

INSTRUCTIONS TO BIDDERS

March 17, 2009

ITB-COT 09-15

Sealed bid proposals for a **ROOF REPLACEMENT OF THE ENGINEERING FIELD OFFICE LOCATED AT 3645 CROOKS RD., TROY, MI 48084** will be received by the City of Troy at the office of the City Clerk, 500 W. Big Beaver Road, Troy, MI 48084 until **Tuesday, April 7, 2009 at 10:00 AM, EDT** after which time they will be publicly opened and read in the Troy City Offices. **Bid responses are not accepted via fax transmission.**

MARK ENVELOPES: **ITB-COT 09-15 ROOF REPLACEMENT** ON THE LOWER LEFT-HAND CORNER.

MANDATORY PRE-BID MEETING:

A mandatory pre-bid meeting is scheduled for **Tuesday, March 24, 2009, at 2:00 p.m. at the Engineering Field Office, 3645 Crooks Road Troy, MI 48084.** Roof will be available for inspection during this meeting.

The bid proposals will be for Roofing the Engineering Field Office as specified. Specifications are listed in the bid proposal form on file in the office of the City Clerk.

All bids shall specify terms and show delivery dates. The City reserves the right to reject any or all bids, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

1. Any and all bids submitted must be on the City of Troy bid proposal forms. If more than one bid is submitted, a separate bid proposal form must be used for each. Forms are enclosed, or obtainable at the Purchasing Department, Troy, or on the MITN (Michigan Intergovernmental Trade Network) website at www.mitn.info.
2. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful bidder with tax exemption certificates when requested.

The following exception shall apply to installation projects such as roof replacements. When sales tax is charged to the successful bidder for materials to be installed during the project, that cost shall be included in the "Complete for the sum of" bid price and not charged as a separate line item. The City is not tax exempt in this case and cannot issue an exemption certificate.

3. All materials are to be F.O.B. delivered freight paid to the work site – Engineering Field Office, 3645 Crooks Rd., Troy MI 48084 Attn: Joe Lietaert or Steve Pallotta
4. If further information regarding this bid is required, please contact the Purchasing Department at (248) 524-3576.

5. VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE. The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. The City of Troy shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by the City of Troy to the Authorized Version of the bid document, shall be bound by the bid, including any changes, modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of changes, modifications or additions made by the City of Troy to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the City of Troy may pursue costs and expenses to re-bid the item from that Vendor. The Authorized Version of the bid document shall be that bid document appearing on the MITN System with all amendments and updates.

The City of Troy officially distributes bid documents from the Purchasing Department or through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Department or the MITN system are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.mitn.info, and obtain an official copy.

6. A successful bidder furnishing labor on City/public premises does agree to have his workers covered by Worker's Compensation, and furnish a certificate of insurance showing coverage for bodily injury and property damage and worker's compensation to Mr. Stephen Cooperrider, Risk Manager within 5 days of a verbal request. The "Company Representative" does warrant that by signing the proposal document, the "additional insured endorsement" will be included in the Insurance Coverage supplied to the City as part of the specified requirements.
7. To the fullest extent permitted by law, the successful bidder agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Troy, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Troy against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Troy, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Troy, by reason of personal injury, including bodily injury or death and/ or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

8. To the extent permitted by law, the City of Troy and the successful bidder waive all rights against each other and any of their subcontractors, sub-subcontractors, agents and employees, and the architect, architect's consultants, separate contractors, if any, and any of their subcontracts, subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the extent covered by property insurance obtained pursuant to this agreement or other property insurance applicable to the work. The policies shall provide such waivers of subrogation by endorsement or otherwise. A waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged for this contract.
9. A cashier's check, certified check, or money order in the **amount of 5% of the bid amount** must accompany the bid to insure the bid. The two lowest unsuccessful bidders will have their bid surety returned after the bid award. **BID BONDS ARE NOT ACCEPTABLE.** The bid surety will be returned to the successful bidder upon submission of the specified acceptable Performance, Labor and Material Payment Bonds, and an executed two (2) year Maintenance Bond in accordance with specifications. All other bidders will have their bid deposits returned after the bid has been opened.

SPECIAL INSTRUCTIONS

- All bidders are held to bid prices for 60 days or bid award, whichever comes first, except the successful bidder whose prices shall remain firm through project completion.
- Final bid results will be posted on the MITN website after award. Please register to see results - www.mitn.info.



**CITY OF TROY
BID PROPOSAL**

ITB-COT 09-15

Page 1 of 6

The undersigned proposes to **PROVIDE A ROOF REPLACEMENT OF THE ENGINEERING FIELD OFFICE BUILDING LOCATED AT 3645 CROOKS RD. TROY, MI 48084** - in accordance with the specifications and drawing attached hereto and to be considered an integral part of this bid proposal, at the following prices:

COMPANY NAME: _____

The specifications contain the following sections:

Bid Proposal (6 pages)

Questionnaire (1 page)

Sample Insurance Certificate (1 page)

Forms (6 forms)

Public Act 57 (2 pages)

Technical-Specifications (19 pages)

Roof Diagrams (1 page)

Debriefing Form (1 page)

PROPOSAL: ROOF REPLACEMENT AT THE ENGINEERING FIELD OFFICE

Proposal: ROOF REPLACEMENT - Furnish all labor, materials, and equipment to remove and replace the roof system in accordance with the specifications for **40 year, Architectural / Dimensional Fiberglass Shingle System**.

COMPLETE FOR THE SUM OF: \$ _____

MANUFACTURED BY: _____

Additional Costs: MATERIALS - Exterior grade wood replacement deck, planks, rafters, ridge beams, trim, fascia, siding, and soffits.

ESTIMATED QUANTITY	SIZE	UNIT PRICE (Including Labor)
4' x 8' Sheets	1/2" Plywood	\$ _____ Per Sheet
4' x 8' Sheets	3/4" Plywood	\$ _____ Per Sheet
4' x 8' Sheets	5/8"	\$ _____ Per Sheet
Wood Rafters	2" X 4"	\$ _____ Per Linear Foot
Wood Rafter	2" X 6"	\$ _____ Per Linear Foot
Wood Rafter	2" x 8"	\$ _____ Per Linear Foot
Collar Ties	2" x 4"	\$ _____ Per Linear Foot
Ridge Board	2" X 6"	\$ _____ Per Linear Foot
Knee Wall		\$ _____ Per Linear Foot

IMPORTANT: All unit prices submitted are to include the labor to install them. It is important that each bidder complete the estimated quantity needed to perform the work for the above materials. For award purposes only, the quantities for all bidders will be normalized to determine the average quantity estimated to complete the work.

OPTIONAL: Alternative

Remove existing roof gutters and downspouts; and provide and install new aluminum gutters and downspouts.

COMPLETE FOR THE SUM OF: \$ _____

UNIT PRICES: Unit prices prevail. The City of Troy Purchasing Department will correct all mathematical errors.

INSURANCE:

Insurance Requirements shall be in accordance with the attached **SAMPLE INSURANCE CERTIFICATE**. The required Insurance Certificate must be submitted to Mr. Stephen Cooperrider, within 5 days of a verbal/ electronic request. The bid cannot be completely awarded without this Insurance Certificate. The Insurance Certificate may be faxed **(248) 526-5129** to the City Offices, and is the only bid document accepted in this format.

- () We can meet the specified insurance requirements.
- () We cannot meet the specified insurance requirements.
- () We do not carry the specified limits but can obtain the additional insurance coverage of \$ _____ at the cost of \$ _____.
Note: Please note the amendments on a sample insurance certificate and attach it to your proposal.
- () Our bid proposal is reduced by \$ _____ if we lower the requirements to \$ _____.
Note: Please note the amendments on a sample insurance certificate and attach it to your proposal.

IMPORTANT: A Certificate of Insurance on an ACORD Form showing present coverage or a letter from your insurance agent or carrier that the insurance to be supplied will meet specifications SHOULD be attached to the proposal document at the time of submission of the proposal to the Office of the City Clerk.

NOTE: Failure on the part of any bidder to contact his/her insurance carrier to verify that the insurance carried by the bidder meets City of Troy specifications may result in this bid proposal being completed incorrectly.

OTHER: Sole proprietors must execute a certificate of exemption from Worker's Compensation requirements or provide proof of Worker's Compensation Insurance. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan, and acceptable to the City of Troy.

