

**INVITATION TO BID**  
**ROOF REPLACEMENT**  
**JAYCEE PARK ADMINISTRATION BUILDING**  
**CITY OF GREENVILLE**  
**NORTH CAROLINA**



**PRE-BID MEETING: TUESDAY, JUNE 20, 2017 @ 9:00 AM**  
**JAYCEE PARK ADMINISTRATION BUILDING**  
**2000 CEDAR LANE, GREENVILLE, NC**

**BIDS-DUE: FRIDAY, JUNE 30, 2017 @ 10:00 AM**  
**JAYCEE PARK ADMINISTRATION BUILDING**  
**2000 CEDAR LANE, GREENVILLE, NC**

**CONTACT PERSONS:**

**QUESTIONS REGARDING THE BID PACKAGE:**

*Mrs. Denisha Harris*  
*Purchasing Manager*  
*Telephone: (252) 329-4862*  
*Fax: (252) 329-4464*  
*Email: [dharris@greenvillenc.gov](mailto:dharris@greenvillenc.gov)*

**QUESTIONS REGARDING THE SPECIFICATIONS:**

*Mr. Mike Watson*  
*Parks Coordinator*  
*Telephone: (252) 329-4539*  
*Fax: (252) 329-4062*  
*Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

**CITY OF GREENVILLE  
ADVERTISEMENT FOR PROPOSALS  
“ROOF REPLACEMENT – JAYCEE PARK ADMINISTRATION BUILDING”**

The City of Greenville, NC is requesting proposals for the roof replacement of sections of the Jaycee Park Administration Building with the Greenville Recreation & Parks Department. The scope of work shall include but is not limited to the disposal of any demolition debris, inspection, replacing gas lines, and the installation of an adhered KEE membrane roof system and accessories.

This is a turn-key project.

A mandatory pre-bid meeting and site visit will be held at the Jaycee Park Administration Building located at 2000 Cedar Lane, Greenville, NC on Tuesday, June 20, 2017 @ 9:00 AM. A site visit will follow the pre-bid meeting.

Sealed proposals will be received by the City of Greenville until Friday, June 30, 2017 @ 10:00 AM at the Recreation & Parks Office located in the Jaycee Park Administration Building, 2000 Cedar Lane, Greenville, NC 27835. Mailed bids shall be delivered to 2000 Cedar Lane, Greenville, NC 27835 on or before Friday, June 30, 2017 @ 10:00 AM and addressed to Mr. Mike Watson, Parks Coordinator.

All sealed bids shall have the words Attn: Mike Watson - Bid Enclosed, Roof Replacement – Jaycee Park Admin. Building on the outside of the bid package and mail carrier envelope.

All bids will be marked with the date and time they are received by reception staff. There will not be a public bid opening. Bids will be opened and evaluated by staff and a bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Manager, 201 West Fifth Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4862. Minority/Women owned business are encouraged to submit proposals.

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*Denisha Harris, Purchasing Manager  
City of Greenville  
201 W. Fifth Street  
Greenville, NC 27834*

## INSTRUCTIONS TO BIDDERS

**Proposal to Provide  
“Roof Replacement – Jaycee Park Administration Building”  
2000 Cedar Lane, Greenville, NC 27835**

1. Contractor is to provide verification to the City that the company’s employees are covered under worker’s compensation insurance coverage.
2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract or purchase order will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.
3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.
4. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.
5. If the Contractor is unable to provide a proposal for any reason, please send an email of explanation to [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov).
6. Questions regarding any procedure for submission of a proposal shall be directed by email to Mike Watson, Parks Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov). The last date to submit questions will be Friday, June 23, 2017 by 2:00 PM.
7. By submitting a proposal for the ROOF REPLACEMENT – JAYCEE PARK ADMINISTRATION BUILDING, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm’s employees, while on City property performing their duties.
8. Contractor shall comply with all OSHA requirements associated with the work within this contract. Follow all safety guidelines while work is in progress.
9. No work will be performed at any time without proper supervision. If requested, the names and experience of supervisors shall be provided.
10. Contractor must procure and post the required roofing permit prior to the commencement of work.
11. Staging areas for equipment and materials will be arranged on site during a pre-construction meeting.
12. All work shall be performed Monday – Saturday during approved hours. Hours of operation shall be 7:00 AM to 7:00 PM. All daily operations, activities, traffic flow, ingress and egress of all doors must not be hindered.
13. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance shall be corrected immediately.

