

WEST VIRGINIA PARKWAYS AUTHORITY



AUTHORITY MEMBERS

GOVERNOR EARL RAY TOMBLIN

JASON PIZATELLA
PAUL A. MATTOX, JR.
DOUGLAS M. EPLING
VICTOR GRIGORACI
TOM MAINELLA
WILLIAM SEAVER
MIKE VINCIGUERRA
WILLIAM CIPRIANI

GREGORY C. BARR

GENERAL MANAGER

REQUEST FOR QUOTATIONS

NOTICE: ALL PAPERS BOUND WITH OR ATTACHED TO THE PROPOSAL FORM ARE A NECESSARY PART THEREOF AND MUST NOT BE DETACHED.

COUNTY: KANAWHA COUNTY, WEST VIRGINIA

NAME OF PROJECT: REED FLAT ROOF REPLACEMENT 2015
145 RIVER LANE DRIVE
CHARLESTON, WV 25306

CONTRACT NUMBER: REED FLAT ROOF REPLACEMENT 2015

QUOTES WILL BE RECEIVED UNTIL 2:00 PM July 23, 2015 AT THE OFFICE OF THE WEST VIRGINIA PARKWAYS AUTHORITY'S 3310 PIEDMONT ROAD, CHARLESTON, WV 25306

THE WEST VIRGINIA PARKWAYS AUTHORITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

TABLE OF CONTENTS

NOTICE TO BIDDERS	-1-
CONTRACTOR’S PROPOSAL	-2-
SCHEDULE OF ITEMS	-3-
AFFIDAVIT OF NONCOLLUSION.....	-5-
DRUG FREE AFFIDAVIT	-6-
CONTRACTOR LICENSE.....	-7-
CERTIFICATION.....	-7-
ADDENDA FOR CONTRACT	-8-
NON-DISCRIMINATION.....	-9-
COMPLETION DATE.....	-9-
CERTIFICATE OF COMPLIANCE.....	-9-
SIGNATURE SHEET	-10-
CONTRACT	-12-
CONTRACT BOND	-15-
FINAL RELEASE LIABILITY	-18-
WVDOH SPECIAL PROVISIONS	- 19-28-
SECTION 701 SPECIAL PROVISIONS	- 29-39-
SCOPE OF WORK	-APPENDIX A -40-42-
PLANS	-APPENDIX B -43-44-

SPECIAL PROVISIONS FOR NOTICE TO BIDDERS

Prior to the bid date, questions that are technical/engineering or contract administration in nature or involve quantity discrepancies concerning this project should be directed to Margret Vickers, Director of Purchasing WVPA (304) 926-1900, mvickers@wvturnpike.com Any site visits must also be coordinated through WVPA Jim Meadows at jmeadows@wvturnpike.com or (304)256-6680.

TO REPORT BID RIGGING ACTIVITIES CALL:

1-800-424-9071

The U.S. Department of Transportation (DOT) operates the above toll-free "Hotline" Monday through Friday, 8:00 AM to 5:00 PM, Eastern Time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "Hotline" to report such activities.

The "Hotline" is part of the DOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

CONTRACTOR'S PROPOSAL

REED FLAT ROOF REPLACEMENT 2015

Proposal by _____
(Contractor)

of _____
(Address)

for the replacement of the West Virginia Parkways Authority's, Reed Flat Roof Replacement 2015, KANAWHA COUNTY, WEST VIRGINIA, known as Contract (2015 Reed Flat Roof Replacement)

According to the attached plans, related special provisions and the West Virginia Department of Transportation, Division of Highways, Standard Specifications, Roads and Bridges, Adopted 2010 and latest supplemental specifications the special provisions and all other documents pertaining to this Contract which form a part of this Bid as if set forth at length herein:

TO THE WEST VIRGINIA PARKWAYS AUTHORITY:

The undersigned hereby proposes to construct and build the above described contract for the respective amounts hereinafter set out.

On the acceptance of this proposal for said work, the undersigned will give the required bond with good security, conditioned for the faithful performance of said work and insurance, according to said plans and specifications and the doing of all other things required by said specifications for the consideration herein named and with the further condition that the Authority shall be saved harmless from any and all damages that might accrue to any person, persons or property by reason of negligence of the undersigned, or any person or persons under his employment and engaged in said work.

The undersigned certifies that their firm is and practices Equal Employment Opportunities and declares to have no interest, direct or indirect, in any other bid for the work covered by the proposal, and to have carefully examined the form of contract and specifications, and the drawings therein referenced to, and will provide all necessary machinery, tools and apparatus and furnish all labor and materials and things necessary in the construction of said project. Said proposer has personally examined the project site considered in this proposal and is acquainted with all conditions and requirements and the location, ground, material, etc., and is relying on personal knowledge, not the Engineer's Estimate. The undersigned agrees to do all work in the most substantial and workmanlike manner called for by said contract plans and specifications, for the respective unit prices named below.

Schedule of Items

Reed Flat Roof Replacement 2015

ITEM	PRU/ALT	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL
701001-001		ROOF REPLACEMENT	LS	1		
AMOUNT IN WORDS					AMOUNT IN NUMBERS	
GRAND TOTAL BID						

AFFIDAVIT OF NONCOLLUSION

REED FLAT ROOF REPLACEMENT 2015

State of _____

County of _____

I, _____ (Contractor) by

_____ (Name and Title)

(of authorized representative), being duly sworn do depose, say and certify: That said contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with Reed Flat Roof Replacement 2015, in KANAWHA COUNTY, WEST VIRGINIA.

Contractor

Name and Title of Authorized
Representative

Taken, subscribed and sworn to before me this ____ day of _____, 20____.

Notarial Seal if executed
outside West Virginia

Notary Public

Witness my hand and seal this ____ day of _____, 20____.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015



**State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5**

STATE OF WEST VIRGINIA,

COUNTY OF _____, TO-WIT:

I, _____, after being first duly sworn, depose and state as follows:

1. I am an employee of _____; and,
(Company Name)
2. I do hereby attest that _____
(Company Name)

maintains a valid written drug free workplace policy and that such policy is in compliance with **West Virginia Code** §21-1D-5.

The above statements are sworn to under the penalty of perjury.

(Company Name)

By: _____

Title: _____

Date: _____

Taken, subscribed and sworn to before me this _____ day of _____.

By Commission expires _____

(Seal)

(Notary Public)

THIS AFFIDAVIT MUST BE SUBMITTED WITH THE BID IN ORDER TO COMPLY WITH WV CODE PROVISIONS. FAILURE TO INCLUDE THE AFFIDAVIT WITH THE BID SHALL RESULT IN DISQUALIFICATION OF THE BID.

Jan 2009

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

CONTRACTOR LICENSE

Reed Flat Roof Replacement 2015

West Virginia State Code 21-11-2 requires that all persons desiring to perform contractual work in this State must be duly licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Application for contractor's license may be made by contacting The West Virginia Department of Labor, Building 6 Room 749B, 1900 Kanawha Blvd. East, Charleston, WV 25305, telephone (304) 558-7890.

West Virginia State Code 21-11-11 requires any prospective bidder to include the contractor's license number on their bid.

BIDDERS TO COMPLETE:

Contractor's Name: _____

Contractor's License No.: _____

The successful bidder will be required to furnish a copy of their contractor's license prior to issuance of a Purchase Order/Contract.

CERTIFICATION

By submitting the within bid/proposal, the undersigned certifies in accordance with the West Virginia Code 5-22-1(b)1 that it:

- A. Is ready, able and willing to timely furnish the labor and materials to complete the Contract.
- B. Is in compliance with all applicable Laws of the State of West Virginia; and,
- C. Has supplied a valid bid bond or other surety authorized or approved by the contracting or public entity.

Contractor: _____ By: _____
(Authorized Representative)

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

ADDENDA FOR REED FLAT ROOF REPLACEMENT 2015

I hereby acknowledge receipt of the following addenda and have made the necessary revisions to the Contractor's Proposal, plans and/or specifications, or other applicable documents, and have considered the addenda in the calculation of my bid.

