



The following is a Cooperative Solicitation, released via Mary C. O'Brien Accommodation School/Pinal County ESA as the lead agency of 1Government Procurement Alliance:

## Invitation for Bid # 21-06P Roofing Services

**Bid Due Date and Time:** February 18, 2021 at 10:30 A.M. Arizona Time

**IFB Opening Location:** 1Government Procurement Alliance (1GPA)  
1910 W. Washington Street  
Phoenix, Arizona, 85009

**Last Day for Questions:** February 11, 2021

**Pre-Bid Conference:** None

In accordance with the Arizona procurement code and rules, Competitive Sealed Bids for the materials or services specified will be received by 1GPA, at the above specified location, until the time and date cited. Bids received by the correct time and date shall be opened and the vendor's name and pricing shall be publicly read. All other information contained in the Bid shall remain confidential until award is made.

Solicitations shall be in the actual possession of 1GPA on or prior to the time and date, and at the location indicated above. Late solicitations shall not be considered.

Solicitations must be submitted in a sealed envelope or package with the Invitation for Bid number and the Bidders name and address clearly indicated on the envelope or package. Additional instructions for preparing a solicitation are provided herein. Bidders are strongly encouraged to carefully read the entire solicitation document.

Questions regarding this Invitation for Bid should be directed to:

Rebecca Seifert, Procurement Specialist

Email: [rseifert@1gpa.org](mailto:rseifert@1gpa.org)

Phone: 866-306-3893

Jill Broussard

Jill Broussard, Superintendent  
Pinal County ESA

Christy Knorr

Christy Knorr, Vice President  
1Government Procurement Alliance (1GPA)

Date Issued: January 13, 2021

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## DOCUMENTS REFERENCED

You may access a complete copy of the documents referenced within this solicitation at the following web addresses:

### **Arizona:**

Arizona Revised Statutes (A.R.S.) is available at  
<http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp>

The Arizona School District Procurement Rules in the Arizona Administrative Code (A.A.C.) is available at  
[http://apps.azsos.gov/public\\_services/Title\\_07/7-02.pdf](http://apps.azsos.gov/public_services/Title_07/7-02.pdf)

### **All Other States:**

For a full listing of Intergovernmental Purchasing Statutes by state, [Click Here](#) to be re-directed to 1GPA website available at:  
<http://1gpa.org/state-statutes/>

Local Governments website (USA.gov): [http://www.usa.gov/Agencies/Local\\_Government/Cities.shtml](http://www.usa.gov/Agencies/Local_Government/Cities.shtml)

### **Federal:**

I.R.S. W-9 form (Request for Taxpayer I.D. Number) is available at  
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Education Department General Administrative Regulations (EDGAR), 2 C.F.R. §§ 200.318-326  
<https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/xml/CFR-2014-title2-vol1-part200-subpartD.xml>

## INTRODUCTION

### Who are we?

1Government Procurement Alliance (1GPA), is a non-profit national governmental purchasing cooperative which allows public agencies to take advantage of existing contracts to purchase the goods and services they need from local and national vendors.

Eligible using members include school districts, charter schools, universities, colleges, cities, towns, municipalities, counties, states, local governments, federal government, Native American communities, fire districts, and any other political subdivision.

### What do we do?

We provide contracts for a broad range of commodities and services that are available to the Cooperative eligible members through a government purchasing cooperative or Interlocal agreement. All of our contracts are competitively procured and awarded in compliance with state statutes, procurement laws and regulations.

Contracts are approved and awarded by 1GPA's lead governmental entities and are only available for use and benefit of all entities complying with state procurement laws and regulations.

### Why are we preferred?

The Cooperative's pooled purchasing power means public and private schools, cities, counties and state agencies, non-profits, as well as colleges, universities and Native American communities **can save actual budget dollars** on our contracts utilizing best business practices.

Our agency is dedicated to negotiating the best contracts with the best firms locally or nationally to ensure our members receive quality products and services at the best price.

We service our members by providing in-house knowledge of public procurement practices in conjunction with quality business practices to mainstream the purchasing process for large and complex solicitations that can take up to 6 to 12 months for our members on their own.

We pride our firm on our commitment to compliance, innovation, and collaboration.

**As a government purchasing cooperative, 1GPA offers its Members access to a broad range of vendors whose goods and services have been competitively procured by 1GPA, in coordination with its governmental lead agencies. When conducting competitive solicitations, 1GPA takes all steps necessary to comply with federal, state and local procurement laws applicable to both the Lead Agency identified in the solicitation, as well as to 1GPA. Each Member must make its own independent determination as to (1) whether the Member may, under laws applicable to the Member, lawfully purchase particular goods or services through purchasing cooperatives, and (2) whether the Member must comply with any additional procedures required under laws applicable to the Member prior to completing a cooperative purchase. 1GPA makes no representations or warranties to its Members, or to any vendors, regarding such matters.**

## BIDDER'S BID AND CONTRACT ACCEPTANCE

The Undersigned hereby certifies understanding and compliance with the requirements in the General Terms and Conditions. Bidder further agrees to furnish the material and/or service in compliance with all terms, conditions, specifications, and amendments in the solicitation and any written exceptions in the Bid.

\_\_\_\_\_  
Federal Employer Identification Number

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
City, State Zip

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

\_\_\_\_\_  
Company Telephone Number

\_\_\_\_\_  
Title

\_\_\_\_\_  
Accounting / AP Contact Name

\_\_\_\_\_  
Primary Email (for Contract Inquiries)

\_\_\_\_\_  
Accounting / AP Email

### Authorized Signature

The Contractor shall not commence any billable work or provide any material or service under this contract until Contractor receives a purchase order/contract from a 1GPA member. The Contractor agrees to comply with the requirements of submitting Usage Reports and Purchase Orders and/or Contracts to 1GPA. The contractor shall provide monthly or quarterly (arrangements to be made with 1GPA) reconciliation reports based on all contract activity to 1GPA. Contractor will be invoiced from these reports. Invoices are due upon receipt.

## 1GPA'S BID AND CONTRACT ACCEPTANCE

The Bid is hereby accepted:

The Contractor is now bound to sell the materials and/or services offered to and accepted by 1GPA in accordance with the solicitation, including all terms, conditions, specifications, amendments, etc.

**This contract shall henceforth be referred to as 21-06P- , Roofing Services**

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2021

This contract shall be effective this \_\_\_\_\_ day of \_\_\_\_\_ 2021

### 1GPA

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

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

**Approved By: Mary C. O'Brien Accommodation School/Pinal County ESA**

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

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

## DEFINITION OF TERMS

A complete list of definitions can be found in the Arizona Administrative Code R7-2-1001. The terms listed below are defined as follows:

**“Attachment”** means any item the Solicitation requires the Bidder to submit as part of the Bid.

**“Bidder”** means a person submitting a Bid in response to an Invitation for Bids

**“Contract”** means the combination of the Solicitation, including the Special Instructions to Bidders, Special Terms and Conditions, and the Specifications and Statement or Scope of Work/Services; the Bid; and any Solicitation Amendments or Contract Amendments, and Member purchase orders.

**“Contract Amendment”** means a written document signed by the 1GPA that is issued for the purpose of making changes in the Contract.

**“Contractor”** means any person who has a Contract with the 1GPA.

**“Cost”** means the aggregate cost of all materials and services, including labor performed by force account.

**“Days”** means calendar days and shall be computed pursuant to A.R.S. 1-243.

**“Exhibit”** means any item labeled as an Exhibit in the Solicitation or placed in the Exhibits section of the solicitation.

**“Governing Body”** means any group comprised of elected or appointed officials, such as School District Governing Boards, City Councils, County Supervisors, Board of Regents, etc., which has the authority to make fiduciary decisions for a Member organization.

**“Gratuity”** means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

**“Materials”** means all property, including equipment, supplies, printing, insurance and leases of property but does not include land, a permanent interest in land or real property or leasing space.

**“Member”** means the non-profit entities, public and private schools (including independent school districts and charter schools), education service centers, colleges, universities, municipalities, counties, political subdivisions, and other governmental entities and agencies throughout the United States that have followed local governing authority allowing them to utilize contracting vehicles procured and administered by 1GPA.

**“Offer”** means a response to a Solicitation.

**“Offeror”** means a person submitting an offer in response to a Solicitation.

**“Person”** means any corporation, business, individual, union, committee, club, other organization or group of individuals.

**“Procurement Officer”** means the person duly authorized to enter into and administer Contracts and make written determinations with respect to this Solicitation or his or her designee.

**“Purchase Order or PO”** means the agreed-upon purchase order or other form of binding contract document between the 1GPA member and the Vendor which is used in making a purchase under a 1GPA contract.

**“Responsible Bidder or Offeror”** means a person who at the time of contract award has the capability to perform the Contract requirements with the integrity and reliability which will assure good faith performance.

**“Responsive Bidder or Offeror”** means a person who submits a bid or proposal which conforms in all material respects to the Invitation for Bids or Request for Proposals.

**“Services”** means the furnishing of labor, time or effort by a contractor or subcontractor which does not involve the delivery of a specific end product other than required reports and performance, but does not include employment agreements or collective bargaining agreements.

**“Solicitation”** means an Invitation for Bids (“IFB”), a Request for Proposal (“RFP”), or a Request for Quotations (“RFQ”).

**“Solicitation Amendment”** means a written document that is authorized by the Procurement Officer and issued for the purpose of making changes to the Solicitation.

**“Subcontract”** means any Contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Contract.

## UNIFORM INSTRUCTIONS TO BIDDERS

### 1. Inquiries

- A. **Duty to Examine** - It is the responsibility of each Bidder to examine the entire Solicitation, seek clarification in writing, and check its Bid for accuracy before submitting the Bid. Lack of care in preparing a Bid shall not be grounds for withdrawing the Bid after the Bid due date and time nor shall it give rise to any Contract claim.
- B. **Solicitation Contact Person** - Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation, shall be directed solely to the Solicitation contact person.
- C. **Submission of Inquiries** - Questions and/or clarifications concerning this IFB will be accepted in writing through February 11, 2021 by 5:00 p.m. Request may be transmitted via facsimile or email. Written responses to all written inquiries will be provided and distributed to all recipients of this IFB. Responses and addenda to this IFB, if necessary, are scheduled to be issued by February 12 2021 by 5:00 p.m. No Bidder may rely upon oral responses made by any 1GPA employee or any representative. Questions and/or clarifications concerning this IFB shall be directed to Rebecca Seifert, Procurement Specialist, [rseifert@1GPA.org](mailto:rseifert@1GPA.org), or Fax 602-663-9515.
- D. **Solicitation Amendments/Addenda** - The Solicitation shall only be modified by a Solicitation Amendment or Addendum. 1GPA will not be responsible for Bidders adjusting their Bid based on oral instructions by any member of 1GPA or lead District Personnel.
- E. **Pre-Bid Conference** - If a Pre-Bid Conference has been scheduled under this Solicitation, the date, time, and location shall appear on the Solicitation cover sheet or elsewhere in the Solicitation. A Bidder should raise any questions it may have about the Solicitation or the procurement at that time. A Bidder may not rely on any verbal responses to questions at the conference. Material issues raised at the conference that result in changes to the Solicitation shall be answered solely through a written Solicitation Amendment or Addendum.
- F. **Bid Opening:** Bids shall be opened on the date and time, and at the place designated on the cover page of this document, unless amended in writing by 1GPA. The name of each Bidder and the pricing submitted will be read at this time. All Bids and any modifications and other information received in response to the Invitation for Bid shall be shown only to authorized 1GPA personnel having a legitimate interest in the evaluation. After contract award, the Bids and evaluation document shall be open for public inspection.
- G. **Time Stamp:** Bids will be time stamped when received. They will be accepted up to but no later than the time indicated in the Invitation for Bid (IFB). Bids received after the time stated in the IFB will not be considered and will remain unopened. Bidders assumes the risk of any delay in the U.S. Mail. Whether sent by mail or by means of personal delivery, the Bidder assumes responsibility for having his Bid deposited on time at the place specified.
- H. **Persons with Disabilities** - Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Solicitation contact person. Requests shall be made as early as possible to allow time to arrange the accommodation.

### 2. Bid Preparation

- A. **Forms:** - A Bid shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document for the forms provided in this Solicitation will be legible and contain the same information requested on the form.
- B. **Typed or Ink Corrections.** - The Bid should be typed or in ink. Erasures, interlineations or other modifications in the Bid should be initialed in ink by the person signing the Bid. Modifications shall not be permitted after Bids have been opened except as otherwise provided under R7-2-1030.
- C. **Signature(s) on Bids** - The Bid and Contract Acceptance document should be submitted with an original ink signature by the person authorized to sign the Bid. Failure to sign the Bid and Contract Acceptance document may result in rejection of the Bid.
- D. **Exceptions to Terms and Conditions** - All exceptions included with the Bid shall be submitted in a clearly identified separate section of the Bid in which the Bidder clearly identifies the specific paragraphs of the Solicitation where the

## UNIFORM INSTRUCTIONS TO BIDDERS

exceptions occur. Any exceptions not included in such a section shall be without force and effect in any resulting Contract unless such exception is specifically referenced by the Procurement Officer in a written statement. The Bidder's preprinted or standard terms will not be considered as a part of any resulting Contract. A Bid that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.

- E. **Subcontracts** - Bidder shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Bid.
- F. **Cost of Bid Preparation** - 1GPA will not reimburse any Bidder the cost of responding to a Solicitation.
- G. **Solicitation Amendments/Addenda** - Unless otherwise stated in the Solicitation, each Solicitation Amendment or Addendum should be acknowledged by the person signing the Bid. Failure to acknowledge a material Solicitation Amendment or Addendum or to follow the instructions for acknowledgement of the Solicitation Amendment/Addendum may result in rejection of the Bid.
- H. **Provision of Tax Identification Numbers** - Bidders are required to provide their Arizona Transaction Privilege Tax number and/or Federal Tax Identification number, if applicable, in the space provided on the Bid and Acceptance form and provide the tax rate and amount, if applicable, on the Price Sheet.
- I. **Taxes:**
  - 1. **Federal Excise Tax** - Arizona School Districts/public entities are exempt from certain Federal Excise Tax on manufactured goods.
  - 2. **Transaction Privilege Taxes** - Arizona School Districts/public entities are subject to all applicable state and local transaction privilege taxes. Transaction Privilege Taxes in Arizona include State, County and City taxes.
  - 3. **Property Taxes** - Arizona School Districts/public entities do not pay state property taxes.
  - 4. **Taxes on Shipping** - Transaction privilege tax may not be collected on delivery charges to the Member's location if separately stated on the invoice.
  - 5. **Payment of Taxes** – Member is responsible for payment for all taxes listed on the invoice. Contractor is responsible for collection such taxes and shall forward all taxes to the proper revenue office.
- All Other States** - Other states may have different tax requirements and laws. The tax laws in each state shall be followed by the awarded vendor. It is the responsibility of the vendor to be familiar with the laws and statutes in the state in which they are conducting business.
- J. **Disclosure** - If the firm, business, or person submitting this Bid has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any Federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Bidder shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Bid. The Bidder shall include a letter with its Bid setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.
- K. **Solicitation Order of Precedence** - In the event of a conflict in the provisions of this Solicitation and any subsequent contracts, the following shall prevail in the order set forth below:
  - 1. Addenda/Amendments;
  - 2. Special Terms and Conditions;
  - 3. Uniform General Terms and Conditions;
  - 4. Scope of Work/Specifications;



## UNIFORM INSTRUCTIONS TO BIDDERS

5. Attachments;
6. Exhibits;
7. Special Instructions;
8. Uniform Instructions to Bidders.

- L. **Delivery** - Unless stated otherwise in the Solicitation, all prices shall be F.O.B. Destination and shall include all delivery and unloading at the destination(s). Contractor shall provide delivery of goods, and/or performance of services in accordance with the needs of the 1GPA Member. Products delivered must conform to the products listed under this contract and may not be substituted with nonconforming products. Contractor agrees to pay for and arrange for return of goods that are defective.

### 3. Submission of Bid

- A. **Sealed Envelope or Package** - Each Bid shall be submitted to the location identified in this Solicitation, in a sealed envelope or package that identifies its contents as a Bid and the Solicitation number to which it responds. The appropriate Solicitation number should be plainly marked on the outside of the envelope or package.
- B. **Electronic Submission** - If determined by 1GPA that electronic submission of Bids is advantageous, 1GPA will include the electronic submission requirements as well as if the electronic submission is mandatory or optional in the Special Instructions, Terms and Conditions section of the solicitation. Unless otherwise instructed, a facsimile or electronically submitted Bid shall be rejected.
- C. **Bid Amendment or Withdrawal** – A Bidder may modify or withdraw a Bid in writing at any time before Bid opening if the modification or withdrawal is received before the Bid due date and time at the location designated in the Solicitation. A Bid may not be amended or withdrawn after the Bid due date and time except as otherwise provided under R7-2-1028.
- D. **Public Record/Confidentiality** - Under applicable law, all Bids submitted and opened are public records and must be retained by 1GPA. Bids shall be open to public inspection after Contract award, except for such Bids deemed to be confidential by 1GPA pursuant to R7-2-1006.

If Bidder believes that its Bid contains trade secrets or other proprietary data not be disclosed as otherwise required by A.R.S. §39-121, a statement advising 1GPA of this fact shall accompany the Bid, and the information shall be so identified wherever it appears. Requests to deem the entire Bid as confidential, contract terms and conditions, pricing, and information generally available to the public are not considered confidential information under this Section.

- E. **Certification** - By signing the Bid and Acceptance form or other official contract form, the Bidder certifies that:
1. The prices 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; the prices which have been quoted have not been nor will not be disclosed directly or indirectly to any other Bidder or to any competitor; nor attempt has been made or will be made to induce any person or firm to submit or not to submit, a Bid for the purpose of restricting competition. It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Bid and that the Bidder has taken steps and exercised due diligence to ensure that no violation of A.R.S. § 15-213(O) has occurred; and
  2. It does not discriminate against any employee, applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders regarding employment, including, Federal Executive Order 11246, Arizona State Executive Order 99-4, 2000-4, A.R.S. §41-1461 through 1465; and
  3. The Bidder warrants that it and all proposed subcontracts will maintain compliance with Federal Immigration and Nationality Act (FINA), ARS § 41-4401 and § 23-214, and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with Federal immigration laws by employers, contractors and subcontractors in accordance with the E-Verify Employee Eligibility Verification Program; and

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4. The Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted Bid. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Bid. Signing the Bid with a false statement shall void the Bid, any resulting contract and may be subject to legal remedies provided by law; and
5. By submission of this Bid, that neither it 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 or otherwise lawfully prohibited from participating in any public procurement activity, including, but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body; and
6. By submission of this Bid, that no Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a Cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal Contract, grant, loan or cooperative agreement; and
7. In accordance with ARS § 35-392, the Bidder is in compliance and shall remain in compliance with the Export Administration Act.
8. The Bidder warrants that it and all proposed subcontracts are not currently engaged in, and agrees for the duration of this Contract/Agreement that it will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393 and Texas Gov't Code 2270.002.
9. The Offeror warrants that it shall comply with the fingerprinting requirements, unless otherwise exempted, in accordance with A.R.S. § 15-512.

### 4. Additional Information

- A. **Unit Price Prevails** - Where applicable, in the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.
- B. **Taxes** - The amount of any applicable transaction privilege or use tax of a political subdivision of the state of Arizona is not a factor in determining the lowest Bidder.
- C. **Late Bids, Modifications or Withdrawals** - A Bid, Modification or Withdrawal submitted after the exact Bid due date and time shall not be considered except under the circumstances set forth in R7-2-1028(B).
- D. **Disqualification** - The Bid of a Bidder who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity may be rejected.
- E. **Bid Acceptance Period** - A Bidder submitting a Bid under this Solicitation shall hold its Bid open for the number of days from the due date that is stated in the Solicitation. If the Solicitation does not specifically state a number of days for the Bid acceptance, the number of days shall be ninety (90).
- F. **Payment** - Payments shall comply with the requirements of A.R.S. Titles 35 and 41, Net 30 days. Upon receipt and acceptance of goods or services, the Contractor shall submit a complete and accurate invoice for payment within thirty (30) days.
- G. **Waiver and Rejection Rights** - Notwithstanding any other provision of the solicitation, 1GPA reserves the right to:
  1. Waive any minor informality;
  2. Reject any and all Bids or portions thereof; or
  3. Cancel the Solicitation.

## UNIFORM INSTRUCTIONS TO BIDDERS

### 5. Award

- A. **Number or Types of Awards** - Where applicable, the 1GPA reserves the right to make multiple awards or to award a Contract by individual line item, by a group of line items, or categories, by an incremental award, by region, or by location, as indicated within the Special Instructions, Terms and Conditions. The award will be limited to the least number of Bidders that 1GPA determines is necessary to meet the needs of its Members.
- B. **Contract Inception** - A Bid does not constitute a Contract nor does it confer any rights on the Bidder to the award of a Contract. A Contract is not created until the Bid is accepted in writing by 1GPA and the Lead Agency with an authorized signatures on the Bid and Acceptance form. A letter or other notice of award or of the intent to award shall not constitute acceptance of the Bid.
- C. **Effective Date** - The effective date of this Contract shall be the date that 1GPA and the Lead Agency signs the Bid and Acceptance form or other official contract form, unless another date is specifically stated in the Contract.

### 6. Protests

A protest shall comply with and be resolved according to Arizona Department of Education School District Procurement Code Rule A.A.C. R7-2-1141 through R7-2-1153. Protests shall be in writing and be filed with 1GPA/lead agency representative, Christy Knorr, Vice President.

- A. Protest shall include:
  - 1. The name, addresses, and telephone number of the interested party;
  - 2. The signature of the interested party or the interested party's representative;
  - 3. Identification of the purchasing agency and the Solicitation or Contract number;
  - 4. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
  - 5. The form of relief requested.
- B. The interested party shall supply any other information requested by 1GPA or lead agency within 10 days of the request.
- C. The interested party may file a written request with the district representative for an extension of the time limit for providing additional information set forth in subsection (B). The written request shall be filed before the expiration of the time limit set forth in subsection (B) and shall set forth good cause as to the specific reason that the interested party is unable to provide the additional information with the 10 days. The district representative shall approve or deny the request in writing, state the reasons for the determination, and if an extension is granted, set forth a new date for submission of the filing.
- D. Protests based upon alleged improprieties in a solicitation that are apparent before the due date and time for responses to the Solicitation, shall be filed before the due date and time for responses to the Solicitation.
- E. In cases other than those covered in section D of the section, the interested party shall file the protest within 10 days after 1GPA makes the procurement file available for public inspection.
- F. The interested party may file a written request for an extension of the time limit for protest filing. The written request for an extension shall be filed with the 1GPA Representative before the expiration of the time limit and shall set forth good cause as to the specific action or inaction of 1GPA that resulted in the interested party being unable to file the protest within the 10 days. The 1GPA representative shall approve or deny the request in writing, state the reasons for the determination, and, if an extension is granted, set forth a new date for submission of the filing.

## UNIFORM TERMS AND CONDITIONS

### 1. Cooperative Purchasing –

- A. **Cooperative Purchasing** - This contract is based on the need for 1GPA to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to schools and other Members. Although contractors may restrict sales to certain public units (e.g. state agencies, local government units), any contract that prohibits sales from being made to public school districts may not be considered. Sales without restriction to any members are preferred.
- B. **Cooperative Purchasing Agreements** - Cooperative Purchasing Agreements between 1GPA and its Members have been established under all procurement laws.
- C. **Cooperative Purchasing Contracts** - Bidder agrees all prices, terms, warranties, and benefits granted by Bidder to Members through this contract are comparable to or better than the equivalent terms offered by Bidder to any present customer meeting the same qualifications or requirements.

Nothing in this solicitation is intended to establish a most favored customer relationship between 1GPA and contractor. Contractor may respond to any solicitation without regard to this contract. If contractor offers lower prices to any of its other customers, it may lower its prices to 1GPA at the same time by written notice.

- D. **Non-Exclusive Contract** - Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of 1GPA members. 1GPA and its membership reserve the right to obtain like goods and services from other sources.
- E. **Lead Agency** - A Lead Agency is a well-established and well respected government agency who facilitates the competitive bidding process by being a part of the process from start to finish. The Lead Agency also provides Board Approval for the award of contracts resulting from each Solicitation. The Lead Agency for this IFB is Mary C. O'Brien Accommodation School/Pinal County ESA.

### 2. Contract Interpretation

- A. **Application of Law** - The Arizona Procurement Code, Title 41, Chapter 23, applies to this Contract including, where applicable, the Uniform Commercial Code as adopted by the State of Arizona and the Arizona School District Procurement Code, Arizona Revised Statutes (A.R.S.) 15-213, and its implementing rules, Arizona Administrative Code (A.A.C.) Title 7, Chapter 2, Articles 10 and 11.

For all other states this procurement shall be governed by, construed, and enforced in accordance with the laws of each state in which 1GPA is conducting business under this contract. It is the responsibility of the awarded vendor and member to ensure this solicitation and ensuing contract complies with the State laws in which they are conducting business regarding use of a cooperative contract.

- B. **Implied Contract Terms** - Each Provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
- C. **Relationship of Parties** – Vendors receiving contracts under this solicitation are independent contractors. Neither party to this contract, nor any Member, shall be deemed to be the employee or agent of the other party to the contract.
- D. **Severability** - The provisions of this Contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the Contract.
- E. **No Parol Evidence** - This Contract is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- F. **No Waiver** - Either party's failure to insist on strict performance of any term or condition of the Contract shall not be deemed waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

## UNIFORM TERMS AND CONDITIONS

### 3. Contract Administration and Operation

- A. **Records** - Under A.R.S. § 35-214 and § 35-215, the Contractor shall retain and shall contractually require each Subcontractor to retain all data and other records ("records") relating to the acquisition and performance of the Contract for a period of five years after the completion of the Contract.
- B. **Audit** - At reasonable times during the term of this Contract and five (5) years thereafter, the Contractor's or any Subcontractor's books and records shall be subject to audit by 1GPA or Member and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Contract or Subcontract.
- C. **Inspection and Testing** - The Contractor agrees to permit access to its facilities, Subcontractor facilities and the Contractor's processes for producing the materials, at reasonable time for inspection of the materials and services covered under this Contract. 1GPA or its Members shall also have the right to test at its own cost the materials to be supplied under this Contract. Neither inspection at the Contractor's facilities nor testing shall constitute final acceptance of the materials. If 1GPA or Member determines non-compliance of the materials, the Contractor shall be responsible for the payment of all costs incurred by 1GPA or Member for testing and inspection.
- D. **Notices** - Notices to the Contractor required by this Contract shall be made by 1GPA to the person indicated on the Bid and Acceptance form submitted by the Contractor unless otherwise stated in the Contract. Notices to 1GPA required by the Contract shall be made by the Contractor to the Solicitation Contact Person indicated on the Solicitation cover sheet, unless otherwise stated in the Contract. An authorized Procurement Officer and an authorized Contractor representative may change their respective person to whom notices shall be given by written notice and an Amendment to the Contract shall not be necessary.
- E. **Advertising and Promotion of Contract** - Bidder shall not advertise or publish information concerning this solicitation prior to an award being announced by 1GPA. After award, contractor(s) may advertise the availability of products and services to Member. Any promotional marketing materials using the 1GPA logo must be approved by 1GPA in advance.
- F. **Administration Fee** - 1GPA has an Administrative Fee of .01 (1%). The Administrative Fee shall be included in the offeror's net pricing and is the responsibility of the contractor. Vendor shall not add the administration fee to approved contract prices post award. The Administrative Fee shall be a part of the Vendor's unit prices and is not to be charged directly to the customer in the form of a separate line item.
- G. **Usage Reports** - The Usage Report will be the established communication between the awarded contractor and 1GPA of all contract activity. The contractor shall provide contract Usage Reports to 1GPA on a regular schedule as established by the contractor. 1GPA will accept Monthly or Quarterly reporting arrangements which shall be made at the time of contract award.
- H. **Submission of Usage Reports** - Within ten (10) days following the end of the arranged reporting schedule, the contractor shall submit their Usage Report electronically via email to: [cknorr@1gpa.org](mailto:cknorr@1gpa.org).
- I. **Purchase Orders/Contracts** - All purchase orders and/or contracts issued to the contractor in reference to 1GPA shall be submitted at the same time as the Usage Report. All purchase orders and/or contracts should be zipped in a single file and submitted as an attachment in the same email as the usage report in which they are referenced. 1GPA is audited on an annual basis & documentation is necessary for compliance. Failure to submit purchase orders and/or contracts may result in contract cancellation.
- J. **Invoicing of Administration Fee** - Upon receipt of contractor's Usage Report, 1GPA will generate an invoice which is calculated as: Administrative Fee (1%) multiplied by the Total Sales Transactions as stated in the Usage Report. Contractor's failure to remit administrative fees in a timely manner consistent with the contract's requirements may result in 1GPA exercising any recourse available under the contract or as provided for by law. All administrative fees not paid when due shall bear interest at a rate of 1 1/2% per month until paid in full.