**CITY OF GREENVILLE  
RECREATION & PARKS DEPARTMENT  
SPECIFICATIONS FOR  
“ROOF REPLACEMENT – JAYCEE PARK ADMINISTRATION BUILDING”**

**1.0 SCOPE:**

The scope of work must include, but is not limited to:

- 1.1 Demolish and remove existing material as needed. Provide dumpsters for proper disposal of all materials. Provide daily site cleaning and daily water tightening.**
- 1.2 At roof sections B, G, & H, furnish and install adhered KEE membrane roof system to include but not limited to the preparation of roofing substrates, insulation, 20 year complete assembly and labor warranty, and other roofing related items as specified. Refer to “Exhibit B” for the specifications for the work required to complete the roofing system.**
- 1.3 Remove the existing gas lines as directed. Furnish and install new gas lines including gas pipe, fittings, shutoff valves, regulators and pipe supports. Furnish and paint the gas pipe with two coats of safety yellow paint. Include all necessary permits required for inspection.**
- 1.4 Any damage to the buildings, concrete, landscaping, etc. will be repaired by the contractor.**
- 1.5 Refer to “Exhibit C” for pictures of the roof, layout, and approximate sizes. The contractor shall be responsible for all measurements.**

**2.0 PAYMENT AND BID:**

- 2.1 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.**
- 2.2 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.**
- 2.3 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.**
- 2.4 Minority and/or Women Business Enterprise (MWBE) Program**  
  
**Refer to Exhibit “E” for all Minority and/or Woman Business Enterprise requirements.**  
  
**Questions regarding the City’s M/WBE Program should be directed to Ferdinand Rouse in the M/WBE Office at (252) 329-4462.**
- 2.5 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.**

## **2.6 Equal Employment Opportunity Clause**

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer. Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

**2.7 If needed, the contractor shall complete a new vendor application and any associated documents as required upon acceptance of this contract.**

**2.8 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.**

## **3.0 WORKERS COMPENSATION AND INSURANCE:**

**3.1 The contractor shall maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.**

**3.2 The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance shall be maintained during the duration of the contract.**

### **3.3 OTHER INSURANCE:**

**The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.**

## **4.0 CANCELLATION:**

**4.1 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.**

**4.2 The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner.**

- 4.3 Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:**

*Mike Watson, Parks Coordinator  
City of Greenville  
2000 Cedar Lane  
Greenville, N.C. 27835  
Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

**5.0 DAMAGE TO CONTRACTORS PROPERTY:**

- 5.1 The City of Greenville shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on City property.**
- 5.2 The successful bidder agrees to indemnify or hold harmless the City of Greenville from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.**
- 5.3 It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.**

**6.0 ADDENDUM**

- 6.1 Addendum/Amendment: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect. The contract may be amended from time to time through written agreement by both parties.**

**7.0 LOCAL PREFERENCE POLICY**

- 7.1 The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see the City of Greenville's webpage at [www.greenvillenc.gov/financialservices/purchasingdivision](http://www.greenvillenc.gov/financialservices/purchasingdivision).**

## **8.0 E-VERIFY COMPLIANCE**

**8.1 The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.**

## **9.0 IRAN DIVESTMENT ACT**

**9.1 Vendor certifies that; (i) it is not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 143-86.58; (ii) it will not take any actions causing it to appear on said list during the terms of this Purchase Order, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.**

**9.2 All firms that are submitting a bid are required to complete the Iran Divestment Act Certification form included as Exhibit D and shall be included with the bid package. Failure to include the form may deem the bid unresponsive.**

**10.0 REFERENCE INFORMATION**

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

- 1. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_
  
- 2. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_
  
- 3. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

**11.0 CONTRACTOR INFORMATION**

Contractor shall provide the information below with the bid sheet.

