

**CITY CLERK
ORIGINAL**

C-9667
01/27/2015

**LINKING AGREEMENT
BETWEEN
THE CITY OF GLENDALE, ARIZONA
AND
PROGRESSIVE SERVICES, INC., dba PROGRESSIVE ROOFING**

THIS LINKING AGREEMENT (this "Agreement") is entered into as of January 27, 2015, between the City of Glendale, an Arizona municipal corporation (the "City"), and Progressive Services, Inc., dba Progressive Roofing, an Arizona corporation, ("Contractor"), collectively, the "Parties."

RECITALS

- A. On **April 17, 2014**, **Mohave Educational Services Cooperative, Inc.**, entered into a contract with Contractor to purchase the goods and services described in the **Roof and Roofing Systems – Installation, Products, and Services Contract No. IFB 13X-0131**, which is attached hereto as **Exhibit A**. The **Roof and Roofing Systems – Installation, Products, and Services Contract** permits its cooperative use by other governmental agencies of which the City is a participating member. The **Mohave Educational Services Cooperative, Inc.**, is hereinafter referred at as the Cooperative Purchasing Agreement.
- B. Section 2-149 of the City's Procurement Code permits the Materials Manager to procure goods and services by participating with other governmental units in cooperative purchasing agreements when the best interests of the City would be served.
- C. Section 2-149 also provides that Materials Manager may enter into such cooperative agreements without meeting the formal or informal solicitation and bid requirements of City Code Sections 2-145 and 2-146.
- D. The City desires to contract with Contractor for supplies or services identical, or nearly identical, to the supplies or services Contractor is providing other units of government under the Cooperative Purchasing Agreement. Contractor consents to the City's utilization of the Cooperative Purchasing Agreement as the basis of this Agreement, and Contractor desires to enter into this Agreement to provide the supplies and services set forth in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated by reference, and the covenants and promises contained in this Linking Agreement, the parties agree as follows:

1. Term of Agreement. The City is purchasing the supplies and/or services from Contractor pursuant to Cooperative Purchasing Agreement. According to the Cooperative Purchasing Agreement award and rate sheet, which are attached

hereto as part of **Exhibit B**, purchases can be made by governmental entities from the date of award, which was **April 17, 2014**, until the date the contract expires on **April 17, 2015**, unless the term of the Cooperative Purchasing Agreement is extended by the mutual agreement of the original contracting parties. The Cooperative Purchasing Agreement, however, may not extend the contract beyond **April 17, 2019**. Renewals are not automatic and shall only occur if the State gives the Contractor notice of its intent to renew. The City may renew this Agreement if the State renews its Cooperative Purchasing Agreement and the City notifies the Contractor if its intent to renew 30 days prior to the expiration of any existing contract term.

2. Scope of Work; Terms, Conditions, and Specifications.

- a) Contractor shall provide City the supplies and/or services identified in the Scope of Work attached hereto as **Exhibit B**.
- b) Contractor agrees to comply with all the terms, conditions and specifications of the Cooperative Purchasing Agreement. Such terms, conditions and specifications are specifically incorporate into and are an enforceable part of this Agreement.

3. Compensation.

- a) City shall pay Contractor compensation at the same rate and on the same schedule as the Cooperative Purchasing Agreement, unless the City and Contractor agree otherwise, as provided in **Exhibit B** hereto.
- b) The total purchase price for the supplies and/or services purchased under this Agreement shall not exceed **\$425,000.00** for the entire term of this Agreement, including the initial term and any renewal terms the City wishes to exercise in accordance with Paragraph 1 above.

4. Cancellation. This Agreement may be cancelled pursuant to ARIZ. REV. STAT. § 38-511.

5. E-verify. Contractor complies with ARIZ. REV. STAT. § 23-214 and agrees to comply with the requirements of ARIZ. REV. STAT § 41-4401.

6. Notices. Any notices that must be provided under this Agreement shall be sent to the Parties' respective authorized representatives at the address listed below:

City of Glendale
c/o Montana Slack
6210 W. Myrtle Avenue, Suite #111
Glendale, Arizona 85301
623-930-2621

and

Progressive Services, Inc., dba Progressive Roofing
c/o Michelle Farrell
23 N. 35th Avenue
Phoenix, AZ 85009
602-278-4900

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year set forth above.

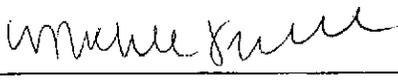
“City”

City of Glendale, an Arizona
municipal corporation

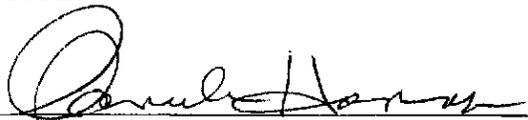
By: 
Brenda S. Fischer, City Manager

“Contractor”

Progressive Services, Inc.,
dba Progressive Roofing
an Arizona corporation

By: 
Michelle J. Farrell,
Business Development

ATTEST:


Pamela Hanna, City Clerk (SEAL)

Approved as to Form:

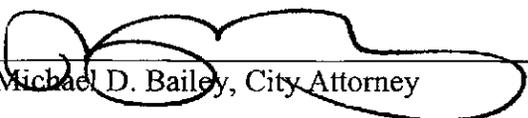

Michael D. Bailey, City Attorney

EXHIBIT A

**Mohave Educational Services Cooperative, Inc. Contract IFB 13X-0131 - Roof and Roofing
Systems - Installation, Products, and Services**



The delivery address for solicitations is now:
625 East Beale Street
Kingman, AZ 86401

INVITATION FOR BID 13X-0131

Roof and Roofing Systems - Installation, Products, and Services

Pursuant to the provisions in the Arizona procurement rules and code, Mohave Educational Services Cooperative, Inc. seeks bids to establish contracts for roof and roofing systems – installation, products, and services.

Due Date & Time: January 31, 2014 @ 3:00 p.m. (local Arizona time)

Pre-Bid Conference: FRIDAY, JANUARY 3, 2014 AT 10:00 A.M. (LOCAL ARIZONA TIME)
WEBEX MEETING – AUDIO ONLY
FOR LOG-IN INFORMATION CONTACT MICHAEL CARTER, CPPB, NO LATER THAN THURSDAY, JANUARY 2, 2014.

LAST DAY FOR QUESTIONS: JANUARY 24, 2014

IFB QUESTIONS MUST BE DIRECTED TO: Michael S. Carter, CPPB, Contract Specialist I
Email: contracts@mesc.org
Telephone: (928) 718-3222

This solicitation consists of instructions to bidders, scope of work/services, specifications, evaluation requirements, special terms and conditions, general terms and conditions, pricing workbook, award criteria, offer & acceptance, and form of contract. Bidders are strongly encouraged to carefully read the entire contents of this solicitation prior to submitting a bid. Failure to examine any of the requirements will be at the bidder's sole risk.

To be considered, bids shall be delivered to Mohave Educational Services Cooperative, Inc. (Attn: Contracts Dept.), 625 East Beale Street, Kingman, AZ 86401 in a sealed envelope or box with IFB 13X-0131, bidder's name, mailing address, and bid due date and time clearly indicated on the envelope or box. Bids must be in the actual possession of Mohave on, or prior to the exact time and date indicated above. Bids shall be opened immediately following the bid due date and time, with the name of each bidder and a sample of prices publicly read and recorded. Late bids shall not be considered. Kingman is considered a "rural" area by many express delivery carriers and thus, they do not guarantee priority (next day) delivery by a specific time. Potential bidders are encouraged to keep this in mind when arranging delivery of their bids and are advised herein that late bids shall be rejected.

Mohave reserves the right to cancel this solicitation and/or reject all bids in whole or in part if Mohave determines that cancellation and/or rejection is advantageous to Mohave and/or its members.

Julia E. Tribbett
Executive Director
Mohave Educational Services Cooperative, Inc.

Publish Date: December 20, 2013

Template Rev. 13-11



ABCDEFGHIJKLMNOPQRSTUVWXYZ

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Overview

Pricing & Docs

More Info



PROGRESSIVE ROOFING

Visit Website

23 N. 35th Avenue
Phoenix AZ 85009

Main Contact:

Alice Hunt
Phone: 602-278-4900
Fax: 602-278-3199

Contract:

13X-PRO-0417

Final Expiration:

04/17/2019

Next Renewal:

04/17/2015

Mohave Contacts:

Procurement Specialist:
Griselda Cruz

Contract Specialist

Mike Nentwig

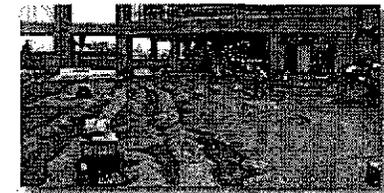
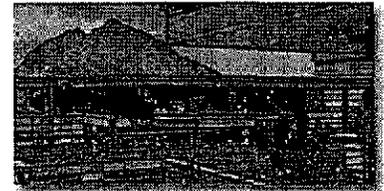
Products/Services:

Progressive Roofing provides:

- Installation of roofing systems
- Repair of roofing systems
- Restoration of roofing systems

Manufacturers include:

- Atlas Roofing - (shingles)
- Bayer - (insulation)
- Burke industries - (asbestos removal)
- Carlisle - (TPO, EPDM systems)
- Cetco - (clay roofing products)
- Fibertite - (roofing membrane)
- GAF - (shingles & roofing materials)
- Johns Manville - (SBS, PVC roofing/shingles and insulation)
- Jones-Blair - (coatings)
- Metal Sales - (metal roofing)
- Polyglass - (membranes, coatings)
- Quest - (coatings)
- RMP Rolifab - (metal roofing)
- Sika - (membranes, coatings)
- Siplast - (SBS roofing systems)
- The Gariand Company - (commercial roofing systems)



About Vendor:

Offer and Acceptance Form

Place after Tab 1a

IFB 13X-0131

Roof and Roofing Systems - Installation, Products, and Services

To Mohave Educational Services Cooperative, Inc.:

The undersigned hereby certifies understanding and compliance with the requirements in all terms, conditions, specifications and addenda. Bidder further agrees to furnish materials and/or services in compliance with all terms, conditions, specifications and addenda in the solicitation and any written exceptions in the offer.

Federal Employer Identification Number: 86-0345657

Company Name: Progressive Services, Inc. dba Progressive Roofing

Address: 23 N. 35th Avenue City: Phoenix State: AZ Zip: 85009

Telephone Number: 602-278-4900 Fax: 602- 278-3199

Printed Name : Mark Farrell Title: President

Primary Email : mark.farrell@progressiveus.com Alternate email : alice.hunt@progressiveus.com

Note: The primary email address will be used for all communication from Mohave regarding your response to this solicitation. Provide an alternate email address that will be used **only** if the primary email address is not valid.

Authorized Signature _____

The offer and acceptance form should be submitted with a signature by the person authorized to sign the bid. The person signing the bid shall initial erasures, interlineations, or other modifications in bid. Failure to sign the bid and contract award document, or to make other notations as indicated, may result in rejection of bid.

The contract vendor shall not commence any billable work or provide any material or service under this contract unless and until contract vendor receives a purchase order with Mohave's review noted.

Acceptance of Offer and Contract Award (Mohave Only)

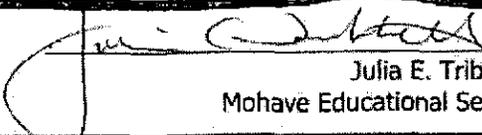
Your Bid is Hereby Accepted:

As contract vendor, you are now bound to sell the materials and/or services offered to and accepted by Mohave in accordance with the solicitation, including all terms, conditions, specifications, addenda, etc.

This Contract shall be referred to as Contract Number 13X-PRO-0417

Awarded this 28th day of March 2014.

This contract shall be effective this 17th day of April 2014.


Julia E. Tribbett, Executive Director
Mohave Educational Services Cooperative, Inc.

Scope of Work/Services

Place after Tab 1e

1. BACKGROUND INFORMATION

In order to gain economies of scale, Mohave is formally soliciting statewide sources of roof and roofing systems – installation, products, and services as specified within this Invitation for Bid. These services are requested for Mohave's membership of over 430 public agencies. Contracts, in whole or in part, shall be awarded to bidder, or bidders, for an initial one (1) year term and four (4) one-year extension options.

2. DESCRIPTION

Mohave seeks statewide sources for roof and roofing systems – installation, products, and services that meet or exceed the specifications set forth within this formal solicitation.

The scope of work/services and minimum specifications define the quality and characteristics of the desired materials and application. They are based upon specifications for known acceptable manufacturers, processes, materials and/or brands such as AlSCO, American Slate, Atlas, Bilco, Boral, Celotex, CertainTeed, Edco, EMCO, GAF, Henry, Johns Manville, Lomanco, Maze, Olympic, Owens Corning, Quality Edge, Simplex, Thompson Architectural, Tremco, United Asphalt, Co., U.S. Ply, Watkins Sawmills, Zonolite, and/or equal quality products. Specifications are not intended to be exclusive or restrictive. Bidders may offer alternate solutions, including alternate manufacturers, which meet the quality and performance characteristics in the specifications. Mohave shall review such bids and be the final judge on the acceptance of any alternate solutions.

Three contract vendors hold Mohave's current contracts for the specified products and services. Activity under the contracts from 7/1/2012 through 6/30/2013 was \$3,547,175, and year to date activity (as of the publication date of this IFB) is \$904,361. This information is provided as an aid to contract vendors in preparing bids only. It is not to be considered a guarantee of volume under an awarded contract. The discount and pricing schedule shall apply regardless of the volume of business under the contract.

3. ESTIMATED TIMELINE OF EVENTS

Mohave has developed the following estimated timeline of events related to this formal solicitation. All dates are subject to change as required and at the sole discretion of Mohave.

EVENT	ESTIMATED DATE
Invitation for Bids Issued	December 20, 2013
Pre-Bid Conference Held	January 3, 2014 at 10:00 a.m. (local AZ time) Location: Pre-Bid conference will be held utilizing <i>WebEx/MeetingBridge</i> telephone conferencing. Please contact Mohave for reservation details.
Deadline for Questions	January 24, 2014 at 5:00 p.m. (local AZ time)
Published IFB Due Date & Time	January 31, 2014 3:00 p.m. (local AZ time) 625 East Beale Street, Kingman, AZ 86401
Public Opening of Bids	January 31, 2014, 2013 at 3:00 p.m. (local AZ time)
Notice of Intent to Award (<i>estimated date only</i>)	March 21, 2014
Execution of Contract(s) (<i>estimated date only</i>)	April 16, 2014

4. SUBMISSION OF BIDS

- 4.1 Bids should provide straightforward, concise information that satisfies the requirements. Expensive bindings, color displays, etc., are not desired or deemed necessary. Emphasis should be placed on conformity to the specifications and terms and conditions, as well as the completeness and clarity of the submittal content.
- 4.2 The bidder must submit a bid following information detailed in the *IFB Instructions to Bidder & Checklist*.

5. CONTRACT TYPE

The term contract shall be a percent of discount off manufacturer's price list or list price, fixed price, or a combination of both with indefinite quantities.

6. AWARD CRITERIA

The award criteria for this solicitation are as follows:

Award(s) shall be made to the lowest responsive and responsible bidder(s) meeting specifications.

Responsive and responsible bidder shall provide the following requirements:

- 1) **Pricing Information:** Discount summary, electronic workbook and/or pricing documents, mobilization and travel charges, pricing methodology;
- 2) **Offer and Acceptance, Terms and Conditions, Scope of Work/Services and Specification Documents:** Offer and Acceptance, addenda (if any), acceptance of General & Special Terms and Conditions, Standard Terms and Conditions for Construction, Scope of Work/Services, Specifications with exceptions/deviations noted, bid bond/alternate security, bonding capacity;
- 3) **Required Information:** Complete response to the Method of Approach and Qualification and Experience pages, certificate of insurance, company financials;
- 4) **Primary Contract Documents:** Completed primary contract documents, support and maintenance information, sample supplemental agreements;
- 5) **Additional Information:** Checklist form, literature and supporting printed data, manufacturer specifications, additional information.

Specifications

Place after Tab 1e

SPECIFICATIONS

Compliance with specifications: The fact that a manufacturer, supplier or bidder chooses not to produce or supply products, supplies and/or services to meet the specifications will not be considered sufficient cause to adjudge the specifications as restrictive. Bidders shall offer products, supplies, and/or services they believe come closest to meeting specifications.

Deviations from specifications: Bidders will respond to each numbered specification by checking the appropriate "Comply" or "Deviate" box. "No Bid" items shall be marked as such in the appropriate "Deviate" box. Your exceptions/deviations must be clearly explained. Reference the specification that you are taking exceptions/deviations to, detail any proposed substitute language, and clearly demonstrate how Mohave and its membership will be better served by the language. Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions and Mohave's decision shall be final. Details for exceptions/deviations will be listed by specification number on the *Scope of Work/Services and Specifications Acceptance Form*.

Purpose of specifications: Specifications are designed to enable bidder to satisfy a requirement for a product, material, process, or service. A specification may be expressed as a standard, part of a standard, or independent of a standard. No specification is intended to limit competition by eliminating items capable of satisfactorily meeting the requirements of the procurement. If bidder believes a specification is unnecessarily restrictive, bidder must indicate such in its bid.

Use of brand names: Brand names, trade names, model numbers, and/or catalog numbers are used to indicate the character, quality, and/or performance characteristics of the materials desired. Use of the name of a manufacturer, brand, make or catalog number does not restrict bidder from offering suitable alternates. However, Mohave reserves the right to decide whether alternatives to the identified manufacturer and brand are equal to the materials and equipment described in the solicitation. Mohave will be the sole judge on the question of equal quality, and Mohave's decision shall be final.

References and definitions used for specifications: Acronyms used in the specifications are noted in bold font below:

- Aluminum Association (**AA**): <http://www.aluminum.org/>
- Aluminum Standards and Data (**ASD**): <http://www.aluminum.org/>
- American Iron and Steel Institute (**AISI**): <http://www.steel.org/>
- American Society of Heating, Refrigerating and Air-Conditioning Engineers (**ASHRAE**): <https://www.ashrae.org/>
- American Society for Testing and Materials (**ASTM**): <http://www.astm.org/>
- American Welding Society Structural Welding Code (no acronym used): <http://www.ahs.com/products/industry-standards/organizations/ahs/index.aspx>
- American Wood Preservers Bureau (**AWPA**): <http://www.awpa.com/>
- Asbestos Containing Material (**ACM**)
- Asbestos Hazard Emergency Response Act (**AHERA**): <http://www.epa.gov/>
- Ethylene propylene diene monomer (**EPDM**)
- FM Global (**FM**): <http://www.fmglobal.com/>
- High-efficiency particulate absorption (**HEPA**)
- National Institute of Occupational Safety and Health (**NIOSH**): <http://www.cdc.gov/niosh/>
- National Roofing Contractors Association (**NRCA**): <http://www.nrca.net/>
- National Emission Standards for Hazardous Air Pollutants (**NESHAP**): <http://www.epa.gov/oecaerth/monitoring/programs/caa/neshaps.html>
- Occupational Safety and Health Administration (**OSHA**): <https://www.osha.gov/>
- Permissible exposure limit (**PEL**)
- Presumed asbestos containing material (**PACM**)
- Polyisocyanurate Insulation Manufacturers Association (**PIMA**): <http://www.polyiso.org/>
- Sheet Metal and Air Conditioning Contractors' National Association (**SMACNA**): <http://smacna.org/>
- South Coast Air Quality Management District (**SCAQMD VOC**): <http://aqmd.gov/>
- United Laboratories (**UL**): <http://www.ul.com/global/eng/pages/>
- US Environmental Protection Agency (**EPA**): <http://www.epa.gov/>

Requirement		Comply	Deviate*
1.1	Asbestos Removal Services		
1.1.01	On multi-employer worksites, the contract vendor shall inform other employers on the site of the nature of the work with asbestos and/or PACM, of the existence of and requirements pertaining to regulated areas, and the measures taken to ensure that employees of such other employers are not exposed to asbestos.	X	
1.1.02	All Class I, II and III asbestos work shall be conducted within regulated areas. All other operations shall be conducted within a regulated area where airborne concentrations of asbestos exceed, or there is a reasonable possibility they may exceed a PEL.	X	
1.1.03	The regulated area shall be demarcated in any manner that minimizes the number of persons within the area and protects persons outside the area from exposure to airborne asbestos. Where critical barriers or negative pressure enclosures are used, they may demarcate the regulated area. Signs shall be provided and displayed following OSHA regulations.	X	
1.1.04	All persons entering a regulated area where employees are required to wear respirators shall be supplied with a respirator by the contract vendor.	X	
1.1.05	All current and applicable OSHA and NESHAP regulations pertaining to safety of workers and emissions shall be followed.	X	
1.1.06	The contract vendor shall ensure that a properly trained technician conducts an exposure assessment immediately before or at the initiation of the operation to ascertain expected exposures during that operation or workplace.	X	
1.1.07	The contract vendor shall conduct daily monitoring that is representative of the exposure of each Class I, II, or III work, unless a negative exposure assessment has been made for the entire operation. Periodic monitoring of all work where exposures are expected to exceed a PEL, at intervals sufficient to document the validity of the exposure prediction shall be made.	X	
1.1.08	The contract vendor shall use OSHA acceptable engineering controls and work practices in all operations for asbestos removal, regardless of the levels of exposure.	X	
1.1.09	For removing roofing material containing ACM, the contract vendor shall ensure the material is removed in an intact state to the extent feasible. Wet methods shall be used to remove roofing materials that are not intact, or that will be rendered not intact during removal, unless such wet methods are not feasible or will create safety hazards. Cutting machines shall be continuously misted during use, unless an authorized person determines that misting substantially decreases worker safety.	X	
1.1.10	When removing built-up roofs with asbestos-containing roofing felts and an aggregate surface using a power roof cutter, a HEPA dust collector shall collect all dust resulting from the cutting operation, or by HEPA vacuuming along the cut line.	X	
1.1.11	When removing built-up roofs with asbestos-containing roofing felts and a smooth surface using a power roof cutter, the dust resulting from the cutting operation shall be collected either by a HEPA dust collector or HEPA vacuuming along the cut line, or by gently sweeping (as to minimize airborne dust) and then carefully and completely wiping up the still-wet dust and debris left along the cut line.	X	

1.1.12	ACM that has been removed from a roof shall not be dropped or thrown to the ground. Unless the material is carried or passed to the ground by hand, it shall be lowered to the ground via covered, dust-tight chute, crane or hoist: Any ACM shall be lowered to the ground as soon as is practicable, but in any event no later than the end of the work shift. While the material remains on the roof it shall be kept wet, placed in an impermeable waste bag, or wrapped in plastic sheeting. Upon being lowered, unwrapped material shall be transferred to a closed receptacle in such manner to preclude the dispersion of dust.	X	
1.1.13	Roof level heating and ventilation air intake sources shall be isolated or the ventilation system shall be shut down.	X	
1.1.14	All asbestos-containing debris shall be disposed and removed from the worksite in a manner acceptable to all OSHA requirements.	X	
1.1.15	All roofing abatement work shall be done in strict accordance with all applicable federal, state and local regulations, standards, codes, and ordinances that govern asbestos abatement.	X	
1.1.16	The most recent edition of any relevant regulation, standard, codes, and ordinances shall be followed. Where there is conflict among the documents, the most stringent shall be used, unless such use, due to the conflict, puts the member at risk.	X	
1.1.17	The contract vendor shall assume full responsibility and liability for any subcontractor's compliance with all applicable laws, especially pertaining to work practices, hauling, disposal, and protection of workers, visitors to the site, and persons occupying adjacent areas to the roofing site.	X	
1.1.18	The contract vendor shall provide the member, upon request, with a notarized statement, signed by an officer of the contract vendor, or subcontractor, that contains the following information: 1) a record of any citations issued by federal, state, or local regulatory agencies relating to asbestos abatement activities, including projects, dates, and resolutions; 2) a list of any penalties incurred through noncompliance with asbestos abatement project specifications including liquidated damages, overruns in scheduled time limitations and resolutions; 3) a list of any asbestos-related proceedings that are currently in progress. The member shall have the right to request the contract vendor secure another subcontractor, if any asbestos-related problem was not resolved in a satisfactory manner.	X	
1.1.19	The contract vendor shall present to the member, upon request, a list of specific requirements that the contract vendor agrees to follow, including a list of applicable OSHA regulations and codes from the AHERA and the NESHAP regulations.	X	
1.1.20	Prior to abatement, member shall be presented and allowed the option to approve all necessary protective clothing, personal respirators, scaffolding, ladders, and other equipment. The abatement plan shall identify when respirators shall be used. All OSHA rules for the use of respiratory protective equipment shall be followed. Workers with beards or unshaven faces shall not be permitted to wear half-face respirators, as per OSHA, NIOSH and EPA standards.	X	

1.1.21	Asbestos abatements shall follow all current rules, regulations, and standards that are applicable to roof asbestos abatement, and shall be enforced. The contract vendor shall provide a written abatement plan with a pre-startup checklist that includes all necessary protective measures and practices that minimize worker exposure while on the roof or while working with asbestos materials. The plan shall also include, but not limited to: 1) engineering controls; 2) work practices; 3) respirators; 4) hygiene facilities; 5) protective clothing; 6) decontamination procedures; 7) emergency procedures; 8) waste disposal procedures. Abatement plan shall identify all abatement materials and equipment to be used in the roof repair or restoration project.	X	
1.1.22	Prior to the start of any removal activity that involves asbestos, the contract vendor and the member shall approve a start-up checklist that provides detailed information about the scope of work, including the following: 1) how the work area will be prepared; 2) protective equipment and clothing to be used; 3) proof that all workers involved in asbestos removal are certified; 4) decontamination procedures for personnel, as needed; 5) abatement procedures to be used; 6) procedures for handling and disposing waste material, final decontamination and cleanup work; 7) job safety, bathroom and sanitary facilities, including on-site shower; 8) site security; 9) record-keeping needs for officials; 10) hold harmless agreements to be signed by those involved.	X	
1.1.23	All NESHAP and other regulation filing fees shall be submitted to the appropriate agency at the time of notification or filing and are the responsibility of the contract vendor.	X	
1.1.24	If requested, contract vendor shall provide copies of original training certificate and most recent refresher certificate for each employee assigned to work on any abatement.	X	
1.1.25	Contract vendor shall provide medical monitoring to any employee or agent exposed to asbestos in excess of background levels during any phase of the abatement process. All medical reports shall be in full compliance with OSHA medical surveillance requirements.	X	
1.1.26	The contract vendor shall coordinate with the member to notify occupants near the work area who may be disrupted by the roof abatement prior to job commencement.	X	
1.1.27	Any additional insurance or bonding costs associated with asbestos abatement shall not be the responsibility of the member. Such costs are a normal business expense of the contract vendor and shall be covered in the bid response.	X	
1.1.28	Contract vendor may base planning costs upon results of core testing and roof scans.	X	
1.1.29	If required by federal, state, or local codes, contract vendor shall run baseline air samples and area samples prior to and during abatement, with printed results given to the member.	X	
1.1.30	Construction area shall have the perimeter roped off with warning or caution tape, as required by OSHA. Asbestos warning signs shall be placed as required by law.	X	
1.1.31	Any daily sign-in sheets required by law shall be maintained at the worksite.	X	
1.1.32	Workers shall wear personal protective equipment at all times during abatement. An on-site shower shall be available for workers, unless the use of a double suit meets all legal requirements.	X	
1.1.33	Prior to roof abatement, one layer of 6 mil polyethylene shall be secured to the ground and walkways around the perimeter of the building. This layer shall extend no less than six feet out from the building. No asbestos-containing materials may be removed from the roof until it is properly wrapped or contained.	X	