Administrative Fees shall be paid to "1GPA" and mailed to:  
1910 W. Washington Street  
Phoenix, AZ 85009

## UNIFORM TERMS AND CONDITIONS

### 4. Costs and Payments

- A. **Ordering Procedures** - Purchase Orders are issued by 1GPA members to the Vendor according to this Contract. Members and Vendors must send Purchase Orders to 1GPA at [cknorr@1gpa.org](mailto:cknorr@1gpa.org).
- B. **Billings** – Contractor shall invoice Member after delivery of goods and/or services. All invoices shall list the applicable Member purchase order and 1GPA contract number. Contractor will invoice Member directly.
- C. **Payment** – Payment terms are Net thirty (30) from receipt of Contractor's invoice
- D. **Progress Payments** - 1GPA will permit Members to make progress payments under the following conditions:
  - 1. Member and Contractor agree to the terms of the progress payments prior to issuing a purchase order
  - 2. Purchase order describes the amounts or percentages and the dates or frequency of payments
  - 3. Payments are made in full compliance with Member's local governing entity rules
- E. **Tax Indemnification** - Contractor and all Subcontractors shall pay all federal, state, and local taxes applicable to its operation and any persons employed by the Contractor. Contractor shall, and require all Subcontractors to hold the Member harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
- F. **IRS W-9** - In order to receive payment under any resulting Contract, Contractor shall have a current I.R.S. W-9 Form on file with each Member.
- G. **Availability of Funds for the Next Fiscal Year** - Funds may not presently be available for performance under this Contract beyond the current fiscal year. No legal liability on the part of the Member for any payment that may arise under this Contract beyond the current fiscal year until funds are made available for performance of the Contract. It is the responsibility of the Member to make reasonable efforts to secure such funds.

### 5. Contract Changes

- A. **Amendments** - The Contract may be modified only through a Contract Amendment within the scope of the Contract signed by the Procurement Officer. Changes to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by an unauthorized employee or made unilaterally by the Contractor are violations of the Contract and or applicable law. Such changes, including unauthorized written Contract Amendments, shall be void and without effect, and the Contractor shall not be entitled to any claim and this Contract based on those changes.
- B. **Subcontracts** - The Contractor shall not enter into any Subcontract under this Contract without the advance written approval of the Procurement Officer. The Subcontract shall incorporate by reference the terms and conditions of this Contract.
- C. **Assignment and Delegation** - Contractor shall not assign any right or interest nor delegate any duty under this Contract without the prior written approval of 1GPA. 1GPA shall not unreasonably withhold approval.
- D. **Novation** - If contractor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. 1GPA reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contractor.
- E. **Contract Placed on Hold** - 1GPA shall have the ability to place a contract on hold, if it is deemed necessary to address ongoing problems with an awarded contract. Details of the decision to place the contract on hold shall be provided in a written deficiency notice. A reasonable amount of time shall be provided to contractor to address issues in the written deficiency notice.

### 6. Risk and Liability

- A. **Risk of Loss** - Contractor shall bear all loss of conforming material covered under this Contract until received by authorized personnel at the location designated in the purchase order or Contract. Mere receipt does not constitute final acceptance. The risk of loss for nonconforming materials shall remain with the Contractor regardless of receipt.

## UNIFORM TERMS AND CONDITIONS

- B. **General Indemnification** - To the extent permitted by law, 1GPA and its Members shall be indemnified and held harmless by the Contractor for its vicarious liability as result of entering into this Contract. Each party to this Contract is responsible for its own negligence.
- C. **Indemnification - Patent and Copyright** - To the extent permitted by law, Contractor shall indemnify and hold harmless 1GPA and its Members against any liability, including costs and expenses, for infringement of any patent, trademark, or copyright arising out of Contract performance or use by the 1GPA or Member of materials furnished or work performed under this Contract. 1GPA or Member shall reasonably notify the Contractor of any claim for which it may be liable under this paragraph.
- D. **Force Majeure**
1. Except for payment of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; lockouts; injections-intervention-acts; or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence.
  2. Force Majeure shall not include the following occurrences:
    - a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market; or
    - b. Late performance by a Subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition; or
    - c. Inability of either the Contractor or any Subcontractor to acquire or maintain any required insurance, bonds, licenses, or permits.
  3. If either party is delayed at any time in the progress of the work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as is practicable and no later than the following working day, of the commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be delivered or mailed certified-return receipt, and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by Contract Amendment for a period of time equal to the time that results or effects of such delay prevent the delayed party from performing in accordance with this Contract.
  4. Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure.

### 7. Warranties

- A. **Liens** - The Contractor warrants that the materials supplied under this Contract are free of liens.
- B. **Quality** - Unless otherwise modified elsewhere in these terms and conditions, the Contractor warrants that, for one year after acceptance by the School District/Public Entity of the materials or services, they shall be:
1. A quality to pass without objection in the trade under the Contract description;
  2. Fit for the intended purposes for which the materials or services are used;
  3. Within the variations permitted by the Contract and are of even kind, quality, and quality within each unit and among all units;
  4. Adequately contained, packaged and marked as the Contract may require; and

## UNIFORM TERMS AND CONDITIONS

5. Conform to the written promises or affirmations of fact made by the Contractor.

C. **Fitness** - Contractor warrants that any material or service supplied to 1GPA or its Members shall fully conform to all requirements of the contract and all representations of the Contractor, and shall be fit for all purposes and uses required by the Contract.

D. **Inspection/Testing** - The warranties set forth in in this section shall not affected by inspection or testing of, or payment for the materials or services by 1GPA Members.

E. **Compliance with Applicable Laws** - The materials and services supplied under this Contract shall comply with all applicable federal, state and local laws, and the Contractor shall maintain all applicable licenses and permits.

F. **Survival of Rights and Obligations after Contract Expiration or Termination**

1. Contractor's Representations and Warranties. All representations and warranties made by the Contractor under this Contract shall survive the expiration of termination hereof. In addition, the parties hereto acknowledge that pursuant to A.R.S. § 12-510, except as provided in A.R.S. § 12-529, 1GPA and its Members are not subject to or barred by any limitations of actions prescribed in A.R.S. Title 12, Chapter 5.

2. Purchase Orders. The Contractor shall, in accordance with all terms and conditions of the Contract, fully perform and shall be obligated to comply with all purchase orders received by the Contractor prior to the expiration or termination hereof, unless otherwise directed in writing by the Procurement Officer, including, without limitation, all purchase orders received prior to but not fully performed and satisfied at the expiration or termination of this Contract.

### 8. Contractual Remedies

A. **Right to Assurance** - If 1GPA in good faith has reason to believe that the Contractor does not intend to, or is unable to perform or continue performing under this Contract, 1GPA may demand in writing that the Contractor give a written assurance of intent or ability to perform. Failure by the Contractor to provide written assurance within the number of days specified in the demand may, at 1GPA's option, be the basis for terminating the Contract under the Uniform General Terms and Conditions.

B. **Nonconforming Tender** - Materials supplied under this Contract shall fully comply with the Contract. The delivery of materials or a portion of the materials in an installment that do not fully comply constitutes a breach of Contract. On delivery of nonconforming materials, 1GPA may terminate the Contract for default under applicable termination clauses in the Contract, exercise any of its remedies under the Uniform Commercial Code, or pursue any other right or remedy available to it.

C. **Right of Offset** - 1GPA and its Members shall be entitled to offset against any sums due the Contractor, any expenses or costs incurred or damages assessed by 1GPA or its Members concerning the Contractor's nonconforming performance or failure to perform the Contract, including expenses, costs and damages described in the Uniform General Terms and Conditions.

### 9. Contract Termination

A. **Cancellation for Conflict of Interest** - Pursuant to A.R.S. 38-511 and R7-2-1087(F) 1GPA may cancel this Contract within three (3) years after Contract execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of 1GPA is, or becomes at any time while the Contract or an extension the Contract is in effect, an employee of or a consultant to any other party to this Contract with respect to the subject matter of the Contract. The cancellation shall be effective when the Contractor receives written notice of the cancellation unless the notice specifies a later time.

B. **Personal Gifts or Benefits** - 1GPA may, by written notice, terminate the Contract, in whole or in part, if 1GPA determines that any person or vendor has offered, conferred or agreed to confer any personal gift or benefit on any employee who supervised or participated in the planning, recommending, selecting or contracting of the Contract, in accordance with A.R.S. § 15-213(O) and R7-2-1087(G).



## UNIFORM TERMS AND CONDITIONS

- C. **Gratuities** - 1GPA may, by written notice, terminate the Contract in whole or in part, if 1GPA determines that employment or a gratuity was offered or made by the Contractor or a representative of the Contractor to any officer or employee of 1GPA for the purpose of influencing the outcome of the procurement or securing the Contract, an amendment to the Contract, or favorable treatment concerning the Contract, including making of any determination or decision about contract performance in accordance with R7-2-1087(H).
- D. **Suspension or Debarment** - 1GPA may, by written notice to the Contractor, immediately terminate this Contract if 1GPA determines that the Contractor has been disbarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a Subcontractor of any public procurement unit or other governmental body.
- E. **Termination for Convenience** - 1GPA reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of its Members without penalty recourse. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed, and materials accepted before the effective date of the termination.
- F. **Cancellation for Non-Performance or Contractor Deficiency** – 1GPA may terminate any contract if Members have not used the contract, or if purchase volume is determined to be “low volume” in any 12-month period. 1GPA reserves the right to cancel the whole or any part of this contract due to failure by contractor to carry out any obligation, term or condition of the contract. 1GPA may issue a written deficiency notice to contractor for acting or failing to act in any of the following:
1. Providing material that does not meet the specifications of the contract;
  2. Providing work and/or material that was not awarded under the contract;
  3. Failing to adequately perform the services set forth in the scope of work and specifications;
  4. Failing to complete required work or furnish required materials/product within a reasonable amount of time;
  5. Failing to make progress in performance of the contract and/or giving 1GPA reason to believe that the contractor will not or cannot perform the requirements of the contract; and or
  6. Performing work or providing services under the contract prior to receiving a 1GPA reviewed purchase order for such work.
- Upon receipt of a written deficiency notice, contractor shall have ten (10) days to provide a satisfactory response to 1GPA. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by contractor under the contract shall become the property of the Member on demand.
- G. **Contractor Cancellation:** Contractor may cancel this contract at any time upon thirty (30) days prior written notice to 1GPA or on the yearly anniversary of the contract. Termination shall have no effect on projects in progress at the time the notice of cancellation is received by 1GPA.
- H. **Continuation of Performance through Termination** - The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

### 10. **Contract Claims**

Contract claims and controversies under this Contract shall be resolved according to Arizona Department of Education School District Procurement Code Rule A.A.C. R7-2-1155 through R7-2-1159.

Any dispute involving a 1GPA member and Vendor outside of Arizona shall be governed by the laws of the state of the 1GPA member, without regard to its provisions on conflicts of laws, and exclusive jurisdiction and venue shall lie in the city, county, and state of the 1GPA member.

### 11. **Federal and State Requirement**

- A. **Compliance with Federal and State Requirements** - Vendor shall comply with all applicable federal, state, and local laws, statutes, ordinances, standards, orders, rules, and regulations, including, as applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, prompt payment and licensing laws and regulations.

## UNIFORM TERMS AND CONDITIONS

Vendor shall comply, when working on any federally assisted projects with the following:

1. The Contract Work hours and Safety Standards Act, (40 U.S.C. §3701 – 3708; 29 CFR Part 5)
2. Davis-Bacon Act, (40 U.S.C. §276a / 29 CFR Part 5)
3. Copland Anti-Kickback Act, (18 U.S.C. §874 / 29 CFR Part 5)
4. Equal Opportunity Employment requirements (Executive Order 11246 and 11375 / 41CFR Chapter 60)
5. McNamara-O'Hara Service Contract Act (41 U.S.C. 351),
6. Section 306 of the Clean Air Act (42 U.S.C. § 1857h,
7. Section 508 of the Clean Water Act (33 U.S.C. § 1368),
8. Executive Order 11738, Environmental Protection Agency regulations (40 CFR Part 15).
9. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200)
10. Education Department General Administrative Regulations, 2 C.F.R. Parts 200 and 3474, and 34 C.F.R. Parts 75-77 and 81 ("EDGAR"),
11. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871)
12. All applicable requirements and regulations, including those related to reporting, patent rights, copyrights, data rights and those mandated by federal agencies making awards of federal funds to 1GPA members.

- B. **Offshore Performance** - Due to security and identity protection concerns, direct services under any subsequent contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the school district(s) or charter school(s) or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.
- C. **Contractor's Employment Eligibility** - By entering the contract, Contractor warrants compliance with ARS § 41-4401, ARS § 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. 1GPA or Member may request verification of compliance from any Contractor or subcontractor performing work under this Contract. 1GPA or Member reserves the right to confirm compliance in accordance with the applicable laws. Should 1GPA or Member suspect or find that the Contractor or any of its subcontractors are not in compliance, 1GPA or Member may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default and suspension, and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.
- D. **Davis-Bacon** – For Federally funded projects subject to the Davis-Bacon Act, the Member shall specify the applicable Davis-Bacon wage decision, prior to the contractor providing a firm price quotation for the proposed project. The wage decision shall be identified by the WD Number, modification number, and date of the wage decision.
- E. **Fingerprint and Background Checks** - In accordance with ARS § 15-512(H), a contractor, subcontractor or vendor, any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school may be required to obtain a valid fingerprint clearance card pursuant to Title 41, Chapter 12, Article 3.1. An exception to this requirement may be made as authorized in governing board policy of the Member District.
- F. **Terrorism Country Divestments** - Per ARS § 35-392, 1GPA and its Members are prohibited from purchasing from a company that is in violation of the Export Administration Act.
- G. **Registered Sex Offender Restrictions** - For work to be performed at schools, contractor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contractor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the Member's discretion. Contractor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.

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- H. **Affordable Care Act** - Vendor understands and agrees that it shall be solely responsible for compliance with the Patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act "ACA"). Contractor shall bear sole responsibility for providing health care benefits for its employees who provide services to the District as required by state or federal law.
- I. **Boycott of Israel** – Arizona public entities and other states as applicable, the member may not enter into a contract with a company that is currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel.
- J. **EDGAR** – When a 1GPA Member seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (EDGAR). All Vendors submitting bids must complete the EDGAR Vendor Certification Form contained within this document.
- K. **Minority Businesses** – 1GPA and its Lead Agency have taken all necessary affirmative steps to assure minority businesses, women's business enterprises, and labor surplus area firms are notified of any bidding opportunities when possible according to 2 CFR Part 200.321.
- L. **Civil Rights Compliance** - In accordance with 7 CFR Part 210.23, Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- M. **Texas House Bill 1295 Certificate of Interested Parties** – For contract entered into or after January 1, 2016, Texas Government Code Chapter 2252.908 (H.B. 1295) states that a Texas governmental entity or state agency may not enter into a contract unless the business entity submits a disclosure of interested parties to the governmental entity or state. The law applies only to a contract that either (1) requires an action or vote by the governing body or (2) has a value of at least \$1 million. Information from the Commission regarding the requirements, including rules and filing information, are available at the following links:

<https://www.ethics.state.tx.us/tec/1295-info.htm>

[https://www.ethics.state.tx.us/whatsnew/faq\\_form1295.html](https://www.ethics.state.tx.us/whatsnew/faq_form1295.html)

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

It is the responsibility of vendors to determine the applicability of, and comply with, all disclosure laws of House Bill 1295.

## SPECIAL TERMS AND CONDITIONS

1. **TERM OF CONTRACT:** It is 1GPA's intent to award a multi-term contract. The initial term of the resultant contract shall start on date of contract award and shall continue for a period of one (1) year thereafter, unless terminated, cancelled or extended as otherwise provided herein.
2. **CONTRACT EXTENSION:** 1GPA reserves the right to unilaterally extend the period of any resultant contract month to month beyond the stated expiration date if that is determined to be in the best interests of Members. In addition, by mutual written agreement, any resultant contract may be extended for a supplemental period up to a maximum of forty-eight (48) months in twelve (12) month increments.
3. **RENEWAL OF CONTRACT:** Conditions for renewal of the contract shall include, but are not limited to: contract usage, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the contract requirements, and continued competitive prices for the materials and services provided under the contract.
4. **CONTRACT TYPE:** The indefinite delivery, indefinite quantity (IDIQ) term contract shall be one or a combination of the following:
  1. percent-of-discount off manufacturer's price list or catalog
  2. fixed price
5. **FORM OF CONTRACT:** The form of contract for this solicitation shall be the Invitation for Bid, and the awarded Bid(s), and properly issued purchase orders incorporating each member's specific policies and P.O. terms and conditions referencing the requirements of the Invitation for Bid. Partial Offers will be considered.
6. **VENDOR CONTRACT DOCUMENTS:** 1GPA will review proposed vendor contract documents. Vendor's contract document shall not become part 1GPA's contract with vendor unless and until an authorized representative of 1GPA reviews and approves it.
7. **SUPPLEMENTAL AGREEMENTS:** The 1GPA Member and Contractor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this solicitation such as invoice requirements, on campus service specifics, etc. Any supplemental agreement developed as a result of this RFP is exclusively between the Member and Contractor. 1GPA, its agents, members and employees shall not be made party to any claim for breach of such agreement. Any supplemental agreement between the Member and Contractor is exclusively between the Member and the Contractor and will be subject to immediate cancellation by the Member (without penalty) if, in the opinion of the Member, the quality, service and specification requirements and/or the terms and conditions are not maintained as stated in the supplemental agreement.
8. **BID ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, 1GPA requires a Bid in response to this solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
9. **BID OPENING:** Bids shall be opened on the date and time, and at the place designated on the cover page of this document, unless amended in writing by 1GPA. The name of each Bidder and pricing submitted shall be read at this time. All Bids and any modifications and other information received in response to the Invitation for Bid shall be shown only to authorized 1GPA personnel having a legitimate interest in the evaluation. After contract award, the Bids and evaluation document shall be open for public inspection.
10. **TIME STAMP:** Bids will be time stamped when received. They will be accepted up to but no later than the time indicated in the Invitation for Bid (IFB). Bids received after the time stated in the IFB will not be considered and will remain unopened. Bidder assumes the risk of any delay in the U.S. Mail. Whether sent by mail or by means of personal delivery, the Bidder assumes responsibility for having his Bid deposited on time at the place specified.

## SPECIAL TERMS AND CONDITIONS

11. **AWARD:** Contract(s) shall be awarded to the lowest responsible and responsive Bidder(s) whose Bid(s) conforms in all material respects to the requirements and evaluation criteria set forth in the Invitation for Bids. No criteria may be used in bid evaluation that is not set forth in the Invitation for Bids. The amount of any applicable transaction privilege or use tax of a political subdivision of the state of Arizona is not a factor in determining the lowest Bidder.
12. **MULTIPLE AWARDS:** 1GPA has a large number and variety of potential using districts and agencies at locations throughout the United States and abroad. In order to assure that any ensuing contracts will allow 1GPA to fulfill current and future requirements; 1GPA reserves the right to award contracts to multiple vendors. Such decision will be based upon consideration for Members' experience with existing products and systems, brand continuity for parts replacement and future expansion, contractor's ability to provide for a large diverse Membership, geographic areas served. The actual use of any contract will be at the sole discretion of 1GPA members. Contracts will be awarded, as applicable, by individual line item, groups of line items, or categories, incrementally, by region, or by location. The awards will be limited to the least number of Bidders that 1GPA determines is necessary to meet the needs of it's Members. Bidder should consider the fact that 1GPA may award multiple contracts in preparing their response. The fact that 1GPA may make multiple contracts, award only one contract, or to make no awards rests solely with 1GPA. Bidders are not required to Bid on all items specified in this Bid.
13. **ADMINISTRATION FEE:** 1GPA's .01 (1%) administration fee shall be included in Bidder's net price. Contractor shall not add the administration fee to approved contract prices. 1GPA will invoice the Vendor on a monthly basis for the administrative participation fee. The invoice will be based on total sales made through the 1GPA contract with the Vendor. Invoices will be issued at the time a Purchase Order is received by 1GPA. Invoices are due and payable upon receipt.
14. **PRICING:** Contract pricing must be based upon:
  - 1) Fixed discount(s) off published price list(s) or catalog(s)
  - 2) Firm fixed price
  - 3) A combination of the above
15. **COMBINATION PRICING:** Offers for combination contracts shall clearly identify items covered by discount(s) and those with fixed prices. Prices for such contracts shall be adjusted as identified for the appropriate contract type above.
16. **DISCOUNTS:** Discount Bids must clearly identify percent of discount to apply to contract. If multiple discounts apply, Bidder shall clearly indicate the discounts and applicable materials or services. There will be no reduction discount(s) during the term of contract.
17. **PRICE ADJUSTMENT FOR DISCOUNT PRICING:** Revised published price lists, and/or catalogs may be submitted for review throughout the term of the contract. 1GPA shall determine whether the requested revised pricing or an alternate option is in the best interest of its Members. Revised published price lists, and/catalogs will not become effective until approved by 1GPA. Contractor must hold the price list(s) firm for the first 12 months of the contract.
18. **PRICE ADJUSTMENT FOR FIXED PRICING:** Fixed price offers shall include prices for any and all items proposed under the contract. Fixed prices shall be firm until each anniversary date of contract, unless there is an occurrence of one or more allowable economic price adjustment contingencies outlined in bid. If allowable price adjustment contingencies occur, contract vendor may submit a fully documented request for price adjustment to 1GPA. The document must substantiate that any requested price increase was clearly unpredictable at the time of bid submittal and results from an increased cost to contract vendor that was out of contract vendor's control.
19. **PRICE REDUCTION:** A price reduction adjustment may be offered at any time during the term of a contract and shall become effective upon notice.

## SPECIAL TERMS AND CONDITIONS

- 20. VOLUME DISCOUNTS:** The awarded vendor may offer volume discounts at any time during the Contract such that the price is at or below the percent off list price within the Contract given that the price reduction is available to all Customers allowed to purchase under the Contract. Approval of volume discounts shall be in the form of a bilateral contract amendment.
- 21. NEW PRODUCT:** New products/services may be added during the term of the contract upon written request providing it is within the original scope of this RFP. All request are subject to review and approval by 1GPA. Successful vendor shall be responsible for notifying 1GPA of all discontinued products in writing.
- 22. QUANTITIES:** 1GPA estimates considerable activity resulting from this award. Based on historical data from previous contracts as well as member surveys, 1GPA estimates usage of this contract to be between \$10 and \$15 Million annually. A current list of 1GPA Members may be found at:  
<https://www.dropbox.com/s/z2swxxr210nx4un/1%20-%20PUBLISHED%20Membership%20List.xlsx?dl=0>
- 1GPA makes no guarantee or commitment of any kind concerning quantities that will actually be purchased. 1GPA makes no guarantee or commitment of any kind regarding usage of any contracts resulting from this solicitation.
- 23. PROTECTION OF MEMBERS:** The Bidder shall protect all furnishings from damage and shall protect the Member's property from damage or loss arising in connection with this contract. He shall make good any such damage, injury or loss caused by his operations, or those of his employees, to the satisfaction of the Member. The Bidder shall confine his equipment, storage of materials and the operation of his workmen to the limits as indicated by the Unit Foreman in the area in which the work is being performed. Any damage caused to Member's facilities, lawns, etc., shall be repaired immediately or replaced at no expense to the Member.
- The successful Bidder shall take all necessary precautions for the safety of students, employees and the public, and shall comply with all applicable provisions of Federal, State and Municipal Safety Laws. Contractor accepts full responsibility for the acts and omissions of any and all persons whether directly or indirectly employed by the company. Contractor shall maintain such insurance as will protect him and the Member from claims or damage for personal injury, including death, which may arise from operations under this contract.
- 24. BRAND NAMES:** Any manufacturer's names, trade names, brand names or catalog numbers used in the specifications are for the purpose of describing and/or establishing the quality, design and performance required. Any such reference is not intended to limit or restrict a Bid by any vendor but is only enumerated in order to advise potential Bidder of the requirements of 1GPA. Any Bid which proposes like quality, design or performance will be considered.
- 25. CURRENT PRODUCTS:** All products being offered in response to this solicitation shall be in current and ongoing production and capable of meeting or exceeding all specifications and requirements set forth in this solicitation.
- 26. SAFETY STANDARDS:** All items supplied on this contract must comply with the current applicable occupational safety and health standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.
- 27. RESPONSIBILITY OF BIDDERS:** 1GPA will consider the following factors in determining if a Bidder is responsible:
- A. The proposed contractor's financial, material, personal and other resources, including subcontractors.
  - B. The proposed contractor's record of performance and integrity.
  - C. Whether the contractor has been debarred or suspended.
  - D. Whether the proposed contractor is qualified legally to contract with the public entity.
  - E. Whether the proposed contractor supplied all necessary information concerning its responsibility.
  - F. Complaints on file with the Registrar of Contractors.
  - G. Prior litigation history.

## SPECIAL TERMS AND CONDITIONS

28. **LICENSES:** Contractor shall maintain in current status all federal, state and local licenses and permits required by the operation of the business conducted by the contractor.
29. **CONTRACTOR LICENSE LAW:** Contractor shall comply with State and City Contractors License Law, be duly registered and licensed thereunder. The Contractor agrees to keep any required license or bond up to date and in compliance with the rules and regulations of the Arizona Registrar of Contractors, or the state in which the work is being done. Include a photocopy of License with submittal.
30. **FEES AND PERMITS:** All required fees and permits must be included in the total Bid price.
31. **PERMITS:** Contractor shall be responsible for obtaining any and all permits required to perform this installation. The installation shall be in complete compliance with City Building and Fire Codes. Permits shall be a pass-through cost with no markup.
32. **INSPECTION:** The job will have a final inspection and acceptance by 1GPA Member staff. Any discrepancies noted during the inspection will be corrected prior to final payment. Field inspections will be performed by Member upon completion of the Project.
33. **DAMAGES:** The successful contractor shall be liable for any and all damage caused by him or his employees to the 1GPA Member premises. The Bidder shall hold and save 1GPA and Member free and harmless from liability of any nature or kind arising from any use, trespass, or damage occasioned by his operations on premises or third persons.
34. **CLEAN UP:** The Contractor, at all times, shall keep the premises free from accumulation of waste materials or rubbish caused by construction operations. Upon completion of the work, remove all waste materials and rubbish from and about the Project, as well as tools, construction equipment, machinery and surplus materials leaving the site in a neat, orderly condition.
- If the Contractor fails to clean up the work, the 1GPA Member may do so and the cost thereof shall be charged to the Contractor.
35. **BILLINGS:** All billing notices shall identify the specific item(s) being billed. Item(s) are to be identified by name, model/serial number as most applicable. Any purchase/delivery order issued will refer to the contract number resulting from this solicitation.
36. **INSURANCE:** Bidder agrees to maintain such insurance as will fully protect Bidder, 1GPA and its Member from any and all claims under any workers' compensation statute or unemployment compensation laws, and from any and all other claims of any kind or nature for damage to property or personal injury, including death, made by anyone, that may arise from work or other activities carried on, under, or facilitated by this Agreement, either by Bidder, its employees, or by anyone directly or indirectly engaged or employed by Bidder. Bidder agrees to maintain such automobile liability insurance as will fully protect Bidder, 1GPA and its Member for bodily injury and property damage claims arising out of the ownership, maintenance or use of owned, hired or non-owned vehicles used by Bidder or its employees, while providing services to 1GPA Members.

Successful Offeror will be required to provide proof of and maintain comprehensive general liability insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate coverage. Before any orders are processed under an awarded contract, awarded vendor shall provide a certificate that names 1GPA as the certificate holder. In addition, awarded vendor shall be willing to provide, upon request, a certificate of insurance to any Member using this contract.

## SPECIAL TERMS AND CONDITIONS

Successful Bidder will be required to submit proof of and maintain Worker's Compensation and Employer's Liability Insurance as required by law.

37. **SPILLAGE:** Contractor will be responsible for the clean-up of a contamination or spillage resulting from the delivery and unloading.
38. **KEY PERSONNEL:** It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The contractor must agree to assign specific individuals to the key positions.
- A. The contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to 1GPA or Member.
  - B. If key personnel are not available for work under this contract for a continuous period exceeding 30 calendar days or are expected to devote substantially less effort to the work than initially anticipated, the contractor shall immediately notify 1GPA or Member and shall, subject to the concurrence of the District, replace such personnel with personnel of substantially equal ability and qualifications.
39. **BIDDER'S EMPLOYEES:** Bidder agrees that the individuals provided to 1GPA or Member on a temporary basis are Bidder's, not 1GPA's or Member's employees.

