

SECTION 00100

INSTRUCTIONS TO BIDDERS

1.0 DEFINED TERMS

- A. The term “Bidder” means one who submits a bid directly to Owner, as distinct from a sub-bidder, who submits a bid to a Bidder. The term “Successful Bidder” means the lowest, qualified, responsible and responsive Bidder to whom Owner (on the basis of Owner’s evaluation as hereinafter provided) makes an award. The term “Bidding Documents” includes the Invitation to Bid, Instructions to Bidders, the Bid Form, and the proposed Contract Documents (including all Addenda issued prior to receipt of Bids).

2.0 COPIES OF BIDDING DOCUMENTS

- A. Complete sets of Bidding Documents must be used in preparing Bids; Owner assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

3.0 QUALIFICATIONS OF BIDDERS

- A. All Bidders must be licensed in accordance with state Law of Alabama.
- B. Bidder and/or subcontractors to Bidder must be qualified to perform the disciplines of work described in this Project Manual.
- C. Upon request by Owner, Bidder shall submit evidence that he and his subcontractors meet the qualification requirements of each discipline of work.

4.0 EXAMINATION OF CONTRACT DOCUMENTS AND SITE

- A. It is the responsibility of each Bidder before submitting a Bid, to (a) examine the Contract Documents thoroughly, (b) visit the site to become familiar with local conditions that may affect cost, progress, performance or furnishing of the Work, (c) consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work, (d) study and carefully correlate Bidder’s observations with the Contract Documents, and (e) notify Owner of conflicts, errors or discrepancies in the Contract Documents in writing prior to Bid.
- B. Before submitting a Bid, each Bidder will be responsible to make or obtain such explorations, tests and data concerning physical conditions at or contiguous to the site, or which otherwise may affect cost, progress, performance or furnishing of the Work and which Bidder deems necessary to determine its Bid for performing

and furnishing the Work in accordance with the time, price and other terms and conditions of the Contract Documents.

- C. On request in advance, Owner may provide any Bidder access to the site to conduct such explorations and tests as each Bidder deems necessary for submission of a Bid. Such tests shall not interfere with normal operations or safety and shall include appropriate clean-up following tests.
- D. The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of the Article 4, that without exception the Bid is premised upon performing and furnishing the Work required by the Contract Documents, utilizing Contractor's means, methods, techniques, sequences or procedures of construction, and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

5.0 INTERPRETATIONS AND ADDENDA

- A. All questions about the meaning or intent of the Contract Documents are to be directed to Owner. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda mailed or delivered to all parties recorded by Owner as having received the Bidding Documents. Questions received less than four days prior to the date for opening of Bids may not be answered. Only questions answered by formal written Addenda will be binding. Oral interpretations or clarifications will be without legal affect.
- B. Addenda may also be issued to modify the Bidding Documents as deemed advisable by Owner.

6.0 BID FORM

- A. The Bid Form is included within the Bidding Documents; additional copies may be obtained from Owner.
- B. All blanks on the Bid Form must be completed legibly in black ink or by typewriter.
- C. Bids by corporations must be executed in the corporate name by the president or a vice president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or assistant secretary. The corporate address and state of incorporation must be shown below the signature.

- D. Bids by partnerships must be executed in the partnership name and signed by a general partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- E. All names must be typed or printed below the signature.
- F. The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers of which must be filled in on the Bid Form).
- G. The address and telephone number for communications regarding the Bid must be shown.

7.0 SUBMISSION OF BIDS

- A. Bids shall be submitted at the time and place indicated in the Invitation to Bid and shall be enclosed in an opaque sealed envelope, and accompanied by the other required documents.
- B. All bidders **must** use the Shelby County form for submitting their bid.
- C. No bids shall be accepted after the time stated for receipt of bids. This requirement shall not be waived.
- D. Bids **must** be sealed and marked in the lower left-hand “**BID-Re-Roofing Project – Exhibition Center**” with opening date and time. Records showing successful bidder(s) and prices quoted will be placed on file and may be examined upon request. If contract is awarded to a contractor other than the lowest bidder, a note of explanation will appear in the bid file and the Commission Minutes.

8.0 MODIFICATION AND WITHDRAWAL OF BIDS

- A. Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the opening of Bids.

9.0 OPENING OF BIDS

- A. Bids will be opened publicly and read.

10.0 BIDS TO REMAIN SUBJECT TO ACCEPTANCE

- A. All bids will remain subject to acceptance for sixty (60) days after the Bid opening.

No bid may be withdrawn during this time.

