all new and existing flashings, penetrations, underlayment, and edge details associated with new roofing.
- D. Contractor Qualifications:
  - 1. The company shall be certified by roofing manufacturer for installation of products specified herein. Installer shall have had certification for 1 year prior to submitting a bid for this project.
  - 2. The company shall provide evidence of installing products similar to those specified herein for a period of at least 5 years.
  - 3. The company shall provide at least 3 references of commercial projects that are similar in size and scope.

## PART 2 - PRODUCTS

### 2.1 ASPHALT SHINGLES

- A. Fire Resistance Characteristics: ASTM E 108 or UL 790, Class A. Identify products with appropriate markings of testing and inspecting agency acceptable to authorities having jurisdiction.
- B. High Wind Characteristics: asphalt shingles shall be tested to determine the resistance of the sealant to uplift forces using ASTM D 6381.
- C. Fiberglass Shingles: ASTM D 3462.
  - 1. Laminated-Strip Asphalt Shingles: Laminated, multi-ply overlay construction, mineral-granule surfaced, and self-sealing. Straight cut butt edge.
- D. Available Products:
  - 1. Certaineed, Landmark shingles, (240 lbs per square) or approved equal.

### 2.2 ACCESSORIES

- A. Felts: ASTM D 226 or ASTM D 4869, Type II (30 lb), asphalt-saturated organic felts.
- B. Self-Adhering Sheet Underlayment: ASTM D 1970, SBS-modified asphalt; mineral-granule or slip-resisting-polyethylene surfaced; with release paper backing; cold applied.
  - 1. Available Products: Certaineed, Winter Guard or approved equal.
- C. Asphalt Roofing Cement: ASTM D 4586, Type II, asbestos free.
- D. Roofing Nails: stainless-steel shingle nails, minimum 0.120 inch diameter, with 0.375 inch diameter head, of sufficient length to penetrate 3/4 inch into wood decking. If the sheathing is less than 3/4 inch thick, then the fasteners shall extend through the sheathing. Fasteners shall comply with ASTM F 1667.
- E. The existing flashing (copper) shall be reused. Any new accessories (nails, fasteners, etc) associated with the existing flashing shall be copper.

### 2.3 BID ALTERNATE

- A. Provide a self adhering sheet underlayment (Certaineed, Winter Guard) over the entire roof deck (in lieu of 30 lb asphalt felt).

## 2.4 EXTRA MATERIALS

- A. Asphalt Shingles: provide (6) minimum unopened bundles of roof shingles (match those installed) for storage by owner. Provide enough shingles for 200 sf roof coverage.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. The following existing roofing components shall remain:
  - 1. Wood deck.
  - 2. Flashing.
  - 3. Gutters.
  - 4. Drip Edge.

After removal of existing roofing and felt, the contractor shall inspect the condition and function of these components prior to installation of new roofing. Then, if necessary, the contractor shall submit costs to Owner for approval to: 1) replace any deteriorated materials, 2) correct any existing conditions that do not function properly.
- B. Maintain weather tight roof condition during all phases of work.
- C. Comply with recommendations in ARMA's "Residential Asphalt Roofing Manual" and with asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- D. Roofing and fasteners shall be installed in accordance with manufacturer's written recommendations and code requirements for high wind. See Warranty section above for high wind parameters.
- E. Apply self-adhering sheet underlayment at valleys and penetrations, 36" wide rolls. Apply at valleys extending 18 inches on each side.
- F. Install felt underlayment on roof deck not covered by self-adhering sheet underlayment.
- G. Install valleys complying with NRCA instructions. Construct closed-cut valleys.
- H. Install metal flashings to comply with recommendations in ARMA's "Residential Asphalt Roofing Manual" and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- I. Install first and remaining courses of asphalt shingles stair-stepping diagonally across roof deck with manufacturer's recommended offset pattern at succeeding courses, maintaining uniform exposure.
- J. Install roof accessories, such as but not limited to, special starter course and ridge/hip products, etc as required for high wind installations.
- K. Install first and remaining courses of asphalt shingles stair-stepping diagonally across roof deck with manufacturer's recommended offset pattern at succeeding courses, maintaining uniform exposure.

- L. Remove and reinstall the existing metal diverters that are located a few inches above the head of each skylight. The base bid shall include reuse of existing flashing at the existing skylights. See Bid Form for alternates associated with the skylights.
- M. Clean the existing gutters and downspouts to ensure proper drainage.

## ACCEPTANCE CERTIFICATION

Project: \_\_\_\_\_

A. Project Address: \_\_\_\_\_

B. Material and/or Product: \_\_\_\_\_

C. Project Specification Section: \_\_\_\_\_

General Contractor:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

Subcontractor / Installer:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

Material and/or Product Manufacturer:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

1. I have fully examined and understand the drawings and specifications and the site conditions which are relevant to this work. To the best of my ability and knowledge, I believe the material/products herein submitted are in full compliance with the drawings and specifications. Further, I have confirmed that the site conditions and the material/products herein submitted comply with requirements for installation tolerances, applicable codes, and other conditions affecting performance of this material/product and its incorporation into the work.
2. Attached are any conditions detrimental to the performance of this material/product and its incorporation into the work. Also attached are any requirements or provisions of the drawings and specifications which in my opinion are inconsistent, incompatible, or otherwise inappropriate for the performance of this material/product and its incorporation into the work. If there are no comments below, or if this form is not submitted, then the General Contractor accepts responsibility for the statement in paragraph 1 above.

