

Superintendent
Ken Kenworthy



Okeechobee County School Board

Operations Department

863-462-5083

938 NW 34th Street
Okeechobee, Florida 34972

Fax 863-462-5166

Chairperson
Jill Holcomb
Vice Chairperson
Dixie Ball
Members
Malissa Morgan
Joe Arnold
Amanda Riedel

April 18, 2018

Call to Bid:

Notice is hereby given that the Director of Operations of Okeechobee County Schools will receive bids for Membrane Roof Replacement, at the Operations Office located at 938 NW 34th Street, Okeechobee, Fl. 34972, until 10am on May 24, 2018. All bids will be publicly opened and tabulated in the Office of the Director of Operations at that time. Recommendations will be made to the School Board at their next regularly scheduled meeting.

A MANDATORY SITE VISIT is scheduled for:

Project Title: YMS Roofing Project Science Lab

Date/Time: May 7, 2018 at 9:30am

Address: Okeechobee County School District Operations Office
938 NW 34th Street
Okeechobee, FL 34972

If submitting multiple bids, each bid shall be individually submitted in an envelope, sealed and individually marked with the specific project name:

All bids must be submitted on the attached bid forms and mailed or hand delivered to the letterhead address, Attention: Brian Barrett, Director of Operations.

No proposal shall be withdrawn after it is filed unless the bidder makes his request in writing to the Director of Operations prior to the time set for the opening of the bids. The proposal may be withdrawn if the School Board of Okeechobee County fails to accept it within (30) days after the date set for the opening of the bids.

Bid tabulations with the recommended award will be available for review in the Office of the Director of Operations. If a protest is considered, the protest must be filed within the period prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120 of the Florida Statutes.:

The Board reserves the right to reject any and all bids. All purchases resulting from this invitation to bid will be made by the approval of the School District of Okeechobee County, Florida. To receive a copy of the bid results, call or stop by the Office of the Director of Operations. If a bidder requests that a copy of the results be mailed, a stamped self-addressed envelope must be included in the bid package.

INVITATION TO BID
CONTRACTOR PERSONAL DATA
AND
BID FORMS CHECKLIST

Name of Bid: Membrane Roof Replacement

Legal Name of Bidder: _____

Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: () _____

Fax Number: () _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Required Bid Submittal Checklist: Please be sure you have enclosed the required documents listed below for your bid to be considered.

_____ Drug Free Workplace Certification

_____ Insurance Documentation as specified in Bid

_____ Contractor Questionnaire (including: **Contractor Information, Insurance information, list of 3 References with contact information**)

_____ Public Entity Crimes declaration form

_____ Occupational License

_____ Base Bid Tabulation Sheet

_____ Contractor's Projected Work Schedule

Membrane Roof Replacement

1. SCOPE

1.01 This specification establishes the minimum requirements for Membrane Roof Replacement.

1.02 The intent of this bid is to establish a contract for a period of six (6) months from date of award of the bid during which time, the successful bidder shall guarantee firm prices for the subsequent six (6) months as specified in this bid. The awarded contractor will be responsible for furnishing all labor, supervision, tools, equipment and supplies necessary to provide complete roofing services.

2. STANDARD TERMS AND CONDITIONS

2.01 RETURNING OF BID PACKAGE

The complete bid package, as received, must be returned "INTACT" in a sealed envelope, plainly marked on the outside with the Bidders name, address, and title of project. Non-compliance with this stipulation may result in your bid not being considered.

Bid proposals submitted on vendor's quotation forms will not be accepted.

2.02 RECEIPT OF BID PACKAGE

It is the bidder's responsibility to assure that his bid is delivered at the proper time, in the proper form, and to the proper place of bid opening. HAND DELIVER the bid to: The Okeechobee County School Board, Director of Operations, 938 NW 34th Street, Okeechobee, Florida 34972.

Bids, which for any reason are not so delivered, will not be considered. Offers by email, facsimile machine, or telephone are not acceptable. Any bids sent by mail shall be mailed to 700 SW 2nd Avenue. Allow extra time for pick-up at the School Board Office.

**Bidders are cautioned not to rely on "overnight" delivery services to Okeechobee as bids delivered late for any reason will be rejected.*

2.03 BIDDERS RESPONSIBILITY

Each bidder is required, before submitting their proposal, to carefully examine the invitation to bid specifications and to completely familiarize themselves with all of the terms and conditions that are contained within this bid. Lack of knowledge on the part of the bidders will in no way relieve them of any of the obligations and responsibilities, which are a part of this bid.

2.04 MODIFICATION OF BID

Bidders will not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, after bid opening, by appointment.

