

HILLSBOROUGH COUNTY SHERIFF'S OFFICE



Request for Proposal No. 8-15

Title: Roof Replacements

District Offices I and IV

February 23, 2015

Office of the Comptroller
2008 E. 8th Avenue
Tampa, FL 33605



Janice Wilder, Buyer
813-247-8029

David Gee, Sheriff

HILLSBOROUGH COUNTY

INSTRUCTIONS TO PROPOSERS

Included herein are General Terms and Provisions (Part A); the Special Provisions (Part B); the Technical Specifications (Part C), and the Proposal Response (Part D), which together with all attachments, constitute the entire "Proposal Package". Said package must be the basis upon which all proposals are offered and the same (the entire package) must be kept together and returned, intact, by the time and at the place herein specified. The proposer must manually sign the General Terms and Provisions (Part A) and Proposal Response (Part D). Any questions concerning this proposal package should be directed to the Buyer whose name appears above.

When awarded, the proposal package becomes the "**Contract Document**". The Proposer's signature on the proposal constitutes Proposer's agreement to the terms therein. **READ THE ENTIRE PROPOSAL CAREFULLY BEFORE SIGNING.**

NOTICE TO PROPOSERS

WHEN SUBMITTING A SEALED PROPOSAL, ALL PROPOSALS SHOULD BE CLEARLY MARKED AS A PROPOSAL DOCUMENT. THIS IDENTIFICATION SHOULD INCLUDE THE PROPOSAL NUMBER, PROPOSAL TITLE AND DATE DUE ON THE OUTSIDE OF THE ENVELOPE.

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LETTER OF INTENT**REQUEST FOR PROPOSAL NO. 8-15**

The undersigned acknowledges the General Terms and Provisions of the Proposal and intends to respond to the Proposal for the Hillsborough County Sheriff's Office (HCSO). We understand that any changes, clarification and addenda to the Proposal will be promptly communicated to the individual authorized below to receive this information.

COMPANY NAME

COMPANY ADDRESS

PRIMARY CONTACT NAME/TITLE

EMAIL ADDRESS

TELEPHONE NUMBER

FAX NUMBER

**THE FOLLOWING REPRESENTATIVE(S) ** WILL BE ATTENDING THE
MANDATORY PRE-PROPOSAL CONFERENCE**

****** _____

****** _____

****** _____

****NOTE: THIS FORM SHOULD BE SENT IMMEDIATELY TO THE BUYER LISTED ON THE FRONT OF THIS DOCUMENT AT FAX NUMBER (813) 242-1826 or purchasing@hcsa.tampa.fl.us**

HILLSBOROUGH COUNTY SHERIFF'S OFFICE
2008 E 8th Avenue
Tampa, Florida 33605

VENDOR NAME: _____

SUBJECT: Request for Proposal Number 8-15

Proposal Title: Roof Replacements District Office I and IV

OPENING: DATE and TIME: April 3, 2015 at 3:00 pm.

PLACE: Sheriff's Operation Center
Office of the Comptroller, Purchasing Section
2008 E 8th Avenue, Room #125
Tampa, Florida 33605

Proposals will be received until the time and date shown and will be read aloud immediately thereafter at the "Place" indicated.

MANDATORY PRE-PROPOSAL CONFERENCE: March 25, 2015 at 10:00 am.

PLACE: Hillsborough County Sheriff's Office
Facilities Management Bureau
2008 E 8th Avenue, Room
Tampa, Florida 33605

Blueprints and site plans will be made available. Site Visits can be conducted at the Proposer's convenience during working hours Monday – Friday 0700-1700. Please check in with the District's front desk before walking property, taking photos etc.

PART A - GENERAL TERMS AND PROVISIONS:

1. **Proposals:** Must be contained in a SEALED envelope addressed to: David Gee, Sheriff, 2008 E 8th Avenue Room #125, Tampa, Florida 33605. To prevent inadvertent opening, the proposal must be marked as a PROPOSAL DOCUMENT (including the proposal number) on the outside of the envelope.

If our specifications, when included in our Request for Proposal, are not returned with your proposal, and no specific reference is made to them in your proposal, it will be assumed that all specifications will be met. When material, sketches, cuts, descriptive literature, vendor's or manufacturer's specifications which accompany the proposal contain information that can be construed or is intended to be a deviation from our specifications, such deviation must be specifically referenced in your proposal response.

2. The responsibility for getting the proposal to the HCSO on or before the stated time and date will be solely and strictly the responsibility of the Proposer. The HCSO will in no way be responsible for delays caused by the United States Postal Service or a delay caused by any other occurrence, or any other method of delivery. The Proposer shall be responsible for reading very carefully and understanding completely the requirements in the specifications. Proposals will not be accepted after the time specified for receipt. Such proposals shall be returned to the vendor unopened with the notation "This Proposal Was Received after the Time Designated for the Receipt and Opening of Proposals".
3. **On-Line Documents:** The HCSO is publishing documents on its web page <http://www.hcso.tampa.fl.us> for the convenience of vendors wanting to do business with the HCSO and to save tax dollars. This service is public record and the HCSO is responsible only for documents as published. Any modifications or alterations to the original document language may be cause for rejection of a proposal.
4. All questions regarding this proposal shall be submitted by E-mail to Janice Wilder jwilder@hcso.tampa.fl.us

5. All submitted questions will be answered and posted publically on the HCSO web page <http://www.hcso.tampa.fl.us> under the purchasing tab and then clicking on the appropriate year and proposal number.
6. Time for Consideration: Proposer warrants by virtue of proposal, the prices quoted in his proposal will be good for an evaluation period of sixty calendar days from the date of proposal opening unless otherwise stated. Proposers will not be allowed to withdraw or modify their proposals after the opening time and date.
7. Prices: All proposals submitted must show the net proposal price after any and all discounts allowable have been deducted. Price(s) proposal is/are to be F.O.B. Destination. State sales tax and federal excise taxes shall not be included as the HCSO is tax-exempt for materials sold directly to them. The HCSO will issue exemption certificates to the awarded Contractor.

The Proposer's attention is directed to the fact that the tax laws of the State of Florida, including but not limited to Chapter 212, Florida Statutes, apply to this proposal matter and that all applicable taxes and fees shall be deemed to have been included in the Proposer's proposal as part of his materials cost, when applicable.

8. Condition of Materials and Packaging: It is understood and agreed that any item offered or shipped on this proposal shall be NEW and in FIRST CLASS CONDITION, that all containers shall be new and suitable for storage or shipment and that prices include standard commercial packaging for the items shipped.
9. Claims: The successful Proposer will immediately replace missing or damaged items and will be responsible for making any and all claims against carriers.
10. When to Make Delivery: Deliveries resulting from this proposal are to be made during the normal working hours of the HCSO. It is the Proposer's responsibility to obtain this information.
11. Manufacturer's Name: Any manufacturers' names, trade names, brand names information and/or catalog numbers used herein are for purpose of description, reference, and establishing general quality levels. Such references are not intended to be restrictive and products of any manufacturer may be offered if they are approved as equals. The determination as to whether any alternate product or service is or is not equal shall be made by the HCSO and such determination shall be final and binding upon all Proposers.
12. Information and Descriptive Literature: Proposer must furnish all information requested in the proposal. If specified, each Proposer must submit cuts, sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with previous proposal will not satisfy this provision. Proposals that do not comply with these requirements will be subject to rejection.
13. Proposal Submittal Costs: Submittal of a proposal is solely at the cost of the Proposer and the HCSO in no way is liable or obligates itself for any cost accrued to the Proposer in coming up with the Proposal Submittal.
14. No Proposal: If the receipt of this request for Proposal is not acknowledged, Proposer's name may be removed from the Sheriff's mailing list.
15. Compliance with Occupational Safety and Health Act: Proposer certifies that all material, equipment, etc., contained in this proposal meets all O.S.H.A. requirements.
16. Familiarity with Laws: The vendor is required to be familiar with all Federal, State and local laws, ordinances, rules, codes and regulations that in any manner affect the work. Ignorance on the part of the Vendor will in no way relieve her from responsibility.
17. Laws, Statutes and Ordinances: The terms and conditions of the Request for Proposal and the resulting contract or activities based upon the Request for Proposal shall be construed in accordance with the laws, statutes and ordinances applicable to Hillsborough County. Where State Statutes and regulations are referenced, they shall apply to this Request for Proposal and to the resulting contract.
18. Public Entity Crimes: Pursuant to Florida Statute's (F.S.) 287.132 and 287.133, effective July 1, 1989, the HCSO, as

a public entity, may not accept any proposal or proposal from, award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, F.S., for Category Two (currently \$25,000) with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133 (3)(f), F.S. If you submit a proposal or proposal in response to this request, you are certifying that F.S. 287.132 and 287.133 does not restrict your submission.

19. Public Records: Any material submitted in response to this Request for Proposal will become a public document pursuant to Section 119.07, F.S. This includes material which the respondent might consider to be confidential or trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, F.S. The awarded Vendor or Contractor agrees to comply with F.S. 119.0701 regarding maintenance and provision of access to all public records generated by this contract with the HCSO.

The HCSO requires that, at the conclusion of the selected process, the contents of all proposals be placed in the public domain and be open to inspection by interested parties. Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to the Request for Proposal will be handled in accordance with applicable Florida Statute and Hillsborough County procurement regulations.

20. Acceptance and Rejection: The HCSO reserves the right to reject any or all proposals, for cause, to waive irregularities, if any, in any proposal, and to accept the proposal or proposals which in the judgment of the HCSO is in the best interest of Hillsborough County. HCSO reserves the right to evaluate, add and/or reject any items from any proposal options or resulting contract(s) when deemed to be in the best interest of HCSO.

21. Disputes: Any prospective proposer who disputes the reasonableness or appropriateness of the notice of award, on notice of rejection, for any or all proposals will submit a notice of protest in writing within 72 hours (excluding official holidays, Saturdays and Sundays) to the HCSO Purchasing Section by registered mail.

The Purchasing Section will have five working days upon receipt of this notice to meet and consider the dispute as written. At that time additional information and/or meeting from the vendor may be requested to gain further clarification of the issues. Upon completion of this review process the Purchasing Section will make a recommendation to the Comptroller.

After review of the Purchasing Section recommendation and the dispute notice, the Comptroller may concur with the recommendation or arrive at a separate decision. The decision of the Comptroller will be communicated to the vendor in writing. This decision and the basis upon which it was made will be communicated within 5 working days following the receipt of the recommendation from the Purchasing Section. A single appeal of the Comptroller's decision is available by submitting a notice in writing within 72 hours (excluding official holidays, Saturdays and Sundays) requesting a Management review of the decision

22. It is important that vendor visit sites where services, if applicable, are to be provided to familiarize himself with the scope of the effort required.

23. Specifications are attached.

DAVID GEE, SHERIFF
HILLSBOROUGH COUNTY, FLORIDA

- Signature on File -

By _____
Christina R. Porter, CPA
Comptroller

24. General Terms and Provisions outlined above are acknowledged. Our proposal is attached.

Company Name Date

Print Name/Title

SIGNATURE

PART B - SPECIAL PROVISIONS**1. IN GENERAL**

The purpose of this contract is to allow the Hillsborough County Sheriff's Office (HCSO) to secure the services of a qualified contractor to complete the removal and replacement of the existing roofing systems (shingle and built up) along with the gutters and downspouts at two of the HCSO District office facilities located at:

District I, 14102 North 20th Street, Tampa, Florida 33613.
 District IV 508 33rd St, Ruskin Florida 33750

The Work will include installation of approximately 9,700 square feet of new asphalt shingle roofing and 820 square feet of single ply Thermoplastic Polyolefin (TPO) roofing along with new gutters and downspouts and disposal of all removed materials at EACH location. The size and design of the buildings are nearly identical. All installation of materials and products will be in accordance with manufacturers' recommendations and specifications.

The Contractor shall furnish all necessary labor, materials, tools, equipment, supervision and incidentals necessary to perform all work as described herein and as shown on the attached drawings or included in future amendments or addendums.

Proposer eligibility will be determined by attendance to the MANDATORY pre-proposal conference to be held at the Malcolm E. Beard Sheriff's Operations Center, Facilities Management Conference Room, 2008 E. 8th Avenue, Tampa, Florida 33605. Visitors must check in at the Access Control Center and exchange their photo identification (Drivers License) for a visitor's pass.