END OF SECTION 07 31 13

## SECTION 07 52 16 - MODIFIED BITUMINOUS MEMBRANE ROOFING

### PART 1 - GENERAL

#### 1.1 SUBMITTALS

- A. Letter from the proposed primary roofing manufacturer confirming that the bidder is an acceptable Contractor authorized to install the proposed system.
- B. Acceptance Certification (see end of this spec section).
- C. Warranties: Manufacturer's standard or customized form, without monetary limitation, signed by roofing manufacturer agreeing to repair leaks due to defects in materials or workmanship for period of 20 years
- D. Roofing manufacturer's standard details.
- E. Project specific details, approved by roofing manufacturer:
  - 1. Provide detail of parapet where new roofing material will overlap the existing copper cap. If the existing roofing cannot be fully removed from the copper cap, without damaging the copper, then the existing roofing shall remain on the copper and the new roofing shall overlap the old roofing and extend 2", onto the copper, beyond the edge of the old roofing.
  - 2. Provide detail of parapet where it 'dies' into the existing brick wall. Extent of new flashing shall not exceed existing (to maintain appearance from street level). New flashing visible from street level shall be either copper or a color compatible with the existing beige bricks.
  - 3. Provide flashing detail at door threshold to create a weather-tight condition. Existing metal threshold to be reused.
  - 4. Provide flashing detail at thru wall scupper. New roofing material shall not be readily visible from street level.
  - 5. Provide flashing details at all penetrations such as steel beams, pipe penetrations, etc.

### PART 2 - PRODUCTS

- 2.1 Acceptable roofing products include Siplast products, (in accordance with these specifications).  
Contact: Wes Burton (803) 984-0169, [wburton@siplast.com](mailto:wburton@siplast.com)

#### 2.2 PERFORMANCE REQUIREMENTS

- A. Energy Performance: Initial Solar Reflectance not less than 0.70 and Thermal Emittance not less than 0.75 when tested according to CRRC-1.
- B. Exterior Fire-Test Exposure: ASTM E 108, Class A

## 2.3 ROOFING MATERIALS

- A. Glass-Fiber Base-Ply Sheet: ASTM D 2178, asphalt-impregnated, glass-fiber felt.
- B. Roofing Membrane Sheet: ASTM D 6163, Grade S, Type I, SBS-modified asphalt sheet (reinforced with glass fibers).
- C. Granule-Surface Roofing Membrane Cap Sheet: ASTM D 6163, Grade G, Type I, SBS-modified asphalt sheet (reinforced with glass fibers).
- D. Auxiliary Materials: Recommended by roofing system manufacturer for intended use and as follows:
  - 1. Base Sheet: ASTM D 4601, Type II, SBS-modified, asphalt-impregnated and -coated, glass-fiber-reinforced sheet.
  - 2. Base Sheet: ASTM D 4601, nonperforated, asphalt-impregnated and -coated, glass-fiber sheet.
  - 3. Flashing Backer Sheet: ASTM D 6163, Grade S, Type I, SBS-modified asphalt sheet (reinforced with glass fibers); smooth surfaced.
  - 4. Flashing Backer Sheet: ASTM D 4601, asphalt-impregnated and -coated, glass-fiber sheet.
  - 5. Base Flashing: Manufacturer's standard SBS-modified bituminous sheet, aluminum-foil surfaced.
  - 6. Substrate Board: Type X, 1/2 inch thick to achieve Class A.

## 2.4 ROOFING INSULATION

- A. Polyisocyanurate Board Insulation: ASTM C 1289, Type II.
- B. Fabricate tapered insulation with slope of 1/4 inch per 12 inches unless otherwise indicated, (average thickness to achieve R-20).
- C. Cover Board: Dens Deck Prime, 1/4" thick.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. General: Ensure that substrates are free from gross irregularities, loose, unsound or foreign material such as dirt, ice, snow, water, grease, oil, bituminous products, release agents, laitance, paint, loose particles/friable matter, rust or any other material that would be detrimental to new roofing materials.
  - 1. Remove existing roofing materials down to acceptable existing substrate. Examine substrate for any detrimental conditions. Replace/repair and prepare the existing substrate in accordance with roofing manufacturer's recommendations.
  - 2. Verify that existing substrate provides proper and positive slope to drainage system.