11.0 BONDS

- A. Bidder must submit with his Bid a Bid Bond in the amount of 5% of the Base Bid or \$10,000 whichever is less, made payable to Shelby County Commission on the approved Bond Form.
- B. Successful Bidder shall submit Performance and Payment Bonds on the approved Bond Form, each in an amount equal to 100% of the Contract Price when the Agreement is executed.

12.0 COMPANY PROFILE

- A. Not Used.

13.0 AWARD OF CONTRACT

- A. Owner reserves the right to reject any and all Bids, to waive any and all informalities, and to reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- B. In evaluating Bids, Owner will consider the qualifications of the Bidders, whether or not the Bids comply with the prescribed requirements, response time, unit prices and other data, as may be requested in the Bid Form or prior to the Notice of Award.
- C. Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and persons and organizations to perform and furnish the work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time. Bidder shall fully cooperate with Owner by providing references, and contact information when requested.
- D. If the contract is to be awarded, it will be awarded to the lowest responsible Bidder whose evaluation by Owner indicated to the Owner that the award will be in the best interest of the Project.
- E. If the contract is to be awarded, Owner will give the Successful Bidder a Notice of Award within sixty (60) days after the date of the Bid opening.

END OF SECTION 00100

SECTION 01010

SUMMARY OF WORK

PART 1 GENERAL

1.01 DESCRIPTION

- A. Shelby County Commission intends to engage a Contractor to remove the existing metal panels and insulation from the existing Exhibition Center, and install a new roof panel system and ancillary items.
- B. The Exhibition Center is located at 54 Kelly Lane in Columbiana, Alabama. The roof of the existing building covers approximately 41,000 square feet. This measurement is for approximate square footage only. Contractor is responsible for field measurement to verify exact amounts of material to be used prior to bid.
- C. Contractor may subcontract any phase or portion of the work. However, such subcontract shall not relieve Contractor from any quality and safety standards during any phase of the work. Require and verify that all materials and methods used by subcontractors are consistent with the requirements of the Contract Documents.

1.02 WORK INCLUDED

- A. Removal of existing roof panels, gable/roof trim, gutters and downspouts, insulation, unused equipment and curbs, and ancillary items.
- B. Closure of unused openings in the roof, and add insulation and/or waterproofing in these areas.
- C. Installation of new 26 gauge Galvalume PBR Roof panels, or pre approved equivalent gable/rake trim, gutters and downspouts to match size of existing gutters and down spouts, and installation of ancillary items.
- D. Removal and disposal of old roofing, and all ancillary items.
- E. Cleaning of work area.

1.03 SCHEDULE OF COMPLETION OF WORK

- A. Time is of the essence for this Contract.
- B. Completion time is 45 days. Time starts upon issuance of Notice to Proceed. Completion time includes order and delivery time for all materials.
- C. Contractor is responsible for the timely ordering and procurement of materials. If for any reason, Contractor's chosen vendor cannot deliver products in a timely manner, Contractor is responsible for finding another vendor (acceptable to Owner) from which to purchase the products at no additional cost to Owner.

- D. Should the contractor be delayed by the Owner in any form, contractor's sole recourse shall be an extension of the contract completion date. Under no circumstances shall contractor receive compensation for delay.

1.04 SUBMITTALS

- A. Upon request by Owner, Bidder shall submit a proposed Schedule of Values that breaks down his lump sum Bid price, showing labor, material and equipment in the Project.
- B. Upon request by Owner, Bidder shall submit a bar chart schedule of time consistent with the Schedule of Values, and he shall submit a list of proposed subcontractors.
- C. Contractor shall submit three complete, bound sets of required submittals to Owner at or before the pre-construction meeting. Do not order materials to be incorporated into the Project until the submittal for that material has been approved by Owner. Include in this submittal a bar chart schedule, Schedule of Values and final list of subcontractors.
- D. Do not submit illegible facsimiles and reproductions; they will not be considered for review.

1.05 MEETINGS

- A. Owner reserves the right to call on-site meetings as is dictated by the progress of the work. The meeting shall be attended by Owner, Contractor, and by Subcontractors and suppliers when appropriate.

1.06 OWNER-FURNISHED ITEMS

Not Used.

1.07 WORK SEQUENCE

- A. The sequence of activities shall be the responsibility of Contractor as long as the requirements of these specifications are met and Contractor is progressing according to the schedule approved by Owner.

1.08 CONTRACTOR'S USE OF PREMISES

- A. Access to the roof to be re-roofed is to be coordinated with the owner. The contractor is responsible for coordinating access to the roof with the Owner and for mobilization/demobilization of all equipment necessary to transport materials to and from the roof.
- B. All of Contractor's operations on Owner's premises, including the storage of materials, shall be confined to areas approved by Owner.