INSURANCE VERIFICATION: A bidder shall complete the above portion that details additional costs that may be incurred for specified coverage without purchasing the additional coverage prior to proposal submission.

Letter Verification: The recommended bidder will be notified to submit a letter from their *insurance agent or carrier* that the insurance to be supplied will meet specifications. As an alternative, the recommended bidder may submit the certificate of insurance meeting specifications at this time at his/ her option. ***The City must receive this letter or certificate within 5 business days after verbal / electronic notification has been delivered to the recommended bidder or the bidder will be considered non-responsive and the bid un-awardable.*** This process will occur before presentation of the award recommendation to the Troy City Council.

Final Insurance Certificate Submission: **After approval by Troy City Council, the City of Troy will provide verbal / electronic notification to submit within 5 days an insurance certificate in accordance with specifications. The City of Troy reserves the right to WITHHOLD AND KEEP any bid surety for failure to comply. The company will be considered in default of contract and will be barred from doing business with the City of Troy for a minimum of three (3) years for failing to meet insurance requirements.**

COMPANY NAME: _____

LABOR: Prevailing wages are not required for this project.

BID DEPOSIT AND FORFEITURE: The bid deposit of the lowest bidder shall be forfeit if, after bid opening, a change in the bid price or other provision of the bid is required by the bidder which is prejudicial to the interest of the City of Troy or fair competition.

CONTACT INFORMATION:

Hours of operation: _____

24 Hr. Phone No. _____

SITE INSPECTION: All bidders *are required* to examine the site to determine the amount of work to be done in connection with the work specified by attending the **Mandatory Pre-bid Meeting scheduled for TUESDAY, MARCH 24, 2009, at 2:00 p.m.** at the Engineering Field Office, 3645 Crooks Road, Troy, MI 48084. An opportunity to inspect the roof will be available during the Pre-bid Meeting.

() Our company attended the Mandatory Pre-bid Meeting.

() Our company did not attend the Mandatory Pre-bid Meeting.

COMPLETION DATE: Once the Contractor moves supplies and materials to the work site, work shall commence and be completed within 30 business days. All work on this project shall be completed by **June 15, 2009.**

() Our Company can meet this delivery / installation schedule

() Our company cannot meet this delivery / installation schedule but offers:

The City of Troy is the only party to this contract that may authorize amendment of this schedule.

ADDITIONAL INFORMATION: For additional information or questions concerning this project please contact: Deputy City Engineer, **Bill Huotari at (248-524-3409)** or Building Operations Director, **Steve Pallotta at (248) 524-3368**

AWARD: The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, disqualification criteria, professional competence, references, and the correlation of the proposal submitted to the needs of the City of Troy.

The City of Troy reserves the right to award this bid to the lowest total responsible bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations; to accept or reject optional alternative to replace gutters at the City's option.

MICHIGAN CONSTRUCTION LIEN ACT: The bidder agrees that, if awarded the Contract(s) he/she will abide by all requirements of the Michigan Construction Lien Act (P.A. 1980, No. 497) as amended and effective March 1, 1982, and to provide full and complete Sworn Statements on Owner-approved forms.

PUBLIC ACT 57: The contractor shall abide by all requirements provided in Public Act 57 (copy attached).

COMPANY NAME: _____

REFERENCES

The City of Troy requires that your company list at least five (5) clients who have recently had similar work performed by your company (References must be within a 50-mile radius of the City of Troy).

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____

COMPANY: _____
ADDRESS: _____
PHONE: _____ CONTACT: _____

APPROVED ALTERNATES: The City of Troy designated department representative or his/her designee will review all items submitted for consideration as approved alternates. Their decision as to acceptability will be deemed in the City of Troy's best interest and will be final. (See Technical Specifications, 1.06 Substitutions.)

BOND SUBMITTAL: Subsequently, upon notice of award to the successful bidder, the Contractor shall qualify for, sign, and deliver to the City of Troy an executed Performance Bond, an executed Labor and Materials Payment Bond, and an executed two (2) year Maintenance Bond secured by a surety company, acceptable to the City of Troy by being licensed to do business in Michigan, and be included on the U. S. Treasury Department Surety List and/or have a rating of A (-) or better by A. M. Best, and/or Standard and Poors, on standard AIA forms, **each in the amount of one hundred percent (100%) of the contract sum.** Attorneys-in-fact, who sign Performance and Payment Bonds, must file a certified copy of their power of attorney to sign such bonds. **The Contractor shall pay the cost of all bond premiums.**

PAYMENTS: Partial payments shall be made at the discretion of the designated City Representative. The City of Troy reserves the right to withhold payments until acceptance of the portion of work completed which is being invoiced. Prior to release of the final payment, consent of surety document (AIA Document G707) will be required and signed by the surety company.

SUBCONTRACTORS: The undersigned agrees to submit a list of proposed subcontractors, if applicable, for approval by the designated City representative within 72 hours after notification of being the low qualified bidder. It will be understood that this may occur prior to bid award, but the bidder's status will not be final until approved by the Troy City Council.

COMPANY NAME: _____

CONTRACT DOCUMENT: After the Troy City Council has approved the award, the successful bidder will be required to sign the Contract Form (provided in the Forms Section) prior to commencing with the project. The purchase order issued in conjunction with the Contract Form from the City of Troy will create a bilateral contract between the parties and commit the successful bidder to perform the contract in accordance with specifications

BIDDER QUESTIONNAIRE:

The attached questionnaire has been completed. () Yes () No

IMPORTANT: PLEASE COMPLETE AND SUBMIT THE ATTACHED TWO FORMS AT THE TIME OF BID SUBMISSION. (Non-Collusion Affidavit and Legal Status of Bidder)

NOTE: Forms are attached that will be required to be completed for partial payments and final payment including Contractor's Declaration, Contractor's Affidavit, and Final Waiver of Lien.

SAMPLE KIT: A SAMPLE KIT OF THE ROOF MATERIAL SHOULD BE PROVIDED AT THE TIME OF BID SUBMISSION. THE LOWEST ACCEPTABLE BIDDER WILL BE REQUIRED TO SUBMIT THE SAMPLE PRIOR TO AWARD. (No large samples or rolls will be accepted.)

IMPORTANT: All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS at the time of bid submission.

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

U.S. FUNDS: All prices are to be quoted in U. S. Currency.

COMPANY NAME: _____

SIGNATURE PAGE

PRICES: Prices shall remain firm for 60 days or bid award; whichever comes first, except the successful bidder whose prices shall remain firm through project completion.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addendum as issued.

TAX ID: _____

COMPANY: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ FAX NUMBER: (____) _____

REPRESENTATIVE NAME: _____

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

PAYMENT TERMS: _____ WARRANTY: _____

CHECK INCLUDED: # _____ E-MAIL: _____

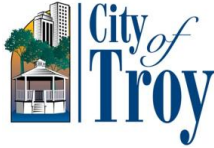
COMPLETION: BY JUNE 15, 2009

EXCEPTIONS: Any exceptions, substitutions, deviations, etc. from the City of Troy specifications and this proposal must be stated below and reason for, and are an integral part of this bid offer.

ACKNOWLEDGEMENT:

I, _____, certify that I have read the **Instructions to Bidders** (3 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____



BIDDER QUESTIONNAIRE

1. Company is licensed by the State of Michigan to perform the work as specified.
Please include a copy of the license with your bid proposal submission.
License # _____
2. AFFIDAVIT attesting that the Contractor has in place and fully implemented a written Health, Safety, and Environmental Plan and the plan is compliant with all applicable Federal, State, and Local regulations.

() Attached
() Not Attached Reason: _____
3. Your company is an authorized contractor for which manufacturer(s):

Manufacturer	Product
_____	_____
_____	_____
_____	_____
_____	_____
4. Has your company been in Chapter 7 during the last ten (10) years?
() Yes When: _____ () No
5. How many years of experience do you have in the roofing business?
_____ Years
6. Is the Roofing material manufacturer which your company is supplying an Associate Member in good standing with the National Roofing Contractor's Association (NRCA)? How many years?
() Yes _____ Years () No
7. Has the roofing material manufacturer filed for Chapter 7 or Chapter 11 within the last ten (10) years?
() No () Yes Reason: _____

Company Name: _____

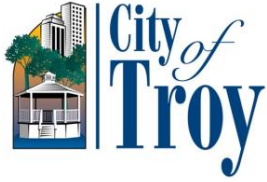
Address: _____

Representative's Name: _____
(Print)

The foregoing questionnaire is a True Statement of Facts:

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____

Date: _____ Phone Number: _____



Legal Status of Bidder:

The Bidder shall fill out the appropriate form and strike out the other two:

A **corporation** duly organized and doing business under the laws of the State of _____ for whom
_____, bearing the office title of _____, whose
signature is affixed to this proposal, is duly authorized to execute contracts.