- B. Install substrate board with long joints continuous and perpendicular to roof slopes with end joints staggered. Tightly butt substrate boards together and fasten to deck.
- C. Mechanically fasten insulation per FM I- 120 uplift. Install cover boards over insulation with long joints continuous and perpendicular to roof slopes with end joints staggered. Loosely butt cover boards together and fasten to deck.
- D. Install and secure cant strips and nailer strips.
- E. Install roofing membrane system according to roofing system manufacturer's written instructions, applicable recommendations in ARMA/NRCA's "Quality Control Guidelines for the Application of Polymer Modified Bitumen Roofing," and as follows:
  - 1. Number of SBS-Modified Asphalt Sheets: Two.
  - 2. Surfacing Type: M (mineral-granule-surfaced cap sheet).
- F. Maintain uniform side and staggered end laps. Bond and seal laps, leaving no voids.
- G. Flashing: Extend 8 inches above roof and 4 inches onto roof and secure to substrate.

ACCEPTANCE CERTIFICATION

Project: \_\_\_\_\_

A. Project Address: \_\_\_\_\_

B. Material and/or Product: \_\_\_\_\_

C. Project Specification Section: \_\_\_\_\_

General Contractor:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

Subcontractor / Installer:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

Material and/or Product Manufacturer:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

1. I have fully examined and understand the drawings and specifications and the site conditions which are relevant to this work. To the best of my ability and knowledge, I believe the material/products herein submitted are in full compliance with the drawings and specifications. Further, I have confirmed that the site conditions and the material/products herein submitted comply with requirements for installation tolerances, applicable codes, and other conditions affecting performance of this material/product and its incorporation into the work.
2. Attached are any conditions detrimental to the performance of this material/product and its incorporation into the work. Also attached are any requirements or provisions of the drawings and specifications which in my opinion are inconsistent, incompatible, or otherwise inappropriate for the performance of this material/product and its incorporation into the work. If there are no comments below, or if this form is not submitted, then the General Contractor accepts responsibility for the statement in paragraph 1 above.

END OF SECTION 07 52 16

SECTION 08 62 00 - UNIT SKYLIGHTS

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Performance and product component information for VELUX® FS fixed deck mount skylight.
- B. VELUX Skylight Adhesive Underlayment provided with flashing kits.
- C. Engineered flashing as recommended and provided by skylight manufacturer.

1.02 REFERENCE STANDARDS

- A. ASTM E 283 – *Standard Test Method for Determining Rate of Air Leakage Through Exterior Windows, Curtain Walls, and Doors Under Specific Pressure Differences Across the specimen.*
- B. ASTM E 330 – *Standard Test Method for Structural Performance of Exterior Windows, and Doors Skylights and Curtain Walls by Uniform Static Air Pressure Difference.*
- C. ASTM E 331 – *Standard Test Method for Water Penetration of Exterior Windows, Skylights, Doors, and Curtain Walls by Uniform Static Air Pressure Difference.*
- D. ASTM E 1886 – *Standard Test Method for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Missile(s) and Exposed to Cyclic Pressure Differentials.*
- E. ASTM E 1996 – *Standard Specification for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Windborne Debris in Hurricanes.*
- F. National Fenestration Rating Council, NFRC 100, *Procedure for Determining Fenestration Product U-factors.*
- G. National Fenestration Rating Council, NFRC 200, *Procedure for Determining Fenestration Product Solar Heat Gain Coefficient and Visible Transmittance at Normal Incidence.*
- H. National Fenestration Rating Council, NFRC 300, *Test Method for Determining the Solar Optical Properties of Glazing Materials and Systems.*
- I. Occupational Safety & Health Administration, OSHA Standards – 29 CFR 1910.23, *Guarding Floor Openings and Holes.*

1.03 SYSTEM DESCRIPTION

- A. Skylight: Fixed deck mounted skylight consisting of the following main integrated components – an interior condensation drainage gasket, pre-finished white wooden frame,

exterior maintenance-free aluminum cladding/counter flashing, ASA corner keys, and an insulating thermal pane glass unit with two seals, warm edge spacer system, three coats of LoE<sup>3</sup> silver to increase visible light transmittance while reducing solar heat, and a continuous deck seal mounting system with durable foam seal.

- B. Configuration: Fixed unit, engineered deck seal mounting system with durable foam seal to seal the skylight to the roof deck. Pre-installed accessory mounting brackets.
- C. Condensation Control: Integral internal condensation collection system and drainage slots.
- D. Accessories to be included.
  - a. Venetian blinds with manual operation.

#### 1.04 PERFORMANCE REQUIREMENTS

- A. The FS deck mount skylight is independently tested in accordance with listed standards for compliance with the unit skylight provisions of the 2003, 2006 and 2009 IBC, IECC, and IRC as follows:
  - a. AAMA/WDMA/CSA 101/I.S.2/A440-05 (NAFS – 05) and/or AAMA/WDMA/CSA 101/I.S.2/A440-08 (NAFS – 08)

Performance Grades must be greater than or equal to:

    - i. Downward design pressure = 100 psf
    - ii. Uplift Design Pressure = 40 psf
  - b. AAMA/WDMA/CSA 101/I.S.2/A440-02 (NAFS – 02)

Rated pressures must be greater than or equal to:

