



Specifications for  
Water Shop Roof Covering  
Replacement  
370 North Pine Street

**Bid Opening Tuesday, December 15, 2009 at 11:00 a.m.**

City of Grand Island, City Hall  
100 East 1<sup>st</sup> Street  
P.O. Box 1968  
Grand Island, NE 68801

Contact

City of Grand Island – Utilities Department  
Water Shop – Ruben Sanchez, Acting Water Superintendent  
(308) 385-5436

Date Issued November 19, 2009

ADVERTISEMENT FOR BIDS  
FOR  
Water Shop Roof Covering Replacement  
370 North Pine Street

Sealed bids will be received at the **Office of the City Clerk, 100 East First Street, Grand Island, NE 68801, until 11:00 a.m. (Local Time), Tuesday, December 15, 2009**, for furnishing Water Shop Roof Covering Replacement, 370 North Pine Street, FOB Grand Island, NE. Bids will be publicly opened at this time in the Grand Island City Hall Council Conference Room #1, located on 1<sup>st</sup> Floor of City Hall, 100 East First Street, Grand Island, NE. Bids received after the specified time will be returned unopened to sender.

Specifications are on file in the office of Utilities Administration, City Hall. Bids shall be submitted on forms that will be furnished by the City. An original and three (3) copies of the bid document must be submitted.

The successful bidder will be required to comply with fair labor standards as required by Nebraska R.R.S.73-102 and comply with Nebraska R.R.S. 48-657 pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. Successful bidder shall maintain a drug free workplace policy.

All envelopes submitted by Bidder must state the item being bid on the face of envelope. **All bidders must submit one original and three (3) copies of the bid document. Each bidder shall submit with the bid a certified check, a cashiers check, or bid bond payable to the City Treasurer in an amount no less than five percent (5) of the bid price which shall guarantee good faith on the part of the bidder and the entering into a contract within fourteen (14) days at the bid price if accepted by the City. Your certified check, cashier's check or bid bond must be submitted in a separate envelope attached to the outside of the envelope containing the bid. Each envelope must be clearly marked indicating its contents.** Failure to submit the necessary qualifying information in clearly marked and separate envelopes will result in your bid not being opened or considered. Surety companies authorized to do business in the State of Nebraska must issue bid bonds.

Bids will be evaluated by the Purchaser based on price, schedule, quality, adherence to schedule, plan and adherence to specifications, economy and efficiency of operation, experience and reputation of the bidder, ability, capacity, and skill of the bidder to perform contract required and adaptability of the particular items to the specific use intended.

The Purchaser reserves the right to reject any or all bids, to waive technicalities, and to accept whichever bid that may be in the best interest of the City.

No Company may withdraw its bid for a period of 30 days after date of bid opening.

RaNae Edwards, City Clerk

**CHECKLIST FOR BID SUBMISSION**  
**Water Department Shop Roof Covering Replacement**  
**370 North Pine Street - Grand Island, NE 68801**

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Bids must be received by the City Clerk before 11:00 a.m. on **Tuesday, December 15, 2009**

The following items must be completed for your bid to be considered.

- A signed Original and three (3) copies of the bid document.
- A list of at least three (3) spray application projects completed with contact names and phone numbers.
- A summary of the experience of the Superintendent proposed for this project.
- A letter from the manufacturer that certifies the Contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer.
- Firm bid price information listed on the Bid Data Form included with this document.
- A sample of the manufacturer's foam System Warranty.
- A letter stating that all materials will be certified by the Contractor and the manufacturer as being compatible with the installed roofing system.
- A summary of the safety rules that will be required of the workers.
- Proposed work schedule including start and completion dates.
- Insulation manufacturer and related warranties.
- Selection of Nebraska Sales Tax Option.
- Acknowledgment of Addenda Number(s)\_\_\_\_\_.
- Bidders must complete and sign the Bid Data Form provided in these documents. All blank spaces must be filled in. Bidders shall acknowledge receipt of any Addenda information on the Bid Data Form.
- Required Insurance documentation.

A certified check, cashiers check or bid bond in a separate envelope attached to the outside of the envelope containing the bid. Each envelope must be clearly marked indicating its contents. Failure to submit the necessary qualifying information in clearly marked and separate envelopes will result in your bid not being opened.

Performance and Payment Bonds

Please check off each item as completed.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

GENERAL SPECIFICATIONS AND BID SHEET  
Water Shop Roof Covering Replacement  
370 North Pine Street

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Sealed bids will be **received at the office of the City Clerk**, 100 East First St., Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE, until **11:00 a.m.** (Local Time), **Tuesday, December 15, 2009,** for Roof Covering Replacement for the Water Shop at 370 North Pine Street, as specified in these bidding documents, FOB Grand Island, NE.

