



**CITY OF FAIRHOPE  
INVITATION TO BID**

**SEALED BIDS** will be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope's City Services and Public Utilities Building located at, 555 South Section St. Fairhope, Alabama, until 10:00 A.M. Tuesday, April 25, 2023, and then publicly opened thereafter, for furnishing all labor and materials, and performing all work required by the City of Fairhope and described as follows:

**Bid Number 23-022-2023-PWI-010  
Repair and Replacement of Modified Bituminous and Gravel Roof  
Public Works Project No. 2023 PWI-010**

The City of Fairhope is requesting responses from qualified contractors to repair and replace the existing modified bituminous and gravel roof system with a new Thermoplastic Polyolefin (TPO) roof on the City Hall/Civic Center Complex located at 161 North Section Street, Fairhope, Alabama. This aging roof system is at the end of its service life and water intrusion has become a persistent maintenance issue.

Bid documents will be posted on the City of Fairhope Website: [www.FairhopeAL.gov](http://www.FairhopeAL.gov) or a copy may be obtained by e-mailing: [Purchasing@FairhopeAL.gov](mailto:Purchasing@FairhopeAL.gov). Specifications are on file and may be seen in the Purchasing Department of the City of Fairhope, Alabama, 555 S. Section Street. Prior to opening, Bid packages may be picked up at that location during normal operation, between 7:00 am and 4:00 pm local time.

Questions or comments pertaining to this bid must be presented in writing, sent as e-mail to the attention of the Purchasing Manager, Erin Wolfe, 555 South Section St., Fairhope, AL 36532, e-mail: [Purchasing@FairhopeAL.gov](mailto:Purchasing@FairhopeAL.gov), by Monday, April 17, 2023, at 11:00 A.M. or will be forever waived.

There will be a **MANDATORY** pre-bid meeting on Thursday, April 13, 2023, at 10:00 A.M. at the Delchamps Room, City of Fairhope Civic Center, located at 161 North Section Street, Fairhope, AL.

The City of Fairhope is an Equal Opportunity Employer and requires that all **BIDDERS** comply with the Equal Employment Opportunity laws and the provisions of the CONTRACT Documents in this regard. The **CITY** also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

All bids must be on blank bid forms provided in the Bid Documents. All bids, with their guarantee (when required), must be enclosed in a sealed, opaque envelope, clearly identified on the outside as a "**Sealed Bid**" with **Item Name, Bid Number, City of Fairhope's Name and Address and CONTRACTOR's Name and Address**. Each bid must be in a separate envelope. Bids made out in pencil will not be accepted. Failure to observe the instructions contained herein will constitute grounds for rejection of your bid. The **City** reserves the right to accept or reject all bids or any portion thereof, and to waive informalities and to furnish any item of material or work to change the amount of the CONTRACT, whichever is in the best interest of the City of Fairhope.

No bids will be considered unless the **CONTRACTOR**, whether resident or non-resident of Alabama, is properly qualified to submit a proposal for this type of work in accordance with all applicable laws of the State of Alabama. Where applicable, this shall include evidence of holding a current license from the State Licensing board for General BIDDERS, Montgomery, Alabama, as required by Chapter 8 of Title 34, of the Code of Alabama, 1975. In addition, the Awarded Vendor, if non-resident of the State, and if a corporation, shall show evidence of having qualified with the Secretary of State to do business in the State of Alabama. **CONTRACTOR** must have a current business license or purchase a business license with the City of Fairhope prior to work performed. No bids shall be withdrawn for the period of thirty (30) days subsequent to the opening of proposals without the consent of the City of Fairhope, Baldwin County, Alabama. Once completed, a tabulation of the responsive and responsible bids will be available for public viewing by visiting the following web address: [www.FairhopeAL.gov](http://www.FairhopeAL.gov).



**INVITATION TO BID  
NO. 23-022-2023-PWI-010  
PROJECT NO. 2023 PWI-010  
REPAIR AND REPLACEMENT OF  
MODIFIED BITUMINOUS AND GRAVEL ROOF**

**CITY OF FAIRHOPE  
SHERRY SULLIVAN, MAYOR**

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**ITEM I  
INVITATION AND INSTRUCTIONS TO BIDDERS**

**1.00 BID INVITATION**

Notice is hereby given that the **City of Fairhope** (“**CITY**”) will receive bids on the project described herein. Qualified **BIDDERS** are invited to bid on this CONTRACT.

**1.01 BID NO.:** 23-022-2023-PWI-010  
**NAME:** Repair and Replacement of Modified Bituminous and Gravel Roof  
**LOCATION:** City of Fairhope  
City Hall/Civic Center Complex  
161 North Section Street  
Fairhope, AL 36532

**1.02 SUMMARY**

The City of Fairhope is requesting responses from qualified contractors to repair and replace the existing modified bituminous and gravel roof system with a new Thermoplastic Polyolefin (TPO) roof on the City Hall/Civic Center Complex located at 161 North Section Street, Fairhope, Alabama. This aging roof system is at the end of its service life and water intrusion has become a persistent maintenance issue.

**1.03 BID DEADLINE**

Bids will be received until **10:00 A.M. local time, Tuesday, April 25, 2023**, at the City Services and Public Utilities Building, 555 South Section St., Fairhope, Alabama, and publicly opened shortly thereafter.

**1.04 AVAILABILITY OF DOCUMENTS**

Bid Documents may be obtained on the City’s website at [www.FairhopeAL.gov/departments/purchasing/bids](http://www.FairhopeAL.gov/departments/purchasing/bids) or at the City Services and Public Utilities Building, 555 South Section Street., Fairhope, Alabama. One set of Bid Documents can be obtained free of charge.

**1.05 INQUIRIES**

Questions or comments pertaining to this bid must be presented in writing, sent as e-mail to the attention of the Purchasing Manager, Erin Wolfe, 555 South Section St., Fairhope, AL 36532, e-mail: [Purchasing@FairhopeAL.gov](mailto:Purchasing@FairhopeAL.gov), by Monday, April 17, 2023, at 11:00 A.M. or will be forever waived.

**1.06 SITE EXAMINATION**

There will be a **MANDATORY** pre-bid meeting on Thursday, April 13, 2023, at 10:00 A.M. at the Delchamps Room, City of Fairhope Civic Center, located at 161 North Section Street, Fairhope, AL. This mandatory pre-bid meeting will serve as an opportunity for potential bidders to engage project stakeholders, review plans and ask questions.

The City of Fairhope will not furnish any labor, material, or supplies unless specifically stated in the CONTRACT Documents. **BIDDERS** must be properly licensed to perform the work as outlined in the Scope of Work. Awarded Vendor must have a current business license or purchase a business license with the City of Fairhope prior to bid being awarded.

Except for CONTRACTS funded in whole or in part by funds received from a federal agency, preference shall be given to resident **BIDDERS** on the same basis as the nonresident **BIDDERS** state awards CONTRACT to Alabama **BIDDERS** bidding under similar circumstances. Therefore, non-resident **BIDDERS** shall submit with their bid a written opinion of an attorney at law licensed to practice law in the non-resident **BIDDERS** state of domicile as to preferences granted by that state to entities doing business in that state when letting public contracts.

#### 1.07 **BID SECURITY**

Bids shall be accompanied by a Bid Security equal to 5% (percent) of the bid price, but in no event more than \$10,000.00. Bid Security shall be in the form of a Bid Bond or a cashier's check payable to The City of Fairhope. No Bid Security is required on bids less than \$10,000.00.

#### 1.08 **PERFORMANCE ASSURANCE AND INSURANCE**

The **BIDDER** to whom award is made shall provide a Performance Bond equal to 100% of the CONTRACT Amount and a Labor and Material Bond equal to 50% of the CONTRACT amount.

The accepted **BIDDER** shall also provide insurance as required in ITEM V.

#### 1.09 **DURATION OF OFFER**

Bids may be withdrawn in written or telegraphic request received from **BIDDER** prior to the time fixed for opening. No bid shall be withdrawn for a period of thirty (30) days subsequent to the opening of bids without the consent of the City Council of the City of Fairhope.

#### 1.10 **EQUAL OPPORTUNITY**

The City of Fairhope is an Equal Opportunity Employer and requires that all **BIDDERS** comply with the Equal Employment Opportunity laws and the provisions of the CONTRACT Documents in this regard. The City of Fairhope also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

#### 1.11 **BID SUBMISSION AND PREPARATION**

Sealed Bids, signed, executed, and dated, will be received by the City of Fairhope as noted in section 1.03 above. Submit one copy of the executed offer on the Bid Form provided, signed, and with the required Bid Security. **The bid shall be enclosed in a sealed opaque envelope approximately 9x12 inches or larger, clearly identified on the outside as a SEALED BID with the BID NAME, BID NUMBER, CITY'S NAME AND ADDRESS, CONTRACTOR'S NAME AND ADDRESS.**

Forms furnished, or copies thereof, shall be used, and strict compliance with the requirements of the invitation, these instructions, and the instructions printed on the forms is necessary. Special care should be exercised in the preparation of bids. **BIDDERS** must make their own estimates of the facilities and difficulties attending the performance of the proposed CONTRACT, including local conditions, uncertainty of weather, and all other contingencies. All designations and prices shall be fully and clearly set forth. The proper space in the bid and guaranty forms shall be suitably filled in.

Fill in all blanks on the bid form with non-erasable ink or type. Erasers or other changes must be explained or noted over the signature of the **BIDDER**.

The Bid Form may have a Contingency Allowance listed. Add this amount to the Base Bid to derive the Total Bid. The Contingency Allowance covers unforeseen conditions and shall not be used by the **BIDDER** without the written authorization of the **CITY**. At the conclusion of the project, the unused portion of the Contingency Allowance shall revert to the **CITY**.

Each bid must give the full business address of the **BIDDER** and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the **CITY** satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

Each project will be bid separately unless otherwise expressly requested in the CONTRACT document. Combination bids, that is bids on separate projects lumped together as a single bid or on all or none basis, will not be accepted unless the CONTRACT document expressly requests or permits same.

1.12 **BID INELIGIBILITY**

Bids that contain irregularities of any kind may be declared unacceptable at the discretion of the **CITY**. The **CITY** may waive any irregularities and may reject any or all bids. Bids received after the deadline will be returned to the **BIDDER** unopened.

1.13 **CONTRACT TIME**

The **BIDDER** agrees to repair and replace the existing modified bituminous and gravel roof system with a new Thermoplastic Polyolefin (TPO) roof on the City Hall/Civic Center Complex, in sixty (60) calendar days allowed for work, no exceptions for holidays, following a 15-day Notice to Proceed Period.

1.14 **INQUIRIES/ADDENDA**

**All Addenda are part of the CONTRACT Documents.** Include resultant costs in the Bid. Addenda will be issued by E-MAIL and posted on the City's website: [www.FairhopeAL.gov](http://www.FairhopeAL.gov). It is the responsibility of the **BIDDER** to verify that all Addenda have been received.

Questions or comments pertaining to this bid must be presented in writing, sent via email [Purchasing@FairhopeAL.gov](mailto:Purchasing@FairhopeAL.gov) by Monday, April 17, 2023, at 11:00 A.M. or will be forever waived.

1.16 **BID ACCEPTANCE**

Bid with lowest Total Bid amount from a responsive and responsible **BIDDER** may be accepted if within the **CONTRACT** Budget. In the event that alternates are listed on the Bid Form, the lowest combination of Total Bid and Alternate Bids accepted by the **CITY** shall be the accepted bid. Alternates shall be awarded in the order in which they are listed on the Bid Form.

1.17 **BIDDERS INTERESTED IN MORE THAN ONE BID**

If more than one bid is offered by any one party, by or in a name of his clerk, partner, corporation in which he has a substantial interest, or in which he is an officer, or other person, all such bids may be rejected. A party who has quoted prices on materials to a **BIDDER** is not thereby disqualified from quoting prices to other **BIDDERS** or from submitting a bid directly for the materials or work. The **CITY** reserves the right to determine in its discretion whether the provisions of this clause have been violated by any **BIDDER**.

1.18 **ERRORS IN BIDS**

**BIDDERS** or their authorized agents are expected to examine the maps, drawings, specifications and all other instructions pertaining to the work, which will be open to their inspection. Failure to do so will be at the **BIDDER'S** own risk. In case of error, in the extension of prices, the unit price will govern.

1.19 **CONTRACT AND BOND**

The **BIDDER** to whom award is made must, when requested, enter into written **CONTRACT** on the standard form as set out herein, with satisfactory security in the amount required, within the period specified, or, if no period be specified, within 15 days after the required forms are presented to him for signature.

1.21 **COLLUSION**

If there is any reason for believing that collusion exists among the **BIDDERS** any or all bids may be rejected, and those participating in such collusion may be barred from submitting bids on the same or other work with the **CITY**.

1.22 **SUBLETTING OR ASSIGNING OF CONTRACT**

Limitations: The **CONTRACTOR** shall not sublet, assign, transfer, convey, sell, or otherwise dispose of any portion of the **CONTRACT**, his right, title or interest therein, or his power to execute such **CONTRACT**, to any person, firm or corporation without written consent of the **CITY**, and such written consent shall not be construed to relieve the **BIDDER** of any responsibility for the fulfillment of the **CONTRACT**. Unless otherwise stipulated in the proposal or special provisions, the **BIDDER** shall

perform with his own organization, and with the assistance of workmen under his immediate superintendence and reported on his payroll, all CONTRACT work of a value not less than 50 percent of the total CONTRACT amount, except that any items designated in the CONTRACT as "Specialty Items" so performed by SUB-CONTRACT may be deducted from the total CONTRACT amount before computing the amount of work required to be performed by the **BIDDER** with his own organization.

**SUB-CONTRACTOR'S Status:**

A **SUB-CONTRACTOR** shall be recognized only in the capacity of an employee or agent of the **CONTRACTOR** and the **CONTRACTOR** will be responsible to the **CITY** for all of the **SUB-CONTRACTOR's** work, including failures or omissions; and his removal may be required by the Project Manager, as in the case of an employee.

1.23 **PROSECUTION OF WORK**

The **BIDDER** shall prosecute the work continuously and diligently in the order and manner set out in his schedule as approved by the **CITY**. He shall provide sufficient satisfactory materials, labor, and equipment to ensure that the work will be completed in a satisfactory manner within the time specified in the CONTRACT.

Should the **BIDDERS** fail to maintain a satisfactory rate of progress, the **CITY** may require that additional forces and/or equipment be placed on the work to bring the project up to schedule and maintain it at that level.

Should the **BIDDER** fail to furnish sufficient satisfactory equipment and/or labor for maintaining the quality and progress of the work at satisfactory level, the **CITY** may withhold all estimates that may become due until satisfactory quality and progress are maintained; or the CONTRACT may be annulled.

**ITEM II  
SCOPE OF WORK**

**Bid No. 23-022-2023-PWI-010**

**Project No. 2023 PWI-010**

**Repair and Replacement of Modified Bituminous and Gravel Roof**

**REPAIR and REPLACEMENT OF EXISTING ROOF BID:**

The City of Fairhope is requesting responses to repair and replace the existing modified bituminous and gravel roof system with a new Thermoplastic Polyolefin (TPO) roof on the City Hall/Civic Center Complex located at 161 North Section Street, Fairhope, Alabama. This aging roof system is at the end of its service life and water intrusion has become a persistent maintenance issue.

**Modified Bituminous Roof**

The roof over the occupied spaces is Mod Bit, 3-ply modified bitumen hot mopped to an asphalt coated base sheet that is mechanically fastened to a gypsum deck. There are ponding locations and repairs in the Field, some mineral loss, and craze cracking is present throughout. There is also a large amount of deteriorated decking in wet locations. The gypsum decking shall be removed in wet locations (as identified in the plans) and replaced with B-Deck and built up with ISO to match original roof deck thickness. The entire field shall be slip sheeted, installed with a 60 mil TPO membrane, and installed with all flashings, curbing, walk pads, parapet wall treatments and all other appurtenances necessary for a sealed roof envelope. There is ± 47,854 square feet of Mod Bit roof area with ± 13,560 square feet (28.33%) of deck replacement/repair.

**Gravel Roof**

This roof system is over the covered walkway on the north side of the complex. It is tiered roof system with multiple terraces. Work shall entail the cleaning of all loose debris from the field, repair of flashings, preparation of the deck, installation of 3/8" fanfold Roofing Underlayment, slip sheeting, installed with a 60 mil TPO membrane, in addition with all flashings, curbing, walk pads, parapet wall treatments and all other appurtenances necessary for a sealed roof envelope. There is ± 11,790 square feet of gravel roof area to be repaired/replaced.

Included in the contract documents is a Moisture Survey produced by LA Research and Engineering, dated April 7, 2022. This report is the basis for determining the quantities of wet gypsum decking to be removed and replaced. It is to serve as a reference document in the preparation of the bid response. The respondent shall submit a lump sum price to completely repair and replace the roof to current code standards and the enclosed plans and specifications. The lump sum price should include all material, equipment, tools, labor, and incidentals to deliver a complete "turnkey" replaced roof system. In addition, a unit price shall be provided as a schedule of value for the gypsum decking repair based on a square foot cost. 13,560 SF of repair area shall be included in the "Lump Sum" base bid. The final project cost shall be adjusted, more or less, based on the amount of decking actually replaced.

**SCOPE OF WORK:**

Work shall include, but not be limited to the following:

- Cut out and remove wet gypsum decking (all areas to be cut out to be preapproved by City prior to demo)
- Damaged decking areas – install 22-gauge B-Deck (galvanized)
- Damaged decking areas – build up roof above B-Deck with ISO to a thickness to match existing roof
- Gravel Roof - removal of all loose materials and preparation of the existing roof surface



- Gravel Roof – mechanical installation of fan-fold insulation over remaining Gravel BUR Roof
- Installation of 6-mil slip sheet over entire roof (Gravel and Gypsum)
- Installation of 60-mil TPO Membrane over entire roof (Gravel and Gypsum)
- Installation of all flashings, curbing, walk pads, parapet wall treatments and all other appurtenances necessary for a sealed roof envelope
- Install curb/pitch pans for all vents and penetrations
- Removal and decking over of abandoned curbs - multiple
- Gravel Roof – replacement/repair of all missing, damaged or degraded metal edging
- Replacement and/or tightening of all loose, backed out or missing fasteners – flashing, parapet walls, edge metal, gutters, etc.
- Application of caulking/sealant at all seams, junctions and exposed locations per industry standards and manufactures specifications
- Clean, Haul and Dispose of all job-related debris
- Provide 5-year workmanship warranty
- Provide 15-year material warranty on TPO Roof System
- This project is located in the City of Fairhope Fire District

**CRITICAL TIMELINES:**

- 15-day Notice to Proceed Period
- 60 Calendar Days allowed for work (no exceptions for holidays)

**GENERAL NOTES:**

1. Contractor will be required to be Licensed, Bonded, and Insured. Documents will be required at time of bid/quote acceptance and issuance of purchase order.
2. Work must be completed 60 calendar days from the end of "Notice to Proceed" period.
3. Enclosed scope of work, descriptions, quantities, etc. are "good faith" estimates only. Prior to submitting quotations Contractor should field measure and verify all quantities.
4. Quotes will be treated and considered as "lump sum" bids for all described work.
5. Only two pay requests will be accepted: 30 day and upon final acceptance of work.
6. Job quoted is subject to the GENERAL CONDITIONS, SPECIAL PROVISIONS and SUPPLEMENTAL SPECIFICATIONS as attached.
7. Questions, inquiries and requests for clarification should be directed to Richard D. Johnson, PE; Director of Public Works: Phone - (251) 928-8003; or by Email [richard.johnson@fairhopeal.gov](mailto:richard.johnson@fairhopeal.gov)
8. Quotes must be received by 10:00 A.M. - Tuesday, April 25, 2023, at the Purchasing Department; 555 South Section Street; Fairhope, AL 36532

## **Project Material Specifications**

### 1. Brand Name or Equivalent:

The following Material Specifications shall be interpreted as a minimum standard of quality and all be associated with or equivalent. Brand Name or Equivalent Specification means a specification limited to one or more items by manufacturers' names or model numbers to describe the standard of quality, performance, and other salient characteristics needed to meet the City requirements, and which provides for the submission of equivalent products. If the Contractor opts to propose an equivalent brand, product, material or source outside this specification, then a submittal will be required.