**CITY OF GREENVILLE  
NORTH CAROLINA  
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_  
Tax ID# \_\_\_\_\_  
Corporation or Partnership: \_\_\_\_\_  
Number of Years in Business: \_\_\_\_\_



**CITY OF GREENVILLE  
RECREATION & PARKS DEPARTMENT  
REQUEST FOR BIDS**

**In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.**

**BID:**

**ROOF REPLACEMENT – JAYCEE PARK ADMINISTRATION BUILDING**

**Lump Sum Bid Amount**

\$ \_\_\_\_\_

**Addenda Received:** \_\_\_\_\_

**Bid reviewed, prepared and submitted by:**

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

## ETHYLENE INTERPOLYMER (KEE) ROOFING

## PART 1: GENERAL

## RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Work shall include, but is not limited to, the following:
  1. Tear off existing roof systems down to existing cementitious wood fiber roof deck.
  2. Mechanically fasten asphaltic base sheet with Twin-Loc fasteners in to the Cementitious Wood Fiber Deck as specified.
  3. Adhere subsequent layers of ISO in membrane manufacturer's low rise foam insulation adhesive as specified.
  4. Adhere specified coverboard in membrane manufacturer's low rise foam insulation adhesive as specified.
  5. Install Adhered KEE membrane roofing system as specified.
  6. All related materials and labor required to complete specified roofing necessary to receive specified manufacturer's warranty

## 1.3 DEFINITIONS

- A. Roofing Terminology: See ASTM D 1079 and glossary in NRCA's "The NRCA Roofing and Waterproofing Manual" for definition of terms related to roofing work in this Section.

## 1.4 PERFORMANCE REQUIREMENTS

- A. General Performance: Installed membrane roofing and base flashings shall withstand specified uplift pressures, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Membrane roofing and base flashings shall remain watertight.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by membrane roofing manufacturer based on testing and field experience.
- C. Roofing System Design: Provide membrane roofing system that is identical to systems that have been successfully tested by a qualified testing and inspecting agency to resist uplift pressure for field, perimeter and corners calculated according to ASCE/SEI 7. Performance testing shall be in accordance with ANSI/FM 4474, FM 4450, FM 4470, UL 580 or UL 1897.
  1. Field of Roof (Zone 1): 32 psf.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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2. Perimeter of Roof (Zone 2): 53 psf.
  3. Corners of Roof (Zone 3): 80 psf.
  4. Note: above roof design pressures shall be checked by the roof manufacturer and shall be adjusted as needed to ensure that roof system design pressures meet or exceed minimum requirements for the intended application in the 110 mph wind zone.
- D. FM Approvals Listing: Provide membrane roofing, base flashings, and component materials that comply with requirements in FM Approvals 4450 and FM Approvals 4470 as part of a membrane roofing system, and that are listed in FM Approvals' "RoofNav" for Class 1 or noncombustible construction, as applicable. Identify materials with FM Approvals markings.
- E. Solar Reflectance Index: Not less than **78** when calculated according to ASTM E 1980, based on testing identical products by a qualified testing agency.

### 1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: For roofing system. Include plans, elevations, sections, details, and attachments to other work.
1. Base flashings and membrane terminations.
  2. Tapered insulation, including slopes.
- C. Samples for Verification: For the following products:
1. Sheet roofing, of color specified.
  2. Roof insulation.

### 1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer and manufacturer.
- B. Manufacturer Certificates: Signed by roofing manufacturer certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
1. Submit evidence of compliance with performance requirements.
- C. Field quality-control reports.
- D. Warranties: Sample of special warranties.

### 1.7 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For roofing system to include in maintenance manuals.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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### 1.8 QUALITY ASSURANCE

- A. **Manufacturer Qualifications:** A qualified manufacturer that is **UL listed** and **FM Approvals approved** for membrane roofing system identical to that used for this Project.
- B. **Installer Qualifications:** A qualified firm that is approved, authorized, or licensed by membrane roofing system manufacturer to install manufacturer's product and that is eligible to receive manufacturer's special warranty.
- C. **Source Limitations:** Obtain components including **roof insulation, fasteners** and other accessories for membrane roofing system **from same manufacturer as membrane roofing or approved by membrane roofing manufacturer.**
- D. **Exterior Fire-Test Exposure:** ASTM E 108, **Class A;** for application and roof slopes indicated, as determined by testing identical membrane roofing materials by a qualified testing agency. Materials shall be identified with appropriate markings of applicable testing agency.
- E. **Preinstallation Roofing Conference:** Conduct conference at **Project site.**
  - 1. Meet with Owner, Architect, Owner's insurer if applicable, testing and inspecting agency representative, roofing Installer, roofing system manufacturer's representative, deck Installer, and installers whose work interfaces with or affects roofing, including installers of roof accessories and roof-mounted equipment.
  - 2. Review methods and procedures related to roofing installation, including manufacturer's written instructions.
  - 3. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
  - 4. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening. **Contractor will be responsible for appropriate base sheet fastener pull test prior to starting work. Fastener pull test results report must be submitted and approved with membrane manufacturer before work begins.**
  - 5. Review structural loading limitations of roof deck during and after roofing.
  - 6. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.
  - 7. Review governing regulations and requirements for insurance and certificates if applicable.
  - 8. Review temporary protection requirements for roofing system during and after installation.
  - 9. Review roof observation and repair procedures after roofing installation.