Attached are detailed minimum specifications. The following general specifications also apply to this bid.

**Bid Submittal**

All envelopes submitted by Bidder must state the item being bid on the face of envelope. All bidders must submit **one original and three (3) copies** of the bid document. Bids received after the specified time will be returned unopened to sender.

**Bid Bond**

Each bidder shall submit with the bid a certified check, a cashiers check, or bid bond payable to the City Treasurer in an amount no less than five percent (5%) of the bid price which shall guarantee good faith on the part of the bidder and the entering into a contract within fourteen (14) days at the bid price if accepted by the City. **Your certified check, cashier's check or bid bond must be submitted in a separate envelope attached to the outside of the envelope containing the bid. Each envelope must be clearly marked indicating its contents.** Failure to submit the necessary qualifying information in clearly marked and separate envelopes will result in your bid not being opened or considered. Surety companies authorized to do business in the State of Nebraska must issue bid bonds.

**Performance and Payment Bonds**

The successful Bidder shall file with the owner Performance and Payment Bonds in the full amount (100%) of the Contract price, as security for the faithful performance of the Contract and the payment of all persons supplying labor and materials for the work under this Contract, and to cover all guarantees against defective workmanship or materials, or both, for a period of one year after the date of final acceptance of the work by the owner. The Surety furnishing these bonds shall have a record of service satisfactory to the owner, be authorized to do business in the State where the owner's project is located and shall be named on the current list of approved Surety Companies, acceptable on Federal bonds as published by the Audit Staff, Bureau of Accounts, U.S. Treasury Department.

**Payment**

Prior to approving the invoice for payment, the City reserves the right to thoroughly inspect the roof to confirm compliance with specifications. The invoice will be paid after approval at the next regularly scheduled Council meeting occurring after departmental approval of invoice; the City Council typically meets the second and fourth Tuesday of each month. Invoices must be received well in advance of Council date to allow evaluation and processing time.

**Fair Employment Practices** - Each bidder agrees that he/she will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

**Data Privacy** - Bidder agrees to abide by all applicable Local, State, and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, patents and patent rights. The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

**Independent Price Determination** - By signing and submitting bid, the bidder certifies that: the prices in the bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

**Gratuities and Kickbacks** – City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

**Clarification of Specification Documents** - Vendors shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specifications. Interpretations, corrections and changes made to the specifications will be made by written addenda. Oral interpretations or changes to the specifications made in any other manner will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

**Bid Evaluation and Award** - No bid shall be withdrawn for a period of thirty (30) days after bid due date. The City reserves the right to reject any and all bids, to waive technicalities and to accept the bid considered by the Purchaser to be in the City's best interest. The bid will be evaluated based on price, demonstration (if requested), delivery, quality, adherence to specifications, warranty and adaptability of the particular equipment for the specific use intended.

**Federal Immigration Verification System** – Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physical performing services within the State of Nebraska.

Specifications for Water Shop  
Roof Covering Replacement  
370 North Pine Street

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SCHEDULE: The project can be started as soon as awarded with the contractor assuming the responsibility regarding anticipated/normal seasonal temperatures and conditions along with the forecasted weather conditions to permit roofing to be installed according to the manufacturer's written instructions and warranty requirements. The intent is for completion no later than July 31, 2010.

**NOTE: ALL INFORMATION CONTAINED IN THIS DOCUMENT ARE INTENDED AS OVERVIEW INFORMATION. THE BIDDER/CONTRACTOR NEEDS TO VERIFY ALL PERTANENT INFORMATION AS IT RELATES TO MEETING THE REQUIREMENTS OF THE INTENT OF THIS DOCUMENT, CURRENT BUILDING CODES AND FACTORY MUTUAL INSURANCE COMPANY.**

# Scope of the Project

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## **Basic Information**

The Contractor shall supply all material, equipment, labor, supervision, and technical expertise to replace the existing roof covering.