A submittal refers to the written and/or physical information provided by a responsible contractor (i.e., contractors and subs) to the general contractor. This information is submitted to the Project Manager for approval of equipment, materials, etc. before they are fabricated and delivered to the project. Submittals can be presented in various formats, such as shop drawings, cut sheets on equipment, and material samples. Submittals are required primarily for the design team to verify that the correct products and quantities will be installed on the project in compliance with the design documents/contract documents.

### 2. Submittals:

Submittals are mandatory for all items specified that the Contractor is asserting is "equivalent". Submittals shall be submitted electronically to Richard D. Johnson, PE, Project Manager, at [richard.johnson@fairhopeal.gov](mailto:richard.johnson@fairhopeal.gov) – submittals will be reviewed and either approved, denied or requested for more information within three working days. For items used that meet exact specifications, contractor shall retain all invoices, packing slips, spec sheets, cut sheets and receipts to provide copies monthly, upon request and/or at project closeout in the form of a material/product spec/warranty/user's manual three-ring binder.

### 3. The Roofing Contractor awarded the bid shall be required to submit a workplan along with the executed contract. This workplan shall include all details for the proposed roof system to be installed. Including, all provisions listed in this document. The cost of preparing the workplan shall be a subsidiary obligation of the lump sum bid price.

### 4. Material Specifications:

#### a. B-deck:

- i. 36" coverage
- ii. 1.5" rib
- iii. 22 ga. (Design Thickness 0.0295")
- iv. G40 galvanized
- v. Fasteners – Per manufacturer's specifications (submittal required)

#### b. Polyiso Insulation:

- i. GAF EnergyGuard™ Polyiso Insulation
- ii. Thickness: as required by roof repair buildup
- iii. Fasteners: GAF Drill-Tec™ with Plates – Per manufacturer's specifications (submittal required with proposed fastener pattern)

#### c. Slip Sheet:

- i. GAF VersaShield® Solo™ Fire-Resistant Slip Sheet
- ii. UL Class A Fire Rating
- iii. Install per manufacturer's specifications (submittal required)

#### d. TPO:

- i. GAF EverGuard® TPO
- ii. 60 mil Membrane
- iii. Installation (Response shall state, submittal required) - per manufacturer's specifications
  1. Mechanically Attached Application
  2. RhinoBond® Application
  3. Adhered Application

#### e. Fanfold Roofing Underlayment:

- i. R-Tech FF (Fanfold) by Insulfoam
- ii. 3/8" Thickness
- iii. meets or exceeds the requirements of ASTM C578
- iv. Install per manufacturer's specifications (submittal required)

### 5. Manufacturer's Specifications – Roof System Installations shall be in full compliance with GAF's Roofing System Overview & General Requirements Manual and all other manufacturer's terms and conditions.

**ITEM III  
 BID RESPONSE FORM**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Bid No: 23-022-2023-PW-010 Repair and Replacement of Modified Bituminous and Gravel Roof

Bids Due: Tuesday, April 25, 2023, 10:00 A.M.

Description	Lump Sum Cost
Repair and Replacement of Modified Bituminous and Gravel Roof Lump Sum Bid:	
Description	Cost Per Square Foot
Schedule of Values Gypsum Decking Repair (Bid Cost Per Square Foot)	

TPO Membrane Installation System Proposed:

Mechanically Attached

RhinoBond®

Adhered (Glued)

Bid will include all labor, materials, equipment, shipping and postage, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this CONTRACT and scope of work.

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (CONTRACTOR to complete below):

ADDENDUM NO.	DATE ISSUED	ADDENDUM NO.	DATE ISSUED
_____	_____	_____	_____
_____	_____	_____	_____

Each bid must give the full business address of the CONTRACTOR and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications. The undersigned also affirms he/she has not been in any CONTRACT or collusion among BIDDERS or prospective BIDDERS in restraint of freedom of competition, by CONTRACT to bid at a fixed price or to refrain from bidding or otherwise.

Witness our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**If Individual or Partnership**

\_\_\_\_\_  
(Name of Individual or Partnership)

\_\_\_\_\_  
(Name of Partner Print)

\_\_\_\_\_  
(Name of Representative Authorized to sign Bids and CONTRACTs for the firm Print)

\_\_\_\_\_  
(Name of Partner Print)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

E-mail address \_\_\_\_\_ Alabama Contractor's License No. \_\_\_\_\_

Foreign Entity ID (if outside of Alabama) \_\_\_\_\_

**If Corporation or LLC**

Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_

Company Representative \_\_\_\_\_  
( Representative Authorized to sign Bids and CONTRACTs for the firm Print)

Company Representative \_\_\_\_\_  
( Representative Authorized to sign Bids and CONTRACTs for the firm Signature)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number(\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_ AL Contractor's License No. \_\_\_\_\_

Foreign Vendor Id \_\_\_\_\_

**BID PROPOSAL NOTARIZATION:**

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

I, the undersigned authority in and for said State and County, hereby certify that \_\_\_\_\_,  
as \_\_\_\_\_ respectively, of \_\_\_\_\_, whose name is signed to  
the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents  
of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_

**ITEM IV  
CONTRACTOR INFORMATION**

*This Section must be printed, completed, and turned in with your bid response to*

**Bid No. 23-022-2023-PWI-010**  
**Project No. 2023 PWI-010**  
**Repair and Replacement of Modified Bituminous and Gravel Roof**

**Business Organization**

**Name of CONTRACTOR** (exactly as it appears on W-9):

\_\_\_\_\_

Doing-Business-As Name of CONTRACTOR:

\_\_\_\_\_

Principal Office Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCAL** Telephone Number:

\_\_\_\_\_

Toll- Free

\_\_\_\_\_

**LOCAL** Fax Number:

\_\_\_\_\_

Email address:

\_\_\_\_\_

Website:

\_\_\_\_\_

**Form of Business Entity** [check one ("X")]

Corporation

\_\_\_\_\_

Partnership

\_\_\_\_\_

Individual

\_\_\_\_\_

Joint Venture

\_\_\_\_\_

Other (describe):

\_\_\_\_\_

**Corporation Statement**

If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

Location of incorporation: \_\_\_\_\_

The corporation is held: Publicly \_\_\_

Privately \_\_\_

**Partnership Statement**

If a partnership, answer the following:

Date of organization: \_\_\_\_\_

Location of organization: \_\_\_\_\_

The partnership is: General \_\_\_

Limited \_\_\_

**Joint Venture Statement**

If a Joint Venture, answer the following:

Date of organization: \_\_\_\_\_

Location of organization: \_\_\_\_\_

JV CONTRACT recorded? Yes \_\_\_ No \_\_\_

Contact: \_\_\_\_\_ Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**END OF CONTRACTOR INFORMATION SECTION**

**ITEM V  
INSURANCE**

**3.0 INSURANCE REQUIREMENTS**

Awarded **CONTRACTOR**, at its sole expense, shall obtain and maintain in full force the following insurance to protect the **CONTRACTOR** and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as an additional insured under the **CONTRACTOR'S** general liability insurance and automobile liability insurance policies, and all other applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the awarded **CONTRACTOR**.

3.01 All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the City. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the City for prior approval.

3.02 **NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY.**

3.03 **Worker's Compensation and Employers Liability**

Part One: Statutory Benefits as required by the State of Alabama

Part Two: Employers Liability                             \$100,000 Each Accident  
  \$100,000 Each Employee  
  \$500,000 Policy Limit

3.04 **U.S. Longshoreman & Harbor workers Act (USL&H)-**  
Required if CONTRACT involves work near a navigable Waterway that may be subject to the USL&H law.

3.05 **Maritime Endorsement (Jones Act)-**  
Endorsement required if CONTRACT involves the use of a Vessel. Or include coverage for "Master or Members or Crew" under "Protection and Indemnity" coverage (P&I), unless crew is covered under Workers Compensation.

Bodily injury by accident                             \$1,000,000 Each Accident  
Bodily injury by disease                                \$1,000,000 Aggregate

3.06 **Commercial General Liability**  
Coverage on an Occurrence form with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each Occurrence   \$1,000,000  
Personal and Advertising Injury                     \$1,000,000  
Products/Completed Operation Aggregate         \$2,000,000  
General Aggregate                                       \$2,000,000

Coverage to include:

- Premises and operations
- Personal Injury and Advertising Injury
- Products/Completed Operations
- Independent BIDDERS
- Blanket Contractual Liability
- Explosion, Collapse and Underground hazards
- Broad Form Property Damage
- Railroad Protective Liability Insurance if work involves construction, demolition or maintenance operations on or within 50 feet of a railroad.

3.07 **Automobile Liability**

Covering all Owned, Non-Owned, and Hired vehicles with a limit of no less than \$1,000,000 combined single limit of Bodily Injury and property damage per occurrence.

3.08 **Certificate of Insurance**

**A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the City PRIOR to commencement of any work on the CONTRACT. Each policy shall be endorsed to provide ten (10) days written notice of cancellation to the CITY**

Such insurance as is afforded by the above policies covers the operations undertaken by the insured with respect to the construction of the project above designated. The insurance afforded by the above designated policies, specimen copies of which have been filed with the **CITY**, and to each of which is attached for following endorsement.

The insurer agrees with the insured as follows:

1. That it will furnish to said City of Fairhope a certificate of insurance in triplicate on a form approved for such purpose by said **CITY**, setting forth the pertinent information regarding the policy to which this endorsement is attached, for each project of said **CITY** to which the policy applies.
2. That it will attach to each said certificate of insurance executed copies of any endorsement other than this endorsement which are attached to said policy at the time said policy is issued, provided only that said endorsements affect the coverage of said policy in respect of operations involved in the construction of the projects of said **CITY** to which the policy applies.
3. That it will mail to the City Council of the City of Fairhope three executed copies of each endorsement subsequently issued to become a part of said policy provided only that endorsement affects the coverages of said policy in respect of operations involved in the construction of the project of said **CITY** which the policy applies, and provided further that such endorsement shall not be effective unless such notice is given to the **CITY** at the same time that notice thereof is given to the insured.
4. That it will mail to the City Council of the **CITY** of Fairhope at least ten days before the effective date thereof notice of cancellation of said policy, provided no cancellation shall be effective unless such notice is given to the **CITY**.

**END OF INSURANCE REQUIREMENTS**

ITEM VI



City of Fairhope  
CONTRACT

This **CONTRACT** is made this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by and between the City of Fairhope (hereinafter referred to as the "**OWNER**") and \_\_\_\_\_ (hereinafter referred to as the "**CONTRACTOR**"), for

**Bid Number/Name**

The **OWNER** and the **CONTRACTOR** agree as set forth below:

1. The **CONTRACT** consists of all the items contained within this **CONTRACT**, The Proposal Package, Proposal, Scope of Work and Specifications, drawings (if applicable), Addenda, Amendments, and City of Fairhope Standard Terms and Conditions, which are attached hereto and made a part hereof, as if fully contained herein; for the performance of all work and the furnishing of all labor and materials required for completion of the **WORK**.
2. The **CONTRACTOR** shall perform all the **WORK** described herein.
3. The **WORK** to be performed under this **CONTRACT** shall be commenced upon execution of this **CONTRACT** within number (DAYS) days of the date specified in the *Notice to Proceed* (NTP) to be issued to the **CONTRACTOR** by the **OWNER**, or its authorized representative. The work shall be completed, subject to authorized adjustments, within (DAYS) consecutive calendar days from and after the commencement date stipulated in said *Notice to Proceed*. Liquidated damages for non-completion of the work within this time limit will be assessed at the rate of (DOLLARS) per working day.
4. The **OWNER** shall pay the **CONTRACTOR** in current funds for the performance of the **WORK**, the **CONTRACT SUM** of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_). This represents a **LUMP SUM** payment for performance of the **WORK**, which payment shall be issued after the Contract is fully performed and the **OWNER** has inspected the **WORK**.
5. **General Conditions**
  - a. **Indemnity:** The **CONTRACTOR** hereby agrees to indemnify and save harmless the **OWNER**, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorneys' fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this **CONTRACT**, to the extent caused by a negligent act or omission of the **CONTRACTOR**, their agents, servants, employees, **SUB-CONTRACTORS**, or others associated with the **CONTRACTOR**. The **CONTRACTOR** shall be responsible for damage to any elevator equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, to the extent that the damage or injury is caused by a negligent act or omission of the **CONTRACTOR**.
  - b. **Notification and Accident Reports:** In the event of accidents of any kind, the **CONTRACTOR** shall notify the **OWNER** immediately and furnish, without delay, copies of all such accident reports to the **OWNER**. If in the performance of their Work, the **CONTRACTOR** fails to immediately report an accident to the **OWNER**, of which the **CONTRACTOR** has knowledge of and which results in a fine



levied against the **OWNER** then the **CONTRACTOR** shall be responsible for all fines levied against the **OWNER**.

## 6. Termination of Agreement

- a. Termination for Default: Performance of Work under this Agreement may be terminated by the **OWNER**, in whole or in part, in writing, whenever the **OWNER** determines that the **CONTRACTOR** has failed to meet the requirements of this Agreement.
  - i. The Owner has a right to terminate for default if the contractor fails to make delivery of material or does not perform the work, or if the Contractor fails to perform the Work within the time specified in the Agreement, or if the Contractor fails to perform any other provision of the Agreement.
  - ii. Failure on the part of the Contractor to deliver or perform the Work within the time specified, or within a reasonable time as determined by the Owner, or failure on the part of the Contractor to make replacements of rejected articles, or Work when so requested, immediately or as directed by the Owner, shall constitute authority for the Owner to purchase in the open market, articles or Work of comparable grade to replace the articles or Work rejected, not delivered or completed. On all such purchases, the Contractor shall reimburse the Owner within a reasonable time specified by the Owner for any expense incurred in excess of Agreement prices.
  - iii. Such purchases shall be deducted from the Agreement sum. If public necessity demands it, the Owner reserves the right to utilize services or use and/or consume articles delivered, which are standard in quality, subject to an adjustment of price to be determined by the Owner.
- b. Termination for Convenience: The **OWNER** has the absolute right to terminate the Agreement upon "Award of Contract" another **CONTRACTOR**, to perform work referenced herein. In such event, payment of the monthly contract fee shall cease on the date of cancellation of the **CONTRACT** by the **OWNER**.

## 7. Warranty

- a. The **CONTRACTOR** warrants that the Work including equipment and materials provided shall conform to the professional standards of care and practice in effect at the time the Work is performed, be of the highest quality, and be free from all faults, defects, or errors. If the **CONTRACTOR** is notified in writing of a fault, deficiency or error in the Work, the **CONTRACTOR** shall at the **OWNER**'s option, either re-perform such portions of the Work to correct such fault, defect, or error, at no additional cost to the **OWNER**, or refund to the **OWNER** the charge paid by the **OWNER**, which is attributable to such portions of the faulty, defective or erroneous Work, including costs for re-performance or Work provided by other **CONTRACTORS**. All equipment and materials provided by the **CONTRACTOR** shall be merchantable and for the purpose intended and meet all industry quality standards.

## 8. Time of Completion

The **OWNER** and **CONTRACTOR** understand and agree that time is of the essence in the performance of this Agreement. The **CONTRACTOR** or **OWNER**, respectively, shall not be liable for any loss or damage, resulting from any delay or failure to perform its contractual obligations within the time specified, due to acts of God, actions or regulations by any governmental entity or representative, strikes, fire, water damage, loss of power, loss of funding or any other causes, contingencies, or circumstances not subject to the **OWNER** or **CONTRACTOR**'S control, respectively, whether of a similar or dissimilar nature, which prevent or hinder the performance of the **OWNER**'S or **CONTRACTOR**'S contractual obligations, respectively. Any such causes of delay, even though existing on the date of the **CONTRACT**, or on the day

of the start of Work, shall extend the time of the OWNER'S or CONTRACTOR'S performance respectively, by the length of the delays occasioned thereby, including delays reasonably incident to the resumption of normal Work schedules.

**However, under such circumstances as described herein, the OWNER may, at their discretion, cancel this CONTRACT for their own convenience.**

**9. Insurance Requirements**

See **ATTACHMENT B**

**10. Acceptance of Work**

The OWNER will be deemed to have accepted the Work after the OWNER agrees the Work is completed. In the event Work furnished under the CONTRACT is found to be defective or does not conform to the intent of the CONTRACT, the CONTRACTOR shall, within ten (10) days from receipt of notice from the OWNER, correct the deficiencies. Failure on the part of the CONTRACTOR to properly correct the deficiencies within the time period allowed will constitute the OWNER'S right to cancel the CONTRACT immediately, upon written notice to the CONTRACTOR.

**11. Correction of Work**

The CONTRACTOR shall promptly correct all Work rejected by the OWNER as faulty, defective or failing to conform to the CONTRACT, whether observed before or after completion of the Work. The CONTRACTOR shall bear all costs of correcting such rejected Work.

**12. Right to Audit**

The CONTRACTOR shall maintain documentation of all work performed. The CONTRACTOR shall make any and all documentation available to the OWNER at all reasonable times, for inspections and audit by the OWNER, during the entire term of the CONTRACT, and for a period of three (3) years after the expiration of this CONTRACT.

**13. CONTRACT Rights and Remedies**

The CONTRACTOR shall maintain documentation of all work performed. The CONTRACTOR shall make any and all documentation available to the OWNER at all reasonable times, for inspections and audit by the OWNER, during the entire term of the CONTRACT, and for a period of three (3) years after the expiration of this CONTRACT.

**14. Time is of the Essence**

The Owner and CONTRACTOR agree that time is of the essence in the performance of Work called for under this CONTRACT. The CONTRACTOR agrees that all work will be accomplished regularly, diligently and uninterrupted at such a rate of progress as will ensure full completion thereof within reasonable time periods.

**15. Safety Measures**

The CONTRACTOR shall take all necessary precautions for the safety of the OWNER'S and CONTRACTOR'S employees at the Work site, and shall erect and properly maintain at all times, all necessary safeguards for the protection of the workmen and the public. The CONTRACTOR shall post signs warning against hazards in and around the Work site.

**16. Extra Work and Associated Costs**

- a. Changes in the Work: The OWNER, without invalidating the CONTRACT, may order changes in the Work within the general scope of this CONTRACT, consisting of additions, deletions, or other revision, the CONTRACT price and time for execution of the Work being adjusted accordingly.
- b. All such changes in the Work shall be authorized by a written Amendment to the CONTRACT or a separate Change Order and shall be executed under the applicable conditions of the CONTRACT.

**17. Familiarity with the Work**

The CONTRACTOR, by executing this CONTRACT, acknowledges full understanding of the extent and character of the Work required and the conditions surrounding the performance thereof. The OWNER will not be responsible for any alleged misunderstanding of conditions surrounding the performance thereof. It is understood that execution of the CONTRACT by the CONTRACTOR serves as his stated commitment to fulfill all requirements and conditions referred to in this CONTRACT.