Site visits can be conducted at the Contractor's convenience during working hours Monday – Friday 0700-1700. Measurements, notes, photographs, etc. may be taken but please check in with the District's front desk before walking the property, taking photos etc. The facility maintenance multi-trades worker assigned to the property may be available to escort you around the property. Care should be taken to obtain any and all technical information necessary to complete and submit a concise but inclusive Proposal.

The Contractor shall be responsible for all material and equipment procurement, equipment and material handling and storage, and removal of debris. The HCSO will NOT make any direct purchases of materials.

All active work areas are to be properly identified and secured on a daily basis. So shall any area adjacent, surrounding or below the active work area be made secure in the same fashion on a daily basis. All debris, work materials, tools and equipment should be removed and / or secured after completion of a work day.

The HCSO shall provide all electrical power and water. The contractor is to provide all other utilities, dumpsters, sanitation facilities and all other incidentals required for completion of the work or provisions for personnel. The Contractor shall be responsible for all painting touch up required to areas impacted by roof and roof accessories work. Paint is to match existing and must be submitted for pre-approval by the Project Manager.

2. SCOPE OF WORK

The following are brief descriptions of the types of work which is included in this scope.

- A. Removal of existing roof and roof accessories to include but not limited to, gutters and downspouts, roof edge flashing, base flashings, counter flashings, cant strips, along with removal and reinstallation of roof top equipment or accessories as necessary.
- B. Disposal of existing roofing materials, gutters and downspouts once removed.
- C. Reinstallation of any other equipment and/or accessories temporarily removed. Any damaged items shall be replaced to match existing.
- D. All new construction or repair materials are to be new and be installed or applied in accordance with all manufacturers' recommendations and backed by a full manufacturer's warranty.

E. The Contractor is required to respond within twenty four (24) hours of a warranty work request.

This information should not be considered all inclusive. It will be the Contractor's responsibility to inspect and diagnose the existing roof, structures and attached equipment to determine the full scope of work and best value solutions to provide a long lasting replacement.

For further details, material specifications and cut sheets refer to PART C - TECHNICAL SPECIFICATIONS.

3. CONTRACTOR QUALIFICATIONS

The Contractor may be required to furnish evidence in writing that they maintain permanent places of business and have adequate equipment, finances and personnel to furnish the item or service offered satisfactorily and expeditiously.

The HCSO reserves the right to inspect the Contractor's place of business and equipment prior to award of any contract, for determining ability to meet terms and conditions as set forth herein.

The Contractor shall have engaged in business in the Hillsborough County area for a period of not less than two (2) years, and shall provide references in the proposal response.

HCSO may require screening of employees and require satisfactory personal references or background checks in order to determine the character of employees.

The attached Supplier Information form and IRS Form W9 must be returned with your proposal response along with copies of Hillsborough County Business Tax Receipt or other local government license to do business. Current Certificates of Insurance for Liability and Workers Compensation must also be included.

4. MANDATORY PRE-PROPOSAL CONFERENCE

All interested parties are required to attend the mandatory pre-proposal conference (see date on page 5). At this time the Sheriff's representative(s) will be available to answer questions relative to this Proposal. Any suggested modifications may be presented in writing or discussed with the Sheriff's representative(s) at this meeting and may be considered by said representative(s) as possible amendments to the Proposal.

5. EXAMINATION OF SITE

Proposers shall visit the site and familiarize themselves with existing conditions and satisfy themselves as to the nature and scope of the work required. The submission of a proposal will be construed as evidence that such an examination has been made. Any materials and/or labor not reflected in the drawings or specifications, required for completion of the work, shall be submitted with the proposal. Later claims for labor, equipment or materials required, will not be allowed.

6. PROPOSAL PACKAGE

Proposers shall submit the required proposal documents and any additional literature in quadruplicate - one (1) original and three (3) photo copies, each marked appropriately, and one (1) electronic copy.

7. EVALUATION OF PROPOSALS

An Evaluation Committee comprised of a minimum of three persons assigned by the Division Commander and including the Project Manager will initially review all proposals for adherence to technical specifications. Part C Scope of Work will identify any persons or firms participating in the project which might be called upon to support the evaluation committee but who will not be a scoring committee member.

Any proposal response not meeting technical specifications will be rejected. Any proposal not including all the required documents or information as listed in Part D Proposal Response will be rejected.

The committee will evaluate all proposals meeting technical specifications based on the following criteria, listed in order of importance and indicating maximum points allowed.

A. Cost of goods and services	50
B. Overall Approach and Plan for Completion of Project	25
C. References of Past Performance	15
D. Number of Years in Business/ Principals' Experience	<u>10</u>
Total	100

Each committee member will independently read and score all eligible proposals. Any clarifications requested by a committee member will be presented to the Proposer through the Buyer. Evaluation committee members will submit their scores and comments to the Buyer who will complete a scoring matrix indicating the group's collective ranking of each Proposer in descending order from the highest scored. The Buyer will present the composite evaluation results to the committee members jointly. At this point, the Evaluation Committee may request that the Buyer issue a Best and Final Offer request to the top ranked firms, if deemed necessary (see Paragraph 8).

The Evaluation Committee's final recommendation will be submitted by the Buyer to the Division Commander who will review and further recommend to the Sheriff who will have the final decision as to the Award.

8. BEST AND FINAL OFFER

The HCSO reserves the right to request a Best and Final Offer (BAFO) to any or all proposers. A BAFO may be requested as an optional step in the selection process. Useful situations include but are not limited to the following: no single response addresses all the specifications; the cost submitted by all proposers is too high; the scores of two or more proposers are very close after the evaluation process; all proposers submitted responses that are unclear or deficient in one or more areas.

The evaluation committee determines if the BAFO process will be conducted and who will receive the solicitation. All or any number of proposers may be solicited, but only those proposer(s) most likely to be awarded a contract are to be included. The evaluation committee will develop the aspects of the proposal to be addressed in the BAFO. They may ask for enhancements of core components of the RFP but will maintain the integrity of the original scope of work.

Best and Final solicitations will be made in writing. Proposers may be asked to provide additional clarification to specific sections of their response, or to rework their proposal content or pricing. Information will be given as to how the BAFO will be evaluated. The HCSO will not identify either the current rank of any proposers or the lowest proposal price until after the evaluation of the each BAFO submitted. If a proposer does not wish to submit a BAFO offer they may submit a written response stating their response remains as originally submitted.

The Buyer will be responsible for all communication to and from proposers regarding the BAFO solicitation. All responses must be returned to the Buyer. Proposers may also be requested to make an oral presentation to the evaluation committee. The written BAFO solicitation will include submission requirements and a deadline date and time by which the BAFO must be returned to the Buyer.

At the option of the HCSO this negotiation process with the highest ranked Proposers may continue until a satisfactory contract is successfully negotiated.

9. AWARD

Award shall be made to the most responsive and responsible Proposer offering the best value service or commodity as deemed suitable for use by the HSCSO following a review of the recommendations of the Evaluation Committee and the Division Commander.

In the event two (2) or more Proposers have submitted the best proposal, preference may be given in the award in the following order: first, to the Proposer who has his/her principal place of business in Hillsborough County; second, to the Proposer who has a place of business in Hillsborough County; and, third, if the Proposers involved in the "tie proposal" situation are all located inside/outside Hillsborough County, the toss of a coin will be used to break the tie.

Award or No Award notifications will be sent to all Proposers. Proposal results will be available on the HCSO web site <http://www.hcso.tampa.fl.us>, on the Purchasing Page. If you do not have internet access, and would like a copy of the proposal results, contact the Purchasing Section at (813) 247-8068.

10. INFORMATION PRIVACY

It is understood and agreed upon by the Proposer in submitting a Proposal that the HCSO has the right to withhold all information regarding this procurement **until after contract award**, including but not limited to: the number of proposals received; competitive technical information; competitive price information; and the HCSO Evaluation Committee's concerns about competing Proposals. Information releasable after award is subject to the disclosure requirements of the Florida Public Records Act. Proposers are enjoined from discussing or disclosing the content of any proposal with competing Proposers during the evaluation and negotiation process.

11. CONTRACT DOCUMENT

The contract between HCSO and the Contractor shall consist of: (1) the Request for Proposal and any amendments thereto and (2) the Contractor's proposal submitted in response to the Request for Proposal. The HCSO reserves the right to clarify any contractual relationship in writing with the Contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the Request for Proposal or the Contractor's responsive proposal. In all other matters not affected by the written clarification, if any, the Request for Proposal and all amendments thereto shall govern. The Proposer is cautioned that his proposal shall be subject to acceptance without further clarification.

To the extent that a provision of the contract is contrary to the Constitution or laws of Florida, or of the United States, the provision shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties.

12. ADDITION / DELETION

The Hillsborough County Sheriff's Office (HCSO) reserves the right to add or delete any items from this proposal or resulting contract(s) when deemed to be in the best interest of the HCSO. The HCSO also reserves the right to select options from one or more contractors when in the best interest of HCSO.

13. CONTRACTUAL OBLIGATIONS

The successful Proposer may not sublet or subcontract any contractual obligations concerning this proposal matter except as provided for in the written contract between the Sheriff's Office and Contractor. This statement does not prohibit subcontracting of the work but does prohibit subcontracting overall management obligations pertaining to the work and requires the Contractor to retain ultimate liability for all contractual obligations.

14. DEFAULT

The contract may be cancelled or annulled by the HCSO Comptroller in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next best responsive and responsible Proposer, or articles specified may be purchased on the open market similar to those so terminated. Failure of the Contractor to deliver materials or services within the time stipulated in this specification, unless extended in writing by the Office of the Comptroller, shall constitute contract default. Contractors who default on contracts may be removed from the HCSO Vendor mailing list for future contracts at the discretion of the Comptroller.

15. CANCELLATION

When deemed to be in the best interest of the HCSO, any contract(s) resulting from this specification may be canceled by the following means:

- a. Ten (10) calendar days written notice with cause, or;
- b. Thirty (30) calendar days written notice without cause.

If it becomes necessary to terminate the agreement/contract without cause, all services and/or materials provided through the date of receipt of written notice of cancellation may be invoiced to the HCSO and will be considered for payment providing documentation of said expenses are forwarded with the request for payment.

16. NEXT BEST PROPOSER

In the event of a default by the awarded Contractor, the HCSO reserves the right to utilize the next best Proposer as the new Awardee. In the event of this occurrence, the next best Proposer shall be required to provide the proposal items at the prices as contained on their proposal for this specification for the remainder of the award period.

17. PRECEDENCE

It is the intent of the RFP Documents to describe the total Work to be completed. The Contract Documents are complimentary. What is called for by one is as binding as if called for by all. If the Contractor finds a conflict, error, or discrepancy in the Contract Documents, he will call it to the Buyer's attention in writing before proceeding with the Work. The Buyer will respond with a written clarification based on the Project Manager's response. Any delays associated with the clarification will be considered for time extensions only, but no damages for delay will be allowed.

In resolving such conflicts, errors, and discrepancies, the Contract Documents shall be given preference in terms of the most stringent requirements as determined by the Project Manager. Enforcement of the most stringent requirements will be at the Sheriff's option. Figure dimensions on the Drawings (when provided) shall govern over scale dimensions, and the detailed Drawings shall govern over general Drawings. Any Work that may reasonably be inferred from the Contract Documents as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials, or equipment described in words which so applied have a well-known technical or trade meaning shall be deemed to refer to such recognized standards. In case of conflict, the more stringent requirements shall take precedence.

Clarifications and interpretations of the Contract Documents shall be issued by the Buyer. The Contract Documents will be governed by the laws of the State of Florida.

18. PROCESSING CHANGE ORDERS

Any changes which result in an increase or decrease in the accepted proposal amount must be processed as a Change Order to the Contract. This will include but not be limited to changes in the design requested by the HCSO, or any additions or deletions caused by unforeseen circumstances or requirements by government agencies. Any such changes will not invalidate this Contract. The time for project completion and/or the project cost will be adjusted accordingly. Change orders will be numbered in sequence and dated.

Change Order requests will be submitted in writing and shall include the HCSO or Contractor's detail of the design changes or circumstances surrounding the request and the Contractor's written quote representing an increase, decrease or no change to the Contract Sum. The resulting Change Order Request will be submitted by the Contractor to the Project Manager for approval by the Comptroller.