A **partnership**, all members of which, with addresses, is:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AN **INDIVIDUAL**, WHO'S SIGNATURE IS AFFIXED TO THE PROPOSAL:

_____	_____
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CITY OF TROY
OAKLAND COUNTY, MICHIGAN
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

_____, being duly sworn deposed, says that he
(Print Full Name)

is _____. The party making the foregoing proposal or bid,
(State Official Capacity in Firm)

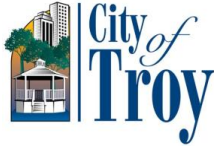
that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

SIGNATURE OF PERSON SUBMITTING BID

NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of,
_____ 200__ in and for _____ County.

My commission expires:



**City of Troy
Oakland County, Michigan
Contract Form**

ARTICLES OF AGREEMENT, made and entered into this _____ day of _____

200____ by and between _____ of _____
(Name) (City and State)

herein after called the Contractor and the City of Troy, Troy, Michigan hereinafter called the Owner,

WITNESSETH, that the Contractor and the Owner for the considerations hereinafter named, agree as follows:

1. That all Contract Documents, including the Specifications, hereto attached or herein referred to shall be and are hereby made a part of the agreement and contract.
2. The Contractor shall, under penalty of bid surety (deposit) submitted, furnish all labor, materials, and equipment necessary and perform all of the work as set forth in his Proposal in strict accordance with the drawings, specifications, and other documents which have been made a part of this contract in the manner, time, and place as therein set forth.
3. In consideration whereof, the Owner agrees to pay to the Contractor the amounts provided in the attached Proposal, being the product of the unit prices therein set forth, multiplied by the number of units actually constructed, all in the time and manner as set forth in the Contract Documents.
4. IN WITNESS whereof said parties have hereunto set their hands and seals, the day and year first above written.

WITNESS:

1. _____
(Contractor)
2. _____
(Title)

APPROVED:

BY: _____
(Mayor)

City Manager or Designee

CITY OF TROY

(Owner)

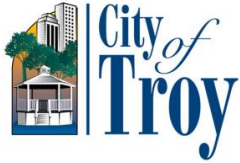
RESOLUTION NUMER: _____

APPROVED AS TO FORM AND LEGALITY:

BY: _____
(City Attorney)

ATTEST: _____
(City Clerk)

May 10, 2002



City of Troy
Oakland County, Michigan
Contractor's Affidavit

TO WHOM IT MAY CONCERN:

The undersigned, being duly sworn, deposes and says the following:

That he or she is _____ of the, _____
(Title) (Construction Company)

The contractor for **Engineering Field Office Roofing Installation** - This work is located within the City of Troy and is owned by the City of Troy, Oakland County, Michigan;

That the total amount of the Contract, including extras, is \$ _____, on which he has received payment of \$ _____ prior to this payment;

That all waivers are true, correct, and genuine, and delivered unconditionally and that there is no claim, either legal or equitable, to defeat the validity of said waivers:

That the following are names of all parties who have furnished material or labor, or both, for said work, and all parties having contracts or subcontracts for specific portions of said work or for material entering into the construction thereof, and the amount due or to become due to each, and that the items mentioned include all labor and materials required to complete said work according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
TOTAL LABOR & MATERIALS TO COMPLETE:					

That there are no other contracts for said work outstanding, and that there is nothing due to become due to any person for materials, labor, or other work of any kind done or to be done upon, or in connection with, said work other than above stated.

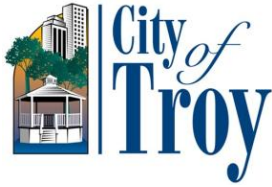
SIGNATURE

PRINT NAME & TITLE

DATE

NOTARY'S SIGNATURE

Subscribed and sworn to before me this ____ day of, _____ 200__.



City of Troy
Oakland County, Michigan
Contractor's Declaration

I hereby declare that I have not, during the period _____ to _____, A.D. 200____ Performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from executed between myself and the City, and in the Change Orders for work issued by the City in writing as provided there under, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

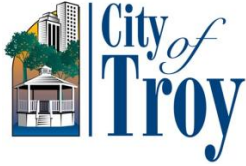
There _____ an itemized statement attached.
Is / is not

Date: _____

Contractor: _____

By: _____

Title: _____



City of Troy
OAKLAND COUNTY, MICHIGAN
FINAL WAIVER OF LIEN

FILE NUMBER: _____ LOAN NUMBER: _____

TO WHOM IT MAY CONCERN:

Whereas, the undersigned has been employed by: _____
(Construction Company)

To furnish _____ for the premises known as

Which are owned by the City of Troy, Oakland County, and Michigan.

The undersigned, for and in consideration of, the sum of \$ _____
_____ and other good and valuable considerations, the receipt whereof is hereby
acknowledged, do (es) hereby waive and release any and all lien or claim or right of lien under
the statutes of the State of Michigan relating to mechanic's liens on the above described
premises and improvements thereon, and on the moneys or other considerations due or to
become due from the owner, on account of labor or services, material, fixtures or apparatus
heretofore furnished or which may be furnished at any time hereafter by the undersigned for
the above described premises.

Given under _____ hand and seal this ____ day of _____, 200____.

Seal _____

Note: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used. Partner should sign and designate himself as partner.

PUBLIC ACT 57

STATE OF MICHIGAN

89th LEGISLATURE

REGULAR SESSION OF 1998

Introduced by Resp. Middaugh, Alley, Brackenridge, Olshove, Dobronski, Griffin, Gernaat, Walberg, Rhead, Richner, Kukuk, Callahan, Murphy, Thomas, Leland, Profit, Palamara, Wetters, McNutt, Varga, Gagliardi, Gustafson, Kilpatrick, Sikkema, Schermesser, Birkholz, Bodern, Dobb, Raczkowski and Perricone.

ENROLLED HOUSE BILL NO. 5607

AN ACT to require contractors to provide certain notices to governmental entities concerning improvements on real property; to allow for the modifications of contracts for improvement to real property; to provide for remedies; and to repeal acts and parts of acts.

The People of the State of Michigan enact:

Sec. 1. As used in this act:

- (a) "Contractor" means a person who contracts with a governmental entity to improve real property or perform or manage construction services. Contractor does not include a person licensed under Article 20 of the Occupational Code, 1980 PA 299, MCL 339.2001 to 339.2014.
- (b) "Governmental Entity" means the state, a county, city, township, village, public educational institution, or any political subdivision thereof.
- (c) "Improve" means to build, alter, repair, or demolish an improvement upon, connected with, or beneath the surface of any real property, to excavate, clear, grade, fill, or landscape any real property, to construct driveways and roadways, or to perform labor upon improvements.
- (d) "Improvement" includes, but is not limited to, all or any part of any building, structure, erection, alteration, demolition, excavation, clearing, grading, filling, landscaping, trees, shrubbery, driveways, and roadways on real property.
- (e) "Person" means an individual, corporations, partnership, association, governmental entity, or any other legal entity.
- (f) "Real Property" means the real estate that is improved, including, but not limited to, lands, leaseholds, tenements, hereditaments, and improvements placed on the real property.

Sec. 2. A contract between a contractor and a governmental entity for an improvement that exceeds \$75,000.00 shall contain all the following provisions:

- (a) That if a contractor discovers 1 or both of the following physical conditions of the surface or subsurface at the improvement site, before disturbing the physical condition, the contractor shall promptly notify the governmental entity of the physical condition in writing.
 - (i) A subsurface or latent physical condition at the site is differing materially from those indicated in the improvement contract.
 - (ii) An unknown physical condition at the site is of an unusual nature differing materially from those ordinarily encountered and generally recognized as inhering in work of the character provided for in the improvement contract.
- (b) That if the governmental entity receives a notice under subdivision (a), the governmental entity shall promptly investigate the physical condition.
- (c) That if the governmental entity determines that the physical conditions do materially differ and will cause an increase or decrease in costs or additional time needed to perform the contract, the governmental entity's determination shall be made in writing and an equitable adjustment shall be made and the contract modified in writing accordingly.
- (d) That the contractor cannot make a claim for additional costs or time because of a physical condition unless the contractor has complied with the notice requirements of subdivision (a). The governmental entity may extend the time required for notice under subdivision (a).
- (e) That the contractor cannot make a claim for an adjustment under the contract after the contractor has received the final payment under the contract.