Addendum Numbers

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I further acknowledge that the failure to confirm receipt of the addenda will cause my proposal to be rejected.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

NON-DISCRIMINATION
2015 REED FLAT ROOF REPLACEMENT

NON-DISCRIMINATION OF EMPLOYEES FOR INTERSTATE, PRIMARY & SECONDARY PROJECTS

THE CONTRACTOR FURTHER AGREES AS FOLLOWS:

During the performance of the Contract, the Contractor and any of his subcontractors shall provide equal employment opportunities for all qualified persons and shall not discriminate against any employees or applicants because of race, color, religion, sex or national origin. The Contractor and his subcontractors shall comply with the executive orders of the Governor of the State of West Virginia dated October 16, 1963 and December 15, 1965, the Presidential Executive Order Number 11246 as amended by Executive Order Number 11375 and as supplemented in Department of Labor Regulations (Title 41 Codes of Federal Regulations, Part 60) and the Civil Rights Act of 1964 as amended, with the relevant rules, regulations and orders of the Secretary of Labor pertaining thereto, and with all related non-discrimination, non-segregation, affirmative action, veterans employment and handicapped employment laws, rules, regulations and orders (collectively the "EEO Requirements"). The Contractor will furnish upon request information and reports required by the EEO Requirements. The Contractor shall include these provisions in every subcontract or purchase order, unless exempted by the EEO Requirements, so that such provisions will be binding upon each Contractor, subcontractor or vendor performing services or providing materials relating to the work.

COMPLETION DATE

All work under this contract shall be completed by September 16, 2015.

It is agreed that time is of the essence for this contract, and that I (we) will, in the event of my (our) failure to complete the contract within the time limited named, reimburse the West Virginia Parkways Authority an amount to be determined by the said Authority as sufficient to cover fully any additional demonstrable costs incurred by the Authority because of such failure, including extra engineering costs, in addition to that specified in section 108.7 of the Standard Specifications.

CERTIFICATE OF COMPLIANCE

INVOLVING THE SUPPLYING OF ALUMINUM, GLASS, STEEL OR IRON PRODUCTS

We have complied and shall continue to comply with the provisions of Chapter 5, Article 19, of the Official West Virginia code, 1931, as amended, which statute is incorporated herein by reference and the applicable specifications involving Domestic Aluminum, Glass and Iron in Public Works Projects. We have also complied and shall continue to comply with the provisions of Chapter 5A, Article 3, Section 56 of the West Virginia code, 1931, as amended, which statute is incorporated herein by reference and the applicable specifications, involving *Domestic Steel Products in State Supported Projects*.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

SIGNATURE SHEET
REED FLAT ROOF REPLACEMENT 2015

IF AN INDIVIDUAL, SIGN BELOW:

(Name) (Post Office Address)

IF AN INDIVIDUAL DOING BUSINESS UNDER
A TRADE NAME, SIGN BELOW:

(Trade Name) (Street and Post Office Address)

(Sole Owner) By _____

IF A PARTNERSHIP, SIGN BELOW:

(Name of Partnership) (Street and Post Office Address)

By _____
(Authorized Partner) (Street and Post Office Address)

IF A JOINT BID, SIGN BELOW:

(Name of Corporation) (Name of Corporation)

Incorporated under the laws of the State of _____
Incorporated under the laws of the State of _____

By _____ By _____

(Title of Officer) (Title of Officer)

(Street and Post Office Address) (Street and Post Office Address)

IF A CORPORATION, SIGN BELOW:

(Name of Corporation)

Incorporated under the laws of the State of _____
By _____

(Street and Post Office Address) (Title of Signing Officer)

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

ACKNOWLEDGMENT MUST BE NOTARIZED:

Taken, subscribed and sworn to before me this ____ day of _____, 20 ____.

My commission Expires _____.

Notary seal if not
Executed in West Virginia

(Notary Public)

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

CONTRACT

THIS AGREEMENT, made _____, 20____, between the West Virginia Parkways Authority, a Corporation, hereinafter called "AUTHORITY" and _____, hereinafter called "CONTRACTOR".

WITNESSETH: WHEREAS "AUTHORITY" did by certain advertisement duly published and posted in accordance to law, invite proposals for the construction according to the plans and specifications of the "AUTHORITY", now on file in the office of the "AUTHORITY" the following project:

PROJECT NAME: FLAT ROOF REPLACEMENT 2015
145 RIVER LANE DRIVE
CHARLESTON, WV 25306

WHEREAS, pursuant to said advertisement, "CONTRACTOR" submitted in writing a proposal and bid hereto attached for the construction of the above referenced project, according to said plans and specifications; and whereas, the contract for said project was duly awarded to Contractor, said "CONTRACTOR", being the lowest responsible bidder in said proposal, which proposal in the amount of _____ (*written out*), _____ (*\$Figures*)

is hereto attached and made a part hereof:

- (1) NOW, THEREFORE, in consideration of the premises aforesaid, and the payments to be paid by "AUTHORITY" as set forth in said proposal "CONTRACTOR" agrees to furnish at his own cost and expense all the necessary materials, labor, tools, and equipment to build and complete said project in accordance with the plans, specifications and Special Provisions therefore on file in the office of the "AUTHORITY" which are hereby made a part of this contract.
- (2) "CONTRACTOR" AGREES he is fully informed as to all conditions affecting the work to done, as well as to the labor and materials to be furnished for the completion of this contract, and that such information was secured by personal investigation and research and not wholly from the estimate of the engineer, and that he will make no claim against the said "AUTHORITY" by reason of estimates, tests, or representations heretofore made by an officer or agent of said "AUTHORITY."
- (3) THE WORK under this contract shall be performed in accordance with the true intent and meaning hereof and according to plans and specifications, without expense of any nature whatsoever to said "AUTHORITY", other than the consideration named in this contract.
The "AUTHORITY", however, reserves the right to make such additions, deductions, or changes as it deems necessary, making an allowance or deduction therefore at the prices named in the proposal for this work, and the contract shall in no way be invalidated for any loss of anticipated profits because of such change by reason of any variations between the estimated quantities and the quantities of the work done.
- (4) "CONTRACTOR" AGREES to conform to the laws of the State of West Virginia in reference to keeping the project open, and to all other legal requirements not mentioned herein, or specified; to keep all employees

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

engaged on said work protected by the Worker's Compensation Fund in compliance with the Act of the Legislature of West Virginia, known as The Worker's Compensation Act, which is made a part hereof, and to save the 'AUTHORITY' harmless from all liability for damage to persons or property that may accrue during and by reason of the acts or negligence of the "CONTRACTOR", his agents, employees, or subcontractors, if there be such.

(5) CONSTRUCTION UNDER the above proposal and calculation of working time will begin with a Notice to Proceed and will complete by/or on September 16, 2015.

IT IS AGREED that time is of the essence of this contract, and that "CONTRACTOR" will, in the event of failure to complete the contract within the time limit named, reimburse to the "AUTHORITY" an amount to be determined by said "AUTHORITY" as sufficient to cover fully any additional demonstrable costs incurred by the "AUTHORITY" because of such failure, including extra engineering costs, in addition to that specified in section 108.7 of the Standard Specifications.

(6) IT IS FURTHER AGREED if at any time during the prosecution of the work, the "AUTHORITY" shall determine that the work provided for is not being performed according to the contract, it may suspend the work under the contract, and thereupon complete it in compliance with the contract.

(7) ON THE FAITHFUL PERFORMANCE of the work set forth in the contract and the acceptance of the "AUTHORITY", the "AUTHORITY" hereby agrees to pay the "CONTRACTOR" the amount due and owing.

(8) IT IS FURTHER AGREED that so long as any lawful or proper directions concerning the work or material given by the "AUTHORITY" shall remain unaccomplished, the "CONTRACTOR" shall not be paid any estimate on account of work done or material furnished until such lawful or proper direction aforesaid has been fully and satisfactorily complied with.

(9) "CONTRACTOR" AGREES that in the employment of labor, in the performance of this contract, no preference or discrimination among citizens of the United States shall be made.

(10) IT IS UNDERSTOOD and agreed that the plans, specifications, and proposals, as well as the "Information for Bidders", a copy of which is hereto attached, are each made part of this contract, and each and every provision thereof not herein specifically set forth shall be considered as binding upon the parties hereto as though same were herein written.

(11) CONTRACTOR SHALL NOT assign, transfer, convey, sublet, or otherwise dispose of this contract, or of his right, title or interest therein, or his power to execute such contract, to any other persons, company, or corporation, without the previous consent in writing of the "AUTHORITY."

(12) A COPY of the bond given by the "CONTRACTOR" to secure proper compliance with the terms and provisions of this contract is hereto attached and made a part thereof.

(13) WHEREVER the term "West Virginia Department of Highways" is used in any contract document, it means "West Virginia Parkways Authority."

