



**INVITATION TO BID NO. 2019-08  
PUBLIC WORKS ROOF REPAIR**

Sealed bids will be received in the office of Purchasing and Contracting in the City Center, 324 W. Evans Street Florence, South Carolina, 29501 until **February 22, 2019 at 2:00 pm** from qualified and licensed contractors to repair the roof on the Public Works Administration Building located at 1440 McCurdy Road, Florence, SC.

Bids shall be opened promptly at the above stated time and date and their contents will be made public for the information of the bidder and other interested parties. The bid will not be awarded until the Purchasing Agent and the applicable Department Director have had ample time to review each bid.

Bids must be submitted in a sealed envelope with "Bid No. 2019-08 Public Works Roof" clearly marked on the outside of the envelope for easy identification by the City of Florence. Any bids received later than the specified time will not be accepted/considered. The City does not accept email and/or electronic bid. The city will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason. Bids submitted by mail, Federal Express, United Parcel Service, etc. must meet these same requirements and should be addressed to:

**City of Florence  
City Center  
324 W. Evans Street  
Florence, SC 29501-3430**

The City of Florence under Title VI of the Civil Rights Act of 1964 and related statutes ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

*La ciudad de Florencia en el Título VI de la Ley de Derechos Civiles de 1964 y los estatutos, se asegura de que ninguna persona por motivos de raza, color, origen nacional, sexo, discapacidad, edad, ser excluido de participar en, ser negado los beneficios de, o ser de otra manera sujeto a discriminación bajo cualquier programa o actividad que administra.*

The City of Florence reserves the right to engage in discussions with any or all responsible bidders who submit bids which appear to be eligible for award, for the purpose of clarification to assure full understanding of and responsiveness to the Invitation to bid requirements herein.

This solicitation does not commit the City of Florence to award a contract/purchase order, to pay any costs incurred in the preparation of a bid, or to procure or contract for services. The City of Florence reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

Lynwood F. Givens  
Purchasing Agent

## **MINORITY AND WOMAN OWNED BUSINESS**

Minority Business Owners (minority or woman owned businesses) will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

The successful firm must ensure that all subcontractors, agents, personnel assigned by or employees of prime firm and subcontractors are not discriminated against because of their race, color, religion, sex or national origin. Bidders must make positive efforts to provide equal employment opportunity for minority and women owned businesses.

## **LOCAL AND MINORITY BUSINESS ENTERPRISE PURCHASING PROGRAM:**

When lowest bid is the principal determining factor in a bid selection process it is the intent of the City of Florence to provide preference first to local businesses within the City or County of Florence; however, if no local business is eligible or able to participate, preference shall then be provided by the City to minority business enterprises based on the following guidelines:

- a. For purposes of this policy, a “local business” is defined as a person, firm, contractor, corporation, or other business entity offering the services and/or products being bid by the City that maintain a place of business and have a physical business address located and operating within the City or County of Florence. The business must have been established for not less than one year within the City or County of Florence and have a valid City of Florence Business License for a minimum of 12 months prior to the bid date.
- b. For purposes of this policy, a minority business enterprise (MBE) is defined as an MBE that is certified in accordance with South Carolina Regulations § 19-445.2160, as authorized by §11-35-5270 the South Carolina Code of Laws, as amended.
- c. When lowest bid is the principal determining factor in the selection process any “local business” as defined in Subsection A above that submits a responsible and responsive bid within 5% (if the business is located within the City of Florence) or 3% (if the business is located within Florence County) of the non-local bidder who submitted the lowest bid may match the bid submitted by the non-local bidder. A “local business” that is within the percentage guidelines of the lowest bid received shall then be eligible for award of the contract.
- d. If the lowest bid is not a “local business” and a “local business” is within the percentage guidelines of the lowest bid received, the “local business”, subject to the provision of Subsection H below, shall be awarded the contract if it is willing to provide goods or services at the same price of the lowest bid received.
- e. If conditions of Subsections C above are met and the qualified “local business” declines or is unable to match the lowest bid, then the option to do so moves to the next qualified “local business”, if such business' bid is within the percentage guideline of the lowest bid, and is similarly responsible and responsive.
- f. In the event there is no “local business” eligible or willing to match the lowest bid, the lowest responsible and responsive bid submitted by an MBE, if any, would be allowed the opportunity

to match the bid submitted by the non-local bidder and thereby be awarded the contract when lowest bid is the primary determining factor in the bid selection process.

- g. If a procurement is to be made pursuant to state funding requirements, federal funding requirements, bond covenants, or other outside funding source requirements which prohibit or restrict local or MBE preference, then no local or MBE preference consideration will be given.
- h. The provisions for a local or MBE preference does not prohibit the right of the City to compare quality of materials proposed for purchase and compare qualifications, character, responsibility and fitness of all persons, firms, contractors, corporations, or other business entities submitting bids. Accordingly, the local or MBE preference for a particular procurement may be waived by the City Manager upon written recommendation and justification by the Department Director.

### **INSTRUCTION TO BIDDERS**

**The successful bidder must have a South Carolina General Contractors License and must be authorized to sell the stated product or perform the services outlined in the specifications of this bid document.**

All bids must be signed by an authorized officer or agent of the company submitting the bid.

The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the City Purchasing Agent.

**DEFINITIONS:** Responsible Bidder means a bidder who has the capability in all respects to fully perform the stated requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder means a bidder who has submitted a bid which conforms in all material respects to the Invitation to Bid.

**PROTEST:** Any actual or prospective vendor, bidder, or contractor who is aggrieved in connection with the solicitation or award of a contract may formally protest to the Finance Director. The protest shall be submitted in writing within seven (7) days after such aggrieved person or party has received the bid tabulation or the intent to award letter.

**DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets the specifications, the decision of the City of Florence shall be final and binding on all parties. The Purchasing Agent may request in writing, the recommendation of the head of the City agency using the item or other objective sources.

**DEVIATIONS:** Any deviations from the specifications contained herein must be noted in detail on the bidder's bid response for the City of Florence's consideration. Failure to submit documentation of deviations shall be grounds for rejection of the item offered to the City of Florence.

**CHANGES:** Any changes in this Invitation to Bid after the purchase order/contract agreement has been awarded must be with the written consent of the Purchasing Agent or the City Manager; otherwise, the responsibility for such changes lies with the vendor.

**INQUIRIES:** Questions concerning this invitation to bid should be directed to the City Purchasing Agent, Lynwood F. Givens in writing by e-mail at [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com). The deadline for the

submission of all inquiries is **February 15, 2019 at 5:00 pm**. Any changes to the specifications in the bid package shall be in writing in an addendum. All Addendums will be posted on the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com). It will be the responsibility of bidders to periodically check the website for addendums.

OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for the City of Florence pursuant to this contract/purchase order shall belong exclusively to the City of Florence.

A complete copy of the City of Florence purchasing policies and procedures manual can be downloaded from the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com)

### **BACKGROUND INFORMATION**

The facility is presently occupied and functional as the City of Florence Administration Building.

### **SCOPE OF WORK**

The City of Florence is seeking bids from qualified licensed contractors to repair the roof of the City of Florence Public Works Administration building located at 1440 McCurdy Road, Florence, SC, 29506. The area of the roof is approximately 12,100 square feet. The respondent shall perform or provide any and all professional services related to the project and obtain all required permits. Respondent represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional. Respondent will comply with the regulations, laws, ordinances and requirements of all governmental impact applicable to assigned project.

### **TIME OF COMPLETION**

**This project must be completed within 30 days from the date of the notice to proceed.**

### **LIQUIDATED DAMAGES**

Should the Contractor fail to complete the work under this contract within the stipulated time as set forth in this Invitation to Bid, the contractor agrees that the owner may retain the sum of \$100.00 per day for each succeeding calendar day that the project is incomplete.

### **SPECIFICATIONS**

#### **1. Description**

- a. Install a complete Adhered System including membrane, flashing and other components.
- b. The work includes but is not limited to the installation of:
  - I. Substrate preparation
  - II. Wood Blocking
  - III. Insulation
  - IV. Roof Membrane
  - V. Adhesive
  - VI. Adhesive for Flashing
  - VII. Roof Membrane Flashing
  - VIII. Walkways
  - IX. Metal Flashing
  - X. Sealants
- c. Upon successful completion of work the following warranties may be obtained
  - I. Warranty – 20 year system

II. Roofing applicator warranty

2. **Quality Assurance**

- a. Upon completion of the installation an inspection may be made by a Technical Service Representative to determine that the visible elements of the roofing system have been installed in accordance with the project specifications, details and approved changes wherever a system warranty has been specified.
- b. There shall be no deviation made from the project specification or the approved shop drawings without prior written approval by the owner, the owner's representative and PVC manufacturer.
- c. All work pertaining to the installation of the membrane and flashing shall only be completed by applicator personnel trained and authorized by the PVC manufacturer in those procedures.
- d. Roofing membrane manufacturer must have a demonstrated performance history of producing PVC roof membranes no less, in duration of years, than the warranty duration specified.
- e. Product to be manufactured by membrane supplier and not private labeled.
- f. Manufacturer to have a minimum of five (5) years' experience recycling their membranes at the end of their service life back into new membrane products. Provide a minimum of five reference projects.
- g. Applicable code/insurance requirements shall be identified by the Owner or the owner's representative.

3. **Submittals**

- a. The following shall be submitted to the Owner at the time of bidding
  - I. Copies of specifications
  - II. Samples of each primary component to be used in the roof system and the manufacturer's current literature for each component.
  - III. Written approval by the insulation manufacturer (as applicable) for use and performance of the product in the proposed system.
  - IV. Sample copy of the PVC manufactures warranty.
  - V. Sample copy of the applicator's warranty.
  - VI. Dimensioned shop drawings which shall include
    - i. Outlined of roof with roof size and elevations shown
    - ii. Details of flashing methods for penetration
  - VII. Certifications by the manufacturers of roofing and insulating materials that all materials supplied comply with all requirements of the identified ASTM and other industry standards or practices.
  - VIII. Certification from the applicator that the system specified meets all identified code and insurance requirements as required by the specifications.
  - IX. Safety Data Sheets (SDS)

4. **Code Requirements**

- a. The applicator shall submit evidence that the proposed roof system meets the requirements of the local building code and has been tested and approved or listed by the following test organizations. These requirements are minimum standards and no roofing work shall commence without written documentation of the system's compliance, as required in the "submittals section of this specification."
  - I. System shall be designed to meet a minimum wind design requirements of the most recent version of ASCE 7.
  - II. Underwriters Laboratories, Inc. – Northbrook, IL
    - i. Class A assembly

5. **Product Delivery, Storage and Handling**

- a. All products delivered to the job site shall be in the original unopened containers or wrappings bearing all seals and approvals.
- b. Handle all materials to prevent damage. Place all materials on pallets and fully protect from moisture.
- c. Membrane rolls shall be stored lying down on pallets and fully protected from the weather with clean canvas tarpaulins. Unvented polyethylene tarpaulins are not accepted due to the accumulation of moisture beneath the tarpaulin in certain weather conditions that may affect the ease of membrane weldability.
- d. As a general rule all adhesives shall be stored at a temperature between 40°F (27°C). Read instructions contained on adhesive canister for specific Storage instructions.
- e. All flammable materials shall be stored in a cool, dry area away from sparks and open flames. Follow precautions outlined on containers or supplied by material manufacturer/supplier.
- f. Any materials which the Owner's representative determine to be damaged are to be removed from the job site and replaced at no cost to the owner.
- g. Safety Data Sheets (SDS) shall be available at the job site at all times.

**6. Job Conditions**

- a. Materials may be installed under certain adverse weather conditions but only after consultation with manufacturer as installation time and system integrity may be affected.
- b. Only as much of the new roofing as can be made weather tight each day, including all flashing and detail work, shall be installed. All seams shall be heat welded before leaving the job site that day.
- c. All work shall be scheduled and executed without exposing the interior building areas to the effects of inclement weather. The existing building and its contents shall be protected against all risks.
- d. All surfaces to receive a new insulation, membrane or flashing shall be dry. Should surface moisture occur, the applicator shall provide the necessary equipment to dry the surface prior to application.
- e. All new and temporary construction, including equipment and accessories, shall be secured in such a manner as to preclude wind blow-off and subsequent roof or equipment damage.
- f. Uninterrupted waterstops shall be installed at the end of each day's work and shall be completely removed before proceeding with the next day's work. Waterstops shall not emit dangerous or unsafe fumes and shall not remain in contact with the finished roof as the installation progresses. Contaminated membrane shall be replaced at no cost to the Owner.
- g. The applicator is cautioned that certain membranes are incompatible with asphalt, coal tar, heavy oils, roofing cements, creosote and some preservative materials. Such materials shall not remain in contact with membranes. The applicator shall consult manufacturer regarding compatibility, precautions and recommendations.
- h. Arrange work sequences to avoid use of newly constructed roofing as a walking surface or for equipment movement and storage. Where such access is absolutely required. The applicator shall provide all necessary protection and barriers to segregate the work area and to prevent damage to adjacent areas. A substantial protection layer consisting of plywood over sarnafelt or plywood over insulation board shall be provided for all new and existing roof areas that receive rooftop traffic during construction.
- i. Prior to and during application, all dirt, debris and dust shall be removed from surfaces by vacuuming, sweeping, blowing with compressed air or similar methods.