Sec. 3. (1) If the contractor does not agree with the governmental entity's determination, with the governmental entity's consent the contractor may complete performance on the contract.

(2) At the option of the governmental entity, the contractor and the governmental entity shall arbitrate the contractor's entitlement to recover the actual increase in contract time and costs incurred because of the physical condition of the improvement site. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association and judgment rendered may be entered in any court having jurisdiction.

Sec. 4. If an improvement contract does not contain the provisions required under Section 2, the provisions shall be incorporated into and considered part of the improvement contract.

Sec. 5. This Act does not limit the rights or remedies otherwise available to a contractor or the governmental entity under any other law or statute.

Sec. 6. This Act is repealed effective December 31, 2001.

Enacting Section 1. This Act takes effect 180 days after the date this Act is enacted.

This Act is ordered to take immediate effect.

(Signed by John Engler, Governor of Michigan, at 3:00 p.m. on April 8, 1998)



TECHNICAL SPECIFICATION

**TROY DEPARTMENT OF ENGINEERING
RE-ROOFING ENGINEERING FIELD OFFICE
BUILDING LOCATED AT 3645 CROOKS RD., TROY
MI 48084**

SPRING OF 2009

**CITY OF TROY
BUILDING OPERATIONS DEPARTMENT
ENGINEERING DEPARTMENT**



TECHNICAL SPECIFICATIONS

PART I – GENERAL

Page 1 of 19

1.01 RELATED DOCUMENTS

- A. The attached are components of this document:
 - 1. General Conditions required by the City of Troy.
 - 2. Bid Form provided by the City of Troy Purchasing Department or on the MITN (Michigan Intergovernmental Trade Network) website at www.mitn.info.

1.02 SCOPE OF WORK

- A. Furnish and install specified roofing and related components to the Engineering Department Field Office Building.

NOTE: The City of Troy is aware of the fact that over 50 years ago a fire occurred in the attic space of the main roof area. Even though there is significant charring of some of the structural members, the City of Troy has reviewed the structure of the roof and believes that the scope of work in the base bid can be successfully accomplished without the replacement of the framing members. However, in addition to the base bid pricing, the City of Troy is seeking unit pricing to replace damaged components if it is found to be necessary in the opinion of the owner to do this additional work.

- B. Work includes:
 - 1. Complete tear off, removal and proper disposal of designated existing roof coverings
 - 2. Localized deck reattachment/repair/replacement.
 - 3. Furnish and Install of new roof covering as specified.
 - 4. Furnish and install required roofing accessories including but not limited to: flashing, roof vents, ice and water shield, roof felt.
 - 5. If alternate #1 is selected, remove existing roof gutters and downspouts and provide and install new aluminum gutters and downspouts.
 - 6. If after removal of the existing roof covering and review of the condition of the structure underneath, the owner determines that additional corrective measures are required the scope of work will include the following additional work based upon unit pricing submitted as part of the bid:
 - a. Localized removal of existing roof sheathing (one layer of OSB and one layer of roof decking).
 - b. Provide and install new 2 x 4 rafters and collar ties adjacent to existing rafters.

- B. Work includes: (continued)
 - c. Provide and install new 2 x 6 ridge board at location of new rafters.
 - d. Provide and install new roof sheathing in sufficient thickness to bring the roof surface back in line with the adjacent roof surface.

The additional scope of work will only be commenced after written authorization to do so is provided by the Owner.

1.03 QUALITY CONTROL

- A. Contractor shall:
 - 1. Submit an affidavit attesting the Contractor has in place and fully implemented a written Health, Safety, and Environmental Plan and the plan is compliant with all applicable Federal, State, and Local regulations.
 - 2. Be experienced in roofing with 5 years minimum experience.
 - 3. Be acceptable by Owner.
 - 4. Be approved by manufacturer.
 - 5. Has not been in Chapter 7 during the last ten (10) years.
 - 6. Provide list of at least 5 projects available for inspection employing same roof system. Projects must be within a 50-mile radius of Owner.

Note: These requirements must be met to be certified with the City of Troy for use on these projects.

- B. Roofing material manufacturer shall:
 - 1. Be Associate Member in good standing with National Roofing Contractors' Association (NRCA) for at least five (5) years.
 - 2. Be nationally recognized in roofing, waterproofing, and moisture survey industry.
 - 3. Be approved by Owner.
 - 4. Has not been in Chapter 11 during the last five (5) years.
- C. Project meetings:
 - 1. Pre-Bid Conference:
 - a. Will be held at place and time determined by owner.
 - b. Attendance:
 - 1) Specifier
 - 2) Contractors
 - 3) Owner Representative.
 - c. Agenda:
 - 1) Review of specifications
 - 2) Walkover inspection

Technical Specifications - continued

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- C. Project Meetings: continued
 - 2. Pre-construction conference:
 - a. Will be scheduled by Owner within fifteen (15) days after notice of award.
 - b. Attendance:
 - 1) Specifier
 - 2) Contractor
 - 3) Owner Representative
 - c. Agenda:
 - 1) Designation of responsible personnel.
 - 2) Walkover inspection.
 - 3. Progress meetings:
 - a. Will be scheduled by Owner as required.
 - b. Attendance:
 - 1) Specifier
 - 2) Job superintendent.
 - 3) Owner Representative
 - c. Minimum agenda:
 - 1) Review of work progress.
 - 2) Field observations, problems, and decisions.
 - 3) Other business relating to work.
 - 4. Final inspection:
 - a. Will be scheduled by roofing material manufacturer upon job completion.
 - b. Attendance:
 - 1) Contractor.
 - 2) Specifier
 - 3) Owner Representative/ City of Troy Building Department
 - c. Minimum agenda:
 - 1) Walkover inspection.
 - 2) Identification of problems, which may impede issuance of warranty.

NOTE: The presence and activity of the manufacturer's/specifier's representative and/or Owner's representative shall in no way relieve the contractor of contract responsibilities or duties as specified.

- D. Random sampling:
 - 1. Roofing material:
 - a. During course of work, Owner's Representative may secure samples according to ASTM D140-93 of materials being used from containers at job site and submit them to an independent laboratory for comparison to specified material.
 - b. Should test results prove that a material is not functionally equal to specified material:

Technical Specifications - continued

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- D. Random sampling:
 - 1. Roofing material: (continued)
 - 1) Contractor shall pay for all testing.
 - 2) Roofing installed and found not to comply with the specifications shall be removed and replaced at no charge to the City.
- E. Regulatory requirements:
 - 1. Michigan Building Code (MBC).
 - 2. UL Classified Fire Rating - UL 790 - Class A.
 - 3. ASTM E 108 - Class A.
 - 4. UL Classified Wind Uplift Resistance - UL 1897.
- F. Plans and specifications:
 - 1. Contractor must notify Owner of any omissions, contradictions or conflicts seven (7) working days before the bid opening date. Owner with help of the manufacturer will provide necessary corrections or additions to plans and specifications by addendum. If Contractor does not so notify Owner of any such condition, it will be assumed that the Contractor has included the necessary items in the bid to complete this specification. NOTE: THE DESIGNATED CITY REPRESENTATIVE MUST AUTHORIZE CHANGES WHILE WORK IS IN PROGRESS IN WRITING.
 - 2. It is the intent that this project be completed in accordance with the contract documents set forth. It is not the intent that different phases of work on this project be delegated to various trades and subcontractors by the contract documents. The Contractor must make contracts with various subcontractors if necessary, setting forth the work these subcontractors will be held responsible for. Contractor alone will be held responsible by the owner for the completed project.
 - 3. If the Contractor feels a conflict exists between what is considered good roofing practice and these specifications, contractor shall state in writing all objections prior to submitting their bid document within seven (7) working days before the bid opening date.
 - 4. It is the Contractor's responsibility during the course of the work, to bring to the attention of and notify the Owner's representative first verbally, then in writing, of any defective membrane, insulation or deck discovered, where not previously identified.

1.04 REFERENCES

- A. ASTM - American Society for Testing and Materials, West Conshohocken, PA.
- B. NRCA - National Roofing Contractors Association, Chicago, IL.
- C. SMACNA - Sheet Metal and Air Conditioning Contractors National Association, Chantilly, VA.
- D. UL - Underwriters Laboratories, Northbrook, IL.