- The Contractor shall confirm all give information and advise the City representative, Ruben Sanchez, Acting Water Superintendent, in writing or e-mail (rsanchez@grand-island.com) prior to bid, of any insurmountable conflicts between the observed conditions and this specification that cannot be addressed in the bid documents as they are stated.
- To address any questions, you may contact Ruben Sanchez at (308)385-5436 to schedule a time to view the project. However, all documents will need to be completed by the date, and the guidelines followed as stated in the bid document.
- Upon Completion of the project the following submittals will be required:
  - Copies of the manufacturer's final inspection prior to the issuance of the manufacturer's warranty
  - The manufacturer's warranty

## **Preparation**

- Power wash entire roof surface.
- Inspect the roof surface before any roofing materials are applied.
- The surface must be relatively even, clean, dry, smooth, free of sharp edges, splinters, loose or foreign materials, oil grease, and other materials that may damage the membrane.
- Cut and relieve tension of existing EPDM roof around the entire perimeter.
- Repair the roof deck or structural members if needed.
- The exposed deck shall be protected from rain or other elements while in an open condition.
- Cover vents and edge detail to prevent overspray.

## **Materials and Installation**

- Install minimum of one and one-half inch (1 ½") of polyurethane foam over the entire roof surface.
- Materials shall be those specified, or approved equal.
- All "like" materials shall be furnished by the same manufacturer and covered under the warranty.
- Any associated materials from sources other than the specified manufacturer shall be certified by the Contractor and the manufacturer as being compatible with the installed roofing system.
- All approved materials are required to have the Factory Mutual Research and/or UL approval mark on the packaging or the material itself.
- Apply premium brand base coat (i.e.: Lapolla, Benchmark, Intch or a brand equal to, or of higher quality) over entire roof surface.
- Apply caulk where needed.
- Bids should include coverage of all parapet walls.
- Apply premium brand top coat over entire roof surface.



## **Guarantee**

- Contractor shall provide a non-prorated warranty against leaks resulting from faulty roofing materials or faulty installation for a period of 15 years after acceptance date of the completed roof system by the City representative.

## **Performance Requirements**

- The roofing system shall be watertight, will not permit the passage of water, will withstand wind loads, thermally induced movement, and exposure to weather without failure.
- **The completed roof shall meet Factory Mutual requirements for Class 1,I-90 windstorm rating, and severe hail rating and be mechanically fastened to meet the needs of a 15 year warranty.**

## **Quality Assurance**

Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details for application.

- Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified.
- Provide at least one thoroughly trained and experienced Superintendent who speaks and understands the English language on the job at all times roofing work is in progress.
- There shall be no deviations made from this specification without the prior written approval of the City representative. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented to the City representative for consideration.

## **Product Delivery, Storage, and Handling**

- The Contractor shall comply with the manufacturer's written instructions for proper material storage.
- Any materials delivered to the job site shall be in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible.
- Materials shall be delivered in sufficient quantity to permit work to continue without interruption.
- Materials shall be stored in dry areas as needed, protected from water and direct sunlight. If exposed to temperatures below 60° F, restore to 60° F minimum temperature before using.
- Materials containing solvents shall be stored in dry, well ventilated spaces with proper fire and safety precautions. Containers in storage shall remain tightly closed.
- Store moisture susceptible materials above ground and protect with waterproof coverings.
- Any materials found to be damaged shall be removed and replaced at the Contractor's expense.

## **Site Protection**

- The roofing contractor shall adequately protect the building, paved areas, service drives, etc. from damage while performing the required work.
- Provide canvas, boards, and sheet metal (properly secured) as necessary for protection, and remove protection material at completion.
- The contractor shall repair or be responsible for costs to repair all property City and/or personal property damaged during the roofing application.
- During the Contractor's performance of the work, the City will continue to occupy the existing building.
- The Contractor shall not disrupt activities in occupied spaces.
- The Contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may migrate into the building, along with making arrangements to have any tools or equipment either relocated or covered prior to work being performed over it.
- The Contractor shall advise the Utility Department as to the need as well as provide labor and materials to construct, maintain and remove necessary temporary barricade materials to curtail the parking of any vehicles; City, customer or personal so as to (1) not hamper the ability of the contractor to work on any portion(s) of the building or (2) cause damage to vehicles or equipment.
- The Contractor shall provide labor and materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- Schedule and execute work to prevent leaks and excessive traffic on completed roof sections.
- Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- Do not overload any portion of the building, either by use of or placement of equipment, storage of debris, or storage of materials.
- Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required.
- At completion, test drains to ensure the system is free running, and drains are watertight.
- Remove strainers and plug drains in areas where work is in progress.
- Install flags or other telltales on plugs.
- Remove plugs each night and screen drain.
- Remove all traces of piled bulk materials and return the job site to its original condition upon completion of the work.
- The Contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

## **Materials, Equipment, and Services Provided by the City**

- The City shall provide the use of an electrical power source at 370 North Pine Street.
- The City shall provide a drinking water source at 370 North Pine Street.