Any changes in the Contract Sum will be reflected on an amended Purchase Order as approved by the Comptroller in response to the appropriate requisition approved by the Division Commander. A copy of the amended Purchase Order will be provided to the Contractor.

Failure to follow change order instructions will result in the HCSO refusal to pay a change to the Contract Sum.

Requests for estimates for possible changes are not to be considered Change Orders or authorization to proceed with the proposed changes. Requests from the HCSO for quotes regarding new work not included in the original scope will not constitute a Change Order to this contract.

19. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

- A. Bond Requirements: The HCSO shall, prior to the execution of the Contract, require the Contractor to furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising there under in such form and amount as listed hereunder. Premiums for Bonds shall be paid by the Contractor.

The Surety Company shall be licensed to transact surety business in Florida, shall be certified to issue the total amount of the bond on any one risk, and shall be otherwise acceptable to the HCSO.

- B. Time of Delivery and Form of Bonds: The successful Contractor shall deliver the required bonds to the HCSO no later than the date of execution of the Contract.

"Performance and Payment Bond" shall be for 100% of the Contract sum on behalf of the HCSO. The bonds shall be written on the Surety Company's standard form. The Contractor shall require the Attorney-In-Fact who executes the required bonds on behalf of the Surety Company to affix to the bond a certified and current copy of his Power of Attorney, indicating monetary limit of such power.

- C. Alternative Forms of Security: In lieu of the bond required by this section, the Contractor may file with the HCSO, an alternative form of security which shall be in the form of cash, money order, certified check, cashier's check, or irrevocable letter of credit. Such alternative forms of security shall be for the same purpose and shall be subject to the same conditions as those applicable to the bond required by this section. The determination of the value of such alternative forms of security shall be made by the HCSO.
- D. Release of Bonds: Bonds will be released after all conditions of the contract have been met, final acceptance has been given and all inspections have been satisfied and a statement of warranty and release of lien has been issued.

20. CERTIFICATES OF INSURANCE

- A. The Contractor shall not commence any work in connection with this Contract until he has obtained all the following types of insurance and such insurance has been approved by the HCSO, nor shall the Contractor allow any Sub-Contractor to commence work on his sub-contract until all similar insurance required of the Sub-Contractor has been so obtained and approved. All insurance policies shall be with insurers qualified to do business in Florida.
- B. Worker's Compensation Insurance: The Contractor shall take out and maintain during the life of this Contract, Worker's Compensation Insurance for all of his employees connected with the work of this project and, in case any work is sublet, the Contractor shall require the Sub-Contractor similarly to provide Worker's Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Contractor. Such insurance shall comply fully with the Florida Worker's Compensation Law. In case any hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Awardee shall provide, and cause each Sub-Contractor to provide, adequate insurance satisfactory to the HCSO for the protection of his employees not otherwise protected.
- C. Contractor's Public Liability and Property Damage Insurance: The Contractor shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance and shall protect him from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by himself or by anyone directly or indirectly employed by himself, and the amounts of such insurance shall be the minimum limits as follows:
- Comprehensive General Liability: \$500,000 bodily injury and property damage combined single limit.
 - Automobile: \$500,000 bodily injury and property damage combined single limit.

21. PROJECT MANAGEMENT

The HCSO Project Manager for this job is Al Cordova, Special Projects Manager, Facilities Maintenance Bureau (Phone 813-247-8182). All Work accomplished for this project will be scheduled, reviewed and approved by the Project Manager or his designated personnel. Any Consultant contracted by the HCSO and specifically involved in the planning, design or execution of the project will hereinafter be referred to as "Engineer" and is in some cases, as noted, equally qualified to review and approve Work. All work schedules, deliveries, personnel changes etc. will be coordinated with the Site Superintendant to be named at a later date.

22. PRE-QUALIFICATION OF SUBCONTRACTORS, VENDORS, AND SUPPLIERS

All employees and/or Sub-Contractors of the Contractor which will work in a HCSO Facility or on a Hillsborough County property may be required to have a background clearance by the HCSO prior to beginning work. All employees must comply with Sheriff's written policy and procedures relating to security. Contractor shall be required to provide a work crew list giving all personnel names and changes as they occur.

23. CONTRACTOR'S RESPONSIBILITIES

- A. Supervision and Superintendent: The Contractor will supervise and direct the Work efficiently and with his best skill and attention. He will be solely responsible for the means, methods, techniques, sequences, and procedures of construction unless specifically addressed in the Contract Documents. The Contractor will be responsible for seeing that the finished Work complies accurately with the Contract Documents. The Contractor will cooperate with and be responsible for coordination of the Work with other contractors and/or utilities at the site.
- B. The Contractor will keep on the Work Site at all times during its progress a competent, resident Superintendent who shall not be replaced without written notice to the Project Manager, except under extraordinary circumstances. The Superintendent will be the Contractor's representative at the site and shall have authority to act on behalf of the Contractor. The Contractor/Superintendent will at all times maintain good discipline and order on the site. All communications given to the Superintendent shall be as binding as if given to the Contractor.
- C. Labor, Materials, and Equipment: The Contractor shall pay for all labor, equipment, materials and services required to complete the Work as described in the Contract Document to include but not limited, to building permits, notice of commencements, underground piping permits, electrical, mechanical, plumbing, and other governmental fees, licenses and inspections necessary for the proper completion of the Work. The Contractor will be responsible for any re-inspection costs or fines imposed by Local, State, or Federal agencies.

All materials and equipment will be new and of good quality, except as otherwise provided in the Contract Documents (Part C Technical Specifications). If required by the Buyer, the Contractor will furnish satisfactory evidence as to the kind and quality of materials and equipment. All materials and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with the instructions of the applicable manufacturer, fabricator, or processors, except as otherwise provided in the Contract Documents.

- D. Patent Fees and Royalties: The Contractor will pay all license fees and royalties and assume all costs incident to the use of any invention, design, process, or device which is the subject of patent rights or copyrights held by others.
- E. Permits: The Contractor will secure and pay for construction permits, licenses, drawings, and will pay all governmental charges and inspections fees which are applicable and necessary for the execution of the Work at the time of his Proposal. In addition but not limited to, the Contractor will be responsible for re-inspections, fines, notice of commencement, underground piping, building, electrical, mechanical and structural permits. Contractor will also pay all public utility charges. All required building and other permits shall be obtained before beginning construction. Upon completion of the project the Contractor shall request and pay for the Certificate of Completion/Occupancy. Any delays associated with the permitting process will be considered for time extensions only and no damages or additional compensation for delay will be allowed. The Contractor shall be on site during all scheduled permit inspections.
- F. Laws and Regulations: The Contractor will give notices and comply with all laws, ordinances, rules, codes and regulations applicable to the Work. If the Contractor observes that any of the Contract Documents are contradictory to such laws, rules, and regulations, he will notify the HCSO promptly in writing. Any necessary changes will then be adjusted by an appropriate Change Order. If the Contractor performs any Work that it knows or should have known to the contrary of such laws, ordinances, rules, codes, and regulations and without such notice to the HCSO, he will bear all related costs.
- G. Use of Premises: The Contractor will confine his equipment, the storage of materials and equipment, and the operations of his workers to the areas permitted by law, ordinances, permits, or the requirement of the Contract Documents. He shall not unreasonably encumber the premises with materials and equipment. Any loss or damage to the Contractor's or any Sub-Contractor's equipment is solely at the risk of the Contractor.

The Contractor shall take care in working near existing areas to protect them from damage. The Contractor shall be responsible for any damage to existing areas and will repair such damage, at his expense, to the HCSO's satisfaction.

The Contractor shall keep the project site and surrounding area free from waste materials and rubbish which results from his work on the project. Removal, hauling and disposal of rubbish and waste materials shall be the responsibility of the Contractor.

The Contractor shall be held responsible for all damages resulting from his, or his subcontractors, errors, omissions or negligence in the performance of the Work of the Contract Documents.

The Contractor shall not load nor permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall the Contractor subject any part of the Work or adjacent property to stresses or pressures that will endanger them.

The Contractor shall schedule and perform the work in such a manner as to result in the least possible disruption to the normal operations of on-site Sheriff's activities. The Contractor and Sub-Contractor shall coordinate his work activities with the Project Manager to maintain the required construction sequence, and schedule.

The Contractor or Sub-Contractors will not have any form of contact with the inmate trustees working on-site. Trustees are identified by wearing blue and orange uniforms. Any incidental contact with the inmate trustees will be reported to the Site Superintendent for HCSO.

- H. Work Safety: The Contractor will be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. He will take all necessary precautions for the safety of and will provide necessary protection to prevent damage, injury, or loss to:

All employees on the job site and other persons who may be affected by it;

All materials or equipment to be incorporated, whether in storage on or off the site;

Other property at the site or adjacent to it, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation, or replacement in the course of construction.

Job site safety is the Contractor's responsibility. Appropriate first aid facilities and supplies shall be kept and maintained by the Contractor at the site of the Work. All persons within the site area shall be required to wear protective helmets. In addition, all employees of the Contractor and its Sub-Contractors shall be provided with, and required to use, personal protective and life saving equipment as set forth in Subpart E of the OSHA Standards for Construction (29 CFR 1926).

During the performance of the Work, Contractor shall erect and maintain temporary protective barriers and take all other necessary precautions and place proper guards and warning signs for the prevention of accidents. Contractor shall erect and maintain suitable and sufficient lights and other signals as required.

The Contractor will comply with all applicable laws, ordinances, rules, codes regulations, and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss. Contractor will erect and maintain, as required by the conditions and progress of the Work, all necessary safeguards for safety and protection. Contractor will notify owner of adjacent property and utilities when execution of Work may affect them prior to start of work. All damage, injury, or loss to any property caused directly or indirectly, in whole or in part by the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable will be remedied by the Contractor.

- I. Emergencies: In emergencies affecting the safety of persons, the Work or property at the site or adjacent thereto, the Contractor, without special instructions or authorization from the Project Manager if time or circumstances do not permit, is obligated to prevent threatened damage, injury, or loss. Contractor will give the Project Manager written notice that the emergency provision has been invoked and shall state the reasons therefore within twenty four (24) hours of the incident. If the Contractor believes the emergency resulted in additional Work, a claim for a Change Order is permissible.

The Contractor shall immediately notify the Project Manager of all events involving personal injuries to any person on the site, whether or not such person was engaged in the construction of the Project, and shall file a written report on such person(s) and any other event resulting in property damage of any amount within five (5) days of the occurrence.

- J. Cleaning Up: The Contractor will maintain the premises from accumulations of waste materials, rubbish, and other debris resulting from the Work on a daily basis or as required. At the completion of the Work, he will remove all waste materials, rubbish and debris from the premises as well as all tools, construction equipment machinery, and surplus materials and will leave the site clean and ready for occupancy by the HCSO. In addition to any other rights available to the HCSO under this Contract, the Contractor's failure to maintain the site may result in withholding of any amounts due Contractor. The Contractor will restore to original condition those portions of the site not designated for alteration by the Contract Documents.

Chemicals: If chemicals are used during project construction or furnished for project operation, whether defoliant, soil sterilant, herbicide, pesticide, disinfectant, polymer, reactant or of other classification, they shall be as approved by the U.S. Environmental Protection Agency or the U.S. Department of Agriculture. Use of all such chemicals and disposal of residues shall be in strict accordance with the printed instructions of the manufacturer.

24. APPROPRIATIONS OF FUNDS

The HCSO, as an entity of Government, is subject to the appropriation of funds by the Hillsborough County Board of County Commissioners in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of any contract entered into as a result of this request for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for which the contract shall remain in effect. The HCSO shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance under the contract, provide prompt written notice of such event and effective thirty (30) calendar days after the giving of such notice, or upon the expiration of the period of time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to such contract.

25. COMPLETION OF WORK AND LIQUIDATED DAMAGES

The Contractor shall work diligently and shall complete the entire Work, ready for use, not later than 14 calendar days beyond the Time to Complete as proposed, calculated from the date of the Notice to Proceed. The time stated for completion shall include final cleanup of premises. Failure to complete the Work in the time stated shall result in an assessment as liquidated damages of \$250.00 for each calendar day this Work remains incomplete. Deduction will be made from Contractor's final pay.