    - i. Downward design pressure = 100 psf
    - ii. Uplift Design Pressure = 50 psf
- B. Air leakage: Maximum of 0.4 l/s/m<sup>2</sup> (0.08 CFM/ft<sup>2</sup>) of total unit area, measured at a pressure of 75 Pa (1.57 psf) in accordance with ASTM E 283, per the NAFS standards in (A).
- C. Water infiltration: No water penetration noted as measured in accordance with ASTM E 331 with a test pressure differential of 720 Pa (15.0 psf). Exceeds requirements of NAFS standards in (A).
- D. Thermal Performance: U-factor = 0.45 Btu/hr\*ft<sup>2</sup>\*F° or less, SHGC = 0.26 or less and Vt = 0.52 or greater (clear glass). Tested and certified in accordance with NFRC 100 and 200 procedures. 2010 ENERGY STAR qualified in all U.S. zones.
- E. FS skylights with impact glazing (06): Tested and certified in accordance with ASTM E 1886 and ASTM E 1996, Rated for Wind Zone 3, Missile Level C, Cycle Pressure +50 / -50.
- F. Limit member deflection to flexure limit of glass with full recovery of glazing materials.
- G. System accommodates, without damage to components or deterioration of seals, movement between frame and perimeter components.

#### 1.05 SUBMITTALS

- A. Product Data: Manufacturer's installation details and product data sheets include:
  - a. Preparation details and installation instructions
  - b. Product Data sheets with storage and handling information
- B. Sectional Drawings
  - a. Mounting details
  - b. Frame sizes
  - c. Flashing details
- C. Shop Drawings
  - a. Indicate material types, gauge, finishes, and installation details
- D. Maintenance Data: For unit skylights (unit skylight flashing system), (sunscreening accessories) to be included in maintenance manuals.
- E. Warranty: Sample of warranty or special warranty.
- F. Acceptance Certification.

#### 1.06 QUALITY ASSURANCE

- A. Manufacturer Qualifications:
  - a. Skylight manufacturer shall have a minimum of ten years experience in design and fabrication of deck mount glass skylights.
  - b. Skylights shall be manufactured to the highest standards of quality and craftsmanship in ISO 9001 and ISO 14001-certified facilities.
  - c. Flashings shall be engineered and manufactured to match up with the roofing material and skylight.

- d. Skylight installed with three layers of protection; deck seal mounting system, adhesive underlayment wrapped round the skylight frame and onto the roof deck, and engineered flashing, carries a "No Leak" installation warranty.
- B. Source Limitations: Obtain unit skylights, flashings, and accessories from a single source and from a single manufacturer.
- C. Unit Skylight Standard: Comply with AAMA/WDMA 101/I.S.2./NAFS, *North American Fenestration Standard Voluntary Performance specifications for Windows, Skylights and Glass Doors*, and all later editions, for minimum standards of performance, materials, components, accessories, and fabrication. Comply with more stringent requirements if indicated.
  - a. Provide third-party certified unit skylight with attached label.
- D. Thermal Performance – rated per applicable NFRC procedures.
  - a. Provide NFRC–certified unit skylight ratings on an attached label.
  - b. Qualify under ENERGY STAR® criteria in all 50 states and attach verifying label.

#### 1.07 COORDINATION

- A. Coordinate unit skylight installation requirements with roofing system.
- B. Pre-installation conference: conduct conference at (project site).

#### 1.08 WARRANTY

- A. Standard VELUX product warranties:
  - a. 10 year material warranty.
  - b. 20 year insulated glass warranty (seal failure).
  - c. 10 year "No Leak" product and installation warranty.
  - d. 5 year product warranty for venetian blind operation.

#### 1.09 DELIVERY, HANDLING, STORAGE

- A. Deliver products in manufacturer's original containers, dry and undamaged, with seals and labels intact.
- B. Store and protect products in accordance with manufacturer's recommendations.

### PART 2 PRODUCTS

#### 2.01 MANUFACTURER

- A. Acceptable Manufacturer: VELUX America Inc., P.O. Box 5001, Greenwood, SC 29648; Toll Free Tel: 800-888-3589; Fax: 865-388-1329; Web: [www.VELUXusa.com](http://www.VELUXusa.com)

#### 2.02 MATERIALS

- A. Wood: Kiln-dried, laminated Ponderosa Pine pre-finished white.
- B. Maintenance free exterior cladding: Roll formed 0.65 mm aluminum frame coverings, prefinished, production engineered, and fabricated to fit exterior exposed surfaces (Alloy AA 3003 H12 and AA 3003 H16).
- C. Dual sealed Glazing
  - a. Dual sealed thermal pane with warm edge technology, 95% argon gas fill, and with three layers of LoE<sup>3</sup> silver that increases visible light over standard low-e coatings while lowering the solar heat gain. Glazing assembly:
    - i. Tempered LoE<sup>3</sup> pane over laminated heat strengthened interior pane with 0.090" interlayer (hurricane/impact rated).
- D. Operators and Manual Operator Accessories
  - a. Manual control rods and extension poles available or manual operated sunscreening accessories.
- E. Field Fasteners: 1-1/4 inch ring shank nails provided for attaching deck seal mounting flange to roof decking. Ring shank nails are double hot dipped zinc coated.
- F. Weather stripping: Factory applied neoprene and thermoplastic elastomeric weather stripping throughout entire frame, profiled to effect weather seal.
- G. Mounting System: Continuous corrosion resistant mounting system with a durable foam seal and rough opening alignment notches.