2.05 INQUIRIES

Please direct all inquiries concerning this bid, in writing, to: Brian Barrett, Director of Operations, Okeechobee County Schools, 938 NW 34th Street, Okeechobee, Florida 34972. Phone: 863-462-5083, FAX: 863-462-5166, email: barrettb@okee.k12.fl.us.

2.06 ACCEPTANCE / REJECTION

The School Board of Okeechobee County reserves the right to accept or to reject any or all bids and to make the award to that bidder who, in the opinion of the District, will be in the best interest of and/or most advantageous to the District.

2.07 CONTRACTUAL AGREEMENT

This invitation to Bid shall be included and incorporated in the final award. The successful Bidder agrees that, upon receipt of Notice To Proceed of this bid, the Contractor will execute the formal Contract and will deliver all bonds and proof of insurance coverage as required by the specifications.

2.08 LEGAL REQUIREMENTS

Federal, State, County and local laws, ordinances, rules and regulations that in any manner affect the item or items covered herein apply. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

2.09 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The School Board of Okeechobee County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, handicap or any other reason prohibited by law.

2.10 NON-DISCRIMINATION NOTICE

The School District of Okeechobee County has adopted Board Policy 6.43, Unlawful Discrimination Prohibited. No person shall, on the basis of race, color, religion, gender, pregnancy, age, national or ethnic origin, genetic information, political beliefs, marital status, sexual orientation, disability, if otherwise qualified, social and family background or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School District, except as provided by law. The School District of Okeechobee County shall comply with all federal and state laws which include the Title II of the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act of 2008 (ADAAA), Title IX, Section 504, Florida Education Equity Act, Age Discrimination in Employment Act (ADEA), Genetic Information Non-Discrimination Act of 2008 (GINA), and the Boy Scouts of America Equal Access Act.

Any employee, student, applicant for admissions, or applicant for employment who believes he/she has been discriminated against or has been harassed by another employee, student, or third party is encouraged to use the Equity Plan Grievance Procedure for filing complaints. Complaints may be filed with the principal or immediate supervisor, District Equity Coordinator/Director of Human Resources or the Superintendent.

Director of Human Resources
Title II, Title IX and the Florida Education Equity Act Complaints and
ADA/Section 504 Complaints
700 SW 2nd Avenue, Okeechobee, FL 34974
(863) 462-5000 Ext. 267

2.11 HOUSE BILL 273

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 863-462-5000 EXT. 226, KENWORTHYK@OKEE.K12.FL.US, 700 S.W. SECOND AVENUE, OKEECHOBEE, FL 34974.

2.12 INTERPRETATION OF BIDDING DOCUMENTS

No interpretation of the meaning of the Bid Document, no correction of any apparent ambiguity, inconsistency or error therein, will be made to any Bidder orally. Every request for such interpretation or correction should be in writing seven (7) business days prior to the bid date. Response to requests for clarification will be done by addenda. It will be the responsibility of the bidder to contact the office of the Director of Operations prior to the bid opening to ascertain if any addenda have been issued, to obtain all such addenda and to return indicate receipt of the addenda(s) on the bid sheet.

2.13 Requirement for Performance Bond and Payment

Any person or corporation entering into a formal contract with the School Board, in excess of twenty five thousand dollars (\$25,000.00) for the construction of any facility, for the prosecution and completion of the construction work, or for repairs upon a building or facility, shall be required, before commencing the work, to execute a one hundred percent (100%) payment and performance bond in accordance with requirements of Section 255.05 F.S. and to provide liability insurance coverage as stipulated below. The performance and payment bond executed by the bidder must be by a bonding company approved by the Florida Department of Insurance and the United States Treasury Department to write such bonds in amounts equal to or exceeding the amount for each contract. The insurance company writing any policy, including liability, shall have a Best rating of "A+" or "above" or verified equivalent.

3. SPECIAL TERMS AND CONDITIONS

3.01 LENGTH OF CONTRACT

Prices shall remain firm for a period of six (6) months from date of award of the bid. The contract may be terminated upon sixty (60) day written notice to the Board by the awarded contractor, or a thirty (30) day notice to the Contractor by the District.

3.02 A **MANDATORY PRE-BID MEETING** is scheduled for May 7, 2018, 9:30am, at the Okeechobee County School District Operations Office, 938 NW 34th Street, Okeechobee, FL 34972

3.03 RIGHT TO TERMINATE

In the event any of the provisions of the contract are violated by the successful bidder, the School Board may serve written notice upon such bidder of its intention to terminate the contract. Such notice is to state the reasons for the intention to terminate the contract, and, unless ten (10) calendar days after serving such notice upon the bidder, such violation shall cease and satisfactory arrangements for correction be made, the contract shall, upon expiration of said ten (10) calendar days, cease and terminate, but the liability of such bidder and his surety for any and all such violation or violations shall not be affected by any such termination.