1.05 DELIVERY, STORAGE AND HANDLING

- A. Delivery of materials:
 - 1. Deliver materials to job-site in new, dry, unopened, and well-marked containers showing product and manufacturer's name.
 - 2. Deliver materials in sufficient quantity to allow continuity of work.
 - 3. The successful bidder must coordinate delivery with the Owner. The materials should not be delivered to the site until the work is ready to commence and should be delivered to the site acceptable to the owner on a date and time approved by the owner's representative.
- B. Staging Area:
 - 1. Staging areas for materials, tools, and dumpsters shall be determined by the City's representative.
 - 2. Do not order project materials or start work before receiving Owner's written approval.
- C. Storage of materials:
 - 1. Store roll goods on ends only. Discard rolls, which have been flattened, creased, or otherwise damaged. Place materials on pallets. Store roll goods on level pallets. Do not stack pallets.
 - 2. Store materials marked "KEEP FROM FREEZING" in areas where temperatures will remain above 40°F (5°C).
 - 3. Rooftop storage: Disperse material to avoid concentrated loading.
 - 4. Do not store materials in open or in contact with ground or roof surface.
 - 5. Store all materials on a raised platform covered with secured canvas tarpaulin (not polyethylene), top to bottom. Cover all materials when project is not in progress and maintain the ability at all times to cover the materials when required, such as during an unanticipated rain shower.
 - 6. Contractor shall assume full responsibility for the protection and safekeeping of products stored on premises.
 - 7. Contractor shall keep the premises free from rubbish and debris at all times and shall arrange his material storage so as not to interfere with the City's operation.
- D. Material handling:
 - 1. Handle materials to avoid bending, tearing, or other damage during transportation and installation.
 - 2. Material handling equipment shall be selected and operated so as not to damage existing construction or applied roofing. Do not operate or situate material handling equipment in locations that will hinder smooth flow of vehicular or pedestrian traffic.
- E. Safety Barriers:

The Contractor shall at all times have the construction site barricaded off to the general public until such time each area is accepted by the City. This barricade shall be a minimum of 5' in height and a nature that will prevent children from getting through it.

Technical Specifications - continued

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1.06 SITE CONDITIONS

- A. Field measurements and material quantities:
Contractor shall have SOLE responsibility for accuracy of all measurements, estimates of material quantities and sizes, and site conditions that will affect work.
- B. Existing conditions
 - 1. Building space directly under roof area covered by this specification will be utilized by on-going operations. Do not interrupt Owner operations unless prior written approval is received from Owner. **Contractor & crews shall conduct re-roofing procedures in a professional manner. Radios, CDs or tape players shall be prohibited from work areas. Workmen shall have proper attire during roofing procedures and while on City of Troy property. Profanity shall not be tolerated by the City of Troy. These rules shall be strictly enforced.**
 - 2. Access to roof shall be from exterior only.
 - 3. Protect existing adjacent ground mounted mechanical equipment from damage during roofing operations.
 - 4. Take appropriate measures to prevent dust, vapors, gases or odors from entering the building during roof removal, replacement or repair.
- C. Waste Disposal:
Do not re-use, re-cycle or dispose of manufacturers material product containers except in accordance with all applicable regulations. The user of manufactured products is responsible for proper use and disposal of product containers.
- D. Safety requirements:
 - 1. All application, material handling, and associated equipment shall conform to and be operated in conformance with OSHA safety requirements.
 - 2. Comply with federal, state, local fire and safety requirements.
 - 3. Advise Owner whenever work is expected to be hazardous to Owner, employees, and/or operators.
 - 4. Maintain a crewman as a floor area guard whenever roof decking is being repaired or replaced.
 - 5. Maintain fire extinguisher within easy access whenever power tools, roofing kettles, fuels, solvents, torches, and open flames are being used.
- E. Environmental requirements:
 - 1. Do not work in rain, snow, or in presence of water.
 - 2. Do not work in temperatures below 40°F (5°C).
 - 3. Do not install materials marked "KEEP FROM FREEZING" when daily temperatures are scheduled to fall below 40°F (5°C).
 - 4. Do not perform masonry work below 40°F (5°C).
 - 5. Remove any work exposed to freezing.

Technical Specifications - continued

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1.06 SITE CONDITIONS

E. Environmental requirements: (continued)

6. Advise Owner when volatile materials are to be used near air ventilation intakes, so Owner can use some or all of the following methods to minimize disruptions to building occupants and operations:
 - a. Divert air intake from work area by attaching scoops or temporary duct work.
 - b. Temporarily shut down or block air intakes.
 - c. Provide make-up air or intake air from sources away from work area.

F. Security requirements:

1. Comply with Owner security requirements.
2. No access permitted in building by persons employed on this project.

G. **Temporary sanitary facilities**

1. Furnish, install, and maintain temporary sanitary facilities for employees use during this project. Remove on project completion.
2. Place portable toilets in conformance with applicable laws, codes, and regulations.
3. Location will be provided by owner.

1.07 ADDITIONAL MATERIALS

Supply one additional square (100 square feet) of shingles to the Owner for future repairs and maintenance. Shingles shall be from the same lot as the shingles installed on the roof.

1.08 SUBSTITUTIONS

- A. When a particular make or trade name is specified, it shall be indicative of standard required. Bidders proposing substitutes shall submit to the Owner the following at least ten (10) working days prior to the bid opening date:
 1. Written application with explanation of why it should be considered.
 2. Accredited testing laboratory certificate comparing substitute's physical/performance attributes to those specified.
- B. Only substitutes approved in writing by Owner prior to scheduled bid opening date will be considered.
- C. Notification in the form of an addendum will be posted on the MITN website at least five (5) working days before the bid opening.
- D. Owner reserves right to be final authority on acceptance or rejection of any substitute or approved alternate.

Technical Specifications - continued

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1.09 PAYMENT SECURITY

A. Any of the following:

Payment, Performance, and Maintenance Bonds: Contractor purchases Payment, Performance, and Maintenance Bonds for benefit of Owner and material supplier. Bonding company/surety shall be rated A(-) or better in current Key Rating Guide as issued by A. M. Best Co., Oldwick, N. J., and must be licensed and admitted to do business in Michigan and acceptable to the City of Troy.

B. Progress payments:

1. Partial payments shall be made at the discretion of the designated City Representative. The City of Troy reserves the right to withhold payments until acceptance of the portion of the work completed which is being invoiced.
2. Final payment in the amount of 10% shall be withheld until all provisions of the specifications are met including the all documentation for warranties and specified test results.

1.10 UNIT PRICES (Including Labor for Installation)

A. Provide unit prices where indicated the bid documents for the following:

1. Removal of two layers (one layer of oriented strand board (OSB) and one layer of roof boards) of roof sheathing.
2. Provide and install two layers of 5/8" OSB sheathing in areas where rafters are replaced to bring roof deck flush with adjacent surfaces.
3. Provide and install new 2 x 4 roof rafters (#2 southern yellow pine minimum) adjacent to existing roof rafters.
4. Provide and install new 2 x 6 ridge board (#2 southern yellow pine minimum) in area where rafters are replaced.
5. Provide and install new 2 x 4 collar ties (#2 southern yellow pine minimum) between opposing rafters.

1.11 WARRANTY/GUARANTEE

- A. The shingle roofing system will carry the manufacturer's forty (40) year material warranty. All warranties must be approved by the City of Troy.
- B. A two (2) year written contractor guarantee, which will commence from date of acceptance, by Owner. The Guarantee must be submitted before final payment is released. This Guarantee will cover all defects in workmanship and materials. Damages caused by storm, vandalism and other trades are not included in Guarantee. The standard N.R.C.A. or M.R.C.A. guarantee form is acceptable.

1.12 LIST OF BIDDERS FROM THE PRE-BID MEETING

A list of the bidders from the pre-bid meeting will be attached to the addendum with the minutes of the pre-bid meeting and can be found on the MTIN Website.

PART II - PRODUCTS

2.01 GENERAL

- A. Comply with quality control, references, specifications, and manufacturer's data. Products containing asbestos are prohibited on this project. Use only asbestos-free products.
- B. Use products with personal protection. User must read container label and material safety data sheets prior to use.