## 2.03 FLASHING

- A. Flashing as provided by skylight manufacturer and as recommended by skylight manufacturer for project parameters and roofing material.

## 2.04 FABRICATION

- A. Fabricate frame with slip mortise and tendon corners that are glued and nailed for strength and stability.
- B. Fabricate frame components with precision tolerances enabling installation and movement of sash and dynamic movement of perimeter weather stripping.
- C. Provide permanent external drainage channels to manage water flow and drain to the exterior. Provide internal drainage of glazing spaces to exterior through gasketing.
- D. All units factory glazed with hot melt silicone-based exterior seal.
- E. No site fabrication needed.
- F. Rough opening to be framed per manufacturer's listed dimensions.

## 2.05 FINISHES

- A. Exterior surfaces: Exposed exterior wood surfaces to be covered with roll formed maintenance-free aluminum cladding pieces. Aluminum has a neutral gray, Kynar® 500 polyvinylidene fluoride resin finish.
- B. Maintenance-free flashing: Roll formed aluminum, neutral gray, baked on polyester polyamid primer and finish coats.

## 2.06 BID ALTERNATES

- A. Replacing the skylights as noted herein is a bid alternate, see bid form.
- B. Another bid alternate, in order to reduce cost, is to keep the existing skylight frames and flashing, and replace only the glass:
  - 1. Replace existing glass with insulated glass: tempered LoE<sup>3</sup> pane over a laminated heat strengthened interior pane with 0.090" interlayer (hurricane/impact rated).
  - 2. Glass to be dual sealed thermal pane with warm edge technology, 95% argon gas fill. Factory assembled units can be provided by Cardinal Glass, (contact: Spencer Parker o(352) 291-6826, m(352) 209-8111.
  - 3. Remove existing interior storm panels ("Winsulator") and venetian blinds if necessary to facilitate installation of new glass. Reinstall storm panels and venetian blinds after new glass has been installed. Calk perimeter of storm panels, (white color).
  - 4. Provide 1 year water-tight warranty.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify rough opening dimension and squareness, proper orientation of skylight, proper roof pitch, and flashing.
- B. Contractor shall verify size of existing skylights: new skylights to match existing as close as possible.

### 3.02 INSTALLATION

- E. Remove and discard existing skylights. Protect building and occupants from harm. Replace skylights only as weather permits. Maintain weather-tight condition in the event of a storm during the work.
- F. Install new skylights in accordance with manufacturer's installation instructions and local code requirements.
- G. Use the alignment notches on the deck seal mounting system to align skylight flush with the rough opening, free of warp or twist; maintain dimensional tolerances.
- H. Attach and seal the skylight to roof sheathing by nailing through the predrilled holes in the deck seal mounting system. One fastener required in each predrilled hole.



- I. Apply one layer of VELUX skylight adhesive underlayment around the perimeter of the skylight frame.
- J. Install the manufacturer's engineered perimeter flashing in accordance with manufacturer's installation instruction to achieve a weather tight installation.
- K. Install sun screening products.
- L. Provide thermal isolation when components penetrate or disrupt building insulation. Pack fibrous insulation in rough opening to maintain continuity of thermal barriers.
- M. Due to slight difference in size between the existing skylights and new skylights, provide nominal trim (painted wood) as needed to provide a finished appearance.
- N. Remove existing interior storm panels ("Winsulator") if necessary to facilitate installation of new skylights. Reinstall storm panels after new skylights have been installed. Calk perimeter of storm panels, (white color).

### 3.03 CLEANING

- A. Clean exposed skylight according to manufacturer's written instructions. Touch up damage to metal coatings and finishes.
- B. Remove excess sealants, dirt, and other substances.
- C. Remove and replace glazing that has been broken, chipped, cracked, abraded or damaged during the construction process.
- D. During the construction process, protect the skylight surfaces from contact with contaminates.

### 3.04 FIELD QUALITY CONTROL

- A. Install skylight, adhesive skylight underlayment, and flashing in accordance with manufacturer's installation instructions.

ACCEPTANCE CERTIFICATION

Project: \_\_\_\_\_

A. Project Address: \_\_\_\_\_

B. Material and/or Product: \_\_\_\_\_

C. Project Specification Section: \_\_\_\_\_

General Contractor:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

Subcontractor / Installer:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

Material and/or Product Manufacturer:

A. Company Name: \_\_\_\_\_

B. Company Representative's Name \_\_\_\_\_:

C. Signature and Date: \_\_\_\_\_

1. I have fully examined and understand the drawings and specifications and the site conditions which are relevant to this work. To the best of my ability and knowledge, I believe the material/products herein submitted are in full compliance with the drawings and specifications. Further, I have confirmed that the site conditions and the material/products herein submitted comply with requirements for installation tolerances, applicable codes, and other conditions affecting performance of this material/product and its incorporation into the work.
2. Attached are any conditions detrimental to the performance of this material/product and its incorporation into the work. Also attached are any requirements or provisions of the drawings and specifications which in my opinion are inconsistent, incompatible, or otherwise inappropriate for the performance of this material/product and its incorporation into the work. If there are no comments below, or if this form is not submitted, then the General Contractor accepts responsibility for the statement in paragraph 1 above.