- j. The Applicator shall follow all safety regulations as required by OSHA and any other applicable authority having jurisdiction.
- k. All roofing, insulation, flashing and metal work removed during construction shall be immediately taken off site to a legal dumping area authorized to receive such materials. Hazardous materials, such as materials containing asbestos, are to be removed and disposed of in strict accordance with applicable City, State and Federal requirements.
- l. All new roofing waste material (i.e., scrap roof membrane, release paper, empty cans of adhesive shall be immediately removed from the site by the Applicator and properly transported to a legal dumping area authorized to receive such material.
- m. The Applicator shall take precautions that storage and application of material and equipment does not overload the roof deck or building structure.
- n. Installation of membrane over coal tar pitch or a resaturated roof requires special consideration to protect the membrane from volatile fumes and materials. Consult manufacturer for precautions prior to bid.
- o. Flammable adhesives and deck primers shall not be stored and not be used in the vicinity of open flames, sparks and excessive heat.
- p. All rooftop contamination that is anticipated or that is occurring shall be reported to manufacturer to determine the corrective steps to be taken.
- q. Applicator shall immediately stop work if any unusual or concealed condition is discovered and shall immediately notify Owner of such condition in writing for correction at the Owner's expense
- r. Site cleanup, including both interior and exterior building areas that have been affected by construction, shall be completed to the Owner's satisfaction.
- s. All landscaped areas damaged by construction activities shall be repaired at no cost to the owner.
- t. The Applicator shall conduct fastener pullout test in accordance with the latest version of the SPRI/ANSI Fastener Pullout Standards to help verify condition of the deck/substrate and to confirm expected pullout values.
- u. The membrane shall not be installed under the following conditions without consulting the manufacturer's technical department for precautionary steps:
  - I. The roof assembly permits interior air pressurize the membrane underside.
  - II. Any exterior wall has 10 percent or more of the surface area comprised of opening doors or windows.
  - III. The wall/deck intersection permits air entry into the wall flashing area.
- v. Precautions shall be taken when using adhesives at or near rooftop vents or air intakes. Adhesive orders could enter the building. Coordinate the operation of vents and air intakes in such a manner as to avoid the intake of adhesive odor while ventilating the building. Keep lids on unused cans at all times.
- w. Protective wear shall be worn when using solvents or adhesives or as required by job conditions.
- x. PVC membranes are slippery when wet or covered with snow, frost, or ice. Working on surfaces under these conditions is hazardous. Appropriate safety measures must be implemented prior to working on such surfaces. Always follow OSHA and other relevant fall protection standards when working on roofs

## 7. Bidding Requirements

- a. Pre-Bid Meeting: A pre-bid meeting shall be held with the owner's Representative and involved trades to discuss all aspects of the project. The Applicator's field representative or roofing foreman for the work shall be in attendance. Procedures to avoid rooftop damage by other trades shall be determined.
- b. The Pre-bid shall be mandatory and only bids from those who attend the mandatory pre-bid meeting will be accepted.

- c. Site Visit: Bidders shall visit the site and carefully examine the areas in question as to conditions that may affect the proper execution of the work. All dimensions and quantities shall be determined or verified by the applicator. No claims for extra costs will be allowed because of lack of full knowledge of the existing conditions unless agreed to in advance with the Owner or the owner's representative.
  - d. Bids received after the established bid date and time will not be accepted.
- 8. Warranties**
- a. 20 year system warranty: Upon successful completion of the work to manufacturer's satisfaction and receipt of final payment, the warranty shall be issued.
  - b. Applicator/Roofing Contractor Warranty: The Applicator shall supply Owner with a separate workmanship warranty. In the event any work related to roofing, flashing, or metal is found to be within the Applicator warranty term, defective or otherwise not in accordance with contract documents, the applicator shall repair that defect at no cost to the Owner. Applicator's warranty obligation shall run directly to Owner, and a copy shall be sent to Sika Corporation.
  - c. Owner Responsibility: The Owner shall notify both Sika Corporation and Applicator of any leaks as they occur during the time period when both warranties are in effect.
- 9. Warranty Durations**
- a. PVC Manufactures Warranty shall be in effect for a 20 year duration.
  - b. Applicator's/Roofing Contractor's Warranty shall be in effect for a 2 year duration.

## **PRODUCTS**

### **1. General**

- a. Components of the roof system are to be products of PVC Manufacturers as indicated on the detail drawings and specified in the contract documents.
- b. Special consideration should be given to construction related moisture. An example is the significant amount of moisture generated when concrete floor slabs are poured after the roof has been installed. Sika Corporation is not responsible for damage to the insulation when exposed to construction related moisture.
- c. Consult respective product data sheets for additional information.

### **2. Membrane**

- a. Membrane shall conform to:
  - I. ASTM D4434 (latest version), "Standard for polyvinyl Chloride Sheet Roofing." Classification: Type III.
  - II. NSF?ANSI Standard 347, "Sustainability Assessment for Single Ply Roofing Membranes." Certification Level: Platinum.
  - III. The manufacture to guarantee that the membrane thickness meets or exceeds the specified thickness when test according to ASTM D751.
- b. Basis of design shall be Sarnafil PVC Adhered energy Smart White Thermoplastic membrane with fiberglass reinforcement and lacquer coating.
- c. Other manufacturers approved
  - I. JM 60 Mil KEE PVC or Fibertit 60 Mil SM
- d. Thickness
  - I. 60 Mil (1.5 mm)
- e. Typical Physical properties