Bidder agrees that it is solely responsible for its own acts and omissions and for those of its employees and that Bidder and any employees working for Bidder are the sole responsibility of Bidder for the purposes of any and all legal requirements, including, but not limited to, obligations and liabilities in the following areas:

- Workers' Compensation Insurance
- Federal and State Unemployment Taxes
- Federal and State Withholding and Reporting Requirements
- Unemployment Compensation Insurance
- Federal, State, and Local Employment Laws

Bidder agrees that it or its employees are not entitled to any benefits or protections that accrue from an employment relationship with 1GPA, including, but not limited to, health insurance, life insurance, due process rights, and/or vacation/holiday pay.

1GPA will not provide Bidder or its employees any business registrations or licenses that may be required. 1GPA will not combine business operations with Bidder.

Neither Bidder nor its employees are to be considered agents or employees of 1GPA for any purpose. It is understood and agreed that 1GPA does not require Bidder to provide services exclusively to 1GPA and that Bidder and its employees are free to contract to provide services to other companies while it is under contract with the District.

In compliance with all applicable laws, the Bidder shall, at no charge to 1GPA, conduct drug/alcohol testing, fingerprint checks, reference checks and background checks of each individual who will perform services for 1GPA to ascertain that there is no history of behavior that would make the individual unsuitable to work with children or work in a school setting. These checks must be completed before the individual provides any services to the Member. The fingerprint and background checks will be conducted in accordance with applicable laws, including current Arizona Revised Statutes § 15-512 and/or 15-534, as applicable.

At any time, and for any reason, 1GPA or the Member may request or reject any of Bidder's employees.



## SPECIAL TERMS AND CONDITIONS

Bidder agrees to comply with the Member's rules, regulations, and policies, as the Member may modify from time to time.

- 40. FINGERPRINT & BACKGROUND CHECKS:** 1GPA anticipates that services under this contract may cause the contractor and proposed subcontractors to have direct, unsupervised contact with pupils. In accordance with ARS § 15-512(H), a contractor, subcontractor or vendor or any employee of a contractor, subcontractor or vendor who is contracted to provide services on a regular basis at an individual school shall be required to obtain a valid fingerprint clearance card pursuant to title 41, chapter 12, Article 3.1. Therefore, the Contractor and any proposed subcontractors warrant compliance with ARS subsection 41-4401, ARS subsection 23-214, the Federal Immigration and Nationality ACT (FINA) and all other federal, state and local immigration laws and regulations related to the immigration status of its employees. The contractor must have all employees on-site submit to a fingerprint clearance conducted by Department of Public Safety and all employees must carry fingerprint card at all times. These warranties shall remain in effect through the term of the contract.

1GPA or Member may, at its sole discretion, require evidence of compliance during the evaluation process or contract term. Should 1GPA or Member request evidence of compliance, the Contractor and any proposed subcontractors shall have 5 working days from receipt of the request to supply adequate information. Failure to supply the requested information or if 1GPA or Member suspects or finds the Contractor or any of its subcontractors are not in compliance, 1GPA or Member may pursue any and all remedies allowed by law, including, but not limited to: non-consideration of contract award, suspension of work, termination of the contract for default, and suspension and/or debarment of the Contractor. All costs associated with verification and any remedies are the sole responsibility of the Contractor and any proposed subcontractor.

- 41. BID SECURITY:** School procurement rules require that all competitive sealed procurement for construction have bid security, if the amount of construction contract will exceed the amount established by R7-2-1002(A). Bid security as a percentage of the bid amount is unacceptable, as this is a term contract with no specific bid amount.

**Bidders shall include acceptable bid security in the amount of \$100,000 with submission of their Bid.**

Acceptable bid security for this solicitation will be a certified check, or an annual or one time bid bond underwritten by a surety company licensed to issue bid bonds in the appropriate state construction with take place, with the principal being the prime contractor and 1GPA being the Agency of Record.

- 42. PERFORMANCE AND PAYMENT BONDS:** Performance and Payment Bonds between the 1GPA member and the Contractor shall be executed on forms substantially equivalent to the forms provided at the end of this solicitation document.

Upon execution of a contract between 1GPA Member and Contractor, performance and payment bonds shall be provided to the member as required in R7-2-1103 as applicable, or as required by the state in which project is located. The prime contractor agrees to notify the 1GPA member in writing of this requirement before accepting any work orders. If the prime contractor fails to deliver any required performance or payment bonds, the contract with 1GPA may be terminated. The contractor may be asked to supply copies of performance and payment bonds to 1GPA for administrative purposes.

**Performance Bond** - The contractor shall be required to furnish an irrevocable security in the amount of 100% of the total contract price payable to the 1GPA Member, binding the contractor to provide faithful performance of the contract.

**Payment Bond** - The contractor shall be required to furnish non-revocable security for the protection of all persons supplying labor and material to the contractor or any subcontractor for the performance of any work related to the contract. Payment security shall be in the amount of 100% of the total contract price and be payable to the 1GPA Member.

## SPECIAL TERMS AND CONDITIONS

- 43. MEMBER DELAYS:** As required by R7-2-1087(D), the contractor will negotiate with 1GPA Member for the recovery of damages related to expenses incurred by the contractor for a delay for which the 1GPA Member is responsible, that is unreasonable under the circumstances and that was not within the contemplation of the parties to the contract. This negotiation does not void any provision in the contract that requires notice of delays, provides for arbitration or any other procedure for settlement or provides for liquidated damages.

- 44. PROGRESS PAYMENTS:** Contractor shall comply with the rules, regulations, and laws of the State in which the project is located. If such laws are not in place that differ from these below, those rules and statutes will be read as if included.

For Arizona, R7-2-1105 allows for progress payments to the contractor of construction if the contractor agrees to adhere to ARS 41-2577 (B) (D) (F). All progress payments must be invoiced to the 1GPA member. It is the responsibility of the 1GPA member to review and approve any estimates of work completed. Payment shall be made within 14 days after the estimate of the work is certified and approved, except that a percentage of all estimates shall be retained as provided in R7-2-1104. If the 1GPA member issues a written statement to the Bidder that the estimate of work is not approved and certified, the 1GPA member may withhold an amount from the progress payment that the 1GPA member reasonably expects to incur in correcting the deficiency set forth in the written finding, as permitted in R7-2-1105 (A). In such cases, the Bidder agrees to hold 1GPA harmless for any deficiency payment.

Progress payments may be made to the prime contractor on the basis of a duly certified and approved estimate of work performed during the preceding month. The prime contractor must agree to pay any subcontractors or material suppliers within seven (7) days of their receipt of the progress payment, unless otherwise agreed on in writing between the parties involved.

Once all bonds are in place, the prime contractor and the 1GPA member will agree upon a schedule of payments based on identifiable milestones.

If any payment to the contractor is delayed after the date due, interest shall be paid at the rate of one percent per month, or a fraction of a month, on such unpaid balance as may be due. Any late charges will be the responsibility of the 1GPA Member.

Acceptance of final payment is a waiver of all claims except unsettled claims previously made in writing.

- 45. RETENTION:** Ten (10) percent of all contract payments shall be retained by the 1GPA member as insurance of proper performance of the contractor. Contractor agrees to identify the amount to be retained on invoices to 1GPA member for each progress payment.

When the contract is fifty (50) percent completed, on half of the amount retained shall be paid to the contractor upon the contractor's requests provided the contractor is making satisfactory progress on the contract and there is no specific cause or claim requiring a greater amount to be retained.

After the contract is fifty (50) percent completed, no more than five percent of the amount of any subsequent progress payments shall be retained providing the contractor is making satisfactory progress on the project, except if at any time the governing board of the member determines satisfactory progress is not being made, at which point ten percent retention shall be reinstated.

Retention applies only to amounts payable for construction and does not apply to amounts payable for design services, preconstruction services, finance services, maintenance services, or any other related services included in the contract.

If the 1GPA member and the contractor agree to a substitute security, the agreement must be in full compliance with R7-2-1104 (D)(E)(F)(G) or applicable state law. If a substitute security is agreed to, the prime contractor must provide 1GPA member with a signed and acknowledged waiver of any right or power of the obligor to set off any claim against 1GPA member.

## SCOPE OF WORK/SPECIFICATIONS

### 1. PURPOSE

The purpose of this Invitation for Bid is to develop a long term contract with qualified Roofing Contractors to perform miscellaneous roofing construction services to include, but limited to, installation, repair, upgrades, restoration, maintenance, and replacement of roofing systems on an as needed basis, for 1GPA Members.

1GPA intends to award contracts to cover all of Arizona. Firms are encouraged to submit responses to include other states. However, firms shall follow the laws of those states they are submitting and assure that this solicitation meets the requirements of those states.

This will be a one year contract with the option to renew for four additional years for a total of five years.

### 2. BACKGROUND

1Government Procurement Alliance (1GPA), is a non-profit national governmental purchasing cooperative which allows public agencies to take advantage of existing contracts to purchase the goods and services they need from local and national vendors. Eligible using members include school districts, charter schools, universities, colleges, cities, towns, municipalities, counties, states, local governments, federal government, Native American communities, fire districts, and any other political subdivision.

The Pinal County Education Service Agency's (PCESA) Mary C. O' Brien Accommodation District (MCOB) acts as a Lead Agency for 1GPA. PCESA provides programs and services for approximately 45,000 students within 21 public school districts, in addition to the growing number of private and charter schools within Pinal County. Also served by PCESA is a large Indian community including parts of the Tohono O'odham Nation (Papago & Pima Indians), the San Carlos Apache Indian Reservation, and Gila River Indian Community, along with the entirety of the Ak-Chin Indian Community. Pinal County was founded in 1875 and is located in the central part of Arizona between Maricopa County (Phoenix) on the north and west sides, Gila County also on the north, Pima County (Tucson) on the south and Graham County on the East. It covers an area of 5,374 square miles. The estimated population in 2017 was 430,200 and growing. The county seat is located in Florence, AZ as is the Pinal County School Superintendent's office.

This RFQ will be replacing the following past solicitation:  
19-13P Job Order Contracting for Roofing Services

**\*\* Current vendors that have been awarded the above contract will need to respond to this IFB in order to have the opportunity to continue servicing 1GPA Members.**

References and definitions used for specifications:

- **AA** – Aluminum Association: [www.aluminum.org](http://www.aluminum.org)
- **ASD** – Aluminum Standards and Data: [www.aluminum.org](http://www.aluminum.org)
- **AISI** – American Iron and Steel Institute: [www.steel.org](http://www.steel.org)
- **ASTM** – American Society for Testing and Materials: [www.astm.org](http://www.astm.org)
- **AWPA** – American Wood Protection Association: [www.awpa.com](http://www.awpa.com)
- **EPA** – Environmental Protection Agency: [www.epa.gov](http://www.epa.gov)
- **APA** – American Plywood Association: [www.apawood.org/plywood](http://www.apawood.org/plywood)
- **EPDM** – Ethylene Propylene Diene Monomer:
- **FM** – FM Global: [www.fmglobal.com](http://www.fmglobal.com)
- **IBC** – International Building Code: [www.codes.iccsafe.org/content/IBC2021P1](http://www.codes.iccsafe.org/content/IBC2021P1)
- **NRCA** – National Roofing Contractors Association: [www.nrca.net](http://www.nrca.net)

## SCOPE OF WORK/SPECIFICATIONS

- **OSHA** – Occupational Safety and Health Administration: [www.osha.gov](http://www.osha.gov)
- **SMACNA** – Sheet Metal and Air Conditioning Contractors National Association: [www.smacna.org](http://www.smacna.org)
- **SCAQMD VOC** – South Coast Air Quality Management District: [www.aqmd.gov](http://www.aqmd.gov)
- **SWA** – Structural Welding Code:
- **UL** – Underwriters Laboratories: [www.ul.com](http://www.ul.com)

### 3. SPECIFICATIONS

Workmanship must be superior and comply with the manufacturers' guidelines and specifications as well as applicable rules, regulations and standards.

#### **Water Resistant Roofing**

##### **3.1 Pressure Cleaning**

Scope of Work – 3.1

- For pressure cleaning roof surfaces, use power washer unit at pressures of 2,000-5,000 psi with flow rates of 4 to 14 gallons per minute.
- All high-pressure units must be operated in accordance with OSHA safety standards.
- Rinse surface with clean water after cleaning to remove residue.

##### **3.2 Asphalt Emulsion Coating**

##### **3.3 Rubberized Coating**

##### **3.4 Vinyl/Acrylic**

##### **3.5 Non-Pigmented Synthetic Resin**

Scope of Work – 3.2, through 3.5

- All areas to receive coating must be clean, dry and smooth.
- Coatings must be applied as specified on manufacturer's data sheets and at the rates specified. If applicable, the color of the sealant shall be the color agreed upon between the Member and the Contractor. All emulsions used shall carry UL and FM approved fire ratings, and meet any existing approval standards in the state.
- Containers shall be delivered to the worksite suitably packaged to permit acceptance by carrier with each container marked with brand name, type of product, and manufacturer's production code and/or lot number.

##### **3.6 Caulking – Remove Existing, Clean and Prime Joint**

Scope of Work – 3.6

- Remove any existing caulk from joints.
- Clean joint; prime with primer as specified by the manufacturer of the caulking material. The purpose of the primer is to improve the adhesion of the caulk. (Note: Unanticipated field conditions may require a change in the type of caulk or primer. Prime contractor has the authority to order a no cost change.)
- Install specified backer rod to achieve required joint depths and shape, to permit full sealant wetting of the substrate surface when tooled, and to act as a temporary joint seal. If lack of immediate sealant application results in weathering, the backer rod shall be replaced with new sealant backing at no additional cost to the owner.
- Use bond breaker tape as specified by the caulk manufacturer. The bond-breaker may be a polyethylene or TFE-fluorocarbon self-adhesive tape, or one approved by the manufacturer of the caulk.
- Install sealant in accordance with ASTM standards.
- Follow the caulking manufacturer recommendations, tool all joints.
- Joints shall be free of air pockets, foreign matter, ridges and sags.
- Adjoining surfaces and sealed joints shall be free of smears and other soiling. If a masking tape is used to protect from smears, it must be non-staining, non-absorbent, and must not disturb the sealant when carefully removed. Remove any excess caulking.

##### **3.7 Caulking, Epoxied Urethane Compound, 2 Components, 1/4" x 1/4", In Place.**

Epoxied urethane base (one component) plus catalyst (2nd compound), chemical curing. Type 1, self leveling; Type 2, non-sagging, Class A, shore hardness 25 minimum to 35 maximum.

##### **3.8 Caulking, Polyurethane, 1 Component, 1/4" x 1/4", In Place.**

## SCOPE OF WORK/SPECIFICATIONS

- Polyurethane base, single component, chemical curing, shore hardness, 25 minimum to 35 maximum.
- 3.9 **Caulking, Polyurethane, 1 Component, 1/2" x 1/2", In Place.**  
Polyurethane base, single component, chemical curing, shore hardness, 25 minimum to 35 maximum.
- 3.10 **Caulking, Silicone Rubber, 1 Component, 1/4" x 1/4", In Place.**  
Silicone base, single component, chemical curing. Class A, shore hardness A - 50 maximum.
- 3.11 **Caulking, Epoxied Urethane Compound, 2 Component, 1/4" x 1/4", In Place.**  
Epoxied urethane base (one component) plus catalyst (2nd compound), chemical curing. Type 1, self-leveling; Type 2, non-sagging, shore hardness 25 minimum to 35 maximum.
- 3.12 **Caulking, Silicone Rubber, 1 Component, 3/4" x 3/8", In Place.**  
Silicone base, single component, chemical curing, Class A, shore hardness A - 50 maximum.

### Scope of Work – 3.7 through 3.12

- Caulk must be non-staining. Color approved by Member.
  - Wipe prepared joint free of all debris; verify joint depth using backer rod as specified by caulking manufacturer's specifications.
  - Install bond breaker tape where required by manufacturer.
  - Mix sealant as specified on labels.
  - Install caulking into prepared joint and tool per manufacturer's instruction, concave or convex.
  - Caulking must be free of wrinkles, sags, ridges, air pockets and debris.
  - Clean adjoining surfaces.
- 3.13 **Backer Rod, Polyethylene, 3/8" Diameter, installed in prepared opening.**
- 3.14 **Backer Rod, Polyethylene, 1/2" Diameter, installed in prepared opening.**
- 3.15 **Backer rod, Polyethylene, 3/4" Diameter, installed in prepared opening.**
- 3.16 **Backer Rod, Polyethylene, 1" Diameter, installed in prepared opening.**

### Scope of Work – 3.13 through 3.16

- Closed cell polyethylene, extruded, round, lightweight, non-impregnated, non-bleeding, non-staining, and odor free. Must be chemical resistant with negligible water absorptive characteristics and meet or exceed ASTM standards.
  - Inspect joint to be sure all preparations are complete.
  - Install backer into joint at depth specified by caulking manufacturer, minimum 25% compression.
  - Joint ends to be flush with no gaps.
  - Must be installed same day as caulking.
- 3.17 **Building Paper, asphalt felt sheathing paper, 1 ply, 15#, in place**
- 3.18 **Building Paper, asphalt felt sheathing paper, 1 ply, 40#, in place**

### Scope of Work – 3.17 – 3.18

- Use 15 lb. or 40lb. felt that meets or exceeds ASTM standards, Type I, UL label.
  - Nails are to be hot dipped galvanized 11 or 12-gauge barb shank with 3/8" heads, sharp pointed and long enough to penetrate and grasp 3/4" or 1". Capped Simplex or Maze nails or approved equals may be used.
  - After deck has been inspected and found to be clean and ready, nail felt to roof deck with approved fasteners, as specified.
  - Run felts single fashion starting at low point and running to ridge.
  - Side laps to be 2" minimum; end laps, 6" minimum.
  - Seal penetrations with approved mastic to meet or exceed ASTM and Federal Specification standards, Type I, asbestos free.
- 3.19 **Building Paper, red rosin paper, 5 square rolls, 4 pounds per square, in place.**

### Scope of Work – 3.19

- Red rosin paper, weighing 4 lb/100 square feet that meets ASTM D-549-74.
- Use fasteners specified by prime contractor for deck type.

## SCOPE OF WORK/SPECIFICATIONS

- Mechanically fasten red rosin to deck with correct fasteners. Use fastening pattern that meets manufacturer's recommendations.
- 3.20 **Vapor Retarder adhered, 2 ply inorganic, glass, Type IV, applied in Type IV (or appropriateType) asphalt, in place.**
- 3.21 **Vapor Retarder, 2 ply organic, Type 15 pound, applied in Type IV asphalt (or appropriate type), in place.**
- 3.22 **Vapor Retarder; 2-ply inorganic, glass, Type IV, applied in cold adhesive to 4' x 8' x 1/4" glass- mat embedded, water resistant gypsum core panel mechanically fastened.**

Scope of Work – 3.20 through 3.22

- Vapor retarder shall be applied as specified on manufacturer's data sheets and at the rates specified.
- Vapor retarder shall be asphalt water-based primer and shall meet current applicable ASTM standards.
- Apply vapor retarder per current applicable UL standards.
- Run felts shingle fashion. Broom all plies at application. Extend all plies to top of cant and seal.

### Insulation

- 3.23 **Demolition of roof insulation, per inch of depth.**

Scope of Work – 3.23

- Remove existing insulation down to roof deck.
- Remove all debris from job site and dispose of in an approved landfill.
- All debris shall be removed from flutes in deck and in any area debris might settle.
- All demolition work must comply with OSHA, EPA, and local building codes and regulations.

- 3.24 **Demolition of lightweight cementitious fill, per inch of depth.**

Scope of Work – 3.24

- Using mechanical, manual, or other approved means, remove cementitious fill.
- Clean subdeck of all rubbish.
- Dispose of all rubbish and litter; all demolition work must comply with OSHA, NCRA, EPA, and local building codes and regulations.
- Using self-tapping, coated metal deck fasteners, reattach laps, seams and loose metal, if applicable as needed.

- 3.25 **Roof deck insulation, Isocyanurate in 4' x 4' or 4' x 8' sheets with fiberglass facers, 1" thick, R-6.6, applied into Type IV (or appropriate) asphalt.**

- 3.26 **Roof deck insulation, Isocyanurate in 4' x 4' or 4' x 8' sheets with fiberglass facers, 1 1/2" thick, R-10.0, applied Type IV (or appropriate) asphalt.**

Scope of Work – 3.25 through 3.26

- Isocyanurate, HH-I-1972/GEN and HH-I-1972/2 Fire Approval, Class I, with UL labels.
- Steep Asphalt, Type IV (or appropriate) meeting ASTM D standards, applied at a rate of 30 lbs. per 100 square feet.
- Provide equipment, materials, tools and experienced labor to install rigid roof insulation. Adhere the insulation to the substrate with approved fastening methods, as follows.
- Hot applications: adhere insulation to primed deck with continuous mopping of appropriate asphalt at the rate of 30 lbs. per 100 square feet.
- Cold applications: adhere insulation to thermal barrier with a cold adhesive at a rate of 1.5 gallons per 100 square feet.
- Hot applied to sub insulation; adhere with a continuous mopping of appropriate asphalt at a rate of 30 lbs. per 100 square feet.
- Insulation must meet UL and FM requirements and must not have over 1/4" joints between boards.
- Joints must be staggered a minimum of 12".

## SCOPE OF WORK/SPECIFICATIONS

- 3.27 Roof deck insulation, Isocyanurate in 4' x 4' or 4' x 8' sheets, 1" thick, R-6.6, mechanically fastened.**
- 3.28 Roof deck insulation, Isocyanurate in 4' x 4' or 4' x 8' sheets with fiberglass facers, 1 1/2" thick, R-10.0, mechanically fastened.**

### Scope of Work – 3.27 through 3.28

- Isocyanurate, HH-I-1972/GEN and HH-I-1972/2 Fire Approval, Class I and/or labeled with UL/FM labels.
- Fasteners with 3" galvanized metal plates.
- Provide equipment, materials, tools and experienced labor to install rigid roof insulation. Attach the insulation to the substrate with approved fastening methods, as follows.
- Mechanically attached: mechanically join single layer insulation to deck with approved fastener minimum of one (1) every 2 square feet. Install additional fasteners to ensure insulation is firmly affixed, especially at parapets and at perimeters, as required per FM I-90 (depending on deck location and height).
- Fasteners are to be flush with top surface of insulation.
- Filler insulation requires two (2) fasteners per piece.
- Form continuous insulation joints over deck flange. Do not cantilever insulation edges over deck ribs, minimum bearing surface 1 1/2" and doesn't exceed 35 psi in accordance with ASTM standards. Attachment and flute span will be in accordance with insulation board manufacturer's specifications and comply with UL, Class A and FM I-90 attachment standards.
- Insulation must meet UL and FM requirements and must not have over 1/4" joints between boards.
- Joints must be staggered a minimum of 12".
- Workmanship must be superior and comply with NRCA, FM, UL and roofing material manufacturer's guidelines and specifications.

- 3.29 Roof deck insulation, fiberboard in 4' x 4' sheets, 1/2" thick, R-1.39, applied Type IV (or appropriate) asphalt, coated six sides.**
- 3.30 Roof deck insulation, fiberboard in 4' x 8' sheets, 25/32" thick, R-2.4, installed hot/cold or mechanically attached, coated six sides.**
- 3.31 Roof deck insulation, fiberboard in 4' x 4', 1" thick, R-2.78, applied Type IV (or appropriate) asphalt, coated six sides.**
- 3.32 Roof deck insulation, fiberboard in 4' x 4' sheets, 1/2" thick, R-1.39, mechanically fastened, coated six sides.**
- 3.33 Roof deck insulation, fiberboard in 4' x 4', 1" thick, R-2.78, mechanically fastened, coated six sides.**

### Scope of Work – 3.29 through 3.33

- High-density fiberboard with flame spread of 25 maximum. Must comply with ASTM standards and have compressive resistance not more than 35 psi.
- Steep Asphalt, Type IV (or appropriate type) meeting ASTM standards, applied at a rate of 30 lbs. per 100 square feet.
- Provide equipment, materials, tools and experienced labor to install rigid roof insulation. Adhere the insulation to the substrate with approved fastening methods, as follows.
- Hot applications: adhere insulation to primed deck with continuous mopping of steep or appropriate asphalt at the rate of 30 lbs. per 100 square feet.
- Cold applications: adhere insulation to primed deck or sub-insulation with a cold adhesive at a rate of 1.5 gallons per 100 square feet.
- Hot applied to sub insulation; adhere with a continuous mopping of steep or appropriate asphalt at a rate of 30 lbs. per 100 square feet. Walk insulation down. Spread bitumen pools. Do not allow bitumen to accumulate on surface of insulation.
- Cold applied: adhere with a cold adhesive at a rate of 1.5 gallons per 100 square feet. Walk insulation down. Spread bitumen pools. Do not allow bitumen to accumulate on surface of insulation, or on workers shoes.
- Mechanically attached: mechanically join single layer insulation to deck with approved fastener minimum of one (1) every 2 square feet. Install additional fasteners to ensure insulation is firmly affixed, especially at parapets and at perimeters, as required per FM I-90 (depending on deck location and height).
- Three inch galvanized metal plate fasteners are to be flush with top surface of insulation.
- Filler insulation requires two (2) fasteners per piece.

## SCOPE OF WORK/SPECIFICATIONS

- Form continuous insulation joints over deck flange. Do not cantilever insulation edges over deck ribs, minimum bearing surface 1 1/2" and doesn't exceed 35 psi in accordance with ASTM C 165. Attachment and flute span will be in accordance with insulation board manufacturer's specifications and comply with UL, Class A and FM I-90 attachment standards.
- Attachment and flute span will be in accordance with insulation board manufacturer's specifications and comply with UL, Class A and FM I-90 attachment standards.
- Insulation must meet UL and FM requirements and must not have over 1/4" joints between boards.
- Joints must be staggered a minimum of 12".

### **3.34 Roof deck insulation, lightweight cellular, wire-reinforced concrete fill, R-value depending on thickness, per inch of depth**

#### Scope of Work – 3.34

- Prepare areas for cellular concrete.
- Install cellular concrete, 2" minimum thickness, sloped to existing drains. Slope shall be 1/4" per running foot, minimum.
- Cover deck with slurry coat. Graduate thickness of insulation from high to low point. Stagger end joints and butt all joints to moderate contact. Allow slurry coat/insulation to set for 24 hours.
- Install top pour of cellular concrete over insulation. Fill all bond holes. A minimum of 2" thickness over the insulation is required.
- Use screeds (leveling devices) and darbies to attain smooth, even surface.
- Carefully plan the work to avoid cold joints, but if you have any, scarify cold joints to provide mechanical key.
- During winter months, protect installation from freezing until initial set is attained.
- Provide reinforcing mesh into all areas where cellular concrete is placed. Butt or space sides not more than 4"; cut mesh to fit all walls, curbs, and openings. (Note: to meet FM requirements, mesh must be used.)
- Mix and pump cellular concrete into place using personnel and equipment approved of by the concrete manufacturer. Mixing time shall be sufficient to provide a consistent, thorough concoction that will freely flow and screed to a smooth surface.
- Proportion cellular concrete to provide a density of 40 lbs/cubic foot,  $\pm$  5% and 28-day compressive strength of 160 psi.
- Pour cellular concrete only when temperatures are predicted to be above 40°F for the next two days.
- Provide daily 2-ply bituminous tie-in connections at cellular concrete/roofing terminations.
- If applicable, remove embedded gravel from top ply along termination. (Width of 8")
- Install 5-course felt/mesh bituminous reinforcement; extend membrane at least 6" onto roofing and top surface of cellular cement using asphalt mastic or flashing bitumen. Make everything watertight.
- Seal any surface cracks with asphalt mastic.
- Spray curing compound to entire surface within 24 hours of placement.
- Allow cellular concrete to cure and become hard to withstand foot traffic and other light roof operations, approximately 3 days. Before one is allowed on the new roof, be sure exposed surface is dry.

### **3.35 Roof deck insulation, vermiculite at 1/8:12, R-value depending on thickness, per inch of depth.**

### **3.36 Roof deck insulation, vermiculite at 1/4:12, R-value based on thickness, per inch of depth.**

#### Scope of Work – 3.35 through 3.36

- Prepare areas for concrete with vermiculite aggregate.
- Install vermiculite concrete, 2" minimum thickness, sloped to existing drains. Slope shall be 1/8" or 1/4" per running foot, minimum.
- Cover deck with slurry coat. Graduate thickness of insulation from high to low point. Stagger end joints and butt all joints to moderate contact. Allow slurry coat/insulation to set for 24 hours.
- Install top pour of vermiculite concrete over tapered expanded polystyrene board (EPS). Fill all bond holes. A minimum of 2" thickness over the insulation is required.
- Use screeds (leveling devices) and darbies to attain smooth, even surface.
- Carefully plan the work to avoid cold joints, but if you have any, scarify cold joints to provide mechanical key.
- During winter months, protect installation from freezing until initial set is attained.