END OF SECTION 08 62 00

SECTION 02 40 00 - SELECTIVE REMOVAL & DISPOSAL

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Comply with EPA regulations and hauling and disposal regulations of authorities having jurisdiction. Comply with ANSI A10.6 and NFPA 241.
- B. Photographs: Show existing conditions of adjoining construction and site improvements, including finish surfaces. Submit before Work begins.
- C. Owner will occupy building immediately below removal area. Conduct work so Owner's operations will not be disrupted.
- D. It is not expected that hazardous materials will be encountered in the Work. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 DEMOLITION

- A. Requirements for Building Use: Maintain existing building systems and structure. Building will be occupied during the work. Maintain and protect existing entrances and exits.
- B. Scope of removal shall be limited to roofing materials. See roofing specifications for scope of removal.
- C. Maintain weather tight roof condition during all phases of work. Provide temporary weather protection to prevent water leakage and damage to structure and interior areas.
- D. Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- E. Promptly remove waste materials from Project site and legally dispose of them. Do not burn demolished materials.
- F. Clean adjacent structures and improvements of dust, dirt, and debris caused by removal operations. Return adjacent areas to condition existing before demolition operations began.

END OF SECTION 02 41 19

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Use Charges: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated.
- B. The Contractor shall not have access to any of the Owner's building systems (such as but not limited to water, electric, etc).

PART 2 - PRODUCTS

2.1 TEMPORARY FACILITIES

- A. Provide field offices, storage and fabrication sheds, toilet facility and other support facilities as necessary for construction operations. Store combustible materials apart from building.

PART 3 - EXECUTION

3.1 TEMPORARY UTILITY INSTALLATION

- A. Notify the Owner if any of the existing building systems or staff operations will need to be interrupted. Schedule such interruptions with Owner (two week advance notice).
- B. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with regulations and health codes for type, number, location, operation, and maintenance of fixtures and facilities.
- C. The Contractor shall not have access to the interior of the building during construction unless necessary, such as skylight replacement.

3.2 SUPPORT FACILITIES INSTALLATION

- A. Contractor signs shall not be permitted.
- B. Waste Disposal Facilities: Provide waste-collection chutes and containers adequate to safely handle waste from construction operations. Comply with requirements of authorities having jurisdiction.

### 3.3 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- B. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- C. Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
- D. Install and maintain temporary fire-protection facilities. Comply with NFPA 241.

### 3.4 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion.

END OF SECTION 015000

SECTION 01 42 00 - REFERENCES

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- B. Abbreviations and Acronyms: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00

SECTION 00 11 00 – CONTRACTOR'S GENERAL WARRANTY

The undersigned Contractor hereby warrants, in accordance with the applicable provisions and terms set forth in the Contract Documents, all materials and workmanship incorporated into this Project against any and all defects due to faulty materials or workmanship or negligence for a period of at least **12 months**, or such longer periods as set forth in the Contract Documents, from the effective date of Substantial Completion.

This Warranty shall be binding where defects occur due to normal usage conditions and does not cover willful or malicious damage, damage caused by acts of God or other casualty beyond the control of the Contractor.

This Warranty shall be in addition to other warranties and guarantees set forth in the Contract Documents, and shall not act to constitute a waiver of additional protection of the Owner afforded, where applicable, by consumer protection and product liability provisions of law, and these stipulations shall not constitute waiver of any additional rights or remedies available to the Owner under the law.

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

Name:

Title:

Date:

Corporate Seal:

Subscribed and sworn before me this

\_\_\_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_  
(Notary Public)

END OF SECTION 00 11 00

## SECTION 01 20 00 - PRICE AND PAYMENT PROCEDURES

### PART 1 - GENERAL

#### 1.1 DRAWINGS

- A. The drawings are provided for reference only. The bidders shall visit the site prior to bidding to establish the quantity of material needed to complete the project.

#### 1.2 ALTERNATES

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the Base Bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

#### 1.3 CONTRACT MODIFICATION PROCEDURES

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time as required.
- B. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work.
  - 1. Proposal Requests are not instructions either to stop work in progress or to execute the proposed change.
  - 2. Within two weeks, the contractor shall submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time.
- C. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect.
- D. On Owner's approval of a Proposal Request, the Contractor will issue a Change Order for signatures of Owner and Contractor [on AIA Document G701 or similar form], for all changes to the Contract Sum or the Contract Time.