3. Parameter	ASTM TEST METHOD	ASTM TYPE II D-4434 Spec Requirement	Typical Physical Properties
Reinforcing Material	-	-	Fiberglass
Normal Thickness, mil	D751	45	60
Thickness Above Scrim, mil	-	16	24
Breaking Strength, lbf (N) M.D.	D751	55 (245)	64 (285)
Breaking Strength, lbf (N) C.M.D.	D751	55 (245)	62 (276)
Elongation at break, % M.D & C.M.D	D751	250 & 220	250 & 220
Seam Strength, % of original	D751	75	Pass
Retention of Properties After Heat Aging	D3045	-	-
Tensile Strength, % of original	D751	90	Pass
Elongation, % of Original	D751	90	Pass
Tearing Resistance, ibf (N)	D1004	10 (45)	15 (67)
Low Temperature Bend, -40°F (-40°C)	D2136	Pass	Pass
Accelerated Weathering Test (Florescent Light UV Exposure), Hours	G154	5,0000	10, 000
Cracking (7X magnification)	-	None	None
Discoloration (by observation)	-	Negligible	Negligible
Crazing (7X magnification)	-	None	None
Linear Dimensional Change, %	D1204	0.1% max.	-0.02
Weight Change After Immersion in Water, %	D570	±3.0% max	2.4
Static Puncture Resistance, ibf (N)	D5602	33 (147)	Pass
Dynamic Puncture Resistance, ft-ibf (j)	D5635	7.3 (10)	Pass
Recycled Content			9% Pre-consumer 1% Post-consumer

\*Results may differ based upon statistical variations depending upon the mixing methods and equipment, temperature, application methods, test methods, actual site conditions, and curing conditions.

1. M.D = Machine Direction, C.M. D. = Cross Machine Direction
2. Failure occurs through membrane rupture not seam failure

	INITIAL SOLAR REFLECTANCE	3-YEAR SOLOR REFLECTANCE	INITIAL THERMAL EMITTANCE	3-YEAR THERMAL EMMITTANCE	INITIAL SOLAR REFLECTANCE INDEX	3-YEAR SOLAR REFLECTANCE INDEX
Sarnafil 0.85 Adhered EnergySmart White	0.85	0.66	0.89	Pending	107	Pending

#### 4. Flashing Material

- a. Wall/Curb Flashing
  - I. 60 Mil Membrane – A fiberglass reinforced membrane adhered to approved substrates using solvent based adhesive
- b. Clad Metal
  - I. A PVC-coated, heat weldable sheet metal capable of being formed into a variety of shapes and profiles. 24 gauge, G90 galvanized metal sheet with a 20 mil (0.5 mm) unsupported PVC membrane laminated on one side. The dimensions of clad are 4 ft. X 8 ft. (1.2m X2.4 m) or 4ft. X 10 ft. (1.2 m X 3.0 M).
- c. Non-Typical Edge
  - I. Consult Regional Technical Manager prior to job start for review and consideration for acceptance.

#### 5. Miscellaneous Flashing

- a. Detail membrane
  - I. A 60 mil (1.5 mm) fiberglass reinforced PVC membrane, available 12" X 50' (30.5 cm X15.2 m) roll and 24" X50" (61 cm X 15.2 m) roll good use for flashing pipes, corners and unusual shaped penetrations.

- b. T-Joints
  - I. A 60 mil (1.5 mm) thick prefabricated 4 ½ in. round circle patch injection molded
- c. Corners – Inside
  - I. A 60 mil (1.5 mm) thick prefabricated inside corner injection molded.
- d. Corners – Outside
  - I. A 60 mil (1.5 mm) thick prefabricated outside corner injection molded.
- e. Pipe Stacks Universal, A, B, OR C
  - I. A 60 mil (1.5 mm) thick prefabricated stack/pipe boot injection molded.
- f. Open Post Flashing
  - I. A 48 mil (1.2 mm) thick prefabricated flashing using weld technology convenient to flash obstructed rooftop conduits and pipes. Open post flashings are fabricated with an open seam and are available in different sizes.
- g. Flashing adhesive
  - I. A solvent-based reactivating adhesive used to attached membrane to flashing substrate. Typical fleshing substrate coverage rate is 45-60 ft.<sup>2</sup>/gal (1.10-1.47m<sup>2</sup>/l).

**6. Insulation / Roof Board**

- a. EPS – EPS Flute filler to match panel profile
- b. Polyisocyanurate – A 20 polyisocyanurate insulation board with organic glass fiber mat facer. 4 X 8 ft. 1.5 in. thickness 20 psi

**7. Attachment Components**

- a. Bonding Adhesive
  - I. A solvent- based reactivating-type adhesive used to attach the membrane to the substrate.
  - II. A solvent-based, VOC compliant, reactivating adhesive used to attached the membrane to the substrate.

<b>COVERAGE RATES FOR BAREBACK MEMBRANE</b>
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	<b>Substrate</b>	<b>Membrane</b>	<b>Total</b>	<b>Approximate / Pail</b>
Polyisocyanurate Felt Facer	80 ft. <sup>2</sup> / gal (2.0 m <sup>2</sup> /L)	+ 200 ft. <sup>2</sup> / gal = (4.9 m <sup>2</sup> /L)	57 ft. <sup>2</sup> / gal (5.3 m <sup>2</sup> /L)	285 ft. <sup>2</sup> (26.5 m <sup>2</sup> )
Polyisocyanurate Glass Facer	100 ft. <sup>2</sup> (2.5 m <sup>2</sup> /L)	+ 200 ft. <sup>2</sup> /gal = (4.9m <sup>2</sup> /L)	67 ft. <sup>2</sup> /gal (6.2 m <sup>2</sup> /L)	333 ft. <sup>2</sup> (30.9 m <sup>2</sup> )
Smooth Plywood	100 ft. <sup>2</sup> (2.5 m <sup>2</sup> /L)	+ 200 ft. <sup>2</sup> /gal = (4.9m <sup>2</sup> /L)	67 ft. <sup>2</sup> /gal (6.2 m <sup>2</sup> /L)	333 ft. <sup>2</sup> (30.9 m <sup>2</sup> )
Smooth Concrete Deck	80 ft. <sup>2</sup> (2.5 m <sup>2</sup> /L)	+ 200 ft. <sup>2</sup> /gal = (4.9m <sup>2</sup> /L)	57 ft. <sup>2</sup> /gal (5.3 m <sup>2</sup> /L)	285 ft. <sup>2</sup> (26.5 m <sup>2</sup> )
Dens Deck Prime	100 ft. <sup>2</sup> (2.5 m <sup>2</sup> /L)	+ 200 ft. <sup>2</sup> /gal = (4.9m <sup>2</sup> /L)	67 ft. <sup>2</sup> /gal (6.2 m <sup>2</sup> /L)	333 ft. <sup>2</sup> (30.9 m <sup>2</sup> )

- b. Plates Insulation / Roof Board – 3 in. steel insulation plate
- c. Fastener Insulation / Roof Board – Fastener OMG Super Extra heavy Duty #15

**8. Miscellaneous Accessories**

- a. Aluminum Tape – A 2 in. (50mm) wide pressure-sensitive aluminum tape used as a separation layer between small areas of asphalt contamination and the membrane and as a bond-breaker under the cover strip at clad joints.
- b. Multi-Purpose Tape – A high performance sealant tape used with metal flashing as a

preventive measure against air and wind-blown moisture entry.