3.04 INVOICING

The successful bidder will be required to submit invoices and reference purchase order numbers on all requests for payment. All statements and invoices shall be mailed to Brian Barrett, Director of Operations, 700 SW 2nd Avenue, Okeechobee, Florida 34974. Invoices may also be hand delivered to the Operations office at 938 NW 34th Street, Okeechobee, Fl. 34972. Invoices may also be emailed to barrettb@okee.k12.fl.us

3.06 CONTRACTORS PERSONNEL

1. The personnel employed by the Contractor shall be capable employees, age 18 years or above, qualified in this type of work. It is the Contractor's responsibility to ensure that all employees are legally allowed to work in the United States in accordance with Immigration Policies. The successful BIDDER shall provide sufficient staff, resources, and equipment to ensure that the School Board's business is handled in a timely manner.

2. **Smoking is not allowed** on any School Board Property per **School Board Policy 2.90**.
No student, employee, parent, volunteer, contractor, spectator, or school visitor is permitted to use tobacco products of any kind, including chewing tobacco, synthetic tobacco products, and electronic cigarettes/cigars, in any District-owned/controlled facility or vehicle, or at any District or school sponsored event in the presence of students.
3. The Contractor shall provide the Director of Operations a list of all of the employees who will be assigned to work on school premises.
4. It is the Contractor's responsibility to see that every employee on the Contractor's work force is provided and wears an Identification Badge or Company Shirt/Uniform.

5. **Controlled Substance or Alcohol Abuse on School Board Property:** The successful Contractor is hereby notified that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited on any school district property, or at any School Board activities. Violations will subject the Contractor and/or cancellation of this or any other contract(s) that this Contractor presently holds. The Contractor is required by this school board to take appropriate disciplinary action in such cases.
6. Any Contractor's employee convicted of violating a criminal drug statute in the workplace must report the conviction to the employer within five (5) workdays. The Contractor (Employer) is required to report such conviction to the school board within ten (10) workdays of receiving this information.
7. Any BIDDER awarded a contract will be required to assure that the personnel assigned to the project do not possess criminal records that would violate the School Board's standards for employment as set forth by the Florida Department of Education.
8. The Contractor shall **strictly prohibit** interaction between their employees and the student(s)/staff.
9. Contractor's employees may not solicit, distribute or sell products while on School Board property.
10. Friends, visitors or family members of the Contractor's employees are not permitted in the work area.
- *11. The Contractor shall adhere to all school security standards and all employees of the Contractor shall be fingerprinted according to the Jessica Lunsford Act and carry an Okeechobee County School Board identification badge while on campus.
(This can be completed after the bid is accepted by the Board but before work can begin)

3.07 COMPENSATION INSURANCE

The Contractor shall maintain, during the life of this Contract, Workmen's Compensation Insurance in accordance with Florida Statute 489.115 (5). The Contractor shall require all subcontractors to maintain such insurance during the life of this Contract and any subsequent contract extension.

3.08 PUBLIC LIABILITY INSURANCE

The contractor shall provide Commercial General Liability or similar form with minimum limits of \$1,000,000 Per Occurrence Combined Single Limit for Personal Injury, Bodily Injury, and Property

Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements.

A signed Certificate or Certificates of Insurance, evidencing that required insurance coverage(s) has been procured by the Contractor in the types and amount(s) required hereunder, shall be transmitted to the School Board prior to the Contractor performing and operating under the terms of the contract.

Except as to Worker's Compensation and Employer's Liability, said Certificate(s) shall clearly state that coverage required by the Contract has been endorsed to include Okeechobee County School Board, its officers, agents and employees as **Additional Insured**. Insurance shall support Contractor's agreement of indemnity set forth in the Contract and shall so state in said Certificate. **Further, said Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Okeechobee County School Board prior to any adverse change, cancellation or non-renewal of coverage thereunder.** Said liability insurance must be acceptable to and approved by the Okeechobee County School Board as to form and types of coverage. In the event that statutory liability of the Okeechobee County School Board is amended during the Term of the Agreement to exceed the above limits, Contractor will be required, upon thirty (30) days written notice by the Okeechobee County School Board, to provide coverage at least equal to the amended statutory limit of liability of the Okeechobee County School Board. *It shall be the responsibility of the Contractor to insure that any subcontractors comply with the same insurance requirements referred to above.*

3.09 INDEMNIFICATION AND HOLD HARMLESS

Contractor agrees to protect, defend, reimburse, and indemnify and hold the District, its agents, employees and elected officers and each of them, free and harmless at all times from and against any and all claims, liability, expenses, losses, costs, fines and damages (including attorney fees) and causes of action of every kind and character against or from the District by reason of any damage to property of the environment, or bodily injury (including death) incurred or sustained by any party hereto, or of any party acquiring any interest hereunder, and any third or other party whosoever, or other party whosoever, or any government agency, arising out of, or incident to, or in connection with Contractor's performance under this Agreement, Contractor's acts, omissions or operations hereunder, or the performances of the Contractor or any breach of the terms of this Agreement; provided however, the Contractor shall not be responsible to the District for damages resulting out of bodily injury or damages to property which Contractor can establish as being attributable to the sole negligence of the District, its respective agents, servants, employees or officers.