The Contractor's attention is directed to the fact that it is likely to rain on occasion during the life of this contract. The Contractor should expect a substantial number of days that he will be unable to work due to rain and/or wet conditions. It is the Contractor's responsibility to schedule his work so that lost time for rain and/or wet conditions is made up. No additional time shall be granted to the Contractor for rain and/or wet conditions. However, if there is any time extension required for unforeseen conditions or unfavorable weather days, the Contractor is required to submit proper documentation to Project Manager for time extension consideration.

26. WARRANTIES

- A. The Contractor will warrant all workmanship and materials for a period of no less than one (1) year from date of acceptance.
- B. The Contractor warrants and guarantees that all materials and equipment will be new unless otherwise specified and that all work will be of good quality, performed in a workmanlike manner, free from faults or defects. Work shall be considered defective if: it is unsatisfactory, faulty or does not conform to the Contract Documents; fails any inspections, test or approvals; and does not meet all applicable construction and safety requirements. Notice of all defects shall be given to the Contractor by the Project Manager/Engineer. All defective Work, whether or not in place, may be rejected, corrected, or accepted as provided in Paragraph I.
- C. If the Contract Documents, laws, ordinances, rules, regulations or order of any public authority having jurisdiction require any Work to specifically be inspected, tested, or approved by someone other than the Contractor, the Contractor will give the Project Manager/Engineer timely notice of readiness. The testing firm(s) if assigned by the HCSO to this project and all such inspections, tests, or approvals provided for by the HCSO shall be identified in writing by the Project Manager to the Contractor. All other inspections, tests or approvals shall be at the Contractor's expense including additional expenses for inspection and tests required as a result of delays by the Contractor or hours worked beyond 40 hours in a work week. For all required inspections, tests, and approvals on any Work prepared, performed, or assembled away from the

site, the Contractor will furnish the Project Manager/Engineer with the required Certificates of Inspection, testing, or approval. All such tests will be in accordance with the methods prescribed by the American Society for Testing and Materials or such other applicable organizations as may be required by law or the Contract Documents. Materials or Work in place that fail to pass acceptability tests shall be retested at the direction of the Project Manager/Engineer and at the Contractor's expense. If any such Work required to be inspected, tested, or approved is covered without written approval of the Project Manager/Engineer, it shall be, if requested by the Project Manager, uncovered for observation in accordance with Paragraph 29, A.4 and A.5. The rates charged the Contractor pursuant to this paragraph shall be agreed upon in writing prior to testing.

- D. Neither observations by the Project Manager or inspections, tests, or approvals by persons other than the Contractor shall relieve the Contractor of his obligations to perform the work in accordance with the requirements on the Contract Document.
- E. If any work is covered contrary to the request of the Project Manager/Engineer, the Work shall, if requested by the Project Manager/Engineer, be uncovered for observation and replaced at the Contractor's expense.
- F. If any Work has been covered which the Project Manager/Engineer has not specifically requested to observe, or if the Project Manager/Engineer considers it necessary or advisable that covered Work be inspected or tested by other, the Contractor, by written request, will uncover, expose, or otherwise make available for observation inspection, or testing that portion of the Work in question, furnishing all necessary labor, material, and equipment. If it is found that such Work is defective, the Contractor will bear the expense of such uncovering, exposure, observation, inspection, testing, and satisfactory reconstruction. If, however, such Work is not found to be defective, the Contractor will be allowed an increase in the Contract price or an extension of the Contract Time, or both, directly attributable to such uncovering, exposure, inspection, testing, and reconstruction, if he makes a claim.
- G. When directed by the Project Manager/Engineer, the Contractor will promptly, without cost to the Sheriff's Office and as specified by the Project Manager/Engineer, either correct the defective Work whether fabricated, installed, or completed, or remove it from the site and replace it with non-defective Work. If the Contractor does not correct such defective Work or remove and replace such defective Work within a reasonable time, all as specified in a written notice for the Engineer/Project Manager, the Sheriff's Office, after seven (7) days, may have the deficiency corrected. All direct and indirect costs of such correction shall be paid by the Contractor or deducted from payment to the Contractor. The Contractor will also bear the expense of making good all Work of others destroyed or damaged by correction, removal, or replacement of this defective work.
- H. During the warranted period, the Contractor will restore or remove and replace warranted Work to its original specified condition in the event of failure. He will restore or remove and replace other Work which has been damaged by failure of warranted Work, or which must be removed and replaced to gain access to warranted Work. Cost of restoration or removal and replacement is the obligation of the Contractor. Upon restoration or removal and replacement of the warranted Work which has failed, Contractor will reinstate the warranty by issuing an addendum to the original warranty for at least the remaining warranted period, but for no less than half of the original warranted period.
- I. If, instead of requiring correction or removal and replacement of defective Work, the Sheriff's Office prefers to accept it, the HCSO may do so. In such case, if acceptance occurs prior to approval of final payment, a Change Order shall be executed by incorporating the necessary revisions in the Contract Documents, included an appropriate reduction in the Contract Sum. If the acceptance occurs after approval, the Contractor shall pay an appropriate sum to compensate for the defect in the Work to the HCSO.

27. INDEMNIFICATION

The Contractor will indemnify and hold harmless the HCSO and its employees and agents from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from the performance of its Work, provided that any such liability, claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting there from and (b) is cause in whole or in part by an act or omission of the Contractor, any Sub-Contractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole or in part by a party indemnified hereunder.

In any and all claims against the HCSO or any of its agents or employees by any employee of the Contractor, any Sub-Contractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the Contractor or any sub-Contractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

The Contractor will indemnify and hold harmless the HCSO and anyone directly or indirectly employed by it from and against all claims, damages, losses, and expenses (including attorney's fees) arising out of any infringement of patent rights of copyrights held by others and shall defend all such claims in connection with any alleged infringement of such rights.

28. INVOICING AND PAYMENTS

Contractors are asked to invoice the HCSO in duplicate for Work as completed. At a minimum, an invoice shall show the Work site address, description of Work completed or list of goods received, and the Purchase Order number. Applications for payment will be required for partial payments or progress payments and are acceptable in lieu of an invoice if numbered. All applications for partial payment shall be accompanied by a schedule of values and indicate the percentage of work completed as of the application date.

All progress payments will be subject to ten (10%) retainer. Approval for payment of the final invoice and release of the retainer shall be subsequent to the final Project inspection and acceptance by the Project Manager. The retained amount should not be included on the final invoice but should be requested separately.

It is a requirement of the HCSO to have the Project Manager review and approve all applications for payment and invoices prior to the Sheriff's Office remitting payment.

Applications for payment must be accompanied by Waivers of Lien from the Contractor, all Sub-Contractors and any and all suppliers of equipment and materials. Payments will not be considered without these documents.

Invoices should be addressed to:

Hillsborough County Sheriff's Office
Accounts Payable
P.O. Box 3371
Tampa, Florida 33601

Or accountspayable@hcsso.tampa.fl.us

Timely payment of invoices is incumbent upon the Hillsborough County Sheriff's Office and in no case shall payment exceed forty-five (45) calendar days from date of receipt of a properly approved application/invoice.

Payments may be withheld because of any of the following conditions:

- 1) Defective Work not corrected.
- 2) Failure of the Contractor to make payments to Sub-Contractors or for materials, labor, equipment or services.
- 3) Continued failure to perform the Work in accordance with the terms and conditions set forth in this Agreement.
- 4) Legal or other claims by third parties relating to the Work performed under the Contract Documents.

29. EXCEPTIONS TO PROPOSAL

All proposal submittals must clearly state with specific detail all deviations to the requirements imposed upon the Vendor by the General Terms and Provisions (Part A), the Special Provisions (Part B) and the Technical Specifications (Part C). Such deviations should be stated upon the Proposal Response (Part D) or appended thereto. Contractors are hereby advised that the Hillsborough County Sheriff will only consider proposals that meet the specifications and other requirements imposed upon them by this proposal package. In instances, where an exception is stated upon the Proposal Response (Part D), said proposal will be subject to rejection by the Hillsborough County Sheriff in recognition of the fact that said proposal does not meet the exact requirements imposed upon the Contractor by the General Terms and Provisions (Part A), the Special Provisions (Part B) and the Technical Specifications, (Part C).

SECTION 07 31 29.13
ASPHALT SHINGLES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Asphalt roofing shingles.
- B. Leak barrier and moisture shedding roof deck protection.
- C. Metal flashing associated with shingle roofing.

1.2 RELATED SECTIONS

- A. Section 07 62 00 - Sheet Metal Flashing and Trim: Sheet Metal Flashing and Trim: Gutter and Downspouts and Baffled Ridge vent installation and requirements.

1.3 REFERENCES

- A. ASTM B 209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate.
- B. ASTM C 1549 - Standard Test Method for Determination of Solar Reflectance Near Ambient Temperature Using a Portable Solar Reflectometer.
- C. ASTM D 3018 - Standard Specification for Class A Asphalt Shingles Surfaced with Mineral Granules.
- D. ASTM D 3161 - Standard Test Method for Wind-Resistance of Asphalt Shingles (Fan-Induced Method).
- E. ASTM D 3462 - Standard Specification for Asphalt Shingles Made from Glass Felt and Surfaced with Mineral Granules.
- F. ASTM D 4586 - Standard Specification for Asphalt Roof Cement, Asbestos-Free.
- G. ASTM E 903 - Standard Test Method for Solar Absorption, Reflectance and Transmission of Materials Using Integrating Spheres.
- H. UL 790 - Tests for Fire Resistance of Roof Covering Materials.
- I. UL 997 - Wind Resistance of Prepared Roof Covering Materials.
- J. ASTM E 903 - Standard Test Method for Solar Absorptance, Reflectance, and Transmission of Materials Using Integrating Spheres.
- K. California Title 24 Energy Efficient Standards.
- L. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA) - Architectural Sheet Metal Manual.
- M. Asphalt Roofing Manufacturers Association (ARMA).
- N. National Roofing Contractors Association (NRCA).

- O. American Society of Civil Engineers (ASCE).
 - 1. ASCE 7 - Minimum Design Loads for Buildings and Other Structures.

1.4 DEFINITIONS

- A. Roofing Terminology: Refer to ASTM D1079 and the glossary of the National Roofing Contractors Association (NRCA) Roofing and Waterproofing Manual for definitions of roofing terms related to this section.

1.5 SUBMITTALS

- A. Product Data : Manufacturer's data sheets on each product to be used, showing compliance with requirements.
- B. Selection Samples: Two complete sets of color cards representing manufacturer's full range of available colors and patterns.
- C. Manufacturer's installation instructions, showing required preparation and installation procedures.

1.6 QUALITY ASSURANCE

- A. Manufacturer Qualifications: GAF shall provide a roofing system that meets or exceeds all criteria listed in this section.
- B. Installer Minimum Qualifications:
 - 1. Installer shall be classified as a Master Contractor as defined and certified by GAF.
- C. Source Limitations: Components listed shall be provided by a single manufacturer or approved by the primary roofing manufacturer.
- D. Final Inspection: Manufacturer's representative shall provide a comprehensive final inspection after completion of the roof system. All application errors shall be addressed and final punch list completed.

1.7 REGULATORY REQUIREMENTS

- A. Provide a roofing system achieving an Underwriters Laboratories (UL) Class A fire classification.
- B. Install all roofing products in accordance with all federal, state and local building codes.
- C. All work shall be performed in a manner consistent with current OSHA guidelines.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened labeled packaging until ready for installation.
- B. Store products in a covered, ventilated area, at temperature not more than 110 degrees F (43 degrees C); do not store near steam pipes, radiators, or in sunlight.
- C. Store bundles on flat surface to maximum height recommended by manufacturer; store rolls on end.
- D. Store and dispose of solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.9 WEATHER CONDITIONS

- A. Proceed with work only when existing and forecasted weather conditions will permit work to be performed in accordance with GAF's recommendations.

1.10 WARRANTY

- A. Provide GAF Weather Stopper Golden Pledge LTD Warranty.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturer: GAF Residential Roofing Products, which is located at: 1 Campus Dr.; Parsippany, NJ 07054; Toll Free Tel: 800 ROOF-411; Tel: 800-766-3411; Fax: 973-628-3451; Email: request info (SBenoit@gaf.com); Web: www.gaf.com
- B. Substitutions:
 - 1. No substitutions will be considered.