2.02 ASPHALT SHINGLES

- A. Asphalt shingles shall be from one of the following list of manufacturers and product lines:
 - 1) GAF MATERIALS CORPORATION, WAYNE NJ, 973-629-3000, Timberline Prestique 40 Series Shingles
 - 2) IKO INDUSTRIES, WILMINGTON, DE 302-764-3100 Cambridge LT Series Shingles
 - 3) CERTAINTEED CORPORATION, MILAN, OHIO (419) 499-2581, Landmark Plus 40 Series Shingles
- B. Color: As selected by Owner from manufacturer's standards.

2.03 ROOF DECKING

Wood deck repair materials:

- A. APA Rated oriented strand board (OSB) of the thicknesses specified or required to match adjacent surfaces.
- B. Roof span rating shall be a minimum of 24".

2.04 DIMENSIONAL FRAMING LUMBER

Framing lumber used for rafter repair shall be Southern Pine; No. 2 grade; free from warping and visible decay.

2.05 MECHANICAL FASTENERS

- A. Base sheet to wood deck:
 - 1. Nails Spiral or annular ring shank, twelve (12) gage minimum, with integral 1 inch cap. (25.4 mm).
 - 2. Acceptable manufactures:
 - a. National Nail Corp., Grand Rapids, MI.
 - b. Simplex Nail, Inc., Americus, GA.
- B. Wood to wood trusses:
 - 1. Galvanized, common, annular ring nail.
 - 2. Length: Sufficient to penetrate underlay blocking 1-1/4 inches (32 mm).

Technical Specifications - continued

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2.05 MECHANICAL FASTENERS - continued

- C. Wood to concrete:
 - 1. Kwik-Bolt 3/8 inch (9.53 mm) diameter countersunk stud anchors by Hilti Fastening Systems, Tulsa, OK.
 - 2. Rawl-Stud 3/8 inch (9.53 mm) diameter stud anchors by the Rawlplug Co., Inc., New Rochelle, NY.
 - 3. Length: Sufficient to provide minimum 1-1/2 inches (38 mm) embedment.

- D. Galvanized sheet steel to wood blocking:
 - 1. FS FF-N-105B(3) Type II, Style 20, roofing nails; galvanized steel wire, flat head, diamond point, round, barbed shank.
 - 2. Length: Sufficient to penetrate wood blocking 1-1/4 inches (32 mm) minimum.

- E. Termination bar to masonry/concrete:
 - 1. Lead masonry anchors.
 - 2. Length: Sufficient to provide 1-1/4 inches (32 mm) embedment minimum.

- F. Drawband:
 - 1. Gold Seal stainless steel worm gear clamp by Murray Corporation, Cockeysville, MD.
 - 2. Power-Seal stainless steel worm drive clamps by Breeze Clamp Company, Saltsburg, PA.

2.06 ROOFING MATERIALS

- A. Underlayment sheet (s):
 - 1. Roof Felt shall be an asphalt-impregnated fiberglass-reinforced organic felt designed for use on roof decks as a water-resistant layer beneath roofing shingles.
 - 2. Ice and water shield shall be a self-adhering rubberized asphalt membrane shingle underlayment having internal reinforcement, and "split" back plastic release film; provide material with warranty equal in duration to that of shingles being applied complying with ASTM D 1970.

Technical Specifications - continued

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2.06 ROOFING MATERIALS - continued

- B. Related materials:
 - 1. Asphalt mastic: ASTM D4586-86 fibrated asphalt mastic.
 - 2. Can't strip: ASTM C208-94, coated fiberboard.
 - 3. Can't strip adhesive: ASTM D 312-89, Type III Asphalt.
 - 4. Flashing surfacing: Ready-mixed aluminum coating.
 - 5. Flashing sheet: ASTM D4601 Type-II base sheet and granule-surfaced modified cap sheet
 - 6. Pitch pan mastic: ASTM D4586-93 fibrated asphalt mastic.

2.07 METAL FLASHINGS

- A. Edge flashing & Drip Edge:

Galvanized, pre-painted: Twenty-four (24) gage minimum, galvanized steel; commercial quality, Fed. Spec. QQ-S-775, Type I, Class D or ASTM A 526 or lockforming quality ASTM A 527, G90 coating in accordance with ASTM A 525. All sheet metal to be pre-painted. Color to be selected by the Owner from the manufacturer's standard colors

 - 1. Paint finish at exposed side: Factory applied baked-on two (2) coat system comprised of one (1) coat of full 70% resin fluorocarbon (polyvinylidene fluoride PVF2) by Kynar 500 or accepted substitute over a smooth coat of corrosion-resistant epoxy-based primer. Color as selected by owner.
 - 2. Finish at underside shall be a washcoat over a coat of corrosion-resistant epoxy-based primer.
 - 3. Repaint existing sheet metal scheduled for reuse; two (2) coats of Alkyd Semi-gloss Enamel over one (1) coat of galvanized steel primer. Ameritone, Kelly-Moore, Miller, Rodda or approved alternate
- B. Fascia & Drip edge: 2-inch minimum for Asphalt Shingle system

Technical Specifications - continued

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2.07 METAL FLASHINGS - continued

- C. Pitch pans with hood:
 - 1. Galvanized Steel: ASTM A 526-85, sheet steel with 1.25 oz./sq. (3.82 g/m²) galvanized coating.
 - 2. Gage: Twenty-four (24).
 - 3. Solder: ASTM B32-89, alloy grade 60A. Neutralize flux after soldering.
- D. Lead Flashings: ASTM B 29-79(1984), 4 lb. (1.82 kg) sheet lead.
- E. Details not addressed in the specifications shall be in accordance with Architectural Sheet Metal Manual, as issued by Sheet Metal and Air Conditioning Contractors' National Association, Inc., (SMACNA).

PART III - EXECUTION

3.01 EXAMINATION

- A. Verify conditions as satisfactory to receive work.
- B. Do not begin roofing until all unsatisfactory conditions are corrected. Beginning work constitutes acceptance of conditions.
- C. Verify that work of other trades penetrating roof deck or requiring men and equipment to traverse roof deck has been approved by Owner, manufacturer, and roofing contractor.
- D. Check projections, curbs, and deck for inadequate anchorage, foreign material, moisture, or unevenness that would prevent quality and execution of new roofing system.

3.02 GENERAL WORKMANSHIP

- A. All work performed by Contractor shall conform to these specifications.
- B. The presence and activity of the manufacturer's representative, architect's representative, and/or Owner's representative shall in no way relieve Contractor of contract responsibilities or duties.
- C. Substrate: Free of foreign particles prior to laying roof membrane.
- D. Phased application: Not permitted. All plies shall be completed each day.
- E. Traffic and equipment: Kept off completed plies until adhesive has set.
- F. Wrapper and packaging materials: Not to be included in roofing system.
- G. Entrapped aggregate: Not permitted within new membrane. Its discovery is sufficient cause for rejection.
- H. Ply shall never touch ply, even at roof edges, laps, tapered edge strips, and cants.
- I. Fit plies into roof drain rims; install lead flashing and finishing plies; secure clamping collars; install domes.
- J. Extend roofing membrane to top edge of cant at wall and projection bases.

Technical Specifications - continued

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3.02 GENERAL WORKMANSHIP - continued

- K. Cut out fishmouths/side laps, which are not completely sealed; patch. Replace all sheets which are not fully and continuously bonded.

3.03 PREPARATION

- A. Protection:
 - 1. Contractor shall be responsible for protection of property during course of work. Lawns, shrubbery, paved areas, and building shall be protected from damage. Repair damage at no extra cost to Owner.
 - 2. Provide at site prior to removal of debris, a dumpster or dump truck to be located adjacent to building where directed by Owner. (See included drawings of site)
 - 3. Roofing, flashings, membrane repairs, and insulation shall be installed and sealed in a watertight manner on same day of installation or before arrival of inclement weather.
 - 4. At start of each workday, drains within daily work area shall be plugged. Plugs to be removed at the end of each workday or before arrival of inclement weather.
 - 5. Preparation work shall be limited to those areas that can be covered with installed roofing material on the same day and before arrival of inclement weather.
 - 6. Arrange work sequence to avoid use of newly constructed roofing for storage, walking surface, and equipment movement. Move equipment and ground storage areas as work progresses.
 - 7. Protect building surfaces at set-up areas with tarpaulin. Secure tarpaulin. Remove dumpster from premises when full and empty at approved dumping or refuse area. Deliver empty dumpster to site for further use. Upon job completion, dumpster shall be removed from premises. Spilled or scattered debris shall be cleaned-up immediately. Removed material to be disposed from roof as it accumulates.
 - 8. At the end of each working day, seal removal areas with water stops along edges to prevent water entry.
 - 9. Provide clean plywood walkways and take other precautions required to prevent tracking of aggregate/debris from existing membrane into new work area where aggregate/debris pieces can be trapped within new roofing membrane. Contractor shall instruct and police workmen to ensure that aggregate/debris is not tracked into new work areas on workmen's shoes or equipment wheels. Discovery of entrapped aggregate/debris within new membrane is sufficient cause for its rejection.

