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nwelch@mathews.k12.va.us**

Project Manual for

Roof Repairs at the Lee-Jackson Elementary School Gymnasium

Invitation for Bid No. LJ-01 TAM Project No. 13362-16LDE

Owner:

Mathews County Public Schools

Contact:

Ms. Nancy Welch, M.S., Ed.S.
Division Superintendent
Mathews County Public Schools
P.O. Box 369
Route 611; 63 Church Street
Mathews, Virginia 23109

DATE: 3/24/2017

TAM Consultants, Inc.
P.O. Box 5365
Williamsburg, VA 23188
(757) 564-4434



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INSTRUCTIONS TO BIDDERS

1. You are invited to submit a proposal for Roof Repairs at the Lee-Jackson Elementary School Gymnasium located at 347 Church Street in Mathews, Virginia as shown on the Contract Drawings and Project Manual dated March 24, 2017 and as specified herein.
2. Bids shall be made upon the Bid Form and all blank spaces in the form shall be fully filled; numbers shall be stated both in writing and in numerals, the signature shall be in longhand, and the completed form shall be without interlineation, alteration, or erasure.
3. Bids shall be addressed to the Owner and shall be delivered to him enclosed in an opaque envelope bearing the title of the project and the name of the Bidder.
4. Each bid shall be accompanied by good and sufficient bid security in the form of a Bid Bond, a certified check, a cashier's check or a letter of credit from an institution approved by the owner (no cash), in the name of the Owner, for an amount equal to 5% of the amount of the bid.
5. If a Bid Bond is provided, it shall be written on AIA Document A310, Bid Bond, and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.
6. Should the Bidder find discrepancies in the drawings or documents, or should he be in doubt concerning any part therein, he should notify the Engineer at once, who will send written instructions to all Bidders.
7. Questions during the bidding period shall be submitted to Mr. Timothy Jester, Project Manager, TAM Consultants, phone (757) 564-4434, fax (757) 564-1806, email tjester@tamconsultants.com.
8. Questions will be answered in writing and copies distributed to bidders of record. Verbal answers to such questions may be enhanced, further clarified, or modified slightly from the final answers distributed in writing. The bidder is cautioned to act only on those answers in writing and not on verbal statements.
9. Before submitting a proposal, Bidders should carefully examine the drawings and specifications, visit the site, fully inform themselves as to all existing conditions and limitations, and include in the proposal a sum to cover the cost of all items included in the Contract.
10. A pre-bid conference will be held in the Lee-Jackson Elementary School Library at 347 Church Street in Mathews at 9:00 AM on Tuesday, May 2, 2017. The pre-bid conference will be mandatory. Attendees should go to the School Office and will be directed to the Library.

INSTRUCTIONS TO BIDDERS

11. Sealed bids will be received by the Mathews County Public Schools at the School Board Offices at 63 Church Street in Mathews until 3:00 PM on Tuesday, May 23, 2017. Proper and timely submitted bids will be opened and read aloud in the School Board Office Conference Room at 9:00 AM on Thursday, May 25, 2017.
12. Late Bids; Modification of Bids:
 - a. No bid may be withdrawn for a period of sixty (60) days after the scheduled closing time of bidding.
 - b. The Owner reserves the right to reject any or all bids and waive any informality or irregularity in any bid received. The Owner reserves the right to enter into negotiations with any bidder for all or part of the project. The Owner reserves the right to modify the Contract Documents and rebid the project, if necessary, to meet the Owner's budgetary requirements.
13. The contract for construction will be executed on the County of Mathews Standard Contract Form between the Mathews County Public Schools and the Contractor.
14. The Bid Bonds or other bid security will be returned to all except the three lowest bidders after the formal opening of bids. The remaining Bid Bonds or bid security will be returned to the bidders after the Owner and the accepted bidder have executed the Contract and the Performance Bond and the Payment Bond have been approved by the Owner.