2.2 SHINGLES

- A. Timberline Lifetime Architectural Shingle-Timberline American Harvest: Self sealing, granule surfaced, asphalt shingle with a strong fiberglass reinforced Micro Weave core and StainGuard protection, which prevents pronounced discoloration from blue-green algae through formulation/unique blends of granules. Architectural laminate styling provides a wood shake appearance with a 5 5/8" exposure. Features GAF's patented High Definition color blends and enhanced shadow ASTM D 3161, Type 1; ASTM D 3018, Type 1; ASTM D 3462; CSA 123.5-98; Dade County Approved, Florida Building Code Approved, Texas Dept of Insurance Approved, ICC Report Approval. Timberline HD Lifetime High Definition Shingles, by GAF.
- B. Color:
 - 1. As selected by Project Manager from manufacturer's full range.

2.3 HIP AND RIDGE SHINGLES

- A. High profile self sealing hip and ridge cap shingle matching the color of selected roof shingle. Each bundle covers approx. 20 lineal feet (6.10m). Timbertex Premium Ridge Cap Shingles, by GAF.

2.4 STARTER STRIP

- A. Self sealing starter shingle designed for premium roof shingles. Each bundle covers approx. 100 lineal feet (30.48m) for English and metric shingles or 50 lineal feet (15.24m) for oversized shingles. Weather Blocker Eave/Rake Starter Strip by GAF.

2.5 ACCESSORY PRODUCTS

- A. Roofing Cement:
 - 1. General purpose asphalt roofing cement meeting the requirements of ASTM D 4586 Type I or II.
- B. Roof Accessory Paint

- C. Exterior acrylic rust resistant aerosol roof accessory paint. Each 6 oz can is available in boxes of 6 and in a wide variety of colors to compliment the roof. Shingle-Match Roof Accessory Paint by GAF.
- D. Metal Flashing:
 - 1. 0.032 inch (0.8 mm) aluminum sheet, complying with ASTM B 209.
 - 2. Use metal flashings at:
 - a. Eave edges.
 - b. Valleys.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Do not begin installation until roof deck has been properly prepared.
- B. If roof deck preparation is the responsibility of another installer, notify Project Manager or building owner of unsatisfactory preparation before proceeding.

3.2 REMOVAL OF EXISTING ROOFING AND ACCESSORIES

- A. Remove existing gutters without damaging and store safely for replacement after roof completion. Report any existing damage to the Project Manager prior to removal of gutters.
- B. Remove all existing roofing down to the roof deck.
- C. Verify that deck is dry, sound, clean and smooth, free of depressions, waves and projections.
- D. Cover with sheet metal all holes over 1 inch (25 mm) diameter, cracks over 1/2 inch (12 mm) in width, loose knots and excessively resinous areas.
- E. Replace damaged deck with new matching materials.
- F. Clean deck surfaces thoroughly prior to installation of eaves protection membrane and underlayment

3.3 PREPARATION

- A. Clean deck surfaces thoroughly prior to installation of leak barrier and roof deck protection.
- B. At areas to receive leak barrier, fill knot holes and cracks with latex filler.

3.4 INSTALLATION OF UNDERLAYMENT

- A. Install using methods recommended by manufacturer in accordance with local building code. When local codes and application instructions are in conflict, the more stringent requirements shall take precedence.
- B. Eaves:
 - 1. Place eave edge metal flashing tight with fascia boards; lap joints 2 inches (50 mm) and seal with plastic cement; nail at top of flange.
 - 2. On roofs with slope between 2:12 and 4:12, and on all roofs in the north, install leak barrier up the slope from eave edge to 36 inches from the edge or at least 24 inches (610 mm) beyond the interior face of the warm exterior wall, whichever is greater; lap ends 6 inches (150 mm) and bond.

- C. Valleys:
 1. Install leak barrier at least 36 inches wide centered on valley; lap ends 6 inches (150 mm) and seal.
 2. Where valleys are indicated to be "open valleys", install metal flashing over leak barrier before roof deck protection is installed; DO NOT NAIL THROUGH metal flashing; secure by nailing at 18 inches (457 mm) on center just beyond edge of flashing so that nail heads hold down edge.
- D. Hip and Ridge:
 1. Install GAF leak barrier along entire lengths. If ridge vents are to be installed, position the GAF leak barrier so that the ridge slots will not be covered.
- E. Roof Deck:
 1. Install one layer of roof deck protection over entire area not protected by eave or valley membrane; run sheets horizontally lapped so water sheds; nail in place.
 2. On roofs sloped between 2 in 12 and 4 in 12, lap horizontal edges at least 19 inches (480 mm) and at least 19 inches (485 mm) over eave protection membrane.
 3. Lap ends at least 4 inches (100 mm); stagger end laps of each layer at least 36 inches (915 mm).
 4. Lap roof deck protection over valley protection at least 6 inches (152 mm).
- F. Deck-Armor Application
 1. Deck-Armor shall be installed over a clean, dry deck.
 2. Install Weather Watch or StormGuard Leak Barrier at eaves, valleys, and other vulnerable leak areas.
 3. Lay Deck-Armor over deck and overlap 3" (76mm) at side laps and 6" (152mm) at end laps.
 4. For exposure to rain, overlap 12" (305mm) at end laps.
 5. For side and end laps: fasten Deck-Armor 12" (305mm) o.c. (6" (152mm) o.c. for high wind areas).
 6. For middle of the roll: fasten Deck-Armor 24" (610mm) o.c. (12" (305mm) o.c. for high wind areas).
 7. For exposure to rail, completely cover all side laps, end laps and fasteners with tape.
 8. For long term exposure see complete Deck-Armor installation instructions for side lap detail.
 9. If roof may be exposed to high winds, apply tape over all fasteners at the center of the roll to prevent rain or snow from entering at the fasteners.
- G. Penetrations:
 1. At vent pipes, install a 24 inch (610 mm) square piece of leak barrier lapping over roof deck protection; seal tightly to pipe.
 2. At hips and ridges, install leak barrier along entire lengths. If ridge vents are to be installed, position the leak barrier so that the ridge slots are not covered.

3.5 INSTALLATION OF SHINGLES

- A. Install in accordance with manufacturer's instructions and requirements of local building code.
 1. Avoid breakage of shingles by avoiding dropping bundles on edge, by separating shingles carefully (not by "breaking" over ridge or bundles), and by taking extra precautions in temperatures below 40 degrees F (4 degrees C).
 2. Handle carefully in hot weather to avoid damaging shingle edges.
 3. Secure with 4 to 6 nails per shingle; use number of nails required by manufacturer or by code, whichever is greater. Nails must be long enough to penetrate through plywood or OSB, or 3/4 inch (19 mm) into dimensional lumber.

- B. Install hip and ridge shingles as required by the manufacturer.
 - 1. At ridges, install hip and ridge shingles over ridge or ridge vent material.
- C. Make valleys using "closed cut valley" technique:
 - 1. Run the first, and only the first, course of shingles from the higher roof slope across the valley at least 12 inches (305 mm).
 - 2. Run all courses of shingles from the lower roof slope across the valley at least 12 inches (305 mm) and nail not closer than 6 inches (150 mm) to center of valley.
 - 3. Run shingles from the upper roof slope into valley and trim 2 inches (50 mm) from center of valley.
- D. All penetrations are to be flashed according to GAF, ARMA and NRCA application instructions and construction details.

3.6 INSTALLATION OF VENTILATION

- A. Ventilation must meet or exceed current F.H.A., H.U.D. and local code requirements.
- B. Ridge Vent:
 - 1. Cut continuous vent slot through sheathing, stopping 6 inches (150 mm) from each end of ridge.
 - 2. On roofs without ridge board, make slot 2 inches (50 mm) wide, centered on ridge.
 - 3. On roofs with ridge board, make two slots 1-3/4 inches (89 mm) wide, one on each side.
 - 4. Install ridge vent material full length of ridge, including uncut areas.
 - 5. Butt ends of lengths of ridge vent material and join using plastic cement.
 - 6. Install eave vents in sufficient quantity to equal or exceed the ridge vent area, calculated as specified by manufacturer.
 - 7. Install ridge shingles over ridge vent material; use nails of specified length; do not drive nails home, leaving 3/4 inch (19 mm) slot open between ridge and roof shingles.
- C. Roof Louvers:
 - 1. Cut vent hole through sheathing as specified by the manufacturer for the type of vent to be installed.
 - 2. Install a 24 inches (610 mm) square of leak barrier, centered around the hole
 - 3. Install according to manufacturer's instructions for flashing vent penetrations
 - 4. Install eave vents in sufficient quantity to equal or exceed the exhaust vent area, calculated as specified by manufacturer.

3.7 PROTECTION

- A. Stage work progress so that traffic is minimized over completed roofing.
- B. Protect installed products until completion of project.

END OF SECTION

SECTION 07 54 23
TPO THERMOPLASTIC SINGLE-PLY ROOFING

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Thermoplastic Single-Ply Roofing.

1.2 RELATED SECTIONS

- A. Section 07 62 00 - Sheet Metal Flashing and Trim: Sheet Metal Flashing and Trim: Gutter and Downspouts and Baffled Ridge vent installation and requirements.

1.3 REFERENCES

- A. Factory Mutual (FM Global) - Approval Guide.
 - 1. Factory Mutual Standard 4470 - Approval Standard for Class 1 Roof Covers.
- B. Underwriters Laboratories (UL) - Roofing Systems and Materials Guide (TGFU R1306).
- C. American Society for Testing and Materials (ASTM) - Annual Book of ASTM Standards.
 - 1. ASTM D 41 - Standard Specification for Asphalt Primer Used in Roofing, Dampproofing, and Waterproofing.
 - 2. ASTM D 312 - Standard Specification for Asphalt Used in Roofing.
 - 3. ASTM D 1079 - Standard Terminology Relating to Roofing, Waterproofing, and Bituminous Materials.
 - 4. ASTM D-751 - Standard Test Methods for Coated Fabrics.
 - 5. ASTM D-2137 - Standard Test Methods for Rubber Property-Brittleness Point of Flexible Polymers and Coated Fabrics.
 - 6. ASTM E-96 - Standard Test Methods for Water Vapor Transmission of Materials.
 - 7. ASTM D1204 - Standard Test Method for Linear Dimensional Changes of Nonrigid Thermoplastic Sheet or Film at Elevated Temperature.
 - 8. ASTM D-471 - Standard Test Method for Rubber Property-Effect of Liquids.
 - 9. ASTM D-1149 - Standard Test Methods for Rubber Deterioration-Cracking in an Ozone Controlled Environment.
 - 10. ASTM G155 - Standard Practice For Operating Xenon Arc Light Apparatus For Exposure Of Non-Metallic Materials.
 - 11. ASTM D573 - Standard Test Method For Rubber - Deterioration In An Air.
- D. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA) - Architectural Sheet Metal.
- E. National Roofing Contractors Association (NRCA).
- F. American Society of Civil Engineers (ASCE).
 - 1. ASCE 7 - Minimum Design Loads for Buildings and Other Structures.

1.4 DEFINITIONS

- A. Roofing Terminology: Refer to ASTM D1079 and the glossary of the National Roofing Contractors Association (NRCA) Roofing and Waterproofing Manual for definitions of roofing terms related to this section.

1.5 PERFORMANCE REQUIREMENTS

- A. Provide an installed roofing membrane and base flashing system that does not permit the passage of

water, and will withstand the design pressures calculated in accordance with the most current revision of ASCE 7.

- B. GAF shall provide all primary roofing materials that are physically and chemically compatible when installed in accordance with manufacturers current application requirements.

1.6 SUBMITTALS

- A. [www.arcata.com/arcacos/cos32/arc32667.cfm"Product Data] sheets for each type of product indicated in this section.
- B. Shop Drawings: Provide manufacturers standard details and approved shop drawings for the roof system specified.
- C. Samples: Provide samples of fasteners, membrane materials and accessories for verification of quality.

1.7 QUALITY ASSURANCE

- A. Manufacturer Qualifications: GAF shall provide a roofing system that meets or exceeds all criteria listed in this section.
- B. Installer Minimum Qualifications:
 - 1. Installer shall be classified as a Master Contractor as defined and certified by GAF.
- C. Source Limitations: Components listed shall be provided by a single manufacturer or approved by the primary roofing manufacturer.
- D. Final Inspection: Manufacturer's representative shall provide a comprehensive final inspection after completion of the roof system. All application errors shall be addressed and final punch list completed.