**18. Scope of Work**

See **ATTACHMENT B**

**19. Contractor Liability**

Nothing in this CONTRACT shall be construed to mean that the CONTRACTOR assumes any liability for damages or otherwise, on account of accidents to persons or property, except those resulting from negligence on the part of the CONTRACTOR or its agents, servants, employees, and subcontractors.

**20. Miscellaneous Provisions**

- a. The CONTRACTOR shall not employ SUB-CONTRACTORS without the express written permission of the OWNER.
- b. The CONTRACTOR shall not assign the CONTRACT or sublet it as a whole without the express written permission of the OWNER. The OWNER may assign the CONTRACT, or sublet it as a whole, without the consent of the CONTRACTOR.
- c. No waiver, alteration, consent, or modification of any of the provisions of the CONTRACT shall be binding unless in writing and signed by the OWNER and CONTRACTOR.
- d. The CONTRACTOR is to procure all permits, licenses, and certificates, or any approvals of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under this CONTRACT.
- e. The CONTRACTOR shall at all times keep the Work area free from accumulation of waste materials or rubbish caused by his operations, and promptly remove any such materials to an area designated by the OWNER or remove to a waste site as directed by the OWNER. If the CONTRACTOR fails to clean up the Work site, the OWNER will complete the task and charge the CONTRACTOR for such services.
- f. This CONTRACT is considered a non-exclusive Agreement between the parties.
- g. This CONTRACT is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama.
- h. Any litigation arising out of the CONTRACT shall be heard in the Courts of Baldwin County, Alabama.

- i. This CONTRACT contains all terms and conditions agreed upon by the OWNER and CONTRACTOR. No other agreement, oral or otherwise, regarding the subject matter of this CONTRACT shall be deemed to exist or to bind either party hereto.
- j. This CONTRACT shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this CONTRACT, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

**Section 41-16-5, Code of Alabama 1975, requires that public contracts over \$15,000 include the following language:**

**By signing this Contract, \_\_\_\_\_ represents and agrees  
COMPANY NAME  
that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing  
business with a jurisdiction with which the State of Alabama can enjoy open trade**

IN WITNESS WHEREFORE, the parties hereto have executed this **CONTRACT** as of the day and year first above written.

**THE CITY OF FAIRHOPE, ALABAMA**

\_\_\_\_\_  
**Sherry Sullivan, Mayor**

ATTEST:

\_\_\_\_\_  
**Lisa A. Hanks, MMC, City Clerk**

**NOTARY FOR OWNER (CITY OF FAIRHOPE)**

STATE OF ALABAMA \_\_\_\_\_ }  
COUNTY OF BALDWIN \_\_\_\_\_ }

I, the undersigned authority in and for said State and County, hereby certify that SHERRY SULLIVAN, Mayor of the City of Fairhope whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document she executed the same voluntarily on the date the same bears date.

Given under my hand and Notary Seal on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

**IF INDIVIDUAL OR PARTNERSHIP**

Individual or Partnership

Print Name of Partner

Print Name of Representative Authorized to Sign  
Contracts for the firm

Print Name of Partner

Signature of Representative Authorized to Sign  
Contracts for the firm

Print Name of Partner

Address

Address

City, State, Zip Code

Phone Number

Fax Number

Primary E-mail Address

AL General Contractor License No. (Attach Copy)

AL General Contractor License Major Categories

AL General Contractor Specialties

AL Foreign Corporation Entity ID (Required of Out of State Vendors)

**IF CORPORATION OR LLC**

Company

State of Incorporation

**Company Representative**

Print Name of Representative Authorized to Sign  
Contracts for the firm

Signature of Representative Authorized to Sign  
Contracts for the firm

Address

Address

City, State, Zip Code

\_\_\_\_\_  
Phone Number

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

\_\_\_\_\_  
Primary E-mail Address

\_\_\_\_\_  
AL General Contractor License No. (Attach Copy)

\_\_\_\_\_  
AL General Contractor License Major Categories

\_\_\_\_\_  
AL General Contractor Specialties

\_\_\_\_\_  
AL Foreign Corporation Entity ID (Required of Out of State Vendors)

**NOTARY FOR INDIVIDUAL, PARTNERSHIP, CORPORATION, OR LLC**

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ }

I, the undersigned authority in and for said State and County, hereby certify that \_\_\_\_\_ As  
Name

\_\_\_\_\_ respectively of \_\_\_\_\_  
Title Company Name

Whose name is signed in the foregoing document and who is known to me, acknowledged before me on this day, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

NOTARY PUBLIC \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_



## **ITEM VII**

### ***CITY OF FAIRHOPE***

### ***STANDARD TERMS AND CONDITIONS***

#### **1. ACCEPTANCE OF AGREEMENT**

This Agreement contains all terms and conditions agreed upon by the Owner and Winning bidder. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either party hereto. The Winning Bidder shall not employ Subcontractors without the express written permission of the Owner. No waiver, alteration, consent or modification of any of the provisions of the Agreement shall be binding unless in writing and signed by the Owner and Contractor. This Agreement shall not be construed against the party or parties preparing it. It shall be construed as if all the parties and each of them jointly prepared this Agreement, and any uncertainty or ambiguity shall not be interpreted against one or more parties.

#### **2. ACCEPTANCE OF WORK**

The City of Fairhope will be deemed to have accepted the Work after the City of Fairhope agrees the Work is completed by signature on delivery or service tickets. In the event Work furnished under the Contract / Agreement / Purchase Order is found to be defective or does not conform to the intent of the Contract / Agreement / Purchase Order, the awarded vendor shall, after receipt of notice from the City of Fairhope, correct the deficiencies. Failure on the part of the awarded vendor to properly correct the deficiencies within the time period allowed will constitute the City of Fairhope's right to cancel the Contract / Agreement / Purchase Order immediately, upon written notice to the awarded vendor.

#### **3. ADDENDA**

All Addenda are part of the Contract Documents. Include resultant costs in the Bid. Addenda will be issued by email to all Bidders on record and posted to the City of Fairhope website [www.FairhopeAL.gov](http://www.FairhopeAL.gov). It is the responsibility of the bidder to verify that all addenda have been received, and to include all signed addenda in the bid submission

#### **4. ADDITIONAL ORDERS**

Unless it is specifically stated to the contrary in the bid response, the City of Fairhope reserves the option to place additional orders against a contract awarded as a result of this solicitation at the same terms and conditions; to extend the renewal date until a new bid is in place, if it is mutually agreeable.

#### **5. APPLICABLE LAW**

This Agreement is deemed to be under and shall be governed by and construed according to the laws of the State of Alabama. Any litigation arising out of the Agreement shall be heard in the Courts of Baldwin County, Alabama.

#### **6. ASSIGNMENT**

The awarded vendor shall not assign the Contract / Agreement / Purchase Order or sublet it as a whole without the express written permission of the City of Fairhope. The awarded vendor shall not assign any payment due them hereunder, without the express written permission of City of Fairhope. The City of Fairhope may assign the Contract / Agreement / Purchase Order, or sublet it as a whole, without the consent of the awarded vendor.

#### **7. ASSURANCE OF NON-CONVICTION OF BRIBERY**

The bidder hereby declares and affirms that, to its best knowledge, none of its officers, directors, or partners and none of its employees directly involved in obtaining contracts has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or Federal government.

**8. AWARD CONSIDERATION**

The following factors will be considered in determining the lowest **responsible** bidder: Overall quality, Conformity with specifications both general and specific, Purposes for which materials or services are required, Delivery dates and time required for delivery, Unit acquisition cost, financial ability to meet the contract, previous performance, facilities and equipment, availability of repair parts, experience, delivery promise, terms of payments, compatibility as required, other costs, and other objective and accountable factors which are reasonable.

**9. AWARD OR REJECTION OF BIDS**

The Bid will be awarded to the lowest responsible bidder complying with conditions of the invitation for bids, provided his bid is reasonable and it is in the interest of the City of Fairhope to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The City of Fairhope, however, reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest to the City of Fairhope.

**10. BACK ORDERS**

If it is necessary to back order any items, the vendor must notify the Purchasing Department and advise as to the expected shipping or delivery date. If this date is not acceptable, the City of Fairhope may seek remedies for default.

**11. BID AND PERFORMANCE SECURITY**

If bid security is required, a bid bond or cashier's check in the amount indicated on the bid cover must accompany the bid and be made payable to The City of Fairhope of Baldwin County, AL. Corporate or certified checks are not acceptable. Bonds must be in a form satisfactory to the City and underwritten by a company licensed to issue bonds in the State of Alabama. If bid security fails to accompany the bid, it shall be deemed unresponsive, unless the Purchasing Manager deems the failure to be non-substantial. All checks will be returned to the bidders after the contract has been approved. If a performance bond is required, the successful bidder will be notified after the awarding of the contract.

**12. BRAND NAMES**

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature or manufacturers specifications plus any supplemental information necessary for comparison purposes should be submitted with the bid or the bid on that item may be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Bids without sufficient documentation to fully support equality, may be considered non-responsive. Reference by the City of Fairhope in the ITB to available existing specifications shall be sufficient to make the terms of such specifications binding on the bidder. Unless the bidder specifies otherwise in its bid, it is understood the bidder is offering a referenced brand item as specified in the ITB or is bidding as specified when no brand is referenced. Failure to examine drawings, specifications and instructions will be at the bidder's risk.

**13. BUSINESS LICENSE**

The vendor selected to enter into a Contract / Agreement with the City of Fairhope must be licensed to do business in the City of Fairhope prior to commencement of any work under the contract. Delivery of goods or services to the City of Fairhope by Purchase Order have detailed and varied Business License requirements. In all instances that require a business license. Awarded vendor will provide proof of possessing a current City of Fairhope Business License. Prospective bidders will not be required to possess a City of Fairhope Business License prior to award.

**14. CANCELLATION OF / CONTRACT / AGREEMENT / PURCHASE ORDER / LEASE**

A purchase order can be canceled in whole or in part when awarded vendor fails to deliver or perform as specified. Cancellation of a purchase order can only be made by a written purchase order change (POC) from the City of Fairhope. A term contract, lease or agreement can be canceled by the City of Fairhope, for justifiable cause, or convenience, by written notice.



**15. CERTIFICATION PURSUANT TO ACT NO. 2006-557**

Alabama law (section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with act no. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false. All corporations must register to do business in Alabama with the Office of the Secretary of State. Their address is:

**Office of the Secretary of State**

P.O. Box 5616

Montgomery, AL 36103

(334) 242-5324

Fax: (334) 240-3138

<http://www.sos.state.al.us/index.aspx>

The Foreign Corporation form is online at <http://www.sos.state.al.us/downloads/dl1.cfm>.

**16. COST OF REMEDYING DEFECTS**

All defects, indirect and consequential costs of correcting, removing, or replacing any or all of the defective materials or equipment will be charged against the awarded vendor.

**17. DELIVERY OF BID**

Bids must be received in the Purchasing Office by the date and time specified on the bid cover. All bids will be accepted until the time and date stated on the bid cover. No bids will be accepted that extend past the time and date on the bid cover. The time of receipt shall be determined by the time clock stamp in the Purchasing Department. Bids submitted by U.S. Mail must be received by the City of Fairhope of Baldwin County, Alabama, in the City of Fairhope offices, 555 South Section St., Fairhope, Al., unless otherwise specified.

**18. DELIVERY**

The number of calendar days required for delivery after receipt of a purchase order shall be stated in the RFQ / ITB / RFP and /or Purchase Orders. When no time is stated in the document, the time shall be fourteen (14) calendar days after receipt of order. If a shipment is not made within the time period specified, the Purchase Order may be canceled.

**19. ENVIRONMENTAL REQUIREMENTS**

All products will be clearly labeled for their intended use. Each delivery of product or materials will include a Material Safety Data Sheet (MSDS) for all materials that require an MSDS. All manufacturers/distributors of hazardous substances, including any of the items listed on this bid/quote/ contract and subsequent award must include completed material safety data sheet (MSDS) for each hazardous material. Additionally, each container of hazardous materials must be appropriately labeled with:

- a) The identity of the hazardous material,
- b) Appropriate hazard warnings, and manufacturer, importer, or other responsible party.

**20. EQUIPMENT DEMONSTRATION**

The City of Fairhope may require equipment/ product materials or service techniques to be demonstrated at a time, date, and location to be specified by the City of Fairhope.

**21. EQUIPMENT ELECTRICAL CERTIFICATION**

All electrical equipment purchased shall conform to, and be identified in, the applicable standard(s), or otherwise be certified as applicable, as of the bid opening date and time, by Underwriters Laboratories, Inc., or other recognized laboratory facility. Bidder must provide satisfactory documentation with returned bid that all such equipment meets the applicable product standard or has otherwise been certified as outlined above. Unless indicated in the bid document, the above certification shall apply to the equipment itself, not the individual components of that equipment.

**22. ERRORS IN BID**

Bidders are assumed to be informed regarding conditions, requirements, and specifications prior to submitting bids. Failure to do so will be at the bidder's risk. Bids already submitted may be withdrawn without penalty prior to bid opening. Errors discovered after the bid opening may not be corrected.

**23. FORCE MAJEURE**

Neither the City nor the awarded vendor shall be deemed in breach of any contract / Purchase Order or Agreement which may result from this proposal submission if it is prevented from performing any of the obligations hereunder by reason of Acts of God, acts of the public enemy, acts of superior governmental authority, strikes or labor disputes, floods, riots, rebellion, sabotage, or any similar other unforeseeable causes beyond its control and not due to its fault or negligence. Each party shall notify the other immediately in writing of the cause of such after the beginning period thereof. The awarded vendor may request cancellation and the City of Fairhope may grant the request if performance is prevented by any of the above referenced causes, or other unavoidable circumstances not attributable to the fault or negligence of the vendor. The burden of proof for such relief rests with the vendor. All correspondence pertaining to cancellation of a purchase order or term contract must be addressed to the City of Fairhope Purchasing Manager.

**24. HAZARDOUS AND TOXIC SUBSTANCES**

Bidder must comply with all applicable Federal, State, County and City laws, ordinances and regulations relating to hazardous and toxic substances, including such laws, ordinances and regulations pertaining to information hazardous and toxic substances, and as amended from time to time. Bidder shall provide the City of Fairhope with a "Material Safety Data Sheet" for all goods that carry one.

**25. INDEMNITY**

Indemnity: The awarded vendor hereby agrees to indemnify and save harmless the City of Fairhope, its officers, agent, and employees, from and against any and all liabilities, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including reasonable attorney fees for trial and on appeal, of any kind and nature, arising or growing out of, or in any way connected with the performance of this Contract / Agreement / Purchase Order, to the extent caused by a negligent act or omission of the awarded vendor, their agents, servants, employees, Subcontractors, or others associated with the awarded vendor. The awarded vendor shall be responsible for damage to any equipment excluded from this agreement, or damage or injury caused by any equipment excluded from this agreement, only to the extent that the damage or injury is caused by a negligent act or omission of the awarded vendor or caused by failure of the awarded vendor's supplied product to perform as specified.

**26. INSPECTION**

All materials, workmanship, equipment, and supplies are subject to inspection and test at any source or time. Final inspection, acceptance or rejection will be made at delivery destination. Goods that do not meet specifications will be rejected unless substitutions have been approved by the City of Fairhope. Failure to inspect or to reject upon receipt, however, does not relieve the awarded vendor of liability. When subsequent tests, after receipt, are conducted and when such tests reveal a failure to meet specifications, the City of Fairhope will reject the goods and the awarded vendor shall immediately supply goods meeting specifications or the City of Fairhope may seek damages including but not limited to the testing expense, regardless of whether a part of or all of the goods have been consumed through the testing process. Rejected goods shall be removed by the awarded vendor promptly after rejection, at his expense. If not removed in fourteen (14) calendar days, they may be disposed of at the discretion of the City of Fairhope. Disposal costs will be the awarded vendor's responsibility.

**27. INSPECTION OF PREMISES**

At reasonable times, the City may inspect those areas of the awarded vendor's place of business that are related to the performance of a Contract / Agreement / Purchase Order. If the City makes such an inspection, the awarded vendor must provide reasonable assistance. The City of Fairhope reserves the right on demand and without notice all the vendor's files associated with a subsequent Contract / Agreement / Purchase Order where payments are based on the awarded vendor's record of time, salaries, materials, or actual expenses. This same clause will apply to any subcontractors assigned to the Contract / Agreement / Purchase Order.

**28. INSURANCE**

If a Contract / Agreement / Purchase Order results from this RFQ / ITB / RFP, or other form of solicitation, the awarded vendor shall maintain such insurance as will indemnify and hold harmless the City of Fairhope from Workmen's Compensation and Public Liability claims from property damage and personal injury, including death, which may arise from the awarded vendor's operations under this Contract / Agreement / Purchase Order, or by anyone directly or indirectly employed by him/her.

**29. INVITATION TO BID**

Any provisions made in the RFQ / ITB / RFP, or other form of solicitation, supersedes any provisions outlined here in the General Terms and Conditions.

**30. INVOICING, DELIVERY, PACKAGING**

Invoices shall be prepared only after ordered materials have been delivered. All invoices must show the purchase order number. Unless otherwise specified in writing, vendors shall not ship any material without an authorized Purchase Order from the City of Fairhope Purchasing Department. All packages delivered must show the purchase order number. The awarded vendor will be required to furnish all materials, equipment and/or service called for at the bid price quoted. In the event the awarded vendor fails to deliver within a reasonable period of time, as determined by the City of Fairhope, the right is reserved to cancel the award and subsequent purchase order and purchase from the next lowest responsible bidder the items needed. The original awarded vendor will be back charged the difference between the original contract price and the price the City of Fairhope has to pay as a result of the failure to perform by the original awarded vendor. All bids will remain firm for acceptance for 60 days from the date of bid opening. Prices shall be net F.O.B., Prepaid and Allow, City of Fairhope chosen site, Baldwin County, AL. The title and risk of loss of the goods will not pass to the City of Fairhope until receipt and acceptance takes place at the F.O.B. point.

**31. LABELING**

Individual shipping cartons shall be labeled with the name "City of Fairhope", Purchase Order Number, and where applicable, Contract Number, date of manufacture, batch number, storage requirements, conditions, and recommended shelf life. Bidders are encouraged to offer product packaging with recycled content.

**32. LOSS OR DAMAGE IN TRANSIT**

Delivery by a vendor to a common carrier does not constitute delivery to the City of Fairhope. Any claim for loss or damage incurred during delivery shall be between the vendor and the carrier. The City of Fairhope accepts title only after satisfactory receipt at the delivery point. The City of Fairhope shall note all visible damages on the freight bill and may refuse the damaged goods. The vendor shall make immediate replacement of the damaged merchandise or be subject to damages for breach of contract. If damage is to a small portion of a total shipment and the City of Fairhope will not be inconvenienced because of the shortage, the vendor may be permitted by the Purchasing Manager to deduct the amount of damage or loss from its invoice, in lieu of replacement. Risk of loss during delivery is borne by the vendor until the goods have been accepted by the City of Fairhope, unless otherwise specified in the RFQ / ITB / RFP or other form of solicitation.

**33. MANDATORY SITE VISIT**

If the RFQ / ITB / RFP or other form of solicitation requires a mandatory site visit, bidders must inspect the site where installation or service is to take place to obtain a full understanding of scope of work outlined therein. Date of site visit will be determined by the City of Fairhope.

**34. MONITORING OF SERVICES**

Performance of services will be monitored by the requisitioning department and/or the Purchasing Department, and evaluation reports may be filed with the Purchasing Department. Performance not meeting specifications will result in cancellation of Contract / Agreement / Purchase Order and may result in vendor being removed from the vendor list.