1.09 SITE AND BUILDING ACCESS

- A. Locate all staging and access equipment, materials, assemblies, debris removal/disposal equipment, debris and removed material, and all other material involved in this project at locations approved by owner.
- B. Contractor parking area shall be as indicated by the Owner.
- C. Contractor shall coordinate entry to building. Access to the interior of the building is limited to the performance of the scope of the work that is bid.
- D. Schedule the work and arrange materials storage in a manner to leave the site unencumbered and allow normal activities to proceed uninterrupted.
- E. Contractor shall supply a portable toilet for use by his employees on site.
- F. Smoking is limited to areas approved by Owner.

1.10 SPECIAL REQUIREMENTS

- A. Protect buildings, building components, roads, approaches, and parking areas from damage, staining or defacing due to the work under this Contract. Correct or replace damaged materials or finishes to match with and be indiscernible from existing surfaces.
- B. Building entrances and exits shall not be closed off or made inaccessible. Do not block or restrict drives or parking areas. Barriers and restrictions shall be approved in advance by Owner and local authorities having jurisdiction. During times of high winds, do not work with materials subject to being wind blown. Contractor shall be responsible for all damage caused by his activities.
- C. Protect roof decking from overload during construction. Do not store more material on roof than will be used in one day.
- D. Protect building from rain or water leakage during the course of the work. On a daily basis, do not begin tear off or otherwise expose more roof area than can and will be re-roofed and made watertight on the same day. Openings shall not be left unprotected overnight.
- E. Protect building interior and contents from dust and debris which may enter building. Coordinate with Occupant and Owner on a daily basis to provide protection for areas to be re-roofed. Contractor shall be responsible for providing necessary protection.
- F. Project Security: Coordinate security requirements with Owner. Contractor shall be solely responsible for security of all materials stored on-site. During construction, Contractor shall be responsible for security of project.
- G. Maintenance of existing road and approaches: Maintain public and private roads, drives, and parking areas adjacent to the site, and that approaches to the site and at the entrance(s) to construction limits free of dust, debris, and construction materials. Comply with applicable local codes.
- H. This facility will remain open to the public during the entire duration of the project. Workmen shall not speak or behave/act in an offensive

manner. Contractor will remove any workman from the site at the Owners request.

1.11 PERSONNEL PROTECTION

- A. Contractor acknowledges and agrees that he is solely responsible for enforcing worker protection requirements at least equal to those required by Federal, State, and local regulations.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 WARRANTY

- A. The Contractor shall provide a warranty to guarantee the roofing and associated work to be absolutely watertight and free from all leaks due to faulty or defective materials and workmanship for a period of five years starting on the date of final acceptance by the Owner. This guarantee does not include liability for damage to interior contents of building due to roof leaks.
- B. The Contractor and roofing materials manufacturer shall provide to the Owner warranties specified in Section 06100 of this specification, as appropriate. Manufacturers warranty shall be a minimum of 10 years.

END OF SECTION 01010

SECTION 02050 SELECTIVE DEMOLITION

PART 1 GENERAL

1.01 SUMMARY OF WORK

- A. Remove and dispose of existing roof panels, insulation and base flashing.
- B. Remove and dispose of unused penetrations.

1.02 EXISTING ROOF WATERPROOFING MATERIALS

- A. Not used

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 PREPARATION

- A. Contractor shall coordinate with Owner to locate chutes, cranes, boom trucks, dumpsters and other equipment that could interfere with the normal operation of the facility. The normal operation of the facility must not be impacted by contractors operations at the site.
- B. Contractor shall shield any cable trays, equipment or other items susceptible to damage from falling debris.

3.02 DEMOLITION

- A. Do not remove more roof panels than the Contractor can re-install in the same day. Make the entire roof watertight at the end of each workday.
- B. Contractor is responsible for transporting and disposing of the demolition debris off site to a regulated landfill.

END OF SECTION 02050

SECTION 06100 ROOF SYSTEM

PART 1 GENERAL

1.01 SUMMARY OF WORK

- A. Not Used

1.02 BASIS FOR PAYMENT

- A. Not Used

1.03 SUBMITTALS

- A. Not Used

PART 2 PRODUCTS

2.01 LUMBER

- A. Not Used

2.02 FASTENERS

- A. Roof panels shall be fastened to the purlins with long life steel weather sealed type screws. Fasteners shall be adequately spaced to resist the design uplift loading and to maintain watertight panel joints. Proper fastener spacing is to comply with wind uplift requirements of the International Building Code and is to be approved by manufacturer. Proper tools shall be used to obtain controlled uniform compression for positive seal without rupture of neoprene washers.

PART 3 EXECUTION

3.01 PREPARATION

- A. Examine existing purlins, clean and prepare as needed to attach new panels.