1.1.34	After passing final visual and air tests, waste may be loaded and job site turned over to workers scheduled to repair or restore the roof. Reestablishment of the work area shall occur only after cleanup procedures and air monitoring has been documented to comply with federal, state, or local requirement, and to the satisfaction of the member. All polyethylene barriers shall be removed and disposed of as required by regulations. No debris shall be buried or burned on the property of the member.	X	
1.1.35	All waste is to be hauled by a transporter with all required current state and local licenses. No disposal-bagged materials may be transported on an open truck. All disposed materials shall have the necessary labels and be contained in disposal bags or fiberboard drums that are approved for asbestos disposal.	X	
1.1.36	Disposal shall occur at a site authorized by the member and that has met all current regulatory requirements. The contract vendor shall keep all <i>dumpsite receipts, trip tickets, transportation manifests</i> or other documentation of disposal with copies given to the member. The contract vendor shall provide the member with a complete record of the disposal process, including the names and addresses of the subcontractors, disposal site operator, and transporter. The location of the disposal site(s) and the estimated quantity of asbestos waste shall be included in this report.	X	
1.2 Water Resistant Roofing – General Requirements			
1.2.01	All areas to receive coating shall be clean, dry and smooth.	X	
1.2.02	All material containers shall be delivered to the worksite suitably packaged to permit acceptance by carrier with each container marked with brand name, type of product, and manufacturer's production code and/or lot number.	X	
1.2.03	All finished coatings shall be free from defects.	X	
1.2.04	All finished caulking shall be free of wrinkles, sags, ridges, air pockets and debris.	X	
1.3 Asphalt Emulsion Coating			
1.3.01	Asphalt emulsion coating shall be applied as specified on manufacturer's data sheets and at the rates specified. All emulsions used shall carry current UL and FM approved fire ratings.	X	
1.3.02	The emulsion shall be of suitable consistency for application above freezing by mop or brush, after stirring to homogeneity.	X	
1.3.03	The application rate for flashings shall be a minimum of three (3) gallons per 100 square feet per coat.	X	
1.3.04	The application rate for new roof applications shall be at a minimum of four (4) gallons per 100 square feet per coat.	X	
1.4 Rubberized Coating			
1.4.01	The butyl acrylic emulsion coating shall be applied as specified on manufacturer's data sheets and at the rates specified. The color of the sealant shall be the color agreed upon between the member and the contract vendor. All emulsions used shall carry UL and FM approved fire ratings.	X	
1.4.02	The coating shall be composed of selected polymers compounded with appropriate resins, fillers, pigment, solvents, and chemical additives necessary to meet current applicable ASTM standards.	X	
1.4.03	The application rate for flashings shall be three (3) gallons per 100 square feet per coat.	X	
1.4.04	The application rate for new roof applications shall be at a minimum of four (4) gallons per 100 square feet per coat.	X	
1.5 Vinyl/acrylic Dampproofing Resin			
1.5.01	All areas to receive coating, especially masonry surfaces, shall be clean, dry and smooth.	X	

1.5.02	The vinyl/acrylic emulsion coating shall be applied as specified on manufacturer's data sheets and at the rates specified. The color of the coating shall be the color agreed upon between the member and the contract vendor.	X	
1.5.03	Prepare the surface to remove all foam release agents, admixtures and curing compounds; if removal is not possible, the residue left shall be non detrimental to the waterproofing system.	X	
1.5.04	To prevent blistering or loss of adhesion from moisture encapsulated in concrete or masonry surfaces, manufacturer's recommendations for a vapor permeable system shall be followed.	X	
1.6	Non-pigmented Synthetic Resin		
1.6.01	All areas to receive non-pigmented synthetic resin coating shall be clean, dry and smooth.	X	
1.6.02	The non-pigmented synthetic resin coating shall be applied as specified on manufacturer's data sheets and at the rates specified.	X	
1.7	Caulking – Removal of existing, clean and prime joint		
1.7.01	Remove any existing caulk from joints. Clean joint; provide and install primer as specified by the manufacturer of the caulking material.	X	
1.7.02	Install specified backer rod to achieve required joint depths and shape, to permit full sealant wetting of the substrate surface when tooled, and to act as a temporary joint seal. If lack of immediate sealant application results in weathering, the backer rod shall be replaced with new sealant backing at no additional cost to the member.	X	
1.7.03	Only bond breaker tape as specified by the caulking manufacturer shall be used.	X	
1.7.04	Installation of sealants to be used shall be in accordance with current applicable ASTM standard and manufacturer instructions.	X	
1.7.05	All joints are to be free of air pockets, foreign matter, ridges and sags.	X	
1.7.06	Adjoining surfaces and sealed joints shall be free of smears and other soiling. If a masking tape is used to protect from smears, it shall be non-staining, nonabsorbent, and shall not disturb the sealant when carefully removed. Any excess caulking shall be removed.	X	
1.8	Caulking, epoxied urethane compound, two (2) component, various sizes, in place		
1.8.01	Apply epoxied urethane base plus catalyst, chemical curing. Type 1, self leveling; Type 2, non sagging; conforming to current applicable ASTM standards, shore hardness within 25 to 35 minutes maximum.	X	
1.8.02	All caulking shall be non-staining and color approved by member.	X	
1.8.03	Clean and prepare joints and verify joint depth using backer rod as specified by caulking manufacturer's specifications.	X	
1.8.04	Install bond breaker tape where required by the roofing system manufacturer.	X	
1.8.05	Install caulking into prepared joint and tool per roofing system manufacturer's instruction, concave or convex.	X	
1.8.06	Caulking shall be available in various widths, including 1/4" x 1/4", 1/2" x 1/2", 3/4" x 3/8", 1" x 3/8" and 2" x 3/8".	X	
1.9	Caulking, polyurethane, one (1) component, various sizes, in place		
1.9.01	Polyurethane based caulking, one component, the chemical curing shall conform to current applicable ASTM standards, shore hardness within 25 to 35 minutes maximum	X	
1.9.02	Clean and prepare joints and verify joint depth using backer rod as specified by caulking manufacturer's specifications.	X	
1.9.03	Install caulking into prepared joint and tool per manufacturer's instruction, concave or convex.	X	

1.9.04	Install bond breaker tape where required by the roofing system manufacturer.	X	
1.9.05	Caulking shall be available in various widths, including 1/4" x 1/4", 1/2" x 1/2", 3/4" x 3/8", 1" x 3/8" and 2" x 3/8".	X	
1.10	Caulking, silicone rubber, 1 component, various sizes, in place		
1.10.01	Caulking shall be silicone base, single component, chemical curing, and conform to current applicable ASTM standards, shore hardness within 50 minutes maximum.	X	
1.10.02	All caulking used shall be non-staining.	X	
1.10.03	Clean and prepare joints and verify joint depth using backer rod as specified by caulking manufacturer's specifications.	X	
1.10.04	Install bond breaker tape where required by the roofing system manufacturer.	X	
1.10.05	Install caulking into prepared joint and tool per manufacturer's instruction, concave or convex.	X	
1.10.06	Caulking shall be available in various widths, including 1/4" x 1/4", 1/2" x 1/2", 3/4" x 3/8", 1" x 3/8" and 2" x 3/8".	X	
1.11	Backer rod, polyethylene, various sizes, installed in prepared opening		
1.11.01	Backer rod shall be closed cell polyethylene, extruded, round, lightweight, non-impregnated, non-bleeding, non-staining, and odor free. Backer rod shall be chemical resistant with negligible water absorptive characteristics and meet or exceed current applicable ASTM standards.	X	
1.11.02	Inspect all joints to be sure all preparations are complete.	X	
1.11.03	Install backer into joint at depth specified by caulking manufacturer, minimum of 25% compression. Backer shall be installed same day as caulking.	X	
1.11.04	All joint ends shall be flush with no gaps.	X	
1.11.05	Backer rod shall be available in various diameters, including 1/2", 3/4", 1" and 2".	X	
1.12	Building paper, asphalt felt sheathing paper, 1 or 2 ply, 15# or 30#, in place		
1.12.01	Use 15# or 30# fiberglass, polyester or organic asphalt felt (felt) that meets or exceeds current applicable ASTM standards.	X	
1.12.02	After deck has been inspected and found to be clean and ready, attach felt to roof deck with fasteners, as specified by the roofing system manufacturer.	X	
1.12.03	Run felts shingle fashion starting at low point and running to ridge.	X	
1.12.04	Side laps to be 2" minimum; end laps, 6" minimum.	X	
1.12.05	Seal penetrations with approved mastic to meet or exceed current applicable ASTM and federal standards, asbestos free.	X	
1.12.06	Building asphalt felt sheathing paper shall be available in either 1 or 2 ply, and in 15# or 30# type.	X	
1.13	Building paper, red rosin paper, 5 square rolls, 4 pounds per square, in place		
1.13.01	Red rosin paper, weighing 4 lb./ 100 square feet that meets current applicable ASTM standards.	X	
1.13.02	Use fasteners specified by manufacturer for deck type.	X	
1.13.03	Mechanically fasten red rosin to nail-able deck with correct fasteners. Use fastening pattern that meets current applicable standards.	X	
1.14	Vapor retarder, 2 ply inorganic, glass, Type IV, applied in Type IV asphalt, in place		
1.14.01	Vapor retarder shall be Inorganic glass roof ply, Type IV, un-perforated, 36" wide.	X	
1.14.02	Vapor retarder shall use asphalt water-based primer and shall meet current applicable ASTM standards.	X	

1.14.03	Apply vapor retarder as applicable per current UL standards.	X	
1.14.04	Prime deck using one gallon of primer for every 150-200 square feet.	X	
1.14.05	Felts shall be run shingle fashion. Plies shall be broomed at application. All plies shall be extended to the top of cant and seal.	X	
1.14.06	Glaze coat finished plies with asphalt specified at a rate of 15 lbs. per 100 square feet.	X	
1.15	Demolition of roof insulation		
1.15.01	Remove existing insulation down to roof deck. If applicable, remove all fasteners from decking. Remove all debris from job site and dispose of waste per current applicable regulations. Be sure all debris is removed from flutes in deck and in any area debris might settle.	X	
1.16	Demolition of lightweight cementitious fill		
1.16.01	Cementitious fill shall be removed and disposed per all applicable current industry standards. Clean sub deck of all waste and debris.	X	
1.16.02	Use self-tapping, coated metal deck fasteners, reattach laps, seams and loose metal, as needed.	X	
1.17	Roof deck insulations R-Value general requirements		
1.17.01	Any specifications in the IFB referring to the use of Isocyanurate roof deck insulation shall have an R-Value in accordance with the current PIMA standards.	X	
1.17.02	Any specifications in the IFB referring to the use of fiberboard roof deck insulation shall have an R-Value for thickness in accordance with the current ASHRAE standards.	X	
1.18	Roof deck insulation, Isocyanurate in 4' x 4' or 4' x 8' sheets with fiberglass facers, various thickness, R-Value depending on thickness, applied Type IV asphalt		
1.18.01	Isocyanurate, fire approval, Class I, with UL labels, meets current applicable federal standards.	X	
1.18.02	Apply steep asphalt to adhere the insulation to primed deck with continuous mopping of steep asphalt, Type IV meeting current applicable ASTM standards, applied at a rate of 30 lbs. per 100 square feet.	X	
1.18.03	For cold applications: adhere insulation to thermal barrier with a continuous mopping of steep asphalt at a rate of 30 lbs. per 100 square feet.	X	
1.18.04	Apply steep asphalt to sub insulation: adhere with a continuous mopping of steep asphalt at a rate of 30 lbs. per 100 square feet.	X	
1.18.05	Insulation shall meet current applicable UL and FM requirements and shall not have over 1/4" joints between boards.	X	
1.18.06	Joints shall be staggered a minimum of 12".	X	
1.19	Roof deck insulation, Isocyanurate in 4' x 4' or 4' x 8' sheets, various thickness, R-Value depending on thickness, mechanically fastened		
1.19.01	Roof deck insulation shall be Isocyanurate, fire approval, Class I, with UL labels, meets current applicable federal standards.	X	
1.19.02	All fasteners shall have 3" galvanized metal plates.	X	
1.19.03	Provide equipment, materials, tools and experienced labor to install rigid roof insulation. Adhere the insulation to the substrate with approved fastening methods, as follows.	X	
1.19.04	For mechanically attached applications, join single layer insulation to deck with approved fastener one (1) every two (2) square feet. Install additional fasteners as required by manufacturer or building codes to ensure insulation is firmly affixed.	X	
1.19.05	All fasteners shall be flush with top surface of insulation.	X	
1.19.06	Any filler insulation installed requires a minimum two (2) fasteners per piece.	X	

1.19.07	Form continuous insulation joints over deck flange. Do not cantilever insulation edges over deck ribs, minimum bearing surface 1 1/2" and doesn't exceed 35 psi in accordance with current applicable ASTM standards. Attachment and flute span shall be in accordance with insulation board manufacturer's specifications and comply with current applicable attachment standards.	X	
1.19.08	Insulation shall meet current applicable UL and FM requirements and shall not have over 1/4" joints between boards.	X	
1.19.09	All joints shall be staggered a minimum of 12".	X	
1.20	Roof deck insulation, fiberboard in 4' x 4' or 4' x 8' sheets, various thickness, R-Value depending on thickness, applied Type IV asphalt		
1.20.01	Roof deck insulation shall be high-density fiberboard, with flame spread index of 25 maximum, comply with current applicable federal and ASTM standards and have compressive resistance not more than 35 psi.	X	
1.20.02	Install using steep asphalt, Type IV meeting current applicable ASTM standards, applied at a rate of 30 lbs. per 100 square feet.	X	
1.20.03	Provide equipment, materials, tools and experienced labor to install rigid roof insulation. Adhere the insulation to the substrate with approved fastening methods, as follows.	X	
1.20.04	Hot applications shall adhere insulation to primed deck with continuous mopping of steep asphalt at the rate of 30 lbs. per 100 square feet.	X	
1.20.05	Hot apply roof deck insulation to sub insulation; adhere with a continuous mopping of steep asphalt at a rate of 30 lbs. per 100 square feet.	X	
1.20.06	Any filler insulation shall be installed in accordance with insulation board manufacturer's specifications.	X	
1.20.07	Form continuous insulation joints over deck flange. Do not cantilever insulation edges over deck ribs, minimum bearing surface 1 1/2" and doesn't exceed 35 psi in accordance with current applicable ASTM standards. Attachment and flute span shall be in accordance with insulation board manufacturer's specifications and comply with current applicable attachment standards.	X	
1.20.08	Insulation shall meet current applicable UL and FM requirements and shall not have over 1/4" joints between boards.	X	
1.20.09	All joints shall be staggered a minimum of 12".	X	
1.21	Roof deck insulation, fiberboard in 4' x 4' or 4' x 8' sheets, various thickness, R-Value depending on thickness, installed cold adhesive or mechanically attached		
1.21.01	Roof deck insulation shall be high-density fiberboard, with flame spread index of 25 maximum, and comply with current applicable federal and ASTM standards and have compressive resistance of not more than 35 psi.	X	
1.21.02	Provide equipment, materials, tools and experienced labor to install rigid roof insulation. Adhere the insulation to the substrate with approved fastening methods, as follows.	X	
1.21.03	Cold applications: adhere insulation to thermal barrier with a continuous mopping of steep asphalt at a rate of 30 lbs. per 100 square feet.	X	
1.21.04	If mechanically attached: mechanically join single layer insulation to deck with approved fastener one (1) every two (2) square feet. Install additional fasteners as required by manufacturer or local building codes to ensure insulation is firmly affixed.	X	
1.21.05	For installations using 3" inch galvanized metal plate fasteners, fasteners shall be flush with top surface of insulation.	X	
1.21.06	Any filler insulation installed requires a minimum two (2) fasteners per piece.	X	

1.21.07	Form continuous insulation joints over deck flange. Do not cantilever insulation edges over deck ribs, minimum bearing surface 1 1/2" and doesn't exceed 35 psi in accordance with current applicable ASTM standards. Attachment and flute span shall be in accordance with insulation board manufacturer's specifications and comply with current applicable attachment standards.	X	
1.21.08	All insulation shall meet UL and FM requirements and shall not have over 1/4" joints between boards.	X	
1.21.09	All joints shall be staggered a minimum of 12".	X	
1.22	Roof deck insulation, lightweight cellular concrete fill or vermiculite aggregate, R-Value depending on thickness, per inch of depth		
1.22.01	Install cellular concrete, 2" minimum thickness, sloped to existing drains. Slope shall be, at a minimum, 1/8" drop per running foot.	X	
1.22.02	Cover deck with slurry coat. Graduate thickness of insulation from high to low point. Stagger end joints and butt all joints to moderate contact.	X	
1.22.03	Install top pour of cellular concrete over insulation. Fill all bond holes. A minimum of 2" thickness over the insulation is required. Ensure finished surface is smooth and even.	X	
1.22.04	Install reinforcing mesh into all areas where cellular concrete is placed. Butt or space sides not more than 4"; cut mesh to fit all walls, curbs, and openings.	X	
1.22.05	Mix and pump cellular concrete into place as recommended by the concrete manufacturer.	X	
1.22.06	Proportion cellular concrete to provide a density of 40 lbs./ cubic foot, ± 5% and 28-day compressive strength of 160 psi.	X	
1.22.07	Pour cellular concrete only when temperatures are predicted to be above 40°F for the next two days.	X	
1.22.08	Provide 2 ply bituminous tie-in connections at cellular concrete/roofing terminations. Remove embedded gravel from top ply along termination.	X	
1.22.09	Install 5-course felt/mesh bituminous reinforcement; extend membrane at least 6" onto roofing and top surface of cellular cement using asphalt mastic or flashing bitumen.	X	
1.22.10	Seal any surface cracks with asphalt mastic.	X	
1.22.11	Spray curing compound on entire surface within 24 hours of placement.	X	
1.23	Roof deck insulation, gypsum panels, various thickness		
1.23.01	Replace gypsum panels; stabilize and provide bracing for the purlins, as necessary.	X	
1.23.02	Install per manufacturer's instruction. Gypsum planks shall have current UL Classification Markings.	X	
1.23.03	Gypsum shall not be used in areas of high humidity and wetness.	X	
1.24	Roof deck insulation, CDX gypsum panels, various thickness		
1.24.01	Replace gypsum panels; stabilize and provide bracing for the purlins, as necessary.	X	
1.24.02	CDX gypsum panels shall be mechanically attached, or adhered in either hot asphalt or cold adhesive.	X	
1.24.03	Install per manufacturer's instruction. Gypsum planks shall have current UL classification markings.	X	
1.24.04	Gypsum shall not be used in areas of high humidity and wetness.	X	
1.25	Roof deck insulation, Isocyanurate (black facer only), tapered, 1/4" and 1/8" per foot slope, applied in Type IV asphalt, per inch of depth		
1.25.01	Use 1/8" tapered iso-board (black facer) that meets or exceeds current applicable federal standards, fire approval Class I, and labeled with UL/FM labels.	X	

1.25.02	Apply steep asphalt, Type IV, meeting current applicable ASTM standards, applied at a rate of 30 lbs. per 100 square feet.	X	
1.25.03	Insulation shall have a minimum thickness of 1" at any point on the deck and shall be tapered when laid in a manner to eliminate ponding and allow for positive drainage.	X	
1.25.04	Set insulation in a continuous mopping of asphalt.	X	
1.25.05	Embed insulation into asphalt, leaving no voids or loose boards. Any joint over 1/4" shall be filled.	X	
1.25.06	Apply asphalt at rate of 30 lbs. per 100 square feet; asphalt shall be applied between 400-475°F, and shall not exceed 500°F.	X	
1.26	Cold insulation adhesive		
1.26.01	Cold insulation adhesive is for places where the deck is exposed on underside or where hot adhesive or mechanical attachment is not desirable.	X	
1.26.02	Adhesive should work for fiberboard, fiberglass, and isocyanurate insulating boards.	X	
1.26.03	Nominal 100% solid, moisture curing, asphaltic urethane adhesive for use in adhering insulation and base sheets in bur systems and shall meet current applicable ASTM standards.	X	
1.26.04	Prime surface to receive adhesive with water-based primer. Primer shall be applied at rate of 1 to 1.5 gallons per 100 square feet.	X	
1.27	Removal and/or repair of existing composition shingles, wood shingles, clay, concrete, or slate roof tiles and felts to decking		
1.27.01	Removal: remove existing felts, shingles, tiles and fasteners down to roof deck. Keep and stockpile reusable tiles, upon request of member.	X	
1.27.02	Repair: remove and replace defective felts, shingles, tiles and fasteners as needed to correct any defects or damages to existing roofing system.	X	
1.27.03	Installations or reinstalls shall be per the roofing material manufacturer's recommendations.	X	
1.27.04	Be sure all debris is removed from deck. Remove all debris from job site and dispose of waste per current applicable regulations.	X	
1.27.05	Inspect deck and repair any defects as needed.	X	
1.27.06	For removal services, install matching or required felt after above applicable work is accomplished. Felt shall meet current applicable ASTM standards and shall carry UL labels.	X	
1.28	Shingles, wood shake, wood shingle, minimum 20 year		
1.28.01	Wood shake/shingles shall meet all current applicable federal, state, and local standards and codes regarding: wood species; fire retardant; manufacturing; and/or carry wind uplift labels or meet minimum standards. Wood shake/shingles shall be edge grain cut to prevent warping and splitting, have hip and ridge factory pre-cut or pre-made (where applicable), include applied fire retardant materials (where applicable), and be available in a variety of wood species. Nails shall be hot galvanized, and of sufficient length to penetrate at least 3/4" into decking. Staples are not permitted.	X	
1.28.02	Bituminous plastic cement shall meet current applicable federal standards, and shall be asbestos free.	X	
1.28.03	Asphalt felt shall be 15# fiberglass, polyester or organic that meets current applicable ASTM standards, Type I, and current UL labels.	X	
1.28.04	Inspect deck after old roof removal and repair any defects. Install base felts and valley felts. Install shingles per manufacturer's specifications.	X	
1.28.05	If roof slopes less than 4" per 12', the installation requires a double layer of 15# asphalt felt prior to application of shingles.	X	
1.28.06	In cold-climate areas, member may request use of two each 30# asphalt felts in lieu of two each 15# felts.	X	

1.28.07	Eave metal shall be, at a minimum, 2" x 2", 26 gauge galvanized. In high wind areas, use 3" x 2" 24 gauge galvanized eave metal.	X	
1.28.08	Waterproofing and weather protecting coatings for finished wood roofing systems are requested. Coatings shall be applied per the manufacturers recommendations. Sprayed applications shall require contract vendor to protect surrounding areas from overspray.	X	
1.29	Shingles, fiberglass, Class A, 25 year strip shingles		
1.29.01	Fiberglass shingles shall meet current applicable ASTM standards, Type I, carry UL, Class A and wind uplift labels, have hip and ridge factory pre-cut (where applicable) and be available in a variety of colors. Nails are to be hot galvanized, 11 or 12 gauge, barb shank, 3/8" heads, sharp pointed and of sufficient length to penetrate at least 3/4" into decking. Staples are not permitted.	X	
1.29.02	Bituminous plastic cement shall meet current applicable federal standards, and shall be asbestos free.	X	
1.29.03	Asphalt felt shall be 15# fiberglass, polyester or organic that meets current applicable ASTM standards, Type I, and carry UL labels.	X	
1.29.04	Inspect deck after old roof removal and repair any defects. Install base felts and valley felts. Install shingles per manufacturer's specifications.	X	
1.29.05	If roof slopes less than 4" per 12', the installation requires a double layer of 15# asphalt felt prior to application of shingles.	X	
1.29.06	In cold-climate areas, use of two each 30# asphalt felts in lieu of 15# felts are required.	X	
1.29.07	Eave metal shall be, at a minimum, 2" x 2", 26 gauge galvanized. In high wind areas, use 3" x 2" 24 gauge galvanized, eave metal.	X	
1.30	Shingles, fiberglass, Class A, 30 year, premium laminated multilayered shingles		
1.30.01	Fiberglass shingles shall meet current applicable ASTM standards, Type I, carry UL, Class A and wind uplift labels, have hip and ridge factory pre-cut (where applicable) and be available in a variety of colors. Nails are to be hot galvanized, 11 or 12 gauge, barb shank, 3/8" heads, sharp pointed and of sufficient length to penetrate at least 3/4" into decking. Staples are not permitted.	X	
1.30.02	Bituminous plastic cement shall meet current applicable federal standards, and shall be asbestos free.	X	
1.30.03	Asphalt felt shall be 15# fiberglass, polyester or organic that meets current applicable ASTM standards, Type I, and current UL labels.	X	
1.30.04	Inspect deck after old roof removal and repair any defects. Install base felts and valley felts. Install shingles per manufacturer's specifications.	X	
1.30.05	If roof slopes less than 4" per 12', the installation requires a double layer of 15# asphalt felt prior to application of shingles.	X	
1.30.06	In cold-climate areas, use of two each 30# asphalt felts in lieu of two each 15# felts are required.	X	
1.30.07	Eave metal shall be 2" x 2", 26 gauge galvanized. In high wind areas, use 3" x 2" 24 gauge galvanized eave metal.	X	
1.31	Shingles, fiberglass, Class A, 40 year, premium laminated multilayered shingles		
1.31.01	Fiberglass shingles shall meet current applicable ASTM standards, Type I, carry UL, Class A and wind uplift labels, have hip and ridge factory pre-cut (where applicable) and be available in a variety of colors. Nails are to be hot galvanized, 11 or 12 gauge, barb shank, 3/8" heads, sharp pointed and of sufficient length to penetrate at least 3/4" into decking. Staples are not permitted.	X	
1.31.02	Bituminous plastic cement shall meet current applicable federal standards, and shall be asbestos free.	X	
1.31.03	Asphalt felt shall be 15# fiberglass, polyester or organic that meets current applicable ASTM standards, Type I, and current UL labels.	X	

1.31.04	Inspect deck after old roof removal and repair any defects. Install base felts and valley felts. Install shingles per manufacturer's specifications.	X	
1.31.05	If roof slopes less than 4" per 12', the installation requires a double layer of 15# asphalt felt prior to application of shingles.	X	
1.31.06	In cold-climate areas, use of two each 30# asphalt felts in lieu of 15# felts are required.	X	
1.31.07	Eave metal shall be at a minimum 2" x 2", 26 gauge galvanized. In high wind areas, use 3" x 2" 24 gauge galvanized, eave metal.	X	
1.32	Shingles, fiberglass, Class A, 50 year, premium laminated multilayered shingles		
1.32.01	Fiberglass shingles shall meet current applicable ASTM standards, Type I, carry UL, Class A and wind uplift labels, have hip and ridge factory pre-cut (where applicable) and be available in a variety of colors. Nails are to be hot galvanized, 11 or 12 gauge, barb shank, 3/8" heads, sharp pointed and of sufficient length to penetrate at least 3/4" into decking. Staples are not permitted.	X	
1.32.02	Bituminous plastic cement shall meet current applicable federal standards, and shall be asbestos free.	X	
1.32.03	Asphalt felt shall be 15# fiberglass, polyester or organic that meets current applicable ASTM standards, Type I, and current UL labels.	X	
1.32.04	Inspect deck after old roof removal and repair any defects. Install base felts and valley felts. Install shingles per manufacturer's specifications.	X	
1.32.05	If roof slopes less than 4" per 12', the installation requires a double layer of 15# asphalt felt prior to application of shingles.	X	
1.32.06	In cold-climate areas, use of two each 30# asphalt felts in lieu of 15# felts are required.	X	
1.32.07	Eave metal shall be at a minimum 2" x 2", 26 gauge galvanized. In high wind areas, use 3" x 2" 24 gauge galvanized, eave metal.	X	
1.33	Replace/Install clay or concrete roof tiles		
1.33.01	Tile shall be of quality, finish, color, size and shape to match existing, or as selected by the member.	X	
1.33.02	Nails for tiles and cleats shall be copper, 11 gauge, large head and long enough to penetrate 3/4" into deck.	X	
1.33.03	Flashing shall be 16 oz. copper.	X	
1.33.04	Mortar shall be one part Portland cement, 4 parts sand and color matched to tile.	X	
1.33.05	Asphalt felt underlayment shall be applied horizontally; lap at least 4" over valley and gutter metal; turn up 6" against all abutting vertical surfaces where possible and extend without break over hips and ridges.	X	
1.33.06	Plastic cement shall meet current applicable ASTM and federal standards.	X	
1.33.07	Sealant shall be silicone and shall meet current applicable ASTM standards.	X	
1.33.08	Nail each sheet along the edges, which shall be covered by the lap of the next sheet; lap the sheets 3" at sides and 6" at ends and cement together.	X	
1.33.09	Tile shall be laid in regular courses parallel with the eaves and no attempt made to stretch the courses. The courses shall be accurately spaced to finish even and parallel at the top of all level terminations.	X	
1.33.10	When the slopes of the abutting roof surfaces are at the same pitch, the courses shall align across valleys and around hips. Valleys shall be open 6" wide between tiles. Fit the tiles closely at hips and ridges and around vent pipes, ventilators, and other projections through the roof.	X	