## **Materials, Equipment, and Services Provided by the Contractor**

- The Contractor shall provide all materials, tools, rigging, hoists, scaffolding, safety equipment, and all other equipment necessary to completely perform the work.
- The Contractor shall provide temporary restroom facilities and dumpsters for debris.

## **Preconstruction Meeting(s)**

- Before any roof covering materials are installed, a meeting between the Contractor and the City representative shall be held.

### **The meeting shall address the following:**

- Area(s) permitted for City and Contractor parking.
- Area(s) permitted for storage of materials and debris.
- Area(s) permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.

## **Access to the Building**

- Access to the exterior of the building will be available at all times and the Contractor may determine working hours.
- Access to the building will only be available during normal, daytime weekday (Monday – Friday, excluding holidays) working hours (8:00 a.m. to 12:00 noon, and 1:00 p.m. to 5:00 p.m.), unless prior and agreed upon arrangements are made.
- Parking available in rear of building.

## **Safety**

- The Contractor shall follow all applicable OSHA regulations and City/Utility Safety Regulations.
- Material Safety Data Sheets (MSDS) should be available on-site at all times during the transportation, storage, and application of materials.

## **Insurance**

- The Contractor shall comply with the attached Insurance Requirements.

CONTACT: For questions regarding these specifications or to schedule a visit, contact:  
Ruben Sanchez, Acting Water Superintendent  
City of Grand Island, Water Shop  
370 North Pine Street

Office Phone: (308)385-5436

Cell Phone: (308)390-5204

Fax: (308)385-5394

CITY OF GRAND ISLAND, NEBRASKA  
(All bids must be submitted on this form)

The undersigned bidder, having examined all specifications and other bidding documents, and all addenda thereto, and being acquainted with and fully understanding all conditions relative to the specified materials and equipment, hereby proposes to provide such service and equipment FOB the City of Grand Island, freight prepaid, at the following price:

Base Bid:

Labor: \$ \_\_\_\_\_

Material \$ \_\_\_\_\_

Sales Tax\* \$ \_\_\_\_\_

\*According to Nebraska Sales and Use Tax Requirements, Section 1-017, Contractors, check which option you have selected to file with the Nebraska Department of Revenue:

\_\_\_\_\_ Option 1 (Section 1-017.05)

\_\_\_\_\_ Option 2 (Section 1-017.06)

\_\_\_\_\_ Option 3 (Section 1-017.07)

If an Option 1 bidder fails to include sales tax in their bid price, the City will add a 7% figure to the bid price for materials for evaluation purposes; however, the City will only pay actual sales tax due.

Total Base Bid: \$ \_\_\_\_\_

Bidder acknowledges that Addenda Number(s) \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, were received and considered in bid preparation.

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Bidder Company Name \_\_\_\_\_ Date \_\_\_\_\_

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Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Print Name of Person Completing Bid \_\_\_\_\_ Signature \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail \_\_\_\_\_

NOTE: Exceptions to the specifications must be NOTED HERE and fully explained below or reference a separate sheet of attached to the bid.

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# INSURANCE REQUIREMENTS

The successful bidder shall obtain insurance from companies authorized to do business in Nebraska of such types and in such amounts as may be necessary to protect the bidder and the interests of the City against hazards or risks of loss as hereinafter specified. This insurance shall cover all aspects of the Bidder's operations and completed operations. Failure to maintain adequate coverage shall not relieve bidder of any contractual responsibility or obligation. Minimum insurance coverage shall be the amounts stated herein or the amounts required by applicable law, whichever are greater.

**1. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**

This insurance shall protect the Bidder against all claims under applicable State workers compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The liability limits shall not be less than the following:

Workers Compensation	Statutory Limits
Employers Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

**2. BUSINESS AUTOMOBILE LIABILITY**

This insurance shall be written in comprehensive form and shall protect the Bidder, Bidder's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 Combined Single Limit
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**3. COMPREHENSIVE GENERAL LIABILITY**

The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage	\$ 500,000 each occurrence
	\$1,000,000 aggregate

**4. UMBRELLA LIABILITY INSURANCE**

This insurance shall protect the Bidder against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage	\$1,000,000 each occurrence
	\$1,000,000 general aggregate

**5. ADDITIONAL REQUIREMENTS**

The City may require insurance covering a Bidder or subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Bidder or subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Bidder of all obligations under the Contract.

The Bidder shall provide and carry any additional insurance as may be required by special provisions of these specifications.

**6. CERTIFICATE OF INSURANCE**



Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this Contract. **The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the bidder cannot have the "endeavor to" language stricken, the bidder may elect to provide a new certificate of insurance every 30 days during the contract. Bidder shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.**