## SCOPE OF WORK/SPECIFICATIONS

- Provide reinforcing mesh into all areas where vermiculite concrete is placed. Butt or space sides not more than 4"; cut mesh to fit all walls, curbs, and openings. (Note: to meet FM requirements, mesh must be used.)
- Mix and pump vermiculite concrete into place using personnel and equipment as approved by the concrete manufacturer. Mixing time shall be sufficient to provide a consistent, thorough concoction that will freely flow and screed to a smooth surface.
- Proportion vermiculite concrete to provide a density of 40 lbs/cubic foot,  $\pm 5\%$  and 28-day compressive strength of 160 psi.
- Pour vermiculite concrete only when temperatures are predicted to be above 40°F for the next two days.
- Provide daily 2-ply bituminous tie-in connections at vermiculite concrete/roofing terminations.
- Remove embedded gravel from top ply along termination. (Width of 8")
- Install 5-course felt/mesh bituminous reinforcement; extend membrane at least 6" onto roofing and top surface of vermiculite cement using asphalt mastic or flashing bitumen. Make everything watertight.
- Seal any surface cracks with asphalt mastic.
- Spray curing compound to entire surface within 24 hours of placement.
- Allow vermiculite concrete to cure and become hard to withstand foot traffic and other light roof operations, approximately 3 days. Before anyone is allowed on the new roof, be sure exposed surface is dry.

### 3.37 Roof deck insulation, gypsum panels, 3" thick.

#### Scope of Work – 3.37

- Remove existing decking.
- Replace gypsum panels; stabilize and provide bracing for the purlins, as necessary.
- Install per manufacturer's instruction. Gypsum planks will have UL classification markings.
- Gypsum will not be used in areas of high humidity and wetness.

### 3.38 Roof deck insulation, Isocyanurate (black facer only), tapered, 1/8" per foot slope, applied in Type IV (or appropriate type) asphalt, per inch of depth.

### 3.39 Roof deck insulation, Isocyanurate (black facer only), tapered, 1/4" per foot slope, applied in Type IV (or appropriate) asphalt, per inch of depth.

#### Scope of Work – 3.38 through 3.39

- Use 1/8" or 1/4" tapered iso-board (black facer) that meets or exceeds HH-I-1972/GEB and HH-I-1972/2 fire approval Class I and labeled with UL/FM labels.
- Steep or appropriate Asphalt, Type IV meeting ASTM D standards, applied at a rate of 30 lbs. per 100 square feet.
- Install tapered insulation.
- Insulation shall have a minimum thickness of 1" at any point on the deck and must be laid in a manner to eliminate ponding and allow for positive drainage.
- Set insulation in a continuous mopping of asphalt.
- Embed insulation into asphalt, leaving no voids or loose boards. Any joint over 1/4" must be filled.
- Apply asphalt at rate of 30 lbs. per 100 square feet; asphalt shall be at no more than 500°F and applied between 400-475°.
- Apply in continuous mopping; don't set boards in cold asphalt.

### 3.40 Cold insulation adhesive

#### Scope of Work – 3.40

- Cold insulation adhesive is for places where the deck is exposed on underside or where hot adhesive or mechanical attachment is not desirable.
- Adhesive for fiberboard, fiberglass and Isocyanurate insulating boards.
- Nominal 100% solid, moisture curing, asphaltic urethane adhesive for use in adhering insulation and base sheets in bur systems. Must be 8.5 lbs/gallon, have 200 psi tensile strength, and meet ASTM standards.
- Prime surface to receive adhesive with water-based primer.
- Allow primer to dry.
- Apply at rate of 1 to 1.5 gallons per 100 square feet.

## SCOPE OF WORK/SPECIFICATIONS

- Install base sheet or insulation per manufacturer's printed directions, as needed.

3.41 **CDX Gypsum 1/4" x 4' x 8', mechanically attached or set into adhesive.**

3.42 **CDX Gypsum 1/2" x 4' x 8', mechanically attached or set into adhesive.**

3.43 **CDX Gypsum with fiberglass facer: 1/4" x 4' x 8', mechanically attached or set into adhesive.**

3.44 **CDX Gypsum with fiberglass facer: 1/2" x 4' x 8', mechanically attached or set into adhesive.**

Scope of Work – 3.41 through 3.44

- Install per manufacturer's instructions.

### Roof Tiles and Shingles

3.45 **Remove composition shingles, wood shingles, clay, concrete, slate, and felts to decking.**

Scope of Work

- Remove existing felts, shingles, and tiles down to roof deck.
- Remove all debris from job site and dispose of in an approved landfill.
- Be sure all debris is removed from deck and in any area litter might settle.
- All demolition work must comply with OSHA, NCRA, EPA, and local building codes and regulations.
- If applicable, remove all fasteners from decking.
- Inspect deck and repair any defects as permitted in contract.
- Install matching or required felt after above work is accomplished.

3.46 **Shingles, fiberglass, Class A, 25-year strip shingles, slopes 3:12 or greater.**

3.47 **Shingles, fiberglass, Class A, 30-year, premium laminated multilayered shingles, slopes 3:12 or greater.**

Scope of Work – 3.46 through 3.47

- Fiberglass singles shall meet or exceed ASTM D standards, Type I, carry UL, Class A and wind uplift labels, have hip and ridge factory pre-cut (where applicable). Nails are to be hot galvanized, 11 or 12 gauge, barb shank, 3/8" heads, sharp pointed and of sufficient length to penetrate at least 3/4" into decking. Use six nails per shingle; staples are not permitted.
- Bituminous plastic cement shall meet or exceed Federal Specifications standards, Type I, Class A, and shall be asbestos free.
- Inspect deck after old roof removal and repair any defects.
- Install base felts and valley felts.
- Install shingles per manufacturer's specifications.
- If roof slopes less than 4 inches per 12 feet, the installation requires a double layer of 15-lb. asphalt felt prior to application of shingles.
- In high snow areas, use two each 30 lb. asphalt felts in lieu of 15 lb. felts.
- Eave metal shall be 2" x 2", 26 gauge galvanized, unpainted.
- In high wind areas, use 3" x 2", 24 gauge galvanized, unpainted eave metal.
- In ice and snow country, install ice and water shield to a point two feet inside wall line at eaves, or as required by local code if it is more stringent.

3.48 **Replacement of clay or concrete roof tiles.**

Scope of Work – 3.48

- Tile shall be of quality, finish, color, size and shape to match existing, or as selected by the owner.
- Nails for tiles and cleats shall be copper, 11 gauge, large head and long enough to penetrate 3/4" into deck.
- Flashing shall be 16 oz. copper.
- Mortar shall be one part Portland cement, 4 parts sand and color matched to tile.
- Plastic cement shall meet or exceed ASTM and Federal Specification standards, Type I.
- Sealant shall be silicone to meet or exceed ASTM standards.
- Begin installation only after verifying physical and environmental conditions are acceptable to accomplish work.

## SCOPE OF WORK/SPECIFICATIONS

- Install 40 lb. underlayment on slopes 4:12 or greater; install two 40 lb. underlayment on slopes less than 4:12 (or a 2-mil SBS modified sheet). Follow local codes for eaves, overhangs, and ice/snow conditions. In no case shall the underlayment be less than the manufacturer's specifications. Lay the felt underlayment horizontally; lap at least 4" over valley and gutter metal; turn up 6" against all abutting vertical surfaces where possible and extend without break over hips and ridges.
- Nail each sheet along the edges, which will be covered by the lap of the next sheet; lap the sheet 3" at sides and 6" at ends and cement together.
- Tile shall be laid in regular courses parallel with the eaves and no attempt made to stretch the courses. The courses shall be accurately spaced to finish even and parallel at the top of all level terminations.
- When the slopes of the abutting roof surfaces are at the same pitch, the courses shall give a continuity of line across valleys and around hips. Valleys shall be open 6" wide between tiles. Fit the tiles closely at hips and ridges and around vent pipes, ventilators, and other projections through the roof.
- Every piece of tile shall be secured by at least one fastening; Spanish tile shall have two, unless impractical. Where nailing is not possible, or to avoid nailing through sheet metal, use wire attached to nails driven above the metal line or to other permanent fastenings and set the tile in elastic cement. All tile shall be laid with an end lap of at least 3". Eave closures of pan and cover tile shall be recessed at least 1 1/2" from the lower end of the tile.
- Hips and ridges shall have roll cover tile with closed hip starters and plain terminals. Field tile that verge along hips and valleys shall be cut before turning and valley tile shall have closed ends. Top fixtures shall be furnished at deck and ridge and at the lower side of abutting vertical surfaces. Gables shall have end bands, gable rakes and closed gable ends at ridge.
- The lap of end bands, or cover tile on hips and ridges, of gable rakes to end bands and field tiles, and the spaces between field tiles and hip stringers shall be filled with elastic cement. A limited amount of elastic cement may be used for leveling tile and for pointing around eave closures and top fixtures.
- All intersections of roofs with vertical surfaces of every kind and all openings in roof surfaces shall be flashed and counterflashed. Flashings shall turn up no less than 6" against abutting vertical surfaces where possible and shall be in as long lengths as practical. On slopes, they shall lap longitudinally not less than 3". Elsewhere the joints shall be flat-locked and soldered. Laps and locks shall be in the direction of water flow; ridges and deck molds shall be flashed over the wood stringers. Exposed bottom edges of all flashings shall be doubled under about 1/2" to straight lines.
- At vertical surfaces along slopes, the flashings shall extend under the tile at least 4 1/2" with an upturned edge as high as the contour of the tile will permit. At the upper side of vertical surfaces, the flashings shall extend under the tile to the nails, with the upper edges turned back 1/2". Flashings at the lower side of vertical surface and the flashings of ridges and deck molds shall extend onto the roof tiles and top fixtures at least 4 1/2" and be bent down for stiffness.
- At corners and projections through the roof, the intersecting base flashings shall be lapped or locked and the joints sweated with solder. Base flashings at the sides, which are normal to the tile courses, shall spill onto the roofing below.
- Flashings at the sills of openings, which are not counterflashed, shall extend under the sills of the frames and turn up at least 3/4" at the back edges.
- Base flashings at the curbs of roof openings, which are not counterflashed, shall turn over the tops of the curbs and be fastened on the inside by locking to continuous cleats of the same metal which shall be fastened every 4" to the curbs.
- At low parapets and termination when not using step flashings, use 2.5-lb. lead flashing. Peen to fit tiles; use 2.5 lead stack flashings. (need prices for each)
- Summary Note: remove existing tiles, carefully to avoid breakage. Stockpile existing clay or concrete roof tiles. Install a new 40 lb. inorganic asphalt felt underlayment; make minor repairs to the existing flashings, then replace shingles in accordance with above specifications. New flashing installation will be done under a separate line item

### Roofing and Roof Restoration

#### 3.49 Remove built-up roof, multi-ply with aggregate, non-asbestos, one inch thick or less.

##### Scope of Work – 3.49

- Remove existing roofing down to roof deck or insulation.

## SCOPE OF WORK/SPECIFICATIONS

- Daily remove all debris from job site and dispose of in an approved landfill.
- Be sure all debris is removed from deck and in any area litter might settle.
- All demolition work must comply with OSHA, NCRA, EPA, and local building codes and regulations.
- If applicable, remove all fasteners from decking.
- Using roofing spades, maddox or mechanical device, remove embedded gravel from roof membrane.
- Sweep loose aggregate from roof membrane.
- Remove all loose gravel from roof membrane by power broom and dispose of collection in approved dump, or as directed by owner.
- Wet vacuum loose aggregate from roof membrane; prime substrate.
- Using mechanical wet vacuum, remove all loose rock and debris from roof membrane.
- Prime substrate: clean roof or substrate removing all dirt and debris prior to priming.
- Prime using asphaltic primer at the rate of one gallon to 100-150 square feet; allow to dry.

### 3.50 Remove single-ply roof: ballast, and membrane only.

#### Scope of Work – 3.50

- Remove existing ballast from surface or roof membrane using manual labor, roof vac or mechanical means.
- Do not pile ballast in piles that would exceed load limit on total roof system.
- All ballast to be removed by use of closed chute or mechanically. Do not throw from roof into truck or dumpster.
- Cut single-ply membrane into pieces small enough so they can safely be removed.
- Dispose of single-ply membrane in approved dumpsite.
- Contractor is responsible to determine local regulations for disposal of roof materials.
- Do not remove more membrane than can be replaced or dried in daily, especially in monsoon season.

### 3.51 Remove single-ply roof, membrane partially, fully, or mechanically adhered.

#### Scope of Work – 3.51

- Cut single-ply membrane into pieces that are no larger than can safely be removed.
- Dispose of membrane in approved dumpsite.
- Contractor is responsible to determine local regulations for disposal of roof materials.
- Do not remove more membrane than can be replaced or dried in daily.
- Remove single-ply roof, membrane mechanically attached.
- Cut single-ply membrane into pieces that are no larger than can safely be removed.
- Using screw gun or drill motor, remove fasteners. Dispose of leftovers in approved dumpsite.
- Contractor is responsible to determine local regulations for disposal of roof materials.
- Do not remove more membrane than can be replaced or dried in daily.

### 3.52 Remove copper sheet roofing.

#### Scope of Work – 3.52

- Use 15 lb. building paper, FS HH-R-595-B, Type 15A, Style B, unperforated. Nails to be hot dipped, galvanized, 11 or 12 gauge, smooth shank, 1" square metal heads, at least 1" long for dry in.
- Remove specified roofing using the finest equipment and tools for the job. Remove and dispose of all felts, flashings, battens, and counterflashing, as required.
- Barricade and protect the property (to avoid lawsuits from unhappy parents or teachers).
- All work, including use of building paper, to be coordinated with the owner's representative.
- All demolition work and disposal of debris must comply with OSHA, NCRA, EPA, and local building codes and regulations; fall protection as required.

### 3.53 Base sheet, 3-ply fiberglass, Type IV (or appropriate Type) asphalt.

#### Scope of Work – 3.53

- Water-based asphalt primer that meets ASTM standards.
- Asphalt, Type IV (or appropriate Type) steep to meet UL, Class A, ASTM D standards.

## SCOPE OF WORK/SPECIFICATIONS

- Fiberglass base sheet, Type G-2, meeting ASTM standards, high performance, weight, 33 lbf/100 s/f, tensile break strength 90 lbs/lbf in MD, 70 lbs/lbf in XD.
- Fiberglass ply sheet, Type IV.
- Prime existing surface with primer specified at a rate of 150-200 square feet per gallon, when required (prime is a separate line item).
- Continuously mop base sheet and three plies of specified fiberglass ply sheets with interply asphalt at a rate of 25 lbs. per square per ply. Felts to be installed according to manufacturer's specifications.
- Top surfacing as specified elsewhere.

### 3.54 Base sheet, 4-ply fiberglass, mechanically attached.

#### Scope of Work - 3.54

- Fiberglass base sheet, Type G-2 to meet ASTM D standards, high performance weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in. in XM; fiberglass plies sheets, Type IV.
- Mechanical fasteners for wood decks, 1" ringed shank nails with 1" capped head as made by Maze or Simplex; for wood fiber decks, Olympic GTL fasteners or approved equal; light weight deck, Olympic base ply fastener, Tremco/Olympic base ply fastener, Zonolite base ply fastener or equal.
- Starting at low point, install specified base sheet to deck using approved fasteners in accordance with FM I-90 wind uplift requirements.
- Regularly mop four plies of specified fiberglass ply sheets with interply asphalt applied at the rate of 25 lbs. per square per ply, following manufacturer's instruction.
- Top surfacing as specified elsewhere.

### 3.55 Fiberglass cap finishing membrane

#### Scope of Work – 3.55

- Install over hot-applied multi-ply BUR assembly in Type IV (or appropriate Type) asphalt.
- Apply as per manufacturer's instruction.

### 3.56 Base sheet with 2 plies, fiberglass felts, Type IV asphalt (or appropriate type).

### 3.57 Base sheet with 3 plies, fiberglass felts, Type IV asphalt (or appropriate Type).

#### Scope of Work – 3.56 through 3.57

- Materials include primer; fiberglass base sheet, Type G-2, to meet ASTM standards, high performance, weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in. in XM; Type VI fiberglass felts that meet or exceed ASTM standards, Type VI; asphalt Type IV steep (or appropriate type), UL, Class A.
- Prepare substrate as required.
- Continuously mop base sheet and plies of fiberglass base sheet.
- Plies are to be adhered with approved asphalt at the rate of 25 lbs. per square per ply.
- All felts are to be broomed when applied.
- Fishmouths, voids, wrinkles and other disfigurements will not be accepted.
- Extend all plies 1" or 2" above cant and seal.
- Final system must carry UL, Class A, and FM I-90 approvals and insulation attachment patterns when insulation has been used.

### 3.58 Base sheet mechanically attached with 4 plies, Type VI fiberglass felts, Type IV (or appropriate Type) asphalt.

#### Scope of Work – 3.58

- Materials include primer; fiberglass base sheet, Type G-2, to meet ASTM standards, high performance weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in. in XM; Type VI fiberglass felts that meet or exceed ASTM standards; UL listed fiberglass.
- Prepare substrate as required.
- Mechanical fasteners for wood decks, 1" ringed shank nails with 1" capped head as made by Maze or Simplex; for wood fiber decks, Olympic GTL fasteners or approved equal; lightweight deck, Olympic base

## SCOPE OF WORK/SPECIFICATIONS

ply fastener, Tremco/Olympic base ply fastener, Zonolite base ply fastener or approved equal. (add necessary price lines)

- Starting at low point, install specified base sheet to deck using approved fasteners in accordance with FM I-90 wind uplift requirements.
- Regularly mop four plies of specified fiberglass ply sheets with interply asphalt applied at the rate of 25 lbs. per square per ply, following manufacturer's instruction.
- Top surfacing as specified elsewhere.
- Final system must carry UL, Class A, and FM I-90 approvals and attachment patterns for base sheet.

### **3.59 Nailed base sheet, 3 plies Type VI fiberglass felts, fiberglass cap, Type IV (or appropriate Type) asphalt.**

#### Scope of Work – 3.59

- Materials include: fiberglass base sheet, Type G-2, to meet ASTM D standards, high performance, weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in. in XM; ply sheet, G-1, Type VI; asphalt Type IV steep (or appropriate Type), UL, Class A, ASTM standards.
- Prepare substrate as required.
- Nail base sheet per manufacturer's instruction.
- Plies are to be adhered with approved asphalt at the rate of 25 lbs. per square per ply.
- All felts are to be broomed when applied.
- Fishmouths, voids, wrinkles and puckers will not be accepted.
- Extend all plies 1" above cant and seal.
- Final system must carry UL, Class A, and FM I-90 approvals.
- Top surfacing as specified elsewhere.

### **3.60 Base sheet with 4 plies; 2 polyester and 2 fiberglass felts, Type IV (or appropriate Type) asphalt (20-year roof).**

#### Scope of Work – 3.60

- Materials include primer; fiberglass base sheet, Type G-2, to meet ASTM standards, high performance weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in. in XM; polyester ply sheets, continuous filament, heat resistant, spun bonded polyester to meet Federal Test Method 101-2031 for punctures, ASTM standards for permeability, weight to be minimum 3.1 lbs/100 square feet as in ASTM D 312-84; Type VI fiberglass felts that meet or exceed ASTM standards, Type VI; asphalt Type IV steep (or appropriate Type), UL, Class A, ASTM standards.
- Prepare substrate as required by prime contractor.
- Continuously mop base sheet and four plies (two plies of polyester and two plies of fiberglass felts). Felts are to be installed in shingle fashion.
- Plies are to be adhered with approved asphalt at the rate of 25 lbs. per square per ply.
- All felts are to be broomed when applied.
- Fishmouths, voids, wrinkles and other ugliness will not be accepted.
- Extend all plies 1"-2" above cant and seal.
- If required, install glaze coat of asphalt at the rate of 15 lbs. per square.
- Top surfacing as specified elsewhere.
- Final system must carry UL, Class A, and FM I-90 approvals and attachment patterns for base ply.

### **3.61 Built-up roof, base sheet with 3 plies polyester roofing sheet, Type IV (or appropriate Type) asphalt (20-year roof).**

#### Scope of Work – 3.61

- Materials include primer; fiberglass base sheet, Type G-2, to meet ASTM standards, high performance weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in. in XM; polyester ply sheets, continuous filament, heat resistant, spun bonded polyester to meet Federal Test Method for punctures, ASTM standards for permeability, weight to be minimum 3.1 lbs/100 square feet, asphalt Type IV steep (or appropriate Type), UL, Class A, shall meet or exceed ASTM standards.
- Prepare substrate as required by manufacturer.

## SCOPE OF WORK/SPECIFICATIONS

- Continuously mop base sheet and three plies of heat stabilized polyester with interply mopping of Type IV asphalt (or appropriate Type) at the rate of 25 lbs. per square per ply.
- Plies are to be installed shingle fashion.
- All felts are to be broomed when applied. Do not walk on felts.
- Fishmouths, voids, wrinkles and other irregularities will not be accepted.
- Extend all plies 1" above cant and seal edges.
- If required, install glaze coat of asphalt at the rate of 15 lbs. per square.
- Top surfacing as specified elsewhere.
- Final system must carry UL, Class A, and FM I-90 approvals and attachment patterns for base ply.

**3.62 Built-up roof, base sheet with 3 plies Type G2 fiberglass, cold process adhesive (20-year roof).**

**3.63 Built-up roof, base sheet plus 4 plies Type G2 fiberglass, cold process adhesive (30-year roof).**

Scope of Work – 3.62 through 3.63

- Fiberglass base ply, 28 lb or 33 lb., Type G-2, to meet ASTM D standards, high performance weight, 28 lb. or 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in in XM, tensile 80 psi, recommended by manufacturer.
- Cold asphalt adhesive, UL approved, applied at 3 gallons per 100 square feet, inner ply. Must meet SCAQMD VOC limits and contain no asbestos.
- Top surfacing as specified elsewhere.
- Install base plus three or four plies with cold asphalt adhesive at the rate of 3 gallons per square per ply.
- Plies to extend to top of cants and nail 8" o.c.
- Wood nailers to provide membrane termination.
- Final system must carry UL, Class A, and FM I-90 approvals.

**3.64 Built-up roof, base sheet, 1 ply Type VI fiberglass, 1 ply modified bitumen sheet, fire rated, Type IV asphalt (15-year roof).**

Scope of Work – 3.64

- Fiberglass base ply, 33 lb., Type G-2, to meet ASTM standards, high performance weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in in XM, approved by manufacturer.
- Asphalt, Type IV steep (or appropriate Type), UL class A, ASTM standards.
- Type VI Fiberglass felts, ASTM D 2178-88A; modified bitumen sheet, SBS elastomers with reinforcement. Thickness: 0.160", ASTM D 751-89. Tensile strength, 148 MD and 122 CD lbf/in., ASTM standards at 0°F.
- Prepare substrate as required by prime contractor.
- Continuously mop base sheet, ply sheet and modified bitumen sheet into specified bitumen, Type IV, ASTM standards.
- Install base sheet and roofing ply starting at low point in shingle fashion with asphalt at rate of 25 lbs. per square per ply.
- Broom felts with broom.
- Install modified bitumen sheet in hot asphalt at a rate of 23 lbs. per 100 square feet. Roll edge to ensure positive bond. Broom out air pockets and voids at application; end lap 12" and staggered 3' minimum. Head lap 4".
- Top surface to be granule unless noted by line item on work order.
- Final system must carry UL, Class A, and FM I-90 approvals.

**3.65 Built-up roof, base sheet, 2 ply polyester roofing sheet, 1 ply modified bitumen sheet, fire rated, Type IV asphalt (or appropriate Type), (20-year roof).**

Scope of Work – 3.65

- Fiberglass base ply, 33 lb., Type G-2, to meet ASTM standards, high performance weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in in XM, approved by manufacturer.
- Asphalt, Type IV steep (or appropriate Type), UL class A, ASTM standards; Polyester ply sheet, continuous filament, heat resistant, spun bonded polyester, to meet Federal Test Method standards for punctures, ASTM standards for permeability. Weight to be minimum 3.1 lb./in MD-240 lbf/in.

## SCOPE OF WORK/SPECIFICATIONS

- Modified bitumen sheet, SBS elastomers with reinforcement. Thickness: 0.160', ASTM D 751-89; Tensile strength, 148 MD and 122 CD lbf/in., ASTM standards at 0°F. Puncture meets FTMS standards (modified).
- Prepare substrate as required.
- Continuously mop base sheet, ply sheet and modified bitumen sheet into specified bitumen, Type IV, ASTM standards.
- Install base sheet and roofing ply starting at low point in shingle fashion with asphalt at rate of 25 lbs. per square per ply.
- Install ply sheets in continuous mopping of asphalt. Broom plies as applied and be sure ply has total adhesion and bleed through.
- Install modified bitumen sheet in hot asphalt at a rate of 23 lbs. per 100 square feet. Roll edge to ensure positive bond. Broom out air pockets and voids at application; end lap 12" and staggered 3' minimum. Head lap 4".
- Extend plies to top of cants and seal. Fishmouths, voids, wrinkles and other irregularities will not be accepted.
- Top surface to be granules unless noted by line item on work order.
- Final roofing system must carry UL, Class A, and FM I-90 approvals.

### 3.66 Built-up roof, base sheet, G-2, 33 lb., mechanically attached.

#### Scope of Work – 3.66

- Fiberglass base ply, 33 lb., Type G-2, ASTM standards average tensile, 80 psi, approved by manufacturer.
- Nail to substrate to FM I-90 design standards.

### 3.67 Built-up roof, base sheet, G-2, 33 lb., Type IV asphalt.

#### Scope of Work – 3.67

- Fiberglass base ply, 33 lb., Type G-2, ASTM D standards average tensile, 80 psi, approved by manufacturer.
- Apply asphalt into uniform and continuous mopping at a rate of 25-lbs./100 s/f.

### 3.68 Built-up roof, premium asphalt, added cost per ply per square foot.

#### Scope of Work – 3.68

- Premium IV asphalt, ASTM standards, high quality steep asphalt (appropriate type), process from highly monitored asphalt flux.
- Apply Premium IV asphalt where specified by work order at minimum rate of 25 lbs. per square per ply.

### 3.69 Built-up roof, modified bitumen adhesive, added cost per ply per square foot.

#### Scope of Work – 3.69

- Modified bitumen adhesive, a polymer formulation applied as a hot melt adhesive, made of unblown asphalt and modified with selected polymers. Must be both UL and FM approved. Elongation at 77°F, 1000%. ASTM standards.
- Apply modified bitumen adhesive in place of asphalt where specified in work order.
- Interply rate minimum 27 lbs. per 100 square feet.

### 3.70 Built-up roof, surface with cold asphaltic surfacing adhesive and gravel.

#### Scope of Work – 3.70

- Cold asphalt adhesive, UL approved. Must meet SCAQMD VOC limits and contain no asbestos as per ASTM standards. Density at 77°F, 8.2 lb./gallon, ASTM standards. Non-volatile content 75%.
- Prime if required by work order or if work surface has been contaminated.
- Roof gravel, size 6, ASTM 1863-86.
- If on work order, prime roof surface with asphalt primer.
- Apply flood coat of asphalt adhesive at 5 gallons per 100 square feet.



## SCOPE OF WORK/SPECIFICATIONS

- Broadcast roof gravel at rate of 500 lbs. per square.
- Rake gravel smooth.
- Completed system must have UL 790 Class A rating.

### 3.71 Built-up roof, surface with emulsion and granules.

#### Scope of Work – 3.71

- Apply primer as recommended by manufacturer.
- Use high performance rubberized emulsion and #11 white ceramic roof granules.
- Apply emulsion to roof surface at rate of 4 gallons per square.
- Promptly install ceramic roof granules into emulsion at rate of 80 lbs. per 100 square feet.

### 3.72 Built-up roof, surface with emulsion and aluminum coating.

#### Scope of Work – 3.72

- Apply primer as recommended by manufacturer.
- Use high performance rubberized emulsion.
- Apply emulsion to roof surface at rate of 4 gallons per 100 square feet and let cure for 30 days.
- Install aluminum reflective coating to roof surface at rate of 1 gallon per 150 square feet. Two coats required.