1.33.11	Every piece of tile shall be secured by at least one fastening; Spanish tile shall have two, unless impracticable. Where nailing is not possible, or to avoid nailing through sheet metal, use wire attached to nails driven above the metal line or to other permanent fastenings and set the tile in elastic cement. Tile shall be laid with an end lap of at least 3". Eave closures of pan and cover tile shall be recessed at least 1 1/2" from the lower end of the tile.	X	
1.33.12	Hips and ridges shall have roll cover tile with closed hip starters and plain terminals. Field tile that verge along hips and valleys shall be cut before burning and valley tile shall have closed ends. Top fixtures shall be furnished at deck and ridge and at the lower side of abutting vertical surfaces. Gables shall have end bands, gable rakes and closed gable ends at ridge.	X	
1.33.13	The lap of end bands, or cover tile on hips and ridges, of gable rakes to end bands and field tiles, and the spaces between field tiles and hip stringers shall be filled with elastic cement. A limited amount of elastic cement may be used for leveling tile and for pointing around eave closures and top fixtures.	X	
1.33.14	All intersections of roofs with vertical surfaces of every kind and all openings in roof surfaces shall be flashed and counter-flashed. Flashings shall turn up no less than 6" against abutting vertical surfaces where possible and flashing segments shall be as long as practical.	X	
1.33.15	All intersections shall lap longitudinally not less than 3" on slopes. Elsewhere the joints shall be flat-locked and soldered. Laps and locks shall be in the direction of water flow; ridges and deck molds shall be flashed over the wood stringers. Exposed bottom edges of all flashings shall be doubled under about 1/2" to straight lines.	X	
1.33.16	At vertical surfaces along slopes, the flashings shall extend under the tile at least 4 1/2" with an upturned edge as high as the contour of the tile will permit. At the upper side of vertical surfaces, the flashings shall extend under the tile to the nails, with the upper edges turned back 1/2". Flashings at the lower side of vertical surface and the flashings of ridges and deck molds shall extend onto the roof tiles and top fixtures at least 4 1/2" and be bent down for stiffness.	X	
1.33.17	At corners and projections through the roof, the intersecting base flashings shall be lapped or locked and the joints sweated with solder. Base flashings at the sides, which are normal to the tile courses, shall spill onto the roofing below.	X	
1.33.18	Flashings at the sills of openings, which are not counter-flashed, shall extend under the sills of the frames and turn up at least 3/4" at the back edges.	X	
1.33.19	Base flashings at the curbs of roof openings, which are not counter-flashed, shall turn over the tops of the curbs and be fastened on the inside by locking to continuous cleats of the same metal which shall be fastened every 4" to the curbs.	X	
1.34	Remove built-up roof, multi-ply with embedded aggregate, non-asbestos		
1.34.01	Remove existing roofing down to roof deck or insulation.	X	
1.34.02	Remove all debris from deck and job site and dispose of in accordance with current applicable regulations.	X	
1.34.03	If applicable, remove all fasteners from decking.	X	
1.34.04	Using roofing spades, Maddox or mechanical device remove embedded gravel from roof membrane.	X	
1.34.05	Remove all loose gravel from roof membrane by power broom or mechanical wet vacuum and dispose of in accordance as required per current applicable regulations.	X	

1.34.06 Clean roof or substrate removing all dirt and debris prior to priming. Prime using asphaltic primer at the rate of one gallon to 100-150 square feet; allow to thoroughly dry.	X	
1.35 Remove single-ply roof, ballast, and membrane (partially, fully, or mechanically attached)		
1.35.01 Remove existing ballast from surface or roof membrane.	X	
1.35.02 Do not pile or store ballast in piles that would exceed the load limit on total roof system.	X	
1.35.03 All ballast shall be removed by use of closed chute or mechanically.	X	
1.35.04 If applicable, remove all fasteners from decking.	X	
1.35.05 Cut single ply membrane into pieces small enough so they can safely be removed and dispose of in accordance with current applicable regulations.	X	
1.35.06 Do not remove more membrane than can be replaced or dried daily.	X	
1.36 Remove copper sheet roofing		
1.36.01 Remove specified roofing using the recommended equipment and tools for the job. Remove and dispose all felts, flashings, battens, and counter-flashing, as required per current applicable regulations.	X	
1.36.02 Use 15# building paper, meeting current applicable federal and ASTM standards. Nails shall be hot dipped, galvanized, 11 or 12 gauge, smooth shank, 1" square metal heads, at least 1" long for dry in.	X	
1.37 Base sheet, 3-ply Type IV or Type VI fiberglass, in asphalt (15 year roof)		
1.37.01 Water-based asphalt primer that meets current applicable ASTM standards.	X	
1.37.02 Asphalt to meet all applicable UL and ATSM standards.	X	
1.37.03 Fiberglass base sheet, Type G2, meeting current applicable ASTM standards, high performance weight, 33 lb., tensile 80 psi.	X	
1.37.04 Fiberglass ply sheet shall be Type IV or VI.	X	
1.37.05 Prime existing surface with primer specified at a rate of 150-200 square feet per gallon.	X	
1.37.06 Continuously mop base sheet and three plies of specified fiberglass ply sheets with interply asphalt at a rate of 25 lbs. per 100 square feet per ply. Felts to be installed according to manufacturer's specifications.	X	
1.37.07 Glaze coat finished plies with 15 lbs. of steep asphalt and top surface	X	
1.38 Base sheet, 2-ply Type IV or Type VI fiberglass, in asphalt (10 year roof)		
1.38.01 Water-based asphalt primer shall meet current applicable ASTM standards.	X	
1.38.02 Asphalt shall meet UL, Class A, and current applicable ASTM standards.	X	
1.38.03 Fiberglass base sheet, Type G2, shall meet current applicable ASTM standards, high performance weight, 33 lb., tensile 80 psi.	X	
1.38.04 Fiberglass ply sheet shall be, Type IV or VI.	X	
1.38.05 Prime existing surface with primer specified at a rate of 150-200 square feet per gallon.	X	
1.38.06 Continuously mop base sheet and three plies of specified fiberglass ply sheets with interply asphalt at a rate of 25 lbs. per 100 square feet per ply. Felts to be installed according to manufacturer's specifications.	X	
1.38.07 Glaze coat finished plies with 15 lbs. of steep asphalt and top surface	X	
1.39 Base sheet adhered, cap sheet adhered		
1.39.01 Prepare substrate as required by manufacturer.	X	
1.39.02 If necessary, prime exiting surface with primer specified at a rate of 150-200 square feet per gallon.	X	

1.39.03	Base sheet shall be self-adhered, installed according to manufacturer's specifications.	X	
1.39.04	Granule surfaced cap sheet shall be self-adhered, installed according to manufacturer's specifications.	X	
1.40	Base sheet, 4-ply fiberglass, mechanically attached (15 year roof)		
1.40.01	Fiberglass base sheet, Type G2 to meet current applicable ASTM standards, high performance weight, 33 lb., tensile 80 psi; and fiberglass plies sheets, Type VI, mechanically attached.	X	
1.40.02	Mechanical fasteners for wood decks, 1" ringed shank nails with 1" capped head as made by Maze or Simplex (or approved equal); for wood fiber decks, Olympic GTL fasteners (or approved equal); light weight deck, Olympic, Tremco, or Zonolite base ply fastener (or approved equal).	X	
1.40.03	Starting at low point, install specified base sheet to deck using approved fasteners in accordance with current applicable standards for wind uplift requirements.	X	
1.40.04	Mop four (4) plies of specified fiberglass ply sheets with interply asphalt applied at the rate of 25 lbs. per 100 square feet per ply.	X	
1.40.05	Glaze coat finished plies with 15 lbs. of steep asphalt and top surface, or as outlined by manufacturer's recommendations.	X	
1.40.06	Install over hot-applied multi-ply BUR assembly in Type IV asphalt. Apply as per manufacturer's instruction.	X	
1.40.07	Cap finishing membrane shall be available as a fiberglass, modified fiberglass or modified fiberglass fire rated cap-finishing membrane.	X	
1.40.08	Cap finishing membrane shall be installed over multi-ply built-up roofing (BUR) assembly, per manufacturer's instruction.	X	
1.41	Base sheet with 2 or 3 plies, fiberglass felts, Type IV asphalt attached (15 year roof)		
1.41.01	For 2 plies, materials shall include primer; fiberglass base sheet, Type G2, that meets current applicable ASTM standards; Type VI fiberglass felts that meet current applicable ASTM standards, Type VI; asphalt Type IV steep, UL, Class A, shall meet current applicable ASTM standards.	X	
1.41.02	For 3 plies, materials include primer; fiberglass base sheet, Type G2, that meets current applicable ASTM standards, tensile strength average 80 lbs.; Type VI fiberglass felts that current applicable ASTM standards, Type VI; asphalt Type IV steep, UL, Class A, shall meet current applicable ASTM standards.	X	
1.41.03	Prepare substrate as required by manufacturer.	X	
1.41.04	Mop base sheet and plies of fiberglass base sheet as required by manufacturer.	X	
1.41.05	Ply are to be adhered with approved asphalt at the rate of 25 lbs. per 100 square feet per ply.	X	
1.41.06	All felts are to be broomed when applied.	X	
1.41.07	Fishmouths, voids, wrinkles and other disfigurements shall not be accepted.	X	
1.41.08	Extend all plies 1" above cant and seal.	X	
1.41.09	Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	
1.42	Base sheet with 3 plies mechanically attached, Type VI fiberglass felts, Type IV asphalt (15 year roof)		
1.42.01	Materials include primer; fiberglass base sheet, Type G2, that meets current applicable ASTM standards, tensile strength average 80 lbs.; Type VI fiberglass felts that meets current applicable ASTM standards; UL listed fiberglass.	X	
1.42.02	Prepare substrate as required by manufacturer.	X	

1.42.03 Mechanical fasteners for wood decks, 1" ringed shank nails with 1" capped head as made by Maze or Simplex (or approved equal); for wood fiber decks, Olympic GTL fasteners (or approved equal); light weight deck, Olympic, Tremco or Zonolite base ply fastener (or approved equal).	X	
1.42.04 Starting at low point, install specified base sheet to deck using approved fasteners in accordance with current applicable FM wind uplift requirements.	X	
1.42.05 Regularly mop four plies of specified fiberglass ply sheets with interply asphalt applied at the rate of 25 lbs. per square per ply, following manufacturer's instruction.	X	
1.42.06 Glaze coat finished plies with 15 lbs. of steep asphalt and top surface as outlined by manufacturer.	X	
1.42.07 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	
1.43 Nailed base sheet, 2 plies Type VI fiberglass felts, fiberglass cap, Type IV asphalt (20 year roof)		
1.43.01 Materials include primer; fiberglass base sheet, Type G2, that meets current applicable ASTM standards; ply sheet, G1, Type VI; asphalt Type IV steep, UL, Class A, shall meet current applicable ASTM standards.	X	
1.43.02 Prepare substrate as required by manufacturer.	X	
1.43.03 Nail base sheet per manufacturer's instruction.	X	
1.43.04 Plies are to be adhered with approved asphalt at the rate of 25 lbs. per square per ply.	X	
1.43.05 All felts are to be broomed when applied.	X	
1.43.06 Fishmouths, voids, wrinkles and puckers shall not be accepted.	X	
1.43.07 Extend all plies 1" above cant and seal.	X	
1.43.08 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	
1.44 Base sheet with 4 plies; 2 polyester and 2 fiberglass felts, Type IV asphalt (20 year roof)		
1.44.01 Materials include primer; fiberglass base sheet, Type G2, that meets current applicable ASTM standards; polyester ply sheets, continuous filament, heat resistant, spun bonded polyester to meet federal Test Method 101-2031 for punctures, current applicable ASTM standards for permeability, weight to be minimum 3.1 lbs/100 square feet; Type VI fiberglass felts that meets current applicable ASTM standards, Type VI; asphalt Type IV steep, UL, Class A, shall meet current applicable ASTM standards.	X	
1.44.02 Prepare substrate as required by manufacturer.	X	
1.44.03 Mop base sheet and four plies of fiberglass base sheet, two plies of polyester and two plies of fiberglass felts. Felts are to be installed in shingle fashion.	X	
1.44.04 Plies are to be adhered with approved asphalt at the rate of 25 lbs. per 100 square feet per ply.	X	
1.44.05 All felts are to be broomed when applied.	X	
1.44.06 Fishmouths, voids and wrinkles shall not be accepted.	X	
1.44.07 Extend all plies 1" above cant and seal.	X	
1.44.08 If required, install glaze coat of asphalt at the rate of 15 lbs. per square.	X	
1.44.09 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	

1.45 Built-up roof, base sheet with 3 plies polyester roofing sheet, Type IV asphalt (20 year roof)		
1.45.01 Materials include primer; fiberglass base sheet, Type G2, that meets current applicable ASTM standards; polyester ply sheets, continuous filament, heat resistant, spun bonded polyester to meet federal Test Method 101-2031 for punctures, current applicable ASTM standards for permeability, weight to be minimum 3.1 lbs/100 square feet; Type VI fiberglass felts that meets current applicable ASTM standards, Type VI; asphalt Type IV steep, UL, Class A, shall meet current applicable ASTM standards.	X	
1.45.02 Prepare substrate as required by manufacturer.	X	
1.45.03 Mop base sheet and three plies of heat stabilized polyester with interply mopping of Type IV asphalt at the rate of 25 lbs. per square per ply.	X	
1.45.04 Plies are to be installed shingle fashion.	X	
1.45.05 All felts are to be broomed when applied.	X	
1.45.06 Fishmouths, voids and wrinkles shall not be accepted.	X	
1.45.07 Extend all plies 1" above cant and seal.	X	
1.45.08 If required, install glaze coat of asphalt at the rate of 15 lbs. per 100 square feet.	X	
1.45.09 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	
1.46 Built-up roof, base sheet with 3 plies Type G2 fiberglass, cold process adhesive (20 year roof)		
1.46.01 Fiberglass base ply, 28 lb., Type G2, shall meet current applicable ASTM standards, average tensile, 80 psi, recommended by manufacturer.	X	
1.46.02 Cold asphalt adhesive, UL approved, applied at 3 gallons per 100 square feet, inner ply, shall meet current applicable air quality limits and contain no asbestos.	X	
1.46.03 Surface materials of gravel or emulsion and reflective coating.	X	
1.46.04 Install base plus three plies with cold asphalt adhesive at the rate of 3 gallons per square per ply.	X	
1.46.05 Top surface with cold asphalt and approved finish coat.	X	
1.46.06 Plies to extend to top of cants and nail 8" o.c.	X	
1.46.07 Wood nailers shall be used to provide membrane termination.	X	
1.46.08 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	
1.47 Built-up roof, base sheet plus 4 plies Type G2 fiberglass, cold process adhesive (30 year roof)		
1.47.01 Fiberglass base ply, 33 lb., Type G2, shall meet current applicable ASTM standards, average tensile, 80 psi, recommended by manufacturer.	X	
1.47.02 Cold asphalt adhesive, UL approved, applied at 3 gallons per 100 square feet, inner ply, and shall meet SCAQMD VOC limits and contain no asbestos.	X	
1.47.03 Surface materials of gravel or emulsion and reflective coating.	X	
1.47.04 Install base plus four plies with cold asphalt adhesive at the rate of 3 gallons per 100 square feet per ply.	X	
1.47.05 Top surface with cold asphalt and approved finish coat.	X	
1.47.06 Plies to extend to top of cants and nail 8" o.c.	X	
1.47.07 Wood nailers may be used to provide membrane termination. Nail per manufacturer recommendations.	X	
1.47.08 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	

1.48 Built-up roof, base sheet, 1 ply Type VI fiberglass, 1 ply modified bitumen sheet, fire rated, Type IV asphalt (15 year roof)		
1.48.01 Fiberglass base ply, 33 lb., Type G2, shall meet current applicable ASTM standards, average tensile, 80 psi, recommended by manufacturer.	X	
1.48.02 Asphalt, Type IV steep. UL class A, meets current applicable ASTM standards.	X	
1.48.03 Type VI Fiberglass felts meets current applicable ASTM standards; modified bitumen sheet, SBS elastomers with reinforcement. Recommended thickness: 0.160', Tensile strength, 148 MD and 122 CD lbf/in., and puncture meet all current applicable ASTM standards.	X	
1.48.04 Prepare substrate as required by manufacturer.	X	
1.48.05 Continuously mop base sheet, ply sheet and modified bitumen sheet into specified bitumen, Type IV, meets current applicable ASTM standards.	X	
1.48.06 Install base sheet and roofing ply starting at low point in shingle fashion with asphalt at rate of 25 lbs. per 100 square feet per ply.	X	
1.48.07 All felts are to be broomed when applied.	X	
1.48.08 Install modified bitumen sheet in hot asphalt at a rate of 23 lbs. per 100 square feet. Roll edge to ensure positive bond. Broom out air pockets and voids at application; end lap 12" and staggered 3' minimum, with a head lap at 4".	X	
1.48.09 Top surface to be granule unless noted by line item on work order.	X	
1.48.10 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	
1.49 Built-up roof, base sheet, 2 ply polyester roofing sheet, 1 ply modified bitumen sheet, fire rated, Type IV asphalt (20 year roof)		
1.49.01 Fiberglass base ply, 33 lb., Type G2, shall meet current applicable ASTM standards, average tensile, 80 psi, recommended by manufacturer.	X	
1.49.02 Asphalt, Type IV steep. UL class A, meets current applicable ASTM standards.	X	
1.49.03 Type VI Fiberglass felts, meets current applicable ASTM standards; modified bitumen sheet, SBS elastomers with reinforcement. Recommended thickness: 0.160', Tensile strength, 148 MD and 122 CD lbf/in., and puncture meet all current applicable ASTM standards.	X	
1.49.04 Prepare substrate as required by manufacturer.	X	
1.49.05 Mop base sheet, ply sheet and modified bitumen sheet into specified bitumen, Type IV, meets current applicable ASTM standards.	X	
1.49.06 Install base sheet and roofing ply starting at low point in shingle fashion with asphalt at rate of 25 lbs. per 100 square feet per ply.	X	
1.49.07 Install ply sheets in continuous mopping of asphalt. All plies shall have total adhesion and bleed through.	X	
1.49.08 Install modified bitumen sheet in hot asphalt at a rate of 23 lbs. per 100 square feet. Roll edge to ensure positive bond. Broom out air pockets and voids at application; end lap 12" and staggered 3' minimum, with a head lap at 4".	X	
1.49.09 Extend plies to top of cants and seal. Fishmouths, voids, wrinkles and other irregularities shall not be accepted.	X	
1.49.10 Top surface to be granule unless noted by line item on work order.	X	
1.49.11 Member shall approve final roofing system. Final system shall carry UL, Class A, FM I-90, or current applicable approvals.	X	
1.50 Built-up roof, base sheet, G2, 33 lb., mechanically attached or Type IV asphalt		
1.50.01 Fiberglass base ply, 33 lb., Type G2, meets current applicable ASTM standards, average tensile, 80 psi, recommended by manufacturer.	X	
1.50.02 Nail to substrate to FM I-90 design standards.	X	

1.51 Built-up roof, high strength G2 coated base ply with trilaminate reinforced, 31 lb., mechanically attached or Type IV asphalt, added cost per ply per square foot		
1.51.01 High strength G2 coated base ply with a trilaminate reinforcement, 31 lb., Type G2, meets current applicable ASTM standards, average tensile, 130 psi, recommended by manufacturer.	X	
1.51.02 Nail to substrate to FM I-90 design standards.	X	
1.52 Built-up roof, premium asphalt, added cost per ply per square foot		
1.52.01 Premium IV asphalt, meets current applicable ASTM standards, high quality steep asphalt, process from highly monitored asphalt flux.	X	
1.52.02 Apply Premium IV asphalt where specified by work order at minimum rate of 25 lbs. per 100 square feet per ply.	X	
1.53 Built-up roof, modified bitumen adhesive, added cost per ply per square foot		
1.53.01 Modified bitumen adhesive, a polymer formulation applied as a hot melt adhesive, made of unblown asphalt and modified with selected polymers, and shall be both UL and FM approved. Elongation at 77°F, 100%. Meets current applicable ASTM standards.	X	
1.53.02 Apply modified bitumen adhesive in place of asphalt.	X	
1.53.03 Interply rate minimum 27 lbs. per 100 square feet.	X	
1.53.04 Final system results shall be per manufacturers recommendations.	X	
1.54 Built-up roof, surface with cold asphaltic surfacing adhesive and gravel		
1.54.01 Cold asphalt adhesive, UL approved, and shall meet SCAQMD VOC limits and contain no asbestos.	X	
1.54.02 Prime roof surface with asphalt primer, as per manufacturers recommendations. Reapplication of primer is required if work surface has been contaminated.	X	
1.54.03 Built-up roof gravel shall be size 6.	X	
1.54.04 Apply flood coat of asphalt adhesive at 5 gallons per 100 square feet.	X	
1.54.05 Broadcast roof gravel at rate of 500 lbs. per 100 square feet. Rake gravel smooth.	X	
1.54.06 Completed system shall have a current UL 790 Class A rating.	X	
1.55 Built-up roof, surface with emulsion and granules		
1.55.01 Apply primer to surface as recommended by manufacturer.	X	
1.55.02 Use high performance rubberized emulsion and #1 white ceramic roof granules.	X	
1.55.03 Apply emulsion to roof surface at rate of 4 gallons per 100 square feet.	X	
1.55.04 Install ceramic roof granules into emulsion at rate of 80 lbs. per 100 square feet.	X	
1.56 Built-up roof, surface with emulsion and aluminum coating		
1.56.01 Apply primer to surface as recommended by manufacturer.	X	
1.56.02 Use high performance rubberized emulsion and #1 white ceramic roof granules.	X	
1.56.03 Apply emulsion to roof surface at rate of 4 gallons per square.	X	
1.56.04 Install aluminum reflective coating to roof surface at rate of 1 gallon per 150 square feet. Two coats required.	X	
1.57 Built-up roof, surface with emulsion and white elastomeric coating		
1.57.01 Apply primer to surface as recommended by manufacturer.	X	
1.57.02 Coating shall be a high performance, high solid, reflective, fire retardant coating.	X	
1.57.03 Apply emulsion to roof surface at rate of .75 gallons per 100 square feet and let cure, per manufacturer's recommendation.	X	
1.57.04 Apply white fire retardant coating consisting of two coats at a rate of 1 gallon per 100 square feet per coat.	X	

1.57.05	On vertical surfaces, apply in two coats at the rate of 2 gallons per 100 square feet.	X	
1.57.06	Apply two-coat, elastomeric coating, 2 gallons per 100 square feet, each coat, with primer, if necessary.	X	
1.58	Built-up roof, surface with aluminum coating or paint		
1.58.01	Apply primer to surface as recommended by manufacturer.	X	
1.58.02	Install aluminum reflective coating to roof surface at rate of 1 gallon per 150 square feet. Minimum of two coats required.	X	
1.59	Built-up roofing repairs; fibered asphalt mastic, brush or trowel grade, with fiberglass mesh		
1.59.01	Built-up roofing repairs shall use asphalt mastic, reinforcement mesh, and primer.	X	
1.59.02	Apply an 1/8" thick layer of mastic over repair area. Brush in reinforcement mesh removing all wrinkles. Apply second layer of mastic and install second layer of mesh extending 1" past last layer in all directions.	X	
1.59.03	Install same number of plies as removed, or at a minimum 2 plies.	X	
1.60	Built-up roofing repairs; elastomeric or pitch-based mastic, with fiberglass mesh		
1.60.01	Apply an 1/8" thick layer of mastic over repair area. Brush in reinforcement mesh removing all wrinkles. Apply second layer of mastic and install second layer of mesh extending 1" past last layer in all directions.	X	
1.60.02	Install same number of plies as removed, or at a minimum 2 plies.	X	
1.61	Built-up roofing restoration, coal tar pitch roofs		
1.61.01	Remove gravel and repair defects, as necessary.	X	
1.61.02	Built-up roofing restoration shall use mastics, as needed.	X	
1.61.03	Material is to be spray applied, unless manufacturer only recommends brushing. A mechanical pump with a minimum ratio of 11:1 is to be used for material delivery.	X	
1.61.04	Apply coal tar, 8 gallons per 100 square feet, or as recommended by manufacturer.	X	
1.61.05	Warm material for ease of delivery, but shall not exceed 110°F. The material shall not be thinned in any manner.	X	
1.61.06	Round white river rock, size 6, 1/2", shall be spread evenly on the treated mat surface at the rate of 500 lbs. per 100 square feet. The aggregate shall be clean and new.	X	
1.61.07	If a portion of roof mat is designed for re-saturation, then only the same size and type of aggregate shall be replaced.	X	
1.62	Built-up roofing restoration, odorless, coal tar pitch or asphalt roofs		
1.62.01	Remove gravel and repair defects as necessary.	X	
1.62.02	Apply mastics, as needed.	X	
1.62.03	Cold apply odorless base coal tar, 8 gallons per 100 square feet, or as recommended by manufacturer.	X	
1.62.04	Material is to be spray applied, unless manufacturer only recommends brushing. A mechanical pump with a minimum ratio of 11:1 is to be used for material delivery.	X	
1.62.05	Warm material for ease of delivery, but shall not exceed 110°F. The material shall not be thinned in any manner.	X	
1.62.06	Round white river rock, size 6, 1/2", shall be spread evenly on the treated mat surface at the rate of 500 lbs. per 100 square feet. The aggregate shall be clean and new.	X	
1.62.07	If a portion of roof mat is designed for re-saturation, then only the same size and type of aggregate shall be replaced.	X	
1.63	Single-ply roof, CSPE, 45 mils reinforced, mechanically fastened (15 year roof)		
1.63.01	Chlorosulfonated polyethylene (CSPE) membrane shall be of 45 mil, reinforced with high strength polyester scrim (10 x 10).	X	

1.63.02	Seam adhesive shall be contact adhesive as supplied by membrane manufacturer. Flash adhesive shall be one part elastomer.	X	
1.63.03	Seam sealer, one part white silicone as supplied by membrane manufacturer.	X	
1.63.04	Flashing sheet shall be CSPE, 45 mil, reinforced.	X	
1.63.05	Mechanical fastener used shall be as recommended by membrane manufacturer.	X	
1.63.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.63.07	Install mechanical fasteners and plates at top edge of sheet as recommended by manufacturer.	X	
1.63.08	Each run of roofing sheet to have a 6" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.63.09	Clean all laps with approved solvent.	X	
1.63.10	Adhere seams and end laps with contact adhesive, as recommended by manufacturer.	X	
1.63.11	Roll lap with 2" steel roller to ensure positive adhesion.	X	
1.63.12	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.63.13	Caulk at exposed edges of flashings and field seams with silicone sealant, as specified by manufacturer.	X	
1.64	Single-ply roof, CSPE, 60 mils reinforced, mechanically fastened (15 year roof)		
1.64.01	CSPE membrane shall be 60 mil, reinforced with high strength polyester scrim (10 x 10).	X	
1.64.02	Seam adhesive shall be contact adhesive as supplied by membrane manufacturer. Flash adhesive shall be one part elastomer.	X	
1.64.03	Seam sealer, one part white silicone as supplied by membrane manufacturer.	X	
1.64.04	Flashing sheet shall be CSPE, 60 mil, reinforced.	X	
1.64.05	Mechanical fastener used shall be as recommended by membrane manufacturer.	X	
1.64.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.64.07	Install mechanical fasteners and plates at top edge of sheet as recommended by manufacturer.	X	
1.64.08	Each run of roofing sheet shall have a 6" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.64.09	Clean all laps with approved solvent.	X	
1.64.10	Adhere seams and end laps with contact adhesive, as recommended by manufacturer.	X	
1.64.11	Roll lap with 2" steel roller to ensure positive adhesion.	X	
1.64.12	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.64.13	Caulk at exposed edges of flashings and field seams with silicone sealant, as specified by manufacturer.	X	
1.65	Single-ply roof, TPA, 45 mils, fully adhered with bonding adhesive (15 year roof)		
1.65.01	Tri-Polymer alloy (TPA) membrane shall be 45 mil.	X	
1.65.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.65.03	Surfaces to receive bonding adhesive shall be clean, dry, and free from oil, grease, or other contaminants.	X	
1.65.04	Flashing sheet shall be TPA, 45 mil.	X	
1.65.05	Bonding adhesive used shall be as recommended by adhesive manufacturer.	X	