**35. NONCONFORMING MERCHANDISE**

When merchandise received from the lowest responsible bidder is not in accordance with the purchase order, it will be returned to the bidder, at bidder's expense.

**36. NON-DISCRIMINATION**

The City of Fairhope is an Equal Opportunity Employer and requires that all contractors comply with the Equal Employment Opportunity laws and the provisions of the Contract / Agreement / Purchase Order documents in this regard. The City also encourages and supports the utilization of Minority Business Enterprises on this and all public bids.

**37. NON-EXCLUSIVE**

Unless otherwise specified, this Contract / Agreement / Purchase Order is considered a non-exclusive Contract / Agreement / Purchase Order between the parties.

**38. NOTIFICATION AND ACCIDENT REPORTS**

In the event of accidents of any kind, in the performance of a Contract / Agreement / Purchase Order, the awarded vendor shall notify the City of Fairhope immediately and furnish, without delay, copies of all such accident reports to the City of Fairhope. If in the performance of their Work, the awarded vendor fails to immediately report an accident to the City of Fairhope, of which the awarded vendor has knowledge of and which results in a fine levied against the City of Fairhope then the awarded vendor shall be responsible for all fines levied against the City of Fairhope.

**39. PACKAGING**

All goods must be packaged in new packing containers. Packing that meets the requirements of common carriers is acceptable, unless otherwise required. A packing slip or invoice must accompany all shipments and must reference the purchase order number. Unless otherwise specified, goods are to be packaged in cartons meeting federal specifications and shipped on non-returnable pallets.

**40. PATENTS**

Awarded Vendor guarantees that the sale and / or use of goods will not infringe upon any U.S. or foreign patent. Awarded vendor will at his / her own expense, indemnify, protect and save harmless the City of Fairhope, on any patent claims arising from the purchase of goods or services.

**41. PAYMENT**

Invoices -- Upon completion of service and delivery of materials specified in the applicable Contract / Agreement / Purchase Order, awarded vendor will submit an invoice and signed delivery ticket to:

City of Fairhope  
Accounts Payable Department  
P.O. Box 429  
Fairhope, Al. 36533

All invoices must reference appropriate Purchase Order Numbers Payment of Invoice: All invoices received by the City of Fairhope are payable within thirty (30) days from the date of receipt by the City of Fairhope, provided they are approved by the City of Fairhope.

**42. PAYMENT WITHHELD**

Payment may be withheld until all items have been delivered and all requirements of the Contract / Agreement / Purchase Order have been fulfilled

**43. PRODUCT TESTING**

Vendor shall incur all cost involved in obtaining an Independent Laboratory Test if the City deems necessary during the term of the Contract / Agreement / Purchase Order. The City of Fairhope reserves the right to request a demonstration of any and all items bid before making the award.

**44. PERMITS LICENSES AND CERTIFICATES**

The awarded vendor is to procure all permits, licenses, and certificates, or any approvals of plans or specifications as may be required by Federal, State, Local Laws, ordinances, rules, and regulations, for the proper execution and completion of Work covered under the Contract / Agreement / Purchase Order.

**45. PREPARATION OF BID**

All bids / proposals shall be typewritten or in ink on the form(s) prepared by the City of Fairhope. Bids / proposals prepared in pencil will not be accepted. All bids / proposals must be signed by officials of the corporation or company duly authorized to sign bids / proposals. Any bid / proposal submitted without being signed will automatically be rejected. All corrections or erasures shall be initialed and dated by the person authorized to sign quotations /bids / proposals. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail.

**46. QUESTIONS / CONTACT**

Commencing with the issuance of the RFQ / ITB / RFP, or other form of solicitation, no vendor or anyone acting on a vendor's behalf, shall make direct or indirect contact with City personnel or undertake any activities or take any action to otherwise promote its quotation / bid / proposal to the City or its personnel. All communications shall be made to the contact identified in the quotation / bid / proposal documents. Violation of this requirement may, at the City's sole and absolute discretion, be grounds for disqualifying a vendor from further consideration.

**47. RECEIPT BY CITY OF FAIRHOPE**

If not otherwise stated in the order, the City of Fairhope will be said to have received goods when they have been delivered, unloaded, and placed on the agency's dock or if there is no dock, inside an accessible building, and signed for by an authorized City employee. Shipments will be checked against the receiving copy of the Purchase Order. If the purchase order requires grading certificates, USDA Stamps, or any proof of quality, such proof must accompany the shipment.

**48. REJECTION OF BIDS**

The City of Fairhope reserves the right to accept or reject any or all bids in whole or in part for any reason, to waive technicalities or informalities, or to advertise for new proposals, if, in the judgment of the awarding authority, the best interest of the City of Fairhope will be promoted thereby. Bidders may be disqualified and rejection of proposals may be recommended for any of (but not limited to) the following causes: Failure to use the bid forms furnished by the City of Fairhope, Lack of signature by an authorized representative on the bid form, Failure to properly complete the bid form and vendor compliance, Evidence of collusion among bidders, Unauthorized alteration of the bid form.

**49. RIGHT TO AUDIT**

The awarded vendor shall maintain documentation of all work performed. The awarded vendor shall make any and all documentation available to the City of Fairhope at all reasonable times, for inspections and audit by the City of Fairhope for a period of Three (3) years after expiration of the Contract / Agreement / Purchase Order.

**50. SAMPLES**

Bidders will not be required to furnish samples at the time of bid opening, unless specifically called for. The City of Fairhope reserves the right to request samples after bid opening to assist in the evaluation of proposals submitted.

**51. SAFETY MEASURES**

The awarded vendor shall take all necessary precautions for the safety of the City of Fairhope's and awarded vendor's employees at the Work site, and shall erect and properly maintain at all times, all necessary safeguards for the protection of the workmen and the public. The awarded vendor shall post signs warning against hazards in and around the Work site.

**52. SET-UP AND INSTALLATION**

Unless otherwise specified, bid / quotation to include cost of all uncrating, disposal of shipping materials, set-up, testing and initial instruction to agency personnel.

**53. SPILL CLEAN UP**

The awarded vendor shall be responsible for spillage caused by their negligence, which occurs during transit or unloading operations. The awarded vendor shall immediately report and clean up any spillage. Upon failure to do so, the awarded vendor shall remain responsible for all actual related costs.

**54. SUBSTITUTIONS**

Substitutions on a purchase order shall require the approval of the Originating Buyer. The City of Fairhope reserves the right to reject at destination and hold at the vendor's risk and expense any goods supplied by the vendor which do not conform to the specification or description embodied in the order or are inferior in any respect to the good specified. Any good bought by sample which is inferior in quality to the sample submitted by vendor will be rejected. Any goods delivered that do not meet specifications may be returned to the vendor at its expense. When a good is returned, the vendor must make immediate replacement with acceptable merchandise, or the City of Fairhope may seek remedies for default.

**55. TABULATION**

Bid results are posted on The City of Fairhope's web site: [www.FairhopeAL.gov](http://www.FairhopeAL.gov). The awarded vendor will be sent a written notification.

**56. TAXES**

Prices quoted shall be delivered prices, exclusive of all federal or state excise, sales, and manufacturer's taxes. The City will assume no transportation or handling charges other than specified in the RFQ, ITB, RFP or other form of solicitation. The City is tax exempt by law – Code of Alabama 1975.

**57. TERMINATION FOR CONVENIENCE**

Any Contract / Agreement / Purchase Order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

**58. TERMINATION FOR DEFAULT**

Performance of Work under the Contract / Agreement / Purchase Order Agreement may be terminated by the City of Fairhope, in whole or in part, in writing, whenever the City of Fairhope determines that the awarded vendor has failed to meet the requirements of the Contract / Agreement / Purchase Order.

**59. TERMINATION FOR NON-APPROPRIATION**

Termination for Non-appropriation – The continuation of any financial obligation beyond the current fiscal year is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the local source, State Legislature and/or federal sources. The City of Fairhope may terminate any financial obligation, and awarded vendor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the City of Fairhope's funding from local, State and/or federal sources is not appropriated, withdrawn or limited.

**60. TIME IS OF THE ESSENCE**

The City of Fairhope and awarded vendor agree that time is of the essence in the performance of work called for under this Contract / Agreement / Purchase Order. The awarded vendor agrees that all work will be accomplished regularly, diligently, and uninterrupted at such a rate of progress as will ensure full completion thereof within reasonable time periods.

**61. TITLE**

All titles, fees, as well as other charges, are to be paid by awarded vendor. Awarded vendor is to furnish prepaid certificate of title in the name of the City of Fairhope, Title shall change upon acceptance of delivery at the City of Fairhope approved delivery location.

**62. VENDOR LIST**

A vendor may be removed from the City of Fairhope's Bidders List if a vendor fails to respond to three (3) consecutive ITB's. A properly submitted "No Bid" is considered as a response and the vendor will receive credit for the response.

**63. WARRANTY**

The awarded vendor expressly warrants that all articles, materials, and work offered shall conform to each and every specification, drawing, sample, or other description which is furnished to or adopted by the City of Fairhope, and that it will be fit and sufficient for the purpose intended, merchantable, of good material and workmanship, and free from defects. The awarded vendor further warrants all items for a period of one year, unless otherwise stated, from the date of acceptance of the items delivered and installed or work completed. All repairs, replacements, or adjustments during the warranty period will be at the awarded vendor's sole expense. Awarded vendor will provide written warranty for all parts and labor for a period of (1) one year commencing from date of written acceptance of delivery by City of Fairhope. Awarded vendor will provide written copies of all other applicable warranties, such as, Manufacturer's warranty. Those warranties, if any, will be in addition to the awarded vendor's warranty, and the terms of which will not be altered by the awarded vendor's warranty.

**64. IMMIGRATION LAW**

The Contractor agrees that it shall comply with all of the requirements of the **Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No 2011-535**, Alabama Code (1975) Section 31-13-1, et. Seq., (also known as the Alabama Immigration Act) see Section 31-13-9, and the provisions of said Act, including all penalties for violation thereof, are incorporated herein.

## ITEM VIII

### ALABAMA IMMIGRATION ACT CONTRACT REQUIREMENTS

#### 1.0 Background

The **Beason-Hammon Alabama Taxpayer and Citizen Protection Act, Act No 2011-535, as amended by Act No 2012-491, Code of Alabama (1975) Section 31-13-1 through Section 31-13-30** (also known as and hereinafter referred to as “the Alabama Immigration Act”) is applicable to CONTRACTs with the City of Fairhope, Alabama. All business entities entering into CONTRACTs with the City of Fairhope, Alabama will comply with the Alabama Immigration Act.

#### 2.0 Definitions

**ALIEN.** Any person who is not a citizen or national of the United States, as described in 8 U.S.C. § 1101, et seq., and any amendments thereto.

**BUSINESS ENTITY.** Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. Business entity shall include but not be limited to the following:

- a. Self-employed individuals, business entities filling articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, an any business entity that is operating unlawfully without a business license.

**CONTRACTOR.** A person, employer, or business entity that enters into a CONTRACT to perform any service or work or to provide a certain product in exchange for valuable consideration. This definition shall include, but not be limited to, a general CONTRACTOR, SUB-CONTRACTOR, independent CONTRACTOR, CONTRACT employee, project manager, or a recruiting or staffing entity.

**EMPLOYEE.** Any person directed, allowed, or permitted to perform labor or service of any kind by an employer. The employees of an independent CONTRACTOR working for a business entity shall not be regarded as the employees of the business entity, for the purposes of this chapter. This term does not include any inmate in the legal custody of the state, a county, or a municipality.

**EMPLOYER.** Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

**E-VERIFY.** The electronic verification of federal employment authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, P.L. 104-208, Division c, Section 403 (a); 8 U.S.C. §1324(a) and operated by the United States Department of Homeland Security, or its successor program.

**STATE-FUNDED ENTITY.** Any governmental entity of the state or a political subdivision thereof or any other entity that receives any monies from the state or a political subdivision thereof; provided, however, an entity that merely provides a service or a product to any governmental entity of the state or a political subdivision thereof, and receives compensation for the same, shall not be considered a state-funded entity.

**SUB-CONTRACTOR.** A person, business entity, or employer who is awarded a portion of an existing CONTRACT by a CONTRACTOR, regardless of its tier.

**UNAUTHORIZED ALIEN.** An alien who is not authorized to work in the United States as defined in 8 U.S.C. § 1324a (h) (3) .



### 3.0 Mandatory Clause

All CONTRACTS or CONTRACTS to which the state, a political subdivision, or state-funded entity are a party shall include the following clause:

***"By signing this CONTRACT, the CONTRACTING parties affirm, for the duration of the CONTRACT, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a CONTRACTING party found to be in violation of this provision shall be deemed in breach of the CONTRACT and shall be responsible for all damages resulting therefrom."***

For purposes of this section, "CONTRACT" shall mean a CONTRACT awarded by the state, any political subdivision thereof, or any state-funded entity that was competitively bid or would, if entered into by the state or an agency thereof, be required to be submitted to the CONTRACT Review Permanent Legislative Oversight Committee.

### 4.0 CONTRACTS Involving Business Entity, or Employer

As a condition for the award of any CONTRACT, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees, the business entity or employer shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.

As a condition for the award of any CONTRACT, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the state of Alabama, **the business entity or employer shall provide documentation establishing that the business entity or employer is enrolled in the E-Verify program.** During the performance of the CONTRACT, the business entity or employer shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations.

### 5.0 CONTRACTS Involving Subcontracting

Any SUB-CONTRACTOR on a project paid for by CONTRACT, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama and shall also enroll in the E-Verify program prior to performing any work on the project. Furthermore, during the performance of the CONTRACT, the SUB-CONTRACTOR shall participate in the E-Verify program and shall verify every employee that is required to be verified according to the applicable federal rules and regulations. This subsection shall only apply to SUB-BIDDERS performing work on a project subject to the provisions of this section and not to collateral persons or business entities hired by the SUB -CONTRACTOR.

### 6.0 Proof of E-Verify documentation will be in the form of a copy of the signed Memorandum Of Understanding (MOU) generated upon completion of the E-Verify program.

**END OF ALABAMA IMMIGRATION ACT CONTRACT REQUIREMENTS**

ITEM IX

INVITATION SUMMARY

**Bid No. 23-022-2023-PWI-010**  
**Project No. 2023 PWI-010**  
**Repair and Replacement of Modified Bituminous and Gravel Roof**

Bid Name:	<b>Bid No. 23-022-2023-PWI-010</b> <b>Repair and Replacement of Modified Bituminous and Gravel Roof</b>
Issue Date:	March 22, 2023
Certificate of Insurance Requirements:	See Item V
<b>MANDATORY</b> Pre-Bid Meeting:	Thursday, April 13, 2023, 10:00 A.M.
Deadline for Questions Date:	Monday, April 25, 2023, 11:00 A.M.
<b>Bid Due Date:</b>	Tuesday, April 25, 2023, 10:00 A.M.
City Internet Site:	<a href="http://www.FairhopeAL.gov">www.FairhopeAL.gov</a>
<b>SEALED Bid Response</b> Copies to submit:	One (1) Original Paper Copy
Purchasing Department Contact for questions:	<a href="mailto:Purchasing@FairhopeAL.gov">Purchasing@FairhopeAL.gov</a> (251) 928-8003

END OF INVITATION SUMMARY

**ITEM X**  
**BID BOND INFORMATION**

Bids shall be accompanied by a Bid Security equal to 5% (percent) of the bid price, but in no event more than \$10,000.00. Bid Security shall be in the form of a Bid Bond or a cashier's check payable to The City of Fairhope. All bonds and/or cashier's check will be made payable to the City of Fairhope for an amount not less than five (5) percent of the City's or its engineers or architects estimated cost of the Project or of the total bid in the proposal, but in no event more than \$10,000.00.

**Return of Bid Bonds:** All bid bonds, except those of the three lowest bona fide bidders, will be returned immediately after bids have been checked, tabulated and the relation of the bids established. The bid bonds of the three lowest bidders may be retained and if so, will be returned as soon as the contract bonds and the contract documents of the successful bidder have been approved and properly executed.

In the event it is necessary to defer a contract award for longer than fifteen (15) days, after opening of bids, then all bid bonds, except that of the potential successful bidders will be returned.

Award of the contract will be made within the time specified after the opening of bids. In the event no award is made within such time, all bids may be rejected, and all bonds returned.

Provided; however, the potentially successful bidder may enter into a written agreement with the City for an extension of time for consideration of its bid, in which case, the bidder's bond shall remain in full force and effect, or the City may permit said bidder to substitute a satisfactory surety for the cashier's check if submitted as a guaranty to the bid bond.

**Forfeiture of Bid Bonds:** Should the successful bidder or bidders to whom a contract is awarded fail to execute a contract(s) and furnish acceptable contract securities and evidence of insurance, as required, within thirty (30) days after the prescribed forms have been presented to him/her, the City may retain from the proposal guaranty, if it is a cashier's check or recovered from the principal or the sureties, if the guaranty is a bid bond, the difference between the amount of the contract as awarded, and the amount of the proposals of the new lowest bidder. If no other bids are received, the full amount of the proposal guaranty may be so retained and recovered as liquidated damages for such default. Any sum so retained or recovered shall be the property of the awarding authority.

**END OF BID BOND INFORMATION**

**ITEM X**  
**BID BOND**

The PRINCIPAL (Bidder's name and address)

The OWNER  
City of Fairhope  
P.O. Drawer 429  
Fairhope, Al 36533

The PROJECT for which the Principal's Bid is submitted: (Project name as it appears in the Bid Documents)

**PROJECT NO.**  
**PROJECT NAME:**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned Principal and Surety, jointly and severally, hereby bind ourselves, our heirs, executors, administrators, successors, and assigns to the OWNER in the PENAL SUM of five percent (5%) of the amount of the Principal's bid, but in no event more than TEN THOUSAND DOLLARS (\$10,000.00).

THE CONDITION OF THIS OBLIGATION is that the Principal has submitted to the OWNER the attached bid, which is incorporated herein by reference, for the Project identified above.

NOW, THEREFORE, if, within the terms of the Bid Document, the OWNER accepts the Principal's bid and the Principal thereafter either:

- (a) executes and delivers a Construction Contract with the required Performance and Payment Bonds (each in the for contained in the Bid Documents and properly completed in accordance with the bid) and delivers evidence of insurance as prescribed in the Bid Documents, or fails to execute and deliver such Construction Contract with such Bonds and evidence of insurance, but pays the OWNER the difference, not to exceed the Penal Sum of this Bond, between the amount of the Principal's Bid and the larger amount for which the OWNER may award a Construction Contract for the same Work to another Bidder, then, this obligation shall be null and void, otherwise it shall remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that the obligation of the Surety under this Bond shall not in any manner be impaired or affected by any extension of the time within which the OWNER may accept the Principal's bid, and the Surety does hereby waive notice of any such extension.

SIGNED AND SEALED this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_.