### 3.73 Built-up roof, surface with emulsion and white elastomeric coating.

#### Scope of Work – 3.73

- Apply water-based asphalt primer as recommended by manufacturer, if required.
- High performance, high solids, reflective, fire retardant coating.
- Apply emulsion to roof surface at rate of .75 gallons per 100 square feet and let cure, per manufacturer's recommendation.
- Apply white fire retardant coating consisting of two coats at a rate of 1 gallon per 100 square feet per coat. Density at 77°F, 12.2 lbs./gallon. Reflectance: Hunter at 90.0. Non-volatile content 67%. VOC 155 q/l, meeting all ASTM standards.
- On vertical surfaces, apply in two coats at the rate of 2 gallons per 100 square feet.

### 3.74 Built-up roof, surface with aluminum coating or paint.

#### Scope of Work – 3.74

- Aluminum reflective coating. Asbestos content, none. Density at 77°F, 7.95 lbs./gallon. Non-volatile matter, minimum 48%. Metallic aluminum, minimum 11%. VOC 478 q/l, meeting all ASTM standards.
- Prime roof with asphalt primer as recommended by manufacturer, if required.
- Install aluminum reflective coating to roof surface at rate of 1 gallon per 150 square feet. Two coats required.

### 3.75 Built-up roofing, surface with high solids white elastomeric coating.

#### Scope of Work – 3.75

- Water-based asphalt primer, if required. All materials to be asbestos free. Mastic shall be minimum 80% solids, meeting ASTM standards.
- High performance, high solids, reflective, fire retardant coating.
- Apply high solids elastomeric in one or two applications depending upon climatic conditions. Do not apply below 45°F. Apply in two applications of 2 gallon/100 s/f when temperature range is between 45°-70°F and one coat when temperature exceeds 70°F and relative humidity is below 70%. Density at 77°F, 6.8 lbs./gallon, ASTM standards. Non-volatile content, higher than 62%. Asbestos and VOC, none.

### 3.76 Built-up roofing repairs; fibered asphalt mastic, brush grade, with fiberglass mesh.

### 3.77 Built-up roofing repairs; pitch-based mastic, with fiberglass mesh.

### 3.78 Built-up roofing repairs; elastomeric mastic, with fiberglass mesh.

## SCOPE OF WORK/SPECIFICATIONS

### Scope of Work – 3.76 through 3.78

- Asphalt mastic, Pitch-based mastic, or Elastomeric mastic and reinforcement mesh. All materials shall be asbestos free. Follow all ASTM requirements.
- Apply a 1/8" thick layer of mastic over repair area. Brush in reinforcement mesh removing all wrinkles. Apply second layer of mastic and install second layer of mesh extending 1" past last layer in all directions.
- Always install same number of plies as removed (2 minimum).
- Coat repair work as on work order.

### 3.79 Built-up roofing restoration, coal tar pitch roofs.

#### Scope of Work – 3.79

- Mastics, as needed.
- Cold applied, penetrating tar base resaturant. All materials shall be asbestos free. Solids by weight, minimum 55%. Density at 77°F, 9.6 lb./gallon, meeting all ASTM standards.
- 1475-85. MVTR 0.03-0.3 g/100 inches squared/24 hours, ASTM standards.
- Size 6, 1/2" round river rock.
- Remove gravel and repair defects as outlined on work order.
- Apply coal tar 8 gallons per 100 square feet, as specified by manufacturer.
- Material is to be spray applied, unless manufacturer only specifies brushing. A mechanical pump with a minimum ratio of 11:1 is to be used for material delivery.
- 9.4.32.7 Warm material for ease of delivery, but must not exceed 110°F. The material will not be thinned in any manner.
- Round river rock size 6, 1/2", shall be spread evenly on the treated mat surface at the rate of 500 lbs. per 100 square feet. The aggregate shall be clean and new.
- If only a portion of roof mat is designed for re-saturation, then only the same size and type of aggregate will be replaced.

### 3.80 Built-up roofing restoration, odorless, coal tar pitch or asphalt roofs.

#### Scope of Work – 3.80

- Mastics, as needed.
- Cold applied, ecologically safe, odorless base resaturant. All materials shall be asbestos free. Resaturant water content 40%. Density at 77°F 8.6 lb./gallon. Low temperature flexibility at 45°F, no cracking or loss of adhesion TRC 715, meeting all ASTM standards.
- Size 6, 1/2" river rock, meeting all ASTM standards.
- Remove gravel and repair defects as outlined on work order.
- Apply resaturant, 8 gallons per 100 square feet, as specified by manufacturer.
- Material is to be spray applied, unless manufacturer specifies brushing only. A mechanical pump with a minimum ratio of 11:1 is to be used for material delivery.
- Material should be warmed for ease of delivery, but must not exceed 110°F. The material will not be thinned in any manner.
- Round river rock, 1/2", shall be spread evenly on the treated mat surface at the rate of 500 lbs. per 100 square feet. The aggregate shall be clean and new.
- If only a portion of roof mat is designed for re-saturation, then only the same size and type of aggregate will be replaced.

### 3.81 Single-ply roof, CSPE, 45 mils reinforced, asbestos free, mechanically fastened.

### 3.82 Single-ply roof, CSPE, 60 mils reinforced, asbestos free, mechanically fastened.

#### Scope of Work – 3.81 through 3.82

- CSPE membrane, 45 mil or 60 mil, reinforced with high strength polyester scrim (10 x 10).
- Cleaning solvent, tri-chlorethelene.
- Seam adhesive, contact adhesive as supplied by membrane manufacturer.
- Flash adhesive, one part elastomer.
- Seam sealer, one part white silicone as supplied by membrane manufacturer.

## SCOPE OF WORK/SPECIFICATIONS

- Flashing sheet, CSPE, 45 mil or 60 mil, reinforced.
- Mechanical fastener as specified by membrane manufacturer.
- Starting at low edge of roof, lay roofing sheet parallel to edge of roof, being careful not to fall off. Outside edge to extend below outside edge of wood nailer a minimum of 1/2".
- Install mechanical fasteners and plates at top edge of sheet, as per manufacturer's instructions.
- Lay next run of roofing sheet shingle fashion onto roof surface.
- Each sheet to have a 6" lap minimum. Lay all laps shingle fashion to permit drainage.
- Clean all laps with approved solvent.
- Adhere seams and end laps with contact adhesive, as specified by manufacturer.
- Roll lap with 2" steel roller to ensure positive adhesion.
- Install flashing sheet in flashing adhesive to substrate as specified.
- Caulk at exposed edges of flashings and field seams with silicone sealant, as specified.

### 3.83 Single-ply roofing repairs (CSPE, PVC, and EPDM).

#### Scope of Work – 3.83

- Materials: single-ply membrane to match existing.
- Adhesive and mastics to match existing.
- Sealant to match existing.
- Clean repair area.
- Make repairs according to work order. All work must conform to existing systems manufacturer's specifications.

### 3.84 Flashing membrane, 2 ply, Type IV or Type VI fiberglass.

#### Scope of Work – 3.84

- Type VI fiberglass felt, ASTM meeting all ASTM standards, Class I.
- Asphalt, Type IV steep (or appropriate type), ASTM standards, UL labeled.
- Install two plies of felts to flashing area in a continuous mopping of specified asphalt at a rate of 30 lbs. per square per ply.
- Felts not to extend over 12" above roof mat and not less than 8". Ply must extend a minimum of 4" past toe of cant.
- Nail 8" on center with simplex type fasteners or apply pressure bar.

### 3.85 Flashing membrane, 1 ply polyester and 1 ply modified bitumen.

#### Scope of Work – 3.85

- Polyester heat stabilized roofing ply sheet that meets Federal Test Method, weight 3.1 lbs/100 square feet per ASTM standards.
- Modified bitumen sheet, SBS elastomer with reinforcement. Thickness 0.150 ".
- Asphalt, Type IV steep (or appropriate type), UL class A.
- Install flashing ply as directed by manufacturer in continuous mopping of asphalt at 30 lbs. per square per ply. Not to exceed 12" height above roof, minimum height, 8" with 4" out from toe to cant.
- Nail felts 8" on center with simplex type fasteners or apply pressure bar.

### 3.86 Flashing membrane, 2 ply, polyester.

#### Scope of Work – 3.86

- Polyester heat stabilized roofing ply sheet that meets Federal Test Method.
- Final surfacing listed elsewhere.
- Install flashing ply as directed by manufacturer in continuous mopping of asphalt at 30 lbs. per square per ply. Not to exceed 12" height above roof, minimum height, 8" with 4" out from toe to cant. Nail 8" on center with simplex type fasteners or apply pressure bar.

### 3.87 Flashing membrane, CSPE.

## SCOPE OF WORK/SPECIFICATIONS

### Scope of Work – 3.87

- Hypalon (CSPE) reinforced, 0.045 thick elastomer molded with high strength polyester scrim that meets ASTM standards.
- Flashing adhesive, elastomeric adhesive, one part, to meet ASTM standards.
- Heavy fibrated asphalt mastic with penetrating oils and plasticizing agents. UL approved, to meet ASTM D standards.
- Reinforced mesh (vinyl coated, woven glass scrim, weight 1.32 lb/100 square feet) per ASTM standards, tensile strength, 75 lbf.
- Install elastomeric reinforced flashing membrane in a continuous application of adhesive at rate of 15 square feet per gallon.
- Remove all air, wrinkles, and voids.
- Flashings to extend 4" past toe of cant onto roof surface.
- Strip inner roof edge of flashing sheet with reinforced mesh and asphalt mastic.
- Attach top of flashing using pressure bar mechanically attached 8" on center.

### 3.88 Flashing membrane, CSPE with aluminum coating.

#### Scope of Work – 3.88

- Hypalon (CSPE) reinforced, 0.045 thick elastomer molded with high strength polyester scrim that meets the following ASTM standards.
- Flashing adhesive, elastomeric adhesive, one part, to meet ASTM standards.
- Heavy fibrated asphalt mastic with penetrating oils and plasticizing agents, UL approved to meet ASTM standards.
- Reinforced mesh (vinyl coated, woven glass scrim, weight 1.32 lb/100 square feet) per ASTM standards, tensile strength, 75 lbf.
- Install elastomeric reinforced flashing membrane in a continuous application of adhesive at rate of 15 square feet per gallon.
- Remove all air, wrinkles, and voids.
- Flashings will extend 4" past toe of cant onto roof surface.
- Strip inner roof edge of flashing sheet with reinforced mesh and asphalt mastic.
- Attach top of flashing using pressure bar mechanically attached 8" on center.
- Use primer, if requested, or per manufacturer's instructions.
- Install aluminum reflective coating to roof flashings at rate of 1 gallon per 130 square feet. Two coats required.

### 3.89 Polyurethane foam roofing.

#### Scope of Work – 3.89

- Material is two component, but may not use CFC's as blowing agent. Must have rating on Spray Polyurethane Foam (SPF) from UL, Class A.
- Minimum density, 2.75 pcf; minimum compression strength, 40 psi; minimum allowable slope, 1/4" to 12"; minimum thickness of foam, 1" for new, 1.5" for recover; minimum coating thickness (See .12 and .13 below). Coating shall be asbestos free. Non-volatile contents 62% by weight, 70% by volume, per ASTM standards. Density at 77°F 6.8 lb./gallon. (Must meet manufacturer's UL rated assemblies.)
- Roof prepared as on work order.
- Installation shall be smooth, free from ponding in excess of 1 square foot per 100 square feet, 24 hours after secession of moisture.
- Without exception, surfacing shall be installed the same day as the foam. Any foam left exposed overnight shall be ripped off and reinstalled without any additional cost.
- Foam will be installed according to the most rigid industry standards. (Indicate the standards you will use.)
- Random sampling: if one sample per each 10,000 square feet over the entire project (minimum three samples) show an average deficiency of coating in excess of 5%, the entire area shall be recoated with an additional 15 mils, DFT (dry film thickness), at no additional cost. Should the foam itself be deficient in depth or weight in excess of 5%, it shall be removed and replaced at no additional cost.

## SCOPE OF WORK/SPECIFICATIONS

- Polyurethane Foam shall be installed over primed concrete decks and existing built-up roofs, according to the Uniform Building Code.
- To recover gravel roof systems, first remove all loose rock, dirt, dead birds and other debris. Prime the roof.
- No existing roof system may contain moisture or wet insulation prior to recover.
- Infrared analysis is required of all insulated recover applications prior to spraying the foam.
- Minimum Dry Film Thickness: Acrylic, 40 mils, minimum fire rating, UL 790, Class A. (Must meet manufacturer's UL rated assemblies.)
- Minimum Dry Film Thickness: Silicone, 22 mils, minimum fire rating, UL 790, Class A. (Must meet manufacturer's UL rated assemblies.)
- No teachers, administrators, or students will be permitted inside any building during or within two hours after the application of any spray polyurethane foam chemicals, unless state laws so require.

### 3.90 **Single-ply roof, EDPM, 45 mils reinforced, mechanically fastened.**

### 3.91 **Single-ply roof, EDPM, 60 mils fully adhered.**

#### Scope of Work – 3.90 through 3.91

- 45 mil or 60 mil, EDPM membrane.
- Lap cleaner, as specified by membrane manufacturer.
- Lap adhesive; contact adhesive by manufacturer, or tape.
- Flashing sheet and mechanical fasteners.
- Hypalon coating and sand, (if applicable) to meet all Class A ratings.
- Lap primer as specified by manufacturer.
- Install roofing sheet parallel to roof edge and over nailer 1/2" minimum.
- Install mechanical fasteners to top edge of sheet.
- Laps to be 6" wide minimum.
- Run all sheets parallel to roof edge to ensure good drainage.
- Clean all laps with lap cleaner.
- Adhere laps with adhesive and let dry.
- Roll in seam using firm pressure; roll adhered seam with 2" steel roller.
- Install flashing sheets to substrate using flashing adhesive.
- Caulk all laps with lap sealer at the rate of 22 linear feet per gallon and tool neatly.
- Terminate top flashings with pressure bar attached 8" on center.
- Assembly must be UL 790, Class A rated.

### 3.92 **Built-up roof, base sheet with 3 plies trilaminate ply, cold process adhesive.**

#### Scope of Work – 3.92

- Fiberglass base ply, 33 lb., polyester/glass/polyester trilaminate reinforcement exceeding the requirements of ASTM standards, Type II.
- Cold asphalt adhesive, UL approved, applied at 2.5 gallons per 100 square feet, inner ply. Must meet SCAQMD VOC limits and contain no asbestos.
- Top surfacing as specified elsewhere.
- Install base and three plies with cold asphalt adhesive at the rate of 2.5 gallons per square per ply.
- Plies to extend to top of cants and nail 8" o.c.
- Wood nailers to provide membrane termination. Nail per manufacturer recommendation.

### 3.93 **Built-up roof, surface with premium asphalt, and gravel.**

#### Scope of Work – 3.93

- Premium III asphalt, high quality steep asphalt, process from highly monitored asphalt flux.
- Apply Premium III asphalt where specified by work order at minimum rate of 25 lbs. per square foot.
- Roof gravel, size 6.
- If on work order, prime roof surface with asphalt primer.
- Broadcast roof gravel at a rate of 500 lbs. per square.

## SCOPE OF WORK/SPECIFICATIONS

- Rake gravel smooth.

### 3.94 **Built-up roof, surface with Fire Retardant Aluminum coating or paint, single coat.**

#### Scope of Work – 3.94

- Fire rated, asphalt based, fibrated aluminum roof coating formulated with a blend of rust inhibiting oils. Is asbestos free and meets VOC requirements established by the US EPA for metallic pigmented Architectural Coatings. Exceeds the requirements of ASTM standards, Type III.
- Smooth asphalt built-up roof surfaces and modified bitumen surfaces: Apply 2-1/2 to 3 gallons per SQ (1.0 to 1.2 L/m<sup>2</sup>) maximum.
- Metal surfaces: 2 gallons per SQ (.08 L/m<sup>2</sup>). Coverage will vary based on texture and porosity of surface.

### 3.95 **Modified bitumen roof, base sheet, cap sheet, cold Modified Bitumen Adhesive.**

#### Scope of Work – 3.95

- Fiberglass base ply, 33 lb., Type G-2, to meet ASTM standards, high performance weight, 33 lb. per 100 s/f, break strength 90 lbf/in. in MD and 70 lbf/in in XM, approved by manufacturer.
- Cold process asphalt adhesive 2 gals/SQ (.8 L/m<sup>2</sup>) per ply.
- Modified bitumen sheet, SBS elastomers with reinforcement. Thickness: 0.160'. Tensile strength, 148 MD and 122 CD lbf/in., shall meet all ASTM standards.
- FTMS 101C 2031 (modified).
- Install modified bitumen sheet in a uniform and continuous application of adhesive. Side laps 4" (100mm) minimum; end laps 6" (150mm) minimum. To assure complete and uniform adhesion, adhesive should exude past lap edges. Install flashings as specified.

### 3.96 **Built-up roof, 3 plies fiberglass felts, Type IV Asphalt.**

#### Scope of Work – 3.96

- Ply sheet, G-1, Type VI; asphalt Type IV steep (or appropriate Type), UL, Class A, ASTM standards.
- Prepare substrate as required by prime contractor.
- Continuously mop plies. Felts are to be installed in shingle fashion.
- Plies are to be adhered with approved asphalt at the rate of 25 lbs. per square per ply.
- All felts are to be broomed when applied.
- Fishmouths, voids, wrinkles and other ugliness will not be accepted.
- Extend all plies 1"-2" above cant and seal.
- If required, install glaze coat of asphalt at the rate of 15 lbs. per square.
- Top surfacing as specified elsewhere.

### 3.97 **Single-ply roof, 45 mils fully adhered with bonding adhesive.**

#### Scope of Work – 3.97

- 45 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Apply bonding adhesive in a uniform continuous application onto approved substrate 80 to 100 sq. ft./gal (2.0 – 2.5 m<sup>2</sup>/L).
- Allow adhesive to become tacky prior to placing membrane into the adhesive. Do not allow adhesive to fully dry prior to placing membrane.
- Place membrane into adhesive and broom immediately. Overlap at side laps.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Do not apply adhesive over membrane in end lap area. Seal end lap using 45 mil roof membrane (without fleece). Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.

## SCOPE OF WORK/SPECIFICATIONS

- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.98 Single-ply roof, TPO Fleece Back, 45 mils fully adhered with hot asphalt.

#### Scope of Work – 3.98

- 45 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Apply asphalt Type IV steep (or appropriate Type) ASTM D-312-84 in a uniform continuous application onto approved substrate 25 lbs/SQ (1.25 kg/m<sup>2</sup>).
- Place membrane into adhesive and broom immediately. Overlap at side laps.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Do not apply adhesive over membrane in end lap area. Seal end lap using 45 mil roof membrane (without fleece). Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.99 Single-ply roof, 45 mils mechanically attached.

#### Scope of Work – 3.99

- 45 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of standards.
- Start at the low point of the roof and position a half-width (39" or 991mm)
- Roll roof membrane square with the roof edge. Avoid wrinkles.
- Reposition when necessary.
- Mechanically attach underlying sheet at the lap to the structural deck with fasteners and 2 3/8" (60mm) diameter barbed membrane plates spaced at 6" (153mm) on center (or as specified) down the entire lap with the disc centered 1 1/8" (29mm) from the sheet edge.
- Overlap at side lap: 4.5" (114mm) minimum. Overlap at end lap 3" (76mm) minimum.
- The minimum number of half-width rolls requires at the perimeter is 2. Determine the perimeter width as described in Section 2.2 of Factory Mutual Loss Prevention Data Sheet 1- 28.
- Install the required number of half-width perimeter rolls along the roof edges both parallel and perpendicular to the roll direction in the field of the roof. Overlap perimeter sheets in the corner areas with perimeter fasteners rows installed through both membranes in both directions. Install a minimum 6-inch (150mm) wide cover strip centered over the fastener rows.

### 3.100 Single-ply roof, TPO 60 mils fully adhered with bonding adhesive.

#### Scope of Work – 3.100

- 60 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Apply bonding adhesive in a uniform continuous application onto approved substrate 80 to 100 sq. ft./gal (2.0 – 2.5 m<sup>2</sup>/L).
- Allow adhesive to become tacky prior to placing membrane into the adhesive. Do not allow adhesive to fully dry prior to placing membrane.
- Place membrane into adhesive and broom immediately. Overlap at side laps.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Do not apply adhesive over membrane in end lap area. Seal end lap using 45 mil roof membrane (without fleece). Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.

## SCOPE OF WORK/SPECIFICATIONS

- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.101 Single-ply roof, TPO 60 mils mechanically attached.

#### Scope of Work – 3.101

- 60 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Install fasteners at a minimum rate of 6 fasteners per 4'x8' board
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.102 Single ply roof, TPO, 60 mils fully adhered with hot asphalt.

#### Scope of Work 3.102

- 60 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Apply asphalt Type IV steep (or appropriate Type) ASTM standards in a uniform continuous application onto approved substrate 25 lbs/SQ (1.25 kg/m<sup>2</sup>).
- Place membrane into adhesive and broom immediately. Overlap at side laps.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum
- Do not apply adhesive over membrane in end lap area. Seal end lap using 45 mil roof membrane (without fleece). Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.103 Single-ply roof, TPO 80 mils fully adhered with bonding adhesive.

#### Scope of Work 3.103

- 80 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Apply bonding adhesive in a uniform continuous application onto approved substrate 80 to 100 sq. ft./gal (2.0 – 2.5 m<sup>2</sup>/L).
- Allow adhesive to become tacky prior to placing membrane into the adhesive. Do not allow adhesive to fully dry prior to placing membrane.
- Place membrane into adhesive and broom immediately. Overlap at side laps.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Do not apply adhesive over membrane in end lap area. Seal end lap using 45 mil roof membrane (without fleece). Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.104 Single-ply roof, TPO 80 mils mechanically attached.

#### Scope of Work 3.104



## SCOPE OF WORK/SPECIFICATIONS

- 80 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Install fasteners at a minimum rate of 6 fasteners per 4'x8' board.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.105 Single ply roof, TPO, 80 mils fully adhered with hot asphalt.

#### Scope of Work 3.105

- 80 mil white thermoplastic single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Apply asphalt Type IV steep (or appropriate Type) ASTM standards in a uniform continuous application onto approved substrate 25 lbs/SQ (1.25 kg/m<sup>2</sup>).
- Place membrane into adhesive and broom immediately. Overlap at side laps.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum
- Do not apply adhesive over membrane in end lap area. Seal end lap using 45 mil roof membrane (without fleece). Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.106 Single-ply roof, PVC 60 mils mechanically attached.

#### Scope of Work 3.106

- 60 mil white polyvinyl chloride single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Install fasteners at a minimum rate of 6 fasteners per 4'x8' board
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Heat weld membrane strip over end lap. Stagger all end laps.
- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### 3.107 Single-ply roof PVC 60 mils fully adhered with bonding adhesive.

#### Scope of Work 3.107

- 60 mil white polyvinyl chloride single ply comprised of an elastomeric tri-polymer alloy based on Elvaloy and blended with CPE and PVC. Membrane is asbestos free and exceeds the performance requirements of ASTM standards.
- Apply bonding adhesive in a uniform continuous application onto approved substrate 80 to 100 sq. ft./gal (2.0 – 2.5 m<sup>2</sup>/L).
- Allow adhesive to become tacky prior to placing membrane into the adhesive. Do not allow adhesive to fully dry prior to placing membrane.
- Place membrane into adhesive and broom immediately. Overlap at side laps.
- 3" (76mm) minimum. Overlap at end lap 2" (51mm) minimum.
- Do not apply adhesive over membrane in end lap area. Seal end lap using 45 mil roof membrane (without fleece). Heat weld membrane strip over end lap. Stagger all end laps.

## SCOPE OF WORK/SPECIFICATIONS

- Heat weld seams according to manufacturer's specifications.
- Provide mechanical attachment of roof membrane at roof perimeter, walls, expansion joints, and all other projections.

### Coatings

- 3.108 **Energy star coating**
- 3.109 **High tensile coating**
- 3.110 **Kymax coating**
- 3.111 **High build acrylic reflective coating**
- 3.112 **White elastomeric coating**

Scope of Work 3.108 through 3.112

- Apply all coatings according to manufacturer's specifications

*3.113 through 3.119 have been intentionally left out of specifications and cost form.*

### Metal Work

#### 3.120 **Remove standard metal decking**

Scope of Work 3.120

- Before work starts, area below work must be protected and/or barricaded before deck removal begins.
- Remove deteriorated decking.
- Dispose of old decking in an approved dumpsite or with scrap metal buyer.
- All decking must be replaced and covered daily.

#### 3.121 **Install metal decking.**

Scope of Work 3.121

- Steel galvanized metal deck units, meets current ASTM standards, Grade A.
- Use coated self-tapping deck screws.
- All welding per SWA "Structural Welding Code."
- Paint must be rust inhibitive. Existing deck will be painted, where required.
- Install deck units and accessories in accordance with manufacturer's recommendations and final shop drawings.
- Place deck units on supporting steel framework and adjust to final position with ends accurately aligned and bearing on supporting members before being permanently fastened. Do not stretch or contract side lap interlocks.
- Place deck unit in straight alignment for entire length of run of cells and with close alignment between cells at ends of abutting units.
- Place deck units flat and square, secured to adjacent framing without warp or excessive deflection.
- Do not place deck units on concrete supporting structure until concrete is cured and dry.
- Coordinate and cooperate with structural steel erector in locating decking bundles to prevent overloading of structural members.
- Fasten roof deck units to steel supporting members by not less than 1/2" diameter fusion welds or elongated welds of equal strength, spaced not more than 12" o.c. at supports, and at closer spacing where required for lateral force resistance.
- Comply with AWS requirements and procedures for manual shielded metal arc welding, appearance and quality of welds and methods used in correcting welding work.
- Use welding washers where recommended by deck manufacturer.
- Lock side laps of adjacent deck units between supports with screws on 36" centers.
- Provide reinforcement at opening to match that that exists.

#### 3.122 **Install steel plate, two sizes.**

## SCOPE OF WORK/SPECIFICATIONS

### Scope of Work – 3.122

- Galvanized, 10 gauge steel; also, extra heavy-duty, 1/4th inch thick. Mechanically attached to meet local needs. Must be supported to comply with surrounding/adjacent conditions. (Gauge to match existing, as necessary.)
- Angle iron or steel plate, 1/4" mechanically attached to meet local needs. Must be supported to comply with surrounding/adjacent conditions.
- Cover limited openings in a deck. Steel may be used as required in horizontal or vertical conditions, decking, coverings or framing.

### 3.123 Remove metal counterflashing.

#### Scope of Work – 3.123

- Remove existing counterflashing.
- Dispose of old counterflashing in an approved dumpsite or with scrap metal buyer.

### 3.124 Counterflashing, galvanized, 24 gauge, 6" width.

#### Scope of Work 3.124

- Sheet steel, meeting ASTM standards, with 1.25 oz. per square foot galvanized coating.
- Hemmed and with a 45° drip edge.

### 3.125 Counterflashing, copper, 16 oz., 6" width.

#### Scope of Work – 3.125

- Copper, meeting ASTM standards.
- Hemmed and with a 45° drip edge.

### 3.126 Remove metal edge, gravel stop, eave strip, or coping.

#### Scope of Work – 3.126

- Remove existing counterflashing.
- Dispose of waste in an approved dumpsite or with scrap metal buyer.

### 3.127 Metal edge raised, galvanized steel fascia/eave drip; 6" face, hemmed, continuous cleat, 3" deck flange.

#### Scope of Work – 3.127

- Steel, meeting ASTM standards, with 1.25 oz. per square feet galvanized coating. In compliance with IBC, standards for edge securement for low-slope roofs.
- Metal fascia with treated wood cant.
- Approved fasteners, according to manufacturer recommendations.
- Install face to roof edge. Installation to comply with fascia manufacturer's specifications.
- Flash (seal) fascia as specified by manufacturer.

### 3.128 Gravel stop, galvanized steel, 24 gauge, 6" face.

#### Scope of Work – 3.128

- Steel, meeting ASTM standards, with 1.25 oz. per square feet galvanized coating, 24 gauge.
- Solder, alloy grade Sn50A. Neutralize flux after soldering.
- Continuous cleat, 22 gauge sheet steel with 1.25 oz. per square feet galvanized coating.
- Fabricate and install gravel stop per SMACNA and NRCA standards.
- Set flashing in asphalt mastic 3" on center, staggered.
- Strip flange per roofing manufacturer's specifications.
- Install butt plates between sections.

### 3.129 Remove metal gutter.

## SCOPE OF WORK/SPECIFICATIONS

### Scope of Work – 3.129

- Remove existing gutter.
- Dispose of old metal in an approved dumpsite or with scrap metal buyer.