1.65.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.65.07	Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.65.08	Clean all laps with approved solvent.	X	
1.65.09	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.65.10	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.66	Single-ply roof, TPA, 60 mils, fully adhered with bonding adhesive (20 year roof)		
1.66.01	TPA membrane shall be 60 mil.	X	
1.66.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.66.03	Surfaces to receive bonding adhesive shall be clean, dry, and free from oil, grease, or other contaminants.	X	
1.66.04	Flashing sheet shall be TPA, 60 mil.	X	
1.66.05	Bonding adhesive used shall be as specified by adhesive manufacturer.	X	
1.66.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.66.07	Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.66.08	Clean all laps with approved solvent.	X	
1.66.09	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.66.10	Install flashing sheet in flashing adhesive to substrate, as recommended by manufacturer.	X	
1.67	Single-ply roof, TPA, 80 mils, fully adhered with bonding adhesive (20 year roof)		
1.67.01	TPA membrane shall be 80 mil.	X	
1.67.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.67.03	Surfaces to receive bonding adhesive shall be clean, dry, and free from oil, grease, or other contaminants.	X	
1.67.04	Flashing sheet shall be TPA, 80 mil.	X	
1.67.05	Bonding adhesive used shall be as recommended by adhesive manufacturer.	X	
1.67.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.67.07	Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.67.08	Clean all laps with approved solvent.	X	
1.67.09	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.67.10	Install flashing sheet in flashing adhesive to substrate, as recommended by manufacturer.	X	
1.68	Single-ply roof, TPA, 45 mils, mechanically fastened (15 year roof)		
1.68.01	TPA membrane shall be 45 mil.	X	
1.68.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.68.03	Flashing sheet shall be TPA, 45 mil.	X	
1.68.04	Mechanical fastener used shall be as recommended by membrane manufacturer.	X	
1.68.05	Avoid wrinkles, reposition when necessary.	X	
1.68.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	

1.68.07	Mechanically attach underlying sheet at the lap to the structural deck with fasteners and barbed plates per manufacturer's instructions.	X	
1.68.08	Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.68.09	Clean all laps with approved solvent.	X	
1.68.10	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.68.11	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.69	Single-ply roof, TPA, 60 mils, mechanically fastened (20 year roof)		
1.69.01	TPA membrane shall be 60 mil.	X	
1.69.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.69.03	Flashing sheet shall be TPA, 60 mil.	X	
1.69.04	Mechanical fastener used shall be as recommended by membrane manufacturer.	X	
1.69.05	Avoid wrinkles, reposition when necessary.	X	
1.69.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.69.07	Mechanically attach underlying sheet at the lap to the structural deck with fasteners and barbed plates per manufacturer's instructions.	X	
1.69.08	Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.69.09	Clean all laps with approved solvent.	X	
1.69.10	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.69.11	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.70	Single-ply roof, TPA, 80 mils, mechanically fastened (20 year roof)		
1.70.01	TPA membrane shall be 80 mil.	X	
1.70.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.70.03	Flashing sheet shall be TPA, 80 mil.	X	
1.70.04	Mechanical fastener used shall be as recommended by membrane manufacturer.	X	
1.70.05	Avoid wrinkles, reposition when necessary.	X	
1.70.06	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.70.07	Mechanically attach underlying sheet at the lap to the structural deck with fasteners and barbed plates per manufacturer's instructions.	X	
1.70.08	Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.70.09	Clean all laps with approved solvent.	X	
1.70.10	Roll lap with 2" silicon roller to ensure positive adhesion.	X	
1.71	Single-ply roof, TPA fleece back, 45 mils, fully adhered with hot asphalt (15 year roof)		
1.71.01	TPA membrane shall be 45 mil fleece back.	X	
1.71.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.71.03	Flashing sheet shall be TPA, 45 mil.	X	
1.71.04	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer 1/2".	X	
1.71.05	Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	

1.71.06 Clean all laps with approved solvent.	X	
1.71.07 Roll lap with 2" silicon roller to ensure positive adhesion.	X	
1.71.08 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.72 Single-ply roof, TPA fleece back, 60 mils, fully adhered with hot asphalt (20 year roof)		
1.72.01 TPA membrane shall be 60 mil fleece back.	X	
1.72.02 All field seams shall be clean and dry prior to initiating any field welding.	X	
1.72.03 Flashing sheet shall be TPA, 60 mil.	X	
1.72.04 Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.72.05 Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.72.06 Clean all laps with approved solvent.	X	
1.72.07 Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.72.08 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.73 Single-ply roof, TPA fleece back, 80 mils, fully adhered with hot asphalt (20 year roof)		
1.73.01 TPA membrane shall be 80 mil fleece back.	X	
1.73.02 All field seams shall be clean and dry prior to initiating any field welding.	X	
1.73.03 Flashing sheet shall be TPA, 80 mil.	X	
1.73.04 Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.73.05 Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.73.06 Clean all laps with approved solvent.	X	
1.73.07 Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.73.08 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.74 Single-ply roof, TPO, 45 mils, fully adhered with bonding adhesive (15 year roof)		
1.74.01 Thermoplastic polyolefin (TPO) membrane shall be 45 mil.	X	
1.74.02 All field seams shall be clean and dry prior to initiating any field welding.	X	
1.74.03 Flashing sheet shall be TPO, 45 mil.	X	
1.74.04 Bonding adhesive used shall be as specified by adhesive manufacturer.	X	
1.74.05 Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.74.06 Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.74.07 Clean all laps with approved solvent.	X	
1.74.08 Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.74.09 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.75 Single-ply roof, TPO, 60 mils, fully adhered with bonding adhesive (20 year roof)		
1.75.01 TPO membrane shall be 60 mil.	X	
1.75.02 All field seams shall be clean and dry prior to initiating any field welding	X	
1.75.03 Flashing sheet shall be TPO, 60 mil.	X	
1.75.04 Bonding adhesive used shall be as recommended by manufacturer.	X	

1.75.05	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.75.06	Each run of roofing sheet shall have an approximate 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.75.07	Clean all laps with approved solvent.	X	
1.75.08	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.75.09	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.76	Single-ply roof, TPO, 80 mils, fully adhered with bonding adhesive (20 year roof)		
1.76.01	TPO membrane shall be 80 mil.	X	
1.76.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.76.03	Flashing sheet shall be TPO, 80 mil.	X	
1.76.04	Bonding adhesive used shall be as recommended by manufacturer.	X	
1.76.05	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.76.06	Mechanically attach underlying sheet at the lap to the structural deck with fasteners and barbed plates per manufacturer's instructions.	X	
1.76.07	Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.76.08	Clean all laps with approved solvent.	X	
1.76.09	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.76.10	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.77	Single-ply roof, TPO, 45 mils reinforced, mechanically fastened (15 year roof)		
1.77.01	TPO membrane shall be 45 mil.	X	
1.77.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.77.03	Flashing sheet shall be TPO, 45 mil.	X	
1.77.04	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.77.05	Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.77.06	Clean all laps with approved solvent.	X	
1.77.07	Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.77.08	Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.78	Single-ply roof, TPO, 60 mils reinforced, mechanically fastened (20 year roof)		
1.78.01	TPO membrane shall be 60 mil.	X	
1.78.02	All field seams shall be clean and dry prior to initiating any field welding.	X	
1.78.03	Flashing sheet shall be TPO, 60 mil.	X	
1.78.04	Mechanical fastener used shall be as recommended by manufacturer.	X	
1.78.05	Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.78.06	Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.78.07	Clean all laps with approved solvent.	X	
1.78.08	Roll lap with 2" silicone roller to ensure positive adhesion.	X	

1.78.09 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.79 Single-ply roof, TPO, 80 mils reinforced, mechanically fastened (20 year roof)		
1.79.01 TPO membrane shall be 80 mil.	X	
1.79.02 All field seams shall be clean and dry prior to initiating any field welding	X	
1.79.03 Flashing sheet shall be TPO, 80 mil.	X	
1.79.04 Mechanical fastener used shall be as recommended by manufacturer.	X	
1.79.05 Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.79.06 Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.79.07 Clean all laps with approved solvent.	X	
1.79.08 Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.79.09 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.80 Single-ply roof, TPO, 45 mils, fully adhered with hot asphalt (15 year roof)		
1.80.01 TPO membrane shall be 45 mil.	X	
1.80.02 All field seams shall be clean and dry prior to initiating any field welding.	X	
1.80.03 Flashing sheet shall be TPO, 45 mil.	X	
1.80.04 Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.80.05 Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.80.06 Clean all laps with approved solvent.	X	
1.80.07 Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.80.08 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.81 Single-ply roof, TPO, 60 mils, fully adhered with hot asphalt (20 year roof)		
1.81.01 TPO membrane shall be 60 mil.	X	
1.81.02 All field seams shall be clean and dry prior to initiating any field welding.	X	
1.81.03 Flashing sheet shall be TPO, 60 mil.	X	
1.81.04 Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	
1.81.05 Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.81.06 Clean all laps with approved solvent.	X	
1.81.07 Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.81.08 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.82 Single-ply roof, TPO, 80 mils, fully adhered with hot asphalt (20 year roof)		
1.82.01 TPO membrane shall be 80 mil.	X	
1.82.02 All field seams shall be clean and dry prior to initiating any field welding.	X	
1.82.03 Flashing sheet shall be TPO, 80 mil.	X	
1.82.04 Starting at low edge of roof, lay roofing sheet parallel to edge of roof. Outside edge to extend past outside edge of wood nailer by 1/2".	X	

1.82.05 Each run of roofing sheet shall have a 3" lap minimum. Lay all laps shingle fashion to permit drainage.	X	
1.82.06 Clean all laps with approved solvent.	X	
1.82.07 Roll lap with 2" silicone roller to ensure positive adhesion.	X	
1.82.08 Install flashing sheet in flashing adhesive to substrate as recommended by manufacturer.	X	
1.83 Single-ply roofing repairs (CSPE, PVC, and EPDM)		
1.83.01 Single ply roofing membranes shall use adhesives and sealants that match existing roofing system.	X	
1.83.02 Make repairs as necessary. Clean repair area. All work shall conform to existing system manufacturer's specifications.	X	
1.84 Flashing membrane, 2 ply, Type VI fiberglass		
1.84.01 Type VI fiberglass felt, meets current applicable ASTM standards, Class I.	X	
1.84.02 Asphalt, Type IV steep, meets current applicable ASTM standards, UL labeled.	X	
1.84.03 Install two plies of felts to flashing area and continuous mopping of specified asphalt at a rate of 30 lbs. per 100 square feet per ply.	X	
1.84.04 Felts not to extend over 12" above roof mat and not less than 8". Ply shall extend a minimum of 4" past toe of cant.	X	
1.84.05 Apply glaze coat of 15 lbs. on approved asphalt.	X	
1.84.06 Nail as recommended by manufacturer.	X	
1.85 Flashing membrane, 1 ply polyester and 1 ply modified bitumen		
1.85.01 Polyester heat stabilized roofing ply sheet that meets current applicable federal and ASTM standards, weight 3.1 lbs/100 square feet.	X	
1.85.02 Modified bitumen sheet, SBS elastomer with reinforcement. Thickness meets current applicable ASTM standards.	X	
1.85.03 Asphalt, Type IV steep, UL class A, meets current applicable ASTM standards.	X	
1.85.04 Install flashing ply as recommended by manufacturer in continuous mopping of asphalt at 30 lbs. per 100 square feet per ply. Not to exceed 12" height above roof, minimum height, 8" with 4" out from toe to cant.	X	
1.86 Flashing membrane, 2 ply, polyester		
1.86.01 Polyester heat stabilized roofing ply sheet that meets current applicable federal and ASTM standards.	X	
1.86.02 Aluminize, as recommended by manufacturer.	X	
1.86.03 Install flashing ply as recommended by manufacturer in continuous mopping of asphalt at 30 lbs. per 100 square feet per ply. Not to exceed 12" height above roof, minimum height, 8" with 4" out from toe to cant.	X	
1.87 Flashing membrane, CSPE		
1.87.01 Hypalon (CSPE) reinforced, or membrane of similar or equal performance, 0.045 thick elastomer molded with high strength polyester scrim that meets current applicable ASTM standards.	X	
1.87.02 Flashing elastomeric adhesive shall be one part, and shall meet current applicable ASTM standards.	X	
1.87.03 Heavy fibrated asphalt mastic with penetrating oils and plasticizing agents. UL approved, shall meet current applicable ASTM standards.	X	
1.87.04 Reinforced mesh (vinyl coated, woven glass scrim, weight 1.32 lb/100 square feet), tensile strength, 75 lbf. shall meet current applicable ASTM standards.	X	
1.87.05 Install elastomeric reinforced flashing membrane in a continuous application of adhesive at rate of 15 square feet per gallon.	X	
1.87.06 Remove all air, wrinkles, and voids.	X	
1.87.07 Flashings to extend 4" past toe of cant onto roof surface.	X	

1.87.08 Strip inner roof edge of flashing sheet with reinforced mesh and asphalt mastic.	X	
1.87.09 Install flashing per membrane manufacturer's recommendations.	X	
1.88 Polyurethane foam roofing		
1.88.01 Material is two component, with a minimum density, 2.75 pcf; minimum compression strength, 40 psi; minimum allowable slope, 1/4" to 12"; minimum thickness of foam, 1" for new, 1.5" for recover; minimum coating thickness (shall meet manufacturer's UL rated assemblies).	X	
1.88.02 Installation shall be smooth, free from ponding in excess of 1 square foot per 100 square feet, 24 hours after secession of moisture.	X	
1.88.03 Without exception, surfacing shall be installed the same day as the foam. Any foam left exposed overnight shall be completely removed and reapplied without any additional cost to member.	X	
1.88.04 Foam shall be install according to the accepted industry standards.	X	
1.88.05 Should random sampling (one sample per each 10,000 square feet over the entire project, minimum three samples) show an average deficiency of coating in excess of 5%, the entire area shall be recoated with an additional 15 mils, dry film thickness (DFT), at no additional cost to member. Should the foam itself be deficient in depth or weight in excess of 5%, it shall be removed and replaced at no additional cost.	X	
1.88.06 Polyurethane foam shall be installed over primed concrete decks, mechanically attached base sheets, and existing built-up roofs, according to the Uniform Building Code.	X	
1.88.07 To recover gravel roof systems, first remove all loose rock, dirt, and other debris. Prime roof as per manufacturers recommendation.	X	
1.88.08 No existing roof system may contain moisture or wet insulation prior to recover.	X	
1.88.09 Infrared analysis is required of all insulated recover applications prior to spraying to identify any concealed damage to roofing system. Damages shall be reported to member before application of coating.	X	
1.88.10 Minimum dry foam thickness: Acrylic, 30 mils, minimum fire rating, UL 790, Class A (shall meet manufacturer's UL rated assemblies).	X	
1.88.11 Minimum dry foam thickness: Silicone, 22 mils, minimum fire rating, UL 790, Class A (shall meet manufacturer's UL rated assemblies).	X	
1.89 Masonry – Brick or block, remove and reset, various project sizes		
1.89.01 Brick shall match existing in color and size. Common brick shall conform to current applicable ASTM standards C 216, grade MW, Type FBX.	X	
1.89.02 Type I Portland cement, masonry cement, fine aggregate clean natural sand, and hydrated lime shall meet current applicable ASTM standards.	X	
1.89.03 Admixture, shall be integral treatment to reduce water content and shrinkage.	X	
1.89.04 Mortar mix shall be an acceptable premix that meets ASTM standards, or be mixed at a ratio of 1/2/8 made from above materials using a minimum amount of water to make a workable mix.	X	
1.89.05 Using chisels, grinders, and hand tools, remove brick and/or joint.	X	
1.89.06 All removed and loose mortar shall be cleared from the repair area and dispose of waste per current applicable regulations. Repair area shall be cleaned prior to performing repairs.	X	
1.89.07 All units shall be laid with properly mortared vertical and horizontal joints. Units shall not be moved or shifted once put in place. All joints to be worked full with mortar.	X	

1.89.08 Joints to match existing, approximately 3/8", neatly concave and tooled.	X	
1.89.09 Masonry work shall be laid up in a running bond with reinforcement every 16" vertical.	X	
1.90 Coping stones, remove, replace, and/or reset		
1.90.01 Coping stones shall match existing in color and size.	X	
1.90.02 Type I Portland cement, masonry cement, fine aggregate clean natural sand, and hydrated lime meet current applicable ASTM standards.	X	
1.90.03 Admixture shall be integral treatment to reduce water content and shrinkage.	X	
1.90.04 Mortar mix shall be an acceptable premix that meets ASTM standards, or be mixed at a ratio of 1/2/8 made from above materials using a minimum amount of water to make a workable mix.	X	
1.90.05 Using chisels, grinders, and hand tools, remove brick and/or joint.	X	
1.90.06 Carefully remove copingstones. Remove all mortar and residue from parapet wall and dispose of waste per current applicable regulations.	X	
1.90.07 Mortar mix shall be 1/2/8 made from above materials using a minimum amount of water to make a workable mix.	X	
1.90.08 Mortar mix applied to the top of parapet shall not contaminate the face of the building.	X	
1.90.09 Set cleaned copingstones in place leaving 3/8" joint between stones.	X	
1.90.10 Waterproof joints and stones, as necessary.	X	
1.91 Remove standard metal decking		
1.91.01 Before work starts, area below work shall be protected and/or barricaded before deck removal begins.	X	
1.91.02 Remove deteriorated decking.	X	
1.91.03 Dispose of waste per current applicable regulations	X	
1.91.04 All decking shall be replaced and covered daily.	X	
1.92 Install metal decking		
1.92.01 Steel galvanized metal deck units, meets current applicable ASTM standards, Grade A; galvanizing.	X	
1.92.02 Use coated self-tapping deck screws.	X	
1.92.03 All welding shall meet current applicable American Welding Society Structural Welding Code.	X	
1.92.04 Paint shall be rust inhibitive. Existing deck shall be painted, where required.	X	
1.92.05 Install deck units and accessories in accordance with manufacturer's recommendations and final shop drawings.	X	
1.92.06 Place deck unit in straight alignment for entire length of run of cells and with close alignment between cells at ends of abutting units.	X	
1.92.07 Place deck units flat and square, secured to adjacent framing without warp or excessive deflection.	X	
1.92.08 Do not place deck units on concrete supporting structure until concrete is cured and is dry.	X	
1.92.09 Coordinate and cooperate with structural steel erector in locating decking bundles to prevent overloading of structural members.	X	
1.92.10 Fasten roof deck units to steel supporting members by not less than 1/2" diameter fusion welds or elongated welds of equal strength, spaced not more than 12" o.c. at supports, and at closer spacing where required for lateral force resistance.	X	
1.92.11 Use welding washers where recommended by deck manufacturer.	X	
1.92.12 Lock side laps of adjacent deck units between supports with screws on 36" centers.	X	
1.92.13 Provide reinforcement at opening to match, that which exists.	X	

1.93 Install steel plate		
1.93.01 Galvanized, 10 gauge steel or extra heavy-duty, 1/4 inch thick shall be installed.	X	
1.93.02 Cover limited openings in a deck.	X	
1.94 Counterflashing, galvanized, 24 gauge, 6" width		
1.94.01 Remove existing counterflashing, and dispose of waste per current applicable regulations.	X	
1.94.02 Sheet steel, meets current applicable ASTM standards, with 1.25 oz. per square foot galvanized coating, hemmed and with a 45° drip edge.	X	
1.95 Counterflashing, copper, 16 oz., 6" width		
1.95.01 Counterflashing shall be copper, meeting current applicable ASTM standards, hemmed and with a 45° drip edge.	X	
1.96 Metal edge, galvanized steel fascia/eave drip; 6" face, hemmed, continuous cleat, 3" deck flange		
1.96.01 Remove existing counterflashing and dispose of waste per current applicable regulations.	X	
1.96.02 Edging material shall be steel, meeting current applicable ASTM standards, with 1.25 oz. per square feet galvanized coating.	X	
1.96.03 Fascia/eave shall be metal, with treated wood cant.	X	
1.96.04 Attach with approved fasteners, according to manufacturer recommendations.	X	
1.96.05 Install face to roof edge. Installation to comply with fascia manufacturer's recommendations.	X	
1.96.06 Flash (seal) fascia as recommended by manufacturer.	X	
1.97 Gravel stop, galvanized steel, 24 gauge, 6" face		
1.97.01 Gravel stop shall be steel, shall meet current applicable ASTM standards, with 1.25 oz. per square feet galvanized coating, 24 gauge.	X	
1.97.02 Solder shall meet current applicable ASTM standards, alloy grade Sn50A. Neutralize flux after soldering.	X	
1.97.03 Continuous cleat, 22 gauge sheet steel with 1.25 oz. per square feet galvanized coating.	X	
1.97.04 Fabricate and install gravel stop per current applicable SMACNA and NRCA standards.	X	
1.97.05 Set flashing in asphalt mastic 3" o.c.	X	
1.97.06 Strip flange per roofing system manufacturer's recommendations.	X	
1.98 Gutter, galvanized steel, ASTM 526, with 1.25 oz. / square foot galvanized coating or Kynar finish, 26 or 24 gauge, 5" box or ogee style		
1.98.01 Remove existing gutter and dispose of waste per current applicable regulations.	X	
1.98.02 Installation of gutters shall conform to current applicable SMACNA standards.	X	
1.98.03 Stiffeners shall be installed 36" o.c.	X	
1.99 Gutter, aluminum, .050" thick 5" box or ogee, painted, Kynar finish		
1.99.01 Installation of gutters shall conform with current applicable SMACNA and NRCA standards.	X	
1.99.02 Stiffeners shall be installed 36" o.c.	X	
1.100 Gutter, copper, 16 oz, half round, 5" - 6" wide		
1.100.01 Installation of gutters shall conform with current applicable SMACNA and NRCA standards.	X	
1.100.02 Stiffeners shall be installed 36" o.c.	X	
1.101 Downspouts, aluminum, .024" thick, 3" x 4", painted		
1.101.01 Remove existing downspouts and dispose of waste per current applicable regulations.	X	
1.101.02 Materials shall have two coats of factory applied baked-on enamel, color selected by member.	X	

1.102	Downspouts, GI or Copper, 26 or 24 gauge, various sizes		
1.102.01	Materials shall meet current applicable ASTM standards. Steel downspouts shall include a 1.25 oz. per square feet galvanized coating.	X	
1.102.02	Installation to match existing spouts.	X	
1.102.03	Install downspout strainer in gutter, where necessary.	X	
1.102.04	Downspout strainer shall be copper or galvanized steel.	X	
1.103	Metal flashing, step and apron flashing, 9" wide		
1.103.01	Metal flashing shall be 16 oz. copper or steel, with 1.25 oz. per square feet galvanized coating and shall meet current applicable ASTM standards.	X	
1.103.02	Installation shall conform with current applicable SMACNA and NRCA standards.	X	
1.104	Metal splash pan, 16 oz.		
1.104.01	Metal splash pan shall be 16 oz. copper or steel, with 1.25 oz. per square feet galvanized coating and shall meet current applicable ASTM standards.	X	
1.104.02	Installation shall conform with current applicable SMACNA and NRCA standards.	X	
1.104.03	Fabricate splash pans a minimum of 12" wide, 18" long, with 1" sides hemmed 1/2" on 3 sides.	X	
1.105	Metal trim, aluminum, .032" thick, painted		
1.105.01	Material shall have a Kynar, or equivalent finish.	X	
1.105.02	Fabricate and install metal trim to conform to building.	X	
1.105.03	Installation shall conform with current applicable SMACNA standards.	X	
1.106	Metal storm collar		
1.106.01	Material shall be 16 oz. copper; steel with 1.25 oz. per square feet galvanized coating; aluminum, .032"; or stainless steel, 26 gauge; meeting current applicable ASTM standards.	X	
1.106.02	Install storm collars over all pitched pockets per manufacturer's recommendations, using specified material.	X	
1.106.03	Install in cone shaped configuration per NRCA standards.	X	
1.107	Metal coping, 24 gauge galvanized steel or .050" aluminum, standing seam		
1.107.01	Steel, with 1.25 oz. per square feet galvanized coating, continuous cleat, 22 or 24 gauge, or .050" aluminum, meets current applicable ASTM standards.	X	
1.107.02	Install with fasteners as recommended by roofing system manufacturer.	X	
1.107.03	Fabricate coping cap with standing seams per SMACNA standards.	X	
1.107.04	Fascia edges to extend past wood a minimum of 1".	X	
1.107.05	Fasten face with continuous lock strip.	X	
1.107.06	Fasten backside with screws and neoprene washers 30" o.c.	X	
1.108	Demolition of plywood or standard decking, various sizes		
1.108.01	Before work starts, area below work shall be protected and/or barricaded before deck removal begins.	X	
1.108.02	Remove deteriorated decking, nails and fasteners, and dispose of waste per current applicable regulations.	X	
1.108.03	Inspect roof joists; repair or replace as needed.	X	
1.108.04	All decking shall be replaced and covered daily and comply with OSHA, EPA, and local building codes and regulations.	X	
1.109	Standard or Plywood decking, CDX, various thickness		
1.109.01	Plywood panels shall be identified with the American Plywood Association (APA) grade trademark and shall meet the current requirements of U.S. Products Standards for soft plywood construction.	X	
1.109.02	Plywood that has any edge or surface permanently exposed to weather shall be rated for this application.	X	

1.109.03	Plywood roof decking shall be grade C-D or better with exterior glue.	X	
1.109.04	Install with fasteners as recommended by roofing system manufacturer.	X	
1.109.05	Contract vendor shall verify that surfaces to receive decking are prepared and ready as recommended by roofing system manufacturer.	X	
1.109.06	Standard or plywood CDX decking shall be of a minimum thickness that meets federal, state, and/or local building codes. Other thicknesses that exceed the recommended building codes may be included.	X	
1.110	Standard 1" x 6" decking or 2" x 6" tongue and groove decking		
1.110.01	Wood decking shall be commercial grades with 15% maximum moisture content, single tongue and groove edges with FB-1200 psi, dry stamped.	X	
1.110.02	Nails shall meet current federal specifications for common nails, style 10, cement coated.	X	
1.110.03	Install decking continuous over multiple supports.	X	
1.110.04	Drive deck members tight using short block; do not hammer tongue.	X	
1.110.05	Nail each member to support with two 30d common blind and face nail for decking up to 2 1/4" thick and 40d common blind and face nail for decking 2 3/4" to 3" thick.	X	
1.110.06	Toenail groove to tongue at 40 to 50 degree angle starting at 1/4" from groove edge. Nail to each purlin using 8d common nails.	X	
1.111	Cants, wood fiber, trapezoidal, 1 1/2" x 5 5/8"		
1.111.01	Wood fiberboard shall meet current applicable ASTM standards, and be asphalt impregnated.	X	
1.111.02	Type III steep asphalt shall meet current applicable ASTM standards, and UL Class A.	X	
1.111.03	Install wood fiber cants set in a continuous mopping of steep asphalt at a rate of 25 lbs. per 100 square feet.	X	
1.112	Cants, treated wood, 4" x 4" diagonal		
1.112.01	4 x 4 treated wood cut on bias to form cant strip. Southern Pine or fir, No. 2 or better grade, free from warping and decay. Pressure treated with either Chromated Copper Arsenate (CCA-C), Alkaline Copper Quat (ACQ-C, ACQ-D, ACQ-D Carbonate), Micronized Copper Quat (MCQ), Copper Azole (CA-B & CA-C, (micro)CA-C), and/or Sodium Borates (SBX/DOT) to meet current AWPB standards for retention and be appropriately stamped for verification.	X	
1.112.02	Nails shall meet current federal specifications for common nails, style 10, cement coated.	X	
1.112.03	Install treated cant to wood nailer 16" o.c. and fastened to walls as recommended by roofing system manufacturer.	X	
1.112.04	Top edge shall be flush with wall with corners mitered to fit snug.	X	
1.113	Nailer, treated wood, various sizes		
1.113.01	1 x 4, 2 x 4 or 2 x 6 treated wood. Southern Pine or fir, No. 2 or better grade, free from warping and decay. Pressure treated with either, Chromated Copper Arsenate (CCA-C), Alkaline Copper Quat (ACQ-C, ACQ-D, ACQ-D Carbonate), Micronized Copper Quat (MCQ), Copper Azole (CA-B & CA-C, (micro)CA-C), and/or Sodium Borates (SBX/DOT) to meet American Wood Preservers Bureau (AWPB), LP22, 0.40 retention and be appropriately stamped for verification.	X	
1.113.02	Nails shall meet current federal specifications for common nails, style 10, cement coated.	X	