3.10 BID PROTESTS

- A. BIDDERS are advised that any and all Bid Protests must be made in accordance with the requirements of the Terms and Conditions of this bid, the Administrative Rules of the Florida Department of Education, Chapter 120, Florida Statutes, and School Board Policy 7.40.
- B. All BIDDERS acknowledge that the significant damages and losses that will be suffered by the OWNER as a result of the time lost and costs associated with an unsuccessful Bid Protest will be difficult, if not impossible to prove. Therefore, any and all Bid Protests must be accompanied by SECURITY in an amount equal to 15 percent of the total value of the contract or \$5000.00 which ever is less.
- C. The SECURITY may be in the form of a bank cashier's check or bank certified check payable to "The School Board of Okeechobee County, Florida". The Protest Security (Bond) shall be executed by the BIDDER, as the PRINCIPAL therein, and by a Surety. The Protest Bond shall be dated the same date as shown on the BIDDER'S Protest.
- D. Should the protesting Bidder be successful in its Bid Protest, the SECURITY submitted by that BIDDER shall be returned to the Protesting BIDDER in full. Should the protesting BIDDER'S

protest be unsuccessful, the SECURITY submitted by the protesting BIDDER in the form of a cashier's check or certified check shall be kept and retained by the OWNER and OWNER may receive and retain all moneys represented by such check and the Protesting BIDDER shall have no right to same or to a refund of any part of same. Protesting Bidder will also be liable for all attorney fees and other administrative costs associated with the unsuccessful Bid Protest.

3.11 BIDDER QUALIFICATIONS

Only responsible BIDDERS qualified by previous experience of at least three (3) continuous and consecutive years' commercial roofing work will be considered. The BIDDER shall be in sound financial position and be qualified to perform the work. The BIDDER shall complete and submit the attached questionnaire with his/her bid package. (The School Board reserves the right to contact any and all customers past and present.)

3.12 LICENSE TO OPERATE

Contractor shall submit an Okeechobee Occupational License allowing the Contractor to do the work specified.

4. TECHNICAL SPECIFICATIONS

4.01 SCOPE OF WORK

See Appendix I for **YMS Roofing Project Science Lab**

4.02 WORK SCHEDULE

The Contractor shall work with YMS Administrators and the Director of Operations if scheduled work days and times change for any reason. Any changes in the scheduled work days/times must be approved by the YMS Administrators and the Director of Operations.

4.03 MINIMUM EQUIPMENT AND MINIMUM STAFFING

It is the contractor's responsibility to staff the job appropriately.

4.04 MINIMUM EXPECTATION OF SERVICES

Refer to Appendix I **YMS Roofing Project Science Lab**

4.05 SCHOOL CONTACT PERSON

The school contact person will be the school Principal or Assistant Principal or his/her designee. Other questions or concerns need to be brought to the attention of the Director of Operations.

CONTRACTOR QUESTIONNAIRE
YMS Roofing Project Science Lab

The following questionnaire shall be answered by the Bidder for use in the evaluation of the bid. Information from this questionnaire will be used to determine the "lowest and best" bid. The School Board shall weigh the experience, qualifications, reputation and price of each Bidder.

1. INFORMATION

FIRM NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

CELL PHONE: _____

CONTACT PERSON FOR INQUIRIES: _____

2. INSURANCE

INSURANCE COMPANY: _____

AGENT COMPANY: _____

AGENT CONTACT: _____ PHONE: _____

3. List three (3) current references with name and contact number:

1. _____

2. _____

3. _____

**CONTRACTOR'S
BASE BID TABULATION SHEET
YMS Roofing Project Science Lab**

Cost of roof replacement for **YMS Roofing, Science Lab**:

TOTAL BASE BID: _____

*Acknowledge Receipt of Addendums (if any):

Addendum: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

CONTRACTOR PROJECTED WORK SCHEDULE

Days of the week work will be performed:

Times of day workers will be on job site:

INVITATION TO BID

The Okeechobee County School Board will receive **sealed** bids for:

Title of Project: YMS Roofing Project Science Lab

Owner: Okeechobee County School Board
700 SW 2nd Avenue
Okeechobee, Fl. 34974

Mandatory Pre-Bid Meeting:

Place: Operations Office
938 NW 34th St
Okeechobee, FL 34972
Time: 9:30am
Date: May 7, 2018