Technical Specifications - continued

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3.03 PREPARATION - continued

- B. Surface preparation:
 - 1. Remove: Existing roofing, insulation to roof deck.
 - 2. Sweep clean roof deck.
 - 3. Remove perimeter gravel stop, gutter & down spout.

3.04 ROOF DECK REPAIRS

Wood deck repairs:

- A. Deck reattachment:
 - Mechanically reattach loose sections of wood deck to wood truss support members 12 inches (300 mm) o.c.
- B. Deck replacement:
 - 1. Remove unsound or decayed wood decking. Examine wood rafter supports. If unsound, contact owner immediately for future action.
 - 2. Install new wood decking in accordance with AWPB Design Manual for Plywood and Wood Plank Decks

3.05 ROOF SYSTEM INSTALLATION: ASPHALT FIBERGLASS SHINGLE ROOF SYSTEM:

- A. Install peel stick self-adhering ice and water membrane at gutter/eaves 24" past the interior of heated air space. In addition, on the two story portion of the roof area install a minimum of two courses (6') of ice and water shield from the eave line.
- B. Install manufactured approved metal drip edge at gutter edge **under** ice and water membrane.
- C. Install 15# asphalt organic non-perforated underlayment ply sheet tacked in place. Install shingle style with the long dimension parallel with the eave. Provide overlap of previous courses per the manufacturer's installation specifications.
- D. Install manufactured approved metal edge drip at rake edges **over** 15# felt underlayment.
- E. Install shingles in accordance with written manufacturer installation product information.
- F. Replace all existing roof vents with new. Provide additional roof vents as required to meet a minimum of one square foot of free vent area per 600 square feet of attic space in the upper third of the roof area. Install roof vents on the rear side of the roof.
- G. Install all required step flashings for roof system.
- H. Optional – Alternative:
 - Install new "K" residential gutter and down spout system at existing gutter locations. Color of the gutter and down spout system to be selected by the Owner from the manufacturer's standard colors.

Technical Specifications - continued

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3.06 FLASHINGS

- A. General flashing requirements:
Two-Ply Stripping for metal flanges:
Set flange in asphalt mastic. Seal flange with two (2) Type IV fiber glass stripping plies embedded between alternate applications of stripping Type III asphalt adhesive. Extend first ply 4 inches (100 mm) beyond flange; second ply 2 inches (50 mm) beyond first ply.
- B. At perimeter edges:
 - 1. Install new roofing to blocking edge. Nail with spiral or annular shank nails, 8 inches (200 mm) o.c. Nails to have 1 inch (25 mm) integral cap.
 - 2. Prior to setting and nailing horizontal flanges of metal edge flashing, trowel 1/16-inch (1.6 mm) uniformly thick layer of asphalt mastic to roofing surface receiving metal flange.
 - 3. Fabricate and install metal edge flashing with formed drip edge incorporating 3/4-inch (19 mm) lock.
 - a. Flange width: No wider than underlying blocking.
 - b. Fascia width: 4 inches.
 - 4. Secure fascia bottom with 3/4-inch (19 mm) lock to continuous cleat nailed 16 inches (410 mm) o.c. Cleat shall be 1 gauge heavier than fascia. Gap fascia ends 1/2 inch (13 mm); overlap cleat joints - 1 inch (25 mm). Set flange in mastic. Cover fascia ends with cover plate profiled to fascia. Set cover in elastomeric mastic; nail to wood blocking through gap between fascia joints.
 - 5. Nail interior portion of flange to wood blocking 3 inches (75 mm) o.c., staggered.
 - 6. Prime metal flange with asphalt primer.
 - 7. Install two (2) ply stripping for metal flanges as described in general flashing requirements section.
- C. At wall flashings:
 - 1. Adhere cant strip to flashing base in a continuous application of Type III asphalt insulation adhesive.
 - 2. Install (1) ply of Type-II base sheet and (1) ply of modified cap sheet base flashing, fully adhered with Type III asphalt.
 - 3. Secure top edge of flashing membrane to vertical substrate with termination bar secured 8 inches (200 mm) o.c. maximum.
 - 4. Wipe top of bar clean with metal cleaner. Prime metal surface to receive sealant with metal primer. Allow to dry.
 - 5. Caulk top of bar. Provide watershed. Tool neatly.

Technical Specifications - continued

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3.06 FLASHINGS - continued

- C. At wall flashings: continued
 - 6. Fabricate and install new counterflashing.
 - 7. Wipe clean metal surfaces of flashing joint with metal cleaner. Prime metal joint surfaces with metal primer. Allow to dry.
 - 8. Caulk flashing joint. Provide watershed. Tool neatly.
- D. At wood curb flashings:
 - 1. Remove mechanical equipment from curb.
 - 2. Install new roofing to top edge of cant. Nail 8 inches (200 mm) o.c. with spiral or annular nails, with a 1 inch (25 mm) cap.
 - 3. Install (1) ply of Type-II base sheet and (1) ply of modified cap sheet base flashing, fully adhered with Type III asphalt.
 - 4. Secure top edge of flashing to substrate with termination bar; mechanically fasten 8 inches (20.3 cm) o.c. maximum.
 - 5. Wipe top of bar clean with metal cleaner. Prime metal surface to receive sealant with metal primer. Allow to dry.
 - 6. Caulk top of bar. Provide watershed. Tool neatly. Fabricate and install counterflashing.
 - 7. Reinstall mechanical equipment onto curb. Refasten.
- E. At plumbing vents:
 - 1. Wedge plumbing vent tight against deck.
 - 2. Apply 1/16 inch (1.6 mm) uniformly thick layer of asphalt mastic to surface receiving metal flange.
 - 3. Fabricate and install plumbing vent flashing from lead. Flange: 4 inches (100 mm) wide minimum; extend completely around periphery of vent flashing. Set flange into mastic. Neatly dress flange with wood block.
 - 4. Prime metal flange with asphalt primer.
 - a. Pipe outside diameter greater than 2 inches (50 mm): Bend lead inside pipe 1 inch (25 mm) minimum with pliers or rubber/plastic mallet; replace cracked lead.
 - b. Pipe outside diameter 2 inches (50 mm) or less: Cut lead at vent top; fabricate and install integral lead cap.
 - c. Mechanically fasten plumbing vent to substrate, 3 inch (75 mm) o.c. staggered.
 - 5. Install two (2) ply stripping for metal flanges as described in general flashing requirements section.

Technical Specifications - continued

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3.06 FLASHINGS - continued

- F. At pitch pans:
1. Fabricate pitch pans. Sides: 4 inches (100 mm) high, hemmed to outside at top edge. Flange: 4 inches (100 mm) wide, completely around periphery. Clearance between projection and pitch pan: 2 inches (50 mm). Set flange in mastic.
 2. Pack gap between roof-penetrating element and deck with compressible insulation. Seal with reinforcing membrane embedded between alternate courses of asphalt mastic.
 3. Nail flange to wood blocking 3 inches (75 mm) o.c., staggered.
 4. Prime metal flange, projection, and pitch pan interior with asphalt primer.
 5. Install two (2) ply stripping described in general flashing requirements section.
 6. Fill pitch pan with asphalt mastic. Double fill if necessary.
 7. Fabricate and install umbrella with drawband over pitch pan. Tighten drawband.
 8. Wipe clean top of umbrella and projection with metal cleaner. Prime surface with metal primer.
 9. Caulk stack/sheet metal interface. Provide watershed. Tool neatly.
- G. At metal sleeve and storm collar(s):
1. Apply 1/16-inch (1.6 mm) uniformly thick layer of asphalt mastic to surface receiving metal flange.
 2. Fabricate and install sleeve flashing. Height: 8 inches (200 mm). Flange width: 4 inches (100 mm). Flange to extend completely around flashing periphery. Solder all joints. Double solder vertical joints.
 3. Nail flange to wood blocking 3 inches (75 mm) o.c., staggered.
 4. Prime flange with asphalt primer.
 5. Install two (2) ply stripping described in general flashing requirements section.
 6. Fabricate storm collar with bolted connection. Cover sleeve flashing 3 inches (75 mm) minimum. Tighten bolts.
 7. Wipe clean top of storm collar and projection with metal cleaner. Prime surface with metal primer. Caulk projection/sheet metal interface. Provide watershed. Tool neatly.