1.4 PAYMENT PROCEDURES

- A. Submit a Schedule of Values at least seven days before the initial Application for Payment. Break down the Contract Sum into line items similar to the Bid Form. Coordinate the schedule of values with Contractor's construction schedule.
  - 1. Arrange schedule of values consistent with format of AIA Document G703 or similar form.
  - 2. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
- B. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 or similar forms, 8.5"x11" horizontal format.
- C. Submit three copies of each application for payment according to the schedule established in Owner/Contractor Agreement.
  - 1. With each Application for Payment, submit waivers of mechanic's liens from subcontractors, and suppliers for construction period covered by the previous application.
  - 2. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
    - a. Include insurance certificates, proof that taxes, fees, and similar obligations were paid, and evidence that claims have been settled.
    - b. Include consent of surety to final payment on AIA Document G707.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. TBD.

END OF SECTION 01 20 00

## LIST OF SUBCONTRACTORS

I do \_\_\_\_\_, do not \_\_\_\_\_, propose to subcontract some of the work on this project. I propose to subcontract work to the following subcontractors: **NOTE: M/WBE PARTICIPATION.**

[illegible]

**SIGNED:**\_\_\_\_\_

**CONTRACTOR**

**ATTACHMENT A**

**DRUG - FREE WORKPLACE CERTIFICATION**

THE UNDERSIGNED CERTIFIES THAT THE PROVISIONS OF CODE SECTIONS 50-24-1 THROUGH 50-24-6 OF THE OFFICIAL CODE TO GEORGIA ANNOTATED, RELATED TO THE **\*\*DRUG-FREE WORKPLACE\*\***, HAVE BEEN COMPLIED WITH IN FULL. THE UNDERSIGNED FURTHER CERTIFIES THAT:

1. A Drug-Free Workplace will be provided for the employees during the performance of the contract; and
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_ (CONTRACTOR) certifies to Chatham County that a Drug-Free Workplace will be provided for the employees during the performance of this contract known as **REPLACEMENT OF ROOF ON THE ADMINISTRATIVE/LEGISLATIVE COURTHOUSE** (PROJECT) pursuant to paragraph (7) of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
DATE

## ATTACHMENT B

### PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presence, that I (We), \_\_\_\_\_  
Name

\_\_\_\_\_, \_\_\_\_\_  
Title Name of Bidder

(herein after Company) in consideration of the privilege to bid/or propose on the following Chatham County project procurement **REPLACEMENT OF ROOF ON THE ADMINISTRATIVE/LEGISLATIVE COURTHOUSE** hereby consent, covenant and agree as follows:

- (1) No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
- (3) In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
- (4) That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

B-1

## ATTACHMENT C

### DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.

---

2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.

---

3. List any convictions or civil judgments under states or federal antitrust statutes.

---

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

---

5. List any prior suspensions or debarments by any governmental agency.

---

6. List any contracts not completed on time.

---

7. List any penalties imposed for time delays and/or quality of materials and workmanship.

---

8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.

---

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority

of \_\_\_\_\_, declare under oath that

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

the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_ by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_

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

DPC Form #45

## ATTACHMENT D

### CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

## SUBCONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



**ATTACHMENT E**

**CHATHAM COUNTY, GEORGIA**

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Bidder must verify Sub-Tier Contractors and Suppliers are not debarred, suspended, ineligible, pending County litigation or pending actions from any of the above government entities.

Certification - the above information is true and complete to the best of my knowledge and belief.

---

(Printed or typed Name of Signatory)

---

(Signature)

---

(Date)

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

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**END OF DOCUMENT Mod. CC P & C 6/2005**

**ATTACHMENT F**

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Participation Report**

Name of Bidder:\_\_\_\_\_

Name of Project:\_\_\_\_\_

Bid No:\_\_\_\_\_

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total \_\_\_\_\_%

WBE Total \_\_\_\_\_%

M/WBE Combined \_\_\_\_\_%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature\_\_\_\_\_ Print\_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

ATTACHMENT G

***Systematic Alien Verification for Entitlements (SAVE)  
Affidavit Verifying Status for Chatham County Benefit Application***

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 et seq.) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant:

Date

\_\_\_\_\_  
Printed Name:

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires:

**ATTACHMENT H**

**Construction Apprentice Program Documentation**

(must be submitted to Arneja Riley County MWBE Coordinator with 1<sup>st</sup> Pay Request)

Contractor\_\_\_\_\_

Name of Project\_\_\_\_\_

Contract No.\_\_\_\_\_

1) Contractor has contact CAP office to determine availability of specific labor classes which may be utilized for the project:

Date of Inquiry	# of Available Participants
_____	_____

2) Anticipated number of CAP students that will be hired and related trade category:

# _____	Trade Category_____
# _____	Trade Category_____
# _____	Trade Category_____

3) If CAP students are not anticipated to be hired for this project, the contractor must briefly explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any questions regarding the Construction Apprentice Program and available participant labor should be directed to Tara Sinclair at (912) 604-9574.