### 1.9 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, approval or listing agency markings, and directions for storing and mixing with other components.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
  - 1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Handle and store roofing materials and place equipment in a manner to avoid permanent deflection of deck.

### 1.10 DEMOLITION AND DISPOSAL

- A. Prior to commencement of demolition work, inspect areas in which work will be performed. Photograph existing conditions to structure surfaces, equipment or to surrounding properties which could be misconstrued as damage resulting from selective demolition work; file with Owner's Representative prior to starting work.
- B. Submit schedule indicating proposed methods and sequence of operations for selective demolition work to Owner's Representative for review prior to commencement of work. Include coordination for shut-off, capping, and continuation of utility services as required, together with details for dust and noise control protection.
- C. Coordinate with Owner's continuing occupation of portions of existing building, with Owner's partial occupancy of completed new addition, and with Owner's reduced usage during summer months.
- D. Disposal of demolition debris and construction waste is the responsibility of the Contractor. Remove all debris, rubbish and other materials resulting from demolition and perform all disposal in manner complying with all applicable federal, state and local regulations.
- E. Contractor to provide all required containers dumpsters for on site storage and containment of all demolition debris and shall be responsible for all fees associated with storage, hauling and all required container services. Location of on site dumpster shall be coordinated with the owner.
- F. Repair demolition performed in excess of that required. Return structures and surfaces to remain to condition existing prior commencement of demolition work. Repair adjacent construction or surfaces soiled or damaged by demolition work to like new condition.

### 1.11 PROJECT CONDITIONS

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.

### 1.12 WARRANTY

- A. Special Warranty: Manufacturer's standard or customized form, without monetary limitation, in which manufacturer agrees to repair or replace components of membrane roofing system that fail in materials or workmanship within specified warranty period.
  - 1. Special warranty includes membrane roofing, base flashings, **roof insulation, fasteners, roofing accessories**, and other components of membrane roofing system.
  - 2. Warranty Period: 20 years from date of Substantial Completion.

### 1.13 SAFETY:

- A. The contractor shall be responsible for complying with all project-related safety and environmental requirements. Provide OSHA approved fall arrest system, roof barricades and ground barricades as needed to insure that all work will be safely performed.
- B. Heat-welding shall include heating the specified membrane ply using propane roof torches or electric hot-air welding equipment. The contractor shall determine when and where conditions are appropriate to utilize heat-welding equipment. When conditions are determined by the contractor to be unsafe to proceed, equivalent SBS-modified bitumen materials and methods shall be utilized to accommodate requirements and conditions.
- C. Refer to NRCA CERTA recommendations, local codes and building owner's requirements for hot work operations.
- D. The contractor shall review project conditions and determine when and where conditions are appropriate to utilize the specified liquid-applied or semi-solid roofing materials. When conditions are determined by the contractor to be unsafe or undesirable to proceed, measures shall be taken to prevent or eliminate the unsafe or undesirable exposures and conditions, or equivalent approved materials and methods shall be utilized to accommodate requirements and conditions.
- E. The contractor shall review project conditions and determine when and where conditions are appropriate to utilize the specified hot asphalt-applied materials. When conditions are determined by the contractor to be unsafe or undesirable to proceed, measures shall be taken to prevent or eliminate the unsafe or undesirable exposures and conditions, or equivalent approved materials and methods shall be utilized to accommodate requirements and conditions.
- F. The contractor shall refer to product Material Safety Data Sheets (MDS) for health, safety, and environment related hazards, and take all necessary measures and precautions to comply with exposure requirements.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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### 1.14 ENVIRONMENTAL CONDITIONS:

- A. Monitor substrate temperature and material temperature, as well as all environmental conditions such as ambient temperature, moisture, sun, cloud cover, wind, humidity, and shade. Ensure conditions are satisfactory to begin work and ensure conditions remain satisfactory during the installation of specified materials. Materials and methods shall be adjusted as necessary to accommodate varying project conditions. Materials shall not be installed when conditions are unacceptable to achieve the specified results.
- B. Precipitation and dew point: Monitor weather to ensure the project environment is dry before, and will remain dry, during the application of roofing materials. Ensure all roofing materials and substrates remain above the dew point temperature as required to prevent condensation and maintain dry conditions.
- C. During cold weather, store the specified membrane adhesives, flashing cements and mastics in heated storage areas. Take all necessary measures and monitor application conditions, to ensure the adhesive and cement materials are no less than 70°F (21°C) at the point of contact with the membrane.
- D. Heat-Welding Application: Take all necessary precautions and measures to monitor conditions to ensure all environmental conditions are safe to proceed with the use of any torches and hot-air welding equipment. Combustibles, flammable liquids and solvent vapors that represent a hazard shall be eliminated and primers shall be fully dry before proceeding with heat-welding operations. Refer to NRCA CERTA recommendations.

## PART 2 - PRODUCTS

### 2.1 KEE MEMBRANE ROOFING

- A. KEE Sheet: ASTM D 6754, fabric reinforced.
  - 1. Manufacturers: Subject to compliance with requirements, **provide products by one of the following:**
    - a. Seaman Corporation.
    - b. Garland Company.
    - c. Commercial Innovations.
  - 2. Thickness: **50 mils, nominal, membrane thickness.**
  - 3. Exposed Face Color: **Off-White.**

### 2.2 AUXILIARY MEMBRANE ROOFING MATERIALS

- A. General: Auxiliary membrane roofing materials recommended by roofing system manufacturer for intended use, and compatible with membrane roofing.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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1. Liquid-type auxiliary materials shall comply with VOC limits of authorities having jurisdiction.
  2. Adhesives and sealants that are not on the exterior side of weather barrier shall comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
    - a. Single-Ply Roof Membrane Adhesives: 250 g/L.
    - b. Single-Ply Roof Membrane Sealants: 450 g/L.
- B. Sheet Flashing: Manufacturer's standard sheet flashing of same material, type, reinforcement, thickness, and color as KEE sheet membrane.
- C. Asphaltic base sheet
- SBS-modified bitumen coated and impregnated glass fiber base sheet, mechanically fastened, approved for use with torch, asphalt or cold adhesive membrane applications.
- Width: 36 in (0.914 m) Meets or exceeds ASTM D4601, Type II, and UL Type G2.
- D. Bonding Adhesive: Manufacturer's standard solvent based.
- E. Metal Termination Bars: Manufacturer's standard, predrilled stainless-steel or aluminum bars, approximately 1 by 1/8 inch (25 by 3 mm) thick; with anchors.
- F. Fasteners: Factory-coated steel fasteners and metal or plastic plates complying with corrosion-resistance provisions in FM Approvals 4470, designed for fastening membrane to substrate, and acceptable to membrane roofing system manufacturer. All fasteners to be compatible with all adjacent materials.
- G. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, lap sealants, termination reglets, and other accessories.
- H. Pipe flashing shall be Dektite, or equivalent by Master Flash, Westform Metals or IPS Roofing Products.
- I. Roof Drains – **SEE LAST PAGE OF SPECS**

### 2.3 ROOF INSULATION

- A. General: Preformed roof insulation boards manufactured or approved by KEE membrane roofing manufacturer, selected from manufacturer's standard sizes suitable for application, of thicknesses indicated and that produce FM Approvals-approved roof insulation.
- B. Polyisocyanurate Board Insulation: ASTM C 1289, Type II, Class 1, Grade 2, felt or glass-fiber mat facer on both major surfaces.



## ETHYLENE INTERPOLYMER (KEE) ROOFING

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- C. Tapered Insulation: Provide factory-tapered insulation boards fabricated to slope of **1/4 inch per 12 inches** and or as indicated in the drawings.
- D. Provide preformed saddles, crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.