- c. Seam Cleaner – Seam Cleaner is used on PVC membranes to clean the in-seam area only.

#### **9. Sealants and Pitch Pocket Fillers**

- a. Pitch pocket filler (two-component urethane adhesive for pitch pocket toppings).
- b. Mastic – A cold applied fiber reinforced high strength SBS modified bitumen mastic that is specially formulated to detail around penetrations and flashings where vapor retarders and hybrid system ply sheets are used.
- c. Depending on substrates, the following sealants are options for temporary overnight tie-ins:
  - I. Type III hot asphalt conforming to ASTM D312 (latest revision).
  - II. Sarnafiller
  - III. Multiple layers of roofing cement and felt.
  - IV. Spray-applied water-resistant urethane foam.
  - V. Mechanical attachment with rigid bars and compressed sealant.

10. **Walkway Protection** – A Polyester reinforced, 0.096 inch (96 mil/2.4 mm), weldable membrane with surface embossment similar to a chevron pattern.

11. **Miscellaneous Fasteners and Anchors** – All fasteners, anchors, nails, straps, bars, etc. shall be post galvanized steel, aluminum or stainless steel. Mixing metal types and methods of contact shall be assembled in such a manner as to avoid galvanic corrosion. Fasteners for attachment of metal to masonry shall be expansion type fasteners with stainless steel pins. All concrete fasteners and anchors shall have a minimum embedment of 1-1/4 inch (32 mm) and shall be approved for such use by the fastener manufacturer. All miscellaneous wood fasteners and anchors used for flashing shall have a minimum embedment of 1 inch (25 MM) and shall be approved for such use by the fastener manufacturer.

### **Execution**

#### **1. Pre-Construction Conference**

- a. The Applicator, owner's Representative/Designer and Manufacturer(s) shall attend a pre-construction conference.
- b. The meeting shall discuss all aspects of the project including but not limited to:
  - I. Safety
  - II. Set up
  - III. Construction schedule
  - IV. Contract conditions
  - V. Coordination of the work

#### **2. Substrate Condition**

- a. Applicator shall be responsible for the acceptance or provision of proper substrate to receive new roofing materials.
- b. Applicator shall verify that the work done under related sections meets the following conditions:
  - I. Roof drains and scuppers have been reconditioned or replaced and installed properly.
  - II. Roof curbs, nailers, equipment supports, vents and other roof penetrations are properly secured and prepared to receive new roofing materials.
  - III. All surfaces are smooth and free of dirt, debris and incompatible materials.
  - IV. All roof surfaces shall be free of water, ice and snow.

#### **3. Substrate Inspection**

- a. A dry, clean and smooth substrate shall be prepared to receive the Sikaplan Adhered System

- b. The substrate shall be clean, smooth, dry, free of flaws, sharp edges, loose and foreign material, oil and grease. Roofing shall not start until all defects have been corrected.
  - c. All roof surfaces shall be free of water, ice and snow.
  - d. Sikaplan shall be applied over compatible and accepted substrates only.
4. **Substrate Preparation** – The roof deck and existing roof construction must be structurally sound to provide support for the new roof system. The Applicator shall load materials on the rooftop in such a manner as to eliminate risk of deck overload due to concentrated weight. The owner's representative shall ensure that the roof deck is secured to the structural framing according to local building code and in such a manner as to resist all anticipated wind loads in that location.
5. **Wood Nailer Installation**
- a. Install continuous code compliant wood nailers at the perimeter of the entire roof and around roof projections and penetrations as shown on the detail drawings.
  - b. New and existing nailer attachments shall meet the requirements of the current Factory Mutual Loss Prevention Data Sheet 1-49
  - c. Thickness shall be as required to match substrate and insulation height to allow a smooth transition.
  - d. Stainless steel, corrosion resistant, fasteners are required when mechanically attaching any Sika Corporation product to wood product treated with ACQ (Alkaline Copper Quaternary). When ACQ treated wood is used on steel roof decks or with metal edge detailing, a separation layer must be placed between the metal and the ACQ wood.

## 6. **Insulation / Roof Board Installation**

### **General Criteria**

- a. Factory Mutual insured buildings polystyrene insulation may not be applied direct to steel deck.
- b. Shall be installed according to manufacturer's instructions.
- c. Shall be neatly cut to fit around penetrations and projections.
- d. Install tapered insulation in accordance with insulation manufacturer's shop drawings
- e. Do not install more board than can be covered with membrane by the end of the day or onset of inclement weather.
- f. Use at least 2 layers of insulation when the total insulation thickness exceeds 2.7 inches (68 mm). Stagger joints at least 12 inches (0.3 m) between layers.

### **Mechanical Attachments**

- a. Boards shall be mechanically fastened to the deck with approved fasteners and plates at a rate according to the board manufacturer's recommendations for fastening rates and patterns. The quantity and locations of the fasteners and plates shall also cause the board to rest evenly on the roof deck/substrate so that there are no significant and avoidable air spaces between the boards and the substrate. Fastening rate shall be 16 in the field/ 24 in the perimeter /32 in the corners, per 4 X 8 board.
- b. Fasteners must be tight enough so plates do not turn, but not so tight as to deform them.
- c. Fasteners are to be installed consistently in accordance with fastener manufacturer's recommendations. Fasteners are to have minimum penetration into structural deck recommended by the fastener manufacturer and Sika Corporation.

### **Notes**

- a. Do not apply in wet weather or to a wet surface
- b. The minimum product temperature before application should be 72°F (22.2°C).
- c. The minimum ambient and surface temperatures should be 40°F (4.4°C) and rising.
- d. Not recommended for use with insulations boards larger than 4' X 4' (1.2 m X1.2 m).
- e. All boards must lay flat upon roof surface.