(14) THIS CONTRACT has been recommended by the General Manager and in witness thereof, the "AUTHORITY" has caused its corporate name to be signed hereto by Gregory C. Barr, General Manager, and

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

its corporate seal affixed hereto, and "CONTRACTOR" has caused this contract to be properly executed as set forth below:

(SEAL)

(Name of Corporation)

ATTEST:

By _____
Signature

Witness

Name and Title of Officer Signing

Date

Witness

**WEST VIRGINIA PARKWAYS
AUTHORITY, a Corporation**

General Manager

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

CONTRACT BOND

KNOW ALL MEN BY THESE PRESENTS, that
we _____

Hereinafter called the "PRINCIPAL" and

a corporation, incorporated under the laws of the State of _____

hereinafter called the "SURETY" are held and firmly bound unto the West Virginia Parkways Authority and the Trustee in the full and just sum of

lawful money of the United States of America, to be paid to the West Virginia Parkways Authority, which payment well and truly too be made and done, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally firmly by these presents.

Sealed with our respective seals and
dated _____.

The condition of this obligation is such: THAT WHEREAS, the said "PRINCIPAL" as "Contractor" has entered into a

certain contract dated _____

with the West Virginia Parkways Authority, a corporation, to build and complete according to the plans and specifications therein described and referred to, that certain project in Raleigh County, West Virginia, described as follows:

PROJECT NAME: REED FLAT ROOF REPLACEMENT 2015

WHEREAS, it was one of the conditions of the award of said contract that this bond be executed by "PRINCIPAL" and "SURETY" and delivered to the West Virginia Parkways Authority.

NOW, THEREFORE, if the said "PRINCIPAL" as contractors, shall in all respects well and truly comply with the terms and conditions of said contract, and his, their or its obligations thereunder, including the plans and specifications therein described and referred to, all, of which are made a part hereof, and such alterations and modifications as may be made in said plans and specifications as therein provided, which alternations and modifications shall not operate to discharge the "PRINCIPAL" or "SURETY" on this bond, and said Contractor shall well and truly, and in a manner satisfactory to the West Virginia

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

Parkways Authority, complete the work contracted for in accordance with the terms and conditions of said contract and within the completion date therein specified, and shall promptly pay in full to the persons, entitled thereto for all materials, gas, oil, repairs, suppliers, equipment, rental charges for equipment and charges for the use of the equipment, and labor used by the Contractor in and about the performance of such contract, including such claims, services, and obligations against subcontractors, and shall save harmless the West Virginia Parkways Authority, and the Trustee from any expense incurred through the failure of said Contractor, including subcontractors, to complete the work as specified, and for any damages growing out of the carelessness or negligence of said Contractor, his, their or its servants, agents and employees, or his subcontractors, their agents, servants, and employees, and shall fully pay off and discharge and secure the release of any and all mechanics' liens which may be placed upon said property by any subcontractor, laborer, or material men, and shall also save and keep harmless the West Virginia Parkways Authority and the Trustee from all losses to it or them from any cause whatever including patent, trademark, and copyright infringements in the manner or constructing said contract including errors in drawings furnished by the Contractor, then this obligation shall be null and void. Otherwise it shall remain in full force and effect.

(Affix Corporation Seal Here)

	Name of Corporation
	By: _____
_____	_____
If Co/Surety Company	Title of Officer Signing
By: _____	_____
	Surety Company
_____	By: _____
Title	
_____	_____
Street Address	Title
_____	_____
City, State, Zip Code	Street Address
_____	_____
Phone Number	City, State, Zip Code

	Phone Number

(for Contractor if a Corporation)

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

by: _____
Name of Officer Title of Officer

of: _____
(Insert Name of Corporation)

a _____ Corporation, on behalf of the Corporation.
(State of Incorporation)

My commission expires _____
Notary Public

(For Surety if Corporation)

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

by: _____ as Attorney-In-Fact on behalf of
(Name of Attorney-In-Fact)

(Insert Name of Corporation)

a _____ Corporation, on behalf of the Corporation.
(State of Incorporation)

My commission expires _____
Notary Public

(For Co/Surety if Corporation)

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20__.

BY: _____
Name of Officer Title of Officer

OF: _____
(Insert Name of Corporation)

A _____ Corporation, on behalf of the corporation.
(State of Corporation)

My commission expires _____
Notary Public

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

FINAL RELEASE OF LIABILITY

I/We _____ hereby certify that all bills, charges and salaries for labor, services, materials and rental of equipment, arising out of the prosecution of the work under Contract/Project No. 2015 REED FLAT ROOD REPLACEMENT has been paid, or satisfactory arrangements for payment have been made. I/We further certify that all other just demands and liens relating to this project have been fully satisfied. I/We hereby release the West Virginia Parkways Authority, its Engineers and representatives from all claims demands and liability of whatsoever nature arising from anything done or furnished under this contract.

SIGNED AND SEALED THIS _____ day of _____, 20__.

Business Name

Address

Witness or Attest:

By: _____ (L.S.)

Title: _____

(Affix Corporate Seal Here)

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

SPECIAL PROVISIONS

PREFACE:

The “Road and Bridges Specifications” of the West Virginia Department of Transportation, Adopted 2010 and latest supplemental specifications, copies of which are issued separately and the Special Provisions following, shall govern the work of this Project and the performance of the Contract. These specifications are hereby made a part of the Contract as fully and with the same effect as if set forth at length herein.

Attention is directed to the fact that any other documents printed by the West Virginia Department of Transportation modifying or supplementing said “Road and Bridges Specifications”, such as Special Provisions (by the Department), Notice to Bidders, etc., do not form a part of this Contract nor govern its performance, unless specifically so-stated in the Special Provisions herein contained. The current edition of the WVDOT “Standard Details Book”, Volume I and II, as amended are hereby made a part of this contract.

References to “Proposal” have been used interchangeably with “Bid” in the Authority’s documents for this contract. This shall be accounted for when working contract documents prepared by the Authority with those standards prepared by WVDOT.

References made to specific section numbers in these Supplemental Specifications, or in any of the various documents which constitute the complete Contract Documents, shall, unless otherwise denoted, be construed as referenced to the corresponding section of the “Road and Bridges Specifications” issued by the West Virginia Department of Transportation in and latest supplemental specifications.

SPECIAL PROVISIONS

TO

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
ROAD AND BRIDGES SPECIFICATIONS
OF 2010**

The following provisions represent modifications to the corresponding sections of the West Virginia Department of Transportation Specifications, described above, and relate exclusively to the West Virginia Parkways Authority Contracts. In case of conflicting requirements between the West Virginia Department of Transportation Specifications and these modifications, the modifications shall govern. Any applicable provision in the West Virginia Department of Transportation Specifications not amended by and not in conflict with any Supplemental Specifications or Special Provision shall be in full effect.

All modifications contained herein are additions to the provisions of the designated sections of the West Virginia Department of Transportation Specifications unless the text specifically identifies a requirement to be an amendment to deletion of or substitution for a provision in the West Virginia Department of Transportation Specifications.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

SECTION 101 – DEFINITION OF TERMS

101 Terms

The following new definitions are added to or amended by this section:

ADDENDUM – A written, fax or telegraphic revision or addition to any of the Contract Documents, transmitted in advance of the opening of Bids to all parties who have been recorded by the Authority as having secured full sets of Contract Documents directly from the Authority or their designee.

AUTHORITY – The West Virginia Parkways Authority (WVPA), an agency of the state created by an amendment to the Code of West Virginia by amending, in Chapter 17, an Article 16A containing Section Nos. 17-16A-1 to 17-16A-23 inclusive. The Authority’s principal office is presently located at 3310 Piedmont Road, Charleston, West Virginia, 25306.

MOT – Maintenance of Traffic.

MUTCD – Manual on Uniform Traffic Control Devices for Streets and Highway and the West Virginia Supplement to the Manual on Uniform Traffic Control Devices for Streets and Highways.

STANDARD DRAWINGS – Whenever the Plans and/or Specifications refer to “Standards” or “Standard Drawings” such reference shall be construed to mean the set of drawings issued by the West Virginia Department of Transportation, Division of Highways, and entitled Standard Details Book, Volumes I and II. Those standards or standard drawings current at the date of advertisement are applicable to work on this Contract.

FULL COMPLETION OF ALL WORK (OR TO FULLY COMPLETE ALL WORK) – The completion of all work specified under this Contract as evidenced by the formal acceptance thereof by the Authority.

TRAFFIC CONTROL MANUAL – The West Virginia Traffic Control for Streets and Highway Construction and Maintenance Operations Manual, dated May, 2006 and all subsequent revisions when revised.

Whenever in the various Contract Documents the term, “Commission” or “State” appears, it shall be replaced by the term, “West Virginia Parkways Authority.” Similarly, the term, “Commissioner” shall be replaced by the term, “General Manager” of the West Virginia Parkways Authority.