**ATTEST** \_\_\_\_\_  
By \_\_\_\_\_  
**(Principal (Company))**

**SURETY** \_\_\_\_\_  
**ATTEST** \_\_\_\_\_  
By \_\_\_\_\_  
Print Name and Title \_\_\_\_\_  
**Surety Company** \_\_\_\_\_  
Print Name and Title \_\_\_\_\_

**CORPORATION**  
\_\_\_\_\_  
Name of Corporation, Partnership, or Joint Venture  
Business Mailing Address: \_\_\_\_\_  
email \_\_\_\_\_ phone \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature of Officer Authorized to sign Bids  
and Contracts for the Firm)

\_\_\_\_\_  
(Position or Title)

\_\_\_\_\_  
(General Contractor's License Number)  
vendors)

\_\_\_\_\_  
Foreign Corporation Entity Id (Required of out-of-state-

Attest:

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Name of State under the laws of which incorporated)

\_\_\_\_\_  
(Name of Surety)

BY: \_\_\_\_\_  
(Attorney in Fact)

**ITEM XI  
PERFORMANCE BOND**

KNOW ALL MEN: That \_\_\_\_\_ as Principal,  
(name & address of legal title of contractor)

and \_\_\_\_\_ and  
(name & address of legal title of one or more sureties)

\_\_\_\_\_  
(name & address of legal title of one or more sureties)

Hereinafter called the Surety or Sureties, are held and firmly bound unto the CITY OF FAIRHOPE, ALABAMA, hereinafter called the OWNER in the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), for the payment whereof the Principal and the Surety or Sureties bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, The Principal has, by means of a written agreement, dated \_\_\_/\_\_\_/\_\_\_, entered into a contract with the OWNER for **Bid No. 23-022-2023-PWI-010 Repair and Replacement of Modified Bituminous and Gravel Roof** which agreement is by reference made a part hereof.

NOW THEREFORE, the conditions of this obligation is such that if the Principal shall faithfully perform the contract on his part, and satisfy all claims and demands, incurred for the same, and shall fully indemnify and save harmless the OWNER from all cost and damage which he may suffer by reason of failure to do so, and shall reimburse and repay OWNER all outlay and expense which the OWNER may incur in making good for any such default thence this obligation shall be null and void: otherwise, it shall remain in full force and effect.

PROVIDED, HOWEVER, that no suit, action or proceedings, by reason of any default whatever be brought on his Bond after twelve months from the day on which the final payment under the Contract falls due.

PROVIDED, further, that the said surety or sureties, for value received hereby stipulate and agree that no change, extension of time, or addition to the terms of the Contract or to the work to be performed thereunder of the specifications thereof shall in any way effect their obligations on this bond, and they do hereby waive notice of any such change, extension of time, alteration or addition to the terms of the contract, or to the work, or to the Specifications.

WITNESS our hands this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

**IF INDIVIDUAL**

\_\_\_\_\_, Doing Business As, \_\_\_\_\_  
(SIGNATURE of Individual Bidder) (Business Name)

Business Mailing Address \_\_\_\_\_

**IF CORPORATION**

\_\_\_\_\_  
(Name of Corporation, Partnership, or Joint Venture)

Business Mailing Address \_\_\_\_\_

By: \_\_\_\_\_  
(SIGNATURE of officer authorized to sign Bids and Contracts for the company) (Position or Title)

ATTEST:

\_\_\_\_\_  
(Secretary) (Name of State of incorporation)

\_\_\_\_\_  
(Name of Surety) By: \_\_\_\_\_  
(Attorney in Fact)

**ITEM XII  
LABOR AND MATERIAL BOND**

**KNOWN ALL MEN BY THESE PRESENTS**, that we, \_\_\_\_\_ (hereinafter called the "Contractor") of \_\_\_\_\_ as principal and (hereinafter called the "Surety"), as Surety, do hereby acknowledge ourselves indebted and firmly bound and held unto the City of Fairhope, Alabama, (hereinafter called the "**City**"), a municipal corporation, existing under and by virtue of the Laws of the State of Alabama, for the use and benefit of those entitled thereto, in the penal sum of \_\_\_\_\_ (\$\_\_\_\_\_) for the payment of which well and truly to be made in lawful money of the United States, we do hereby bind ourselves, or successors, assigns and personal representatives, jointly and severally, firmly by these presents.

BUT THE CONDITION OF THE FOREGOING OBLIGATION OR BOND IS THIS:

**WHEREAS**, the **City** has entered into a certain written contract with said Contractor for Project No. **2023 PWI-010 Repair and Replacement of Modified Bituminous and Gravel Roof**, in accordance with contract documents heretofore on file in the Office of the **City of Fairhope** at \_\_\_\_\_ the price of, \_\_\_\_\_ to-wit: (\$\_\_\_\_\_) as more fully appears in said written Contract bearing date of \_\_\_\_\_, 2023, which Contract is hereby referred to and made a part hereof to the same extent as if set out herein in full.

**NOW, THEREFORE**, if said Principal and all subcontractors to whom any portion of the work provided for in said contract is sublet and all assignees of said Principal and of such subcontractors shall promptly make payment to all persons supplying him or them with labor, foodstuffs, or supplies for or in the prosecution of the work provided for in such contract, or in any amendment or extension of or addition to said contract, and for the payment of reasonable attorney's fees, incurred by the claimant or claimants in suits on said bond, then the above obligation shall be void; otherwise, it shall remain in full force and effect. **PROVIDED**, however, that this bond is subject to the following conditions and limitations:

(a) Any person, firm or corporation that has furnished labor, foodstuffs, or supplies for or in the prosecution of the work provided for in said contract, payment for which has not been made, shall have a direct right of action in his or their name or names against the principal and surety on this bond, which right of action shall be asserted in a proceeding, instituted in the county in which the work provided for in said contract is to be performed and in any county in which said Principal or Surety does business. Such right of action shall be asserted in a proceeding instituted in the name of the claimant or claimants for his or their use and benefit against said Principal and Surety or either of them (but not later than one year after the final settlement of said Contract) in which action such claim or claims shall be adjudicated and judgment rendered thereon.

(b) In addition to any other legal mode of service, service of summons and other process in suits on this bond brought in Baldwin County may be had on the Principal or the Surety in accordance with Title 27, Chapter 3, Section 24 of the Ala. Code (1975) by serving a copy of the summons and complaint or other pleading or process, with the Commissioner of Insurance of the State of Alabama or his/ her designee and the Principal and Surety agree to be bound by such mode of service above described and consents that such service shall be the same as personal service on the Principal or Surety.

(c) The Surety shall not be liable hereunder for any damages or compensation recoverable under any workmen's compensation or employer's liability statute.

(d) In no event shall the Surety be liable for a greater sum than the penalty of this bond, or subject to any suit, action or proceeding thereon that is instituted later than one year after the final settlement of said contract.

(e) This bond is given pursuant to the terms of Title 39, Chapter 1, Section 1 of the Ala. Code (1975), and all the provisions of law with reference to this character of bond as set forth in said section or as may hereinafter be enacted are hereby made a part hereof to the same extent as if set out herein in full.

**IN WITNESS WHEREOF**, the said Contractor has hereunder affixed its signature and said Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Principal

By: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Surety

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
Title



# ITEM XIII



## CITY OF FAIRHOPE CLOSEOUT DOCUMENTS

CONSENT OF SURETY COMPANY TO FINAL PAYMENT

CONTRACTOR'S AFFIDAVIT OF PAYMENT

FINAL RELEASE OF LIENS

NOTICE OF COMPLETION ADVERTISEMENT



**CITY OF FAIRHOPE  
CONSENT OF SURETY COMPANY TO FINAL PAYMENT**

**COF PROJECT NO:** \_\_\_\_\_

**COF PROJECT NAME:** \_\_\_\_\_

**OWNER:** **City of Fairhope**  
**P.O. Drawer 429**  
**Fairhope, AL 36533**

**CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In accordance with the provision of the Contract between the OWNER and the CONTRACTOR as indicated above, the \_\_\_\_\_, Surety Company on bond of \_\_\_\_\_ CONTRACTOR, hereby approved the final payment to the CONTRACTOR and agrees that final payment to the CONTRACTOR shall not relieve the Surety Company of any of its obligations to the City of Fairhope as set forth in said Surety Company's bond dated the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

**IN WITNESS WHEREOF**

The Surety Company has hereunto set its hand this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

ATTEST  
(Seal)

Surety Company

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title



**CITY OF FAIRHOPE  
CONTRACTOR'S AFFIDAVIT OF PAYMENT  
OF CLAIMS & DEBTS**

**COF PROJECT NO:** \_\_\_\_\_

**COF PROJECT NAME:** \_\_\_\_\_

**OWNER:** **City of Fairhope**  
**P.O. Drawer 429**  
**Fairhope, AL 36533**

**CONTRACTOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF:** \_\_\_\_\_

**COUNTY OF:** \_\_\_\_\_

The undersigned hereby certified that, except as listed below, he has paid in full or otherwise satisfied all obligations for all materials and equipment furnished, for all work, Labor and services performed, and for all known indebtedness and claims against the CONTRACTOR for damages arising in any manner in connection with the performance of the Contract referenced above for which the OWNER or his property might in any way be held responsible.

**EXCEPTION: (If none, write NONE)** \_\_\_\_\_

\_\_\_\_\_  
**CONTRACTOR**

By: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and sworn to and before me this \_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires \_\_\_/\_\_\_/\_\_\_



**CITY OF FAIRHOPE  
FINAL RELEASE OF LIENS**

KNOW ALL MEN BY THESE PRESENTS: In consideration of, and contingent upon the receipt of total payments in the amount of \_\_\_\_\_

Under and pursuant to the following contract:

**COF PROJECT NO:** \_\_\_\_\_

**COF PROJECT NAME:** \_\_\_\_\_

The undersigned hereby releases \_\_\_\_\_, its officers, agents, and employees, of and from all liabilities, obligations, and claims whatsoever in law and in equity under or arising out of said contract. We do hereby certify that all labor, materials, equipment, supplies, etc. for this project have been paid in full and there is no outstanding indebtedness.

IN WITNESS WHEREOF, this release has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
CONTRACTOR

\_\_\_\_\_  
By: SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
Title

**STATE OF ALABAMA  
COUNTY OF BALDWIN**

I, the undersigned authority, a Notary Public in and for said County and State, hereby certify that \_\_\_\_\_, whose name is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the within instrument, he executed the same voluntarily on the day the same bears date.

Given under my hand and seal on this the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_/\_\_\_/\_\_\_



**CITY OF FAIRHOPE  
NOTICE OF COMPLETION LEGAL NOTICE**

**Bid Number:** \_\_\_\_\_

**Bid Name:** \_\_\_\_\_

In accordance with Chapter 1, Title 39, Code of Alabama, 1975, for contracts over \$50,000 and less than \$500,000, Notice is hereby given that

\_\_\_\_\_, CONTRACTOR, has completed the Contract for the above referenced bid for the City of Fairhope, Alabama, OWNER, and has made request for final settlement of said Contract. Any claims for labor, materials or otherwise in connection with this project should be itemized, notarized, and presented to:

**OWNER:**

**CITY OF FAIRHOPE  
555 South Section Street  
P.O. Drawer 429  
Fairhope, AL 36533**

On or before (30 days) or same will be barred.

**Contractor:**

Dates ad was run (one time): \_\_\_\_\_

Newspapers in which ad run (dates): \_\_\_\_\_

**Contractor to provide Proof of Publication of the Notice of Completion to the City by affidavit of the publisher and a printed copy of the notice published.**

# Repair and Replacement of Modified Bituminous and Gravel Roofs - City Hall/Civic Center

CITY OF FAIRHOPE - PUBLIC WORKS DEPT.

FEBRUARY 2023



**INDEX TO SHEETS**

<u>SHEET</u>	<u>DESCRIPTION</u>
1	Title
2	Roof Plan
3	Roof sections - Dimensions and Areas
4	Roof Repair Details
5	Moisture Damage Locations



**MAYOR**

Sherry Sullivan

**CITY COUNCIL**

Kevin G. Boone

Corey Martin

Jack Burrell, ACOMO

Jimmy Conyers

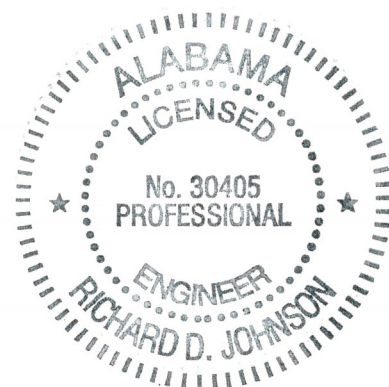
Jay Robinson

**DIRECTOR OF PUBLIC WORKS**

Richard D. Johnson, PE

**CITY CLERK**

Lisa A. Hanks, MMC



*Richard D. Johnson*

Richard D. Johnson  
AL. REG. NO. 30405  
Project Engineer

02-02-2023  
Date

**Project: 2023-PWI 010  
Bid Set Drawings**

# CITY HALL/CIVIC CENTER - Roof Retrofit

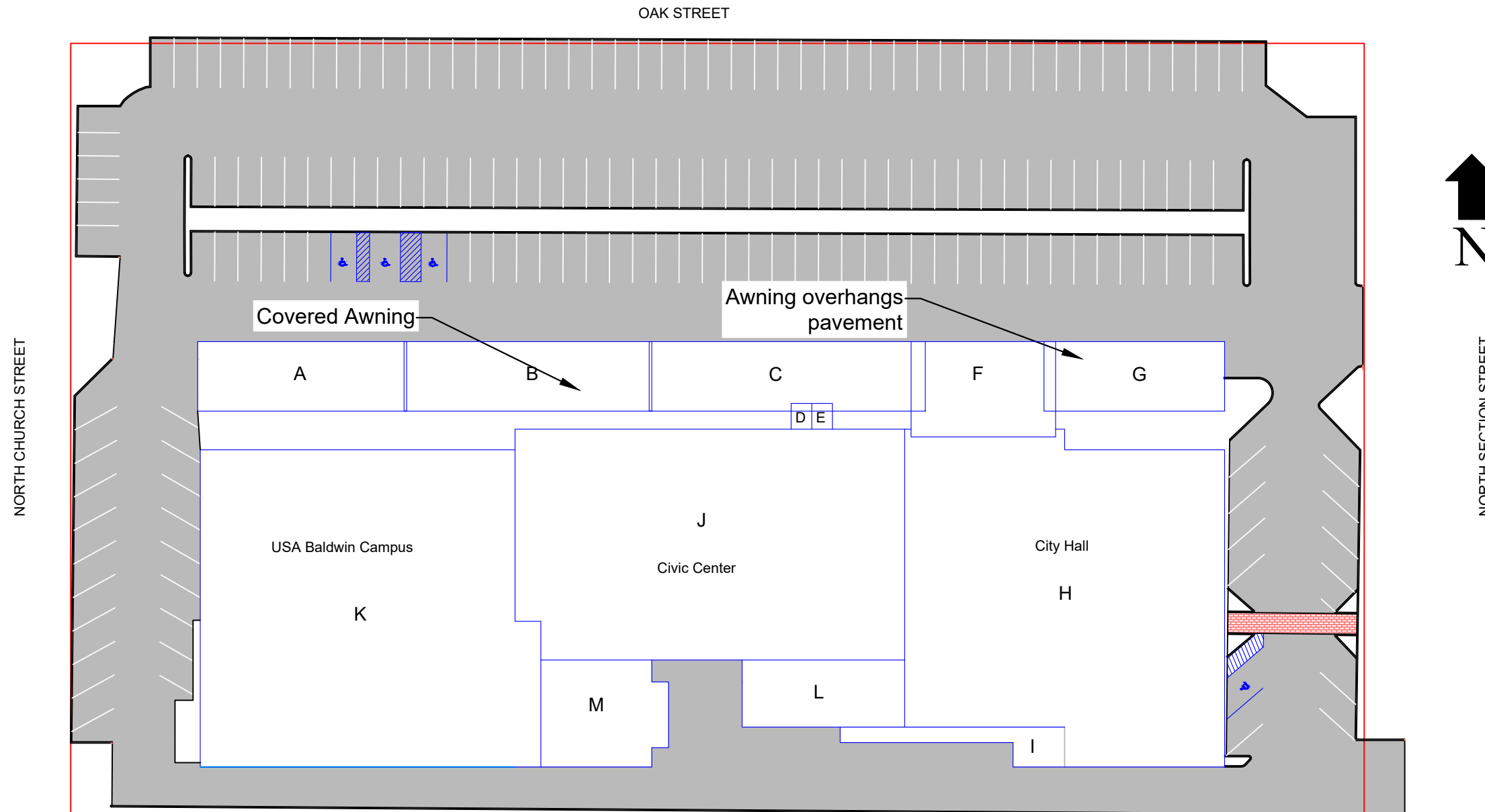
City of Fairhope, Public Works

Date: Jan. 30, 2023	Drawn By: R.D. Johnson, PE	Roof Plan
Scale: 1" = 50'	2023-PWI 010	Page 2 of 5

## CITY OF FAIRHOPE CITY HALL/CIVIC CENTER COMPLEX 161 N. SECTION STREET

### NOTES:

1. All labeled roof segments are/may be at different elevations
2. Segments A-G are Gravel and serve as a covered walkway along the north frontage of the building
3. Segments H-M are modified bituminous over gypsum decking
4. Areas noted are approximate - bidding contractor shall field verify prior to submission of a bid proposal
5. All facilities (City Hall, Civic Center and USA Baldwin Campus) shall remain in operation and functional during the construction contract period. The bidding contractor shall accommodate uninterrupted use of the facility at all times during construction
6. Roof access points, material and equipment staging will be coordinate and approved by the City prior to the start of construction
7. Contractor shall be responsible for obtaining all required building permits - there will be no cost to said City-issued building permits



ROOF SEGMENT LEGEND			
Roof Segment	Type	Location	Area (SF)
A	Gravel Roof	Front Canopy	2,187
B	Gravel Roof	Front Canopy	2,592
C	Gravel Roof	Front Canopy	2,889
D & E	Gravel Roof	Front Canopy	160
F	Gravel Roof	Front Canopy	2,072
G	Gravel Roof	Front Canopy	1,890
H	Mod Bit	City Hall	14,619
I	Mod Bit	City Hall	712
J	Mod Bit	Civic Center	13,364
K	Mod Bit	USA Baldwin	15,571
L	Mod Bit	City Hall	1,638
M	Mod Bit	USA Baldwin	1,950
Total	Gravel Roof Area (SF)		11,790
Total	Mod. Bituminous Roof (SF)		47,854