- f. Unused adhesive can be applied at a later date by simply replacing the mixing tip.
  - g. Do not allow the adhesive to skin over.
7. **Adhered Membrane Installation** – The surface of the substrate shall be inspected prior to installation of the roof membrane. The substrate shall be clean, dry, free from debris and smooth with no surface roughness or contamination. Broken delaminated, wet or damaged boards shall be removed and replaced.
- a. Solvent Based Bonding Adhesive
    - I. Over the property installed and prepared substrate surface, adhesive shall be applied using solvent-resistant ¾ inch (19mm) nap paint rollers. The adhesive shall be applied to the substrate at a rate according to requirements. The adhesive shall be applied in smooth, even coating with no gaps, globs, puddles or similar inconsistencies. Only an area which can be completely covered in the same day's operation shall be coated with adhesive. The first layer of adhesive shall be allowed to dry completely prior to installing the membrane.
    - II. When the adhesive on the substrate is dry, the membrane is unrolled. Adjacent sheets shall be overlapped 3 inches (75 mm). Once in place, one – half of the sheet's length shall be turned back and the underside shall be coated with adhesive. When the adhesive has dried slightly to produce strings when touched with a dry finger, the coated membrane shall be rolled onto the previously-coated substrate being careful to avoid wrinkles. **Do not allow adhesive on the underside of the membrane to dry completely.** The amount of membrane that can be coated with adhesive before rolling into substrate will be determined by ambient temperature, humidity and crew. The bonded sheet shall be pressed firmly in place with a minimum 100 lbs. (45kg) steel, membrane roller, by rolling in two directions.
    - III. The remaining un-bonded half of the sheet shall be folded back and the procedure repeated.

#### Notes

- The applicator shall count the amount of pails of adhesive used per area per day to verify conformance to the specified adhesive rate.
  - Do not install when air temperature is within 5° of dew point. Solvent evaporation time increases significantly when temperatures drop.
  - No adhesive shall be applied in seam areas. All membrane shall be applied in the same manner.
- b. Water Based membrane Adhesive - Roller Installation Method
    - I. Over the properly installed and prepared substrate, adhesive shall be poured out of the pail and spread using a medium nap roller. The adhesive shall be applied at a rate according to Sika corporation requirements. No adhesive is placed on back of the membrane. Do not allow adhesive to skin-over or surface-dry prior to installation of membrane.
    - II. Immediately unroll membrane carefully into wet adhesive. Adjust rolls overlap

previous rolls by 3 inches (75 mm). This process is repeated throughout the roof area. The membrane is then immediately vroomed into place with a medium bristle push broom to work out any air bubbles. Push the broom down the center of the sheet followed by brooming out from the center on both sides. Immediately after brooming, roll the membrane in two directions with a minimum 100 lbs. (45kg), steel, membrane roller. Clean any adhesive residue on the seams while still wet and before welding. If the adhesive dries in the seam it will require a solvent to clean it.

## **8. Hot-Air Welding of Seam Overlaps**

- a. General
  - I. All seams shall be hot-air welded. All membrane to be welded shall be clean and dry.
  - II. All mechanics intending to use hot-air welding equipment shall have successfully completed a training course provided by a Sika Corporation Technical Service Representative prior to welding.
  - III. Hot-air welding equipment shall be allowed to warm up for at least one minute prior to welding.
  - IV. Seam overlaps should be 3 inches (76mm) wide when automatic machine-welding and 4 inches (100 mm) wide when hand-weld, except for certain details.
- b. Hand-Welding
  - I. The back edge of the seam shall be welded with a narrow but continuous weld to prevent loss of hot-air during the final welding.
  - II. The nozzle shall be inserted into the seam at a 45 degree angle to edge of membrane. Once the proper welding temperature has been reached and the membrane begins to "flow", the hand roller is positioned perpendicular to the nozzle and rolled lightly. For straight seams, the 1-1/2 inch (40 mm) wide nozzle is recommended for use. For corners and compound connections, the 3/4 inch (20 mm) wide nozzle shall be used.
- c. Machine Welding
  - I. Machine welded seams are achieved by the use of approved automatic welding equipment. When using this equipment, all instructions shall be followed and local codes for electric supply, grounding and over current protection observed. Dedicated circuit house power or a dedicated portable generator is recommended. No other equipment shall be operated simultaneously off the generator.
  - II. Metal tracks may be used over the deck membrane and under the machine welder to minimize or eliminate wrinkles.
- d. Quality Control of Welded Seams
  - I. The Applicator shall check all welded seams for continuity using a rounded screwdriver. Visible evidence that welding is proceeding correctly is smoke during the welding operation, shiny membrane surfaces, and an uninterrupted flow of dark gray material from the underside of the top membrane. On-site evaluation of welded seams shall be made daily by the Applicator at locations as directed by the Owner's Representative or Sika Corporation's representative. One inch (25 mm) wide cross-section samples of welded seams shall be taken at least three times a day. Correct welds display failure from shearing of the membrane prior to separation of the weld. Each test cut shall be patched by the Applicator at no extra cost to the Owner.

## **9. Membrane Flashing Installation**

- a. All flashings shall be installed concurrently with the roof membrane as the job progresses. No temporary flashings shall be allowed without the prior written approval of the Owner's Representative and PVC Manufacturer. Approval shall only be for specific locations on

specific dates. If any water is allowed to enter under the newly completed roofing, the affected area shall be removed and replaced at the Applicator's expense. Flashing shall be adhered to compatible, dry, smooth, and solvent-resistant surfaces. Use caution to ensure adhesive fumes are not drawn into the building.

- b. Adhesive for Membrane Flashings
  - I. Over the properly installed and prepared flashing substrate, the adhesive shall be applied in smooth, even coats with no gaps, globs or similar inconsistencies. Only an area which can be completely covered in the same day's operations shall be flashed. The bonded sheet shall be pressed firmly in place with a hand roller.
  - II. No adhesive shall be applied in seam areas that are to be welded. All panels of membrane shall be applied in the same manner, overlapping the edges of the panels as required by welding techniques.
- c. PVC Manufacturers requirements and recommendations and the specifications shall be followed. All material submittals shall have been accepted prior to installation.
- d. All flashings should extend a minimum of 8 inches (0.2 m) above roofing level, exceptions to this might be pipe boots and/or sealant pockets, etc.
- e. All flashing membranes shall be consistently adhered to substrates. All interior and exterior corners and miters shall be cut and hot-air welded into place. No bitumen shall be in contact with the PVC membrane.
- f. All flashing membranes shall be mechanically fastened along the counter-flashed top edge with aluminum T-Bar at 6 to 8 inches (0.15 to 0.20 m) on center.
- g. Flashings shall be terminated according to manufacturer's recommended details.
- h. All adhered flashings that exceed 30 inches (0.75 m) in height shall receive additional securement. Consult Technical Department for securement methods.