Whenever in the West Virginia Department of Transportation Specifications and Standard Drawings the term “Division” or “West Virginia Department of Transportation” appears, it shall be replaced by the term, “West Virginia Parkways Authority,” except in references to said West Virginia Department of Transportation, Division of Highways, as being the author of certain Specifications and Standard Drawings, and in reference to said Division as the agency prequalifying prospective Bidders.

Whenever in the West Virginia Department of Transportation Specifications, Special Provisions and Standard Drawings the term, “District Engineer” appears, it shall be replaced by the term, “Engineer”.

The definitions for the following terms as they appear in this section are deleted and the following definitions substituted therefore:

CONTRACT TIME – Each calendar date indicated in the Specifications or Special Provisions as the time allowed for the completion of any designated portion or for all of the work under the Contract, including any extensions thereto that may subsequently be authorized.

SPECIFICATIONS – The general term comprising all the directions, provisions and requirements contained in the West Virginia Department of Transportation, “Roads and Bridges Specifications”, 2010 Edition and latest supplemental specifications, the Authority’s Supplemental Specifications and Special Provisions and in any

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

Addenda and Change Orders or Supplemental Agreements that may be issued, all of which are necessary for the proper performance of the Contract.

SECTION 102 – BIDDING REQUIREMENTS AND CONDITIONS

102.1 Prequalification of Bidders

Delete Entire Section.

102.2 Contents of Proposal Forms

The following documents are bound with and are also a part of the Bid Form:

Non-Collusion Affidavit
Contractor's License Certification
Addenda Certifications
Non Discrimination Requirement

102.5 Examination of Plans, Specifications and Site of Work

Add the following paragraphs:

The Bidders are required to visit the Project site to form their own conclusions regarding access requirements, effort required to perform the tasks and other information needed to prepare their bid. Prior to visiting the site, a Bidder shall notify the Authority of the time and date of the Bidder's visit.

INSTRUCTIONS FOR SITE VISITS

Call the Parkways Jim Meadows (304) 256-6680 and advise of the following:

1. Name of company and description of vehicle.
2. Purpose to visit construction site.
3. Date and approximate time of visit.

Special Instructions:

1. All persons are required to wear Authority approved safety vests when out of the vehicle.
2. Park vehicle as far off of the road as possible.
3. Leave flashers on when parked on berm.
4. When leaving, use shoulder to accelerate to speed of traffic.

Any Addenda that may be issued will be sent either by certified mail, overnight mail, facsimile, or some other means by which receipt of same can be accurately documented. The return to the Authority of a prospective Bidder's receipt of such Addenda will also be prima facie evidence that the Bidder has received and acknowledged the Addenda and has taken the contents thereof into consideration in preparing the Bidder's Bid.

102.6 Preparation of Bid

The Non-Collusion Affidavit must be executed by the person signing the Bid. In the case of Joint Venture Bidders, only the person signing the Bid on behalf of the Contractors involved need execute the Non-Collusion Affidavit.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

The West Virginia Parkways Authority may elect to receive bids on more than one construction contract on the same date. When this event occurs, the Authority will award the various contracts after all of the bids for the various contracts are received and analyzed.

102.9 Delivery of Proposals

Delete the entire section and substitute the following:

Bids will be accepted at the Authority's office at 3310 Piedmont Road, Charleston, WV 25306.

SECTION 103 – AWARD AND EXECUTION OF CONTRACTS

103.2 Award of Contract

Delete the contents of 103.2 and replace with the following:

The Authority will award a contract within thirty (30) days of the bid opening for said Contract. If a Contract is not awarded within this time period, the Bidder shall have the right to withdraw the Bidder's Bid for the Contract without penalty or prejudice, unless the award date is extended by mutual consent.

The Authority agrees that Award of Contract, if made, will be determined without discrimination on the ground of race, creed, color, sex or national origin.

103.6 Insurance Requirements

Delete the heading and contents of Section 103.6.1 and replace with the following:

103.6.1 Contractor's General Liability Insurance

The Contractor shall maintain commercial general liability (CGL) coverage with limits not less than:

General Aggregate	\$2,000,000
Products Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$ 1,000,000
Each Occurrence*	\$ 1,000,000
Fire Damage	\$ 50,000
Medical Expense Limit	\$ 5,000

*Each Occurrence limit shall be \$2,000,000 when performing any operations that are subject to 107.8. Railway-Highway Provisions.

The CGL shall be written on ISO occurrence form CG 00 01, or equivalent, and shall cover liability arising from premises-operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage whenever work involving these exposures are undertaken. The CGL policy shall include endorsements that amend the aggregate limits of insurance to be applicable to each construction project separately.

Contractor shall furnish an Acord Form 25-S Certificate of Insurance, or its equivalent, with a 30-day notice of cancellation provisions to evidence this CGL coverage.

Delete the heading and contents of Section 103.6.2 and replace with the following:

103.6.2 Employer's Liability Insurance

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

The Contractor shall also give evidence of insurance for Employer's Liability Insurance, with a 30-day notice of cancellation. The Employer's Liability policy must include coverage to protect the contractor for claims brought under Section 23-4-2 of West Virginia Code. The limits of insurance under this section shall be as follows:

Each accident	\$1,000,000
Each disease	\$1,000,000
Each disease employee	\$1,000,000

Evidence of this coverage can be set forth on the ACORD 25-S specified in Subsection 103.6.1.

Delete the heading and contents of Section 103.6.4 and leave blank.

Delete the heading and contents of Section 103.6.5 and leave blank.

DELETE THE HEADING AND CONTENTS OF SECTION 10.3.6.6 AND REPLACE WITH THE FOLLOWING:

103.6.6 General

The Contractor shall procure and maintain at his own expense, until acceptance by the Authority of the Project, insurance for liability for damages imposed by law and assumed under this Contract, of the kinds and in the amounts herein provided, with insurance companies authorized to do business in the State. Before commencing the work, certificates of insurance together with declaration pages in satisfactory form shall be submitted to the Authority showing that he and all of his subcontractors have complied with this Subsection. The certificate or certificates and declaration pages shall provide that the policies shall not be changed or canceled until 30 days' notice has been given to the Authority. All certificates and notices of cancellation or change shall be mailed to Gregory C. Barr, General Manager, WV Parkways Authority, P.O. Box 1469, Charleston, WV 25325. Upon request, the Contractor shall furnish the Authority with a certified copy of each policy, including the provisions establishing premiums.

Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor for liability in excess of such coverage, nor shall it preclude the Authority from taking such other actions as are available to it under any other provision of this Contract or otherwise in law.

The above required CGL Insurance shall name as additional insureds the WVPA, the Engineer and his consultants and each of their officers, agents and employees.

The insurance policy shall be endorsed to include Broad Form Property Damage, Contractual Liability, Completed Operations and Independent Contractors.

103.7 Special Insurance

103.7.1 Marine Liability Insurance

The Contractor and/or Subcontractors engaged in marine operations must obtain "Primary Protection and Indemnity Insurance" with the limit of liability clause to be \$1,000,000 single limit for each occurrence.

103.7.2 Worker's Compensation and Employers Liability Insurance

The Contractor shall provide:

1. Worker's Compensation Insurance – In accordance with the requirements of the laws of the State of West Virginia and shall include an all states endorsement to extend coverage to any state, which may be interpreted to have legal jurisdiction.
2. Employers Liability Insurance – Limit of not less than \$500,000 for each accident.

West Virginia Parkways Authority Reed Flat Roof Replacement 2015

103.7.3 Excess Protection and Indemnity

This insurance shall have a minimum limit of \$1,000,000.

103.7.4 Umbrella Liability

This insurance shall have a minimum limit of \$1,000,000. The above required Umbrella Liability Insurance shall name as additional insured the WVPA, the Engineer and his consultants and each of their officers, agents, and employees.

103.7.5 Indemnity

To the fullest extent permitted by Law and Regulations, Contractor shall defend, indemnify and hold harmless the WVPA, Engineer, Engineer's Consultants, and the officers, directors, partners, employees, agents, and other consultants of each and any of them, from and against all claims, costs, losses and damages (including but not limited to all fees and charges of engineers, attorneys and other professionals and all court or arbitration or other dispute resolution costs) arising out of or resulting from the performance of the Work; provided that such claim, cost, loss or damage: (I) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom, and (II) is caused in whole or in part by any negligent act or omission of Contractor, Subcontractor, Supplier, or any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work, or anyone for whose acts any of them may be liable, regardless of whether or not caused in part by the negligence or omission of a person or entity indemnified hereunder or whether liability is imposed upon such indemnified party by Law or Regulations regardless of the negligence of such person or entity. Without limiting the generality of the foregoing, this indemnification obligation shall extend to and include any actions brought by, or in the name of, any employee of Contractor or organization to whom the Contractor is legally liable.