**REFERENCE FORM**

**REFERENCES - \$499,999 or less:** On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

- a. Project Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City and State: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_
- \*Architect or Engineer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_
- b. The awarded bid amount and project start date. \_\_\_\_\_
- c. Final cost of project and completion date. \_\_\_\_\_
- d. Number of change orders. \_\_\_\_\_
- e. Contracted project completion in days. \_\_\_\_\_
- f. Project completed on time. Yes \_\_\_ No \_\_\_ Days exceeded \_\_\_\_\_.
- g. List previous contracts your company performed for Chatham County by Project Title, date and awarded/final cost. \_\_\_\_\_
- h. Has contractor ever failed to complete a project? \_\_\_\_ If so, provide explanation. \_\_\_\_\_
- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? \_\_\_\_ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution. \_\_\_\_\_

**REFERENCE FORM**

**REFERENCES - \$499,999 or less:** On July 25, 2003 the Board of Commissioners directed that all construction projects with a bid of \$499,999 or less, for bidders to be responsive each must provide information on the most recent three (3) projects with similar scope of work as well as other information to determine experience and qualifications as follows. If the contractor has performed any work for the Chatham County Board of Commissioners within the last five (5) years, at least one (1) of the three (3) owner references must be from the appropriate party within the Chatham County Government

- a. Project Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City and State: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
  
 \*Architect or Engineer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_
- b. The awarded bid amount and project start date. \_\_\_\_\_
- c. Final cost of project and completion date. \_\_\_\_\_
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- a. Project Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City and State: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone & Fax: \_\_\_\_\_
- \*Architect or Engineer: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
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- b. The awarded bid amount and project start date. \_\_\_\_\_
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- i. Have any projects ever performed by contractor been the subject of a claim or lawsuit by or against the contractor? \_\_\_\_\_ If yes, please identify the nature of such claim or lawsuit, the court in which the case was filed and the details of its resolution.

## CHECKLIST FOR SUBMITTING BID

**Sign below and submit this sheet with Bid**

**NOTE: All of the following items must be submitted with your Bid to be considered “responsive”.**

1. ACKNOWLEDGMENT OF ANY/ALL **ADDENDUMS** (Page 3 of ITB).
2. **ORIGINAL SURETY BOND** (5% OF BID) ALONG WITH SURETY REQUIREMENTS SHEET FILLED OUT (Page 23 of ITB).
3. BID SHEET COMPLETELY FILLED OUT AND SIGNED.
4. **“LIST OF SUBCONTRACTORS” SHEET** FILLED OUT WITH ALL SUBCONTRACTORS AND SUPPLIERS.
5. **“% TO MBE SUBCONTRACTORS/SUPPLIERS’ SHEET** COMPLETELY FILLED OUT SHOWING \$ AMOUNT AS WELL AS % OF PROJECT THAT IS PROJECTED TO GO TO MBE/WBE SUBCONTRACTORS/SUPPLIERS.
6. SECTION 2.31 OF ITB - **REFERENCES**: Read this section and submit the correct number of “References” (based on total dollar amount of project) Note: Supply ALL the information that is requested for each Reference. NOTE: *Forms for Reference Information are attached to this Bid Package.*
7. **COMPLETE AND SUBMIT ALL ATTACHMENTS TO THE ITB (Attachments A thru H).**  
**\*D-2 MUST BE FILLED OUT FOR EACH SUBCONTRACTOR.**
8. **SUBMIT A COPY OF YOUR BUSINESS TAX CERTIFICATE.**

\_\_\_\_\_  
NAME/TITLE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
FAX NUMBER



LEGAL NOTICE

CC NO. 165171

**Invitation to Bid**

Sealed Bids will be received until **2:00 P.M. on MARCH 8, 2012** and publicly opened in **Chatham County Purchasing & Contracting Department, at The Chatham County Citizens Service Center, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406**, for: **BID NO : 12-0011-7- REPLACEMENT OF ROOF ON THE CHATHAM COUNTY ADMINISTRATIVE LEGISLATIVE COURTHOUSE.**

**MANDATORY PRE-BID CONFERENCE: 10:00 A.M. FEBRUARY 28, 2012. Conference will be held on-site at the Chatham County Administrative/Legislative Courthouse, 124 Bull Street, 3<sup>rd</sup> floor conference room, Savannah, Georgia ,31401. Your attendance is MANDATORY.**

The Bid Package can be downloaded and printed from the County Purchasing and Contracting website <http://purchasing.chathamcounty.org>.

**All firms requesting to do business with Chatham County must also register on-line at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Robin Maurer at (912) 790-1623.**

Bid Bond shall be required at the time of bid. (5% of total bid)

Payment and Performance Bonds (100% of bid) will be required for this project at the time of contract award.

CHATHAM COUNTY HAS THE AUTHORITY TO REJECT ALL BIDS AND WAIVE MINOR FORMALITIES.

**"CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS"**

---

MARGARET H. JOYNER, PURCHASING AGENT

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SAVANNAH NEWS/PRESS INSERT: Feb 7, Feb 23, 2012

Please send affidavit to:

Chatham County Purchasing & Contracting Department

1117 Eisenhower Drive

Suite C

Savannah, Georgia 31406

(912) 790-1623