#### **10. Metal Flashing Installation**

- a. Metal details, fabrication practices and installation methods shall conform to the applicable requirements of the following:
  - I. Factory Mutual Loss Prevention Data Sheet 1-49 (latest issue).
  - II. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA) - latest issue.
- b. Complete all metal work in conjunction with roofing and flashings so that a watertight condition exists daily.
- c. Metal shall be installed to provide adequate resistance to bending to allow for normal thermal expansion and contraction.
- d. Metal joints shall be watertight.
- e. Metal flashings shall be securely fastened into solid wood blocking. Fasteners shall penetrate the wood nailer a minimum of 1 inch (25 mm).
- f. Airtight and continuous metal hook strips are required behind metal fascia. Hook strips are to be fastened 12 inches (0.3 m) on center into the wood nailer or masonry wall.
- g. Counter flashings shall overlap base flashings at least 4 inches (100 mm).
- h. Hook strips shall extend past wood nailers over wall surfaces by 1-1/2 inch (38 mm) minimum and shall be securely sealed from air entry.
- i. The existing gutters and downspouts to be replaced profile and sized similar to existing using 24 gauge prefinished steel. Standard color to be selected by the owner.

#### **11. Clad Metal base Flashings / Edge Metal Installation**

- a. All flashings shall be installed concurrently with the roof membrane as the job progresses. No temporary flashings shall be allowed without the prior written approval of the Owner's Representative and PVC Manufacturers. Acceptance shall only be for specific locations on specific dates. If any water is allowed to enter under the newly completed roofing due to

incomplete flashings, the affected area shall be removed and replaced at the Applicator's expense.

- b. Clad metal flashings shall be formed and installed per the Detail Drawings.
    - I. All metal flashings shall be fastened into solid wood nailers with two rows of post galvanized flat head annular ring nails, 4 inches (100 mm) on center staggered. Fasteners shall penetrate the nailer a minimum of 1 inch (25 mm).
    - II. Metal shall be installed to provide adequate resistance to bending and allow for normal thermal expansion and contraction.
  - c. Adjacent sheets shall be spaced 1/4 inch (6 mm) apart. The joint shall be covered with 2 inch (50 mm) wide aluminum tape. A 4 inch minimum (100 mm) wide strip of Sarnafil flashing membrane shall be hot-air welded over the joint.
12. Edge Metal Installation
- a. All flashings shall be installed concurrently with the roof membrane as the job progresses. No temporary flashings shall be allowed without the prior written approval of the Owner's Representative and Sika Corporation. Acceptance shall only be for specific locations on specific dates. If any water is allowed to enter under the newly completed roofing due to incomplete flashings, the affected area shall be removed and replaced at the Applicator's expense.
  - b. Edge Grip
    - I. Position the roof membrane over edge of roof and down outside face of wall covering wood nailer(s) completely. Allow 1/2 inch (13 mm) of excess membrane to extend down past the wood nailer. Hot-air weld all seams making sure there are no voids in welds.
    - II. Apply a 3/8 inch (10 mm) continuous bead of Sikaflex – 1a sealant to the clean bottom of formed retainer. Install formed retainer from right to left as seen from rooftop. Overlap joints of straight run sections a minimum of 1 inch (25 mm) and corner sections a minimum of 5 inches (127 mm). Field cut sections as necessary.
    - III. Fasten formed retainer into side of nailer 12 inches (0.3 m) on center. Use fasteners provided with Edge Grip system; 1-1/2 inch (38 mm) hex head stainless steel fasteners with neoprene washers.
    - IV. Fasteners shall provide a minimum 240 lbs. (109 kg) pull-out resistance; suitable for the substrates to which being installed.
    - V. Install concealed joint splice plates intersecting sections of snap-on fascia cover joints.
    - VI. Position snap-on fascia cover so that it's top engages the formed retainer top. Rotate downward engaging bottoms of snap-on fascia cover and formed retainer. Allow 1/4 inch (6 mm) gap between snap-on fascia sections for thermal expansion. Field cut where necessary.
  - c. Edge Grip Extruded
    - I. Position the roof membrane over edge of roof and down outside face of wall covering wood nailer(s) completely. Allow 1/2 inch (13 mm) of excess membrane to extend down past the wood nailer. Hot-air weld all seams making sure there are no voids in welds.
    - II. Apply a 3/8 inch (10 mm) continuous bead of Sikaflex – 1a sealant to the clean bottom of heavy-duty extruded retainer. Install extruded retainer from right to left as seen from rooftop. Field cut sections as necessary.
    - III. Install retainer splice under intersecting sections of extruded retainer.
    - IV. Fasten extruded retainer into side of nailer 12 inches (0.3 m) on center. Use fasteners provided with Edge Grip Extruded system; 1-1/2 inch (38 mm) hex head stainless steel fasteners with neoprene washers. Allow 1/8 inch (3 mm) gap between extruded retainer sections for thermal expansion [1/4 inch (6 mm) if temperature is



below 40 degrees F (4 C)].

- V. Fasteners shall provide a minimum 240 lbs. (109 kg) pull-out resistance; suitable for the substrates to which being installed.
- VI. Install concealed joint splice plates at intersecting sections of snap-on fascia cover joints.
- VII. Position snap-on fascia cover so that it's top engages the extruded retainer top. Rotate downward engaging bottoms of snap-on fascia cover and extruded retainer base plate. Allow 1/4 inch (6 mm) gap between snap-on fascia sections for thermal expansion. Field cut where necessary.

### 13. Walkway Installation

- a. Roofing membrane to receive Sarnatred-V shall be clean and dry. Place chalk lines on deck sheet to indicate location of Sarnatred-V. Apply a continuous coat of Sarnacol 2170 or 2170 VC adhesive to the deck sheet and the back of Sarnatred-V in accordance with Sika Corporation's technical requirements and press Sarnatred-V into place with a minimum 100 lb (45 kg) steel, membrane roller, by rolling in two directions. Clean the deck membrane in areas to be welded. Hot-air weld the entire perimeter of the Sarnatred-V to the Sarnafil deck sheet. Check all welds with a rounded screwdriver. Re-weld any inconsistencies. **Important:** Check all existing membrane seams which are to be covered by Sarnatred-V with a rounded screwdriver and re-weld any inconsistencies before installation. Do not run Sarnatred-V over Sarnabars.

### 14. Temporary Cut-Off

- a. All flashings shall be installed concurrently with the roof membrane in order to maintain a watertight condition as the work progresses. All temporary waterstops shall be constructed to provide a 100 percent watertight seal. The stagger of the insulation joints shall be made even by installing partial panels of insulation. The new membrane shall be carried into the waterstop. waterstop shall be sealed to the deck and substrate so that water will not be allowed to travel under the new or existing roofing. The edge of the membrane shall be sealed in a continuous heavy application of sealant as described in Section **Error! Reference source not found.** When work resumes, the contaminated membrane shall be cut out. All sealant, contaminated membrane, insulation fillers, etc. shall be removed from the work area and properly disposed of offsite. None of these materials shall be used in the new work.
- b. If inclement weather occurs while a temporary waterstop is in place, the Applicator shall provide the labor necessary to monitor the situation to maintain a watertight condition.
- c. If any water is allowed to enter under the newly-completed roofing, the affected area shall be removed and replaced at the Applicator's expense.