103.10 Preconstruction Conference

Delete this subsection. Substitute the following:

The preconstruction conference will be scheduled at a mutually agreed time as soon as possible after the award of the Contract. It will be held at the WVPA Headquarters at 3310 Piedmont Road. The Contractor, his superintendent or an agent authorized to sign the Contract Documents shall be present at the conference. The Contractor shall present the following items:

1. Contract Bond
2. Insurance Certificate(s)
3. Progress Schedule and Operation Plan
4. List of Material Supplier(s)
5. West Virginia Workers Compensation Certificate
6. List of Subcontractor(s)
7. Quality Control Plan(s)
8. List of Contractor's Key Personnel
9. Safety Plan
10. Superintendent's Qualifications
11. Contract (Signed by the Contractor)

The Contractor shall submit a progress schedule using the Bar Chart, Gantt Chart, or Critical Path Method (CPM) format. As a minimum, the schedule shall include:

- The duration of activities.
- The interrelationship of critical activities.
- Any temporary work necessary to complete project.
- An easily distinguishable critical path.
- Final completion by the date specified in the contract (for fixed date contracts) or by the completion date determined by contract duration and NTP.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

SECTION 105 – CONTROL OF WORK

105.2 Plans and Working Drawings

The seventh paragraph of this Section is deleted and the following substituted therefore:

The Contractor shall submit seven (7) prints (on white background) of each working drawing to the Engineer for review sufficiently in advance of the time when the related materials must be ordered and/or related work begun, to allow for the Engineer's review and for possible corrections and resubmissions by the Contractor. Materials ordered and work begun before the governing working drawings are completely approved shall be at the sole risk and expense of the Contractor. Upon completion of review, one print of each working drawing will be returned to the Contractor either marked approved or bearing the reasons for rejection. Unapproved drawings shall be corrected and resubmitted (in quintuplicate) as often as necessary until approved. Working drawings shall be uniform in size and of the same dimensions as the Contract Plans. Each drawing shall state in the title box the name of the Project, Contract number, drawing title and number, revisions number and date, scale(s), and names of Contractor and Subcontractor (if any). A space approximately three (3) inches by four (4) inches shall be left clear adjacent to the title box for stamping purposes.

Upon return of a working drawing print marked "No Exception Taken", the Contractor shall forward seven (7) additional prints to the Engineer for record and construction purposes. Upon completion of all work, the original tracings suitable for reproduction of every working drawing shall be forwarded to the Engineer. If the tracing is not drawn in ink on film, the Contractor shall reproduce the original by means of an approved process which will simulate ink on film.

105.5 Cooperation of Contractor

Add the following sentence:

The Contractor shall obtain from the WVDOT, at the Contractor's expense, all necessary copies of the West Virginia Department of Transportation (WVDOT) Specifications Road and Bridges, and the latest Supplemental Specifications, the Plans and these Special Provisions.

105.17 Submission and Disposition of Claims

The first paragraph of this section is deleted and the following substituted therefore:

Early or prior knowledge by the Authority of an existing or impending claim for damages might alter the plans, scheduling and other actions of the Authority or result in mitigation or elimination of the effect of the act objected to by the Contractor. Therefore, a written statement describing (1) the act of omission or commission by the Authority or its agents that allegedly caused damage to the Contractor and (2) the nature of the claimed damage, must be submitted to the Engineer at the time of occurrence or beginning of the work upon which the claim and subsequent action is base. If such damage is deemed certain in the opinion of the Contractor to result from the Contractor's acting upon an order emanating from the Engineer, the Contractor shall take written exception to such order immediately. Submission of notice of claim as specified shall be mandatory, failure to comply shall be a conclusive waiver to such claim for damages by the Contractor. Mere oral notice or statement will not be sufficient nor will notice or statement after the event since it tends to hinder, if not prevent, the Authority's investigation of the pertinent facts. At the time of occurrence or prior to beginning the work, the Contractor shall furnish the Engineer with an itemized list of equipment, labor and materials for which additional compensation will be claimed. The Contractor shall afford the Engineer every facility for keeping actual cost of the work. The Contractor and Engineer shall compare records and bring them into agreement at the end of each day. Failure on the part of the Contractor to afford the Engineer proper facilities for keeping strict account of actual cost will constitute a waiver of the claim for

West Virginia Parkways Authority Reed Flat Roof Replacement 2015

such extra compensation except to the extent that it is substantiated by Authority records. The filing of such notice by the Contractor and the keeping of cost records by the Engineer shall in no way be construed to establish validity of the claim. In the event the Contractor's claim contains Contractor-furnished data which cannot be verified from the Authority's project record, such data shall be subject to complete audit by the Authority or its authorized representative if it is to be used as a basis for claim settlement.

Add the following:

105.18 Contractors Parking Access

The Authority will make designated areas located on WVPA property available for parking for the Contractor's employees and other vehicles and equipment not in use, provided that areas are restored to their original condition upon completion of the work.

All employees' and Contractors' vehicles and equipment not needed in the execution of the work shall be parked in these designated areas.

Tracking of mud and debris onto the Turnpike will not be permitted.

U-turns will not be permitted. This is a traffic violation and tickets will be issued.

105.19 Contractor's Toll Passage

The Contractor shall be responsible for payment of tolls.

105.20 Material Acceptance

In general, the materials that are covered by the Highway Specifications for this project will be tested and accepted in accordance with the West Virginia Department of Transportation Standard Specifications Road and Bridges, Adopted 2010 and the latest Supplemental Specifications, the Plans and these Special Provisions.

SECTION 107 - LEGAL RELATIONS AND RESPONSIBILITY TO PUBLIC

107.7 Public Convenience and Safety

Add the following after the last paragraph:

All workmen at the construction site whether employed by the Contractor or others shall wear a Type III chartreuse safety vest, jacket or t-shirt of approved color at all times. There are no exceptions; this includes truck drivers, delivery men, etc. The Contractor shall have a ready supply of vests at all times and issue as required to conform to these requirements.

The Contractor shall be solely responsible for the enforcement of these requirements and shall promptly remove any person that refuses to wear the approved attire on Turnpike Property.

107.14 Responsibility for Damage Claims

Delete the first line of the first paragraph and substitute:

“The Contractor shall indemnify and save harmless the Trustee, the Authority, the Engineer and its employees”.

SECTION 108 - PROSECUTION AND PROGRESS

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

108.1 Subletting of Contract

Subletting will not be permitted.

SECTION 109 - MEASUREMENT AND PAYMENT

109.6 Partial Payment

Delete the entire section on "Substitution of Securities for Retainages".

Delete the paragraph regarding investment of retainages in the Consolidated Investment Fund of the State of West Virginia.

109.7 Payment for Material on Hand

Delete the entire section on "Payment for Material On Hand".

SECTION 110 - MISCELLANEOUS PROVISIONS

110.2 Minimum Wage Determinations

Delete the contents and substitute the following:

The West Virginia Division of Labor Wage Rates and Prevailing Wage Classification Work Descriptions in effect at the time of the bid opening will become a part of the contract documents. The Contractor must post the West Virginia Division of Labor Wage Rates on the jobsite at a location accessible to employees.

The West Virginia Division of Labor Wage Rates may be found posted at the Division's Internet website www.wvdot.com by choosing the "**Contractors**" icon and selecting "**WV Division of Labor Prevailing**" under "**Wage Rates**" heading then select the appropriate year of wage rates from under the heading "**Publications and Services**" or a printed version can be obtained from the Secretary of State's Office or from the West Virginia Department of Transportation, Division of Highways, Contract Administration Division or from the West Virginia Division of Labor at the following address:

West Virginia Division of Labor
Building 6, Room 749-B
1900 Kanawha Boulevard, East
Charleston, WV 25305-0570

If the Proposal contains U. S. Department of Labor Wage Rates and wage rates established by the West Virginia Division of Labor the minimum wage paid shall be the higher rate for each job classification.

The Prevailing Wage Classification Work Descriptions may be found posted at the Division's Internet website www.wvdot.com by choosing the "**Contractors**" icon and selecting "**Prevailing Wage Classification (PDF)**" under work descriptions or a printed version can be obtained from the West Virginia Department of Transportation, Division of Highways, Contract Administration Division or from the West Virginia Division of Labor at the address listed above.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

WEST VIRGINIA JOBS ACT

This special provision shall not apply to any project in which federal funds are used for its construction.