### 3.130 **Gutter, galvanized steel, ASTM 526, with 1.25 oz/square foot galvanized coating, 24 gauge, 5" box or ogee style, joints and end caps shall be soldered.**

### Scope of Work – 3.130

- Install gutters where specified by work order.
- Installation must conform to SMACNA manual details.
- Stiffeners shall be installed 36" o.c.
- Gutters shall have spacers and gutter brackets. Brackets shall be sized per manufacturer's instruction, or 36" on center with gutter spacers spaced equally between brackets.
- Gutter shall be fabricated from flat stock (minimum 1/16 x 1 inch of the same material as the gutter).

### 3.131 **Gutter, aluminum, .050" thick 5" box or ogee, painted, Kynar finish.**

### Scope of Work – 3.131

- Install gutters with approved fasteners where specified by work order.
- Installation must conform to SMACNA manual details, and NRCA and roofing manufacturer's details.
- Stiffeners shall be installed 36" o.c., as will support brackets.

### 3.132 **Gutter, copper, 16 oz, half round, 5" wide.**

### Scope of Work – 3.132

- Install pre-manufactured copper gutters with approved fasteners where specified.
- Installation must conform to SMACNA manual details, and NRCA and roofing manufacturer's details.
- Stiffeners shall be installed 36" o.c., as will support brackets.

### 3.133 **Gutter, copper, 16 oz, half round, 6" wide.**

### Scope of Work – 3.133

- Install pre-manufactured copper gutters with approved fasteners where specified by work order.
- Installation must conform to SMACNA manual details, and NRCA and roofing manufacturer's details.
- Stiffeners shall be installed 36" o.c., as will support brackets.

### 3.134 **Remove metal downspouts.**

### Scope of Work – 3.134

- Remove existing downspouts.
- Dispose of old downspouts in an approved dumpsite or with scrap metal buyer.

### 3.135 **Downspouts, aluminum, .024" thick, 3" x 4", painted, installed.**

### Scope of Work – 3.135

- Materials must have two coats of factory applied baked-on enamel, color selected by owner.

### 3.136 **Downspouts, GI, 24 gauge 3" x 4", installed.**

### Scope of Work – 3.136

- Materials per ASTM standard, with 1.25 oz. per square feet galvanized coating.

### 3.137 **Downspouts, GI, 24 gauge, 4" round, installed.**

### Scope of Work – 3.137

Materials per ASTM standard, with 1.25 oz. per square feet galvanized coating.

## SCOPE OF WORK/SPECIFICATIONS

### 3.138 Downspouts, copper, 16 oz., 6" round, installed.

#### Scope of Work – 3.138

- ASTM standard, to match existing spouts.

### 3.139 Downspouts, strainer.

#### Scope of Work – 3.139

- Copper.
- Galvanized steel. In compliance with IBC standard for edge securement for low-slope roofs.
- Install downspout strainer in gutter, where specified.

### 3.140 Metal flashing, apron flashing, 9" wide.

#### Scope of Work – 3.140

- 16 oz. copper per ASTM standards.
- Steel, meeting ASTM standards, with 1.25 oz. per square feet galvanized coating.
- Installation must conform to NRCA and roofing manufacturer's details.

### 3.141 Metal flashing, step flashing.

#### Scope of Work – 3.141

- 16 oz. copper per ASTM standards.
- Steel, per ASTM standards, with 1.25 oz. per square feet galvanized coating.
- Flashing must conform to SMACNA manual details.

### 3.142 Metal splash pan, 16 oz.

#### Scope of Work – 3.142

- 16 oz. copper per ASTM standards.
- Steel, per ASTM standards, with 1.25 oz. per square feet galvanized coating.
- Solder and flux.
- Fabricate splash pans a minimum of 12" wide, 18" long, with 1" sides hemmed 1/2" on 3 sides.
- Installation must conform to SMACNA manual details.

### 3.143 Metal trim, aluminum, .032" thick, painted.

#### Scope of Work – 3.143

- Material shall have a Kynar finish.
- Fabricate and install metal trim to conform to building as specified in work order.
- Installation must conform to SMACNA manual details.

### 3.144 Metal storm collar.

#### Scope of Work – 3.144

- 16 oz. copper.
- Steel with 1.25 oz. per square feet galvanized coating.
- Stainless steel, 26 gauge.
- Aluminum, .032.
- Install storm collars over all pitched pockets.
- Install in cone shaped configuration per NRCA.

### 3.145 Metal coping, galvanized steel, 24 gauge, standing seam.

### 3.146 Metal coping, galvanized steel, 24 gauge, with butt plate.

## SCOPE OF WORK/SPECIFICATIONS

Scope of Work – 3.145 through 3.146

- Steel, with 1.25 oz. per square feet galvanized coating.
- Continuous cleat, 22 gauge, galvanized sheet steel.
- Fasteners as specified by roofing manufacturer.
- Fabricate coping cap with standing seams, if applicable per SAMNA details.
- Fascia edges to extend past wood a minimum of 1".
- Fasten face with continuous lock strip.
- Fasten backside with screws and neoprene washers.

### 3.147 Resolder joints in sheet metal.

Scope of Work – 3.147

- Flux, cleaner, and solder as needed, and experience.
- Wire brush the joint.
- Clean area to be soldered.
- Apply flux and solder as per SMACNA specifications.
- Clean up site when through.

### 3.148 Metal edge, aluminum, .050" thick, 6" face, painted.

Scope of Work – 3.148

- Material shall have a Kynar finish.
- Metal edge shall have a minimum 6" face.
- Fabricate and install metal trim to conform to building as specified in work order.
- Installation must conform to SMACNA manual details.

### 3.149 Metal edge, aluminum, free floating fascia system.

Scope of Work – 3.149

- Metal edge shall have a minimum 6" face.
- Fabricate and install metal trim to conform to building as specified in work order.
- Assemble fascia sections, deck bracket units, and joint plate to form each 10' fascia section.
- Begin at corners. Snap prefabricated corner with joint plates onto first fascia section.
- Position onto corner and loosely secure. Install remaining sections.
- Visually align. Secure deck brackets to wood nailer.
- Install new wood cant strip over deck brackets. Apply roofing membrane to top edge of cant.
- Installation must conform to SMACNA manual details.

### 3.150 Parapet Wall Metal.

Scope of Work – 3.150

- Metal panels are factory roll-formed 26 or 24 gauge steel, coated both sides with a layer of (Galvalume), aluminum-zinc alloy (approximately 55% aluminum, 45% zinc) applied by continuous hot dip method. Triple-spot minimum 0.55 once per square foot as determined by the triple-spot test.
- 26 or 24 gauge galvanized, per ASTM specification, and painted with exterior colors of a full strength, 70% Kynar 500 & Hylar 5000 fluoropolymer coating.
- Panels are designed in accordance with AISI "Specifications for the Design of Light-Gauge, Cold-Formed Steel Structural Members", or "Cold-Formed Steel Structural Steel Members" and in accordance with sound engineering methods and practices.

## SCOPE OF WORK/SPECIFICATIONS

- 3.151 **Metal edge, anodized finished aluminum, free floating fascia system 8 inches.**
- 3.152 **Metal edge, high performance fluorocarbon finished aluminum, free floating fascia system 8 inches.**
- 3.153 **Metal edge, anodized finished aluminum, free floating fascia system 6 inches.**
- 3.154 **Metal edge, high performance fluorocarbon finished aluminum, free floating fascia system 6 inches.**

Scope of Work – 3.151 through 3.154

- In compliance with IBC, securement for low-slope roofs.
- A heavy aluminum extrusion with reinforced hypalon elastomeric sheeting to form a flexible, free floating fascia system capable of accommodating dynamic perimeter roof movement.
- Install per manufacturer's specifications.

### **New Aluminum Metal Cladding**

- 3.155 **Furnish and install new uninsulated aluminum wall cladding.**
- 3.156 **Furnish and install new insulated aluminum wall cladding.**
- 3.157 **Furnish and install new insulated aluminum wall cladding panels (Architecture).**
- 3.158 **Cladding of roof parapet walls with copings.**

Scope of Work – 3.155 through 3.158

- Set up protection, scaffolding/swingstage as per OSHA requirements.
- The aluminum panels are to be installed only on structurally sound walls. Provide concealed anchorages to the walls as recommended by the panel manufacturer.
- The anchorages should be capable of withstanding the code stipulated wind loads.
- The joints between panels should be overlapping and positively sealed against water and air intrusion.

- 3.159 **New exterior finish insulation system.**
- 3.160 **New exterior finish insulation system w/o insulation.**

Scope of Work – 3.159 through 3.160

- Furnish and install an EFIS system as per manufacturer's recommendation.
- Incorporate air and vapor barrier and weeping system as recommended by the manufacturer.

- 3.161 **New Metal Copings.- New aluminum metal parapet copings.**

Scope of Work – 3.161

- Set up protection, scaffolding/swingstage as per OSHA requirements.
- Field measure the parapet wall for fabrication of the metal coping for tight fit.
- Install wood blocking on top of the wall and anchored to the wall.
- Install continuous cleats on both sides of the wood blocking.
- Install new anodized aluminum coping snapped on tight to the cleats.
- Adjacent sections should be lapped a minimum of six inches and the joints should be sealed watertight with sealants.

### **Surface Preparation**

- 3.162 **Cleaning of existing steel and surface.**
- 3.163 **Coating of existing reinforcement.**

Scope of Work – 3.162 through 3.163

- Setup sidewalk protection, perimeter netting as required by local authorities and OSHA.
- Setup swingstage/scaffolding as per OSHA and local requirements.
- Remove all rust from rebars using grinders and other power tools and handheld tools.
- Clean concrete surface free of all laitance by blowing using compressed air or power washing the surface.
- Coat exposed reinforcing with corrosion inhibitor such as Corr-Bond or Euco #452 LV Epoxy manufactured by Euclid Chemical Company or equal.

## SCOPE OF WORK/SPECIFICATIONS

### Woodwork

3.164 **Demolition of plywood or standard 1" x 6" decking.**

3.165 **Demolition of standard 2" x 6" tongue and groove decking.**

Scope of Work – 3.164 through 3.165

- Before work starts, area below work must be protected and/or barricaded.
- Remove deteriorated decking, nails and fasteners.
- Dispose of old decking that can't be reused in an approved.
- Inspect roof joists; repair or replace.
- All decking must be replaced and covered daily and comply with OSHA, EPA, and local building codes and regulations.

3.166 **Plywood decking, CDX, 1/2" thick (or 15/32" optional).**

3.167 **Plywood decking, CDX, 5/8" thick.**

3.168 **Plywood decking, CDX, 3/4" thick.**

Scope of Work – 3.166 through 3.168

- Plywood panels shall be identified with the American Plywood Association (APA) grade trademark and shall meet the requirements of U.S. Products Standard PS-1 for soft plywood construction.
- All plywood which has any edge or surface permanently exposed to weather shall be of the exterior type.
- Plywood roof decking shall be grade C-D or better with exterior glue.
- Proper fasteners shall be used.
- Verify that surfaces to receive decking are prepared and ready.

3.169 **Standard 1" x 6" decking, tongue and groove.**

3.170 **Standard 2" x 6" tongue and groove decking**

Scope of Work – 3.169 through 3.170

- Wood decking shall be commercial grade with 15% maximum moisture content, single tongue and groove edges with FB-1200 psi. Must be stamped with *dry* stamp.
- Nails must meet Federal Specification for common nails, style 10, cement coated.
- Install decking continuous over three supports.
- Drive deck members tight using short block; do not hammer tongue.
- Nail each member to support with two 30d common blind and face nail for decking up to 2 1/4" thick and 40d common blind and face nail for decking 2 3/4" to 3" thick.
- Toe nail groove to tongue at 40 to 50 degree angle starting 1 1/4" from groove edge. Nail to each purlin using 8d common nails.

3.171 **Cants, wood fiber, trapezoidal, 1 1/2" x 5 5/8".**

Scope of Work – 3.171

- Wood fiberboard shall meet ASTM standards, and be asphalt impregnated.
- Type IV (or appropriate type) steep asphalt to meet ASTM standards, and UL Class A.
- Install wood fiber cants set in a continuous mopping of steep asphalt at a rate of 25 lbs. per 100 square feet.

3.172 **Cants, treated wood, 4" x 4" diagonal.**

Scope of Work – 3.172

- 4 x 4 treated wood cut on bias to form cant strip. Southern Pine, No. 2 grade, free from warping and decay. Pressure treated with Chromated Copper Arsenate (CCA) to meet AWPA standards, 0.40 retention and marked.
- Nails must meet current Federal Specification for common nails, style 10, cement coated.
- Install treated cant to wood nailer as outlined in work order.
- Cants to be nailed 16" o.c. and fastened to walls as required by roofing manufacturer.



## SCOPE OF WORK/SPECIFICATIONS

- Top edge shall be flush with wall.
- Corners are to be mitered to fit snug.

- 3.173 **Nailer, treated wood, 1" x 4".**  
3.174 **Nailer, treated wood, 2" x 4".**  
3.175 **Nailer, treated wood, 2" x 6".**  
3.176 **Nailer, treated wood, 2" x 8". (Optional)**

### Scope of Work – 3.173 through 3.176

- 1 x 4, 2 x 4, 2 x 6 or 2 x 8 (optional) treated wood. Southern Pine, No. 2 grade, free from warping and decay. Pressure treated with Chromated Copper Arsenate (CCA) to meet AWPA, LP22, 0.40 retention and marked.
- Nails must meet current Federal Specification for common nails, style 10, cement coated.
- Install wood blocking as outlined in work order.
- Fasten blocking with approved fasteners in two rows staggered on 24" centers.

- 3.177 **Curbing, treated wood, 2" x 12".**

### Scope of Work – 3.177

- 2 x 12 treated wood. Southern Pine, No. 2 grade, free from warping and decay. Pressure treated with Chromated Copper Arsenate (CCA) to meet current AWPA standards, LP22, 0.40 retention and marked.
- Nails must meet current Federal Specification for common nails, style 10, cement coated.
- Prepare area to receive curb as outlined in work order.
- Fabricate curb to fit opening as outlined in work order.
- Nail or screw curb in place using applicable fastener for deck type.

- 3.178 **Joist, fir, 2" x 6".**  
3.179 **Joist, fir, 2" x 8"**  
3.180 **Joist, fir, 2" x 10".**  
3.181 **Joist, fir, 2" x 12".**

### Scope of Work – 3.178 through 3.181

- 2 x 6, 2 x 8, 2 x 10, or 2 x 12 fir, standard grade or better for light framing; grade 2 or better for structural framing.
- Nails must meet current Federal Specification for common nails, 16d, style 10, coated.
- Bolts, shall meet current ASTM standards, Grade A.
- Lag screws and bolts shall meet current ASTM standards, Type II, Hex Head, Grade B.
- Toggle Bolts, shall meet current Federal Specification, Type I, Class A, Style I.
- Install new joist with crown edge up.
- Support ends of each member minimum 3" of bearing on wood.
- Lap members framing from opposite side of beams, minimum 4".
- Support joist alternately at ends with solid blocking, 2" thick by depth of joist, between members crossing bearing joint.
- When nominal depth to thickness ratio of joist exceeds 6, install bridging at 8' intervals.
- Double rafters at roof openings to provide headers and trimmers and support with metal hangers following local building code.

## Standing Seam Metal Roof System (SSMRS)

- 3.182 **Pre-Engineered SSMRS, products (20-year roof)**

### Scope of Work – 3.182

- Pre-engineered metal roofs shall be systems with high locking ribs and concealed fastener clips that will allow the roof to experience natural expansion and contraction without damage to the seams or fasteners during extreme heat and cold conditions.

## SCOPE OF WORK/SPECIFICATIONS

- When possible, the SSMRS installed will be manufactured by one company.
- The design dead load (weight of the SSMRS components) shall be determined by the manufacturer, and shall not exceed the design load of the structure, as determined by structural analysis
- Wind uplift loads shall meet or exceed FM standards. Thermal loads shall allow a 100- degree temperature range without damage to the structure.
- Structural cold-formed steel framing members and their connections shall be in conformance to AISI standards. Slopes from 1/4:12 to 1/2:12 may require a trapezoidal panel.
- Fasteners shall be zinc-coated, stainless steel or cadmium, aluminum, corrosion resistant steel, or nylon capped steel, as specified by the manufacturer. All exposed metal roof fasteners shall have the same coating and thickness of coating as the panels. Any exposed metal roof fasteners shall be gasketed or have gasketed washers on the exterior side of the covering to waterproof the penetration. Washers shall be neoprene or other equally durable elastomeric material approximately 1/8th inch thick. Screws and bolts shall be as recommended by the manufacturer. Bolts shall have locking washers and nuts. Blind screw-type expandable fasteners shall be not less than 1/4th inch diameter; blind pop rivets shall be at least 9/32-inch diameter
- Steel roof panels shall be designed in compliance with AISI SG-673; aluminum panels shall be designed in accordance with AA ASD-1 and AA ASD-30. On roofs with less than 30 feet of unbroken slope, panels shall be sufficiently long to cover the entire length. When length of run exceeds 30 feet and panel splices are provided, each sheet in the run shall extend over three or more supports. (Sheets longer than 30 feet may be provided, if approved by the buyer.) Runs of variable width panels may be used to maintain panel modularity. Factory punched structural members shall be used with pre-punched trapezoidal panels to ensure maintaining modularity. Panel clip attachments for trapezoidal panels shall be made using self-tapping 3/8" fastener into a pre-punched structural member that will allow for parallel alignment with panel corrugation. Sheets shall cover not more than 16 inches in place. SSMRS with panels in excess of 12 inches in width shall have standing seams rolled during installation by an electrically driven seaming machine. Standing seams shall be not less than 2 inches in height. Sheets shall be square-cut or miter-cut (except for gable end wall sheets that may be customized, as necessary). Roof panels shall have a factory color finish of a polyvinylidene fluoride coating not less than 0.8 mil over a primer coat with a dry film thickness of 0.3 mils on the exposed sides. The interior prime coat shall not be less than 0.3 mils of primer. Sheets shall meet or exceed the salt spray test minimums per current ASTM standards, the panels will show no evidence of fracturing, no cracking, peeling, blistering, loss of adhesion or corrosion shall be evident. Panels shall pass a 1000-hour test for humidity per current ASTM standards. Factory painted sheets shall be impact resistant, resistant to abrasion, have a specular gloss of 20 or less at an angle of 60 degrees, and be resistant to pollution in accordance with ASTM standards.
- Accessories (see above and below, as necessary) shall be capable of resisting the specified design wind uplift loads and shall allow for expansion and contraction of the panels in the heat and cold. Any exposed fasteners shall not restrict the free movement of the roof panel system. Flashing, gutters, soffits, fascias, trim, metal closures strips, caps, and similar metal accessories shall be not less than the minimum thickness specified for the roofing panels and shall be color coordinated. Molded closure strips shall be closed-cell or solid-cell synthetic rubber or neoprene, or pre-molded polyvinyl chloride to match configuration of the covering. Accessories shall not absorb or retain water or snow. Thermal spacer blocks and other thermal barriers at concealed clip fasteners shall be as recommended by the manufacturer. Gutter liner products including, but not limited to, adhesives, splicing cements, solvents, and sealants shall be only those recommended by the manufacturer. Prefabricated shaped flashings shall be used when possible. Sheared edges shall be hemmed. Membranes shall be ultra-violet resistant materials and shall conform to ASTM standards, Grade 1: Type 1 (EPDM), Class SR, 0.060 inch minimum thickness.
- Concealed anchor clips shall be supplied by the manufacturer. Clip bases shall have factory drilled or punched holes; clips used with panel width greater than 12 inches shall be made from multiple pieces to permit thermal expansion.
- Contractor will use insulation with an R-value as high as practical that will result in the most economy for the buyer (2" minimum required for trapezoid roof panel). The R-value shall be determined using ASTM C 518. Insulation shall be flame resistant, as required in other portions of this IFB. Rigid board insulation shall conform to ASTM standards, Form A, Class 1.
- Sealant shall be elastomeric and contain no asphalt or oil; when exposed, the sealant shall cure to a rubber-like consistency (be non-hardening). Roof panel standing seam shall have a factory-installed continuous sealant.

## SCOPE OF WORK/SPECIFICATIONS

- Gaskets and insulating compounds shall be non-absorptive and suitable for insulating contact points of incompatible materials. Insulating compounds shall be non-running after drying.
- If the system design calls for subpurlins, they shall meet manufacturers requirements. The uncoated thickness may be a minimum of 0.059 inches if bolts or structural blind fasteners are used to attach the concealed anchor clips to the subpurlins.
- A vapor retarder material of polyethylene sheeting that conforms to ASTM standards. A fully compatible tape must provide equal or better water vapor control, if used.
- The Contractor shall provide, upon request to the agency buyer, the following certifications:
- That the actual thickness of the uncoated steel sheets used on the SSMRS components including roof panels, subpurlins, and concealed anchor clips comply with the specifications;
- That the materials used in the installed components are made from certified steel coil materials;
- That the SSMRS covered by the test report is, in fact, the same type, quality and manufacture as that specified; 4) that the sheets to be furnished are produced under a continuing quality control program and that a representative sample consisting of not less than five pieces have been tested and has met the quality standards specified for factory color finish; 5) mill certification for structural bolts and roof panels; and 6) factory detail drawings of systems details shall be provided.
- Prior to installation, panels that are damaged or discolored will be removed from the worksite; buyer will not be charged for damaged, discolored, or improperly ordered panels or accessories.
- Panels with improperly drilled holes shall not be used in the construction. No panels or parts will be installed that have metal cuttings, hazardous burrs, or exposed foreign material.

### 3.183 Subpurlins

#### Scope of Work – 3.183

- Anchor the subpurlins to the purlins or other roof members with bolts or screws provided by the manufacturer.
- Spacing shall not exceed 30 inches on centers at the corners, eaves, and roof edges. Spacing shall not exceed 60 inches (5 feet) for the remainder of the roof, unless specified by a structural engineer.

### 3.184 Roof panel installation

#### Scope of Work – 3.184

- Panels will be installed with the standing seams in the direction of the roof slope. No panels shall be installed that contain tears or punctures.
- Side seam connections for installed panels shall be completed at the end of each day's work.
- Sealant will be applied, as recommended by the manufacturer to achieve water-tight roofing. End flaps, when approved by the buyer, shall be made over framing members.
- Closures, flashings, EPDM rubber boots, and other accessories shall be installed, as per field drawings.
- Exposed fasteners shall be installed in straight lines and shall be permitted only at the rakes, eaves, panel splices, and where required to attach flashings, gutter, and similar accessories.
- Panel splices shall be staggered on all slopes less than 2:12.
- All panel splices on trapezoid panels shall be staggered.

### 3.185 Concealed anchor clips

#### Scope of Work – 3.185

- Roof panels shall be fastened to framing members with concealed fastening clips or other concealed devices.
- Clips shall be attached to the building's structural system or to the subpurlins with bolts or screws.
- Clips shall be installed as in 3.8.1 above.

### 3.186 Vapor retarder installation

#### Scope of Work – 3.186

## SCOPE OF WORK/SPECIFICATIONS

- A general-purpose tape shall be installed over all the seams of the structural roof decking at any penetrating edges, and at all surface areas that exhibit sharp burrs or protrusions.
- A double ply of 6 mil polyethylene sheet shall be installed over the entire deck surface, resulting in 12 mil of covering. (Optional 6 mil single ply may be priced, but only used when approved by the agency buyer.)
- Tape shall be used to seal the edges to the sheets to the decking, to the edge of the roof supporting structure, or to the sheet below.
- Sheet edges shall be overlapped not less than 6 inches.
- Sufficient material shall be provided to avoid inducing stresses in the sheets due to stretching or binding.
- All tears or punctures that are visible in the finished surface at any time during the construction process shall be sealed with the tape.

### 3.187 Insulation installation

#### Scope of Work – 3.187

- Insulation shall be installed as indicated by the manufacturer (see other sections that apply).

### 3.188 Gutters (SSMRS only)

#### Scope of Work – 3.188

- Gutters shall terminate at least 1/2 inch away from vertical surfaces. Upper roofs will not drain on lower roofs. Gutters will carry water from upper roofs to the gutter of the lower roof.
- Brackets and spacers shall be fastened to roof nailer by screws and shall interlock with or be fastened to the leading edge of the gutter.
- Spacers shall be 1/16 inch by 1 inch flat stock of the same material as the gutter.
- Brackets and spacers shall be alternated at not more than 36 inches on centers.
- Gutters shall be integral with roof construction and long with high points equidistant from downspouts and shall have a slope of not less than 1/16 inch per foot.
- Metal gutters shall be complete and suitable for liner membrane installation before roofing is begun. Surfaces against which membrane is applied shall be smooth, clean, and free from dirt, water, cigarette ashes, oil, grease, sharp edges and other debris.

### 3.189 Flashing.

#### Scope of Work – 3.189

- Prefabricated flashing shall be used, where possible.
- Sheared edges of metal flashings that contact the membrane shall be turned into a tight hem.
- Edges of gutter liner shall be flashed.
- Flashing will be used at roof hips and valleys, at roof penetrations, in joints between a roof and a vertical wall, and in places necessary to direct the flow of water or to control moisture.
- The splice shall be sealed a minimum of 3-inches on each side of the fasteners that attach the membrane to the gutter.
- The installed flashing shall be fastened at the top of the flashing a maximum of 12-inches on center under metal counter-flashing on the high side of the gutter.

### 3.190 Expansion joints

#### Scope of Work – 3.190

- Expansion joints shall be covered using elastomeric flashing in accordance with the manufacturer's recommendations.
- Contractor shall design gutter corners, ends, expansion joints and expansion joint spacing.

### 3.191 Snow Retention Assemblies.

#### Scope of Work – 3.191

## SCOPE OF WORK/SPECIFICATIONS

- Furnish all labor, material, tools, equipment and services for the installation of complete snow retention system as directed.
- Include all prefinished metal color strips to match the roof panels, splice connectors for crossmember sections, "SnoClips" if indicated on drawings and any miscellaneous related items necessary for a complete installation.

### Roof Specialties and Accessories

#### 3.192 Remove roof hatch

Scope of Work – 3.192

- Remove and dispose of in compliance with all laws.

#### 3.193 Roof hatch, aluminum, various sizes

Scope of Work – 3.193

- Aluminum hatch, insulation curb and top, Bilco Type S or equal.
- Install hatch as directed on work order.
- Flash per line on work order.

#### 3.194 Remove existing roof drain, except plumbing

Scope of Work – 3.194

- Procure new roof drain manufactured by Josam or Smith or equal, to match existing.
- Prepare roof mat in drain area.
- Remove existing roof drain.
- Install new drain and flash.
- Install deck clamp.

#### 3.195 Install new roof 4" drain, except plumbing.

#### 3.196 Install new roof 6" drain, except plumbing.

Scope of Work – 3.195 through 3.196

- Install new drain and flash.

#### 3.197 Reflash existing roof drain

Scope of Work – 3.197

- Asphalt primer per ASTM standards, quick drying.
- 4 lb. sheet lead, ASTM standards.
- Reinforcement mesh, vinyl coated woven glass scrim, weight 1.32 lb/100 square feet per ASTM standards, tensile strength 75 lbf.
- Asphalt mastic, heavy fiberated mastic with penetrating oils and plasticizing agents to meet UL and ASTM standards, 105° flash point per ASTM standards.

#### 3.198 Plumbing stack, 4# lead flashing.

Scope of Work – 3.198

- Asphalt primer per ASTM standards, quick drying.
- 4 lb. sheet lead.
- Asphalt mastic, heavy fiberated mastic with penetrating oils and plasticizing agents to meet UL and ASTM standards, 105° flash point per ASTM.
- Install new 4 lb. lead plumbing stack flashing as in work order.
- Prime flashing flange and flash the flange as specified by membrane manufacturer.

## SCOPE OF WORK/SPECIFICATIONS

### 3.199 Scupper, sheet steel, 24 gauge, ASTM A 526, match existing configuration.

#### Scope of Work – 3.199

- Steel, with 1.25 oz. per square feet galvanized coating, 24 gauge.
- Solder, alloy grade Sn50A.
- Neutralize flux after soldering.
- Remove old scupper and install new scupper to match existing.
- Flash per manufacturer's instruction.

### 3.200 Remove existing walkway, built-up roofs.

#### Scope of Work – 3.200

- Furnish trucks, equipment and labor to remove walkways.
- Dispose of materials as in other specifications.

### 3.201 Walkway, built-up roofs, desert tan fiberglass.

#### Scope of Work – 3.201

- Install modified cap sheet walkway that will neither curl nor shrink.
- Attach as specified by manufacturer.
- Install walkway sheet into a continuous and solid mopping of Type IV asphalt.