### 15. Completion

- a. Prior to demobilization from the site, the work shall be reviewed by the Owner's Representative and the Applicator. All defects noted and non-compliances with the Specifications or the recommendations of Sika Corporation shall be itemized in a punch list. These items must be corrected immediately by the Applicator to the satisfaction of the Owner's Representative and Sika Corporation prior to demobilization.
- b. All Warranties referenced in this Specification shall have been submitted and have been accepted at time of contract award.

- 16. **Details** - Refer to Typical System Details as supplied by the PVC manufacturer.

### **MANDATORY PRE-BID Conference**

The Mandatory Pre-Bid Conference will be held on **February 8, 2019 at 10:00 am** in the Public Works Conference Room at 1440 McCurdy Road, Florence, SC 29506. The purpose of the pre-bid conference is to review the scope of work, specifications, and to receive questions from interested general

contractors. **Attendance by a responsible representative of the firm is required at the pre-bid walk-thru. Firms not properly represented at the pre-bid walk-thru will not be considered for evaluation.**

### **BID RESPONSE**

1. Bid price should include all costs for preparation, material, equipment, labor and supervision to install new roof
2. Installation Schedule
3. Proof of South Carolina General Contractor's License
4. Provide a list of Three references

### **CRITERIA FOR AWARD**

**Firms are requested to submit three (3) copies of the bid on the City of Florence Bid sheet included in this invitation to bid.** The bid will be awarded to the lowest responsible/responsive bidder that best meets the City of Florence's specification/scope of work, taking into consideration but not limited to the following:

1. Price
2. Timeliness of Completion
3. Experience of the Company
4. Quality of Service

**The City shall have sole discretion in evaluating bids. The City reserves the right to select the bid that it may determine to be in the best interest of the City. The City also reserves the right to reject any and all bids, including that of the selected Contractor if satisfactory contract negotiations cannot be concluded.**

Bid tabulations will be sent to all bidders via email and posted on the City of Florence website at [www.cityofflorence.com](http://www.cityofflorence.com).

Before the award of contract/purchase order, any respondent may be required to show that they have the necessary license, facilities, experience, ability, and financial resources to perform the work in a satisfactory manner. Respondents may be required to furnish the City with sworn statements as to their experience. No contract/purchase order will be awarded except to responsible offerors capable of performing the class and type of work required.

### **TAXES**

The City of Florence pays SC Sales Taxes in the amount of 8%. However, the City of Florence is exempt from Federal Excise Taxes and will issue exemption certificates, if requested. **INCLUDE ALL APPLICABLE TAXES IN YOUR PROPOSAL COSTS.**

### **PERFORMANCE/PAYMENT BONDS**

A performance and payment bond, each in the amount of 100% of the final contract price of the construction portion of this project will be required of the successful firm. The successful firm will be required to furnish the required performance and payment bonds within ten (10) business days after written notice of formal award of contract. Work will be required to commence within ten (10) days of written notice to proceed by the Purchasing Agent.

### **BUSINESS LICENSE REQUIREMENT**

It is required that all firms and all subcontractors awarded a contract agreement with the City of Florence,

either secure a business license or update their current business license for the contract amount for any work that is to be done inside the city limits. The successful firm and all subcontractors shall be required to contact the Business License Coordinator, City Center 324 W. Evans Street, Florence, SC prior to commencement of work. The Business License Coordinator's phone number is (843) 665-3173. FAX (843) 665-3171.

### **SUB-CONTRACTORS LIST**

A sub-contractors list is required for all work that is to be done inside the City. The list is to be sent to Lynwood F. Givens, Purchasing Agent at the Office of Purchasing and Contracting, City Center 324 W. Evans Street, Florence, S.C. Please note if any sub-contractors are minority or women-owned businesses.

### **SC ILLEGAL IMMIGRATION REFORM ACT**

By signing this offer, you certify that your company will comply with, and will remain in compliance with during the term of the agreement, the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agree to provide to the City of Florence upon request any documentation required to establish either:

- (a) That Title 8, Chapter 14 is inapplicable to your company or your subcontractors or sub-subcontractors; or
- (b) That your company and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14.

Pursuant to Section 8-14-60, your company shall agree to include in any contracts with your subcontractors language requiring your subcontractors to:

- (a) Comply with the applicable requirement of Title 8, Chapter 14, and
- (b) Include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

### **REQUIRED INSURANCE INFORMATION**

The firm shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include, but are not limited to, actual, consequential, incidental or punitive damages. The firm shall agree to maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Purchasing Agent by an appropriate certificate-of-insurance issued by the firm's insurance agent.

Further, the firm shall agree to insure prior to commencement of work on the project (job), all subcontractors, agents, assigns or employees of prime firm and subcontractor shall agree to hold harmless, indemnify and defend the City of Florence, South Carolina, its agents and employees from any claims for property damage or personal injury (including death resulting therefrom). Such claims include but are not limited to, actual, consequential, incidental or punitive damages. Further, prior to commencement of work on the project (job), the firm shall insure that all subcontractors, agents or assigns of the firm, maintain sufficient comprehensive general liability insurance, naming the City of Florence, South Carolina, as additional insured, in the amounts of \$1,000,000.00 per occurrence and \$1,000,000.00 per person. Proof of such insurance shall be given to the Purchasing Agent by an appropriate certificate-of-insurance issued by applicable entity's insurance agent.

With regards to comprehensive general liability insurance, claims may be made during or after the term or

terms of the contract/purchase order agreement.

Vehicle liability insurance with minimum combined single limits of \$1,000,000.00 per occurrence shall be maintained by the firm.

The successful firm shall take out and maintain, during the life of the contract agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.



**INVITATION TO BID NO. 2019-08  
PUBLIC WORKS ROOF REPAIR**

Total cost (including tax) including materials, equipment, fuel, labor, supervision, and all other resources necessary to complete the project in Invitation to Bid 2019-08.

**TOTAL BID:** \$ \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature                      Printed Name                      Date

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

\_\_\_\_\_  
Federal Tax ID.    E-mail Address

\_\_\_\_\_  
Address (Include Zip Code) Mailing

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