West Virginia Jobs Act (Chapter 21 Article 1C of the West Virginia Code) and the following shall apply.

The Prime Contractor and all Subcontractors who work onsite are required to provide at least 75% of the workers from the local labor market as defined by the Act. The local labor market as defined by the Act includes all counties in West Virginia and any county that is within fifty miles of the West Virginia border. Each employer is permitted to have two workers from outside the local labor market. If workers are not available from inside the local labor market, the contractor shall obtain an employment waiver certificate from the local office of the West Virginia Job Service.

The Prime Contractor and all Subcontractors who work onsite shall provide to the WVPA a certified payroll and all employment waiver certificates for each week worked. The certified payroll must contain the County and State of residence for each employee. These shall be sent to Mrs. Margaret Vickers, Director of Logistics & Procurement at the West Virginia Parkways Authority, 3310 Piedmont Road, Charleston, WV 25306.

The West Virginia Division of Labor is responsible for interpreting and enforcing the provisions of the West Virginia Jobs Act. The information in this provision is being provided, as guidance to Contractors and is not meant to be all-inclusive. Not all information relating to the West Virginia Jobs Act is included in this provision.

SUBCONTRACTOR PROMPT PAYMENT

1. GENERAL:

Contractors shall pay subcontractors for work satisfactorily performed by subcontractor, within fourteen (14) calendar days of receipt from the Authority of payment for subcontracted work. Retainage may be held by the contractor during the pendency of a subcontractor's work in accordance with terms of the subcontract but must be released by the contractor within fourteen (14) calendar days of satisfactory completion of the subcontractor's work and payment for the completed subcontract work by the Authority. Acceptance of the subcontracted work by the Authority shall constitute satisfactory completion of subcontracted work.

2. WITHHOLDING PAYMENT RESTRICTIONS:

The Contractor may delay or postpone payment, or delay or postpone release of retainage for good cause. This may include but shall not be limited to failure by the Subcontractor to pay for labor, supplies, or materials, or to provide any required documentation. Delay or postponement of payment may only be affected after written approval by the Authority.

3. PENALTIES FOR NONCOMPLIANCE:

Failure to promptly pay subcontractors or to release subcontractor's retainage may result in disqualification of a contractor as non-responsible or refusal by the Authority to issue a Proposal Form to a contract for future projects as provided in Subsection 102.3. All subcontracting agreements made by the contractor as provided in Subsection 108.1 shall include this special Provision as incorporated in the contract. All disputes between the contractors and subcontractors relating to payment for completed work or retainage shall be referred to an independent dispute resolution arbitrator. Authority will provide internal controls to expedite the determination and processing of final quantities for the satisfactorily completed subcontracted portions of the contract in order to provide for prompt return of retainage.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

SECTION 701

EPDM MEMBRANE ROOFING

PART 1 GENERAL

1.01 DESCRIPTION

- A. The Reed Storage Facility Re-roofing project is located at 145 River Land Drive, Charleston, WV 25306. Mr. Jim Meadows is the Owner's Representative and must be contacted regarding any questions or to schedule another job site inspection, phone 304-256-6680.
- B. The project consists of installing Carlisle's Sure-Seal – Black Adhered EPDM Roofing System or pre-approved equal as outlined below:

Apply the Fully Adhered EPDM Roofing System in conjunction with minimum 1" of polyisocyanurate insulation tapered 1/8:12 and a 1/2" SecureShield HD cover board after tear off and proper disposal of the existing EPDM roof and 2" R-Max insulation to expose the wood for verification of suitable substrate as specified in this specification. All materials are as specified or pre-approved equals.

1.02 EXTENT OF WORK

- A. Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of a Carlisle 60-mil EPDM membrane Fully Adhered Roofing System including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacturer's most current specifications and details.
- B. Install new 0.24 gauge Gutter and Downspouts.
- C. The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- D. The roofing contractor shall confirm all given information prior to bid.

1.03 SUBMITTALS

- A. Prior to starting work, the roofing contractor must submit the following:
 - 1. Shop drawings showing layout, details of construction and identification of materials.
 - 2. Sample of the manufacturer's Total Systems Warranty covering all components of the roofing system.
 - 3. Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.
 - 4. Certification of the manufacturer's warranty reserve.

**West Virginia Parkways Authority
Reed Flat Roof Replacement 2015**

- B. Upon completion of the installed work, submit copies of the manufacturer's final inspection report to the specifier prior to the issuance of the manufacturer's warranty.

1.04 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
- B. Comply with the manufacturer's written instructions for proper material storage.
 - 1. Store materials between 60°F and 80°F in dry areas protected from water and direct sunlight. If exposed to lower temperature, restore to 60°F minimum temperature before using.
 - 2. Store materials containing solvents in dry, well ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expiration of their shelf life.
- C. Insulation and underlayment products must be on pallets, off the ground and tightly covered with waterproof materials. Manufacturer's wrap does not provide sufficient waterproofing. Insulation and underlayment products that become wet or saturated are to be discarded.
- D. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.

1.05 WORK SEQUENCE

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- B. Do not disrupt activities in occupied spaces.

1.06 USE OF THE PREMISES

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
 - 1. Areas permitted for personnel parking.
 - 2. Access to the site.
 - 3. Areas permitted for storage of materials and debris.
 - 4. Areas permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.

1.07 EXISTING CONDITIONS

If discrepancies are discovered, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

1.09 TEMPORARY FACILITIES AND CONTROLS

A. Temporary Utilities:

1. Power for construction purposes and lighting are available at the site and will be made available to the roofing contractor.
2. When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.

B. Temporary Sanitary Facilities

Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

C. Building Site:

1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
2. The roofing contractor shall remove all construction debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

D. Security:

Obey the owner's requirements for personnel identification, inspection and other security measures.

1.10 JOB SITE PROTECTION

- A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.
- B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- C. Do not overload any portion of the building, either by use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- E. Store moisture susceptible materials above ground and protect with waterproof coverings.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

- F. Remove all traces of piled bulk materials and return the job site to its original condition upon completion of the work.

1.11 SAFETY

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. **Safety shall be the responsibility of the roofing contractor.** All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.

1.12 WORKMANSHIP

- A. Applicators installing new roof, flashing and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- C. There shall be a supervisor on the job site at all times while work is in progress.
- D. All field seams and flashing details are to be completed according to manufacturer's specifications and details by the end of each work day.

1.13 QUALITY ASSURANCE

- A. The 60 mil EPDM Roofing System must achieve a UL Class A.
- B. The specified roofing assembly must have been successfully tested by a qualified testing agency to resist the design uplift pressures calculated according to International Building Code (IBC) and American Society of Civil Engineers (ASCE 7-10) ANSI/SPRI WD-1 "Wind Design Standard Practice for Roofing Assemblies"
- C. The membrane must be manufactured by the material supplier. Manufacturer's supplying membrane made by others are not acceptable.
- D. The manufacturer must have domestic a minimum of 20 years experience in the manufacturing of vulcanized thermoset sheeting.
- E. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- F. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least five (5) years successful experience installing single-ply EPDM roofing systems and having installed at least two (2) EPDM roofing applications located within the State of WV of equal or greater size within one year.
- G. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified. Provide at least one thoroughly trained and experienced superintendent on the job at all times roofing work is in progress.

**West Virginia Parkways Authority
Reed Flat Roof Replacement 2015**

- H. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- I. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to identify any needed corrective repairs that will be required for warranty issuance. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.
- J. Inspector shall be employed and trained by the manufacturer and have received product-specific training from the manufacturer of the products.
- K. The 60 mil EPDM Membrane exceeds 41,580 kJ/m² under Xenon-Arc UV Light testing used for testing "Resistance to Outdoor (Ultraviolet) Weathering." (ASTM D 4637 Specification requires a 7560 kJ/m² minimum total radiant exposure at 70 W/m² irradiance at 176°F black panel temperature to pass.)The membrane shows no visible signs of cracking or crazing.
- L. The 60 mil EPDM Membrane exceeds 25,200 kJ/m² under Xenon-Arc UV Light testing used for testing "Resistance to Outdoor (Ultraviolet) Weathering." (ASTM D 4637 Specification requires a 7560 kJ/m² minimum total radiant exposure at 70 W/m² irradiance at 176°F black panel temperature to pass.)The membrane shows no visible signs of cracking or crazing.
- M. The 60 mil EPDM Membrane achieves a zero (no growth) rating in the ASTM G21 test for fungi growth.