1.8 PRE-INSTALLATION CONFERENCE

- A. Prior to scheduled commencement of the roofing installation and associated work, conduct a meeting at the project site with the installer, architect, owner, GAF representative and any other persons directly involved with the performance of the work. The installer shall record conference discussions to include decisions, agreements, and open issues and furnish copies of recorded discussions to each attending party. The primary purpose of the meeting is to review foreseeable methods and procedures related to roofing work.

1.9 REGULATORY REQUIREMENTS

- A. Work shall be performed in a safe, professional manner, conforming to federal, state and local codes.

1.10 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to the site in original containers, with factory seals intact. Products shall carry either a GAF or BMCA label.
- B. Store pail goods in their original undamaged containers in a clean, dry location within their specified temperature range.
- C. Do not expose materials to moisture in any form before, during, or after delivery to the site. Reject delivery of materials that show evidence of contact with moisture.
- D. Remove manufacturer supplied plastic covers from materials provided with such. Use "breathable"

type covers such as canvas tarpaulins to allow venting and protection from weather and moisture. Cover and protect materials at the end of each work day. Do not remove any protective tarpaulins until immediately before the material will be installed.

- E. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.11 PROJECT CONDITIONS

- A. Weather:
 1. Proceed with roofing only when existing and forecasted weather conditions permit.
 2. Ambient temperatures shall be above 45 degrees F (7.2 degrees C) when applying hot asphalt or water based adhesives.

1.12 WARRANTY

- A. Provide manufacturer's standard EverGuard Diamond Pledge Guarantee with single source coverage and no monetary limitation where the manufacturer agrees to repair or replace components in the roofing system, which cause a leak due to a failure in materials or workmanship.
 1. Duration: Twenty (20) years from the date of completion.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturer: GAF Commercial Roofing Products, which is located at: 1 Campus Dr.; Parsippany, NJ 07054; Toll Free Tel: 800-ROOF-411; Tel: 973-628-3000; Fax: 973-628-3451; Email: SBenoit@gaf.com; Web: www.gaf.com
- B. Substitutions: Not permitted unless substitutions for both roof systems are from same manufacturer. Any manufacturer substitution shall be submitted at the pre-bid conference. Any substitution must be approved by the Project Manager; if acceptable the information will be made available to all bidders through an addendum prior to bid proposal submission.

2.2 MEMBRANE MATERIALS

- A. Advanced heat and UV protected, smooth type, polyester scrim reinforced thermoplastic polyolefin membrane with a nominal 0.060 inch (60 mil) thickness, for use as a single ply roofing membrane. UL Listed, FM Approved, CRRC rated and Title 24 compliant. Each full roll contains approximately 1000 sq.ft. of roofing material, 10 feet X 100 feet, weighing 420 lbs. Each half sheet roll contains approximately 500 sq.ft. of roofing material, 5 feet X 100 feet, weighing 210 lbs. EverGuard Extreme TPO - 80 mil thermoplastic single-ply roofing membrane by GAF.

2.3 FLASHING MATERIALS

- A. Advanced heat and UV protected, smooth type, polyester scrim reinforced thermoplastic polyolefin membrane with a nominal 0.060 inch (60 mil) thickness, for use as a single ply roofing membrane. UL Listed, FM Approved, CRRC rated and Title 24 compliant. A full roll contains approximately 1000 sq.ft. of roofing material at 10 feet X 100 feet, weighing 322 lbs or 800 sq ft. of roofing material at 8 feet x 100 feet, weighing 256.6 lbs. A half sheet roll contains approximately 500 sq.ft. of roofing material at 5 feet X 100 feet, weighing 162 lbs or 400 sq.ft of roofing material, weighing 128.8 lbs. EverGuard Extreme TPO - 60 mil thermoplastic single-ply roofing membrane by GAF.
- B. Advanced heat and UV protected, smooth type, polyester scrim reinforced thermoplastic polyolefin membrane with a nominal 0.060 inch (60 mil) thickness, for use as a single ply roofing membrane. UL Listed, FM Approved, CRRC rated and Title 24 compliant. Each full roll contains approximately 1000 sq.ft. of roofing material, 10 feet X 100 feet, weighing 420 lbs. Each half sheet roll contains

approximately 500 sq.ft. of roofing material, 5 feet X 100 feet, weighing 210 lbs. EverGuard Extreme TPO - 80 mil thermoplastic single-ply roofing membrane by GAF.

2.4 BITUMEN

- A. Asphalt bitumen: ASTM D 312 Type III & IV.

2.5 ADHESIVES, SEALANTS AND PRIMERS

- A. Solvent-based Bonding Adhesive: Solvent based adhesive for use with EverGuard TPO membranes, EverGuard 1121 Bonding Adhesive, by GAF.
- B. Low VOC solvent-based Bonding Adhesive: Solvent based rubberized adhesive for use with EverGuard TPO membranes, EverGuard Low VOC Bonding Adhesive, by GAF.
- C. Water-based Bonding Adhesive: Solvent based adhesive for use with EverGuard TPO membranes, EverGuard WB181 Bonding Adhesive, by GAF.
- D. Solvent based liquid, required to protect field cut edges of EverGuard TPO membranes. Applied Directly from a squeeze bottle, EverGuard TPO Cut Edge Sealant, by GAF.
- E. Solvent based primer for preparing surfaces to receive butyl based adhesive tapes, EverGuard TPO Primer, by GAF.
- F. Low VOC solvent based primer for preparing surfaces to receive butyl based adhesive tapes, EverGuard TPO Low VOC Primer, by GAF.
- G. Solvent based seam cleaner used to clean exposed or contaminated seam prior to heat welding, EverGuard TPO Seam Cleaner, by GAF.
- H. Low VOC solvent based seam cleaner used to clean exposed or contaminated seam prior to heat welding, EverGuard Cleanweld Cleaner, by GAF.
- I. One part butyl based high viscosity sealant suitable for sealing between flashing membrane and substrate surface behind exposed termination bars and for sealing between roofing membrane and drain flange. EverGuard Water Block, by GAF.
- J. Solvent based, trowel grade synthetic elastomeric sealant. Durable and UV resistant suitable for use where caulk is typically used. Available in 10 oz. tubes, TOPCOAT FlexSeal Caulk Grade by GAF.
- K. Commercial grade roofing sealant suitable for sealing the upper lip of exposed termination bars and penetrations and around clamping rings and comes with a 20 yr ltd warranty against leaks caused by manufacturing defects. TOPCOAT FlexSeal Roof Sealant, by GAF.
- L. 100 percent solids epoxy based two-part sealant suitable for filling sealant pans at irregularly-shaped penetrations. Epoxy is part A. Polyamide is part B. EverGuard 2-Part Pourable Sealant, by GAF.

2.6 ACCESSORIES

A. PLATES AND FASTENERS

- 1. DrillTec Standard Screws: As recommended by GAF for use on plywood decks.

B. FLASHING ACCESSORIES

- 1. A smooth type, unreinforced thermoplastic polyolefin based membrane for use as an alternative flashing/reinforcing material for penetrations and corners. Required whenever preformed vent boots cannot be used, available in White, 0.055 inches (55 mils) nominal thickness and sheet size: 24in x 50ft. EverGuard Extreme TPO Detailing Membrane, by GAF.

2. An 8 inch (200mm) wide smooth type, polyester scrim reinforced thermoplastic polyolefin membrane strip for use as a cover strip over coated metal and stripping-in coated metal flanges and general repairs: 0.045 inches (45 mils) nominal thickness with 100 foot length, available in White, EverGuard Extreme TPO Flashing Membrane, by GAF.
3. Extruded aluminum termination bar with angled lip caulk receiver and lower leg bulb stiffener. Pre-punched slotted holes at 6" on center or 8" on center. 3/4 inch x 10 feet with 0.090 inch cross section, EverGuard Termination Bar, by GAF.
4. A 6 inch (152 mm) wide, 0.045 mil reinforced TPO membrane with a 3-inch self-adhered area and a 3-inch heat-weld area. Designed for use as a cover strip over coated and non-coated metal edges and flanges. Each full roll contains approximately 100 Lineal feet of material, EverGuard TPO Cover Tape Heat-Weld, by GAF.
5. A 6 inch (14 cm) wide, smooth type, polyester scrim reinforced thermoplastic polyolefin membrane strip with a factory laminated butyl tape. Designed for use as a cover strip over non-coated metal edges and flanges. Each full roll contains approximately 100 Lineal Ft. of material, EverGuard Extreme TPO Cover Tape, by GAF.
6. 0.045 inch (45 mil) reinforced TPO membrane with pressure sensitive adhesive, to be installed on horizontal surfaces using plates and fasteners as a base attachment in fully adhered systems. Size 6 inches x 100 feet, EverGuard RTA (Roof Transition Anchor) Strip, by GAF.
7. Two-part assembly with a rigid extruded termination base plate, and a decorative snap-on fascia cover for single-ply roofs. The system shall have all concealed fasteners with no penetration on horizontal roof surface available in 10' lengths, EverGuard EZ Fascia EX by GAF.
8. A two-part assembly with a rigid terminator base plate, and a decorative snap-on fascia cover for single-ply roofs with raised perimeter edges. The system shall have all concealed fasteners with no penetration on horizontal roof surface available in 10 foot lengths, EverGuard EZ Fascia by GAF.
9. Decorative metal fascia with continuous galvanized steel spring cant to terminate single-ply roofing at perimeter. The system shall be watertight with concealed splice plates and no exposed fasteners available in 10 foot lengths, EverGuard Snap-on Fascia by GAF.
10. 20 gauge steel with 0.025 inch thick TPO based film as required for fabrication into metal gravel stop and drip edge profiles, metal base and curb flashings, sealant pans, and scupper sleeves. Standard sheet size 4 foot x 10 foot, sheet weight 50 lbs. Available in stainless steel and aluminum, EverGuard Extreme TPO Coated Metal, by GAF.
 - a. Available Stock Colors: White.

C. PENETRATION ACCESSORIES

1. 0.075 inch thick molded TPO membrane sized to accommodate most common pipe and conduits, (1 inch to 6 inch diameter pipes), including square tube. Hot-air welded directly to EverGuard TPO membrane, supplied with stainless steel clamping rings, EverGuard Extreme TPO Preformed Vent Boots by GAF.
2. 0.045 inch or 0.60 inch thick molded TPO membrane preformed boots are split to accommodate most common pipes and conduits and available in three standard sizes, EverGuard Extreme TPO Split Pipe Boots, by GAF.
3. 0.045 inch or 0.60 inch thick molded TPO membrane preformed square boots are split to accommodate most common square penetrations and conduits and available in three standard sizes, EverGuard Extreme TPO Square Tube Wraps, by GAF.
4. 0.070 thick molded penetration pocket to provide structure and foundation for the application of a pourable sealant for a variety of roof penetrations, weldable and 9 inch x 6 inch x 4 inch (l x w x h). EverGuard Extreme TPO Pourable Sealer Pocket by GAF.
5. Spun aluminium, preflashed using 0.055 inch thick smooth type, reinforced thermoplastic polyolefin membrane. EverGuard TPO Drain by GAF.

D. FIELD OF ROOF ACCESSORIES

1. Pre-manufactured expansion joint covers used to bridge expansion joint openings in a roof structure. Fabricated to accommodate all roof to wall and roof to roof applications, made of .060 inch reinforced TPO membrane, available in 5 standard sizes for expansion joint openings

- up to 8 inch wide. EverGuard Extreme TPO Expansion Joint Covers, by GAF.
- 2. 0.055 inch thick smooth type, unreinforced thermoplastic polyolefin membrane designed for use as a conforming membrane seal over T-joints in 60 and 80 mil membrane applications. EverGuard Extreme T-Joint Patches, by GAF.
- 3. 1/8 inch thick extruded and embossed TPO roll 30 inch x 50', heat welds directly to roofing membrane. Unique herringbone traction surface. Gray in color, EverGuard TPO Walkway Rolls, GAF.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that the surfaces and site conditions are ready to receive work.
- B. Verify that the deck is supported and secured.
- C. Verify that the deck is clean and smooth, free of depressions, waves, or projections, and properly sloped to drains, valleys, eaves, scuppers or gutters.
- D. Verify that the deck surfaces are dry and free of ice or snow.
- E. Verify that all roof openings or penetrations through the roof are solidly set, and that all flashings are tapered.