### 2.4 INSULATION ACCESSORIES

- A. General: Furnish roof insulation accessories recommended by insulation manufacturer for intended use and compatibility with membrane roofing.
- B. Cover Board: Subject to compliance with warranty requirements of the manufacturer, provide one of the following:
  - 1. Dexcel FA gypsum cover board or equal, 4'x4', suitable for polyurethane insulation adhesive application. Cover board must meet ASTM 1177
  - 2. **Thickness: 1/4" with factory primer applied.**

### 2.5 WALKWAYS

- A. Flexible Walkways: Factory-formed, nonporous, heavy-duty, slip-resisting, surface-textured walkway **rolls**, approximately 3/16 inch (5 mm) thick, and acceptable to membrane roofing system manufacturer.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
  - 1. Verify that roof openings and penetrations are in place and curbs are set and braced and that roof drain bodies are securely clamped in place.
  - 2. Verify that wood blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
  - 3. Verify that surface plane flatness and fastening of steel roof deck complies with requirements in Division 05 Section "Steel Decking."
  - 4. Verify that minimum concrete drying period recommended by roofing system manufacturer has passed.
  - 5. Verify that concrete substrate is visibly dry and free of moisture. Test for capillary moisture by plastic sheet method according to ASTM D 4263.
  - 6. Verify that concrete curing compounds that will impair adhesion of roofing components to roof deck have been removed.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.
- C. Complete terminations and base flashings and provide temporary seals to prevent water from entering completed sections of roofing system at the end of the workday or when rain is forecast. Remove and discard temporary seals before beginning work on adjoining roofing.
- D. Prime surface of concrete roof deck if necessary.
- E. **Base sheet attachment (MECHANICALLY FASTENED ANCHOR/BASE SHEET APPLICATION)**

- 1. Follow material product data sheets and published general requirements for installation instructions.
- 2. Ensure environmental conditions are satisfactory, and will remain satisfactory, during the application of the sheet.
- 3. Unroll the membrane onto the roof surface. Allow the sheet to relax prior to installing the fasteners.
- 4. Starting at the low point of the roof, lay out the membrane to ensure the plies are installed perpendicular to the roof slope, shingled to prevent back-water laps.
- 5. Cut rolls to working lengths as required conforming to roof conditions.
- 6. Align sheet at side-laps to produce a consistent overlap required for wind uplift resistance approvals.
- 7. As uniform tension is being applied, fasten the sheet beginning at the center of the sheet and work towards the end-laps, removing all wrinkles and buckles as fastening progresses.
- 8. Install specified base sheet fasteners along the center line of side-laps, and intermediate rows staggered between side-laps, and fasten all end-laps.
- 9. Fasten base sheet as required for specified wind uplift resistance. Install additional fasteners in roof perimeter and corners as specified.

### 3.3 INSULATION INSTALLATION

- A. Coordinate installing membrane roofing system components so insulation is not exposed to precipitation or left exposed at the end of the workday.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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- B. Comply with membrane roofing system and insulation manufacturer's written instructions for installing roof insulation.
- C. Install insulation under area of roofing to achieve required thickness. Where overall insulation thickness is 2.7 inches (68 mm) or greater, install two or more layers with joints of each succeeding layer staggered from joints of previous layer a minimum of 6 inches (150 mm) in each direction.
- D. Install tapered insulation under area of roofing to conform to slopes indicated.
- E. Trim surface of insulation where necessary at roof drains so completed surface is flush and does not restrict flow of water.
- F. Install insulation with long joints of insulation in a continuous straight line with end joints staggered between rows, abutting edges and ends between boards. Fill gaps exceeding 1/4 inch (6 mm) with insulation.
  - 1. Cut and fit insulation within 1/4 inch (6 mm) of nailers, projections, and penetrations.
- G. Adhered Insulation : Install each layer of insulation and adhere to substrate in polyurethane **3m CR-20** or manufacturer's equivalent low-rise polyurethane foam adhesive

### 3.4 ADHERED KEE MEMBRANE ROOFING INSTALLATION

- A. Adhere membrane roofing over area to receive roofing and install according to membrane roofing system manufacturer's written instructions.
- B. Accurately align membrane roofing and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- C. Bonding Adhesive: Apply to substrate and underside of membrane roofing at rate required by manufacturer and allow to partially dry before installing membrane roofing. Do not apply to splice area of membrane roofing.
- D. In addition to adhering, mechanically fasten membrane roofing securely at terminations, penetrations, and perimeter of roofing.
- E. Apply membrane roofing with side laps shingled with slope of roof deck where possible.
- F. Seams: Clean seam areas, overlap membrane roofing, and hot-air weld side and end laps of membrane roofing and sheet flashings according to manufacturer's written instructions to ensure a watertight seam installation.
  - 1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of sheet membrane.
  - 2. Verify field strength of seams a minimum of twice daily and repair seam sample areas.
  - 3. Repair tears, voids, and lapped seams in roofing that does not comply with requirements.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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- G. Spread sealant bed over deck drain flange at roof drains and securely seal membrane roofing in place with clamping ring.
- H. Install membrane roofing and auxiliary materials to tie in to existing roofing to maintain weathertightness of transition.