If the required Contract and bonds have not been executed within sixty (60) day after the date of the opening of the bids, then the bond or other bid security of any bidder will be returned upon his request, provided he has not been notified of the acceptance of this bid prior to the date of such request.
15. Performance and Payment Bonds, both in the total contract amount are required by the Owner as a condition of the award.
16. Bidders' Suggested Alternates: Bidder's suggestions for construction procedure and design changes are welcome and solicited, but all such suggestions which deviate from the specifications and drawings shall be indicated as Alternates and not included in the Base Bid. Suggestions, which may deviate from specifications and drawings, should expedite progress, maintain or improve quality and/or reduce costs. Proposals reflecting such constructive alternates will receive preferential consideration. Bidder's suggested alternates shall not be made public at time of Bid Opening.
17. Insurance Requirements: By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, it will have the following minimum insurance coverage(s) at the time the contract is awarded. If any sub-Contractors are involved, the sub-Contractors will have workers' compensation insurance in accordance with § 2.2-4332 and § 65.2-800 et seq. of the *Code of Virginia*. The bidder further certifies that the Contractor and any sub-Contractors will maintain

INSTRUCTIONS TO BIDDERS

these insurance coverage(s) during the entire term of the contract and that all insurance coverage(s) will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

- a. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include employer. Contractors who fail to notify the County of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
- b. Employer's Liability - \$100,000.
- c. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The County of Mathews must be named as an additional insured and so endorsed on the policy.
- d. Automobile Liability - \$1,000,000 – per occurrence. (If motor vehicle is to be used in the contract.)
- e. Construction – All Risk Builders Risk Property insurance on the completed value of all such work, with exclusions for design or defects removed by policy endorsement, is required.
- f. Contractor shall provide evidence of adequate General Liability Insurance and Worker's Compensation Coverage with a separate endorsement naming the County of Mathews as an additional insured.

BID FORM

TO: Ms. Nancy Welch, M.S., Ed.S
Division Superintendent
Mathews County Public Schools
P.O. Box 369
Route 611; 63 Church Street
Mathews, VA 23109

FROM: _____ (Name of Bidder)

(Address of Bidder)

FOR: Roof Repairs at the Lee-Jackson Elementary School Gymnasium
347 Church Street, Mathews, Virginia

The undersigned, having visited the site of the above-noted project, and having familiarized himself with the local conditions affecting the cost of the Work and with all requirements of the Contract Documents, and all Addenda to said Documents, hereby proposes to furnish all things as required by said Documents and Addenda thereto for the Construction of the above-noted project for the following amount:

Base Bid (All work described in the Contract Documents):

Dollars (\$ _____).

By submitting this Bid, we are stating that we are properly equipped to handle work of the character covered by our Bid and will enter into contract for the execution and completion of the work in accordance with the plans, specifications and this Project Manual, and we further agree that if the contract is awarded to us, we will commence work at the time stated in the Notice to Proceed, and will complete work on the project in phases, as outlined in the Project Manual.

If awarded this Contract, the Undersigned will complete the Roof Repairs within _____ calendar days from the date of the Notice to Proceed.

We are enclosing herewith the following bid security offered as evidence that the Undersigned will enter into Contract in accordance with this proposal as called for in the attached Specifications.

(a) Certified Check for the sum of \$ _____

Name of Bank _____

(b) Bidder's Bond in the amount of \$ _____

Bond Issued by _____

The undersigned further agrees that, in case of failure on his part to execute the said Contract and the bond within the ten consecutive calendar days after written notice being given of the award of the Contract, the monies payable by the securities accompanying this bid shall be paid to the Mathews County Public Schools as liquidated damages for such failure; otherwise the securities accompanying this proposal shall be returned to the Undersigned.

Receipt of Addenda Number(s) _____ is hereby acknowledged.

This bid is subject to acceptance within a period of 60 days from this date.

Respectfully submitted,

_____ Date: _____
CONTRACTOR

By: _____ Title: _____

Address: _____

CONTRACTOR'S Registration No. _____

Note: Failure to provide all information requested on this Bid Form will result in disqualification of the bid.

**COUNTY OF MATHEWS
STANDARD CONTRACT**

IFB No. LJ-01

This Contract entered into this ____ day of _____ 20__, by _____, hereinafter called the "Contractor" and the County of Mathews, hereinafter called the "County".