Bid Opening: Place: Operations Office
938 NW 34th St
Okeechobee, FL 34972
Time: 10:00am
Date: May 24, 2018

Project Description: Membrane roof replacement

Documents:

All work shall be done in accordance with the plans, specifications, bidding and contract documents relative thereto as prepared by the Okeechobee County School Board.
Documents may be secured by contacting:

Brian Barrett
Director of Operations
938 NW 34th Street
Okeechobee, Fl. 34972
Phone: (863)462-5083
FAX: (863)462-5166
barrettb@okee.k12.fl.us

Okeechobee County School Board

By: Mr. Ken Kenworthy, Superintendent

Advertisement for Bid: April 18, 2018 Okeechobee News
April 25, 2018 Okeechobee News
May 2, 2018 Okeechobee News

DRUG FREE WORKPLACE
CERTIFICATION FORM

In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs and penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual service that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1) notify employees that as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 693 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
by _____ (print name of the public entity)
for _____ (print individual's name and title)
whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has not FEIN, include the Social Security Number of the individual signing this sworn statement: _____
_____)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____

(Type of identification)

Notary Public – State of _____

My Commission expires _____

(Printed typed or stamped
commissioned name of notary public)

Appendix I



MEMBER OF



Roofing Project for Yearling Middle School
Building: Science Lab
925 NW 23rd Lane
Okeechobee, Florida 34972

General Description of Work:

The low slope Fibertite roof is to be replaced. All new products shall be as specified herein. This GAF or equal system shall be installed by a GAF Master or Master Select Contractor or equal manufacturers certified contractor program.

Components for this Project:

1. Roof replacement shall include removal of the Fibertite membrane and all flashings as specified herein.
2. All damaged latent components of this project shall be replaced. Damaged defined as: water, organism, warped, dry rot or any degree that shall be deemed unstable or prone to fail.
3. All new products shall be installed as specified herein.

Solicitation of Bids:

Bid proposals shall be submitted as lump sum. Bids shall be inclusive of all materials, labor, equipment, taxes and all costs necessary and incidental to furnish a complete project as outlined in the Scope of Work document prepared by Roof Assessment Specialists, Inc. (the Consultant) dated March 20, 2018. Initial or sign each page where noted; Complete the bid form on page 13.

Initials _____

Roof Assessment Specialists, Inc.
Cert. Level II & Bldg. Science Thermographer
2605 72nd Avenue #922, Ellenton, Florida 34222
Phone: 941-812-5996 Email: Ron@rasfl.com Web: www.RASFL.com

Part 1

General Information and Project Requirements:

1.01 Contract Documents:

This Scope of Work Outline will become a part of the Contract Requirements in a contract agreement made by and between Okeechobee County School Board and the Contractor.

1.02 Contract Form:

The form of Contract shall be as provided by Okeechobee County School Board incorporating these specifications as Exhibit A.

1.03 Insurance:

The Contractor shall furnish written proof of General Liability Insurance, Automobile Insurance and Worker's Compensation Insurance in the amounts, with coverage and limits as required by Okeechobee County School Board and shall include 'Additional Insured' as required by Okeechobee County School Board. Proof of insurance shall be submitted on an AIA G705 Form or similar Accord Form.

1.04 Permits:

The Contractor shall obtain all building/roofing permits as required by local and state law to include product approvals. The Contractor shall be responsible for the scheduling of all Building Department required inspections. The Contractor shall post all permits.

1.05 Notice of Commencement:

No work should commence until the contractor has recorded & posted a certified copy of a Notice of Commencement.

Initials _____

Roof Assessment Specialists, Inc.
Cert. Level II & Bldg. Science Thermographer
2605 72nd Avenue #922, Ellenton, Florida 34222
Phone: 941-812-5996 Email: Ron@rasfl.com Web: www.RASFL.com

1.06 Delivery of Materials:

All new materials shall be delivered with manufacturers labels intact in sufficient quantities to assure continuity of application. The contractor shall be present on the project site to receive all deliveries. Any materials that become incidentally damaged shall not be used and shall be removed from the project.

1.07 Storage of Materials & Equipment:

The Contractor shall be responsible for the condition and security of all materials and equipment stored at the project site. Materials and equipment may be stored at the project site only in those areas designated by Okeechobee County School Board as mutually agreed prior to the start of the work. All materials, shall be stored as specified in GAF or equal manufacturer printed manuals and on product labeling, in such a manner to prevent damages to the materials. Any damaged materials, regardless of cause, shall not be accepted nor used anytime during the construction of this project. The Contractor will remove damaged materials from the project site and have replacement materials delivered.