### 3.5 ADHERED KEE MEMBRANE ROOFING INSTALLATION

- A. Adhere membrane roofing over area to receive roofing and install according to membrane roofing system manufacturer's written instructions
- B. Accurately align membrane roofing and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- C. Adhere membrane to cover board in
- D. In addition to adhering, mechanically fasten membrane roofing securely at terminations, penetrations, and perimeter of roofing.
- E. Apply membrane roofing with side laps shingled with slope of roof deck where possible.
- F. Seams: Clean seam areas, overlap membrane roofing, and hot-air weld side and end laps of membrane roofing and sheet flashings according to manufacturer's written instructions to ensure a watertight seam installation.
  - 1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of sheet membrane, if required.
  - 2. Repair tears, voids, and lapped seams in roofing that does not comply with requirements.
- G. Spread sealant bed over deck drain flange at roof drains and securely seal membrane roofing in place with clamping ring.
- H. Install membrane roofing and auxiliary materials to tie in to existing roofing to maintain weathertightness of transition.

### 3.6 BASE FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories and adhere to substrates according to membrane roofing system manufacturer's written instructions.
- B. Apply bonding adhesive to substrate and underside of sheet flashing at required rate and allow to partially dry. Do not apply to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with cured or uncured sheet flashing.

## ETHYLENE INTERPOLYMER (KEE) ROOFING

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- D. Clean seam areas, overlap, and firmly roll sheet flashings into the adhesive. Hot-air weld side and end laps to ensure a watertight seam installation.
- E. Terminate and seal top of sheet flashings **and mechanically anchor to substrate through termination bars.**

### 3.7 WALKWAY INSTALLATION

- A. Flexible Walkways: Install walkway products in locations indicated. Heat weld to substrate or adhere walkway products to substrate with compatible adhesive according to roofing system manufacturer's written instructions.

### 3.8 FIELD QUALITY CONTROL

- A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion. Provide documentation of completed inspection to Architect.
- B. Repair or remove and replace components of membrane roofing system where inspections indicate that they do not comply with specified requirements.