WITNESSETH that the Contractor and the County, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services to the County as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: The Contractor shall begin work within ten (10) days of notification from the County that work is ready to begin. All work shall be completed by August 1, 2017.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by the County in accordance with Project Manual Section 01290, "Payment Procedures".

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed Contract, Addendums, the Contract Drawings and Project Manual, and other data contained in the Invitation for Bid No. LJ-01 dated March 24, 2017, together with all written modifications thereof and the bid submitted by the Contractor dated _____, all of which are incorporated herein by reference.

COMPLIANCE WITH STATE LAW REGARDING EMPLOYMENT OF ALIENS: The Contractor agrees that it does not and shall not during the performance of the contract for goods and services knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

COUNTY OF MATHEWS:

BY _____

BY _____

TITLE _____

TITLE _____

DATE _____

DATE _____

CONTRACT

SECTION 01100 – SUMMARY OF WORK

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes the following:
 - 1. Work covered by the Contract Documents.
 - 2. Use of premises.
 - 3. Work restrictions.

1.03 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification:
 - Roof Repairs for the Lee-Jackson Elementary School Gymnasium
 - TAM Project #13362-16LDE
 - Project Location: 347 Church Street
Mathews, VA 23109
- B. Owner: Mathews County Public Schools
- C. Contact Person: Division Superintendent, Ms. Nancy Welch, herein referred to as “Owner”.
- D. The Work consists of the following:
 - 1. General:
 - a. Work shall be performed in such a way as to maintain the existing building in a weather-tight condition to the greatest extent possible throughout the construction period.
 - b. Contractor shall obtain all permits required for this Work.
 - c. Contractor to provide labor, materials, equipment and all other appurtenances as required performing work as described in the Contract Documents.
 - d. Refer to the Contract Documents for additional requirements.
 - e. All work shall conform to the following applicable building codes and regulations:

- 2012 Virginia Rehabilitation Code
- 2012 Virginia Uniform Statewide Building Code
- 2012 Virginia Plumbing Code
- 2012 Virginia Electrical Code
- 2012 Virginia Mechanical Code
- 2012 Virginia Fire Protection Code

2. Structural Repairs above the Gymnasium:

- a. Remove the existing cupola including the roof, all framing, ductwork, mechanical appurtenances and finishes. Note that the existing vent louvers shall be carefully removed and turned over to the Mathews County Schools Maintenance Staff for storage and possible re-use if required.
- b. Remove all ductwork within or suspended from the damaged trusses. Remove any remaining drywall, insulation, suspended ceiling appurtenances, lights, soffit and eave framing and finishes, gutters and any other finishes or equipment that would impede the removal of the trusses. Note that lights, ducts and equipment shall be carefully removed so as to allow them to be reinstalled once the new trusses are in place.
- c. After the new trusses are on site and ready for installation, remove (14) existing roof trusses and sheathing within the limits shown and install the new roof trusses, bracing them as required to maintain stability. Apply new sheathing and roof underlayment immediately in order to maintain the weather-tight condition of the building as noted above. Note that the work shall be scheduled so as to prevent weather-related damage to the interior of the building.
- d. Anchor trusses to the walls and reconstruct the eaves as detailed in the drawings. Provide bracing for trusses as required by the plans and the truss manufacturer.
- e. Once the roof trusses are in place and fully anchored and braced, remove the existing shoring towers in the gym.
- f. Install ½” drywall ceiling to the bottom of the trusses in the areas where it was previously removed. Install four (4) new access hatches through the drywall ceiling at the locations shown in the plans to allow access to the attic. Install new insulation in the attic where it was previously removed.
- g. Reinstall the suspended ductwork for the gym that was previously removed and restore it to its original condition. Reinstall the suspended ceiling, lights and any other appurtenances for the gym and restore to the original condition.