1.113.03	Fasten blocking with approved fasteners in two rows staggered on 24" centers.	X	
1.114	Curbing, treated wood, 2" x 12"		
1.114.01	2 x 12 treated wood. Southern Pine or fir, No. 2 or better grade, free from warping and decay. Pressure treated with either Chromated Copper Arsenate (CCA-C), Alkaline Copper Quat (ACQ-C, ACQ-D, ACQ-D Carbonate), Micronized Copper Quat (MCQ), Copper Azole (CA-B & CA-C, (micro)CA-C), and/or Sodium Borates (SBX/DOT) to meet current AWPB standards for retention and be appropriately stamped for verification.	X	
1.114.02	Nails shall meet current federal specifications for common nails, style 10, cement coated.	X	
1.114.03	Nail or screw curb in place using applicable fastener for deck type.	X	
1.115	Joist, fir, various sizes		
1.115.01	2 x 6 or 2 x 10 fir, standard grade or better for light framing; grade 2 or better for structural framing.	X	
1.115.02	Nails shall meet current federal specifications for common nails, 16d, style 10, coated.	X	
1.115.03	All bolts, lag screws, and toggle bolts shall meet current applicable ASTM standards, Grade A, or B, and federal specifications.	X	
1.115.04	Install new joist with crowned edge up.	X	
1.115.05	Support ends of each member minimum 3" of bearing on wood.	X	
1.115.06	Lap framing members from opposite side of beams, minimum 4".	X	
1.115.07	Support joist alternately at ends with solid blocking, 2" thick by depth of joist, between members crossing bearing joint.	X	
1.115.08	When nominal depth to thickness ratio of joist exceeds 6, install bridging at 8' intervals.	X	
1.115.09	Double rafters at roof openings to provide headers and trimmers and support with metal hangers following local building code.	X	
1.116	Pre-engineered Standing Seam Metal Roof System (SSMRS), products (20 year roof)		
1.116.01	Pre-engineered metal roofs shall be systems with high locking ribs and concealed fastener clips that will allow the roof to experience natural expansion and contraction without damage to the seams or fasteners.	X	
1.116.02	When possible, the SSMRS installed shall be manufactured by one company. If the manufacturer is not the contract vendor, the SSMRS system shall have the same warranty as other systems offered on this contract.	X	
1.116.03	Contract vendor or installing subcontractor shall be certified or approved by the manufacturer of the SSMRS for installations. Certifications or manufacturer approvals shall be provided to member upon request.	X	
1.116.04	The design dead load shall be determined by the manufacturer, and shall not exceed the design load of the structure, as determined by structural analysis.	X	
1.116.05	Panels and concealed anchor clips shall be capable of resisting a 200 pound concentrated load at mid-span on a 12-inch wide section of deck. The panels shall support the combined dead load and live load without buckling or permanent distortions. Panel deflection shall not exceed 1/180 th of the span between supports.	X	
1.116.06	Wind uplift loads shall meet or exceed current FM standards. Thermal loads shall allow a 200-degree temperature range without damage to the structure.	X	
1.116.07	Structural cold-formed steel framing members and their connections shall be in conformance to current AISI standards.	X	

<p>1.116.08 Steel roof panels shall be designed in compliance with AISI SG-673; aluminum panels shall be designed in accordance with current AA, ASD standards, ASD-1 and AA ASD-30. On roofs with less than 30' of unbroken slope, panels shall be sufficiently long to cover the entire length. When length of run exceeds 30' and panel splices are provided, each sheet in the run shall extend over three or more supports. (Sheets longer than 30' may be provided, if approved by the member.) Sheets shall cover not more than 16" in place. SSMRS with panels in excess of 12" in width shall have standing seams rolled during installation by an electrically driven seaming machine. Standing seams shall be not less than 2" in height. Sheets shall be square-cut or miter-cut (except for gable end wall sheets that may be customized, as necessary). Roof panels shall have a factory color finish of a polyvinylidene fluoride coating not less than 0.8 mil over a primer coat with a dry film thickness of 0.3 mils on the exposed sides. Shall be available in various colors. The interior prime coat shall not be less than 0.3 mils of primer.</p>	<p>X</p>	
<p>1.116.09 Sheets shall meet or exceed the current applicable ASTM 1000-hour test for humidity, and salt spray test minimums; the panels shall show no evidence of fracturing, weathering, cracking, peeling, blistering, loss of adhesion or corrosion. Factory painted sheets shall be impact resistant, resistant to abrasion, have a specular gloss of 20 or less at an angle of 60 degrees and be resistant to pollution in accordance with current applicable ASTM standards.</p>	<p>X</p>	
<p>1.116.10 Accessories shall be capable of resisting the specified design wind uplift loads and shall allow for expansion and contraction of the panels. Any exposed fasteners shall not restrict the free movement of the roof panel system. Flashing, gutters, soffits, fascias, trim, metal closures strips, caps, and similar metal accessories shall be not less than the minimum thickness specified for the roofing panels and shall be color coordinated. Molded closure strips shall be closed-cell or solid-cell synthetic rubber or neoprene, or pre-molded polyvinyl chloride to match configuration of the covering. Accessories shall not absorb or retain water or snow. Thermal spacer blocks and other thermal barriers at concealed clip fasteners shall be as recommended by the manufacturer. Gutter liner products including, but not limited to: adhesives, splicing cements, solvents, and sealants shall be only those recommended by the manufacturer. Prefabricated shaped flashings shall be used when possible. Sheared edges shall be hemmed. Membranes shall be ultra-violet resistant materials and shall conform to current applicable ASTM standards, Grade 1: EPDM Type 1, Class SR, and 0.060" minimum thickness.</p>	<p>X</p>	
<p>1.116.11 Fasteners shall be zinc-coated steel, aluminum, corrosion resistant steel, or nylon capped steel, as recommended by the manufacturer. All exposed metal roof fasteners shall have the same coating and thickness of coating as the panels. Any exposed metal roof fasteners shall be gasketed or have gasketed washers on the exterior side of the covering to waterproof the penetration. Washers shall be neoprene or other equally durable elastomeric material approximately 1/8" thick. Screws and bolts shall be as recommended by the manufacturer. Bolts shall have locking washers and nuts. Blind screw-type expandable fasteners shall be not less than 1/4" diameter; blind pop rivets shall be at least 9/32" diameter.</p>	<p>X</p>	

1.116.12	Where applicable, contract vendor shall use insulation with an R-value as high as practical and allowed by the manufacturer. Insulation shall be flame resistant. Rigid board insulation shall conform to current applicable ASTM standards.	X	
1.116.13	Concealed anchor clips shall be as recommended by the manufacturer. Clip bases shall have factory drilled or punched holes; clips used with panel width greater than 12" shall be made from multiple pieces to permit thermal expansion.	X	
1.116.14	Gaskets and insulating compounds shall be non-absorptive and suitable for insulating contact points of incompatible materials. Insulating compounds shall be non-running after drying.	X	
1.116.15	If the system design calls for subpurlins, they shall meet manufacturer's requirements. The uncoated thickness may be a minimum of 0.059" if bolts or structural blind fasteners are used to attach the concealed anchor clips to the subpurlins.	X	
1.116.16	A vapor retarder material of polyethylene sheeting that conforms to current applicable ASTM standards shall be used. A fully compatible tape shall provide equal or better water vapor control, if used.	X	
1.116.17	The contract vendor shall provide, upon request to the member, the following certifications: 1) that the actual thickness of the uncoated steel sheets used on the SSMRS components including roof panels, subpurlins, and concealed anchor clips comply with the specifications; 2) that the materials used in the installed components are made from certified steel coil materials; 3) that the SSMRS covered by the test report is, in fact, the same type, quality and manufacture as that specified; 4) that the sheets to be furnished are produced under a continuing quality control program and that a representative sample consisting of not less than five (5) pieces has been tested and has met the quality standards specified for factory color finish; 6) mill certification for structural bolts and roof panels.	X	
1.116.18	Prior to installation, panels that are damaged or discolored shall be removed from the worksite; member shall not be charged for damaged, discolored, or improperly ordered panels or accessories.	X	
1.116.19	Panels with improperly drilled holes shall not be used in the construction. No panels or parts will be installed that have metal cuttings, hazardous burrs, or exposed foreign material.	X	
1.116.20	Sub-purlins shall be anchored to the purlins or other roof members with bolts or screws, per federal, state, or local building codes.	X	
1.116.21	Spacing shall not exceed 30" o.c. at the corners, eaves, and roof edges. Spacing shall not exceed 60" (5') for the remainder of the roof, unless specified by a structural engineer.	X	
1.116.22	Panels shall be installed with the standing seams in the direction of the roof slope.	X	
1.116.23	Side seam connections for installed panels shall be completed at the end of each day's work.	X	
1.116.24	Sealant shall be applied, as recommended by the manufacturer to achieve water-tight roofing.	X	
1.116.25	End flaps shall be made over framing members.	X	
1.116.26	Closures, flashings, EPDM rubber boots, and other accessories shall be installed, as per shop drawings.	X	
1.116.27	Exposed fasteners shall be installed in straight lines and shall be permitted only at the rakes, eaves, panel splices, and where required to attach flashings, gutter, and similar accessories.	X	
1.116.28	Roof panels may be formed from factory-color-finished steel coils at the worksite. Seam sealant shall be part of roll forming process either at factory or during site forming.	X	

1.116.29	Roof panels shall be fastened to framing members with concealed fastening clips or other concealed devices.	X	
1.116.30	Clips shall be attached to the building's structural system or to the sub-purlins with bolts or screws.	X	
1.116.31	A general-purpose tape shall be installed over all the seams of the structural roof decking at any penetrating edges, and at all surface areas that exhibit sharp burrs or protrusions.	X	
1.116.32	A double ply of 6 mil polyethylene sheet shall be installed over the entire deck surface, resulting in 12 mil of covering.	X	
1.116.33	Manufacturer's recommended tape shall be used to seal the edges to the sheets to the decking, to the edge of the roof supporting structure, or to the sheet below.	X	
1.116.34	Sheet edges shall be overlapped not less than 6".	X	
1.116.35	Sufficient material shall be provided to avoid inducing stresses in the sheets due to stretching or binding.	X	
1.116.36	All tears or punctures that are visible in the finished surface at any time during the construction process shall be sealed with general-purpose tape.	X	
1.116.37	Insulation shall be installed as indicated by the manufacturer.	X	
1.116.38	Gutters shall terminate at least 1/2" away from vertical surfaces.	X	
1.116.39	Brackets and spacers shall be fastened to roof nailer by screws and shall interlock with or be fastened to the leading edge of the gutter.	X	
1.116.40	Spacers shall be 1/16" by 1" flat stock of the same material as the gutter.	X	
1.116.41	Brackets and spacers shall be alternated at not more than 36" o.c.	X	
1.116.42	Gutters shall be an integral part with roof construction along with high points equidistant from downspouts and shall have a slope of not less than 1/16 inch per foot.	X	
1.116.43	Metal gutters shall be complete and suitable for liner membrane installation before roofing has been started. Surfaces against which membrane is applied shall be smooth, clean, and free from dirt, water, cigarette ashes, oil, grease, sharp edges and other debris.	X	
1.116.44	Gutters shall have a liner of elastomeric membrane roofing that shall be fully adhered to the surfaces indicated.	X	
1.116.45	Liner membrane sheet widths shall be consistent with membrane attachment methods and wind uplift requirements.	X	
1.116.46	Liners shall be as large as necessary to minimize joints.	X	
1.116.47	Membrane used shall be free from defects and foreign material.	X	
1.116.48	Flashing work shall be coordinated to permit continuous gutter lining operations.	X	
1.116.49	Membrane shall not be installed in high wind, during a dust storm, during rain, snow, sleet, hail or when moisture or frost is on the deck or membrane, or if air temperature is below 40 degrees F or within 5 degrees of the dew point.	X	
1.116.50	Prefabricated flashing shall be used, where possible.	X	
1.116.51	Sheared edges of metal flashings that contact the membrane shall be turned into a tight hem.	X	
1.116.52	Edges of gutter liner shall be flashed.	X	
1.116.53	Flashing shall be used at roof hips and valleys, at roof penetrations, in joints between a roof and a vertical wall, and in places necessary to direct the flow of water or to control moisture.	X	
1.116.54	The splice shall be sealed a minimum of 3" on each side of the fasteners that attach the membrane to the gutter.	X	

1.116.55	The installed flashing shall be fastened at the top of the flashing a maximum of 12" o.c. under metal counter-flashing on the high side of the gutter.	X	
1.116.56	Expansion joints shall be covered using elastomeric flashing in accordance with the manufacturer's recommendations. Contract vendor shall design gutter corners, ends, expansion joints and expansion joint spacing.	X	
1.116.57	Membrane shall be spliced to adjoining sheets using minimum 3" wide laps.	X	
1.116.58	Lap direction shall be such that water flow shall be over the lap.	X	
1.116.59	Membrane shall be free of crinkles, wrinkles or fishmouths. Mating surfaces shall be clean before joining.	X	
1.116.60	Joints shall be inspected over the entire length after completion and defective areas shall be resealed to provide a watertight installation.	X	
1.116.61	Damaged areas shall be removed and reapplied with new material.	X	
1.116.62	All work areas shall be protected from damage by other trades. After other trades are completed, any protective coverings shall be removed and the roof shall be inspected.	X	
1.116.63	Exposed SSMRS shall be cleaned at completion of installation. Debris, greases, oil films, and handling marks shall be removed.	X	
1.116.64	Exposed metal areas shall be free of dents, creases, waves, scratch marks, and solder or weld marks.	X	
1.116.65	Abraded or corroded spots on painted surfaces shall be wire brushed and touched up with the same material used in the original coating.	X	
1.116.66	Factory colored finishes shall be touched up as necessary with a paint recommended by the manufacturer.	X	
1.117	Roof specialties and accessories		
1.117.01	Aluminum, and steel hatches shall be available in various sizes, with insulation curb and top, Type S, or equivalent. Install and flash per manufacturer's recommendation.	X	
1.117.02	Remove existing roof drain, prepare roof mat in drain, install new drain, flashing and deck clamp, as necessary.	X	
1.117.03	Reflashing existing roof drain shall require asphalt primer 87, quick drying, 4 lb. sheet lead; reinforcement mesh, vinyl coated woven glass scrim, weight 1.32 lb/100 sf, tensile strength 75 lbf; asphalt mastic, heavy fiberated mastic with penetrating oils and plasticizing agents all meeting current applicable ASTM standards.	X	
1.117.04	Plumbingstack, 4 lb. lead flashing shall require asphalt primer, quick drying, 4 lb. sheet lead; asphalt mastic, heavy fiberated mastic with penetrating oils and plasticizing agents, 105° (degree of arc) flash point, all meeting current applicable ASTM standards. Install lead plumbing, stack flashing, prime flashing flange and flash the flange as recommended by membrane manufacturer.	X	
1.117.05	Scuppers shall be sheet steel, minimum 24 gauge, match existing configuration, with 1.25 oz. per square feet galvanized coating; use alloy grade Sn50A solder, all meeting current applicable ASTM standards. Installation shall be as recommended by manufacturer.	X	
1.117.06	Walkways for built up roofs shall be modified cap sheet walkway that shall neither curl nor shrink. Install walkway sheet into a continuous and solid mopping of Type IV asphalt, as recommendation by manufacturer.	X	
1.117.07	Roof ventilators shall be installed per roofing system manufacturer's recommendations.	X	

1.117.08	Pitch pockets shall be minimum 24 gauge, various sizes, with storm collar. Materials shall meet current applicable SMACNA or NRCA specifications. Installation shall be per membrane manufacturer. Caulk with approved sealant. Repair of pitch pockets shall be with asphalt mastic crown 1/2 to shed water, size 4" x 4".	X	
1.117.09	Termination bar shall be 1/4" x 1" extruded aluminum with caulking cup, with fasteners Type II, Style 20, roofing nails; 6061-913, flat head, diamond point, round, barbed shank to wood curbing and lead anchors 1/4" x 1" diameter by specified length to masonry/concrete all meeting current applicable ASTM standards. Installation shall be 8" o.c.	X	
1.117.10	Expansion joints shall be butyl or neoprene bellows, galvanized flange, CSPE reinforced or equal. Install with fasteners as recommended by manufacturer.	X	
1.117.11	Repair kits shall be available for wet or dry repairs. Kit shall include, but not be limited to; One 3-gallon pail with safety label, one roll reinforcing mesh, 6" by 100', one roofing knife, one 3" paint brush, one 2" margin trowel, two gallons of reinforced flashing mastic, one 4" stiff bristle brush, one gallon roofing primer and wet patch, fiber reinforced mastic.	X	
1.117.12	Skylights shall be curb mounted, with curbs a minimum of 8" above the finished roof, per the instructions of the skylight manufacturer. Skylights shall be available in a variety of styles, sizes, and functions.	X	
1.117.13	Safety/security grill retrofitting shall be available for existing skylights. Safety/security grill shall be securely fastened to building framing and/or skylight curb. All corners shall be mitered and TIG welded for leak proof properties. Frame shall include integral condensation gutter. Frame assembly shall allow for inclusion of an internal channel, allowing for a daylight control device.	X	
1.117.14	Refurbishing of existing skylights shall include replacement outer skylight dome. Replacement outer dome shall meet or exceed original material in strength and light transparency properties. Internal diffuser lens shall also meet or exceed original material in strength and light emitting properties. Skylight curb shall meet or exceed original material in construction properties.	X	
1.117.15	Refurbishing of existing skylights shall include a safety/security grill. Grill material shall be securely fastened to building framing and/or skylight curb. Refurbished skylight frame shall be either extruded aluminum or one-piece spun aluminum, depending on the skylight shape.	X	
1.117.16	Refurbishing of existing skylights may include a daylight control device. Device shall either be a shade roller, or ridged type.	X	
1.117.17	Refurbishing of existing skylights shall include light tunnel and shaft inspection and repair.	X	
1.118.	Roof ladder, steel, bolted to concrete, up to 20 feet, with or without cage		
1.118.01	Fixed ladder with walk-thru handrails. Ladders are designed for applications where safe landing access is required. Ladders are one-piece welded assemblies for use in applications less than 20 feet in vertical height.	X	
1.118.02	Side members are 1/4" x 2" x 2" steel angle with 3/4" corrugated steel round climbing rungs on 12" centers. Standoff mounting brackets are 7".	X	
1.118.03	Walk-thru handrails extend 42" above landing surface, mounting brackets included. Gray lacquer finish is standard. Safety cages are designed to OSHA specifications with flared bottom opening for easy entry.	X	

1.118.04	Install roof access ladder where specified by member.	X	
1.118.05	All fastening, design, and height requirements to comply with current applicable regulations for access ladders.	X	
1.118.06	Security ladder guard is 6' long and is mounted directly over the ladder climbing rungs to prevent unauthorized use. Ladder guard shall have a one-piece continuous hinge and a lockable hasp.	X	
1.118.07	Mount ladder guard per manufacturer's instruction.	X	
1.119	Asbestos core testing and analysis of existing roofs		
1.119.01	Asbestos core test size shall be 2" x 2". Test shall be sent to accredited lab to produce report on asbestos content.	X	
1.119.02	Repair hole left by core sample.	X	
1.119.03	Analysis and evaluation of 14" x 14" roof core. Specific information such as tensile strength, membrane type, bitumen type and bitumen softening point shall be provided to determine whether a roof should be restored or replaced. Core shall be replaced after analysis has been performed.	X	
1.120	Non destructive roof scan		
1.120.01	Roof scan shall use infrared scanning equipment for rooftop analysis.	X	
1.120.02	Service shall include daytime inspection of roof area to be scanned with daytime photos of roof conditions.	X	
1.120.03	Nighttime infrared scan with painted lines of wet areas and verification of survey results using cores and moisture probes to verify infrared results.	X	
1.120.04	A comprehensive report that includes outline drawing of building showing wet insulation, results of core analysis, roof condition report, energy loss estimate.	X	
1.121	Other roofing services		
1.121.01	Daily full-time monitoring shall be offered for roofing, caulking, decking and waterproofing projects at time of application to ensure successful completion of the project. Written reports verifying how work is progressing shall be given to the member.	X	
1.121.02	Field/shop drawings shall be provided for roof drawings, sectional details, perimeter details and any other necessary detail.	X	
1.121.03	Contract vendor shall offer a ten-year (with options for five, fifteen or twenty-year) warranty on restoration services and products provided. Warranty shall cover material failure, leak repair, and workmanship. A copy of the warranty information shall be provided to the member upon acceptance of work.	X	
1.121.04	Contract vendor shall offer a ten-year (with options for fifteen or twenty-year) warranty on new and/or re-roof services and products provided. Warranty shall cover ten-year material and labor, flashings up to termination; blister repairs over 4 sf., and workmanship. Contract vendor shall also provide 2-year, 5-year, and 7-year inspection of roof with written report of condition. A copy of the warranty information shall be provided to the member upon acceptance of work, which shall include owner's maintenance items.	X	
1.121.05	To permit members to purchase products and supplies for roof repair work by in-house staff, manufacturer shall provide a complete list and price for all materials purchased without labor. A manufacturer's suggest retail or list price schedule may be provided.	X	

<p>1.121.06 Annual or semi-annual roof housekeeping and inspection service shall include, but not be limited to: clean and properly dispose of all debris from the roof membrane, gutters and scuppers; repair tears, splits, and breaks in membrane flashings made with appropriate materials, loose cleats and clips re secured, exposed fasteners resealed; repair base flashings, curb flashings, equipment flashings, drains, drain sumps and scuppers and the roof membrane, as needed; caulking as required; sealing open areas and voids; dress up reflective coatings on flashings and new repair work. Work shall be provided annually or semi annually, on a mutually agreed upon schedule between the contract vendor and the member.</p>	<p>X</p>	
<p>1.121.07 Roof investigation, repair, housekeeping shall include, but not be limited to: tracing source of leaks; repair leaking roof, if inspection determined minor repairs shall stop the leak.</p>	<p>X</p>	
<p>1.121.08 Annual maintenance and preventive maintenance plans shall include all detailed services to be provided to the member. Contract vendor shall include pricing for these plans in their electronic pricing workbook.</p>	<p>X</p>	

***Exceptions/deviations must be listed on the *Scope of Work/Services and Specifications Acceptance Form*. List the specification number for each exception/deviation.**

Scope of Work/Services and Specifications Acceptance Form

Place after Tab 1e

Signature on page 95 certifies complete acceptance of the Scope of Work/Services and Specifications in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Scope of Work/Services and Specifications:

- We take no exceptions/deviations to the Scope of Work/Services and Specifications.**

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

- We take the following exceptions/deviations to the Scope of Work/Services and Specifications. All exceptions/deviations shall be clearly explained. Reference the corresponding Scope of Work/Services or Specifications that you are taking exceptions/deviations to. Provide details on your exceptions/deviations below:**

(Note: All requested exceptions/deviations must be clearly explained. Reference the specific language that you are taking exceptions/deviations to, detail any proposed substitute language, and clearly demonstrate how Mohave and its membership will be better served by the substituted language. Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions and Mohave's decision shall be final.)

Special Terms and Conditions

Place after Tab 1d

The following Special Terms and Conditions are in addition to the applicable General Terms and Conditions and Standard Terms and Conditions for Construction that appear on pages 75 - 93. Please review them and complete the *Special Terms and Conditions Specifications Acceptance Form* (page 95).

1. DELIVERY

- 1.1. Default in one installment to constitute total breach:** Contract vendor shall deliver conforming materials in each installment or lot under this contract and may not substitute nonconforming materials. Mohave reserves the right to declare a breach of contract if contract vendor delivers nonconforming materials to any member under this contract.
- 1.2. Defective goods:** Contract vendor agrees to pay for return shipment of goods that arrive in a defective or non-operable condition. Contract vendor shall arrange for return shipment of damaged or defective goods.
- 1.3. Delivery time:** Failure to deliver any order within the time frame specified on the purchase order may result in cancellation of that purchase order.
- 1.4. Improper delivery:** If the goods or tender of delivery fail in any respect to conform to this contract, member may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.
- 1.5. Restocking fees:** A restocking fee may only be charged on products ordered and delivered to member's site. Restocking fees in excess of fifteen percent (15%) shall not be allowed. Contract vendor may waive restocking fees. Shipping charges on returns must be identified. Restocking and return shipping charges shall be identified on the price workbook.

2. EVALUATION & AWARD

- 2.1. Total costs:** Total member costs include energy, facilities, repair costs, present values of money, contract vendor charges, personnel costs and all other identifiable member costs. Contract vendor charges include all the costs of contract vendor support, materials, transportation and all other identifiable costs associated with the bid. Contract vendor costs means the costs of all hardware, materials, software, transportation, contract vendor support and all other identifiable costs associated with the bid. Contract vendor support means services provided by the contract vendor, such as consulting, education, training, management of the system purchased and other integration and maintenance support.

3. FORM OF CONTRACT

- 3.1. Contract vendor contract documents:** Mohave will review proposed contract vendor contract documents. Contract vendor's contract documents shall not become part of Mohave's contract with contract vendor unless, and until, an authorized representative of Mohave reviews and approves them. If a firm submitting a bid requires member to sign an additional agreement, a copy of the proposed agreement shall be included with the bid.
- 3.2. Form of contract:** The form of contract for this solicitation shall be the Invitation For Bid, the awarded bid(s), and properly issued member purchase orders referencing the requirements of the Invitation For Bid.
- 3.3. Parol evidence:** The contract represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

4. INSTALLATION

4.1. HVAC and other equipment removal, reinstall and/or relocate: Air conditioning units and other roof equipment shall be moved as required for roof installation and in accordance with plans and specifications. When roof units are moved, they shall be placed into a protected area so as not to damage any part or component.

An HVAC mechanical, electrical and plumbing contractor properly licensed to perform such work shall perform all disconnections, reconnections and minor work. Any damage caused by the disconnection, storage, or reconnection of roof equipment shall be repaired at no additional cost to the member.

4.2. Roofing products and systems: Roofing product and system installations shall be done in a reasonable amount of time and be scheduled directly with the member. Installation shall be in accordance with the manufacturer's instructions and shall be accomplished by skilled and properly licensed individuals. All roof systems offered and installed shall meet all applicable federal and state building codes. Contract vendor shall agree that all systems installed shall be 100% asbestos free, have UL labels and be warranted by the contract vendor for, at minimum, a ten-year period (excluding 5-year roofing systems).

Contract vendor shall not permit any building to be occupied while being re-roofed with a liquid roofing system (spray polyurethane).

Workmanship shall be superior and comply with National Roofing Contractors Association (NRCA), Underwriters Laboratory (UL) and roofing material manufacturer's guidelines and specifications.

Upon completion of a roof replacement and member acceptance, contract vendor shall deliver to the member, at minimum, a ten (10) year roofing system warranty (excluding 5-year roofing systems) and owner's manual. Contract vendor shall, at predetermined points during the term of this warranty, inspect and provide a written executive summary for the member.