### 3.202 Walkway, built up roofs, non-skid.

#### Scope of Work – 3.202

- Mark out location of the walkway with chalk line on a smooth, clean and dry roof.
- If roof surface is old, oxidized, dirty (bird feathers, grime, etc.), prime work surface at the rate of one gallon of primer per 100-150 s/f. Allow primer to dry. (See primer spec elsewhere.)
- Using hot asphalt or cold adhesive, apply a uniform and continuous application of asphalt adhesive for walk pads.
- Walk pads shall be 3' x 5' x 3/8" and shall weigh about 32 pounds each, being made of asphaltic fiberglass, reinforced with non-skid ceramic granules for a final finish.
- Install with one to three inches of space between pads.

### 3.203 Walkway, single ply roof.

#### Scope of Work – 3.203

- Mark out location of the walkway with chalk line on a smooth, clean and dry roof.
- If roof surface is old, oxidized, dirty, prime work surface at the rate of one gallon of primer per 100-150 s/f. Allow primer to dry. (See primer spec elsewhere.)
- Install 3' x 5' non-asphaltic walk pads. Walk pads must have a non-skid surface.
- Adhesives must not be asphaltic and must be compatible to the single ply membrane.
- Allow one to three inches of space between pads.
- For areas of high traffic, a 30" wide roll of chopped rubber particles and synthetic binders may be attached to the roof.
- Rolled walkway may be attached with special tape approved by the manufacturer, with hot asphalt, or with a rubber-based adhesive approved by the manufacturer.
- Membrane may also be used as a roof protection layer between HVAC wood sleepers, pipe supporting bracing, and other roof-top equipment that is not anchored to the decking.

### 3.204 Roof ventilators.

#### Scope of Work – 3.204

- Install roof ventilators per roof membrane manufacturer's specification.
- Vents shall be galvanized, 26 gauge, have no moving parts and shall be screened.

## SCOPE OF WORK/SPECIFICATIONS

- Vents shall be installed a minimum of 8" above roof surfaces to prevent leaks.
- Vents shall match existing vents, if possible.
- Vents shall comply with all codes.

### 3.205 **Roof ladder, steel, bolted to concrete, up to 20 feet, without cage.**

#### Scope of Work – 3.205

- Fixed ladder with walk-thru handrails. Ladders are designed for applications where safe landing access is required. Ladders are one-piece welded assemblies for use in applications less than 20 feet in vertical height.
- Side members are 1/4" x 2" x 2" steel angle with 3/4" corrugated steel round climbing rungs on 12" centers. Standoff mounting brackets are 7".
- Walk-thru handrails extend 42" above landing surface. Mounting brackets included. Gray lacquer finish is standard. Safety cages are designed to OSHA specifications with flared bottom opening for easy entry.
- Install roof access ladder where specified.
- All fastening, design, and height requirements to comply with local, state and federal codes for access ladders. In compliance with IBC standards for edge securement for low-slope roofs.
- Roof ladder, steel, bolted to concrete, 20 feet and up, with cage.

### 3.206 **Roof ladder, security ladder guard.**

#### Scope of Work – 3.206

- Security ladder guard is 6' long and is mounted directly over the ladder climbing rungs to prevent unauthorized use. Ladder guard has a one-piece continuous hinge and a lockable hasp.
- Mount ladder guard per manufacturer's instruction.

### 3.207 **Termination bar, aluminum, 1/4" x 1".**

#### Scope of Work – 3.207

- 1 1/4" x 1" extruded aluminum termination bar with caulking cup to meet ASTM standards.
- Fasteners to meet current Federal Specifications, Type II, Style 20, roofing nails; flat head, diamond point, round, barbed shank to wood curbing.
- Lead anchors 1/4" x 1" diameter by specified length to masonry/concrete to meet ASTM standards.
- Install termination bar to specified area per work order.
- Fasten termination bar 8" on center.

### 3.208 **Pitch pocket, 24 gauge, GI, 6" x 6", with storm collar, hemmed to outside, soldered corners and seams.**

### 3.209 **Pitch pocket, 24 gauge, GI, 8" x 8" and 12' x 12', with storm collar, hemmed to outside, soldered corners and seams.**

#### Scope of Work – 3.208 through 3.209

- Prime inside of pitch pan and deck flange. Deck flanges shall have corners filled and soldered. Fill 3/4 of pan with 3000 psi, non-shrink grout and top with fibrated asphalt mastic, non-asbestos, with 9.3 lbs./gallon density.
- Materials per SMACNA or NRCA specifications.
- Install pitch pocket and flash per membrane manufacturer.
- Fasten storm collar and caulk with approved sealant.

### 3.210 **Pitch pocket, resurface top only.**

#### Scope of Work – 3.210

- Material needed, asphalt mastic.
- Remove loose materials.
- Fill pitch pocket with mastic, crown 1/2 to shed water, size 6" x 6", 8" x 8", 12" x 12".

## SCOPE OF WORK/SPECIFICATIONS

### 3.211 Expansion joint, butyl or neoprene bellows, galvanized flange.

#### Scope of Work – 3.211

- Install materials with fasteners.

### 3.212 Expansion joint, CSPE reinforced.

#### Scope of Work – 3.212

- Install CSPE reinforced elastomeric membrane with manufacturer specified adhesive.
- Flash as specified by manufacturer.

### 3.213 Repair kit for dry repairs.

#### Scope of Work – 3.213

- One 3-gallon pail with safety label.
- One roll reinforcing mesh, 6" by 100'.
- One roofing knife.
- One 3" paint brush.
- One 2" margin trowel.
- Two gallons of reinforced flashing mastic.
- One 4" stiff bristle brush.
- One gallon roofing primer.

### 3.214 Repair kit for wet repairs.

#### Scope of Work – 3.214

- One 3-gallon pail with safety label.
- One 2" margin trowel.
- Two gallons of wet patch, fiber reinforced mastic.
- One 4" stiff bristle brush.

### 3.215 Skylights.

#### Scope of Work – 3.215

- Curb mounted skylights will be installed with curbs a minimum of 8 inches above the finished roof.
- Skylights will be installed per the instructions of the skylight manufacturer.
- Special energy-efficient and light enhancing skylights may be offered.
- Skylights will be in standard sizes and special sizes, as needed. Sizes will include 3' x 5', 4' x 4', and 4' x 8'.
- All OSHA rules related to worker safety around roof openings will be carefully observed.

### 3.216 Security/fall bars for skylights.

#### Scope of Work – 3.216

- Bars shall meet UBC, OSHA, state and federal requirements when skylights are installed.
- Skylight security/fall bars will be installed per the instructions of the manufacturer.
- Skylight security/fall bars will be in standard sizes and special sizes, as needed. Sizes will include 3' x 5', 4' x 4', and 4' x 8'.
- All OSHA rules related to worker safety around roof openings will be carefully observed.

## Roof Services

### 3.217 Asbestos core testing.

#### Scope of Work 3.217



## SCOPE OF WORK/SPECIFICATIONS

- Asbestos core test size, 2" x 2".
- Send to accredited lab to produce report on asbestos content.
- Repair hole left by core sample.

### 3.218 **Core analysis, 14" x 14"**.

#### Scope of Work 3.218

- Analysis and evaluation of 14" x 14" roof core. Specific information such as tensile strength, membrane type, bitumen type and bitumen softening point, number of plies, shall be provided to determine whether a roof should be restored or replaced.
- Repair hole left by core sample.

### 3.219 **Non-destructive roof scan, up to 50,000 square feet, full service.**

#### Scope of Work 3.219

- A.G.A. infrared scanning equipment for rooftop analysis.
- Full service shall include daytime inspection of roof area to be scanned with daytime photos of roof conditions.
- Nighttime infrared scan with painted lines of wet areas and verification of survey results using cores and moisture probes to verify infrared results.
- A comprehensive report that includes outline drawing of building showing location of wet insulation, results of core analysis, roof condition report, energy loss estimate.
- Same service may be offered on projects in excess of 50,000 s/f.

### 3.220 **Non-destructive roof scan, up to 50,000 square feet, limited service.**

#### Scope of Work 3.220

- A.G.A. infrared scanning equipment for rooftop analysis.
- Limited service shall include daytime inspection of roof area to be scanned with daytime photos of roof conditions.
- Nighttime infrared scan with painted lines of wet areas and verification of survey results using cores and moisture probes to verify infrared results.
- Does not include the comprehensive report.
- Same service may be offered on projects in excess of 50,000 s/f.

### 3.221 **Roof inspection services.**

#### Scope of Work – 3.221

- Daily full-time monitoring of roofing, caulking, decking and waterproofing projects at time of application to ensure successful completion of the project. Written reports verifying how work is progressing will be given to the owner.
- Report shall include progress photos and plan showing area where work was performed and amount of work completed that day.

### 3.222 **Field/shop drawings, up to 10,000 square feet.**

### 3.223 **Field/shop drawings, 10,000-50,000 square feet.**

### 3.224 **Field/shop drawings, over 50,000 square feet.**

#### Scope of Work – 3.222 through 3.224

- Roof drawing (scaled 1/8").
- Sectional details.
- Perimeter details (scaled 1 1/2" or 3/4").

### 3.225 **Contractor's warranty, restoration, less than 10,000 square feet, minimum charge**

### 3.226 **Contractor's warranty, restoration, over 10,000 square feet, minimum charge.**

## SCOPE OF WORK/SPECIFICATIONS

### Scope of Work – 3.225 through 3.226

- Furnish 5-year manufacturer warranty.
- Cover material failure.
- Cover leak repair.
- Cover contractor two years labor on workmanship.
- Copy to owner on acceptance.

- 3.227 **Contractor's warranty, reroof, total system, 10 year, less than 10,000 square feet, minimum charge.**  
3.228 **Contractor's warranty, reroof, total system, 10 year, more than 10,000 square feet, minimum charge.**  
3.229 **Contractor's warranty, reroof, total system, 20 year, less than 10,000 square feet, minimum charge.**  
3.230 **Contractor's warranty, reroof, total system, 20 year, more than 10,000 square feet, minimum charge.**  
3.231 **Contractor's warranty, reroof, total system, 30 year, less than 10,000 square feet, minimum charge.**  
3.232 **Contractor's warranty, reroof, total system, 30 year, more than 10,000 square feet, minimum charge.**

### Scope of Work – 3.227 through 3.232

- 10-year, 20-year material and labor.
- Flashings up to termination.
- Blister repairs over 4 square feet.
- Contractor two-year material and labor.
- Provide 2-year, 5-year, 7-year, 10-year, 15-year, and 20 year inspection of roof with written report of conditions.
- Provide list of owner's maintenance items with warranty.

- 3.233 **Contractors per diem costs for work outside major population areas (over 100,000 population), where travel time exceeds 1 hour one way from contractor's yard.**

### Scope of Work – 3.233

- Per diem costs are based on one person (worker) per day, excluding travel.
- Contractor may not charge per diem cost if contracted work can be completed within an eight (8) hour day.
- On projects where overnight per diems are being charged, prime contractor shall be allowed to charge for crews per diem for days where crews were not allowed to work due to poor weather. If crews were allowed to work fewer than 3 hours in a 24-hour day, per diem may be charged.
- Poor weather days must be recorded and reported to the buyer each week. Any days not reported during a single week (Sunday through Saturday) will not be allowed.
- Contractor shall not charge for weather days when days lost are fewer than one crew day per 200 squares.
- In price quotation, indicate geographic areas, by county or region, where the per diem rate becomes effective. No per diem is allowed in major metropolitan counties.

- 3.234 **Contractor per diem/costs for asbestos abatement planning.**

### Scope of Work – 3.234

- All roofing abatement work shall be done in strict accordance with all applicable federal, state and local regulations, standards, codes, and ordinances that govern asbestos abatement.
- The most recent addition of any relevant regulation, standard, codes, and ordinances shall be followed. Where there is conflict among the documents, the most stringent shall be used, unless such use, due to the conflict, puts the district at risk.
- The Contractor shall assume full responsibility and liability for any subcontractor's compliance with all applicable laws, especially pertaining to work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying adjacent areas to the roofing site.
- Any additional insurance or bonding costs associated with asbestos abatement will not be the responsibility of the Owner. Such costs are a normal business expense of the contractor and will be covered in the bid response.
- Contractor may base planning costs upon results of core testing and roof scans.

## SCOPE OF WORK/SPECIFICATIONS

### 3.235 Asbestos abatement activities, removal and disposal of waste

#### Scope of Work – 3.235

- If required by authorities, contractor will run baseline air samples and area samples prior to and during abatement, with printed results given to the Owner.
- Construction area will have the perimeter roped off with warning or caution tape, as required by OSHA. Asbestos warning signs in English and Spanish (or in the language of the Native American tribe if work is performed on a reservation) will be placed as required by law.
- All OSHA and NESHAP regulations pertaining to safety of workers and emissions must be followed.
- All waste is to be hauled by a hauler with all required state and local licenses. No disposal- bagged materials may be transported on an open truck.
- Disposal must occur at a site that has met all regulatory requirements.

### 3.236 Asbestos site monitoring.

#### Scope of Work – 3.236

- Monitor, including air sample collection and testing.

### 3.237 Annual or semi-annual roof housekeeping and inspection services

#### Scope of Work – 3.237

- Inspection includes, but is not limited to, the following: clean and properly dispose of all debris from the roof membrane, gutters and scuppers.
- Repair tears, splits and breaks in membrane flashings with appropriate materials, loose cleats and clips re-secured, exposed fasteners resealed. Repair base flashings, curb flashings, equipment flashings, drains, drain sumps and scuppers and the roof membrane, as needed. Caulking as required sealing open areas and voids.
- Dress up reflective coatings on flashings and new repair work.
- Work provided annually or semi-annually on a mutually agreed schedule between the contractor and the Member.

### 3.238 Leak investigation

#### Scope of Work – 3.238

- Two professional investigators will trace the source of any leak.
- Repair leaking roof, if inspection determines minor repairs will stop the leak.

### 3.239 Minor repair calls

#### Scope of Work – 3.239

- When damage or leaks have been discovered and local crews are unable or untrained in repair, the Contractor will dispatch a crew to repair the roof.
- Repairs will be billed at the line item prices in this contract; minor repairs will be billed at an hourly rate if cost is less than the line item. Repair call charges will be above the line item prices.

### 3.240 Difficult access or fall restriction surcharge

#### Scope of Work – 3.240

- In areas where roofs are not accessible through regular means and methods, a project surcharge may be allowed. Surcharges are allowed when men and equipment must be transported over one or more additional roof areas not being worked on or where fall protection is required in excess of warning lines.
- Any surcharge costs will be determined up front and agreed upon between the Owner and the Contractor and included in the initial cost quotation and purchase order.

### 3.241 Excessive hauling

## SCOPE OF WORK/SPECIFICATIONS

### Scope of Work – 3.241

- A hauling fee will be established when an appropriate landfill is more than 50 miles round trip. Hauling fees will be based on a per trip and per mile charge.
- No hauling fees will be charged when landfills are fewer than 50 miles round trip.
- Landfill charges for dumping, if any, will be determined prior to award of a contract. Only the actual fee charged may be billed to the buyer; receipts that clearly indicate the actual fee must be provided. Contractor is encouraged to pay any landfill costs and not pass the cost to the buyer.
- Hauling and landfill costs must be determined prior to start of work and included in the quotation. Only actual costs may be invoiced. Any actual costs over the quotation will not be passed on to the Owner.

### 3.242 Work in secured areas or compounds

#### Scope of Work – 3.242

- Secured areas (prisons, military bases, local or state parks, etc.) where access is restricted may require a surcharge on labor, materials, and equipment.
- Any surcharge will be identified in the cost quotation.

## 4. GENERAL REQUIREMENTS

- 4.1 Contractor to supply all labor, supervision, materials, supplies, equipment, transportation, tools, and all effort necessary (including testing and all personal protection equipment), to perform the specifications herein.
- 4.2 All roofing materials shall meet or exceed American Society for Testing and Materials (ASTM) standards, as well as other standard for various materials specified herein.
- 4.3 Each contractor assigned to this contract shall have the licenses, tools, equipment, materials, and technical ability to provide services.
- 4.4 Contractor shall have five (5) experience installing roofing systems as described in the Scope of Work section of this IFB. Contractor shall be trained and certified by the roofing manufacturer for the type of system and the warranty required.
- 4.5 Quality: All work performed by the Contractor shall be subject to inspection and approval by the requesting Member. Standard of quality and performance indicated in the specifications and scope of work shall be understood as the minimum requirements. Unless otherwise indicated in the specifications or drawings, all work shall be done in accordance with specifications and/or recommendations of the manufacturer of the product to be applied.
- 4.6 When any aspect of a project is not covered by a specification, building code, or standard, the minimum standard for good and workmanlike construction shall be established usage, procedures and acceptable industry standards.
- 4.7 All work shall be accomplished in a manner to match adjacent existing work in the same area or on same elevation where practicable. Contractor will not make adjustments to or alter in any manner member's existing facilities without prior approval from member.
- 4.8 Upon request from Member, contractor shall obtain permits required for a job. Member shall reimburse contractor for actual cost of such permits. No amount for overhead and profit will be allowed for permits.
- 4.9 Delivery: Materials will be delivered to the worksite in new, dry, unopened, and well-marked containers showing product and contract vendor's name. Damaged or unlabeled materials will not be accepted.
- Materials will be delivered in sufficient quantity to allow for continuity of work. Delivery will be coordinated with member's representative. Damaged or rejected materials shall be immediately removed from the work area.
- 4.10 Change Orders: Contractor shall keep a record at jobsite of all changes and corrections to the layouts shown in the drawings. Contractor shall promptly enter all such changes and corrections on record drawings.

## SCOPE OF WORK/SPECIFICATIONS

- 4.11 **Safety:** Contractor shall be responsible for initiating, maintaining, and supervising all safety programs in connection with this work. Contractor shall observe all current applicable safety regulations as required by OSHA or governing agency(ies) with jurisdiction over the project.

Contractor shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury, or loss to the following:

- a) All employees on the worksite and all other persons who may be affected thereby.
- b) All the work, materials, and equipment to be incorporated therein.
- c) Other properties at the site of, adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.
- d) Contractor must keep an acceptable E-Mod Rate determined by the 1GPA Member if requested.

The Contractor shall be responsible for providing and for the placement of barricades, tarps, plastic, flag tape, and other safety/traffic equipment required to protect its employees, the public, surrounding areas, equipment, and vehicles. The flow of vehicular traffic shall not be impeded at any time during this project. The safety of the Contractor's employees and the public is of prime concern and the Contractor must take all necessary steps to assure proper safety during the performance of this agreement.

Safety Data Sheet (SDS) forms required for compliance with OSHA safety and health standards shall be supplied by the contractor.

- 4.12 **Removal and Disposal:** Contractor shall remove from the worksite and dispose of removed roofing products as soon as possible in accordance with current applicable federal, state and local codes.

Contractor shall not dump or put any waste into dry wells, dumpsters or landscape areas at any time.

Final cleanup shall include the contract vendor replacing any materials disturbed as a result of erecting or removing barricades, remove and properly dispose of all debris generated, and repair all damages caused by work performed.

- 4.13 **Equipment:** The equipment shall comply with all applicable OSHA, industry and local government safety procedures, rules, and regulations. The Contractor must utilize safe and serviceable equipment capable of transporting required material and equipment to each job site:

- 4.14 **Subcontractors:** If the Contractor uses subcontractors for any trade work, the contract vendor shall guarantee that all work and materials used meet the specifications and requirements of an awarded contract. Any work that fails to meet specifications and requirements of this contract shall be brought up to specifications at no additional cost to the member, and in a reasonable time frame.

- 4.15 **Compliance with Federal, State, and Local Regulations:** All work must comply with OSHA, and any local regulations in effect at each service occurrence. Contractor shall adhere to all regulations, rules, ordinances, and standards set by Federal, State, County, and Municipal governments. If the Contractor is found to be not in compliance with said Federal, State, County, and/or Municipal safety rules, ordinances, policy, procedure, or codes, the Contractor may be placed on suspension until such non-compliant issues are rectified.

## 5. SCHEDULING REQUIREMENTS

- 5.1 The Contractor shall have the ability to create and manage numerous individual accounts for order placement, billing, and reporting purposes.
- 5.2 Contractor shall coordinate all installation schedules with the Member's point of contact before beginning work. Weekend work may be permitted if approved by member.
- 5.3 The Contractor shall be prepared with well-maintained equipment inventory/materials and satisfactory transportation for delivery at the work site to meet the customer demand and delivery requirements.

## SCOPE OF WORK/SPECIFICATIONS

5.4 Labor rates bid shall include all direct labor and burden, equipment, small tools, common expendables.

### 6. ORDERING AND JOB COMPLETION PROCESS

The following is a listing of the requirements the ensuing contractor(s) must comply with when completing project work for any eligible user Member under this contract:

6.1 **Request for Service:** The 1GPA Member will notify the contractor of the need for services. Request for quote/estimate for the provision/installation of a specific scope of work will be issued by the Member.

6.2 **Site Visit:** Dependent upon the complexity/nature of the project, a predetermined and/or pre-identified site visit may be held by the Member to ensure the contractor(s) are aware of important issues regarding the project to ensure accurate cost estimates.

6.3 **Project Quotations:** After a site review of the project, contractor shall submit the project quote to the Member within the specified time frame. The submitted project price quote is to be all-inclusive of all costs for the Project in accordance with the following guidelines:

- Name, Address and location of the Project(s)
- Tasks/milestones, estimated key personnel, number of hours and estimated deadline
- Deliverables, assumptions and variables
- Drawings
- Sub-Contracts, if applicable
- Reporting requirements
- Fixed prices and pricing schedules
- Quoted pricing to include installation of roofing materials, parts, labor, removal and disposal of existing roof in accordance with IFB requirements and specifications.
- All change orders to a project must be in writing, referencing the contract number and approved by the Member prior to authorization to proceed. The Contractor who fails to acquire change orders in writing runs the risk of incurring these additional costs without payment.

6.4 **Purchase Order:** Based on Contractor's quotation, if acceptable in accordance with contract terms and conditions, member and contract vendor will agree to the scope of work in writing and signed by both parties, which shall describe but not be limited to: condition of the site prior to start up; the work to be done; specific responsibilities of each party for all tasks; milestone with dates; progress payments and other information needed to complete project. Contract vendor shall provide a copy of this signed agreement to 1GPA, if requested.

**No work shall commence until a purchase order is issued by the requesting Member.**

6.5 **Delivery and Installation:** Contractor will notify the Member when material has been received and provide a proposed project completion date. Installation shall start within seven (7) working days after material is received. Installations will not start without prior approval of the Member's authorized representative. Contractor shall assign a supervisor or contact person for each job who has the ability to communicate with Member's designated point of contact.

6.6 **Site Visitation:** When requested by the Member, the contractor will arrange a meeting at the site with supervisor and the Member to review site conditions, security procedures, work responsibilities, loading and unloading restrictions, etc.

6.7 **Invoicing:** After completion of services, the Contractor shall submit an invoice to the Member:  
All invoicing for include:

- Purchase order number
- Terms as per bid
- Contract number
- Job site name and location

## SCOPE OF WORK/SPECIFICATIONS

- Project description
- Project cost
- Change order cost (if applicable)
- If change orders have been implemented – must be separately line-itemed priced
- Grand total of invoice

Invoicing that does not have all the required information as listed above may be sent back to contractor for corrections, delaying payment to Contractor.

6.8 **Payment After Job Completion:** Payment shall not be provided until inspection is completed and an approval signature is provided by authorized member representative. In case of non-satisfactory completion of any individual project, the member reserves the right to withhold payment as permissible by law.

6.9 **Progress Payments** - Members may make progress payments under the following conditions:

- Member and Contractor agree to the terms of the progress payments prior to issuing a purchase order
- Purchase order describes the amounts or percentages and the dates or frequency of payments
- Payments are made in full compliance with Member's local governing entity rules.

## BID FORMAT

- 1) **BID FORMAT:** To aid in an efficient evaluation, it is desired that all bids follow the same general format.

1GPA will not provide any reimbursement for the cost of developing or presenting bids in response to this IFB. Failure to include the requested information may cause a bid to be considered NON-RESPONSIVE or REJECTED.

- 2) **MINIMUM REQUIREMENTS CHECKLIST:** Provided is a checklist for bidders to ensure all requirements to be considered both RESPONSIBLE AND RESPONSIVE have been enclosed in the bid package.
- 3) **QUESTIONNAIRES:** Questionnaire forms have been provided to ensure all bidders provide pertinent information regarding responsibility and responsiveness. 1GPA will accept information provided on separate sheets, however, information shall be provided in the same order in which it is requested in the Bid Format:

BID FORMAT (MINIMUM REQUIREMENTS) CHECKLIST		
<b>TAB 1</b>	<b>QUALIFICATIONS AND EXPERIENCE / RESPONSIBILITY CRITERIA</b>	✓
	<p>Form 1: Qualifications and Experience / Key Personnel, Bonding Mythology, and Roofing System (Pages 74 - 75)</p> <p>Form 2: Financial Disclosure Questionnaire (Pages 76 - 77): Complete form and provide additional forms if needed.</p>	<input type="checkbox"/>  <input type="checkbox"/>
<b>TAB 2</b>	<b>ROOFING SERVICES OFFERED IN BID</b>	✓
	<p>Form 3: Roofing Services Offered Summary (Page 78)</p> <p>Form 4: Geographical Locations (Page 79 - 80)</p>	<input type="checkbox"/>  <input type="checkbox"/>
<b>TAB 3</b>	<b>COST</b>	✓
	1. Form 5: Cost (Page 81)	<input type="checkbox"/>
<b>TAB 4</b>	<b>PAST PERFORMANCE</b>	✓
	<p>Form 6: Past Performance. (Page 82)</p> <p>Form 7: References (Page 83): Complete form- list a minimum of 5 client references.</p> <p>Form 8: Performance Evaluation Surveys (Page 84): A minimum of 3 "Performance Evaluation Surveys" (form provided in this solicitation) should be sent to clients to complete and return to you or send directly to 1GPA. In substitution of a "Performance Evaluation Survey", Letters of References recently dated (within 1 year) may be provided. Either method is acceptable for compliance with Past Performance evaluation. All surveys collected by your firm should be submitted in this section with your sealed bid. If time does not permit your firm to include forms received in your sealed bid, your client may send forms directly to 1GPA via email by the due date and time for consideration in evaluations.</p>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>



<b>BID FORMAT</b>
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[illegible]

<b>TAB 5</b>	<b>RESPONSIVENESS / COMPLIANCE</b>	✓
	Form 9: Responsiveness / Compliance (Pages 85)	<input type="checkbox"/>
	<b>OVERALL SUBMITTAL INSTRUCTIONS</b>	✓
	A. <b>One (1) original hardcopy</b> of all documents CLEARLY LABELED “ORIGINAL”. Original hardcopy will be stored in the procurement files and may not be viewed by the evaluation committee members at time of evaluations.	<input type="checkbox"/>
	B. <b>Two (2) COPIES (hardcopy) in the same format as the Original.</b> Copies will be utilized by key evaluation committee members and offeror’s should not “refer to original” in copies provided.	<input type="checkbox"/>
	C. <b>Two (2) flash drives</b> providing all bid documents in PDF Format, Excel (Cost Form). <b>Electronic bid documents should be in the same format as the hardcopy with folders designated for each TAB specified in the Bid Format below.</b>	<input type="checkbox"/>
	D. Respondents should clearly identified Sealed Bid as follows:  1GPA 1910 W. Washington St. Phoenix, AZ 85009 <b>IFB 21-06P, Roofing Services</b>	<input type="checkbox"/>
	E. Bids shall be signed by an owner, partner or corporate official who has been authorized to make such commitments.	<input type="checkbox"/>

**FORM 1: QUALIFICATIONS AND EXPERIENCE/RESPONSIBILITY CRITERIA – TAB 1**

**QUALIFICATIONS AND EXPERIENCE / RESPONSIBILITY CRITERIA:** *Additional sheets may be utilized.*

1. **INTRODUCTION AND QUALIFICATIONS STATEMENT:** Please provide an executive summary of your firm's history, qualifications and experience in providing products and services as referenced in the scope of work for this solicitation. It is the vendor's responsibility to demonstrate competence and experience in the industry. Please include a history of the firm, including the length of time bidder has been in business, location of office(s) and specifically experience as it relates to the specifications

2. **KEY PERSONNEL:** Provide information regarding the key personnel, their years of service in the industry, and an organizational chart for 1GPA to clearly understand the organizational structure and competence to service the contract. Keep in mind this contract will serve the cooperative members of 1GPA not just the Lead Agency.

**FORM 1: QUALIFICATIONS AND EXPERIENCE/RESPONSIBILTiy CRITERIA – TAB 1**

3. **BONDING METHODOLOGY:** Provide a detailed description of the methodology to be used when bonds are applied to projects. Describe in detail the method your surety company requires (e.g., bonds are applied before sales tax is applied, bonds are applied after sales tax is applied, etc.) 1GPA will use this information for Members to verify that your firm is consistently charging bonds in a consistent manner under the awarded contract.