3.02 INSTALLATION

- A. Roof panels shall be a minimum 26 guage PBR Galvalume Plus Sheets, or a pre approved equivalent.
- B. All fasteners shall be adequately spaced the resist the design uplift loading and to maintain watertight panel joints. Proper tools shall be used to obtain

controlled uniform compression for positive seal without rupture of neoprene washers.

- C. Panel Joints shall interlock in a way that provides both complete water tightness and a thermal expansion allowance for a thermal differential of 67 degrees C.
- D. Fiberglass insulation shall be flexible, resilient, odorless, and shall not contribute to corrosion of steel or aluminum. It shall have a flame spread rating of 25 or less, as defined in ASTM E 84. Facing shall cover the width of the fiberglass blanket plus two 50mm wide flanges. Vapor barrier shall be aluminum foil or approved equal, placed on the outside. Interior exposed insulation shall be protected by a quilted covering on the interior surface. Any surface visible from inside the building must be white in color. Insulation must be a minimum 3”.

3.03 QUALITY ASSURANCE

- A. The roofing installation shall be performed by an installer who is qualified and experienced in metal roofing, and who has been trained and certified by the roofing system manufacturer.
- B. Upon completion of the roofing installation, the entire roof will be inspected to verify compliance with the manufacturer’s requirements by a Technical Representative of the manufacturer.

3.04 SUBMITTALS

- A. Prior to the start of the project, Contractor shall submit to Owner certification that the proposed system complies with the project specifications, and a letter of certification from the roofing system manufacturer that Contractor is an approved applicator.
- B. Contractor shall submit completed warranty request form for approval by the manufacturer, along with additional specifications and drawings required by the manufacturer.
- C. Contractor shall submit to Owner Material Safety Data Sheets for all materials, and a sample of roofing panels, coated metal, fasteners, adhesives, sealants, and insulation.

3.05 PRODUCT DELIVERY STORAGE, AND HANDLING

- A. Deliver all material with the manufacturer’s labels intact and legible. Inspect all materials on receipt for damage and verify quantities.
- B. Roofing insulation, fasteners, and accessories shall be stored and protected so they will remain dry and undamaged until installation.
- C. Roofing materials temporarily stored on the roof shall be distributed in such a fashion so as not to overload the roof structure. Material handling equipment shall be selected and operated so as to prevent damage to the existing construction or applied roofing.

- D. Wet or damaged materials shall be marked and permanently removed from the project site.

3.06 JOB CONDITIONS

- A. No installation of insulation, roof panels or flashings shall occur during inclement weather (i.e. rain, snow, high winds, etc.)
- B. Install only as much new insulation and roof panel as can be covered and made watertight on the same day.
- C. All roofing shall be completed without exposing the building interior, its contents, or occupants to inclement weather. Contractor assumes all responsibility for maintaining the building in a dry condition during the project.

3.07 SEQUENCING AND SCHEDULING

- A. Start at the high point on the roof and shingle lap joints in accordance with good roofing practice, whenever possible.
- B. Work or materials damaged by the handling or the installation of roofing materials shall be restored to original condition, or shall be replaced with new materials by Contractor.

3.08 WARRANTY

- A. Upon successful completion, final inspection, and acceptance of the roofing project, the roofing manufacturer shall issue the warranty. The warranty shall be a minimum 10-year full-system manufacturer's warranty to cover watertightness of roofing system, including panels, insulation, fasteners, metal flashings, and accessories. Warranty shall cover all costs of repair, including complete replacement, if necessary.
- B. In addition to the above, all work included in this contract shall be guaranteed in writing by Contractor for a minimum period of five years from the date of completion and acceptance by Owner. This guarantee shall cover all materials and labor, to promptly make repairs to any and all leaks when reported by Owner to Contractor.
- C. Warranties shall not take effect before date of Final Completion.

PART 4 PRODUCTS

4.01 GENERAL

- A. All products for roofing will be manufactured or approved in writing by the panel manufacturer. Any products to be used in conjunction with the roofing system, which are not supplied by the manufacturer, shall be submitted for review and acceptance by the manufacturer.

4.02 ROOF PANELS

- A. Minimum 26 gauge PBR Galvalume Plus, or pre approved equivalent.

4.03 INSULATION

- A. Insulation shall be a minimum of 3" thickness.

PART 5 EXECUTION

5.01 MANUFACTURER'S WARRANTY

- A. Upon notification of completion of the project, roof panel manufacturer will schedule a Technical Representative to thoroughly inspect the roof installation, to verify compliance with the manufacturer's specifications and requirements.
- B. Upon completion of the inspection and completion of any repairs or other corrections, a warranty will be issued in accordance with the Project Specifications.

END OF SECTION 06100