3. Structural Repairs above the Mechanical Room:

- a. Work shall be performed during a timeframe when the existing mechanical equipment can be shut down in order to prevent damage to the equipment from debris. Existing equipment shall be protected throughout the work from damage.
- b. Remove the existing cupola including the roof, all framing, ductwork, mechanical appurtenances and finishes. Note that the existing vent louvers shall be carefully removed and protected to allow their reinstallation in a new cupola. Ductwork and plenums shall similarly be removed and either reinstalled or replaced in kind.
- c. Remove all ductwork within or suspended from the damaged trusses. Remove drywall, insulation, lights and any other finishes or equipment that would impede the removal of the trusses. The existing chilled and hot water supply and return lines suspended from the bottom of the trusses shall be drained and temporarily shored to the floor of the mechanical room. Note that lights and equipment shall be carefully removed so as to allow them to be reinstalled once the new trusses are in place.
- d. After the new trusses are on site and ready for installation, remove the existing roof trusses and sheathing within the limits shown and install the new trusses, bracing them as required to maintain stability. Apply new sheathing and roof underlayment immediately in order to maintain the weather-tight condition of the building as noted above. Note that the work shall be scheduled so as to prevent weather-related damage to the interior of the building.
- e. Anchor trusses to the supporting walls and reconstruct the adjacent roof valleys as shown in the drawings. Provide bracing for trusses as required by the plans and the truss manufacturer.
- f. Install a new access hatch to allow access to the attic. Reinstall the ductwork for the mechanical equipment including all ducts and plenums.
1. Install ½" drywall ceiling to the bottom of the trusses. Resupport the chilled and hot water supply and return lines to the bottom of the new trusses. Reinstall the lights and any other appurtenances and restore to the original condition.

4. Roofing:

- a. Install roofing materials as specified and detailed, including all system accessories and metal flashings for all conditions required for a new

asphalt roof shingle system within the limits shown. Note that roofing work should be done for the entire roof at the same time if at all possible.

1.04 USE OF PREMISES

- A. General: Contractor shall have limited use of premises for construction operations. Coordinate all Work with the Owner.
1. This is an operating occupied facility. Work shall not interfere or interrupt services to areas outside of the designated contract areas.
 2. Confine construction operations only to areas where Work is called for.
 3. Coordinate all construction activities with on-site facilities staff and in accordance with the submitted and reviewed project schedule.
 4. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits, unless otherwise indicated.
 5. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
 6. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 7. Provide not less than 2 weeks' notice to Owner of activities that will affect Owner's operations.
 8. Take all necessary measures to reduce any inconvenience to work at the facility.
 9. Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, Guests, and emergency vehicles at all times.
 10. Do not use areas for parking or storage of materials unless authorized in advance by the Owner.
 11. The contractor shall protect existing structures, equipment, adjacent grounds and plants during all phases of construction. The contractor shall repair and/or replace, at no additional cost to the owner, any items damaged during construction.
 12. Be responsible for removal of all construction debris on a daily basis. All debris to be stored in a neat organized fashion, grounds and surrounding areas to be kept clean and organized. The Contractor is responsible for providing a continuously clean access at all roads, driveways and walkways that is clean of nails, equipment and debris.
 13. All work to be done in accordance with current State Codes and OSHA standards as well as Mathews County Public Schools rules and regulations. Proper supervision and or properly trained personnel are to be onsite while any and all work is being performed.

14. All materials and appurtenances required for a complete and functioning roofing system are to be provided by the contractor. All debris to be removed from site by contractor and disposed of in a legal manner.
- B. Personnel Identification: All construction personnel in occupied portions of the facility must wear Contractor-furnished identification badges at all times. Personnel without proper identification are subject to removal from the site by the Owner.
- C. Safety and Security: Comply with Owner's requirements.
 1. Comply with requirements related to security and fire drills and alerts.
 2. Provide the Owner with a signed and dated certification that all persons who will provide services requiring direct contact with students on school property have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child. (See attached Company Certification form at the end of this section.)
- E. Burning/Welding Operations: Comply with Owner's and local requirements related to Burning and Welding permits.
- F. Smoking: No smoking is allowed on the premises, except within 20 feet of the Contractor's job office trailer or as otherwise designated by Owner's representative.
- G. Use of Existing Building: Maintain existing building in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period. There shall be no inside use available to the Contractor.

1.05 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be generally performed on the existing building during normal business working hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, except otherwise agreed upon in writing by the Owner and Contractor.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
 1. Notify Owner not less than two days in advance of proposed utility interruptions.
 2. Do not proceed with utility interruptions without Owner's written permission.

END OF SECTION – 01100