1.08 Protection of Building Exterior and Grounds:

The Contractor shall protect the building and its related components, the walls, the landscaping and sod, drives and pavements, from damage resulting from his work or negligent acts. In the event that damages are caused, the Contractor shall replace or repair such items or conditions to the satisfaction of Okeechobee County School Board. All work areas on public buildings shall provide pedestrian and vehicular traffic protection.

1.09 Protection of Building Interior:

The Contractor shall protect the building interior, floors, floor surfacing, walls, ceilings, fixtures, equipment, and contents from damage resulting from his work or negligent acts. In the event that damages are caused, the Contractor shall replace or repair such items or conditions to the satisfaction of Okeechobee County School Board. It is recommended that the contractor provide a pre-construction visual inspection of the building interior and grounds, noting all defects found and submitting a report to Okeechobee County School Board.

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1.10 Protection of Building Interior Air Environment:

The Contractor shall conduct all Work activities in a manner that prevents infiltration of fumes and odors into the building's indoor air environment.

1.11 Clean Up, Removal of Trash and Demolished Materials:

The Contractor shall be responsible for maintaining all work areas and the project site, as it relates to the work, in a neat, clean and orderly manner on a daily basis. Rubbish, debris, used containers, demolished materials, etc. shall be placed in a dumpster, dump truck or other approved container provided by the Contractor and periodically dumped or removed from the site on a daily basis. Additionally, the areas around the buildings, drives and sidewalks shall be cleaned on a daily basis using both broom sweeping and magnetic sweeping as necessary.

1.12 Weather:

The Contractor shall proceed with the Work only when weather conditions permit unrestricted use of materials and quality control of the Work being performed/ installed.

1.13. Emergency Weather Protection:

At all times, the Contractor shall keep and maintain and have ready for use, temporary weather protection on the project site such as tarpaulins or plastic sheeting of sufficient quantities to cover any open exposed roof areas or un-completed roof area, in the event of sudden rain storms.

1.14 Accident Prevention/ Safety:

Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of applicable laws, existing building and construction codes and OSHA shall be observed. The Contractor shall co-ordinate with Okeechobee County School Board, the cordoning off of parking areas next to buildings in such a manner as to prohibit pedestrian entry into the work zone during construction. The contractor shall provide covered pedestrian protection at all entry locations and any location deemed necessary. All workers shall wear shirts with company logos at all times. No shorts are permitted. **Smoking is prohibited anywhere on campus.**

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1.15 Facilities:

The contractor shall furnish portable facilities and locate as directed by Okeechobee County School Board. The facilities shall be located within a temporarily fenced construction/staging area. The number of employees present for use shall govern the number of portable facilities. The facilities shall be maintained at all times to prevent obnoxious odors.

1.16 Adjusting and Cleaning:

Upon completion of the Work, the Consultant will schedule a final inspection. Repairs, corrections and adjustments shall be made to all components, surfaces, joints, etc. found to be deficient. Immediately upon completion of the Work, the buildings, grounds, walks and drives shall be cleaned of any remaining debris related to the Work and rendered to the same or better condition than was found prior to the start of the Work.

1.17 Responsibilities for Measurements and Quantities:

The Bidder/Contractor shall be solely responsible for the accuracy of all measurements and for estimating all materials and labor quantities required to satisfy these specifications. Bidders/Contractors are hereby advised to obtain their own measurements and determine all quantities necessary to furnish a complete job.

1.18 Submittals:

- A) Products: Submit product data sheets for all products specified.
- B) Shop Drawings: Submit manufacturers standard field and detail drawings for the specified roof system and any shop or field fabricated curbs or sheet metal items.
- C) Samples: Provide samples for all materials (insulation, fasteners, membrane, accessories, metals and any products to be used).

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- D) Certificates: Provide a letter from the manufacturer of the contractors authorization to install the roof system specified and eligibility to obtain the warranty specified.

1.19 Pre-Construction Meeting:

Prior to the commencement of the roofing installation, an on-site pre-construction meeting will be scheduled with the contractor, other trades, roofing consultant, Okeechobee County School Board and the manufacturers representative.

1.20 Inspections:

- A) The contractor shall notify GAF or equal Technical Services Department that a start-up, interim and final inspection will be required. The inspection must be performed by a qualified manufacturers inspector, not a manufacturers sales rep. It is the contractors responsibility to schedule all required inspections with the manufacturers Technical Services/Contractor Services. The Consultant shall be notified for all manufacturers inspections for attendance.
- B) No work shall commence until the manufacturers inspector is on site to start the project.
- C) Other inspections shall be performed by the consultant as required by Okeechobee County School Board.

1.21 Unless mandated otherwise by Okeechobee County School Board, the work hours shall be 7:00 a.m - 6:00 p.m. seven days per week.