1.14 JOB CONDITIONS, CAUTIONS AND WARNINGS

Refer to Carlisle's EPDM Roofing System specification for General Job Site Considerations.

- A. Material Safety Data Sheets (MSDS) must be on location at all times during the transportation, storage and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking of water.
- C. When loading materials onto the roof, the Carlisle Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- F. Provide protection, such as 3/4 inch thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free of fasteners and splinters.
- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil and grease.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

- H. New roofing shall be complete and weathertight at the end of the work day.
- I. Contaminants such as grease, fats and oils shall not be permitted to come in direct contact with the roofing membrane. An overlay of Epichlorohydrin membrane must be adhered around units which have the potential to emit solvents, grease or oil.

1.15 WARRANTY

- A. Provide manufacturer's 20 year Total System Warranty covering both labor and all materials with no dollar limitation. The maximum wind speed coverage shall be peak gusts of 90 mph measured at 10 meters above ground level. Certification is required with bid submittal indicating the manufacturer has reviewed and agreed to such wind coverage.

Note: For projects specified with warranties greater than 20 year and/or wind coverage specified greater than 72 mph, additional design enhancements are required. Refer to Carlisle published Sure-Seal Specifications.
- B. Warranty shall also cover leaks caused by accidental punctures: 16 man-hours per year for 60-mil EPDM membranes.
- C. Warranty shall also cover leaks caused by hail:
 - 1. Hail up to 1" diameter hail when 60-mil Sure-Seal installed over Carlisle Securshield HD, adhered with FAST or Flexible FAST adhesive (For Adhered Systems Only).
- D. Pro-rated System Warranties shall not be accepted.

PART 2 PRODUCTS

2.01 GENERAL

- A. All components of the specified roofing system shall be products of Carlisle SynTec or accepted by the owner as compatible.
- B. Unless otherwise approved by the specifier and accepted by the membrane manufacturer, all products (including insulation, fasteners, fastening plates and edgings) must be **manufactured and supplied** by the roofing system manufacturer and covered by the warranty.

AND

Manufacturer of roof membrane shall also manufacture all polymeric components for the roofing system, including, but not limited to, membrane, adhesives, primers, flashings, caulks and tapes.

2.02 MEMBRANE

Furnish Sure-Seal 60-mil EPDM (Ethylene, Propylene, Diene Terpolymer) in the largest sheet possible with 6" Factory-Applied Tape (FAT). The membrane shall conform to the minimum physical properties of ASTM D4637. When a 10 foot wide membrane is to be used, the membrane shall be manufactured in a single panel with no factory splices to reduce splice intersections.

2.03 INSULATION/UNDERLAYMENT

- A. When applicable, insulation shall be installed in multiple layers. The first and second layer of

West Virginia Parkways Authority Reed Flat Roof Replacement 2015

insulation shall be mechanically fastened or adhered to the substrate in accordance with the manufacturer's published specifications.

- B. Insulation shall be polyisocyanurate as supplied by Carlisle SynTec or approved equal. Minimum thickness required is 2". Additionally, a cover board consisting of 1/2" polyisocyanurate with a compressive strength of 100 p.s.i. shall be adhered over the primary insulation. (Note: The insulation must meet ASHRAE 90.1 minimums per IBC-International Building Code.)
1. **Carlisle HP-H Polyiso** – A foam core insulation board covered on both sides with a medium weight fiber-reinforced felt facer meeting ASTM C 1289-06, Type II, Class 1, Grade 2 (20 psi) or Grade 3 (25 psi). The product is available in 4' x 8' standard size with a thickness from 1 to 4 inches.
 2. **Carlisle SecurShield HD Cover Board**– a rigid insulation panel composed of a high-density, closed-cell polyisocyanurate foam core laminated to moisture resistant coated-glass fiber-mat facer for use as a cover board or recover board meeting ASTM 1289-06, Type II, Class 2 (100 psi). Available 1/2" thick 4' x 8' panel weight 11 lbs with an R-value of 2.5.

2.04 FASTENING COMPONENTS

To be used for attachment of insulation and to provide additional membrane securement:

A. Insulation Adhesives

1. **Flexible FAST Adhesive:** An elongating impact resistant two component insulating urethane adhesive used to attach insulation. Packaging formats include 50 and 15 gallon drums.
 - a. Adhesive to provide 150% elongation in conjunction with fleece backed membrane – ASTM D412
 - b. MDI content of Part A material less than 25%
2. **FAST Adhesive:** A two component insulating urethane adhesive used to attach insulation. Packaging formats include 50 and 15 gallon drums as well as Dual Cartridges and 5 gallon Bag in a Box formats.

2.05 ADHESIVES, CLEANERS AND SEALANTS

All products shall be furnished by Carlisle and specifically formulated for the intended purpose.

(Delete the Adhesive, Primer or Cleaner which will not be used)

- A. **90-8-30A Bonding Adhesive:** A high-strength, yellow colored, synthetic rubber adhesive used for bonding Sure-Seal/Sure-White EPDM membranes to various surfaces. Available in 5 gallon pails.
- B. **Carlisle Weathered Membrane Cleaner:** A clear, solvent-based cleaner used to loosen and remove dirt and other contaminants from the surface of exposed EPDM membrane (for repairs, etc.) prior to applying EPDM Primer. Weathered Membrane Cleaner can also be used when applying Splicing Cement. Available in 1 and 5-gallon pails.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

- C. **SecurTAPE™ (Factory Applied):** A 6" wide by 100' long splice tape used for splicing adjoining sections of EPDM membrane. Complies with the South Coast Air Quality Management District Rule 1168.
- D. **EPDM Primer:** A solvent-based primer used to prepare the surface of EPDM membrane for application of Splice Tape or Pressure-Sensitive products. Available in 1 gallon pails.
- E. **Lap Sealant:** A heavy-bodied material used to seal the exposed edges of a membrane splice. Available in tubes.
 - 1. Sure-Seal Lap Sealant is a black sealant for use with Sure-Seal (black) Roofing Systems.
- F. **Water Cut-Off Mastic:** A one-component, low viscosity, self wetting, Butyl blend mastic used to achieve a compression seal between the EPDM membrane or Elastoform Flashing and applicable substrates. Available in tubes.
- G. **Pourable Sealer:** A black, two-component, solvent-free, polyurethane based product used for tie-ins and as a sealant around hard-to-flash membrane penetrating objects such as clusters of pipes and for a daily seal when the completion of flashings and terminations cannot be completed by the end of each work day.
- H. **One-Part Pourable Sealer:** Available in black or white, a one-component, moisture curing, elastomeric polyether sealant used for attaching lightning rod bases and ground cable clips to the membrane surface and as a sealant around hard-to-flash penetrations such as clusters of pipes.
- I. **Universal Single-Ply Sealant** A one-part polyether, non-sagging sealant designed for sealing expansion joints, control joints and counterflashings. Available in white only.
- J. **CCW 702 or CCW 702-LV:** a single component, solvent based, high tack primer used to provide adhesion between Carlisle 725TR and an approved substrate.

2.06 METAL EDGING AND MEMBRANE TERMINATIONS

- A. **General:** All metal edgings shall be tested and meet ANSI/SPRI ES-1 standards and comply with International Building Code. All metal work is to be supplied and warranted by the manufacturer.
 - 1. **SecurEdge 200:** a coping or fascia, snap-on edge system consisting of a 24 gauge galvanized metal water dam and 24 gauge steel, Kynar 500 finish. Metal fascia color shall be as designated by the Owner's Representative. ANSI/SPRI ES-1 Certified. Coping FM Approved 1-90. Fascia FM Approved 1-195.
- B. **Drip Edge:** a metal fascia/edge system with a 22 or 24 gauge continuous anchor cleat and .24 gauge steel fascia. Metal fascia color shall be as designated by the Owner's Representative.
- C. **SecurEdge Coping:** incorporates a 20 gauge anchor cleat with 4 pre-slotted holes, a concealed joint cover and 10 foot continuous sections of coping cap; can accommodate minimum 5 " wide parapet walls. Metal coping cap color shall be as designated by the Owner's Representative.
- D. **Termination Bar:** a 1" wide and .098" thick extruded aluminum bar pre-punched 6" on center; incorporates a sealant ledge to support Lap Sealant and provide increased stability for membrane terminations.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

2.07 WALKWAYS

This section not used.