3.2 SUBSTRATE PREPARATION

- A. Plywood Deck: (Existing)
 - 1. Plywood existing sheathing sloped at 1/8" per foot.
 - 2. Notify the Project Manager of all sheathing that has water damage that may need replacement and he will decide which sheets to replace under the unit pricing established in Bid.
- B. 1x8 Fascia Board: (Existing)
 - 1. 1x8 fascia board is covered with aluminum trim which can be removed, salvaged and replaced as required.
 - 2. Notify the Project Manager of all fascia boards having water damage and/or deteriorated which need replacement. The Project Manager will approve quantities to replace based on the unit pricing established in Bid Proposal.

3.3 INSTALLATION - GENERAL

- A. Install GAF's EverGuard TPO roofing system according to all current application requirements in addition to those listed in this section.
- B. GAF EverGuard Specification #: _____.
- C. Start the application of membrane plies at the low point of the roof or at the drains, so that the flow of water is over or parallel to, but never against the laps.

3.4 PROTECTION LAYER

- A. Polymat protection layer shall be installed between the roofing membrane and the substrate.
- B. Fire sheet 50 or 10 fiberglass sheet protection layer shall typically be installed when required by design professionals or code authority to address code or approval requirements or as a separator layer.
- C. Install fiberglass sheet or polymat protection layer loose-applied over substrate surface so that

wrinkles and buckles are not formed.

- D. Overlap sheets a minimum of 6" for side and end laps.

3.5 VERSASHIELD SOLO

- A. Install VersaShield Solo loose-applied over substrate surface so that wrinkles and buckles are not formed perpendicular to the direction of the TPO membrane.
- B. Overlap membrane a minimum 2 inches (51mm) at the side laps and minimum of 4 inches (102mm) at the end laps.
- C. Use corrosive resistant nails with 1 inch (25mm) diameter metal head or plastic caps to fasten in place.
- D. Only use enough fasteners to hold in place until primary roof covering is in place.
- E. Do not install more VersaShield Solo than can be covered in one day.

3.6 MEMBRANE APPLICATION

- A. Mechanically Attached:
 1. Place membrane so that wrinkles and buckles are not formed. Any wrinkles or buckles must be removed from the sheet prior to permanent attachment. Roof membrane shall be mechanically fastened immediately after it is rolled out, followed by welding to adjacent sheets.
 2. Overlap roof membrane a minimum of 6 inches for side laps and 3 inches for end laps.
 3. Install membrane so that the side laps run across the roof slope lapped towards drainage points.
 4. All exposed sheet corners shall be rounded a minimum of 1 inch.
 5. Use full width rolls in the field of roof and half width rolls in the perimeter and corner region of the roof and mechanically fastened in the side lap area to the roof deck.
 6. Membrane laps shall be heat-welded together. All welds shall be continuous, without voids or partial welds. Welds shall be free of burns and scorch marks.
 7. Weld shall be a minimum of 1 1/2 inches in width for automatic machine welding and a minimum 2 inches in width for hand welding.
 8. All cut edges of reinforced membrane must be sealed with EverGuard TPO Cut Edge Sealant.
 9. The membrane shall be mechanically fastened in the side lap area to the roof deck with appropriate Drill-Tec fasteners and plates as required by roof system specification and/or Factory Mutual classification requirements.
 10. The metal plates must be placed within 1/4 to 1/2 inch of the membrane edge. Plates shall not be placed less than 1/4 inch from the membrane edge.
 11. In the corner regions, additional fasteners shall be installed through the perimeter membrane to form a grid pattern, with an 8 inch (405mm) wide EverGuard TPO reinforced membrane flashing-strip welded over the additional fasteners. Corners include both outside and inside corners that measure 75 - 105 angle degrees.
 12. Membrane attachment to the roof deck is required at locations of deck angle changes in excess of five (5) angle degrees (1 inch in 12 inches).
 13. Supplemental membrane attachment is required at the base of all walls and curbs, and where the angle of the substrate changes by more than ten (10) degrees (1 inch in 12 inches). Roofing membrane shall be secured to the structural deck with screws and plates of the same type and spacing used for in-lap attachment. The screws and plates must be installed no less than 1/2 inch from the membrane edge. Alternatively, the roofing membrane may be turned up the vertical plane a minimum of 3 inches and secured with screws and termination bar Fastener spacing is the same as is used for in-lap attachment. The termination bar must be installed within 1 1/2 to 2 inches of the plane of the roof membrane, with a minimum of 1 inch of membrane extending above the termination bar.
 14. Supplemental membrane attachment to the structural deck is required at all penetrations.

- Roofing membrane shall be secured to the deck with appropriate Drill-Tec screws and plates.
15. Fasteners must be installed to achieve the proper embedment depth. Install fasteners without lean or tilt.
 16. Install fasteners so that the plate or termination bar is drawn down tightly to the membrane surface. Properly installed fasteners will not allow the plate or termination bar to move (underdriving), but will not cause wrinkling of the membrane (overdriving).

3.7 FLASHINGS

- A. All penetrations shall be at least 2 feet (610 mm) from the curbs, walls, and edges to provide adequate space for proper flashing.
- B. Flash all perimeter, curb, and penetration conditions with coated metal, membrane flashing, and flashing accessories as appropriate to the site condition.
- C. All coated metal and membrane flashing corners shall be reinforced with preformed corners or non-reinforced membrane.
- D. Hot-air weld all flashing membranes, accessories, and coated metal. A minimum 2 inch wide hand weld or minimum 1 1/2 inch automatic machine weld is required.
- E. Non-coated metal edge details shall be installed in accordance with current EverGuard construction details and requirements.
- F. Twenty (20) year EverGuard systems require the use of coated metal edges where applicable. Bonding adhesive and/or cover tape is not acceptable.
- G. All cut edges of reinforced membrane shall be sealed with EverGuard TPO Cut Edge Sealant.

3.8 FLASHINGS

- A. General:
 1. All penetrations must be at least 24 inches (610mm) from curbs, walls, and edges to provide adequate space for proper flashing.
 2. Flash all perimeter, curb, and penetration conditions with coated metal, membrane flashing, and flashing accessories as appropriate to the site condition.
 3. All coated metal and membrane flashing corners shall be reinforced with preformed corners or non-reinforced membrane.
 4. Hot-air weld all flashing membranes, accessories, and coated metal. A minimum 2 inch (51mm) wide (hand welder) weld is required.
 5. All cut edges of reinforced membrane must be sealed with EverGuard TPO Cut Edge Sealant.
 6. Consult the EverGuard Application and Specifications Manual or GAF Contractor Services for more information on specific construction details, or those not addressed in this section.
- B. Coated Metal Flashings:
 1. Coated metal flashings shall be formed in accordance with current EverGuard construction details and SMACNA guidelines.
 2. Coated metal sections used for roof edging, base flashing and coping shall be butted together with a 1/4 inch (6mm) gap to allow for expansion and contraction. Hot-air weld a 6 inch (152mm) wide reinforced membrane flashing strip to both sides of the joint, with approximately 1 inch (25mm) on either side of the joint left un-welded to allow for expansion and contraction. 2 inch (51mm) wide aluminum tape can be installed over the joint as a bond-breaker, to prevent welding in this area.
 3. Coated metal used for sealant pans, scupper inserts, corners of roof edging, base flashing and coping shall be overlapped or provided with separate metal pieces to create a continuous flange condition, and pop-riveted securely. Hot-air weld a 6 inch (152mm) wide reinforced membrane

flashing strip over all seams that will not be sealed during subsequent flashing installation.

4. Provide a 1/2 inch (13mm) hem for all exposed metal edges to provide corrosion protection and edge reinforcement for improved durability.
5. Provide a 1/2 inch (13mm) hem for all metal flange edges whenever possible to prevent wearing of the roofing and flashing membranes at the flange edge.
6. Coated metal flashings shall be nailed to treated wood nailers or otherwise mechanically attached to the roof deck, wall or curb substrates, in accordance with construction detail requirements.

C. Reinforced Membrane Flashings:

1. The thickness of the flashing membrane shall be the same as the thickness of the roofing membrane.
2. Membrane flashing may either be installed loose or fully adhered to the substrate surface in accordance with 'Construction Detail Requirements'.
3. Where flashings are to be fully adhered, apply bonding adhesive at a rate resulting in 60 square feet/gallon of finished roofing material for solvent-based bonding adhesives, and at a rate of 125 square feet/gallon of finished roofing material for water-borne bonding adhesive. Apply bonding adhesive to both the underside of the membrane and the substrate surface at 120 square feet per gallon (Solvent Based) and 250 square feet per gallon (Water Based). A greater quantity of bonding adhesive may be required based upon the substrate surface condition. The bonding adhesive must be allowed to dry until tacky to the touch before flashing membrane application.
4. Apply the adhesive only when outside temperature is above 40 degrees F. Recommended minimum application temperature is 50 degrees F to allow for easier adhesive application.
5. The membrane flashing shall be carefully positioned prior to application to avoid wrinkles and buckles.

D. Roof Edges:

1. Roof edge flashings are applicable for gravel stop and drip edge conditions as well as for exterior edges of parapet walls.
2. Flash roof edges with metal flanges nailed 4 inches (102mm) o.c. to pressure-treated wood nailers. Where required, hot-air weld roof membrane to coated metal flanges.
3. When the fascia width exceeds 4 inches (102mm), coated metal roof edging must be attached with a continuous cleat to secure the lower fascia edge. The cleat must be secured to the building no less than 12 inches (305mm) O.C.
4. Alternatively, roof edges may be flashed with a 2-piece snap on fascia system, adhering the roof membrane to a metal cant and face nailing the membrane 8 inches on center prior to installing a snap-on fascia.
5. Flash roof edge scuppers with a coated metal insert that is mechanically attached to the roof edge and integrated as a part of the metal edging.

3.9 TRAFFIC PROTECTION

- A. Install walkway pads/rolls at all roof access locations and other designated locations including roof-mounted equipment work locations and areas of repeated rooftop traffic.
- B. Walkway pads shall be spaced 2 inches (51mm) apart to allow for drainage between the pads.
- C. Fully adhere walkway pads/rolls to the roof membrane with solvent-based bonding adhesive, applied at the rate of 1 gal per 100 sf (0.42 l/sm) to both the walkway and roof membrane surfaces. Press walkway in position once adhesive is tacky to the touch.
- D. Alternatively, walkway pads/rolls may be hot-air-welded to the roof membrane surface continuously around the perimeter of the pad/roll.

3.10 ROOF PROTECTION

- A. Protect all partially and fully completed roofing work from other trades until completion.
- B. Whenever possible, stage materials in such a manner that foot traffic is minimized over completed roof areas.
- C. When it is not possible to stage materials away from locations where partial or complete installation has taken place, temporary walkways and platforms shall be installed in order to protect all completed roof areas from traffic and point loading during the application process.
- D. Temporary tie-ins shall be installed at the end of each workday and removed prior to commencement of work the following day.

3.11 CLEAN-UP

- A. All work areas are to be kept clean, clear and free of debris at all times.
- B. Do not allow trash, waste, or debris to collect on the roof. These items shall be removed from the roof on a daily basis.
- C. All tools and unused materials shall be collected at the end of each workday and stored properly off of the finished roof surface and protected from exposure to the elements.
- D. Dispose of or recycle all trash and excess material in a manner conforming to current EPA regulations and local laws.
- E. Properly clean the finished roof surface after completion, and make sure the drains and gutters are not clogged.
- F. Clean and restore all damaged surfaces to their original condition.

3.12 MAINTENANCE

- A. Inspections to the roof shall be performed annually by a GAF Master Select contractor.
- B. An annual roofing system maintenance program shall be performed by a Master Select contractor in accordance with GAF's 10 Point Maintenance Program provided with your Diamond Pledge guarantee.
- C. Submit copies of the roof inspection form, accompanying photographs (a minimum of 6 photos showing the condition of the roof and critical details), and a record of all roofing system maintenance to the GAF Contractor Services Department within sixty (60) days of the anniversary date of the completion of the roofing system. Annual roof inspections must be started within the first two (2) years of the guarantee term.

END OF SECTION

SECTION 07 62 00
SHEET METAL FLASHING AND TRIM

PART 1 GENERAL

1.1 SUMMARY

- A. Provide flashing and sheet metal.

