

COUNTY OF LANCASTER, VIRGINIA

**INVITATION TO BID
HUMAN SERVICES BUILDING ROOF REPLACEMENT**

Sealed Bid Receipt Deadline: Monday, August 8, 2016 at 2:00 P.M., Prevailing Local Time, in the Board Meeting Room, in the County Administration Building, located at 8311 Mary Ball Road, Lancaster, Virginia 22503

Sealed Bids will be Publically Opened and Read Aloud in the Board Meeting Room Immediately Following Deadline for Receipt of Sealed Bids

Section I

Specifications for Replacing Shingled Roof

The Lancaster County Human Services Building, which houses the Lancaster County Department of Social Services and the Virginia Department of Health, is located at 9049 Mary Ball Road, Lancaster, Virginia 22503. It was constructed in 1988. The building is covered by a shingled roof. The County of Lancaster is accepting bids to replace the existing roof on the Human Services Building due to ageing problems of the current roofing materials. The successful bidder will adhere to all county and state building codes applicable to this construction.

1.0 Required: Shingled Roof Removal for the Human Services Building

- 1.1 Any deviation from the specification requirements outlined below shall be submitted in writing with the sealed bid. A "Scope of Deviations" statement will hold the bidder strictly accountable to the specifications as written herein and may cause the bid to be rejected as non-responsive. The statement shall contain one of the following answers:
 - (a.) Fully comply (indicating full compliance with the bid requirements)
 - (b.) Partially Comply (indicating partial compliance with the bid requirements and noting deviations from said requirements and the basis therefor)
 - (c.) Does Not Comply (indicating non-compliance with the bid requirements and noting deviations from said requirements and the basis therefor)
- 1.2 The Contractor shall be a Class A Contractor and be fully licensed and insured.
- 1.3 The existing shingles, felt, flanges, and any other existing materials that need replacing shall be disposed of properly.

1.4 Any structure damage that may be discovered after removal of roofing material shall be promptly reported and reviewed with the contact person for Lancaster County.

2.0 *Required: Shingled Roof Material for the Human Services Building*

2.1 The shingles shall be GAF Architectural grade asphalt shingle.

2.2 The underlayment shall be a synthetic #25 roof felt.

2.3 A layer of ice and water shield shall be applied

2.4 Aluminum drip edging shall be applied to all roof edges.

2.5 Any existing plumbing vents shall be flanged with PVC flange cover and sealed accordingly.

2.6 The bidder shall provide a ridge vent and install new Shinglevent 2 and appropriate cap.

3.0 *Warranty and Contractor Experience*

3.1 The bidder shall explain in detail the warranty coverage of labor and other materials used for this project, the method by which warranty service will be performed. The bidder shall indicate who shall perform the warranty work and vendor support.

3.2 The bidder shall supply the manufacturers' warranty certificate for all materials used and document all materials were installed by the manufacturers installation instructions. A copy of manufacturer's installation instructions shall be provided. The bidder shall warranty that all materials were installed in conformance with the manufacturer's installation instructions.

3.3 The bidder shall provide proof of license and insurance prior to the execution of a Contract for Construction.

3.4 The bidder shall provide what type of repair services may be offered after warranties expire.

3.5 The bidder shall provide at least four (4) references of prior work of a like or similar nature. The references must be provided from an independent third party evaluator. The references will be recent, comparative ratings/evaluations.

- 3.6 A performance bond of at least \$20,000 shall be provided as part of a construction contract.
- 3.7 Lancaster County shall provide an approved storage area for materials before they are applied.

Section 2

Inquiries and Clarifications **Contact Person**

All inquiries and clarifications and requests to visit the project site pertaining to this invitation to bid shall be directed to the Lancaster County official/contact person noted below.

Ernest Sadler, Lancaster County Building and Grounds Supervisor
Telephone: (804 462-5129 or (804) 436-4662
E-Mail: esadler@lancova.com

Section 3

General Terms and Conditions

- (1.) No pre-bid meeting shall be conducted. However, visits of the project site may be arranged by appointment by contacting the aforementioned county official/contact person noted in Section 2 above.
- (2.) Bids shall be submitted in sealed envelopes clearly marked on outside "Lancaster County Human Services Building Roof Replacement Bid". Each bid shall be signed by a company official, who is authorized to submit the bid on behalf of the company and to bind the company's bid. Bids shall not be submitted by facsimile or e-mail. Bids received after the aforementioned date and time for receipt thereof shall not be considered and shall be returned unopened.
- (3.) Bid prices shall be firm for a minimum period of thirty (30) days following the aforementioned date and time set for the receipt of bids.
- (4.) Except as otherwise directed for inquires and clarifications, contractors / bidders shall not contact members of governing body, other officers and employees of Lancaster County ("the county") regarding the bid. Such unauthorized contact may result in the disqualification of the contractor / bidder.

- (5.) Contractor shall be an independent contractor and shall not be an officer or employee of the county.
- (6.) Contractor shall obtain all required permits prior to the initiation of work. The county shall waive fees for county permits.
- (7.) Contractor shall warranty workmanship, materials and equipment for a minimum of one (1) year following the date of acceptance of the work by the county.
- (8.) No change shall be made in the project scope of work or project cost without the prior approval of the county official/contact person noted in Section 2 above.
- (9.) Lancaster County shall approve all aesthetic selections, such as shingle color, prior to the purchase of materials and the performance of the work.
- (10.) Contractor is responsible for all clean-up and associated costs. Clean-up shall be performed on a daily basis. The contractor is responsible for the proper disposal of construction debris / wastes.
- (11.) Contractor and subcontractors shall carry adequate liability insurances to protect the county, its officers, employees, agents and volunteers. Such insurances shall comply with the county's risk management requirements. The Contractor shall provide the county with written proof of license and insurances prior to the execution of a Contract for Construction.
- (12.) Contractor shall submit written invoices for payment and such invoices shall be reviewed, approved and paid by the county in accordance with the county's normal accounts payable process.