Technical Specifications - continued

Page 19 of 19

3.06 FLASHINGS - continued

- H. At fireplaces/vertical surfaces
 - 1. Step flashing shall be used where vertical surfaces occur in connection with slopes. They shall be formed of separate pieces. Flashing shall extend horizontally not less than 3" and up the vertical wall so that they shall be lapped by the counter flashing not less than 4." It shall be installed step fashion and each piece shall lap not less than 3." If other than masonry is used the flashing shall extend up the wall not less than 3" behind the sheathing paper.
 - 2. Minimum embedment of counter flashing in masonry fireplace is 1 inch. The joint is to be sealed with a sealant recommended for such use.

3.07 SURFACING TREATMENT ON FLASHINGS

Coat base flashing surfaces with 2 coats of VOC compliant aluminized heat reflective coating applied at an approximate rate of 130 sq. ft. per gallon (3.2 m²/L) per coat.

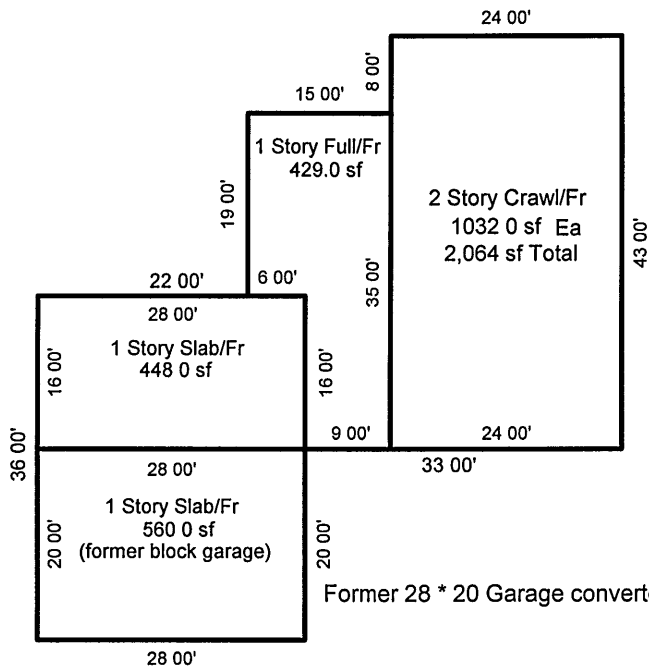
3.08 ADJUSTING AND CLEANING

- A. Repair of deficiencies:

Installations of details noted as deficient during final inspection must be repaired and corrected by applicator, and made ready for re-inspection, within five (5) working days.
- B. Clean up:
 - 1. Immediately upon job completion, roof membrane and flashing surfaces shall be cleaned of debris.
 - 2. Clean gutters and downspouts of debris.

END OF PART III – EXECUTION
DETAILED WRITTEN SPECIFICATIONS

88-20-20-226-038
3645 Crooks



CD Class Colonial
3,501 sf Total
2,469 sf Ground Floor
Blt 1900 (?)
Remodel 1959

Former 28 * 20 Garage converted to living area



Consent of Surety To Final Payment

AIA DOCUMENT G707

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
SURETY ☐
OTHER ☐

TO OWNER: City of Troy

(Name & Address) 500 West Big Beaver
Troy, MI 48084

ARCHITECT'S PROJECT NO: _____

CONTRACT FOR: _____

PROJECT: _____

(Name & Address)

CONTRACT DATED: _____

BOND NO: _____

In accordance with the provisions of the Contract between the Owner and the Contractor as included above, the

(Insert Name and Address of Surety)

SURETY, on bond of

(Insert Name and Address of Contractor)

_____, **CONTRACTOR,**

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall
not relieve the Surety of any of its obligations to: _____

(Insert Name and address of Owner)

_____, **OWNER,**

as set forth in the said Surety's bond.

IN WITNESS WHEREOF, the Surety has hereunto set its hand on this date: _____
(Insert in writing the month by the numeric date & year)

Attest:
(Seal)

(Surety)

(Signature of authorized representative)

(Printed Names & Title)

Printed in cooperation with the American Institute of Architects (AIA) by the CAN Insurance Companies.
The language in this document conforms exactly to the language used in AIA Document G707 – Consent of Surety Company to Final
Payment – 1994 Edition.

CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY)
PRODUCER ☒ Complete ☐ <u>Sample Certificate</u>	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURERS AFFORDING COVERAGE		
INSURED ☒ Complete	INSURER A: <u>XYZ Company</u> INSURER B: <u>ABC Company</u> INSURER C: _____ INSURER D: _____ INSURER E: _____	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	0001	XX-XX-XX	XX-XX-XX	EACH OCCURRENCE	\$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$
	☐ CLAIMS MADE ☒ OCCUR				MED EXP (Any one person)	\$
	☒ Additional Insured - City of Troy - use wording below				PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$ 1,000,000
	☐ POLICY ☒ PROJECT ☐ LOC				PRODUCTS - COMP/OP AGG.	\$ 1,000,000
A	AUTOMOBILE LIABILITY	0002	XX-XX-XX	XX-XX-XX	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	☒ ANY AUTO				BODILY INJURY (Per person)	\$
	☐ ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	☒ HIRED AUTOS					
	☒ NON-OWNED AUTOS					
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
	☐ ANY AUTO				OTHER THAN EA ACC	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY				EACH OCCURRENCE	\$
	☐ OCCUR ☐ CLAIMS MADE				AGGREGATE	\$
						\$
	☐ DEDUCTIBLE					\$
	☐ RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	0003	XX-XX-XX	XX-XX-XX	☒ WC STATU-TORY LIMITS ☐ OTHER	
					E.L. EACH ACCIDENT	\$ 100,000
					E.L. DISEASE - EA EMPLOYEE	\$ 100,000
					E.L. DISEASE - POLICY LIMIT	\$ 500,000
	OTHER					

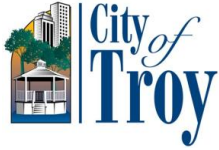
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Additional Insured: City of Troy including Architects and Engineers, all elected and appointed officials, all employees and volunteers, boards, commissions and / or authorities and their board members, employees, and volunteers additional insured on ISO form B or broader.

CERTIFICATE HOLDER Y ADDITIONAL INSURED; INSURER LETTER: A CANCELLATION

City of Troy 500 W. Big Beaver Rd. Troy, MI 48084	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED OR MATERIALLY CHANGED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
AUTHORIZED REPRESENTATIVE	

L



**STATEMENT OF NO BID
CITY OF TROY**

BID NUMBER: ITB-COT 09-15
TITLE: ENGINEERING FIELD OFFICE ROOF REPLACEMENT

Please Send or Fax To:

City of Troy Purchasing Department
500 W. Big Beaver Rd.
Troy, MI 48084

FAX NUMBER: (248) 619-7608

We, the undersigned, have declined to bid on the subject bid for the following reasons:

Check All That Apply	REASON
☐	Our company does not handle the type of product / service
☐	We cannot meet the specifications nor provide an approved alternate – please explain below
☐	Our company is not interested in bidding at this time
☐	Job is too small
☐	Job is too large
☐	Cannot be competitive
☐	Liability Issues such as insurance, bonding, indemnification, hold harmless
☐	Insufficient time to respond – please explain below
☐	Our company's schedule would not permit performance of the specifications
☐	Other – describe below

REMARKS: _____

COMPANY INFORMATION:

COMPANY NAME: _____
SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE: _____
TITLE: _____
COMPANY: _____
ADDRESS: _____
FAX NUMBER: _____ TELEPHONE NUMBER: _____

IMPORTANT NOTE: To qualify as a respondent to the bid, the vendor must submit a bid or return this completed form.

VENDOR REGISTRATION: The City of Troy uses the MITN website for vendor registration, bid and tabulation posting, award information and other processes. Final bid results will be posted on the MITN website after award. Please register to see results - www.mitn.info.