5. INSURANCE

5.1. Liability insurance: Prior to commencing services under this contract, contract vendor shall procure and maintain during the life of this agreement, comprehensive public liability insurance, to include automobile liability, providing limits of not less than \$5,000,000 per occurrence. Evidence of the required insurance shall be provided by means of a certificate of insurance with your bid. In addition, contract vendor must be willing to provide, upon request, identical certification of insurance to any member using this contract. A certificate naming Mohave as the certificate holder, or a sample certificate may be provided. However, before any orders are processed, contract vendor must provide a certificate that names Mohave as the certificate holder. **Place after Tab 2b.**

5.2. Subcontractor insurance: Prior to commencing any work, any subcontractor shall procure and maintain at its own expense until final acceptance of the work, insurance coverage in a form and from insurers acceptable to the prime contractor. All subcontractors will provide workers' compensation insurance, which waives all subrogation rights against the prime contractor and member.

5.3. Workers' compensation insurance: Contract vendor shall also procure and maintain during the life of this agreement, workers' compensation insurance for all of contract vendor's employees engaged in work under the contract. All workers' compensation insurance will be in compliance with state statute and evidenced by a certificate of insurance.

6. MAINTENANCE FACILITIES AND SUPPORT

It is preferred that each contract vendor should have maintenance facilities and a maintenance support available for servicing products throughout Arizona, or the regions specified in their offer. If a third party is used to provide maintenance or warranty work, bidder must include details of any such arrangement in the bid. Trained and qualified technicians shall be available to cover all parts of the state, or specific regions within the state for regional offers. It is preferred that maintenance services are available within 24 hours. Maintenance facilities must have sufficient parts inventory to provide quality service on products sold to members.

7. MANUFACTURER SUPPORT

Bidders submitting bids as a manufacturer's representative must be able, if requested by Mohave, to supplement the bid with a letter from the manufacturer certifying that bidder is a bona fide dealer for the equipment offered, that bidder is authorized to submit a bid on such equipment, and which guarantees that should bidder fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations or provide for their competent assumption by one or more bona fide dealers for the balance of the contract period.

8. OFFER ACCEPTANCE PERIOD/WITHDRAWAL

Bid acceptance period: A bid submitted in response to this solicitation shall be valid and irrevocable for one hundred twenty (120) days after opening time and date.

9. OVERVIEW

9.1. Bidder qualifications: It is preferred that the bidder have extensive knowledge and at least three (3) years experience with the installation, maintenance and provision of the services offered. Mohave reserves the right to accept or reject newly-formed companies solely based on information provided in the bid and/or its own investigation of the company.

9.2. Bid Bond - Bidder shall provide an original bid bond or alternate bid security in the amount of **\$100,000. Place after Tab 1f.** Note: Bid security as a percentage of the bid value (i.e. - 10 % of contract award) is not acceptable.

9.3. Bonding Capacity - The required minimum single job bonding capacity for this contract shall be \$1,750,000. Provide a letter from your bonding agency describing your current bonding capacity (single and aggregate levels) and how much bonding capacity will be available for this contract. An agent of your licensed bonding agency shall sign the letter. If the original letter is not signed and/or has conflicting information, it may render your bid nonresponsive. **Place letter from bonding agency after Tab 1f.**

9.4. Order cycle overview:

1. Member forwards purchase orders to Mohave that lists the contract number. Vendor listed on the purchase order is contract vendor.
2. Mohave reviews and emails member order with "*MESC Reviewed*" stamp, to contract vendor and member.
3. Contract vendor provides product/services.
4. Contract vendor invoices member.
5. Member pays contract vendor.
6. Contract vendor sends monthly Reconciliation Report to Mohave.
7. Contract vendor remits administration fee monthly, based on invoices paid.
8. Mohave audits selected purchases.

10. PRICING

10.1. Administration fee: Mohave's 1% administration fee shall be included in bidder's net price. Contract vendor shall not add the administration fee to approved contract prices. The value of trade-ins or rebates shall not affect the amount of administration fee paid to Mohave.

10.2. Application of pricing: The date a member's purchase order is received by Mohave and/or a contract vendor's quote will generally be used to determine the contract pricing that is in effect for that order. However, other factors may apply.

10.3. Basis for pricing: Contract pricing under this IFB must be based upon:

1. Percent of discount(s) off manufacturer's price list(s) or list price with economic adjustment (contingencies for economic price adjustments must be identified in the bid);
2. Firm fixed price with economic adjustment (contingencies for economic price adjustments must be identified in the bid); or
3. A combination of the above.

10.4. Combination pricing: Bids for combination contracts shall clearly identify items covered by discount(s) and those with fixed prices. Prices for such contracts shall be adjusted as identified for the appropriate contract type above.

- 10.5. Decimal places:** Pricing shall use a maximum of three (3) decimal places, unless specified otherwise.
- 10.6. Discounts:** Discounts must clearly identify the percent of discount to apply to the price list. If multiple discounts apply, bidder shall clearly indicate the discounts and applicable materials or services. Bidder shall agree that there will be no reduction in discount(s) during the term of contract.
- 10.7. Effect of price:** No contract shall be awarded solely on the basis of price.
- 10.8. New price lists:** New price lists, and/or workbooks may be submitted for review throughout the term of the contract. Mohave will review new price lists, and/or workbooks to determine if the new prices or an alternative option is in the members' best interests. New price lists, and/or workbooks shall apply to the contract only upon approval from Mohave. New price lists, and/or workbooks found to be non-competitive at any time during the contract will be grounds for terminating the contract.
- 10.9. Overcharges by antitrust violations:** Mohave maintains that overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, contract vendor assigns to member any and all claims for such overcharges as to the goods or services used to fulfill the contract.
- 10.10. Percent of discount as fixed price:** Percent of discount bids that are not based upon published price lists will be administered as fixed price contracts.
- 10.11. Price lists:** A copy of the latest edition of the price list to which discount shall be applied shall be included with bid. Bidder shall attach all applicable price lists. Submission of outdated price lists may result in rejection of bid.
- 10.12. Pricing increases and adjustment:** Bids shall include prices for any and all items. Prices shall be firm until each anniversary date of contract, unless there is an occurrence of one or more allowable economic price adjustment contingencies outlined in bid. If allowable price adjustment contingencies occur, contract vendor may submit a fully documented request for price adjustment to Mohave. The documentation must substantiate that any requested price increase was clearly unpredictable at the time of bid submittal and results from an increased cost to contract vendor that was out of contract vendor's control.
- 10.13. Price reduction and adjustment:** Price reduction may be offered at any time during a contract and shall become effective upon notice of acceptance from Mohave. Special time-limited reductions are permissible under the following conditions: 1) reduction is available to all members equally; 2) reduction is for a specific time period, normally not less than 30 days; 3) original price is not exceeded after the time-limit; and 4) Mohave has approved the new prices prior to any offer of the prices to a member.
- Contract pricing based upon regions (as specified elsewhere in this solicitation or in approved contract pricing) may base price reductions upon those contract-approved regions. Mohave shall be the sole judge on the acceptance of price reductions under an awarded contract. Contract vendor shall offer Mohave any published price reduction during the contract period. Mohave shall be the sole judge on the acceptance of price reductions under an awarded contract. Contract vendor shall offer Mohave any published price reduction during the contract period.
- Contractor with pricing based upon regions (as specified elsewhere in this solicitation or in approved contract pricing) may base price reductions upon any or all contract-approved regions.
- 10.14. Price review:** Mohave will review requests for price adjustments to determine if the new prices or another option is in the members' best interests. New prices shall apply to the contract upon approval from Mohave. Price changes shall be a factor in contract renewal.
- 10.15. Price workbook:** All bidders must complete the 13X roofing workbook titled "**13X roofing workbook.xlsx**". Provide a CD or similar electronic media device (DVD, USB thumb drive, etc.) with the completed workbook in your response. Paper copies of the workbook are required. Failure to provide and complete the 13X roofing workbook shall render your bid nonresponsive. *Place after Tab 3a.*

If awarded a contract, all future pricing updates shall be based on the electronic workbook, or similar approved format.

10.16. Reimbursement for transportation, mileage, lodging, meals and incidental expenses (M&IE): Contract vendor may charge for transportation, mileage, lodging, M&IE, costs for out of area employees working in Arizona under this contract. Out of area is defined as 50 miles from the point of origin. An overnight stay is required for lodging reimbursement. Mileage reimbursement shall be at a specified rate. Transportation charges are separate from mileage, and may include airfare, car rental, etc.

Reimbursements under this section shall not exceed the rates listed in approved pricing, and may not exceed the actual charge. To be eligible for reimbursement, estimated charges must be on the quote and approved by the member. Receipts for such reimbursements must be provided upon request from the member.

10.17. Special pricing offers: Special pricing offers (i.e., volume discounts) must apply to all Mohave orders of similar size and scope. Special pricing limited to a single member is not acceptable. Mohave must approve special pricing before it is offered to any member.

10.18. Travel time, mobilization, and trip charges: Contract vendor may charge for travel time, mobilization, or trip charges under this contract. Travel time is a labor rate charged for time in transit to and from a job site, per person. Travel time may be used with mileage reimbursement, but shall be listed separately. Travel time charges are only applicable for out of area employees working in Arizona under this contract. Out of area is defined as 50 miles from the point of origin.

Mobilization or trip charges are charges for the movement of equipment to the jobsite necessary to complete a job. Mobilization or trip charges may be based on mileage from the point of origin. Charges under this section shall not exceed the rates listed in approved pricing. Such charges must be on the quote and approved by the member.

11. SAMPLES, SAMPLE TESTING

11.1. Sample evaluation: Samples may be requested by member for compliance with manufacturer specifications and evaluated as to materials used in construction, quality and workmanship, durability, adaptability to the use for which the items were intended, and overall appearance. Member may request samples for testing by an independent firm or laboratory at any time prior to, during, or after completion of project. Should test results prove that a material is not functionally equal to specified material, the contract vendor shall pay for all testing, and installed roofing found not to comply with the specifications shall be removed and replaced with conforming materials at no charge, or change in the contract price

11.2. Sample requirements: Bidder shall provide adequate samples and detailed specifications for any item offered upon member request. Samples must be submitted within ten (10) days of request from member.

11.3. Sample submittals: Samples shall be free of charge and submitted and removed by bidder at bidder's expense. Samples may be held for comparison with deliveries. Member shall not be held responsible for samples damaged or destroyed in examination or testing. Samples not removed within thirty (30) days after notice to bidder will be considered abandoned, and member shall have the right to dispose of them.

12. SITE REQUIREMENTS

12.1. Accessibility: For roof work areas that are not accessible through regular means and methods, surcharges will be allowed. These surcharges shall only apply when workers and equipment shall be transported over one or more additional roof areas not being worked on, or where fall protection is required in excess of warning lines. These surcharges shall be clearly identified in your pricing workbook.

12.2. Cleanup: Contract vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by member. Upon completion of the work, the premises shall be left in good repair and unobstructed condition.

12.3. Contract vendor employee fingerprinting: contract vendor and its employees or subcontractors working under an awarded contract who are required to provide services on a regular basis at an individual school, shall obtain and present a valid Department of Public Safety fingerprint clearance card in accordance with A.R.S. § 15-512 (H). The fingerprint card shall be issued pursuant to Title 41, Chapter 12, Article 3.1. Charges for such fingerprint checks will be the responsibility of the contract vendor, subcontractor or individual employee as determined by the member.

An exception to this requirement may be authorized in member's Governing Board policy, for persons who, *"as part of the normal job duties of the persons, are not likely to have independent access to or unsupervised contact with pupils."*

Contract vendor and its employees or subcontractors shall not provide services on school district property until so authorized by the school district. Additionally, contract vendor shall comply with applicable governing board fingerprinting policy(ies) at the school district where services are provided.

12.4. Onsite contract vendor responsibilities: The contract vendor is responsible for ensuring that all onsite work performed under contract meets or exceeds the OSHA standards, and is responsible for ensuring safe work performance of employees and subcontract vendors. These standards apply to onsite activities and equipment operation that support the contract work.

Contract vendor and its employees or subcontractors shall report accidents and incidents immediately to the member's responsible staff or its administration. The contract vendor is responsible for providing and obtaining appropriate medical and emergency assistance and notifying fire and law enforcement agencies, when necessary. Except for rescue and emergency measures, the scene of the accident or incident shall not be disturbed, and the operation shall not resume until authorized by the member's responsible staff or administration. The contract vendor must assist and cooperate fully with the Investigation of the accident/incident and ensure availability of all information, personnel and data pertinent to the investigation.

For preemptive purposes, contract vendor and its employees or subcontractors shall immediately report to the member's responsible staff or administration all areas of concern that could potentially lead to accident or injury.

When roof decking is being repaired or replaced, the contract vendor shall maintain a crewman as a floor area guard.

The contract vendor shall assure that all tools used at the worksite shall be operated, serviced, maintained, refueled and stored in compliance with current OSHA standards. Powder-actuated tools used by employees shall meet all applicable OSHA and ANSI related requirements. Only employees who have been specifically trained shall be allowed to operate a powder-actuated tool.

The contract vendor shall advise member representative when volatile materials are to be used near air ventilation intakes so that they can be shut down or blocked, as directed. Appropriate measures shall be taken to prevent rust, vapors, gases or odors from entering the building during roof removal, replacement, or repair.

Toilets shall be provided for contract vendor and subcontractor employees, as per OSHA standards and local building codes.

12.5. Preparation: Contract vendor shall clearly identify in writing any member responsibilities or similar pre-installation requirements prior to beginning projects. The condition of the prepared site prior to start up shall be agreed upon between the member and the contract vendor and shall be written into a construction contract.

If the building space directly under the roof area is to be used, the contract vendor shall agree to receive written approval from the member's representative prior to interrupting any classroom or program. Contract vendor shall advise the member's representative whenever work is expected to be hazardous.

Temporary electrical service and the cost for power, the costs for water, and other owner costs shall be identified.

12.6. Registered sex offender restrictions: For work to be performed at an Arizona school, contract vendor agrees that no employee or employee of a subcontractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or are reasonably expected to be present. Contract vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the member's discretion.

12.7. Safety measures: Contract vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Contract vendor shall post warning signs against all hazards created by its operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public, and existing structures from injury or damage.

12.8. Smoking: Persons working under the contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

12.9. Stored materials: Upon prior written agreement between the contract vendor and member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to member prior to payment. Such materials must be stored and protected in a secure location, and be insured for their full value by the contract vendor against loss and damage. For materials stored offsite that have been paid by member, contract vendor agrees to provide proof of insurance coverage and/or addition of member as an additional insured upon member's request. Additionally, if stored offsite, the materials must also be clearly identified as property of member and be separated from other materials. Member must be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the member, it shall be the contract vendor's responsibility to protect all materials and equipment. The contract vendor warrants and guarantees that title for all work, materials and equipment shall pass to the member upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.

13. SUBCONTRACTORS

13.1. Awarding subcontracts: Bidder agrees that any subcontract competitively solicited by contract vendor will not be awarded solely upon membership or non-membership in a union or professional association.

13.2. Entering subcontracts: Subcontracts shall incorporate by reference the terms and conditions of the Mohave contract.

13.3. Prime contractor: Contract vendor will be considered a prime contractor and not a subcontractor. Neither Mohave nor the member will establish a contractual relationship with subcontractors.

13.4. Subcontracts: No subcontracts shall be entered into with any unlicensed party. Contract vendor must use subcontractors openly, include such arrangements in the bid, and certify upon request that such use complies with the rules of the Arizona Registrar of Contractors and the Procurement Code. No subcontracting costs may be hidden in a cost bid to member.

13.5. Subcontractor payment: Contract vendor agrees to pay subcontractors within seven days after receipt of payment from member, as required in Arizona procurement rules and code. If contract vendor receives any interest monies for delay of payment from member, contract vendor will pay subcontractor the correct proportion of interest paid. Complaints by subcontractor may be resolved as described in Arizona procurement rules and code. Failure to pay subcontractor for work faithfully performed and properly invoiced may result in the suspension or cancellation of this contract.

13.6. Use of subcontractors: Labor used to perform work under the contract shall permit the work to be carried on harmoniously and without delay, and that will not cause any disturbance, interference or delay to the progress of the project (e.g. engaging in strike, work stoppage, picketing, ceasing work due to a labor dispute). Subcontractor shall not employ anyone whose employment may be objected to by prime contractor, member or Mohave.

14. TERM OF CONTRACT AND EXTENSION

14.1. Contract period: It is Mohave's intent to award a multi-term contract for the specified materials, equipment and services. The initial contract term shall be for one (1) calendar year from the effective date of contract award. By mutual written agreement between Mohave and contract vendor, the contract may be extended for up to four (4) consecutive additional 12-month periods, beginning immediately after expiration of the prior term. However, no contract extension exists unless and until contract vendor is so notified by Mohave.

14.2. Contract extension: Conditions for contract extension may include, but are not limited to: contract usage, satisfactory performance of services during the preceding contract term, ability to continue to provide satisfactory services, continued adherence to the contract requirements, and continued competitive prices for the materials and services provided under the contract.

14.3. Month-to-month extensions: Mohave reserves the right to offer month-to-month extensions if that is determined to be in the best interests of members.

15. TRADE-IN EQUIPMENT OR RECYCLED MATERIALS CREDITS

Member and contract vendor shall determine values placed on trade-in products, or any credits for materials to be sent to a recycling center. The value of trade-in or credit for recycled materials shall not affect the amount of administration fee paid to Mohave. Trade-in equipment and materials to be recycled shall be dismantled by contract vendor and removed at contract vendor's expense. The condition of trade-in equipment at the time it is turned over to contract vendor shall be the same as when the original agreement was made, except for normal wear and tear from use between the time of the offer and trade-in.

16. WARRANTY/QUALITY GUARANTEE

16.1. Fitness: Contract vendor warrants that any equipment or material supplied to Mohave or its members shall fully conform to all requirements of the contract and all representations of contract vendor, and shall be fit for all purposes and uses required by the contract.

16.2. Inspection: The warranties set forth in this section shall not be affected by inspection or testing of, or payment for the equipment or materials to contract vendor by member.

16.3. Quality: Contract vendor warrants that for a minimum of 5 years for workmanship, and the minimum stated manufacturer's roofing system warranty, after acceptance of the materials by member, they shall be:

- Of a quality to pass without objection in the industry or trade normally associated with them;
- Fit for the intended purpose(s) for which they are used;
- Of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract;
- Adequately contained, packaged and marked as the contract may require; and
- Conform to the written promises or affirmations of fact made by contract vendor.

16.4. Warranty requirements: Contract vendor warrants that all equipment, materials, and service delivered under this contract shall conform to the specifications. Contract vendor agrees to help member reach resolution in a dispute with the manufacturer over warranty terms. Any extended manufacturer's warranty will be passed on to member without exception. Mohave reserves the right to cancel the contract if contract vendor charges member for a replacement part contract vendor received at no cost under a warranty.

Special Terms and Conditions Acceptance Form

Place after Tab 1d

Signature on Page 95 certifies complete acceptance of the Special Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the Special Terms and Conditions:



We take no exceptions/deviations to the Special Terms and Conditions.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)



We take the following exceptions/deviations to the Special Terms and Conditions. All exceptions/deviations shall be clearly explained. Reference the corresponding Special Terms and Conditions that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the Special Terms and Conditions. Provide details on your exceptions/deviations below:

(Note: All requested exceptions/deviations must be clearly explained. Reference the specific special terms and conditions that you are taking exceptions/deviations to, detail any proposed substitute special terms and conditions, and clearly demonstrate how Mohave and its membership will be better served by the substituted special terms and conditions. Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions and Mohave's decision shall be final.)

General Terms and Conditions

Place after Tab 1c

1. CANCELLATION

1.1. Cancellation for bankruptcy or acquisition: Mohave reserves the right to cancel, or suspend the use of, any contract if contract vendor files for bankruptcy protection, or is acquired by an independent third party.

1.2. Cancellation for conflict of interest: Mohave may cancel this contract or any purchase order issued under this contract pursuant to ARS §38-511 for conflict of interest. Conflict of interest occurs if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of Mohave, is or becomes at any time while the contract or an extension of the contract is in effect, an employee of, or a consultant to, any other party to the contract, with respect to the subject matter of the contract. Members shall incur no penalty or further obligation if the contract is cancelled for conflict of interest. A written notice of cancellation shall be sent to the contract vendor and the effective date of cancellation shall be the date specified within the written notice of cancellation.

1.3. Cancellation for convenience: Mohave reserves the right to immediately cancel the contract without penalty or recourse, in whole or in part, when Mohave determines that action to be in the best interests of its members. Contract vendor shall be entitled to receive just and equitable compensation in accordance with applicable contract pricing for authorized work in progress, authorized work completed and materials accepted before the effective date of the cancellation.

1.4. Cancellation for non-performance or contract vendor deficiency: Mohave may terminate any contract if members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. Mohave reserves the right to cancel the whole or any part of this contract due to failure by contract vendor to carry out any obligation, term or condition of the contract. Mohave may issue a written deficiency notice to contract vendor for acting or failing to act in any of the following:

- Failing to comply with the accepted terms and conditions of the contract;
- Providing material that does not meet the specifications of the contract;
- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work/services and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving Mohave reason to believe that contract vendor will not or cannot perform the requirements of the contract
- Failing to provide required performance bonds;
- Performing work or providing services under the contract prior to receiving a Mohave reviewed purchase order for such work.

Upon receipt of a written deficiency notice, contract vendor shall have ten (10) days to provide a satisfactory response to Mohave to adequately address all issues of concern. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this clause, all goods, materials and work paid for by the member, along with documents, data and reports prepared by contract vendor under the contract shall become the property of the member.

1.5. Cancellation for replacement: Mohave reserves the right to cancel a contract awarded under this solicitation and replace it with a newer contract awarded to the same contract vendor for similar goods and services. Mohave may, at its option, either replace a contract resulting from this solicitation or delay a new award until the existing contract expires. The decision to replace the contract rests solely with Mohave.

1.6. Contract vendor cancellation: Contract vendor may cancel this contract at any time upon thirty (30) days prior written notice to Mohave or at time of annual contract renewal. Termination shall have no effect on projects in progress at the time the notice of cancellation is received by Mohave.

1.7. Continuation of performance: Contract vendor shall continue to perform in accordance with the requirements of the contract, up to the date of cancellation and as directed in the cancellation notice.

1.8. Gratuities: Mohave shall cancel this contract if it is found that gratuities in the form of entertainment, gifts or otherwise, were offered or given by contract vendor or any agent or representative of contract vendor, to any employee of Mohave or member with a view toward securing a contract or with respect to the performance of this contract. Paying the expenses of normal business meals shall be in accordance with each member's policy regarding gratuities. Samples of software, equipment or hardware provided to Mohave for demonstration or evaluation are not considered gratuities.

2. CERTIFICATION

By signing the Offer and Acceptance Form (page 95 of the IFB), bidder certifies the following:

- Bidder has examined and understands the terms, conditions, scope of work/services and specifications and other documents in this solicitation.
- The submission of the bid did not involve collusion or other anti-competitive practices. Neither signatory nor any person on his behalf has connived or colluded to produce a deceptive show of competition in the matter of the bidding or award of a contract under this solicitation.
- Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.
- Neither bidder, nor any officer, director, partner, member or associate of bidder, nor any of its employees directly involved in obtaining contracts with the State of Arizona, Mohave Educational Services Cooperative, Inc., or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
- Bidder agrees to comply fully with any and all provisions of ARS §32-1101 et seq (Registrar of Contractors) that may regulate bidder's business. Bidder shall not discriminate against any employee, or applicant for employment in violation of federal and state laws (see Federal Executive Order 11246; ARS §41-1461).
- Bidder is not currently suspended, debarred or otherwise precluded from participating in any public procurement activity with any federal, state or local government entity.
- If awarded a contract, bidder agrees to promote, offer and sell under Mohave contract only those materials and/or services awarded to contract vendor by Mohave.
- If awarded a contract, bidder shall provide the equipment, commodities, and/or services to members of Mohave in accordance with the terms, conditions, scope of work/services, specifications, and other documents of this Invitation For Bid.
- If awarded a contract, bidder agrees that all staff and other individuals eligible to receive services shall have equal access to the services regardless of race, religion, color, sex, disability, age or national origin (including language minority individuals).
- Bidder and all proposed subcontractors comply and shall remain in compliance with the Federal Immigration and Nationality Act (FINA), all other federal immigration laws and regulations, A.R.S. §41-4401, and A.R.S. §23-214, which requires compliance with federal immigration laws by Arizona employers, Arizona contractors and Arizona subcontractors in accordance with the E-Verify employee eligibility verification program.

3. CLARIFICATION

Clarification means communication with bidder for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the bid. It is achieved by explanation or substantiation, either in response to an inquiry from Mohave or as initiated by bidder. Clarification does not provide the bidder an opportunity to revise or modify its bid, except to the extent that correction of apparent clerical mistakes results in a revision.

4. CONFIDENTIAL INFORMATION

4.1. Confidential information request: If bidder believes that its bid contains trade secrets or confidential information that should be withheld from public inspection, a statement advising Mohave of this fact shall accompany the bid, and the information shall be so identified wherever it appears. Mohave shall review the statement and provide their determination in writing whether the information shall be withheld. If Mohave determines to disclose the information, Mohave shall inform bidder in writing of such determination. Requests to deem the entire bid as confidential will not be considered.

4.2. Pricing: Mohave will not consider pricing to be confidential or proprietary.

4.3. Public record: All bids submitted in response to this solicitation shall become the property of Mohave. They will become a matter of public record available for review, subsequent to award notification.

5. COOPERATIVE PURCHASING

5.1. Cooperative purchasing: This contract is based on the need for Mohave to provide the economic benefits of volume purchasing and reduction in administrative costs through cooperative purchasing to members. Any contract that prohibits sales from being made to specific types of members (for example, state agencies or local government units) may not be considered. Sales without restriction to any members are preferred.

5.2. Cooperative purchasing agreements: Cooperative Purchasing Agreements between Mohave and its members have been established under Arizona procurement rules and code for use of contracts.

5.3. Most favored customer: Bidder agrees all prices, terms, warranties, and benefits granted by bidder to members through this contract are comparable to or better than the equivalent terms offered by bidder to any present customer meeting the same qualifications or requirements. Nothing in this solicitation is intended to establish a most favored customer relationship between Mohave and contract vendor. Contract vendor may respond to any solicitation without regard to this contract. If contract vendor offers lower prices to any of its other customers, it may lower its prices to Mohave at the same time by written notice.

6. ESTIMATED QUANTITIES

Mohave anticipates considerable activity resulting from this solicitation. An estimate of purchases is provided in the Scope of Work/services (page 4) of the requested materials or services. However, no commitment of any kind is made concerning quantities to be acquired. Mohave does not guarantee usage. Usage depends on the actual needs of members and marketing by contract vendor.

7. EVALUATION & AWARD

7.1. Basis of award: Award(s) will be made to the responsive and responsible bidder(s) whose bid(s) is (are) determined in writing to be the low responsive and responsible bid or bids. Mohave reserves the right to use model projects/market baskets to determine the low ranking of bids. It is Mohave's intent to award a complete line of products, when possible and advantageous.

7.2. Deviations and exceptions to requirements: All requested exceptions/deviations must be clearly explained. Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions and Mohave's decision shall be final.

7.3. Formation of contract: A response to this solicitation is an offer to contract with Mohave based upon the terms, conditions, scope of work/services, and specifications contained in this request. A bid does not become a contract unless and until Mohave accepts it. A contract is formed when a Mohave administrator signs the award document.

7.4. Multiple award: Mohave has a large number of various types of members located throughout Arizona. To assure that our contracts meet the requirements of all members, Mohave reserves the right to award multiple contracts. Such decision will be based upon considerations for members' experience with existing products and systems, brand continuity for parts replacement and future expansion, contract vendor's ability to provide for our large, diverse membership, bonding capacity, geographic area(s) served, Mohave's past experience with contracts for similar product/services, and other relevant criteria. Bidder should consider the fact that Mohave may award multiple contracts in preparing their response. The decision to award multiple contracts, award a single contract, or make no award rests solely with Mohave.

A multiple award shall be made only if the procurement officer determines in writing that a single award is not advantageous to Mohave. A multiple award shall be limited to the least number of suppliers necessary to meet the requirements of the using agencies. Mohave shall make the sole determination of the least number of contracts required to meet the need.

7.5. Non-exclusive contract: Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of Mohave's members. Mohave and its members reserve the right to obtain like goods and services from other sources.