4. **ROOFING SYSTEMS:** List the manufacturer roofing systems your firm has been properly train to provide and install. Include the number of years your firm has been authorized by the manufacturer.

## FORM 2: FINANCIAL DISCLOSURE QUESTIONNAIRE – TAB 1

Offeror shall complete each item using attachments if necessary. Attachments shall indicate the item number and heading being referenced as it appears below. Please respond “Not Applicable”, “N/A”, or “none” as needed instead of leaving items blank. Failure to complete may result in the rejection of proposal as unresponsive:

1.	<p>Within the past five years, has the vendor, any principal, owner, officer, major stockholder, affiliate or any person involved in the bidding, contracting, or leasing process been the subject of any of the following:</p> <p><b>*For each Yes answer to questions listed in the section, provide on additional sheets regarding the finding, including but not limited to parties involved, cause, current status, resolution, etc.</b></p>	
	(a) A judgment or conviction for any business related conduct constituting a crime under federal, state or local government law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, or bid collusion or any crime related to truthfulness and/or business conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(b) A criminal investigation or indictment for any business related conduct constituting a crime under federal, state or local government law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing or bid collusion or any crime related to truthfulness and/or business conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(c) An unsatisfied judgment, injunction or lien for any business-related conduct obtained by any federal, state or local government agency including, but not limited to judgments based on taxes owed and fines and penalties assessed by any federal, state or local government agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(d) An investigation for a civil or criminal violation for any business-related conduct by any federal, state or local agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(e) A grant of immunity for any business related conduct constituting a crime under federal, state, or local governmental law including, but not limited to, fraud, extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(f) Any licenses/certifications denied, revoked or suspended or provisionally issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(g) A federal, state or local government contract suspension or termination for cause prior to the completion of the term of a contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(h) A federal, state or local government suspension or debarment from the contracting process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(i) An administrative proceeding or civil action seeking specific performance or restitution in connection with any federal, state or local contract or lease?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(j) A federal state or local determination of willful violation of any public works or labor law or regulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(k) A sanction imposed as a result of judicial or administrative proceedings relative to any business or professional license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(l) An Occupational Safety and Health Act citation and notification of Penalty containing a violation classified as serious or willful?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	<p>During the past three years, has the vendor failed to file returns or pay any applicable federal, state or local government taxes?</p> <p><b>*If yes, identify the taxing jurisdiction, type of tax, liability year(s) and tax liability amount the company failed to file/pay and the current status of the liability.</b></p>	
		<input type="checkbox"/> Yes <input type="checkbox"/> No

## FORM 2: FINANCIAL DISCLOSURE QUESTIONNAIRE – TAB 1

3.	Has the vendor had any bankruptcy proceedings, assignments for the benefit of creditors or other measures taken for the protection against creditors been initiated by or against the vendor or its affiliates within the past seven years (whether or not closed) or is any of the aforementioned proceedings pending by or against the vendor or its affiliates, regardless of the date of filing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Does the vendor have at least five years of experience working with public sector agencies (schools, cities, municipalities, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Does the vendor have the financial resources necessary to fulfill the requirements of the proposed contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Is the vendor a division or subsidiary of another firm? <i><b>*If yes, provide the name and address of the parent firm. Include a description of the working relationship between the vendor and the parent firm. Specify what impact if any, the relationship will have on the vendor's ability to meet the requirements for services described in the solicitation.</b></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Has the vendor ever had a name change? <i><b>*If yes, provide all names formerly known as.</b></i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Provide the vendor's annual sales for the last three years:  <div style="display: flex; justify-content: space-around;"> <span>2019: _____</span> <span>2018: _____</span> <span>2017: _____</span> </div>	

The undersigned personally and on behalf of the vendor identified herein, does hereby state and certify that the information given above is true, accurate and complete. It is further acknowledged that 1GPA will rely upon the information contained herein and in any attached pages for purposes of evaluating vendor's responsibility for contract award and 1GPA may, in its discretion, by means which it may choose, verify the truth and accuracy of any statements made herein and may request a copy of audited financial statements for the immediate past two fiscal years.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name of Officer

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

**FORM 3: ROOFING SERVICES OFFERED SUMMARY – TAB 2**

**ROOFING SERVICES OFFERED:** *Additional sheets may be utilized.*

1. Provide a detailed explanation as to how your goods and/or services will meet the needs of the contract as outlined in the scope of work for this IFB. Describe any exclusions and/or limitations of services that your firm is unable to submit a bid for.

2. Provide information regarding warranty and maintenance services offered by your firm, as applicable. If your firm does not provide warranty and maintenance services, provide information on how members would obtain warranty and maintenance services

3. Provide a contact person and phone number for warranty and maintenance service.

**FORM 4: GEOGRAPHICAL LOCATIONS – TAB 2**

Place an "X" in the box(es) next to the geographical locations served by your firm. Mark the appropriate "All" boxes if your firm provides products and/or services to all states listed in a Division (no need to mark each state individually).

**REGION 1: Northeast**

Division 1: New England	All	
	Connecticut	
	Maine	
	Massachusetts	
	New Hampshire	
	Rhode Island	
	Vermont	
Division 2: Mid Atlantic	All	
	New Jersey	
	New York	
	Pennsylvania	

**REGION 2: Midwest**

Division 3: East North Central	All	
	Illinois	
	Indiana	
	Michigan	
	Ohio	
	Wisconsin	
Division 4: West North Central	All	
	Iowa	
	Kansas	
	Minnesota	
	Missouri	
	Nebraska	
	North Dakota	
	South Dakota	

**REGION 3: South**

Division 5: South Atlantic	All	
	Delaware	
	Florida	
	Georgia	
	Maryland	
	North Carolina	
	South Carolina	
	Virginia	
	District of Columbia	
	West Virginia	
Division 6: East South Central	All	
	Alabama	
	Kentucky	
	Mississippi	
	Tennessee	
Division 7: West South Central	All	
	Arkansas	
	Louisiana	
	Oklahoma	
	Texas	

**FORM 4: GEOGRAPHICAL LOCATIONS – TAB 2**

***REGION 4: West***

Division 8: Mountain	All	
	Arizona	
	Colorado	
	Idaho	
	Montana	
	Nevada	
	New Mexico	
	Utah	
Division 9: Pacific	Wyoming	
	All	
	Alaska	
	California	
	Hawaii	
	Oregon	
	Washington	



**FORM 5: COST – TAB 3**

**COST:** Instructions to provide cost information is provided below. Please utilize this checklist to ensure all cost information has been provided:

INSTRUCTIONS:	✓
<ul style="list-style-type: none"> <li>1GPA's 1% administration fee shall be included in offeror's net price. Contractor shall not add the administration fee to approved contract prices.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Complete all applicable pricing as it pertains to your firm's offerings on the attached EXCEL Spreadsheet labeled <i>"IFB 21-06P COST FORM"</i>.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>All pricing must be filled out electronically and saved in EXCEL format. DO NOT complete by handwriting in ink. EXCEL format should be unlocked for the purposes of evaluating costs submitted.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>When COST FORM is completed, print out all forms and include a hardcopy in this section of your bid and save as a PDF for your PDF submission also- this will ensure the integrity of pricing submitted and avoid potential rejection of bids in the event an excel spreadsheet does not function properly when opened electronically (a common occurrence).</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Remember to SAVE each worksheet as you go to ensure your worksheet is complete prior to saving to the thumb drive.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Submit any additional price lists or explanation of cost as applicable to your firm as needed for products/services not addressed in the Cost Form. It is the Offeror's responsibility to be thorough in explaining how costs are applied for products, services, and applicable regions.</li> </ul>	<input type="checkbox"/>

**FORM 6: PAST PERFORMANCE – TAB 4**

**PAST PERFORMANCE:** *Additional sheets may be utilized.*

Provide a description of any past, relevant work with the Members of 1GPA or any other school district or public sector clients. Include a brief summary of the work completed. Bidders are responsible to provide information to show records of positive Past Performance history.

**FORM 7: REFERENCES FORM – TAB 4**

Offeror shall list below a minimum of five (5) client references for performance history that are similar in scope of work to this solicitation.

It is the Offeror's responsibility to request reference letters OR send each client a Performance Evaluation Survey for them to complete and return to 1GPA by the due date and time. Either method of reference checks will be acceptable by 1GPA. A minimum of 3 letters of reference recently dated (within 1 year).

1. Client Reference: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Contract Initiation: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_

2. Client Reference: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Contract Initiation: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_

3. Client Reference: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Contract Initiation: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_

4. Client Reference: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Contract Initiation: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_

5. Client Reference: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Contract Initiation: \_\_\_\_\_  
Description of Services Provided: \_\_\_\_\_

## FORM 8: PERFORMANCE EVALUATION SURVEY – TAB 4

**Subject:** Invitation For Bids 21-06P Roofing Services

**Company Being Surveyed:** \_\_\_\_\_

To Whom It May Concern:

1GPA is currently undergoing Performance Evaluations for the vendor listed above regarding their response to a current solicitation. The information will be used to determine the Past Performance and Qualifications of the above firm. 1GPA would greatly appreciate you taking a few minutes out of your busy day to complete the questionnaire below.

Please evaluate the performance of the vendor (**10 means-you are Always satisfied, 5 means- you are Sometimes satisfied, and 1 means- you are very Dissatisfied because of very poor performance** ). If you do not have sufficient knowledge of in a particular area, leave it blank.

NO.	Criteria	Unit	Score
1	Ability to maintain schedule and provide results in a timely manner	(1-10)	
2	Quality of Products and/or Service	(1-10)	
3	Ability to understand the needs of the your agency	(1-10)	
4	Vendor's participation and assistance when "issues" arise	(1-10)	
5	Close out process (invoicing, no unexpected/hidden fees)	(1-10)	
6	Billing statements provided are easy to understand	(1-10)	
7	Ability to follow your agency's rules, regulations, and requirements	(1-10)	
8	Communication with your agency regarding schedules and timelines	(1-10)	
9	Vendor provides value added services with satisfaction of your agency	(1-10)	
10	Overall customer satisfaction based on performance (comfort level in using vendor again)	(1-10)	

Total Points \_\_\_\_\_

Any additional comments regarding vendor/services provided: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone Number

**Thank you for your time and effort in assisting the vendor in this important endeavor. Please email this survey back to the firm requesting it as soon as possible so they can include in their response.**

**If preferred, you may email this form directly to Rebecca Seifert at [rseifert@1gpa.org](mailto:rseifert@1gpa.org). PLEASE RETURN THIS FORM TO 1GPA NO LATER THAN February 18 @ 10:30 AM, AZ TIME.**

## FORM 9: RESPONSIVENESS/COMPLIANCE – TAB 5

1. **RESPONSIVENESS / COMPLIANCE:** Bidders shall confirm that all documentation requested herein has been completed, signed, and submitted, or state the reason if not applicable.

2. **GENERAL FORMS AND CONTRACT REQUIREMENTS:**

	DESCRIPTION:	Check	If Not Applicable, please state reason below:
a	Bid and Contract Acceptance Form (Page 5)	<input type="checkbox"/>	<b>REQUIRED</b>
b	Confidential/Proprietary Submittals (Page 86)	<input type="checkbox"/>	
c	Deviations/Exceptions (Page 87)	<input type="checkbox"/>	
d	Non-Collusion Affidavit (Page 88)	<input type="checkbox"/>	<b>REQUIRED</b>
e	Anti-Trust Certification Statement (Page 89)	<input type="checkbox"/>	
f	MWBE and HUB (Vendor Questionnaire) (Page 90)	<input type="checkbox"/>	
g	Debarment Certification (Page 91)	<input type="checkbox"/>	
h	EDGAR Certifications (Pages 92-96)	<input type="checkbox"/>	
i	Asbestos and Hazardous Material Statement (Page 97)	<input type="checkbox"/>	<b>REQUIRED</b>
j	Bid Bond, \$100,000.00 (Page 98) - The Bid Bond is <b>REQUIRED</b> in order to secure contract awards to contractors that are able to meet members' bonding requirements	<input type="checkbox"/>	<b>REQUIRED</b>
k	Performance and Payment Bonds (Pages 99 & 100) will be submitted to requesting members prior to commencing construction. This requirement may be waived at the discretion of the member and may not be applicable to non-construction purchases or purchases under the bid threshold for the purchasing agency.	<input type="checkbox"/>	<b>Note: These are samples only that vendor acknowledges this requirement for 1GPA Members when applicable</b>
l	Sample Certificate of Insurance form (Page 101) ( <i>Sample only</i> )	<input type="checkbox"/>	<b>REQUIRED</b>
m	IRS W-9 Form (Page 102)	<input type="checkbox"/>	<b>REQUIRED</b>
n	<u>Contractor's License.</u> Provide a list of applicable Contractor's licenses held by your company. Include the Name of Licensee, Classification, and Number. Submit copies of licenses to perform work as proposed under this contract.	<input type="checkbox"/>	<b>REQUIRED</b>
o	Amendment Acknowledgement Forms (if applicable): 1GPA will utilize Public Purchase website to notify bidders of amendments to the solicitation. Bidders are responsible to check the website portal to view amendments prior to submitting bids. Link is below: <a href="http://www.PublicPurchase.com">www.PublicPurchase.com</a>	<input type="checkbox"/>	

CONFIDENTIAL/PROPRIETARY SUBMITTALS

Confidential/Proprietary Submittal (mark one):

☐ No confidential/proprietary materials included.

☐ **Confidential/Proprietary materials included.** Bidders should identify below any portion of their Bid deemed confidential or proprietary. Identification in this section does not guarantee that disclosure will be prevented but that the item will be subject to review by the Bidder and 1GPA prior to any public disclosure. Contract terms and conditions, pricing, and information generally available to the public are not considered confidential information. 1GPA will be the final judge if materials will be accepted as confidential or not. Request to deem the entire Bid or price as confidential will not be a consideration.

Complete description of the material to be considered confidential, including the page number, paragraph and other identifiable information must be outlined below.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

*The undersigned hereby acknowledges that any items deemed to be confidential or proprietary are clearly listed on this Form.*

Offeror Name \_\_\_\_\_

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

---

*Date* \_\_\_\_\_

---

*Printed Name and Title*

DEVIATIONS/EXCEPTIONS	
-----------------------	--

Bidders shall indicate any and all deviations/exceptions taken to the provisions or specifications in this solicitation document. Clearly identify the specific paragraph(s) of the Solicitation where the exceptions occur and describe in detail. The Bidder's preprinted or standard terms will not be considered as a part of any resulting Contract. A Bid that takes exception to a material requirement of any part of the Solicitation, including terms and conditions, shall be rejected.

Deviations / Exceptions (mark one):

- ☐ **No Deviations / Exceptions**
- ☐ **Deviations / Exceptions Taken (explain in detail – attach additional pages if needed):**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*The Undersigned hereby acknowledges that any deviation/exceptions to this Solicitation are clearly listed on this Form.*

Offeror Name

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

---

*Date* \_\_\_\_\_

---

*Printed Name and Title*

**NON-COLLUSION AFFIDAVIT**

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

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

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

As an authorized representative of the persons, corporation, or company who makes the accompanying Bid, and having first been duly sworn, I hereby depose and state as follows:

The accompanying Bid is genuine, and such Offer is neither a sham nor collusive, nor is such Offer made in the interest or on behalf of any person or corporation not named herein.

The Offeror has not directly or indirectly induced or solicited any other Offeror to put in a sham or collusive bid, or induced or solicited any other Offeror to refrain from submitting an Offer.

The Offeror has not in any manner sought by collusion or anti-competitive means or practices to secure for itself advantage over any other Bidder.

The Offeror has taken steps and exercised due diligence to ensure that no violation of A.R.S § 15-213(O) has occurred.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public in and for the

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

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

My Commission Expires on \_\_\_\_\_

***THIS PAGE MUST BE SIGNED, NOTARIZED AND RETURNED WITH YOUR RESPONSE***



## ANTITRUST CERTIFICATION STATEMENT

Texas Government Code  
**§2155.005**

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below.
2. In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15.
3. In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and
4. Neither I nor any representative of the company has directly or indirectly communicated any of the contents of this bid to a competitor of the company or any other company, corporation, firm, partnership, or individual engaged in the same line of business as the company listed.

Vendor Name \_\_\_\_\_  
(Please Type or Print)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Name of Person Submitting Bid \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Position with Company \_\_\_\_\_

<b>MINORITY/WOMEN BUSINESS ENTERPRISE (MWBE) AND HISTORICALLY UNDERUTILIZED BUSINESSES (HUB)</b>
--

Bidding companies that have been certified as Historically Underutilized Business (HUB) or Minority/Women Business Enterprise (MWBE) entities are encouraged to indicate their HUB and MWBE status when responding to this Bid Invitation.

Vendor certifies that this firm is a MWBE (Required by some participating agencies) ☐ Yes ☐ No  
Vendor certifies that this firm is a HUB (Required by some participating agencies) ☐ Yes ☐ No

Please scan a copy of MWBE and/or HUB certification letter and the percentage of your business with MWBE and/or HUB suppliers, if applicable, in your bid response in the Response Attachments section.

-----  
**I, the authorized representative for the company named below, certify that the information concerning residency certification, and MWBE and HUB certifications have been reviewed by me and the information furnished is true to the best of my knowledge.**

Contractor's Name/Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

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

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## DEBARMENT CERTIFICATION

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

---

Company Name

---

Signature of Authorized Company Official

---

Printed Name

---

Date

## EDGAR CERTIFICATIONS

The following certifications and provisions are required and apply when a 1GPA Member expends federal funds for any contract resulting from this procurement process. Accordingly, the parties agree that the following terms and conditions apply to the Contract between 1GPA, Member and awarded Vendor ("Vendor") in all situations where Vendor has been paid or will be paid with federal funds:

### (A) Contractor Violation or Breach of Contract Terms

*Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.*

Pursuant to Federal Rule (A) above, when 1GPA Member expends federal funds, 1GPA reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (B). Termination for Cause or Convenience

*Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)*

Pursuant to Federal Rule (B) above, when 1GPA Member expends federal funds, 1GPA or its Member reserves the right to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor in the event Vendor fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. 1GPA also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if 1GPA believes, in its sole discretion that it is in the best interest of 1GPA to do so. Vendor will be compensated for work performed and accepted and goods accepted by 1GPA as of the termination date if the contract is terminated for convenience of 1GPA. Any award under this procurement process is not exclusive and 1GPA reserves the right to purchase goods and services from other vendors when it is in 1GPA's best interest.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (C). Equal Employment Opportunity

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

Pursuant to Federal Rule (C) above, when 1GPA Member expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

Does Vendor agree to abide by the above? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (D). Davis-Bacon Act

*When required by Federal program legislation, contractor agrees that, for all prime construction contracts in excess of \$2,000, contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. Current prevailing wage determination issued by the Department of Labor are available at [www.wdol.gov](http://www.wdol.gov). The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. Contractor further agrees that it shall also comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The 1GPA Member must report all suspected or reported violations to the Federal awarding agency.*

## EDGAR CERTIFICATIONS

Pursuant to Federal Rule (D) above, when 1GPA Member expends federal funds during the term of an award for all contracts and subgrants for construction or repair, Vendor will be in compliance with all applicable Davis-Bacon Act provisions.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (E). Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

*Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers, Contractor agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.*

Pursuant to Federal Rule (E) above, when 1GPA Members expends federal funds, Vendor certifies that Vendor will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by 1GPA resulting from this procurement process.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (F). Rights to Inventions Made Under a Contract or Agreement

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

Pursuant to Federal Rule (F) above, when federal funds are expended by 1GPA Member, Vendor certifies that during the term of an award for all contracts by 1GPA resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (6) above.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (G) Clean Air Act and Federal Water Pollution Act

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

Pursuant to Federal Rule (G) above, when federal funds are expended by 1GPA Member, Vendor certifies that during the term of an award for all contracts by 1GPA resulting from this procurement process, Vendor agrees to comply with all applicable requirements as referenced in Federal Rule (G) above.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (H) Debarment and Suspension

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

## EDGAR CERTIFICATIONS

Pursuant to Federal Rule (H) above, when federal funds are expended by 1GPA Member, Vendor certifies that during the term of an award for all contracts by 1GPA resulting from this procurement process, Vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (I) Byrd Anti-Lobbying Amendment

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

Pursuant to Federal Rule (I) above, when federal funds are expended by 1GPA Member, Vendor certifies that during the term and after the awarded term of an award for all contracts by 1GPA resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- (1) No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### (J) Procurement of Recovered Materials

When federal funds are expended, Member and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include: (1) procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; (2) procuring solid waste management services in a manner that maximizes energy and resource recovery; and (3) establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Pursuant to Federal Rule (J) above, when federal funds are expended by the Member, as required by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6962(c)(3)(A)(i)), the vendor certifies, by signing this document, that the percentage of recovered materials content for EPA-designated items to be delivered or used in the performance of the contract will be at least the amount required by the applicable contract specifications or other contractual requirements.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

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### RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

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When federal funds are expended by 1GPA Member for any contract resulting from this procurement process, Vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. Vendor further certifies that it will retain all records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

## EDGAR CERTIFICATIONS

### CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When 1GPA Member expends federal funds for any contract resulting from this procurement process, Vendor certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### CERTIFICATION OF EQUAL EMPLOYMENT STATEMENT

It is the policy of 1GPA not to discriminate on the basis of race, color, national origin, gender, limited English proficiency or handicapping conditions in its programs. Vendor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Contract, with respect to hire, tenure, terms, conditions and privileges of employment, or a matter directly or indirectly related to employment, because of age (except where based on a bona fide occupational qualification), sex (except where based on a bona fide occupational qualification) or race, color, religion, national origin, or ancestry. Vendor further agrees that every subcontract entered into for the performance of this Contract shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of this covenant may be regarded as a material breach of the Contract.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

1GPA has a preference for domestic end products for supplies acquired for use in the United States when spending federal funds (purchases that are made with non-federal funds or grants are excluded from the Buy America Act). Vendor certifies that it is in compliance with all applicable provisions of the Buy America Act.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### CERTIFICATION OF ACCESS TO RECORDS – 2 C.F.R. § 200.336

Vendor agrees that the District's Inspector General or any of their duly authorized representatives shall have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Vendor's personnel for the purpose of interview and discussion relating to such documents.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

### CERTIFICATION OF APPLICABILITY TO SUBCONTRACTS

Vendor agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Does Vendor agree? YES \_\_\_\_\_ Initials of Authorized Representative of Vendor

## EDGAR CERTIFICATIONS

VENDOR AGREES TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES. IT IS FURTHER ACKNOWLEDGED THAT VENDOR CERTIFIES COMPLIANCE WITH ALL PROVISIONS, LAWS, ACTS, REGULATIONS, ETC. AS SPECIFICALLY NOTED ABOVE.

Vendor's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Printed Name and Title of Authorized Representative: \_\_\_\_\_

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

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_



## ASBESTOS AND HAZARDOUS MATERIAL STATEMENT

### PLEASE RETURN THIS SIGNED FORM ALONG WITH YOUR REQUEST FOR BID.

**ATTENTION:** The following information is extremely important and must be adhered to without exception:

Asbestos Contained Building Materials (ACBM) will not be used on any project. ACBM is defined as any building material having an asbestos content of 1% or more. Typical examples of materials that may contain asbestos and therefore would be considered ACBM are: vinyl asbestos tile, certain forms of adhesive used to hold vinyl tile, certain forms of adhesive used to hold cove base molding, some thermal insulation, and transite paneling. The above list is not complete but merely represents some of the material more commonly found on job sites that are ACBM. As per EPA guidelines, some roofing material used on the exterior of the buildings may be considered ACBM. Address any questions concerning asbestos to the 1GPA Member associated with the project.

Solder and paint with any amount of lead is no longer authorized, and will not be used in any Member projects.

#### HOLD HARMLESS:

Interface of work under this contract with work containing asbestos shall be executed by the contractor at risk and discretion with full knowledge of the currently accepted standards, hazards, risks and liabilities associated with asbestos work and asbestos containing products. By execution of this contract, the contractor acknowledges the above and agrees to hold harmless the owner, employees and agents and assigns for all asbestos liability which may be associated with respect to the above-mentioned standards, hazards, risks and liabilities.

I have read the above information and will comply.

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

\_\_\_\_\_  
Authorized Signature/Local Representative

\_\_\_\_\_  
Typed Name/Position Held with Company

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Tax I.D. Number

## BID BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT, \_\_\_\_\_

(hereinafter called Principal), as Principal, and \_\_\_\_\_

\_\_\_\_\_, a corporation organized and existing under the laws of the State

Of \_\_\_\_\_, with its principal office in the City of

\_\_\_\_\_, (hereinafter called the

Surety), as Surety, are held and firmly bound unto 1Government Procurement Alliance (hereinafter called the Obligee) in

the amount of \_\_\_\_\_ (Dollars) (\$ \_\_\_\_\_), for the payment

whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns,

jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a Bid for:

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

The prevailing party in a suit on this bond shall recover as a part of his judgment such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Principal Seal

BY \_\_\_\_\_

\_\_\_\_\_  
Surety Seal

BY \_\_\_\_\_

\_\_\_\_\_  
Agency of Record

## PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT, \_\_\_\_\_

(hereinafter called Principal), as Principal, and \_\_\_\_\_

\_\_\_\_\_, a corporation organized and existing under the laws of the State

Of \_\_\_\_\_, with its principal office in the City of

\_\_\_\_\_, (hereinafter called the

Surety), as Surety, are held and firmly bound unto the **Name of the 1GPA Member goes here** (hereinafter called the Obligee) in

the amount of \_\_\_\_\_ (Dollars) (\$ \_\_\_\_\_), for the payment

whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns,

jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Obligee, dated the \_\_\_\_\_

day of \_\_\_\_\_, 20\_\_\_\_\_, for the material, service or construction

described as \_\_\_\_\_

which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said contract during the original term of said contract and any extension thereof, with or without notice to the Surety and during the life of any guaranty required under the contract, and shall also perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said contract that may hereafter be made, notice of which modifications to the Surety being hereby waived; then the above obligations shall be void, otherwise to remain in full force and effect.

The prevailing party in a suit on this bond shall recover as a part of his judgment such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Principal Seal

BY \_\_\_\_\_

\_\_\_\_\_  
Surety Seal

BY \_\_\_\_\_

\_\_\_\_\_  
Agency of Record

## PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

THAT, \_\_\_\_\_  
(hereinafter called Principal), as Principal, and \_\_\_\_\_  
\_\_\_\_\_, a corporation organized and existing under the laws of the State  
Of \_\_\_\_\_, with its principal office in the City of \_\_\_\_\_,  
(hereinafter called the Surety), as Surety, are held and firmly bound unto the **Name of the 1GPA Member goes here**. (hereinafter called the Oblige) in the amount of \_\_\_\_\_ (Dollars) (\$ \_\_\_\_\_), for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has entered into a certain written contract with the Oblige, dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to construct and complete a certain work described as \_\_\_\_\_

which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the said Principal shall promptly pay all monies due to all persons supplying labor or materials to him or his subcontractors in the prosecution of the work provided for in said contract, then this obligation shall be void, otherwise to remain in full force and effect.

The prevailing party in a suit on this bond shall recover as a part of his judgment such reasonable attorneys' fees as may be fixed by a judge of the Court.

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Principal Seal

BY \_\_\_\_\_

\_\_\_\_\_  
Surety Seal

BY \_\_\_\_\_

\_\_\_\_\_  
Agency of Record

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) \_\_\_\_\_

PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE MEMBER, CERTIFICATION FROM INSURER(S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW. THE COVERAGES SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY OTHER CONTRACTOR OBLIGATIONS.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE:	FAX:
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COM/OP AGG	\$ \$ \$ \$ \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	\$ \$ \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE	\$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT	\$ \$ \$ \$

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

THE MEMBER SHALL BE ADDED AS ADDITIONAL INSURED AS REQUIRED BY STATUTE, CONTRACT, PURCHASE ORDER OR OTHERWISE REQUESTED. IT IS AGREED THAT ANY INSURANCE AVAILABLE TO THE NAMED INSURED SHALL BE PRIMARY OF OTHER SOURCES THAT MAY BE AVAILABLE. IT IS FURTHER AGREED THAT NO POLICY SHALL EXPIRE, BE CANCELLED OR MATERIALLY CHANGED TO AFFECT THE COVERAGE AVAILABLE TO THE MEMBER WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE MEMBER. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

## CERTIFICATE HOLDER

## CANCELLATION

1GPA 1910 W Washington Street Phoenix, AZ 85009	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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ACORD 25 (2014/01)

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
	-  -
or	
Employer identification number	
	-

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.