**ROOF LAYOUT PLAN**  
Scale: 1" = 50'

# CITY HALL/CIVIC CENTER - Roof Retrofit

City of Fairhope, Public Works

Date: Jan. 30, 2023

Drawn By:  
R.D. Johnson, PE

Roof Plan

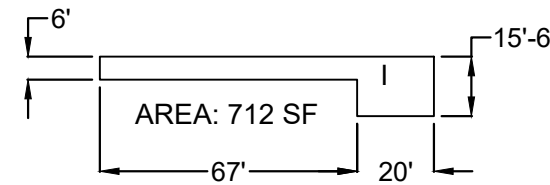
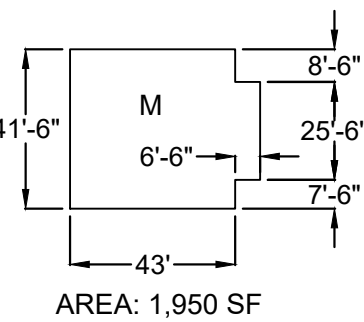
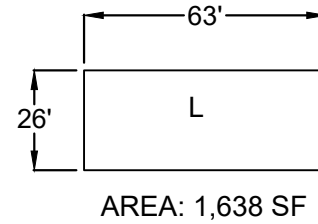
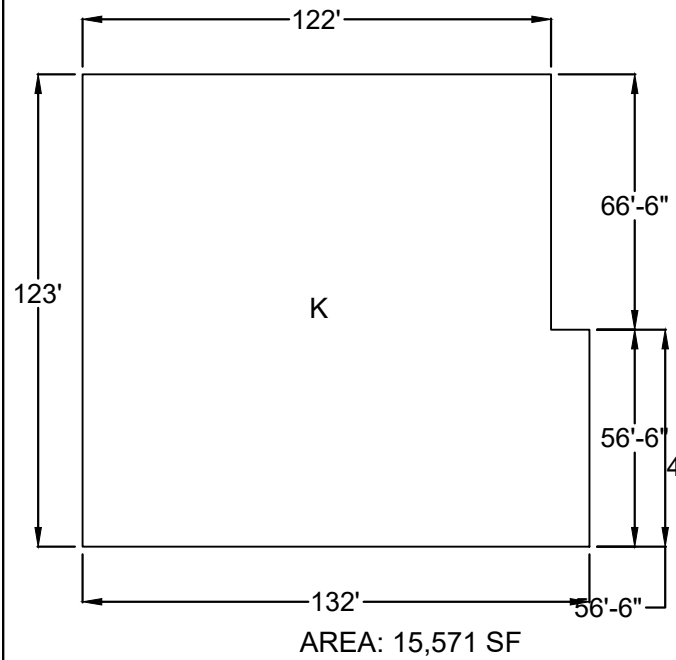
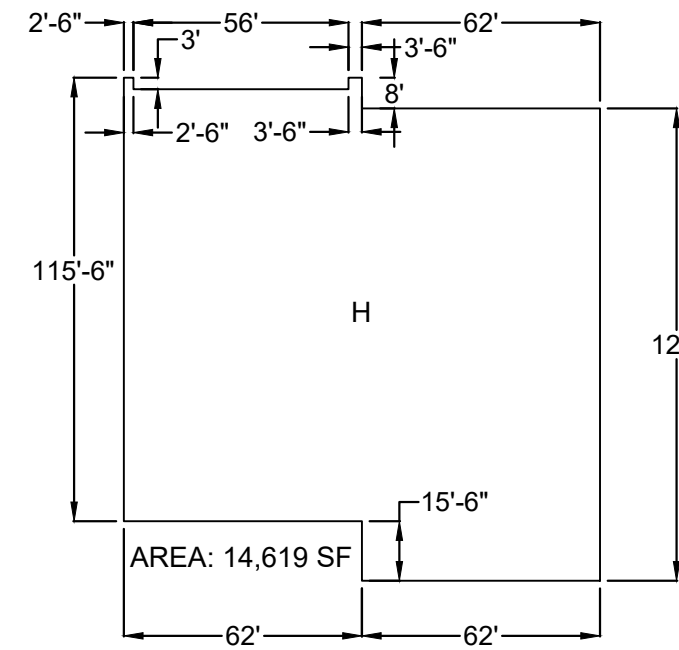
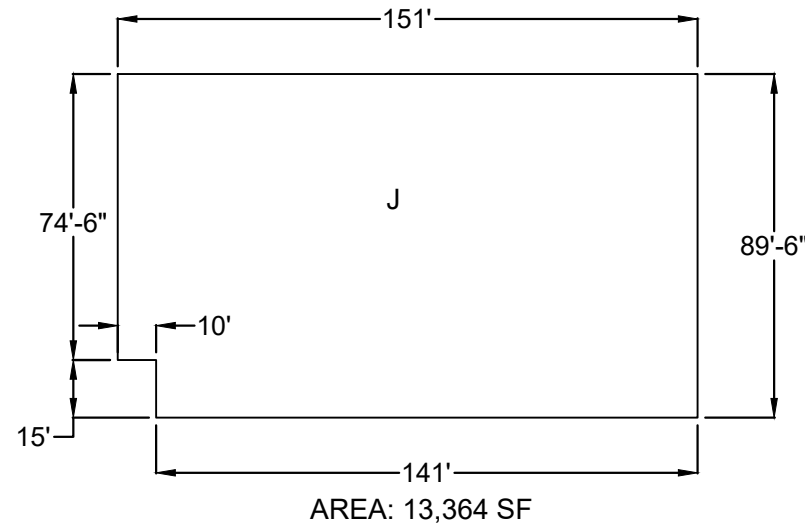
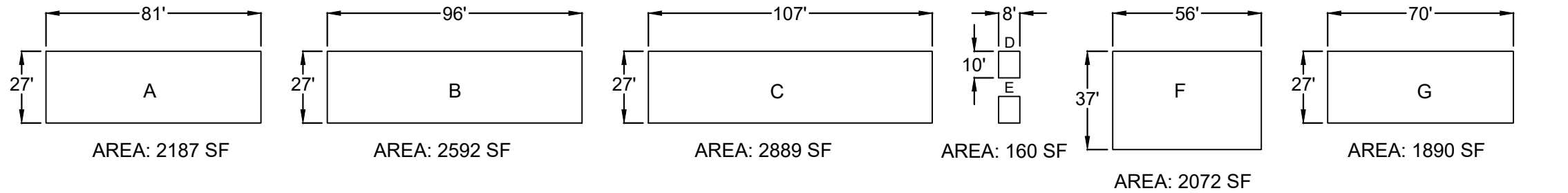
Scale: 1" = 50'

2023-PWI 010

Page 3 of 5

## ROOF SECTIONS - DIMENSIONS & AREAS

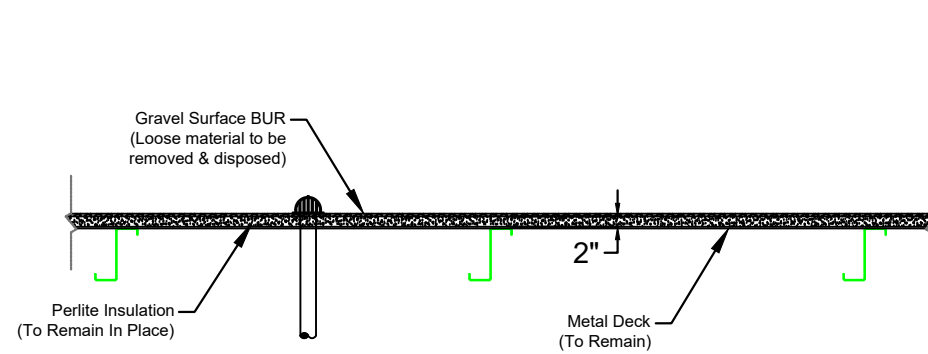
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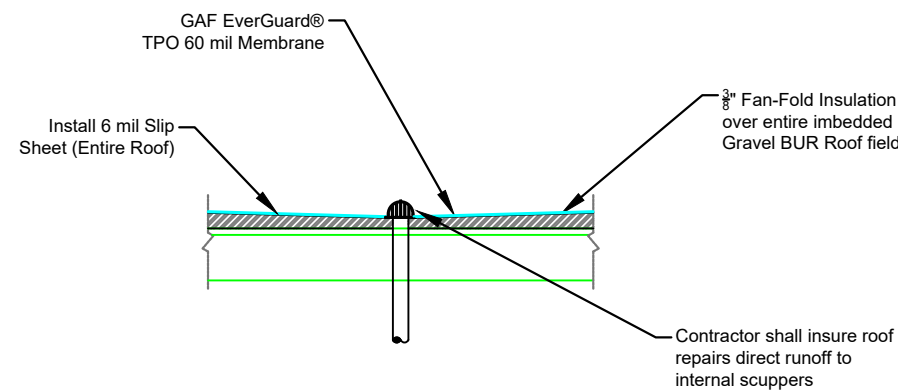
ROOF SEGMENT LEGEND			
Roof Segment	Type	Location	Area (SF)
A	Gravel Roof	Front Canopy	2,187
B	Gravel Roof	Front Canopy	2,592
C	Gravel Roof	Front Canopy	2,889
D & E	Gravel Roof	Front Canopy	160
F	Gravel Roof	Front Canopy	2,072
G	Gravel Roof	Front Canopy	1,890
H	Mod Bit	City Hall	14,619
I	Mod Bit	City Hall	712
J	Mod Bit	Civic Center	13,364
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L	Mod Bit	City Hall	1,638
M	Mod Bit	USA Baldwin	1,950
Total	Gravel Roof Area (SF)		11,790
Total	Mod. Bituminous Roof (SF)		47,854



GRAVEL BUR ROOF REPAIR DETAIL



EXISTING CONDITIONS

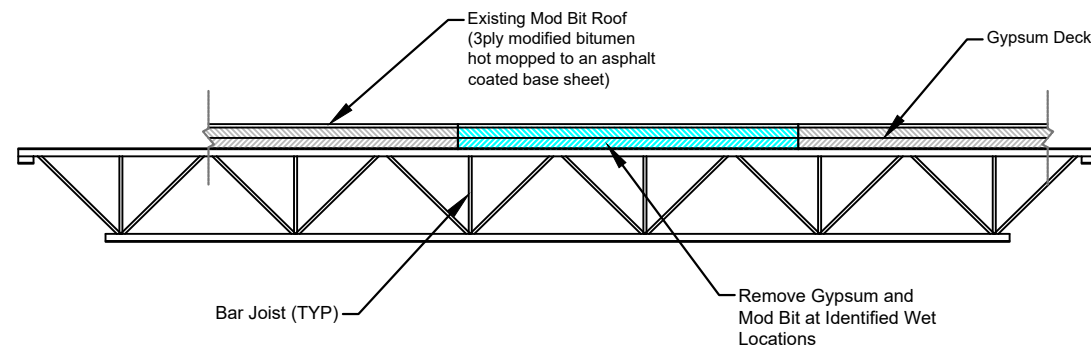


PROPOSED CONDITIONS

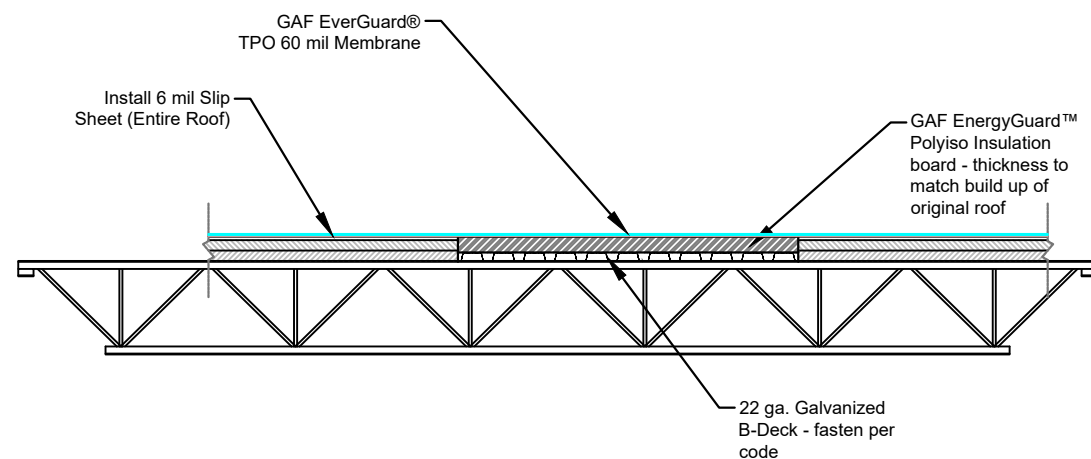
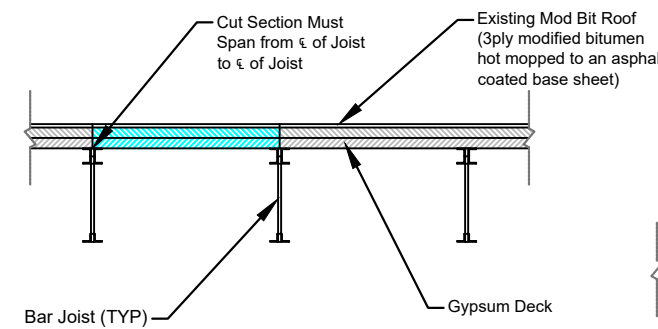
ROOF REPAIR NOTES:

1. Gypsum Roof Areas:
  - 1.1. Cut out and remove wet gypsum decking (all areas to be cut out to be pre-approved by City prior to demo)
  - 1.2. Damaged decking areas - install 22-gage B-Deck (galvanized)
  - 1.3. Damaged decking areas - build up roof above B-Decking with ISO to a thickness to match existing roof - crickets as required to prevent ponding and insure drainage
2. Gravel Roof Areas:
  - 2.1. Remove and clean all loose Gravel/Debris from BUR roof
  - 2.2. Prepare the remaining roof surface
  - 2.3. Mechanically install  $\frac{3}{8}$ " fan-fold insulation over entire imbedded gravel roof field
  - 2.4. Replacement and/or repair of all missing, damaged or degraded metal edging
3. All Roof Areas:
  - 3.1. Install 6-mil slip sheet over entire roof
  - 3.2. Install 60-mil TPO Membrane over entire roof
  - 3.3. Installation and/or repair of all flashings, curbing, walk pads, parapet wall treatments and all other appurtenances necessary for a sealed roof envelope
  - 3.4. Install curb/pitch pans for all vents and penetrations
  - 3.5. Removal of and new decking over of abandoned curbs - multiple within the gypsum field
  - 3.6. Replace and/or tightening of all loose, backed out or missing fasteners at flashings, parapet walls, edge metal, gutters, etc.
  - 3.7. Apply caulking/sealant at all seams, junctions and exposed locations per industry standards and manufactures specifications

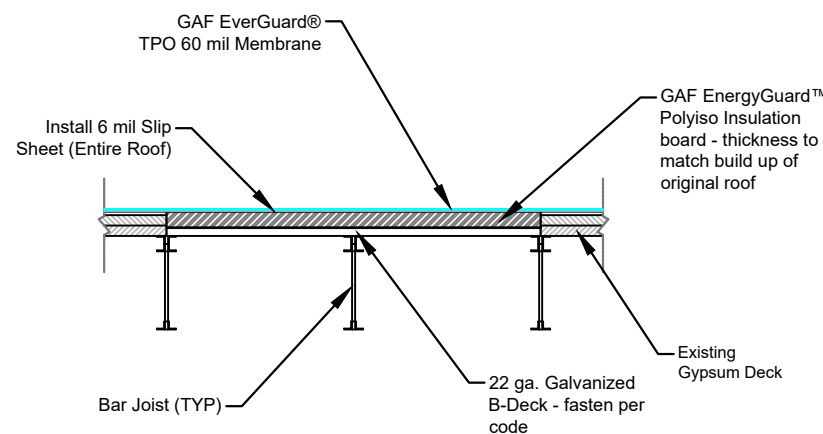
MODIFIED BITUMINOUS ROOF REPAIR DETAIL

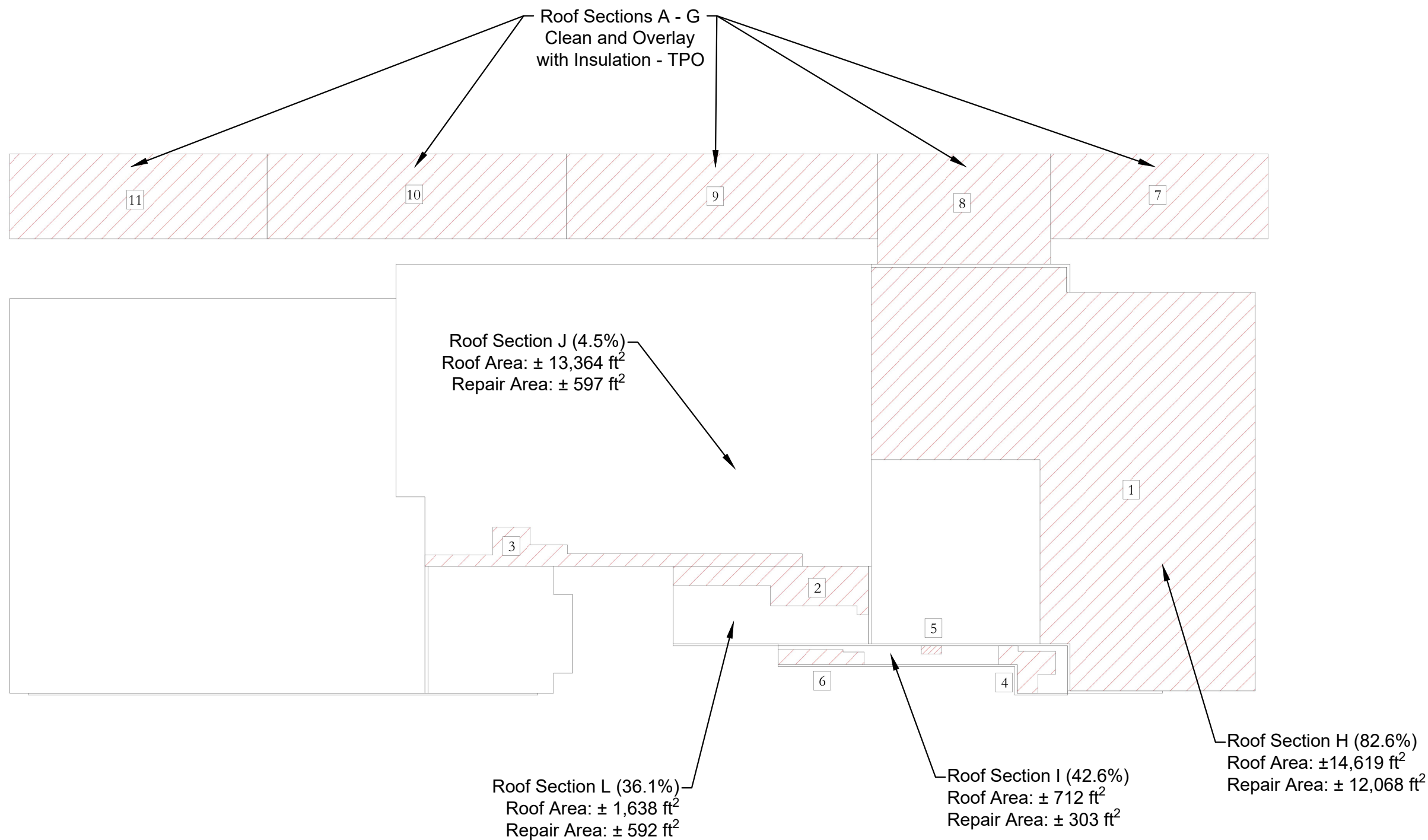


EXISTING CONDITIONS

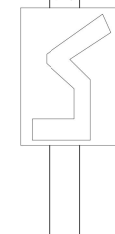


PROPOSED CONDITIONS





LA RESEARCH AND ENGINEERING  
 5815 I-10 INDUSTRIAL PARKWAY SOUTH  
 THEODORE, AL 36882  
 PH: 251.653.9009 FX: 251.653.5803



CITY OF FAIRHOPE  
 CIVIC CENTER  
 161 N SECTION STREET  
 FAIRHOPE AL

**CITY HALL/CIVIC CENTER - Moisture Areas**

City of Fairhope, Public Works

Date: Jan. 30, 2023	Drawn By: LA Research & Eng.	Repair Areas
Scale: N.T.S.	2023-PWI 010	Page 5 of 5

CORE DATA : MOD BIT	CORE DATA: GRAVEL	WET LOCATIONS: MOD BIT		WET LOCATIONS: GRAVEL	
GYPHUM DECK	METAL DECK	1	12,068 SQ. FT.	7	1863 SQ. FT.
3PLY MOD BIT	2" PERLIE	2	592 SQ. FT.	8	1925 SQ. FT.
HOT MOPPED	2PLY FELTS	3	597 SQ. FT.	9	2673 SQ. FT.
	GRAVEL SURFACE	4	162 SQ. FT.	10	2565 SQ. FT.
		5	16 SQ. FT.	11	2214 SQ. FT.
		6	125 SQ. FT.		
		TOTAL:	13,560 SQ. FT.	TOTAL:	11,420 SQ. FT.