2.08 OTHER MATERIALS

- A. **Carlisle 725TR Air & Vapor Barrier / Temporary Roof:** 725TR is a 40-mil composite consisting of 35-mils of self-adhering rubberized asphalt factory laminated to a 5-mil polyethylene film with an adhesion textured surface. 725TR roll dimensions are 39" x 75' and the product is applied after priming an acceptable substrate with CCW 702, 702-LV or Cav-Grip primer.

PART 3 EXECUTION

3.01 GENERAL

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, jobsite considerations and weather restrictions.
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

3.02 VAPOR RETARDERS

- A. This section not used.

3.03 INSULATION PLACEMENT

- A. Install insulation or membrane underlayment over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch. Stagger joints both horizontally and vertically if multiple layers are provided.
- B. Secure insulation to the substrate with the required mechanical fasteners or insulation adhesive Carlisle Flexible FAST Adhesive or Carlisle FAST Adhesive in accordance with the manufacturer's specifications.

3.04 MEMBRANE PLACEMENT AND BONDING

- A. Unroll and position membrane without stretching. Allow the membrane to relax for approximately 1/2 hour before bonding. Fold the sheet back onto itself so half the underside of the membrane is exposed.
- B. Apply the Bonding Adhesive in accordance with the manufacturer's published instructions and coverage rates, to both the underside of the membrane and the substrate. Allow the adhesive to dry until it is tacky but will not string or stick to a dry finger touch.
1. Roll the coated membrane into the coated substrate while avoiding wrinkles. Brush down the bonded half of the membrane sheet with a soft bristle push broom to achieve maximum contact.
 2. Fold back the unbonded half of the membrane sheet and repeat the bonding procedure.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

- C. Install adjoining membrane sheets in the same manner, overlapping edges approximately 4 inches. Do not apply bonding adhesive to the splice area.

3.05 MEMBRANE SPLICING

- A. Position membrane sheet to allow for required splice overlap. Mark the bottom sheets with an indelible marker approximately 1/4" to 1/2" from the top sheet edge. The pre-marked line on the membrane edge can also be used as a guide for positioning splice tape.
- B. When the membrane is contaminated with dirt, fold the top sheet back and clean the dry splice area (minimum 3" wide) of both membrane sheets by scrubbing with clean natural fiber rags saturated with Sure-Seal Weathered Membrane Cleaner. When using Sure-Seal (black) PRE-KLEENED membrane, cleaning the splice area is not required unless contaminated with field dirt or other residue.
- C. Apply EPDM Primer to splice area and permit to flash off.
- D. When adhering Factory Applied Tape (FAT), pull the poly backing from FAT beneath the top sheet and allow the top sheet to fall freely onto the exposed primed surface. Press top sheet on to the bottom sheet using firm even hand pressure across the splice towards the splice edge
- E. For end laps, 6" SecurTAPE to the primed membrane surface in accordance with the manufacturer's specifications. Remove the poly backing and roll the top sheet onto the mating surface.
- F. Tape splices must be a minimum of 2-1/2" wide using 3" wide SecurTAPE extending 1/8" minimum to 1/2" maximum beyond the splice edge. Field splices at roof drains must be located outside the drain sump.

Note: For projects where a 90-mil membrane OR 20-year or longer System Warranty is specified, splice enhancements are required. Refer to Carlisle Sure-Seal Roofing System Specification.

- G. Immediately roll the splice using positive pressure when using a 2" wide steel roller. Roll across the splice edge, not parallel to it. When FAT is used, Carlisle's Stand-Up Seam Roller can be used to roll parallel to the splice edge.
- H. **At all field splice intersections**, apply Lap Sealant along the edge of the membrane splice to cover the exposed SecurTAPE 2" in each direction from the splice intersection. Install Carlisle's Pressure-Sensitive "T" Joint Covers or a 6" wide section (with rounded corners) of Sure-Seal Pressure-Sensitive Elastoform Flashing over the field splice intersection.

3.06 FLASHING

- A. Wall and curb flashing shall be cured EPDM membrane. Continue the deck membrane as wall flashing where practicable. Use Pressure-Sensitive Curb Wrap when possible to flash curb units.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.

3.07 WALKWAYS

- A. This section not used.

3.08 DAILY SEAL

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed.

3.09 CLEAN UP

- A. Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

END OF SPECIFICATION

END OF SECTION

**SPECIAL PROVISIONS FOR
REED FLAT ROOF REPLACEMENT 2015**

1. **GENERAL**

• **Superintendent**

The Contractor shall furnish a competent superintendent who is thoroughly familiar with the above regulations, the specified requirements and the methods needed for proper performance of the work. The superintendent's experience record shall be submitted to the Authority for review and approval. The superintendent shall plan, direct, coordinate and supervise all of the work.

A. **Quality Control**

The Contractor shall be responsible for quality control on this project in accordance with these plans and specifications. The Authority's representative will provide daily QA and project supervision.

APPENDIX A

MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS: Any manufacturers Names, trade names or brand names are for information only and are not intended to limit competition. The bidder may offer any brand for which they are an authorized representative that meets or exceeds the specification for any item(s). If bids/proposals are based on equivalent products, indication should be made on the bid/proposal, cuts, sketches, descriptive literature and/or complete specifications.

SCOPE OF WORK

The West Virginia Parkways Authority, hereafter "Authority", is accepting bids for the replacement of the Reed Flat Roof , 145 River Lane, Charleston, WV 25306.

- **WARRANTY**

- A. The Contractor shall guarantee all work including labor and material for a period of twenty (20) years after completion. All material warranties for extended periods shall be assigned to the Authority.

- **PAYMENT**

- A. The costs for all materials, labor, and repairs indicated in the contract documents shall be paid for as item 701001-001, Reed Flat Roof Replacement 2015 per lump sum.

- **TASKS**

- A. Remove and properly dispose of the existing EPDM and insulation to expose the wood deck.
- B. Mechanically fasten a minimum of 2" of polyisocyanurate insulation with additional 1/8:12 tapered insulation include.
- C. Adhere 1/2" HD board to minimize thermal bridging and to eliminate fastener back-out.
- D. Install new 0.60 fully adhered EPDM roofing membrane.
- E. Properly flash the perimeter and all penetrations.
- F. Install new 0.24 gauge Kynar finished metal (Perimeter and gutter/down spouts).
- G. Properly remove and dispose of all waste material from the Authority's Property upon completion.
- H. Provide a 20 NDL manufacturer's warranty.

**West Virginia Parkways Authority
Reed Flat Roof Replacement 2015**

WORK SEQUENCE

- A. Schedule and execute work to prevent leaks and excessive foot traffic on completed roof sections. It is the responsibility of the contractor to protect the interior of the building and to ensure no water enters the building.
- B. Do not disrupt activities in occupied spaces. Prior to any work activities, the Contractor shall coordinate and get approved by the Parkways. There may be times work is not permitted during certain times of the day.

USE OF THE PREMISES

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
 - 1. Areas permitted for personnel parking.
 - 2. Access to the site.
 - 3. Areas permitted for storage of materials and debris.
 - 4. Areas permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.

EXISTING CONDITIONS

If discrepancies are discovered between the existing conditions and those noted in this proposal, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

- A. It is the responsibility of the Contractor to verify existing conditions prior to the bidding.
- B. Any conditions which are not shown on the shop drawings should be indicated on a copy of the shop drawing and included with bid submittal if necessary to clarify any conditions not shown.

TEMPORARY FACILITIES AND CONTROLS

- A. Temporary Utilities:
 - 1. Power for construction purposes are available at the site and will be made available to the roofing contractor.
- B. Temporary, Sanitary Facilities

Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.
- C. Building Site:
 - 1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any

**West Virginia Parkways Authority
Reed Flat Roof Replacement 2015**

damage incurred as a result of the performance of the contract.

2. The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

D. Security:

Obey the owner's requirements for personnel identification, inspection and other security measures.

JOB SITE PROTECTION

- The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.
- During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary, temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- Do not overload any portion of the building, by either use of or placement of equipment, storage of debris, or storage of materials.
- Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas where work is in progress. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- Store moisture susceptible materials above ground and protect with waterproof coverings.
- Remove all traces of piled bulk material and return the job site to its original condition upon completion of the work.

SAFETY

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. Safety shall be the responsibility of the roofing contractor. All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.

APPENDIX B

For information only, all measurements should be field verified.

MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS: Any manufacturers Names, trade names or brand names are for information only and are not intended to limit competition. The bidder may offer any brand for which they are an authorized representative that meets or exceeds the specification for any item(s). If bids/proposals are based on equivalent products, indication should be made on the bid/proposal, cuts, sketches, descriptive literature and/or complete specifications.

West Virginia Parkways Authority
Reed Flat Roof Replacement 2015