Part 2

Guarantees, Warranties and Affidavit Requirements:

2.01 Contractor Roof Guarantee:

Upon completion of the Project, the Contractor shall furnish a written guarantee to Okeechobee County School Board warranting materials and workmanship to be free from defects and leaks for a period of Five (5) Years for all roofing, flashing and sheet metal.

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2.02 Manufacturer Roof Warranty:

The Contractor shall notify the Roofing Materials Manufacturer (GAF) prior to commencement, that this project will require a minimum twenty-five (25) year NDL, non-prorating type Warranty for Okeechobee County School Board.

2.03 Affidavit of Building Code Compliance:

Upon completion of the Project, the Contractor shall furnish an Affidavit that states that the installation of the roof coverings and related components have been completed in accordance with applicable Building Code requirements.

2.04 Qualifications:

Contractors submitting bids must be a manufacturers certified contractor capable of providing a twenty-five year NDL warranty.

Part 3

Regulatory and General Roofing System Requirements

3.01 Acceptable Roofing System Manufacturer:

The acceptable roofing system manufacturer shall be GAF or equal as determined by the Roofing Consultant.

3.02 Regulatory and Design Requirements of Roofing Systems:

The roofing systems shall meet or comply with the following where applicable:

- A) Latest Florida Building Codes and Chapter 6 of FBC Existing Buildings and any other applicable chapters.
- B) The roofing system must also have a current Florida Product Approval and or Miami-Dade NOA.
- C) All sheet metal fabrication shall be per SMACNA, Architectural Sheet Metal Manual 7th Edition.

3.03 Municipal Required Engineering:

If the Municipality that has jurisdiction for this project requires site-specific engineering for any of the Work to be performed by the Contractor or Sub-

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Contractors hired by the Contractor to include Wind Design Criteria and Pressures, then the Contractor shall be responsible for obtaining the engineering required by the Municipality. The cost for any Municipality required site-specific engineering shall be included in the Contractor's bid.

3.04 Quality Assurance

- A) The Contractor shall be approved by the manufacturer of the roofing system to install the products and obtain the required manufacturers warranties site specific to the project.
- B) The Contractor shall staff the Project with a competent Supervisor at all times, fluent in the English language or provide an interpreter.
- C) All roofing work shall be installed in accordance with this Scope of Work Outline, the Roofing Manufacturer's installation requirements and Building Code requirements. In the event that the Manufacturer's installation requirements or the Building Code requirements exceed that of these specifications or if a conflict or discrepancy is found to exist between these, it shall be the intent of the these specifications that the more stringent requirement shall govern.
- D) Any defective Work, regardless of cause, shall be removed and replaced in accordance with this Scope of Work Outline.

3.05 Deviations/Changes/Alterations/Deletions:

Any Deviations/Changes/Alterations/Deletions of these written documents in the bidding process will disqualify the bidder. Any conditions found during the construction process requiring a change to these written documents will be in the form of a written change order and agreed to by all parties by signature.

Part 4

Technical Specifications and Scope of Work

4.01 General Description of Work:

The entire roof area is to be replaced per GAF Specification #**TRBRI60** or equal. The Work generally consists of the following:

- A) The existing **Fibertite** membrane and related flashings are to be removed as

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specified herein.

B) All damaged or otherwise un-fit existing nailers shall be replaced where discovered. Nailers should be examined for attachment and enhanced where required. Follow RAS111 for all wood components.

C) Install one layer of 1/2" HD Isocyanurate Cover Board (ASTM C-1289) mechanically attached with Drill-Tec #15 XHD Fasteners & RhinoBond Plates. Fasteners shall be applied in the following manner:

Field: eight (8) fasteners per 4'x8' board.

Perimeter: fifteen (15) fasteners per 4'x8' board.

Corners: twenty (20) fasteners per 4'x8' board.

D) Install 60 mil (ASTM D-6878) TPO membrane welded to the RhinoBond plates with RhinoBond portable bonding tool. Weighted cooling magnets are placed over the bonded membrane/plates for a minimum of 45 seconds.

E) Install 60 mil (ASTM D-6878) flashing membrane where applicable with Bonding Adhesive at a rate of 60 s.f./gallon. Adhesive is applied to both the substrate surface and the underside of the membrane. Substrate surface shall be 1/2" HD Isocyanurate Cover Board (ASTM C-1289)

F) All manufacturers system accessories shall be used where applicable.

4.02 Preparatory Work - Removal of Existing membrane and flashings:

Carefully, remove all existing Fibertite membrane and related flashings. All removed roofing and other construction debris shall be periodically removed from the site and shall be legally disposed of.

4.03 Preparatory Work - Cleaning:

After all roofing has been removed and any other necessary component repairs have been completed and prior to installation of any insulation board: All surfaces shall be cleaned of saw dust, loose fasteners, debris, trash, etc.