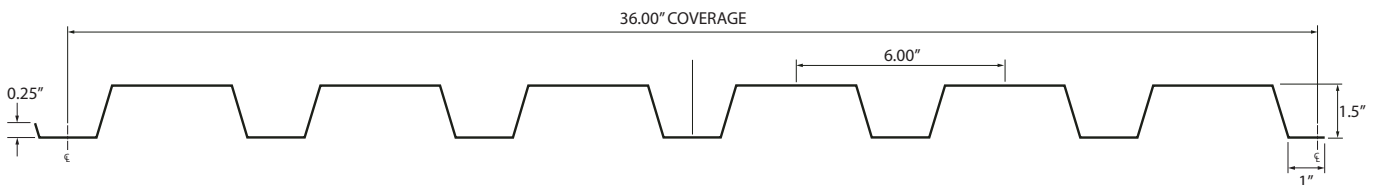
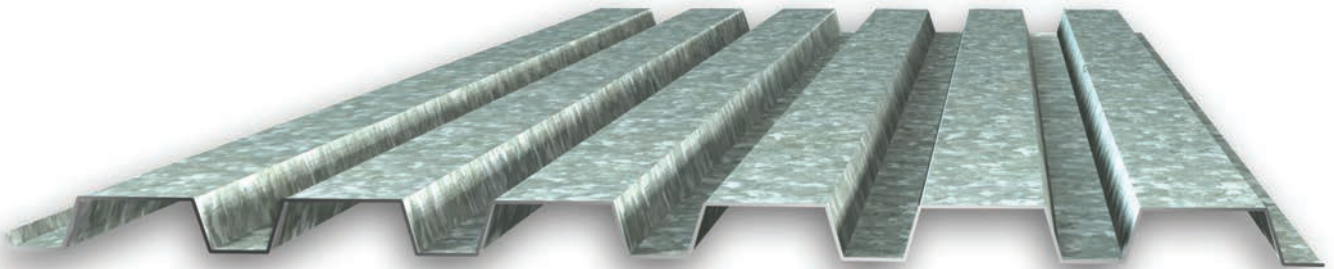
DRAWN	L.A.
CHECKED	S.S.
DATE	03/23/2022
SCALE	1/16"=1'0"
JOB #:	N/A
SHEET	A-1
OF	1-OF-1 SHEETS

# B-DECK



## AT A GLANCE:

- 36" coverage
- 1.5" rib
- Stocked in 22 ga. galvanized, 20' & 25'
- Primer painted steel or G40 galvanized



B-Deck is widely used panel for decking. Type B-Deck is frequently used for several applications such as flooring, siding, and roofing. MPI stocks 22 ga. galvanized panels in 20' and 25' lengths.



## **GAF** EnergyGuard™ Polyiso Insulation



### Description:

EnergyGuard™ Polyiso Insulation board is made of glass fiber-reinforced cellulosic felt (GFR) facers bonded to a core of polyisocyanurate foam.

### Features and Benefits:

- Versatile — Approved component in single ply, BUR and modified bitumen systems, with a variety of attachment methods: mechanically attached, fully adhered, loose laid and ballasted
- Approved for direct application to steel decks
- High insulation value — polyiso insulation has the highest R-value per inch compared to any other type of non-polyiso insulation of equivalent thickness
- Because of its light weight, this material is easy to handle on the jobsite and installs quickly. Easy cutting in the field provides the installer with simplified fabricating on the roof deck
- Excellent dimensional stability, high moisture resistance and low water permeability

### Panel Characteristics:

- Available in a variety of thicknesses from 1.0" (25.4 mm) to 4.6" (116 mm) to best suit your specifications
- Available in 4' x 4' (1.21 m x 1.21 m) and 4' x 8' (1.21 m x 2.44 m) boards
- Flute Fill and other special sizes are available upon request
- Other EnergyGuard™ products available – tapered, CGF facer and non-halogenated. See individual data sheets for more information

### Codes & Compliance:

- Meets the requirements of ASTM C1289 Type II, Class 1, Grade 2 (20 psi) and also available in Grade 3 (25 psi)
- FM 4450 / 4470—consult RoofNav.com for specific assemblies
- UL listed to ANSI / UL 790, UL 263, UL 1256
- UL Evaluation Report UL ER1306-03
- See UL Product iQ for details
- Miami-Dade County Approved
- State of Florida Approved
- For additional information, contact GAF at 1-800-766-3411 or [designservices@gaf.com](mailto:designservices@gaf.com)



### EnergyGuard™ Polyiso Thermal Values:

Size*	R-Value**	Max Flute Span (in)
1.0" (25.4 mm)	5.7	2 5/8" (66.7 mm)
1.2" (30.5 mm)	6.8	2 5/8" (66.7 mm)
1.5" (38.1 mm)	8.6	4 3/8" (111 mm)
1.75" (44.5 mm)	10.0	4 3/8" (111 mm)
2.0" (51 mm)	11.4	4 3/8" (111 mm)
2.3" (58 mm)	13.2	4 3/8" (111 mm)
2.5" (64 mm)	14.4	4 3/8" (111 mm)
2.6" (66 mm)	15.0	4 3/8" (111 mm)
2.8" (71 mm)	16.2	4 3/8" (111 mm)
3.0" (76 mm)	17.4	4 3/8" (111 mm)
3.2" (81 mm)	18.6	4 3/8" (111 mm)
3.5" (89 mm)	20.5	4 3/8" (111 mm)
3.7" (94 mm)	21.7	4 3/8" (111 mm)
4.0" (102 mm)	23.6	4 3/8" (111 mm)
4.3" (109 mm)	25.4	4 3/8" (111 mm)
4.5" (114 mm)	26.6	4 3/8" (111 mm)
4.6" (117 mm)	27.1	4 3/8" (111 mm)

\* Other thicknesses available upon request.

\*\* Long Term Thermal Resistance Values provide a 15-year time weighted average in accordance with CAN/ULC S770.

For optimal roof performance and to prevent thermal bridging GAF recommends installing two layers of Polyiso with staggered joints.



Visit [gaf.com](http://gaf.com)

We protect what matters most™



# **Drill-Tec™ #12 Fastener**

Updated: 7/17



*Quality You Can Trust...From  
North America's Largest Roofing Manufacturer!™*



# DRILL-TEC™ #12 FASTENER

## Description

Drill-Tec™ #12 Fastener is designed to secure insulation to steel (18 ga. – 24 ga.) and wood. It is available in lengths from 1-5/8" – 8" (41.3 mm – 203 mm). The Drill-Tec™ Standard #12 Roofing Fastener is Factory Mutual and Miami-Dade County Product Control approved.

## Application

The Drill-Tec™ #12 Fastener must penetrate steel decks a minimum of 3/4" (19.1 mm), wood plank decks a minimum of 1" (25.4 mm), and 1/2" (12.7 mm) through the underside for plywood decks. Using a screw gun, drive the fastener until the screw head is seated securely; with very rigid insulation boards, watch for the plate to dimple.

**Note:** Be careful not to overdrive the fastener and fracture the skin of the insulation. Fastener must be tight enough so that the plate doesn't turn.

For steel decks, Factory Mutual requires that the fastener penetrate the deck at the top flute.

To speed installation, this fastener is also available as a labor saving assembled screw and plate. See Drill-Tec ASAP® 3S.

## Code Approvals



## Advantages

- Heavier shank & thread diameters than most "standard" roofing fasteners.
- Deep buttress thread for high pull-out resistance.
- Extra sharp drill point for quick installation in new or reroof applications.
- Available with Hex Head or #3 Phillips Truss Head.

## Plates & Accessories

- Use 3" (76 mm) steel or plastic plates, depending upon the application.
- For best installation results, use a variable speed 0-2500 rpm screw gun.

## Specifications

The fastener will be a Drill-Tec™ #12 Fastener with a thread diameter of .220"

(5.58 mm). The fastener must have 12.5 buttress threads per inch (per 25.4 mm) and a 30° drill point. Also, the fastener must be heat treated per specification OMG-1. The Drill-Tec™ #12 Fastener will be used with a Factory Mutual-approved, Drill-Tec™ Round Pressure Plate or Pressure Bar. The fastener must be Factory Mutual approved.

## Coating Requirement

The fastener will be coated with the Drill-Tec™ CR-10 corrosion-resistant coating. When subjected to 30 Kesternich cycles (DIN 50018), the fastener must show less than 15% red rust and surpass Factory Mutual Approval Standard 4470.

*Note: ASAP® is a registered trademark of OMG.*

## Product Data

Thread Diameter	.220" (5.58 mm)
Head Diameter	
Truss Head	.435" (11.04 mm)
Hex Head	.390" (9.91 mm)
Head Style	#3 Phillips Truss Head* 1/4" (6.35 mm) Hex Head*
Coating	CR-10

\*#3 Phillips bit or Hex Head drive included in each bucket.

Length	Thread Length	Packaging (Bucket)	Weight
1 5/8" (41.3mm)	Full	1,000	12 lb (5.44 kg)
2 1/4" (57.1 mm)	Full	1,000	15 lb (7.71 kg)
3" (76 mm)	Full	1,000	24 lb (10.89 kg)
4" (102 mm)	3" (76 mm)	1,000	28 lb (12.70 kg)
5" (127 mm)	3" (76 mm)	1,000	35 lb (15.88 kg)
6" (152 mm)	4" (102 mm)	1,000	40 lb (18.14 kg)
7" (178 mm)	4" (102 mm)	1,000	48 lb (21.77 kg)
8" (203 mm)	4" (102 mm)	1,000	50 lb (22.68 kg)

*Note: All sizes are nominal.*

Drill-Tec™  
#12 Fastener



## Example: Drill-Tec™ #12 Fastener Length Selection Procedure

1. If applicable, determine thickness of existing roofing material.
2. Add thickness of new insulation.
3. Add 3/4" (19.1 mm) minimum fastener penetration.
4. If odd size requirement, always size up in length, not down. See example below.

### Example

Existing Roofing:	1 3/4" (44.4 mm)
New Insulation:	+ 1/2" (12.7 mm)
Min. Embedment:	+ 3/4" (19.1 mm)
Total Fastening Range:	= 3" (76 mm)

**The proper #12 Fastener for the example is 3 1/4" (82.6 mm).**

### Use this format to calculate correct fastener size:

Existing Roof:	
New Insulation:	+
Min. Embedment:	+ 3/4" (19.1 mm)
Total Fastening Range:	=

**The proper #12 Fastener is:**

# GAF

# DRILL-TEC™

## STEEL AND PLASTIC PLATES

### Stress Plates

#### Drill-Tec™ Steel Plates



Drill-Tec™ 2" (51 mm) Steel Wall Plate



Drill-Tec™ 2" (51 mm) Double-Barbed XHD Plate



Drill-Tec™ 2" (51 mm) GypTec® Plate



Drill-Tec™ 2 3/8" (60.3 mm) Barbed XHD Plate



Drill-Tec™ 2 3/4" (69.8 mm) Barbed XHD Plate



Drill-Tec™ 3" (76 mm) Steel (Galvalume®) Plate (Recessed)



Drill-Tec™ 3" (76 mm) Ribbed (Galvalume®) Plate (Flat)

#### Drill-Tec™ Plastic Locking Plate



#### Description

Drill-Tec™ Steel Plates are made of Galvalume® coated steel. The round design provides an even distribution of loads and eliminates sharp corners that can damage the insulation or membrane. Drill-Tec™ 2 3/8" (60.3 mm) and 2 3/4" (69.9 mm) Plates should be used for single-ply membranes for lap and seam attachments. Drill-Tec™ 3" (76 mm) Plates should be used for insulation and cover board attachment. These plates are designed to be used with Drill-Tec™ Fasteners.

#### Code Approvals



#### Physical Data

##### Drill-Tec™ 2" (51 mm) Steel Wall Plate

Application: Attaches EverGuard® membrane to base/wall and around penetrations such as pipes and angle changes. (NOT for use as membrane seam plates in the field of the roof.)

Fastener: Drill-Tec™ #14, #15, or CD-10 Fasteners

##### Drill-Tec™ 2" (51 mm) Double-Barbed XHD Plate

Application: Attaches EverGuard® membrane to the substrate

Fastener: Drill-Tec™ #14 XHD, #15 Fasteners, and CD-10 Fasteners

##### Drill-Tec™ 2" (51 mm) GypTec® Plate

Application: Attaches EverGuard® membrane to gypsum and Tectum decks

Fastener: Drill-Tec™ Polymer GypTec® Fastener

##### Drill-Tec™ 2 3/8" (60.3 mm) Barbed XHD Plate

Application: Attaches EverGuard® membrane to the substrate

Fastener: Drill-Tec™ #14 XHD #15 Fasteners and CD-10 Fasteners

##### Drill-Tec™ 2 3/4" (69.9 mm) Barbed SXHD Plate

Application: Attaches EverGuard® membrane to the substrate

Fastener: Drill-Tec™ #14 and #15 SXHD (#21) Fasteners and CD-10 Fasteners

##### Drill-Tec™ 3" (76 mm) Steel (Galvalume®) Plate (Recessed)

Application: Attaches insulation to the substrate

Fastener: Drill-Tec™ Standard #12 Fasteners, #14 Fasteners, and #15 CD-10 Fasteners

##### Drill-Tec™ 3" (76 mm) Ribbed (Galvalume®) Plate (Flat)

Application: Attaches insulation to the substrate

Fastener: Drill-Tec™ Standard #12 Fasteners, #14 Fasteners, and #15 CD-10 Fasteners

##### Drill-Tec™ 3" (76 mm) LD (Lite-Deck) Plate

Application: Attaches insulation to gypsum, Tectum, and lightweight concrete decks

Fastener: Drill-Tec™ LD Fastener

#### Description

Drill-Tec™ 3" (76 mm) Plastic Locking Plate should be used when fastening insulation. All Drill-Tec™ Plates are round and designed to be used with Drill-Tec™ Fasteners.

#### Code Approvals



#### Physical Data

##### Drill-Tec™ 3" (76 mm) Plastic Locking Plate

Application: Attaches insulation to the substrate.

Fastener: Drill-Tec™ #12, #14 Fastener.

Note: GypTec® is a registered trademark of OMG.

#### Product Data

Plate	Application	Diameter	Packaging	Weight
Drill-Tec™ 2" Steel Wall Plate	Membrane (Wall/Penetration Only)	2" (51 mm)	1,000/Box	29 lb. (13.15 kg)
2" Barbed Plate	Membrane	2" (51 mm)	1,000/Bucket	29 lb. (13.15 kg)
2" Double-Barbed XHD Plate	Membrane	2" (51 mm)	1,000/Bucket	33 lb. (14.97 kg)
2" GypTec® Plate	Membrane	2" (51 mm)	1,000/Box	24 lb. (10.89 kg)
2 3/8" Barbed XHD Plate	Membrane	2 3/8" (60.3 mm)	1,000/Bucket	45 lb. (20.41 kg)
2 3/4" Barbed SXHD Plate	Membrane	2 3/4" (69.9 mm)	500/Bucket	37 lb. (16.78 kg)
3" Steel (Galvalume®) Plate	Insulation	3" (76 mm)	1,000/Box	37 lb. (16.78 kg)
3" LD Plate	Insulation	3" (76 mm)	500/Box	19 lb. (8.62 kg)

#### Product Data

Plate	Diameter	Packaging (Box)	Weight
3" (76 mm) Plastic Locking Plate	3 1/16" (80 mm)	1,000	25 lb. (11.34 kg)



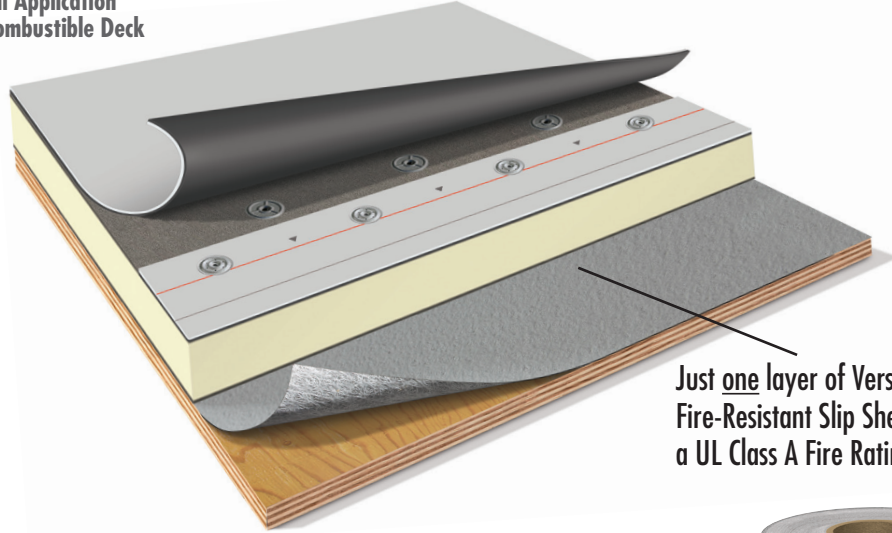
Quality You Can Trust... From North America's Largest Roofing Manufacturer!™

VERSASHIELD®

# SOLO™

## FIRE-RESISTANT SLIP SHEET

Typical Application For Combustible Deck



Just one layer of VersaShield® Solo™ Fire-Resistant Slip Sheet can provide a UL Class A Fire Rating!\*

GAF's VersaShield® Solo™ is a unique, patent-pending Fire-Resistant Slip Sheet for installation within roofing assemblies where an increased fire rating is desired.

- **Highest Fire Ratings...** One layer of VersaShield® Solo™ Fire-Resistant Slip Sheet qualifies for UL Class A Fire Ratings over combustible decks with no incline limitations\*
- **Reduced Installation Cost...** One layer of VersaShield® Solo™ Fire-Resistant Slip Sheet will reduce installation costs when compared to other fire-resistant slip sheets that require multiple layers to achieve equivalent fire ratings
- **Eliminates Gypsum-Based Boards...** One layer of VersaShield® Solo™ Fire-Resistant Slip Sheet may produce fire ratings equivalent to gypsum boards at significant labor and material savings
- **Easier For Installers...** Six-foot-wide sheet will cover the roof 50% faster than competitive products
- **Direct Replacement...** One layer of VersaShield® Solo™ Fire-Resistant Slip Sheet qualifies as a direct replacement for Elk FB-1S and FB-2S UL Rated Roofing Systems
- **Dimensions:** 6' X 166.7' (1.83 m X 50.8 m) Nominal
- **Coverage:** 10 Squares (1,000 ft²) (92.9 m²) Nominal
- **Weight:** 110.2 lbs. (50 Kg) Nominal



FIRE-RESISTANT  
THE  
BEST



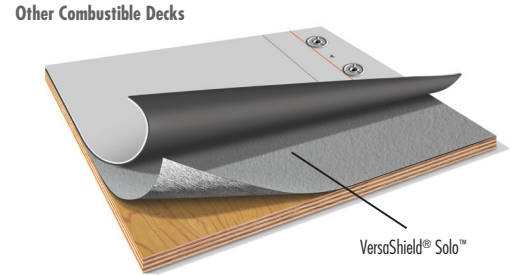
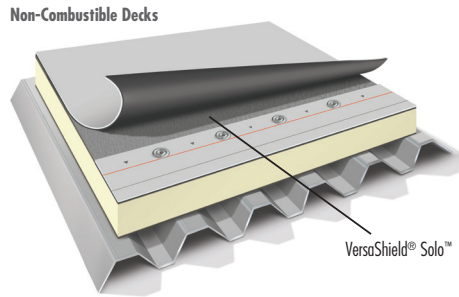


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North America's Largest Roofing Manufacturer!™

# VERSASHIELD® SOLO™ FIRE-RESISTANT SLIP SHEET

**VersaShield® Solo™ is a unique, patent-pending Fire-Resistant Slip Sheet** designed to be installed within a roofing system to provide protection from exterior fire exposure. It delivers superior protection against flame penetration and, in some cases, flame spread when installed in accordance with GAF Roofing System Specifications. Our proprietary fire-resistant coating is applied to a heavy weight, dimensionally stable fiberglass mat to ensure VersaShield® Solo™ Fire-Resistant Slip Sheet will roll out smoothly and lay flat.