7.6. Past performance information: Past Performance Information (PPI) is relevant information regarding a contract vendor's actions under previously awarded contracts to public agencies. It includes contract vendor's record of performance under such contracts including, but not limited to: conformance to the terms, conditions, specifications and scope of work/services of the contracts, responsiveness to, and correction of, contract claims and controversies, and satisfaction of the contracting entities. PPI shall be a factor in evaluation and award.

7.7. Responsible bidder: A responsible bidder is a firm or person with the capability to perform the contract requirements and the integrity and reliability which will assure good faith performance. Mohave must determine a bidder to be responsible before awarding a contract to bidder.

7.8. Responsive bids: A responsive bid reasonably and substantially conforms to all material requirements of the solicitation. Bids must be responsive to receive award consideration. Mohave reserves the right to waive minor informalities.

8. FEDERAL & STATE REQUIREMENTS

8.1. Compliance with federal and state requirements: Contract vendor agrees, when working on any federally assisted projects with more than \$2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act, the Davis-Bacon Act (Section 29, CFR Part 5), the Copeland "Anti-Kickback" Act, the Housing and Urban Development Act of 1968, and the Equal Opportunity Employment requirements of Executive Order 11246 as amended by Executive Order 11375. In such projects, contract vendor agrees to post wage rates at the work site and submit a copy of their payroll to the member for their files. In addition, to comply with the Copeland Act, contract vendor must submit weekly payroll records to the member. Contract vendor must keep records for three years and allow the federal grantor agency access to these records, upon demand. Contract vendor also agrees to comply with State of Arizona Executive Order 75-5, as amended by Executive Order 99-4.

When working on any projects funded with federal grant monies, contract vendor agrees to comply with the administrative requirements for grants and cooperative agreements to state, local and federally recognized Indian tribal governments (24 CFR, Part 85.36), including 24 CFR 85.36(l), contract provisions.

The forms listed below are incorporated by reference into this solicitation and any resultant contract.

- HUD-5369, Instructions to Bidders for Contracts, Public and Indian Housing Programs
- HUD-5369-A, Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs
- HUD-5369-B, Instructions to Offerors Non-Construction
- HUD-5369-C, Certifications and Representations of Offerors Non-Construction Contract
- HUD-5370, General Conditions of the Contract for Construction
- HUD-5370-C1, General Conditions for Non-Construction Contracts Section 1 (With or Without Maintenance Work)
- HUD-5370-C2, General Conditions for Non-Construction Contracts Section 1 (With Maintenance Work)

For federally funded projects only, the requirements of an applicable form shall supersede conflicting requirements in this solicitation. The forms may be accessed via HUDClips (<http://www.hud.gov/offices/adm/hudclips>) or by requesting a copy from the Mohave contact person listed on Page 1 of this solicitation.

8.2. Compliance with workforce requirements: Pursuant to ARS §41-4401, contract vendor and subcontractor(s) warrant their compliance with all federal and state immigration laws and regulations that relate to their employees, and compliance with ARS §23-214 subsection A, which states, "...every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program." [To register for E-Verify, go to: <https://e-verify.uscis.gov/enroll/startpage.aspx>.]

Mohave reserves the right to cancel or suspend the use of any contract for violations of immigration laws and regulations. Mohave and its members reserve the right to inspect the papers of any contract vendor or subcontract employee who works under this contract to ensure compliance with the warranty above.

8.3. Contract vendor employee work eligibility: By entering into the contract, contract vendor warrants compliance with A.R.S. §41-4401, A.R.S. § 23-214, the Federal Immigration and Nationality Act (FINA), and all other federal immigration laws and regulations. Mohave and/or Mohave members may request verification of compliance from any contract vendor or subcontractor performing work under this contract. Mohave and its members reserve the right to confirm compliance. Should Mohave or its members suspect or find that the contract vendor or any of its subcontractors are not in compliance, Mohave may pursue any and all remedies allowed by law, including, but not limited to suspension of work, termination of the contract for default, and suspension and/or debarment of the contract vendor. All costs necessary for compliance are the responsibility of the contract vendor.

8.4. Davis-Bacon wage decisions: For federally funded projects subject to the Davis-Bacon Act, the member shall specify the applicable Davis-Bacon wage decision, prior to the contract vendor providing a firm price quotation for the proposed project. The wage decision shall be identified by the WD Number, modification number, and date of the wage decision. Davis-Bacon wage decisions may be accessed via www.wdol.gov or by requesting a copy from the member.

8.5. Non-compliance: All federally assisted contracts to members that exceed \$10,000 may be terminated by the federal grantee for noncompliance by contract vendor. In projects that are not federally funded, bidder must agree to meet any federal, state or local requirements, as necessary. In addition, if compliance with the federal regulations increases the contract costs beyond the agreed on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee.

8.6. Offshore performance of work prohibited: Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work/services that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or 'overhead' services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers.

8.7. Terrorism country divestments: In accordance with A.R.S. 35-392, Mohave and its members are prohibited from purchasing from a company that is in violation of the Export Administration Act. By entering into the contract, contract vendor warrants compliance with the Export Administration Act.

9. FORCE MAJEURE

Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God (e.g. fire, flood, snow, earthquakes, tornadoes, violent winds, hail storms); acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

10. INDEMNIFICATION

10.1. General indemnification: To the extent permitted by law, Mohave and its members shall be indemnified and held harmless by contract vendor for its vicarious liability as a result of entering into this contract. Each party to the contract is responsible for its own negligence.

10.2. Modification by member: Contract vendor shall have no obligation with respect to any patent and copyright infringement claim based upon member's modification of the equipment and/or software, or its operation or use with apparatus, data or programs not furnished by contract vendor. However, one member's action will not preclude contract vendor's obligation to others not having modified their equipment or software.

10.3. Patent and copyright indemnification: To the extent permitted by law, contract vendor shall indemnify and hold harmless Mohave and its members against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Mohave and its members of materials furnished or work performed under this contract. Mohave and its members shall reasonably notify contract vendor of any claim for which it may be liable under this paragraph.

11. LICENSES

Contract vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by contract vendor. Contract vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Mohave reserves the right to stop work and/or cancel the contract of any contract vendor whose license(s) expire, lapse, are suspended or terminated.

12. OFFER ACCEPTANCE PERIOD/WITHDRAWAL

12.1. Late bids: Except as authorized by Arizona procurement rules and code, late bids shall not be considered.

12.2. Withdrawal of bid: At any time prior to the specified due date and time, bidder may withdraw his bid. After the opening time and date, bids may not be withdrawn, except as allowed by Arizona procurement rules and code.

13. ORDERING CYCLE

13.1. Acceptance of orders: This contract is for the sole use of Mohave and its members. All quotations provided to members must be based on prices in the contract and include the correct Mohave contract number. Contract vendor may only refuse a Mohave reviewed order under this contract after providing written documentation acceptable to Mohave describing the circumstances that warrant refusal. Improper documentation and/or frequent refusals may result in contract cancellation. Mohave may require the contract vendor to reject any purchase orders received from members based on this contract that may not comply with Mohave's rules, processes or standards.

13.2. Audit of contract activity: Mohave will audit some of the purchases made under this contract. The contract vendor agrees to provide all documentation necessary for Mohave to audit purchases made under contract; including invoices, credits and statements issued to members, in a timely fashion.

13.3. Contract vendor contacts: Contract vendor agrees to assign only one contact person for each of the following: accounting, audit, contract administration, escalation, main member contact, open order/status report, and reconciliation. These contacts may be the same person, with the exception of the escalation contact. The name(s) of the contact persons will be provided to Mohave.

13.4. Open order and status reports: Mohave will send contract vendor open order and status reports on a periodic basis. Contract vendor agrees to reply to information requests in a timely fashion.

13.5. Orders in process: Member purchase orders dated on or before the contract cancellation and/or expiration date, will be processed and are considered valid until order fulfillment, or cancellation by the member. Any such orders must be in the possession of Mohave within a reasonable amount of time.

13.6. Purchase verification: It is the member's independent responsibility to verify that quotations and purchase orders comply with the terms of the award of a contract or procurement.

13.7. Quotations: Quotations with no end date are considered invalid after sixty (60) days from the issue date.

14. OVERVIEW

14.1. Advertising: Bidder shall not advertise or publish information concerning this solicitation prior to an award being announced by Mohave. After award, contract vendor(s) may advertise the availability of products and services to members. Any promotional marketing materials using the Mohave logo must be approved by a Mohave Contract Specialist in advance.

14.2. Amendment of contract: An awarded contract may be amended for a variety of reasons. Contract amendments will be issued as deemed necessary by Mohave to address contractual issues that may arise.

14.3. Applicable law: Contract shall be governed by the laws of the State of Arizona, and suits pertaining to the contract may be brought only in courts in the State of Arizona.

14.4. Application of law: The Arizona Procurement Code, the Arizona State Board of Education School District Procurement Rules, and the Uniform Commercial Code (UCC) as adopted by the State of Arizona, are part of this document as if fully set forth herein. Any provision or clause required by law, rule or regulation to be included in the contract will be read and enforced as if in the contract, whether or not physically included. If any such provision is not included, or is not correctly included, contract will be amended in writing to make such inclusion or correction upon application from either party to contract.

14.5. Arbitration: After exhausting applicable administrative review, the parties to this contract may agree to resolve disputes arising out of or relating to this contract through arbitration, to the extent allowed by law.

14.6. Assignment: Contract vendor shall assign no right or interest in this contract without prior written permission from Mohave. No delegation of any duty of contract vendor shall be made without prior written permission from Mohave. Mohave shall not unreasonably withhold approval and shall notify contract vendor of its decision within fifteen (15) days of receipt of written notice from contract vendor.

14.7. Audit rights: In accordance with applicable Arizona law, contract vendor's books and records related to this contract may be audited at a reasonable time and place, for the term specified in Arizona procurement rules and code.

14.8. Bid opening: Bids shall be opened immediately following the bid due date and time. Sample pricing will be publicly read and recorded in the presence of witnesses. All other information in the bids shall remain confidential until after award of contracts, with the exception of review by Mohave staff and selected evaluators.

14.9. Brand names: The names of major businesses and their products that appear without the trademark or service mark remain the property of their respective owners.

14.10. Captions, headings and illustrations: The captions, illustrations, headings, and subheadings in this solicitation are for convenience and ease of perusal only, and in no way define, limit or describe the scope or intent of the request.

14.11. Contract claims or controversies: The requirements of the Arizona procurement rules and code shall govern any contract awarded as a result of this solicitation, as well as any contract claims or controversies associated with it.

Formal contract claims and controversies between a member and contract vendor shall be resolved in accordance with R7-2-1155 through R7-2-1159, or ARS, Title 41, Chapter 23, Article 9, as applicable. The member's authorized representative shall serve as the district representative for resolution of such claims and controversies. ARS, Title 41, Chapter 23, Article 9 and the rules promulgated under it, or R7-2-1155 through R7-2-1159, as applicable, provide the exclusive procedure for asserting a cause against the member under the contract.

14.12. Contract placed on hold: Mohave shall have the ability to place a contract on hold, if it is deemed necessary to address ongoing problems with an awarded contract. Details of the decision to place the contract on hold shall be provided in a written deficiency notice. A reasonable amount of time shall be provided to contract vendor to address issues in the written deficiency notice.

14.13. Definition of time: Periods of time, stated as a number of days, shall be in calendar days, not business days.

 **14.14. Eligible agencies:** Any contract awarded from this solicitation shall be available to all members who have signed Mohave's Cooperative Purchasing Agreement. Member is defined as a local or public procurement unit, or a governmental public entity that is a political subdivision for purposes of federal income tax, or a nonprofit educational or public health institution that is a political subdivision for purposes of federal income tax or meets the requirements of Section 115 of the Internal Revenue Code. Mohave has over 400 members including public school districts, community colleges, city and county governments and political subdivisions throughout Arizona. A list of members may be found on Mohave's website, www.mesc.org. Actual use of any contract will be at the sole discretion of Mohave's members.

14.15. Novation: If contract vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Mohave reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of contract vendor.

14.16. Order of precedence: In the event of a conflict in the provisions of the contract as accepted by Mohave, the following order of precedence shall prevail:

1. Special terms and conditions
2. General terms and conditions
3. Scope of work/services and specifications
4. Attachments and exhibits
5. Documents referenced or included in the solicitation

14.17. Pricing extension errors: In case of error in extension of prices in the bid, unit prices shall govern.

14.18. Relationship of the parties: Vendors receiving contracts under this solicitation are independent contractors. Neither party to the contract, nor any member, shall be deemed to be the employee of another party to the contract.

14.19. Removal from potential bidders list: Any bidder submitting a perfunctory bid with no serious intent of being accepted may be removed from Mohave's potential bidders list. Any vendor not responding to two (2) consecutive Invitation for Bids for similar procurements may be removed from the potential bidders list for those items or services. A "no bid" response or request to remain on the list is sufficient to keep a vendor on the potential bidders list.

14.20. Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

14.21. Successful performance: The sections of solicitation defining the scope of services, requirements, qualifications, etc., are not to be construed as a complete listing that exempts successful bidder from reasonable services required to ensure successful performance under the contract.

14.22. Title: Purchase orders placed under this contract are on behalf of Mohave's members. As such, title to goods passes directly from contract vendor to member.

15. PAYMENT

15.1. Billing: All invoices shall list the applicable member purchase order number and Mohave contract number. Contract vendor will invoice members directly. All transactions are payable in U.S. currency only.

15.2. Contacting member about payment: Contract vendor may contact member directly for payment for a product or service delivered to the member under the contract. Such contact shall be professional and courteous.

15.3. Contract vendor invoice: *Contract vendor shall invoice member after delivery of goods and/or services. Goods and services shall be invoiced at applicable contract prices, which include Mohave's 1% administration fee. Invoice must include member purchase order number and Mohave contract number.*

Mohave's administration fee is included in the invoice amount paid by the member. Contract vendor shall remit administration fee to Mohave monthly. Administration fee shall be calculated at .0099 of the original subtotal amount. The Mohave administration fee shall not be calculated on ancillary charges (e.g. performance bonds, shipping, transaction privilege tax, transportation charges, mileage, lodging, meals and incidental expenses (M&IE), mileage, permits, etc.).

15.4. Contract vendor payment: Member shall issue payment to contract vendor after receipt of invoice.

15.5. Correct billing: Contract vendor's invoice must match the purchase order. If incorrect invoices are discovered, contract vendor must correct invoices resulting in excess charges, no matter the cause of the error. Any excess payment must be returned to member within the time allowed by law, in the form of a check or credit memo, as determined by the member.

If a member is invoiced at less than contract prices, contract vendor will invoice the member for the difference unless Mohave approves the undercharge.

If contract pricing in effect on the contract has gone down between the time of the order and the invoice date, contract vendor may invoice at the current contract price.

15.6. Credit hold: Contract vendor agrees to advise Mohave's Procurement Manager of a member(s) being placed on credit hold, within five (5) days of the action.

15.7. Payment time: Payment terms are net thirty (30) days from receipt of contract vendor's invoice.

15.8. Progress payments: Members may make progress payments under the following conditions: 1) member and contract vendor agree to the terms of the progress payments prior to issuing a purchase order; 2) the purchase order describes the amounts/percentages to be paid and the dates/frequency of payment; 3) member accepts responsibility for verifying the validity of each payment application; 4) payments are made only after goods and/or services are verified; and 5) any such payments be made in full compliance with member's local governing entity rules and any and all other applicable state rules and regulations.

15.9. Quick pay discounts: Quick pay discounts may be offered to members, provided they have received the materials or services, and that such discounts are available equally to all members. Mohave must approve such discounts in writing and before they are offered to members.

15.10. Reporting and payment of administration fees to Mohave: The contract vendor agrees to provide a Reconciliation Report detailing activity under the contract, and payment for Mohave administration fees for invoices paid in the previous month. Items in the report must include member names, PO numbers, amounts, administration fees, invoice numbers, invoice dates and credit/return information for all invoices paid in the prior month. Payment and report are due as per a schedule agreed upon by Mohave and contract vendor. The initial due date shall be the 10th, 15th, 20th, 25th or 30th of the following month and will be specified in an award notification letter. If no invoices were paid under the contract in the previous month, the contract vendor will provide notice of no activity. A sample reconciliation report will be made available upon award of contract.

Make Mohave administration fees payable to Mohave Educational Services Coop., Inc. Payments shall be mailed to:
625 E. Beale St.
Kingman, AZ 86401

16. PREPARATION OF BID & BID FORMAT

16.1. Amendment of bid: A bid may be amended up to the time of opening by submitting a sealed letter to the location indicated on the front of the solicitation.

16.2. Bid forms: The forms and format contained in the solicitation shall be used. Bidders may reproduce the forms and retype the information, but all of the required information must be presented in the tab order requested. Electronic or faxed bids shall not be considered.

16.3. Bidder responsibility: Bidder shall examine the entire solicitation, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting bid. Failure to examine any requirements shall be at bidder's risk. Negligence in preparing a bid confers no right of withdrawal after due date and time.

16.4. Cost of bid preparation: Mohave will not reimburse the cost of developing, presenting, or providing any response to this solicitation.

17. PRODUCT LINES

17.1. Current products: Bids shall be for materials and equipment in current production and marketed to the general public and education/government agencies at the time the bid is submitted.

17.2. Discontinued products: If a product or model is discontinued by the manufacturer, contract vendor may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model. New products shall be submitted for approval following the process detailed in the Special Terms and Conditions (see **Pricing, New pricelists**), prior to being offered to members.

17.3. New products/services: New products and/or services that meet the scope of work/services may be added to the contract. Contract vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products and/or services may be added to avoid competitive procurement requirements. Mohave may require additions to be submitted with documentation from members demonstrating an interest in, or a potential requirement for, the new product or service. New products/services must be submitted and approved by Mohave, prior to being offered to member. Mohave may reject any additions without cause.

17.4. Options: Optional equipment for products under contract may be added to the contract at the time they become available under the following conditions: 1) the option is priced at a discount similar to other options; 2) the option is an enhancement to the unit that improves performance or reliability.

17.5. Product line: Bidders with a published catalog may submit the entire catalog. Mohave reserves the right to select products within the catalog for award without having to award all contents. Mohave may reject any addition of equipment options without cause.

18. PROTESTS

Protests shall be filed with Julia E. Tribbett, the Executive Director of Mohave, and shall be resolved in accordance with Arizona Procurement rules and code, ARS, Title 41, Chapter 23, Article 9 and State Board Rules R7-2-1001 through R7-2-1195. *A protest must be in writing and must be filed with the Executive Director of Mohave at 625 E. Beale Street, Kingman, Arizona, 86401.* A protest of a solicitation must be filed with the Executive Director before the solicitation due date and time. A protest of a proposed award or awards must be filed within ten (10) days after the protester knows or should have known the basis of the protest, whichever is earlier. A protest filed on the tenth day must be received by 5:00 pm, local time.

A protest must include:

- The name, address and telephone number of the protester;
- The original signature of the protester or its representative;
- Identification of the solicitation by contract number;
- A detailed statement of the legal and factual grounds of protest including copies of any relevant documents;
- The form of relief requested.

Should Mohave prevail in an appeal of a decision issued by the Executive Director, appellant waives any objection to the hearing officer awarding Mohave its reasonable attorneys fees and costs.

19. RIGHT TO ASSURANCE

Whenever one party to the contract has a good faith reason to question the other party's intent to perform, he may demand that the other party give written assurance of its intent to perform. If a demand is made and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory breach of the contract.

20. SAFETY STANDARDS

Items supplied under the contract shall comply with applicable Occupational Safety & Health Standards of the Arizona Industrial Commission, National Electric Code, and National Fire Protection Association Standards.

21. SHIPPING

21.1. Shipping terms/transfer of title: Shipments shall be F.O.B. destination. Title and risk of loss of material shall not pass to member until member receives the material at delivery point, unless otherwise provided in the contract.

21.2. Shipment under reservation: Contract vendor is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.

21.3. Shipping charges: Prices that include shipping to any location in Arizona, delivered to the specific receiving point identified in the purchase order, are preferred. If shipping is charged, it may be done so as a percentage of purchase price (if bidder agrees that member shall not be charged more than the actual invoiced amount for shipping) or as prepaid (actual cost added to the invoice). It is the member's responsibility to confirm shipping charges under the contract.

21.4. Shipping errors/risk of transportation: Shipping errors will be at contract vendor's expense. If contract vendor ships a product that was not ordered, contract vendor shall pay for return shipment at the convenience of member. All risk of transportation and all related charges shall be contract vendor's responsibility. Contract vendor shall file all claims for visible or concealed damage. Member will notify contract vendor promptly of any damaged goods and shall assist contract vendor in arranging for inspection.

22. SUSPENSION OR DEBARMENT STATUS

Bidder shall include a letter in its bid notifying Mohave of any debarment, suspension or other lawful action taken by any federal, state or local government within the last five years that precludes bidder or its employees from participating in any public procurement activity. Such letter shall provide name and address of the public procurement unit, effective date, duration, and relevant circumstances of the suspension or debarment. Failure to supply such letter or not disclose all pertinent information shall result in cancellation of any contract.

23. TAXES

23.1. Federal Excise Tax: Most members are exempt from paying Federal Excise Tax.

23.2. Payment of taxes: Member is responsible for payment for all taxes listed on the invoice. Contract vendor is responsible for collecting such taxes and shall forward all taxes to the proper revenue office. Installation of equipment that becomes permanently attached to a structure is taxable as a contracting activity. [R-15-5-708 (A)]

23.3. Pre-tax prices: Prices shall not include applicable state and local taxes. All applicable taxes must be listed as a separate item on all invoices and will be paid by member issuing the purchase order.

23.4. Property taxes: Arizona public agencies do not pay state property taxes. (Arizona Constitution, Article 9, Section 2)

23.5. Reservation or tribal tax: If goods or services are subject to reservation or tribal tax, contract vendor shall include such taxes as a separate item on the original invoice to the member.

23.6. Transaction Privilege Tax (Sales Tax): Most members are taxable. Transaction Privilege Taxes in Arizona may include state, county and city taxes. The tax status of the ordering member determines if and when Transaction Privilege Taxes are to be applied. Documentation for members who do not pay Transaction Privilege Tax is available upon request from member. Contract vendor is responsible for charging taxes correctly.

23.7. Taxes on construction: Contract vendors for construction-related projects must follow the latest Arizona Administrative Code, Department of Revenue, transaction privilege tax procedure as described in R-15-5-602. Since the work is performed for and payments will be received from Mohave's members, the contract vendor is considered a prime contractor by R-15-602 (C, 1, a). Transaction privilege taxes on contracting shall be separately stated on invoices.

Standard Terms and Conditions for Construction

Place after Tab 1c

1. **BID SECURITY**

- 1.1. Amount of bid security:** All bidders for a contract under this IFB must include acceptable bid security in the amount of **\$100,000** with the submission of their bid.
- 1.2. Bid security requirement:** School procurement rules [R7-2-1111 (A)] and as applicable in ARS §34-222 and 41-2573, require that all competitive sealed bidding for construction have bid security, if the amount of the construction contract will exceed the amount established by ARS §15-213(A). Bid security as a percentage of the bid amount is unacceptable, as this is a term contract with no specific bid amount. Bid security must be in the amount stated above in "Amount of bid security."
- 1.3. Form of bid security:** Acceptable bid security for this IFB will be a certified or cashier's check, or an annual or one time bid bond underwritten by a surety company licensed to issue bid bonds in Arizona [R7-2-1111 (B, C), ARS § 34-222 and 41-2573]. Bid security may be provided using the form found in the primary contract document pages of this IFB, with the principal being the prime contractor and Mohave Educational Services Cooperative, Inc. An agent of your licensed bonding agency shall sign the letter. If the original letter is not signed and/or has conflicting information, it may render your bid nonresponsive.

2. **CHANGE ORDERS**

- 2.1. Adherence to specifications and drawings:** The contract vendor shall follow the requirements of all specifications and drawings as closely as actual construction and work of contract vendors shall permit. Should existing conditions or limitations require a major change or rearrangement, the change shall be allowed only upon issuance of a written change order.
- 2.2. Change order requirement:** Member and contract vendor shall establish a procedure for identifying and approving changes to the work. Said procedure shall include provisions for field change orders. Member shall notify Mohave of any change that revises the cost of the project. Contract vendor shall not begin the revised work prior to receipt of the Mohave reviewed member change order.

Contract vendor agrees to follow all applicable rules and regulations for any change orders, including R7-2-1008 and as applicable in ARS §41-2552.

Change orders shall be properly documented in writing. Minor changes mutually agreed between the member and the contract vendor that do not involve compensation may be made without informing Mohave, unless such change significantly modifies the scope of work and needs to be documented.

- 2.3. Costs for changes associated with improper checking or coordination:** The cost of any change in construction due to improper checking of site and/or other conditions, or coordination by contract vendor, shall be borne by the contract vendor, and the contract vendor shall not be entitled to reimbursement for such costs.

3. **CONSTRUCTION CONTRACTS**

- 3.1. Cancellation by Mohave:** Mohave reserves the right to cancel a contract resulting from this IFB if the original contract holder is sold and ownership is transferred to a new party. If Mohave cancels the contract, the cancellation clause will be exercised, as required.
- 3.2. Compensation:** Compensation for received goods, terms of progress payments, and a schedule of payments should be described in the contract. The agreement must state that Mohave will not be responsible for any late fees due the contract vendor by the member.

3.3. Member delays: As required by ARS §15-213 (D), the contract vendor will negotiate with member for the recovery of damages related to expenses incurred by the contract vendor for a delay for which the member is responsible, which is unreasonable under the circumstances and which were not within the contemplation of the parties to the contract between the two parties. Any such negotiations will not void any provisions between the parties that require notice of delays, provide for arbitration or other procedure for settlement or provides for liquidated damages.

3.4. Construction contract requirement: In any contract between the contract vendor and a member based on this contract, the terms and conditions of this contract will prevail. In any contract between the member and the contract vendor, the scope of work will include all specifications, drawings, and other official documents. All applicable codes around which the contract is made will be included as will any technical specifications and general conditions. The contract vendor will acquire and pay for all permits and approvals from local, county, state and federal offices needed to accomplish the work. Contract vendor shall be entitled to direct reimbursement for the cost of such permits.

3.5. Form of construction contracts: A contract between the member and the contract vendor for construction shall be an industry standard agreement. The parties may agree to use the American Institute of Architects (AIA) General Conditions of Contract for Construction Form A201 as a guide.

3.6. Member representative: All formal contact between the contract vendor and/or contract vendor's personnel and the member shall be processed through the member representative. The member shall designate the member representative at the time of purchase.

3.7. Terms of acceptance: Terms for acceptance by the owner and title to work must be clearly agreed upon and described in the contract. If any part of the construction requires the member to assume control before the completion, this needs to be defined. Both parties must agree on the definition of what constitutes final acceptance before payment of any retained compensation. Upon completion of the project, the worksite shall be left in a condition equal to or better than before the project.

3.8. Void provisions: A provision, covenant, clause or understanding in, collateral to or affecting a construction contract that makes the contract subject to the laws of another state or that requires any litigation, arbitration or other dispute resolution proceeding arising from the contract to be conducted in another state is against public policy of the State of Arizona and is void and unenforceable. (ARS § 15-213 & 34-227)

3.9. Work performed by the member: Work to be performed by the member must be clearly described and agreed upon prior to project start up.

4. CONSTRUCTION SCHEDULE

4.1. Schedule adjustment: The member retains the right to extend the schedule of work or to suspend the work, and to direct the contract vendor to resume work when appropriate. The agreement must describe an equitable adjustment for added costs caused by any suspension. Any increases will be invoiced, as allowed in the agreement.

4.2. Schedule requirement: A schedule for performance of work that can be met without planned overtime is the responsibility of the contract vendor.

4.3. Work crew size: The cost for each project shall include all costs of all necessary trained personnel to complete the project on or before the completion date(s) set forth in the contract. The member shall not incur additional expense for upsized crews, nor overtime costs, which might be necessary for the contract vendor to complete the project on schedule.