1.2 SUBMITTALS

- A. **Product Data:** Submit manufacturer's product data and installation instructions for each material and product used.
- B. **Shop Drawings:** Submit shop drawings indicating material characteristics, details of construction, connections, and relationship with adjacent construction.
- C. **Samples:** Submit two representative samples of each material specified indicating visual characteristics and finish. Include range samples if variation of finish is anticipated.

1.3 QUALITY ASSURANCE

- A. Comply with governing codes and regulations. Provide products of acceptable manufacturers, which have been in satisfactory use in similar service for three years. Use experienced installers. Deliver, handle, and store materials in accordance with manufacturer's instructions.

PART 2 PRODUCTS

2.1 MATERIALS

- A. **Flashing and Sheet Metal:**
 - 1. Manufacturers: Petersen Aluminum Corp.; PGI.
 - 2. **Application:** Gutters and downspouts.
 - 3. **Metal:** Sheet aluminum.
 - a. **Standard:** ASTM B 209, alloy 3003, prefinished 2-coat 70% fluoropolymer, 20 gauge (.0359 inch).
 - b. **Color:** White to match existing.
 - c. **Shape:** Match existing profiles.
 - 4. **Ridge Vents:** Baffled ridge vent suitable for direct application of shingles.
 - 5. **Auxiliary Materials:**
 - a. Solder compatible with metal.
 - b. Bituminous isolation coating.
 - c. Mastic and elastomeric sealants.
 - d. Epoxy seam sealer.
 - e. Rosin-sized building paper slip sheet.
 - f. Polyethylene underlayment.
 - g. Reglets and metal accessories.
 - h. Gutter and conductor head guards.
 - i. Asphaltic roofing cement.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Follow recommendations of SMACNA Sheet Metal Manual. Allow for expansion. Isolate dissimilar materials.

- B. Install materials and systems in accordance with manufacturer's instructions and approved submittals. Install materials and systems in proper relation with adjacent construction and with uniform appearance. Coordinate with work of other sections.
- C. Restore damaged components and finishes. Clean and protect work from damage.

END OF SECTION

SUBJECT TO DEVIATIONS STATED BELOW, THE UNDERSIGNED, BY THE SIGNATURE EVIDENCED, REPRESENTS THAT THE PROPOSER ACCEPTS THE TERMS, CONDITIONS, MANDATES, AND OTHER PROVISIONS OF THE FOREGOING GENERAL TERMS AND CONDITIONS (PART A), THE SPECIAL PROVISIONS (PART B) AND TECHNICAL SPECIFICATIONS (PART C), SAID DOCUMENTS BEING THE STRICT BASIS UPON WHICH THE SAID PROPOSER MAKES THIS PROPOSAL.

ALL THE FOLLOWING INFORMATION MUST BE HEREUPON GIVEN FOR THIS
PROPOSAL TO BE CONSIDERED BY THE HILLSBOROUGH
COUNTY SHERIFF'S OFFICE

I. EXCEPTIONS: The following represents every deviation (itemized by number) to the foregoing General Terms and Provisions (Part A), Special Conditions (Part B) and Technical Specifications (Part C), upon which this Proposal is based, to wit:

This image shows a single sheet of white paper with horizontal 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.

II. COST

Company Name: _____

The undersigned has carefully examined the proposal package and all conditions affecting the cost of the commodity/service required by the HCSO.

The undersigned certifies that any exceptions to the proposal specifications are noted on the attached exceptions form. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award, may be cause for cancellation of award.

We hereby propose to furnish the commodity/services described herein in accordance with the proposal package, except as noted on attached exceptions form:

A. DISTRICT I TOTAL COST (Split Award) \$ _____

B. DISTRICT IV TOTAL COST (Split Award) \$ _____

C. COMBINED COST (Single Vendor Award) \$ _____

D. Unit Pricing per square foot of 5/8" plywood sheathing (replacement) \$ _____ per square foot

E. Unit Pricing per linear foot of 1x8 wood fascia replacement and \$ _____ per linear foot

F. Re-install existing fascia aluminum trim. \$ _____ per linear foot

G. Time for Completion

DISTRICT I - Split Award _____ **Calendar Days**

DISTRICT IV – Split Award _____ **Calendar Days**

DISTRICT I AND IV – Single Award _____ **Calendar Days**

III. PROJECT PLANNING AND ORGANIZATION

- A. Describe your approach and plan to complete the scope of work. Include in your narrative a detailed project time line, the type of equipment that will be used on site, the average number of personnel that will be assigned to the job, their experience and training; on site supervision, quality and safety controls. You may attach additional pages as required to give a detailed explanation.

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There is no handwriting or other markings on the paper.

B. SUB-CONTRACTORS LIST, TO INCLUDE ALL SUPPLIERS OF MATERIALS
(Attach additional pages as required)

1.	Firm name	_____
	Mailing Address	_____
	Phone	_____
	Contact	_____
2.	Firm name	_____
	Mailing Address	_____
	Phone	_____
	Contact	_____
3.	Firm name	_____
	Mailing Address	_____
	Phone	_____
	Contact	_____
4.	Firm name	_____
	Mailing Address	_____
	Phone	_____
	Contact	_____
5.	Firm name	_____
	Mailing Address	_____
	Phone	_____
	Contact	_____
6.	Firm name	_____
	Mailing Address	_____
	Phone	_____
	Contact	_____

- C. **REFERENCES** Use this form to provide a minimum list of three references for past performance on projects with a similar scope of work.

1. Business Name _____
 Project Name or Description _____
 Contact Person and Title _____
 Telephone _____
 Email Address _____

2. Business Name _____
 Project Name or Description _____
 Contact Person and Title _____
 Telephone _____
 Email Address _____

3. Business Name _____
 Project Name or Description _____
 Contact Person and Title _____
 Telephone _____
 Email Address _____

- D. **EXPERIENCE - Years in Business/Principals resumes** – Provide a brief company overview and history to include management personnel experience. Attach resumes or other literature if desired.

Our company has been in business under its present name since _____.

IV. AFFIRMATION

V
E
N
D
O
R

Name and Address

Check One:

Proprietorship ()
Partnership ()
Corporation ()

REMIT TO ADDRESS IF DIFFERENT THAN ABOVE:

FEDERAL TAXPAYER IDENTIFICATION NUMBER: _____

TELEPHONE NUMBER: (____) _____ FAX NO. _____

CONTACT PERSON: _____ EMAIL _____

At this present time we understand all requirements and state that as a serious Proposer we will comply with all the stipulations included in the proposal package.

The above named Proposer affirms and declares:

1. That the Proposer is of lawful age and that no other person, firm or corporation has any interest in this proposal or in the contract proposed to be entered into;
2. That this proposal is made without any understanding, agreement, or connection with any other person, firm or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud;
3. That the Proposer is not in arrears to Hillsborough County or the Sheriff upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the Sheriff;
4. That no officer or employee or person whose salary is payable in whole or in part from the County Treasury is interested or shall become interested, directly or indirectly, surety or otherwise in this proposal, in the performance of the contract, in the supplies, materials, equipment, and work or labor to which they relate, or in any portion of the profits thereof.

The undersigned agrees that this proposal shall remain open for an evaluation period of sixty (60) calendar days following the opening of proposals.

Respectfully submitted,

PLEASE PRINT- By _____

Title _____

Date _____

Signature _____



Hillsborough County Sheriff's Office Vendor Application



VENDOR APPLICATION FORM			
Supplier Number _____ (Purchasing use Only)			
Vendor Name (complete as shown on invoice) _____			
Contact Person: _____			
<u>Mail to Address</u>		<u>Remit to Address</u>	
Address 1 _____		Address 1 _____	
Address 2 _____		Address 2 _____	
City _____	State _____	City _____	State _____
Zip Code _____		Zip Code _____	
Phone Number _____		Phone Number _____	
Fax Number _____		Fax Number _____	
Vendor Information			
Type of Organization (A W-9 must accompany the vendor application) Check One:			
<input type="checkbox"/> Corporate Entity			
<input type="checkbox"/> Non-Corporate Entity - 1099			
<input type="checkbox"/> Individual - 1099 - Provide Owners Name _____			
Business Category:			
<input type="checkbox"/> Services - (Insurance Verification and Licenses must accompany application)			
<input type="checkbox"/> Commodity			
Does your Company accept Visa (P-card)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Federal Identification Number or Social Security Number (A W-9 must accompany this application) _____			
Other Information _____ _____ _____			

HCSO STAFF AND CONTACT PHONE REQUESTING VENDOR ENTRY

Hillsborough County Sheriff's Office
Purchasing Unit
P.O. Box 3371
Tampa, FL 33601

Phone: 813-247-8034
Fax: 813-242-1826

Form W-9 (Rev. December 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Name (as shown on your income tax return) _____		
Business name/disregarded entity name, if different from above _____		
Print or type See page 2 for instructions on page 2.	Check appropriate box (check all that apply): <input type="checkbox"/> Individual sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax election (C-C corporation, S-S corporation, P-partnership) > _____ <input type="checkbox"/> Other (see instructions) > _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) _____	
	City, state, and ZIP code _____	
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.		
Social security number <div style="border: 1px solid black; width: 100%; height: 20px; margin: 2px 0;"></div>		Employer identification number <div style="border: 1px solid black; width: 100%; height: 20px; margin: 2px 0;"></div>
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 dividend, 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).		
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 returns. 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 4.		
Sign Here	Signature of U.S. person > _____ Date > _____	
General Instructions		
Section references are to the Internal Revenue Code unless otherwise noted.		
Purpose of Form		
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.		
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:		
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.		
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.		
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:		
• An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7).		
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.		

STATEMENT OF NO PROPOSAL

NOTE: If you do not intend to respond to this Request for Proposal, please return this form immediately to:

Hillsborough County Sheriff's Office Purchasing Section
by email atpurchasing@hcsso.tampa.fl.us
Or Fax to 813-242-1826.

We, the undersigned, have declined to respond to RFP 8-15 for the following reasons:

- ☐ Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
☐ Insufficient time to respond to the Invitation for Proposal.
☐ We do not offer this product or an equivalent.
☐ Our Product schedule would not permit us to perform.
☐ Unable to meet specifications.
☐ Unable to meet Bond Requirements.
☐ Specifications unclear (explain below).
☐ Remove our company from your vendor list.
☐ Other (specify below)
- _____

We understand that if the "no proposal" letter is not executed and returned, our name may be deleted from the list of qualified vendors for the Hillsborough County Sheriff's Office.

PLEASE PRINT -

COMPANY NAME _____

COMPANY OFFICER _____

TELEPHONE NUMBER _____

DATE _____

SIGNATURE _____

RFP 8-15
Roof Replacements District Offices I and IV

PROPOSAL EVALUATION

Firm Name _____

<u>I. EVALUATION CRITERIA</u>	<u>MAXIMUM POINTS</u>	<u>SCORE</u>
A. Cost of goods and services	50	_____
B. Overall Approach and Plan for Completion of Project	25	_____
C. References of Past Performance	15	_____
D. Number of Years in Business Management Experience	10	_____

TOTAL SCORE _____

II. GENERAL COMMENTS - Positive or Negative - in regard to criteria scoring:

- A. _____

- B. _____

- C. _____

- D. _____

- E. _____

III. Request to BUYER to CLARIFY the following points in the Proposal Response:

Evaluator's Signature: _____

CHECKLIST. Include the following:

- ONE ORIGINAL and THREE COPIES OF the entire RFP and ONE electronic copy. Proprietary information should be marked as such on photo copies and should be placed in a separate folder on the electronic copy.
- SIGNATURES required Parts A and D
- Any Addendums or Amendments (Signatures required)
- Completed Part D including: I. Exceptions; II. Cost; III A. Project Planning and Approach; III B. Sub-Contractor List; III C. References; III D. Experience; IV Affirmation, Vendor Application, W9.
- Certificates of Insurance and Business Tax Receipt
- Professional Licenses (if applicable)
- Manufacturer literature and warranty information.

Below is an example of the information required on your Proposal Package.

You may use this as a label if you wish.

DAVID GEE, SHERIFF
2008 E. 8TH AVE
TAMPA, FLORIDA 33605

ATTN: PURCHASING x 8034

PROPOSAL PACKAGE SUBMITTAL

RFP # 8-15

OPENING DATE and TIME:

April 3, 2015 @ 3:00 pm