4.04 Daily Replacement Quantities:

No more roofing or other components shall be removed on any given day than can

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be replaced on the same day and rendered watertight. Install temporary 'dry-in' and water cut-offs at the end of each day's work, anywhere moisture could enter the roof assembly or building. Water cut offs must be installed between the new and existing roofing to eliminate any water migration from the existing roof. Remove temporary 'dry-in' or water cut-offs prior to resuming the Work.

4.05 Mechanical Equipment/Mechanical curbs:

A/C units will not be removed nor curb height raised. Flash all curbs per manufacturers requirements. Shim all oversized existing metal units with pressure treated lumber. Skirt flash all curbs with .040 mil finish aluminum. Skirt flash A/C unit with 24 gauge painted galvanized.

4.06 Insulation:

As outlined in 4.01 C. It is the contractors responsibility to verify all measurements; refer to 1.17, Responsibilities for Measurements and Quantities.

4.07 Field and Flashing Membrane:

As outlined in 4.01 D & E.

4.08 Condensation Piping:

Condensation piping shall be removed by the roofing contractor as needed during roof removal and replacement. Contractor shall reinstall the condensate lines, elevated from the roof with OMG Low Profile (mini) Pipe Guards or equal and be located on TPO slip sheets welded to the TPO membrane and attached with one inch welded strips of TPO.

4.09 Perimeter Flashings:

.050 aluminum with .060 continuous cleat. Metal shall cover nailer bottom a minimum one inch. Metal shall be as existing with exception as being one piece instead of two. Use bond breaker between aluminum and galvanized. At metal tie-in, new aluminum face will be a minimum one inch longer than existing galvanized to cover the bottom of the nailer.

Interior parapet wall shall be terminated between the Fibertite on the main roof and the new TPO on the Science Lab in the following manner:

Install manufacturers water-block between the overlap of TPO over the Fibertite.

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Stagger nail the aluminum perimeter metal and flash with TPO.

4.10 Soil Risers:

All soil risers shall be elevated to a minimum eight inches above the finished roof surface. Flashing detail shall be with the manufacturers pre-molded Vent Boot which should be installed the same day as the field membrane.

4.11 Drains:

Drains shall be GAF TPO coated Speed Tite or equal.

4.12 Other Flashings, Other Roof Details:

Any other flashings or other roof details not specified herein shall be replaced in kind and or shall be flashed and/or detailed in a manner acceptable to the manufacturer. Finish all penetration flashings the same day as field installation as to provide a water tight detail. Do not temp any detail with caulking unless impeding inclement weather dictates. Ensure all detail areas are cleaned with the manufacturers TPO Cleaner per the manufacturers requirements prior to welding.

4.13 Membrane Protection:

Install manufacturers Yellow walk pads per manufacturers written documentation at all service side of air conditioning units. Pads need to be placed 6" away from seam welds and 6" from each other for drainage.

4.14 Sheet Metal Colors: GAF or PAC Clad Medium Bronze or any manufacturers equal color.

4.15 Protection of Finished Roof Surfaces:

The Contractor shall protect all finished new roof surfaces and other existing roof surfaces from damage resulting from his work or negligent acts by the Contractor's Employees, Sub-Contractors, Suppliers and Agents.

4.16 Adjusting and Cleaning:

Upon completion of the Work, the contractor shall schedule a final inspection with the Consultant. Repairs, corrections and adjustments shall be made to all components, surfaces, joints, etc. found to be deficient. Immediately upon completion of the Work, the buildings, grounds, walks and drives shall be cleaned

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of any remaining debris related to the Work and rendered to the same or better condition than was found prior to the start of the Work.

4.17 Payment:

Submit all pay requests to rkough@rasfl.com for approval.

4.18 Post Construction Evaluation:

An impedance test of the entire roof will be performed upon completion. Any elevated impedance shall be cored by the roofing contractor to validate latent moisture content. Any area found to contain latent moisture shall be removed and replaced.

4.19 Retainage:

A ten (10) percent retainage will be held until all punch items are satisfactorily completed and all warranties are in the owners' possession.

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Bid Form

1. Lineal foot unit cost for 2" x 4" p.t. nailers. _____
2. Lineal foot unit cost for 2" x 6" p.t. nailers. _____
3. Lineal foot unit cost for 2" x 8" p.t. nailers. _____
4. Square foot cost for 3" LWIC replacement. _____
5. Sq. ft. unit price for vented deck replacement, coated G90,
conforming to ASTM A 525 of min 22 ga. _____
6. T&M for any items not identified in items 1-5. _____
7. Earliest possible start date. _____
8. Estimated time from start to completion. _____

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YEARLING MIDDLE SCHOOL F.I.S.H. MAP



BUILDING 1