5. COORDINATION

5.1. Conflict with member activities: The contract vendor and member shall coordinate activities so as to avoid conflicts. The contract vendor will make every reasonable effort not to interrupt scheduled member activities with work under the contract. The contract vendor will notify the member of any construction work that may negatively impact scheduled member activities due to noise, etc.

5.2. Coordination with other vendors: The contract vendor shall coordinate with other contractors and vendors so that work may be properly coordinated.

5.3. Interruption of other work: The contract vendor shall employ such methods or means as will not cause any interruption of, or interference with, work of any other contractor on the project site.

6. DELIVERY OF CONSTRUCTION MATERIALS:

6.1. Condition of materials on delivery: The contract vendor will deliver materials to the worksite in new, dry, unopened, and well-marked containers showing product and contract vendor's name. Damaged or unlabeled materials will not be accepted.

6.2. Delivery requirement: The contract vendor will deliver materials in sufficient quantity to allow for continuity of work. Delivery will be coordinated with the member's representative.

6.3. Precautions: The contract vendor shall take all necessary precautions to protect its materials from damage, theft and misuse. The member shall have no responsibility for such precautions or protection.

6.4. Rejected and damaged material: Damaged or rejected materials shall be immediately removed from the work area.

7. INSURANCE

7.1. Course of Construction Insurance: Upon request from member, contract vendor shall purchase and maintain course of construction insurance equal to the estimated replacement cost of the property after completion of the entire work at the site as called for in the purchase order. The insurance form will be an "all risk" type policy with standard exclusions. Coverage will include temporary structures, scaffolding and office trailers at the site, as well as materials and equipment at the site destined to become a permanent part of the property. Any additional costs associated with course of construction insurance, must be identified in the pricing workbook.

7.2. Deductibles: Contract vendor shall pay the deductibles required by the insurance provided under this agreement.

7.3. Indemnification: During the life of the contract, contract vendor agrees to save and hold harmless Mohave and/or its members from any and all liability for loss or damage to persons or property arising out of the work required by the contract. Contract vendor further agrees to waive any right of recovery against Mohave and/or its members for damage to the property of contract vendor, whether caused by negligence on the part of Mohave and/or its members or otherwise. This provision includes specifically the waiver of right of recovery against Mohave and/or its members for fire damage to property under contract and not yet formally accepted by member even though said property at the time of loss may be occupied, in whole or in part, by member.

7.4. Proof of Insurance: Evidence of the required insurance shall be provided by means of a certificate of insurance naming Mohave as the certificate holder. In addition, contract vendor must be willing to provide, upon request, identical certification of insurance to any member using this contract. Upon request, contract vendor shall provide member with a certificate of insurance naming the member as an additional insured. All insurance policies shall include a clause to the effect that the policy shall not be cancelled or reduced, restricted or limited until thirty days after the member has received written notice, evidenced by a return receipt of a registered or certified letter, of the proposed action.

7.5. Scope of Insurance: Contract vendor's insurance shall provide adequate protection for contract vendor and contract vendor's subcontractors, respectively, against damage claims which may arise from operations under this contract, whether such operations are by the insured or by anyone directly or indirectly employed by the insured. All insurance must be written by companies incorporated within the United States (exclusive of Territories or Possessions) and licensed or authorized to do business in Arizona.

8. LABOR PRACTICES

8.1. Labor practices: The contract vendor must agree to treat its labor in keeping with its labor contract agreement and to the best interest of the member. Any overtime practices or retroactive agreements with labor unions that would be to the detriment of the member must be limited to only those approved by the member.

8.2. Labor requirements: The method and manner of performance must be stated: employees of the contract vendor are not employees of the member; the level of competency of the personnel will be subject to approval by the member; the contract vendor must agree to comply with all local, state and federal laws; adjoining property owners must not be annoyed by noise, pollutants, material hauling operations; procedures for dealing with fire, theft, and storm damage must be established; methods the contract vendor will use to guarantee safe job practices relating to the health and welfare of the member employees and contract vendor employees will be clearly stated.

8.3. Quality of work: All work under the contract shall be accomplished by experienced craftsmen, helpers and laborers under the supervision of the foremen or supervisor.

8.4. Removal of Employee or Representative: The member shall have the right to require the contract vendor to remove from the project any employee or representative of the contract vendor, its subcontractors or suppliers that the member may deem incompetent, careless, insubordinate, or otherwise unacceptable.

8.5. Supervision: The contract vendor shall furnish the services of an experienced foreman or supervisor who will continually be in charge of work on the project. The foreman or supervisor shall provide continuous supervision, coordination and inspection of the work required under the contract.

9. LIQUIDATED DAMAGES

Any agreements on liquidated damages and early completion incentives will be between the member and the contract vendor and must be agreed upon in writing prior to start up. If the member declines a liquidate damages or early incentive agreement, the contract vendor will obtain a written and signed statement to this effect. Mohave will not be a party to liquidated damages or early completion incentive agreements.

10. MEMBER COSTS

Temporary electrical service and the cost for power, the costs for water, and other member costs will be identified in writing and agreed upon.

11. PERFORMANCE AND PAYMENT BONDS

11.1. Form of performance and payment bonds: Performance bonds and payment bonds between the member and the contract vendor shall be on the forms (or similar forms) found in the primary contract document pages of this IFB.

11.2. Issuing performance and payment bonds: Upon execution of a contract between a member and the contract vendor, performance and payment bonds shall be provided to the member as required in ARS §§34-222, 34-223, 28-6923, 41-2574, or R7-2-1112 (A, B, C, D), as applicable. The contract vendor agrees to notify the member in writing of this requirement before accepting any work orders.

If the contract vendor fails to deliver any required performance or payment bond, the contract with Mohave may be canceled. The contract vendor will supply Mohave with a copy of the bonds for our records, upon request.

Members who elect to waive these bonds must indicate their decision, in writing, to Mohave. For members who are required to obtain performance and payment bonds per the above requirements, contract vendor agrees to provide these bonds to the member.

11.3. Payment bond requirement: An irrevocable payment bond in an amount equal to 100% of the price specified in the contract (including sales tax) between the member and the contract vendor shall be executed by a surety company authorized to do business in Arizona. This bond will protect all persons supplying labor and material to the contract vendor for the performance of the work provided in the contract. Such bonds are taxable at the contract vendor's tax rate.

11.4. Performance bond requirement: An irrevocable performance bond in an amount equal to 100% of the price specified in the contract between the member and the contract vendor shall be executed by a surety company authorized to do business in Arizona.

12. PROGRESS PAYMENTS

12.1. Progress Payments on Construction: R7-2-1115 allows for progress payments if the contract vendor agrees to adhere to ARS §41-2577 (B) (D) (F) and as applicable in ARS § 34-221. All progress payments must be invoiced to the member; it is the responsibility of the member to review and approve any estimates of work completed. If the member issues a written statement to the bidder that the estimate of work is not approved and certified, the member may withhold an amount from the progress payment the member reasonably expects to incur in correcting the deficiency set forth in the written finding, as permitted in R7-2-1115 (A). In such cases, the bidder agrees to hold Mohave harmless for any deficiency of payment.

Progress payments may be made to the contract vendor on the basis of a duly certified and approved estimate of work performed during the preceding month. The contract vendor must agree to pay any subcontractors or material suppliers within seven days of their receipt of the progress payment, unless otherwise agreed on in writing between the parties.

12.2. Schedule of payments: Once all bonds are in place, the contract vendor and the member will agree upon a schedule of payments based on identifiable milestones.

If any payment is delayed beyond 30 days from the due date, the bidder agrees not to charge Mohave interest on the late payment. Any late charges will be the total responsibility of the member. The bidder may extend any due date to avoid the requirement to pay interest in R7-2-1115 (C) and ARS §41-2577 (E) and as applicable in ARS § 34-221.

Acceptance of final payment is a waiver of all claims except unsettled claims previously made in writing.

12.3. Subcontractor notification: A subcontractor to the prime contractor may request, in writing, that member notify the subcontractor in writing within five (5) days from payment of each progress payment made to the prime contractor [R7-2-1115 (B) and ARS §41-2577 (C) and as applicable in ARS §34-221]. Upon request, the prime contractor must provide Mohave or the members with a contact name, title, company name, mailing address and fax number for all subcontractors and suppliers that are covered by a payment bond.

13. PROJECT ADVERTISING

The contract vendor must agree that the member reserves the right to release information about the project and that any advertising of the project by the contract vendor must be approved by the member.

14. PROJECT COMPLETION

14.1. Project documents: Upon completion of the work, the contract vendor shall present the member with all documents necessary to closeout the project. Maintenance manuals, drawings, warranties on installed equipment, etc., shall be given to the member.

14.2. Unfinished work: Even if final payments are made, if the member discovers an unfinished job that should have been completed, the contract vendor shall complete the work in a timely fashion at no additional cost.

15. PUBLIC WORKS

15.1. Preservation: The contract vendor shall be responsible for the preservation of all public and private property included on or adjacent to the worksite. This requirement shall apply to the surface and hidden features of the property.

15.2. Receipt of public funds: Contract vendors and subcontractors will meet the requirements of ARS §34, Article 3, for eligibility to receive public funds.

15.3. Residency requirement: ARS §34-302 states that only persons who have been for not less than one year a bona fide resident of Arizona shall be employed in the performance in any public work. A public works contract is defined in ARS §34-321 as "a contract to which the state or a political subdivision is a party involving the employment of laborers, workmen or mechanics in the construction, alteration or repair of public buildings or improvements." It shall be the responsibility of the contract vendor to comply with these laws, when applicable.

15.4. Restoration: The contract vendor shall repair, rebuild or otherwise acceptably restore any property on or adjacent to the worksite that was damaged during the course of work on the project. Such restoration shall be at the contract vendor's expense, and is not subject to reimbursement by the member.

15.5. Rules, regulations and codes: Construction work on public buildings shall be in compliance with the state fire code unless a fire code has been adopted by the city, town, county or fire district in which the building is located. Public buildings shall be constructed in compliance with applicable building, plumbing, electrical, fire prevention and mechanical codes adopted by the city, town, county or fire district in which the building is located. If a public building is built in an area that has not adopted local codes, the building shall be designed or constructed according to the state fire code adopted by the state fire marshal and the building, plumbing, electrical, fire prevention and mechanical codes that apply in the largest city in the county in which the building is located. Public buildings are subject to those codes that apply and are in effect when the building is designed or constructed and to the currently adopted codes when a building is found to be structurally unsafe, without adequate egress, or a fire hazard or are otherwise dangerous to human life. "Public Building" means a building or appurtenance to a building that is built in whole or in part with public monies (see ARS §34-461).

16. RETENTION

16.1. Retention requirement: Ten (10) percent of all contract payments shall be retained by the member as insurance of proper performance of the contract vendor. Contract vendor agrees to identify the amount to be retained on invoices to member for each progress payment.

When fifty (50) percent of the work is completed, one half of the amount retained shall be paid to the contract vendor if the contract vendor requests payment and if the member is satisfied with the progress of the work.

After the work is fifty (50) percent completed, no more than five percent of the amount of any subsequent progress payments shall be retained, unless the governing board of the member determines satisfactory progress is not being made, at which point ten percent retention shall be reinstated.

16.2. Substitute security: If the member and the contract vendor agree to a substitute security, the agreement must be in full compliance with R7-2-1114 (B, C, D, E), or 41-2576 as applicable to the purchasing member. If a substitute security is agreed to, the contract vendor must provide Mohave and the member with a signed and acknowledged waiver of any right or power of the obligor to set off any claim against Mohave, or the member in relationship to the security assigned.

17. RULES, REGULATIONS AND CODES

17.1. Certification of personnel regarding renovations, repair, and painting: Personnel performing renovations, repair, and painting activities that disturb lead-based paint in target housing and child-occupied facilities constructed before 1978, shall comply with Part II, Environmental Protection Agency, 40 CFR Part 745, Lead; Renovation, Repair, and Painting program; Lead Hazard Information Pamphlet (<http://www.epa.gov/>).

17.2. Compliance: All work will be accomplished in conformance to OSHA safety requirements, and any additional federal, state, or local fire or safety requirement. When specifications or scope of work will result in a violation of a code or result in an unsafe condition, the contract vendor must inform the member of the situation. The contract vendor will not construct any device or produce any condition that intentionally violates a fire or safety code or safety standard.

17.3. Hazard notification: Contract vendor must advise member whenever work is expected to be hazardous to employees, visitors and/or operators.

17.4. Liens/serial numbers: All materials and services shall be free of liens. Bids must be for equipment on which the original manufacturer's serial number has not been altered in any way.

18. SUITS FOR NONPAYMENT OR NONPERFORMANCE

All suits for nonpayment or nonperformance shall be filed as allowed in R7-2-1112 (D).

19. SURETY COMPANIES

19.1. Surety company requirements: Surety companies issuing bid bonds, performance bonds and/or payment bonds under this contract must be licensed by the Arizona Department of Insurance. Evidence of such license will be the name of the surety company on the monthly surety listing provided by the Corporate and Financial Affairs Division of the Arizona Department of Insurance (www.id.state.az.us).

20. WARRANTY/MAINTENANCE CONTRACTS

20.1. Extended warranties/service contracts: The contract vendor or a manufacturer may offer extended warranties available at extra cost for members that agree to a maintenance contract. The maintenance contract shall be offered as a separate line item. Upon request, training must be offered by the contract vendor for the maintenance staff of the member and will be arranged before installation as part of the purchase contract. This training shall be priced per contract pricing.

20.2. Warranty work: The contract vendor shall perform all warranty work and remain available to the member should continued service be required after warranty obligations are met.

21. WORKSITE

21.1. Site access: The member shall provide an all-weather road to the site and prepare the site with room for construction equipment.

21.2. Site conditions: The condition of the site before start up shall be agreed upon between the member and the contract vendor and shall be written into the contract.

21.3. Stored Materials: Upon prior written agreement between the contract vendor and member, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials shall be provided to member prior to payment. Such materials shall be stored and protected in a secure location, and be insured for their full value by the contract vendor against loss and damage. Contract vendor agrees to provide proof of coverage and/or addition of member as an additional insured upon member's request. Additionally, if stored offsite, the materials shall also be clearly identified as property of member and be separated from other materials. Member shall be allowed reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary.

Until final acceptance by the member, it shall be the contract vendor's responsibility to protect all materials and equipment. The contract vendor warrants and guarantees that title for all work, materials and equipment shall pass to the member upon final acceptance. Payment for stored materials shall not constitute final acceptance of such materials.

General Terms and Conditions and Standard Terms and Conditions for Construction Acceptance Form

Place after Tab 1c

Signature on Page 95 certifies complete acceptance of the General Terms and Conditions and the Standard Terms and Conditions for Construction in this solicitation, except as noted below (additional pages may be attached, if necessary).

Check one of the following responses to the General Terms and the Standard Terms and Conditions for Construction:

- We take no exceptions/deviations to the general terms and conditions and the standard terms and conditions for construction.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

- We take the following exceptions/deviations to the General Terms and Conditions and the standard terms and conditions for construction. All exceptions/deviations shall be clearly explained. Reference the corresponding general terms and conditions and/or standard terms and conditions for construction that you are taking exceptions/deviations to. Clearly state if you are adding additional terms and conditions to the General Terms and Conditions and the standard terms and conditions for construction.. Provide details on your exceptions/deviations below:

(Note: All requested exceptions/deviations must be clearly explained. Reference the specific terms and conditions that you are taking exceptions/deviations to, detail any proposed substitute terms and conditions, and clearly demonstrate how Mohave and its membership will be better served by the substituted terms and conditions. Unacceptable exceptions/deviations shall remove your bid from consideration for award. Mohave shall be the sole judge on the acceptance of exceptions and Mohave's decision shall be final.)

Value Added Services

- Roof evaluations at no cost to the customer.
- Value Engineering improves our method of developing proposals, developing accurate and useful conceptual estimates and final guaranteed price estimates and generating opportunities for added value.
- Our Project Team of trained employees and in some instances owners which are consulted on constructability reviews identifies common goals and works together to solve problems quickly as they arise. This approach combines the knowledge and skills of all parties to ensure that the project meets the needs of the client in terms of function, schedule and budget. This minimizes the risk to all parties.
- Our chief Estimator is LEED certified and skilled in green roofing systems.
- Progressive Services, Inc. has worked on many projects from planning and design to maintenance and operations. With emphasis on various aspects of site planning and the importance of creating connections among all constituents that are necessary to the whole process of designing, building and maintaining healthy, high performing facilities.
- On- site training for facility personnel.
- Progressive Services, Inc. is responsible for all aspects of the project. With one point of control, projects can often be accomplished much faster.
- We are trained and certified on all roofing systems.
- Due to the extensive work we have performed at educational facilities, we are cognizant of the special needs in construction on these facilities.
- Estimators specializing in design specifications and review, design assist or redesign, CAD drawings and true value engineering.
- Project Managers working on all the logistics of the project, from coordinating and scheduling with the owner, pre-construction meetings and job progress meetings. Our Project Managers work closely with the customer and their designated personnel to insure that all aspects of the project are closely monitored.
- Superintendents are daily on the job site to review work and safety procedures with the foreman. Monitoring the job for compliance and quality control. Making sure that the project is being delivered on schedule and to the customer's satisfaction
- Foreman is full time on the project monitoring the work being performed by the crew. Insuring that each phase of the application is per specifications, proper product application, on schedule and that all safety guidelines are strictly adhered to.
- Crews are trained on each type of roofing. Depending on the type of roof (built up, foam, metal, single ply, etc) the crew personnel that are trained in that particular type of roofing will be utilized.
- Manufacturer Representatives from the various products we use many times are involved during the installation process to insure proper application
- We have a strong safety and quality control program
- We have a computerized roof asset management software program
- All of our superintendents have tablets which allows them to Skype information on the roof
- The manpower to expedite projects (over 500 employees in Arizona)
- A 9 man Navajo crew for work on the reservation
- Continuing education program on new developments in the roofing industry

3. Indicate how you will ensure your sales staff does not sell products or services to members that are not on contract or will not meet the public need. Is there "added value" received by the customer when purchasing through you rather than a competitor, or is your major benefit price alone?

Our sales staff has been selling our roofing services on a national cooperative contract for over six years. They are aware of the fact that they cannot sell any products or services that are not on contract or do not meet the public need. To ensure compliance we have the following process in place:

- After the roof assessment, a scope of work and estimate is developed
- The scope of work and estimate is reviewed by upper management
- The estimate is then put into line item format utilizing the cooperative pricing list
- Upper management reviews the line item pricing document prior to it being presented to the customer

This process has internal controls which will prevent pricing for anything not on the contract, performing services not on the contract and using the correct line item price based on the awarded contract. The in-depth scope of work, coring and pictures of the project will allow upper management to determine that this is the correct and needed product, services and system for the customer.

There is a definite "added value" in using Progressive Roofing besides price alone. We are well known in the industry for offering the best option based on the needs and budget of the customer. Also, since we are a certified/approved applicator with all roofing manufacturers, we can offer many options for their roofing program.

Due to our excellent relationship with our manufacturers we are aware of new products and services available. We never charge for roof evaluations or very minor repairs. Many of the products we use exceed the specifications in the proposal. We are a self reliant organization for contracted work. This approach allows us to constantly improve and implement changes in-house, streamline production and control multi-task scheduling. In addition to in-house production crews, our customers benefit from additional self performed services such as trucking, hoisting, sheet metal fabrication and professional CAD shop drawings. We do not charge for these services they are included in our pricing.

Our team of construction professionals is equipped with the experience necessary to design and build a quality, cost efficient roof system constructed to meet the specific needs of the facility.

Again, because we are the Prime Contractor and the applicator this eliminates the "middle man" expenses allowing us to offer the same quality products and service at a lower cost.

Roofing Comparisons. We put together a cadre of our trained staff to give basic information on types of roofing systems and the pros and cons of each. We have found that the more our customers and their staff understands the basic working of roofing systems, better decisions can be made on their roofing program needs.

EXHIBIT B

Progressive Services, Inc., dba Progressive Roofing – Pricing Sheets

PROGRESSIVE ROOFING



MOHAVE LINE ITEM PRICING

MOHAVE CONTRACT 13X-PRO-04617

CITY OF GLENDALE
GLENDALE, AZ

11/20/2014

ARROWHEAD WATER TREATMENT
ADMINISTRATION BUILDING

SCOPE OF WORK:
Mechanically attach one layer of 1/4" InvinSABOARD directly over top of existing built-up roof. Remove all base flashings. Mechanically attach one layer of Manville 60 mil TPO single-ply membrane. Fully adhere new 60 mil base flashings, turn bar and counter flashings. Install new cast iron drain baskets. Install walk pads around roof mounted equipment. Furnish manufacturers 20 year warranty and contractors 5 year warranty.

WORK DESCRIPTION	UNIT	BID		PROJECT
		AMOUNT	QTY	
1.24a 1/4" INVINSABOARD	S/F	\$ 1.25	6,000	\$ 7,500.00
1.76a 60 MIL TPO	S/F	\$ 3.25	6,000	\$ 19,500.00
1.136d FLASHINGS	L/F	\$ 10.00	325	\$ 3,250.00
1.94a COUNTER FLASHING	S/F	\$ 6.00	250	\$ 1,500.00
1.117a WALK PADS	EA	\$ 2,100.00	1	\$ 2,100.00
1.121k 20 YEAR WARRANTY				\$ 35,475.00
TAXES				\$ 2,121.41
TOTAL				\$ 37,896.41

PROGRESSIVE ROOFING



MOHAVE LINE ITEM PRICING

MOHAVE CONTRACT 13X-PRO-0417

CITY OF GLENDALE
GLENDALE, AZ

11/20/2014

FIRE STATION #152
OPTION 1 - ALL ROOF AREAS (1-4)

SCOPE OF WORK:
Power blow-off existing roof, make repairs to all deficiencies at base flashings, membrane and roof related sheet metal install polyester and coating in all water ways and high traffic areas. Coat entire roof with 4.5 gal roof coating per 100 SF and base flashings with 30 mil coating. Provide contractors 5 year warranty and manufacturers 10 year warranty.

WORK DESCRIPTION	UNIT	BID AMOUNT	QTY	PROJECT AMOUNT
LABOR - (BLow-OFF ROOF & MAKE REPAIRS)	HR	\$ 85.00	90	\$ 5,200.00
COAT MEMBRANE	S/F	\$ 2.25	13,000	\$ 28,250.00
COAT BASE FLASHINGS	S/F	\$ 2.00	1,200	\$ 2,400.00
10 YEAR WARRANTY	S/F	\$ 0.11	13,000	\$ 1,430.00
TAXES				\$ 38,280.00
TOTAL				\$ 2,288.14
				\$ 40,968.14

PROGRESSIVE ROOFING



MOHAVE LINE ITEM PRICING

MOHAVE CONTRACT 13X-PRO-0417

CITY OF GLENDALE
GLENDALE, AZ

11/20/2014

FOOTHILLS FIRE/POULICE #155

SCOPE OF WORK:

Power wash existing roof with cleaner. Repair splits and open penetrations. Coat entire roof with 2 gal coating and embed fabric. Top coat with 3 gal white acrylic coating. Furnish contractor 5 year warranty.

	WORK DESCRIPTION	UNIT	BID		PROJECT
			AMOUNT	QTY	
1.2a	POWER WASH	S/F	\$ 0.32	11,500	\$ 3,680.00
1.121S		HR	\$ 66.00	20	\$ 1,300.00
1.80B	ELASTOMERIC WITH FIBER MESH	S/F	\$ 2.00	11,500	\$ 23,000.00
1.88D	30 ML COATING	S/F	\$ 2.00	11,500	\$ 23,000.00
	TAXES				\$ 3,049.80
	TOTAL				\$ 84,028.80

PROGRESSIVE ROOFING



MOHAVE LINE ITEM PRICING

MOHAVE CONTRACT 13X-PRO-0417

CITY OF GLENDALE

11/20/2014

GLENDALE, AZ

FOOTHILLS LIBRARY

SCOPE OF WORK:

Power wash and prime existing single-ply membrane. Repair
 term bar of any areas of damaged membrane. Coat entire roof
 with 2 coats of elastomeric coating. Coat top of brick parapet
 wall with clear sealer. Furnish 5-year contractor warranty.

	WORK DESCRIPTION	UNIT	BID AMOUNT	QTY	PROJECT AMOUNT
1.2a	POWER WASH	S/F	\$ 0.32	29,000	\$ 9,280.00
1.121b	LABOR - REPAIRS	HR	\$ 86.00	32	\$ 2,080.00
1.881	PRIME AND 2 COATS ELASTOMERIC	S/F	\$ 1.86	28,000	\$ 53,860.00
1.88f	COAT TOP WALLS HIGH TENSILE COATING	S/F	\$ 2.80	1,000.00	\$ 2,800.00
	TAXES				\$ 87,810.00
	TOTAL				\$ 71,966.04

PROGRESSIVE ROOFING



MOHAVE LINE ITEM PRICING
CITY OF GLENDALE
GLENDALE, AZ
PASEO PARK
SOFTBALL FIELD OFFICE, CONCESSION STAND,
RESTROOMS

MOHAVE CONTRACT 13X-PRO-0417
 11/20/2014

SCOPE OF WORK:
 Clean and repair existing built-up roof and flashings. Coat roof with 2 gal. coating and embed fabric. Top coat 3 gal per 100 SF coating. Provide 10 year warranty.

WORK DESCRIPTION	UNIT	BID AMOUNT	QTY	PROJECT AMOUNT
POWER WASH	S/F	\$ 0.32	1,500	\$ 480.00
LABOR - REPAIRS	HR	\$ 65.00	16	\$ 1,040.00
ELASTOMERIC WITH FIBER MESH	S/F	\$ 2.00	1,500	\$ 3,000.00
30 MIL COATING	S/F	\$ 2.00	1,500	\$ 3,000.00
10 YEAR WARRANTY (MINIMUM CHARGE)	EA	\$ 1,100.00	1	\$ 1,100.00
TAXES				\$ 515.48
TOTAL				\$ 9,135.48

PROGRESSIVE ROOFING



MOHAVE LINE ITEM PRICING

MOHAVE CONTRACT 13X-PRO-0417

CITY OF GLENDALE

11/20/2014

GLENDALE, AZ

SINE BUILDING

OPTION 2

SCOPE OF WORK:

Remove foil and install new APP cap sheet and flashing.
 Coat with 15 mil coating. Provide 15 year warranty.

WORK DESCRIPTION	UNIT	BID AMOUNT	QTY	PROJECT AMOUNT
1.1216 LABOR - REMOVE FOIL	HR	\$ 66.00	68	\$ 4,370.00
1.1246 FIRE RATED FIBERGLASS REINFORCED CAP SHEET	S/F	\$ 2.80	9,100	\$ 25,480.00
1.1248 15 MIL COATING	S/F	\$ 1.50	9,100	\$ 13,650.00
1.1211 15 YEAR WARRANTY (MINIMUM CHARGE)	EA	\$ 1,800.00	1	\$ 1,800.00
TAXES				\$ 44,370.00
TOTAL				\$ 2,653.33
				\$ 47,023.33

PROGRESSIVE ROOFING



MEMBER
NATIONAL
ROOFING
CONTRACTORS
ASSOCIATION

MOHAVE LINE ITEM PRICING

MOHAVE CONTRACT 13X-PRO-0417

CITY OF GLENDALE

11/20/2014

GLENDALE, AZ

SKATE PARK CONCESSION STAND

SCOPE OF WORK:

Power wash existing EPDM single-ply roof with cleaner.
Repair existing roof and flashings. Prime and 2 coats of
elastomeric coating. Furnish 5 year contractor warranty.

WORK DESCRIPTION	UNIT	BID		PROJECT	
		AMOUNT	QTY	AMOUNT	
1.2a POWER WASH	S/F	\$ 0.32	4,000	\$ 1,280.00	
1.121b LABOR - REPAIRS	HR	\$ 65.00	56	\$ 3,640.00	
1.34e PRIME	S/F	\$ 0.32	4,000	\$ 1,280.00	
1.86f 2 COATS WHITE ELASTOMERIC COATING	S/F	\$ 1.85	4,000	\$ 7,400.00	
				\$ 13,600.00	
				\$ 913.28	
TAXES				\$ 13,600.00	
TOTAL				\$ 14,413.28	