## Other Typical Applications:



## Installation Instructions

**Use:** For installation under mechanically attached TPO membrane on nailable decks as a fire-resistant slip sheet. Refer to the GAF EverGuard® Single-Ply Roofing Systems TPO/PVC Application & Specifications Manual, call 1-800-ROOF-411, or visit the GAF website at [www.gaf.com](http://www.gaf.com) for more information.

**Step 1: Prepare** deck properly... The deck must be clean, dry, and smooth.

**Step 2: Lay Out** VersaShield® Solo™ Fire-Resistant Slip Sheet... Apply VersaShield® Solo™ Fire-Resistant Slip Sheet without wrinkles or creases, perpendicular to the direction the TPO membrane sheets will be installed.

**Step 3: Overlap** VersaShield® Solo™ Fire-Resistant Slip Sheet before fastening (see Figure 1)...

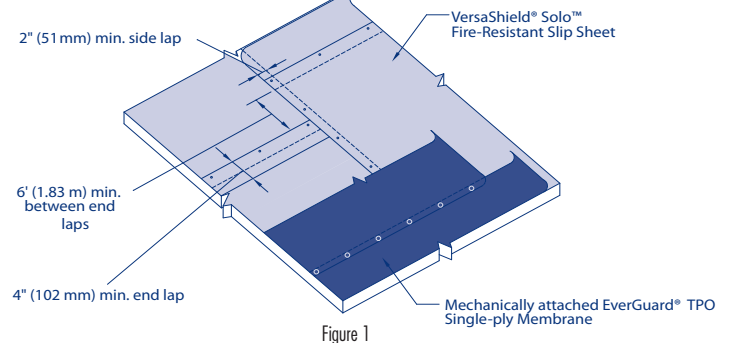
a) Minimum 2" (51 mm) overlap at side lap... Extend VersaShield® Solo™ Fire-Resistant Slip Sheet 2" (51 mm) over the preceding course.

b) Minimum 4" (102 mm) overlap at end lap... End laps should overlap a minimum of 4" (102 mm) and be offset from adjacent end laps by 6' (1.83 m).

**Step 4: Fasten** VersaShield® Solo™ Fire-Resistant Slip Sheet... Use corrosion-resistant nails with 1" minimum diameter metal or plastic caps. Install only enough nails to hold the VersaShield® Solo™ Fire-Resistant Slip Sheet in place until

the primary roof covering is applied (unless more fasteners are required by code). Nails should be long enough to penetrate at least 3/4" (19 mm) into wood decks, or just through plywood or OSB decks. Nails must be driven flush with the surface of the VersaShield® Solo™ Fire-Resistant Slip Sheet. Overdriving will damage the Fire-Resistant Slip Sheet. Raised fasteners may damage the TPO and/or may back out.

**Step 5: Install** mechanically fastened TPO... Do not install more VersaShield® Solo™ Fire-Resistant Slip Sheet than can be covered by the finished mechanically attached TPO roof membrane the same day. VersaShield® Solo™ Fire-Resistant Slip Sheet is NOT waterproof and should not be exposed to the weather before being covered with the primary roof covering.



## Physical Properties

Tensile	MD	ASTM D146/D828	40 lb./in - width min.
Tensile	CMD	ASTM D146/D828	20 lb./in - width min.
Tear	MD	ASTM D1922	300 grams min.
Tear	CMD	ASTM D1922	400 grams min.

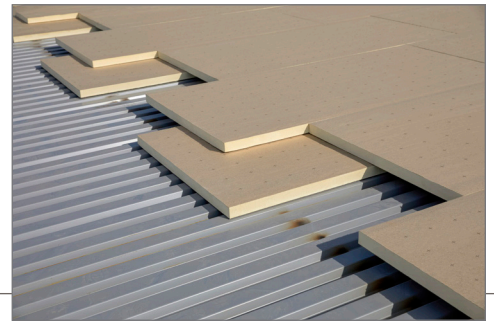
## Packaging & Storage

- 12 rolls per pallet: 4 rolls laid horizontally, 3 layers high
- 22 pallets per truck, double stacked, 264 rolls / truck
- Double stacking is permissible
- Pallet dimensions: 74" x 48" ( 1.9 m x 1.2 m )
- Product must be stored protected from precipitation, moisture, sunlight, and extreme temperatures

Part of a UL Classified System when used as a component of a rated assembly over combustible and non-combustible decks.



COMGN195



**Sustainability** — for more information go to [gaf.com/green](https://gaf.com/green)

- Manufactured with EPA-compliant blowing agents containing no CFCs or HCFCs; has zero ozone depletion potential (ODP) and negligible global warming potential (GWP)
- GREENGUARD Gold
- Green Circle Certified for recycled content
- Potential LEED Credits for Polyiso Use
- Health Product Declaration (HPD)
- Environmental Product Declaration (EPD) (Industry)



**Typical Physical Property Data**

PROPERTY	TEST METHOD	MINIMUM VALUES
Compressive Strength ( <i>psi (kPa), min</i> )*	ASTM D1621	Grade 2 – 20 psi (138kPa) Grade 3 – 25 psi (172kPa)
Dimensional Stability Change ( <i>length + width, max</i> )**	ASTM D2126	<2% max
Flexural Strength ( <i>psi (kPa), min</i> )	ASTM C203	40 psi (275kPa)
Tensile Strength ( <i>psi (kPa), min</i> )	ASTM C209	≥ 500 (24kPa)
Water Absorption ( <i>percent by volume, max</i> )	ASTM C209	<1.5%
Water Vapor Permeance ( <i>perm, max</i> )	ASTM E96	<1.5 perm (57.5ng/Pa•s•m²)
Service Temperature		-100° to 250°F (-73.3° to 121.1°C)
Flame Spread † Index	ASTM E84 / UL 723	< 75*
Smoke Developed Index	ASTM E84 / UL 723	< 200*

\* Foam Core.

\*\* Stated dimensional stability tolerance: Board thickness shall not diminish by more than 2% max.

† These numerical ratings are not intended to reflect hazards presented by these or any other material under actual fire conditions.

**Warnings and Limitations**

- EnergyGuard™ Polyiso Insulation is a non-structural, non load-bearing material. It is not designed for direct traffic usage unless adequately protected.
- EnergyGuard™ Polyiso Insulation should be stored protected from the elements. Bundle wrap is not for use as waterproofing for boards. No more insulation should be installed than can be completely covered with roofing on the same day.
- As unprotected polyisocyanurate will burn, fire safety precautions should be observed wherever insulation products are used.
- Direct mopping of modified bitumen roofing or built-up roofing (BUR) to EnergyGuard™ Polyiso Insulation is not approved.
- Refer to PIMA Technical Bulletin No. 109 Storage and Handling Recommendations for Polyiso Roof Insulation at [www.polyiso.org](http://www.polyiso.org)
- Refer to the application specifications in the current membrane manufacturer's application and specifications manual for proper installation procedures.



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We protect what matters most™



# **EverGuard® TPO 60 mil Membrane Information Sheet**

Updated: 6/18



*Quality You Can Trust...From  
North America's Largest Roofing Manufacturer!™*



# EVERGUARD® TPO

MEMBRANE

60 MIL

Quality You Can Trust... From North America's Largest Roofing Manufacturer!™

[gaf.com](http://gaf.com)

## Why TPO

- Great Value—Excellent performance at a cost-effective price
- Excellent Seam Strength—Heat-welded seams provide greater seam strength to taped and other seams
- Long-term Weathering—Excellent long-term heat and UV resistance
- Energy Saving—Highly reflective and emissive white roof can help reduce energy costs and urban heat island effect
- CREST Energy Savings Calculator—See your potential savings at [cool.gaf.com](http://cool.gaf.com)
- Versatile Application Method

## Why GAF EverGuard® TPO

- Outperforms standard TPO in heat aging and UV tests—the best predictors of TPO performance
  - After accelerated heat aging at 275°F (135°C) for 105 days, EverGuard® TPO showed no cracking—while every one of the competitors' samples had failed! **See below:**
  - UV testing—Greater than 2.5 times the industry standard (ASTM D6878 weather resistance test)
- Guarantees are available up to 25 years when using EverGuard® TPO 60 mil Membrane.\*
- Easier to install due to:
  - Large welding window
  - Most complete line of accessories
  - 10' (3.05 m) wide sheets



Fall River Courthouse, Fall River, Massachusetts

## Installation

EverGuard® TPO 60 mil Membrane is suitable for all types of single-ply systems:

- Mechanically Attached Application...for a quick and cost-effective system that can be installed practically year-round.
- RhinoBond® Application...can be applied without using adhesives and installed practically year round. Qualifies for the same guarantee length as an adhered system.\*
- Adhered Application...can be installed with EverGuard® 1121 Solvent-Based Adhesive, EverGuard® Low VOC Adhesive, or EverGuard® WB181 Water-Based Adhesive for the smoothest appearance. Provides excellent wind uplift performance.

## Accessories

Field fabrication of TPO accessories is time-consuming, costly, inconsistent, and can lead to unreliable details that compromise a watertight roofing system. EverGuard® TPO prefabricated accessories deliver consistent quality and eliminate the worry and problems often associated with field fabrication. They can also boost productivity up to 200%,\*\* while reducing installed cost by up to 12%.

\*See applicable guarantee for complete coverage and restrictions.

\*\*Based on GAF estimate to field-fabricate flashing details.



U.S. only



California Title 24 Compliant



TPO membranes meet the performance requirements of ICC ER-6030

# EverGuard® TPO 60 mil Membrane

## Applicable Standards

UL Listed, FM Approved, Miami-Dade County Product Control Approved, State of Florida Approved, CRRC Rated, Title 24 Compliant\*, ENERGY STAR® Certified\*\*, ASTM D6878.

Physical Properties	ASTM Test Method	ASTM D6878 Minimum	EverGuard® Typical Test Data
1. Certain data is provided in MD (machine direction) x CMD (cross machine direction) format. 2. Data is based upon typical product performance, and is subject to normal manufacturing tolerance and variance.			
Nominal Thickness	ASTM D751	0.039" (min.) (0.99 mm)	0.060" (1.52 mm)
Breaking Strength	ASTM D751 Grab Method	220 lbf/in. (38.5 kn/m)	305 lbf x 290 lbf (454 x 432 kg/m)
Factory Seam Strength	ASTM D751	66 lbf (98.34 kg/m)	135 lbf (membrane failure) (201.1 kg/m)
Elongation at Break	ASTM D751	15%	30%
Heat Aging	ASTM D573	90% Retention of Breaking Strength and Elongation at Break	100%
Tear Strength	ASTM D751 8" x 8" (203 x 203 mm) Sample	55 lbf (81.95 kg/m)	75 lbf x 130 lbf (111.8 x 193.7 kg/m)
Puncture Resistance	FTM 101C Method 2031	Not Established	380 lb. (172 kg)
Cold Brittleness	ASTM D2137	-40°C	-40°C
Permeance	ASTM E96	Not Established	0.08 Perms
Dimensional Change	ASTM D1204 @158°F (70°C), 6 hrs.	+/-1%	0.4%
Water Absorption	ASTM D471 @158°F (70°C), 1 week	+/-3.0% (top coating only)	0.7%
Hydrostatic Resistance	ASTM D751 Method D	Not Established	430 psi
Ozone Resistance	ASTM D1149	No visible deterioration @ 7 x magnification	No visible deterioration @ 7 x magnification
SRI (Solar Reflectance Index) Initial/Aged	N/A	N/A	94/81 83 Aged Title 24
Reflectivity (white) Initial/Aged	ASTM C1549 ASTM E903	N/A N/A	0.76/0.68 81.9% Reflectance
Emissivity (white) Initial/Aged	ASTM C1371 ASTM E403	N/A N/A	0.90/0.83 0.94
Weather Resistance	ASTM G155/D6878	10,080 KJ/(m <sup>2</sup> · nm) at 340 nm	>25,000 KJ/(m <sup>2</sup> · nm) at 340 nm
Heat Aging	ASTM D573	240°F (115°C) for 32 weeks	60 weeks
Thickness Above Scrim	ASTM D7635	Min 30% of Total Thickness	22.1 mil (Nominal)
<b>Guarantee</b>			
Up to 25 years			

\*White, Energy Gray, and Energy Tan Membranes Only

\*\*ENERGY STAR® only valid in the U.S.

## Product Data

Roll Size	5' x 100'	6' x 100'	8' x 100'	10' x 100'	12' x 100'
	(1.52 x 30.5 m) (500 sq. ft. [46.5 sq.m])	(1.83 x 30.5 m) (600 sq. ft. [55.74 sq.m])	(2.44 x 30.5 m) (800 sq. ft. [74.3 sq.m])	(3.05 x 30.5 m) (1,000 sq. ft. [92.9 sq.m])	(3.65 x 30.5 m) (1,200 sq. ft. [111.484 sq.m])
<b>Roll Weight</b>	162 lb. (73.5 kg)	194.4 lb. (88.2 kg)	257 lb. (117 kg)	322 lb. (146.1 kg)	386.4 lb. (175.3 kg)
<b>Colors</b>	White, Tan, Gray				
<b>Storage</b>	Store rolls on their sides on pallets or shelving in a dry area.				
<b>Safety Warning</b>	Membrane rolls are heavy. Position and install by at least two people.				
<b>Note:</b> Membrane rolls shipped horizontally on pallets, stacked pyramid-style and banded. Product sizes, dimensions, and widths are nominal values and are subject to normal manufacturing/packaging tolerance and variation.					

RhinoBond® is a registered trademark of OMG.



[gaf.com](http://gaf.com)

## Description

R-Tech FF (Fanfold) is a high-performance sheathing consisting of a superior closed-cell, lightweight and resilient expanded polystyrene (EPS) with advanced polymeric laminate facers. The core of R-Tech is the same high-quality as our InsulRoof brand insulations, and meets or exceeds the requirements of ASTM C578, Standard Specification for Rigid, Cellular Polystyrene Thermal Insulation. In addition, R-Tech has excellent dimensional stability, compressive strength and water resistant properties.

## Uses

R-Tech FF is ideal in recover applications, and is well-suited for single-ply roof applications that employ mechanically fastened or ballasted TPO, PVC, EPDM and CSPE membranes. Consult local building codes and membrane manufacturers for system requirements.

## Advantages

- **Labor Savings.** R-Tech FF comes in 200 ft<sup>2</sup> bundles, and is lightweight enough that the average roof mechanic can carry an R-Tech bundle under each arm (a total of 4 squares). Competing 4' x 8' recover products would require 13 sheets to cover 4 squares, and weigh almost 5 times as much as R-Tech FF.
- **User Friendly.** The R-Tech manufacturing process ensures that it will lay flat during installation, eliminating the thermoplastic roof system seam-welding issues that are experienced with other FF products.
- **Versatile.** The unique polymeric laminate facers allow single-ply membranes, including PVC, to be installed directly over R-Tech without additional slip sheets or divorcement.
- **Cost-Effective.** R-Tech is typically less expensive than other recover products, requires fewer fasteners per square foot, and is easier to handle.
- **Environmentally Friendly.** It contains no formaldehyde or HCFCs, may contain recycled material, and has a foam core that is 100% recyclable.
- **Proven Performance.** The same fundamental chemistry has been in use since the mid-1950s, so the actual performance of the product is well known.
- **Water-Resistant.** R-Tech is hydrophobic (does not readily absorb moisture) and does not promote the migration of moisture into the insulation.
- **Code Approvals.** R-Tech has numerous recover listings with Underwriters Laboratories. Please refer to UL's Roofing Materials Directory or contact your Insulfoam representative for additional information.

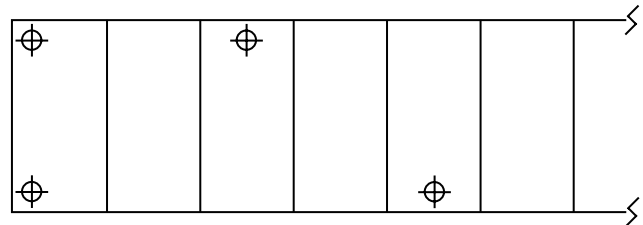
## PREDICTABLY CONSISTENT VALUE.



## Sizes

R-Tech FF is available in nominal thicknesses of 3/8", 1/2" and 3/4" with the 4' x 50' FF (2 squares). Individual panel sizes within the FF bundle are 2' x 4'. R-Tech is also available in 4' x 8' units.

## Installation Recommendations



- One fastener is to be placed at each corner of the leading and trailing edges, and thereafter at a rate of one fastener every 12 square feet placed on alternating sides of the sheet.
- Fasteners are to be 6" from the board's edge.
- When used with dark colored membranes, R-Tech should be installed with the silver or metallic side facing up.

Note: Some membrane manufacturers may require a higher density of fasteners for their warranted systems. Consult the membrane manufacturer for specific requirements.

PREDICTABLY **CONSISTENT** VALUE.



**Typical Physical Properties of R-Tech\***

Property	Type I	Type VIII	Type II	Type IX	Test Method
<b>Compressive Strength</b> (psi, 10% deformation)	13	16	20	28	ASTM D1621
<b>Flexural Strength</b> (psi)	33	40	50	70	ASTM C203
<b>Water Vapor Transmission</b> (perms)	< 1.0	< 1.0	< 1.0	< 1.0	ASTM E96

**Typical Physical Properties of InsulFoam (foam core)\***

Property	Type I	Type VIII	Type II	Type IX	Test Method
<b>Nominal Density</b> (pcf)	1.0	1.25	1.5	2.0	ASTM C303
<b>C-Value (Conductance)</b> <b>BTU/(hr•ft2•°F)</b> (per inch)					ASTM C518 or ASTM C177
@ 25° F	.23	.220	.21	.20	
@ 40° F	.24	.235	.22	.21	
@ 75° F	.26	.255	.24	.23	
<b>R-value (Thermal Resistance)</b> <b>(hr•ft2•°F)/BTU</b> (per inch)					ASTM C518 or ASTM C177
@ 25° F	4.35	4.54	4.76	5.00	
@ 40° F	4.17	4.25	4.55	4.76	
@ 75° F	3.85	3.92	4.17	4.35	
<b>Compressive Strength</b> (psi, 10% deformation)	10 - 14	13 - 18	15 - 21	25 - 33	ASTM D1621
<b>Flexural Strength</b> (psi)	25 - 30	32 - 38	40 - 50	55 - 75	ASTM C203
<b>Dimensional Stability</b> (maximum %)	< 2%	< 2%	< 2%	< 2%	ASTM D2126
<b>Water Vapor Transmission</b> (perms)	2.0 - 5.0	1.5 - 3.5	1.0 - 3.5	0.6 - 2.0	ASTM E96
<b>Absorption</b> (% vol.)	< 4.0	< 3.0	< 3.0	< 2.0	ASTM C272
<b>Capillarity</b>	none	none	none	none	-
<b>Flame Spread</b>	< 20	< 20	< 20	< 20	UL 723
<b>Smoke Developed</b>	150 - 300	150 - 300	150 - 300	150 - 300	UL 723

\*Properties are based on data provided by resin manufacturers, independent test agencies and Insulfoam.

INSULATION ENGINEERED TO MAKE A DIFFERENCE.