### 3.9 PROTECTING AND CLEANING

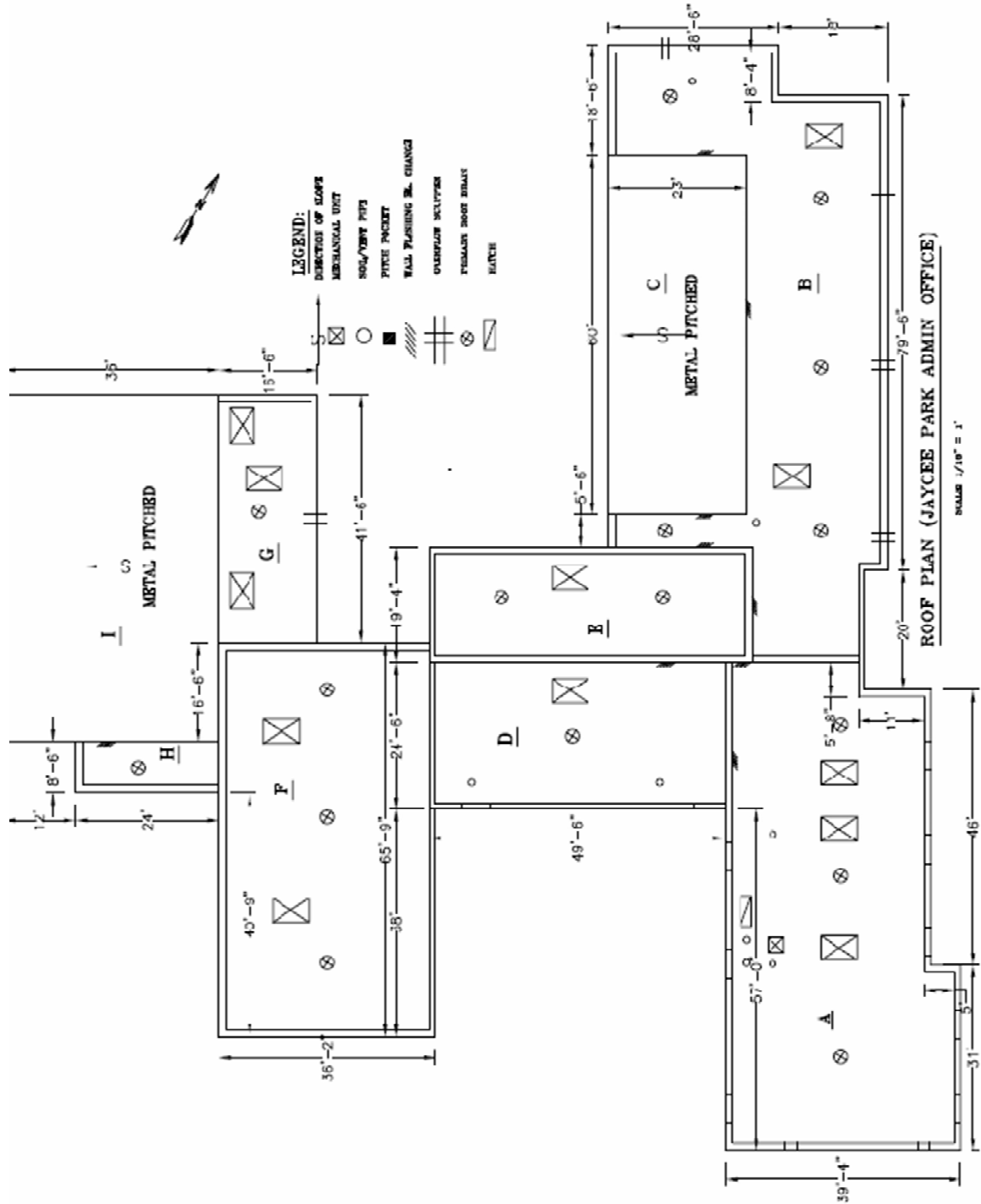
- A. Protect membrane roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to Architect and Owner.
- B. Correct deficiencies in or remove membrane roofing system that does not comply with requirements; repair substrates; and repair or reinstall membrane roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction.

## ROOF DRAINS:

Roof drains shall be one piece retrofit style drains with heavy duty cast aluminum strainer dome and cast aluminum clamping ring for connection to a cast iron 4" drain leader. Contractor to field verify existing pipe sizes prior to ordering any materials. For bid purposes contractor can assume all existing drain leaders are 4". Provide a minimum of ½" of polyisocyanurate insulation at all roof drains.

END OF SECTION

CITY OF GREENVILLE  
RECREATION & PARKS DEPARTMENT  
Roof Replacement – Jaycee Park Administration Building





**Overview of Roof**

**BUILDING:** Jaycee Park Office  
**PROJECT:** 4-R2-12027

**DATE:** August 29, 2012  
**REPORT BY:** Frank Burns

**FACILITY DESCRIPTION**

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<b>ROOF AREA:</b>	B
<b>ROOF AREA (SF):</b>	Approximately 2,530
<b>AGE OF ROOF:</b>	10 years
<b>ROOF WARRANTY:</b>	No
<b>TYPE OF ROOF:</b>	Modified Bitumen
<b>INSULATION TYPE:</b>	Unknown
<b>DECK TYPE:</b>	Unknown
<b>SLOPE OF ROOF:</b>	¼” over 12”
<b>DRAINAGE TYPE/SIZE:</b>	Internal 3” drains
<b>EXPANSION JOINT TYPE:</b>	N/A
<b>EQUIPMENT FLASHING TYPE/HT.:</b>	8”
<b>EDGE FLASHING TYPE/HT.:</b>	N/A
<b>WALL COPING TYPE/WIDTH:</b>	N/A
<b>BUILDING USE:</b>	Park Administration
<b>BUILDING AGE:</b>	33 Years
<b>NUMBER OF STORIES:</b>	1
<b>EXTERIOR WALL:</b>	Brick
<b>FUEL TYPE:</b>	Gas
<b>OTHER:</b>	





**BUILDING:** Jaycee Park Office  
**PROJECT:** 4-R2-12027

**DATE:** August 29, 2012  
**REPORT BY:** Frank Burns

**FACILITY DESCRIPTION**

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<b>ROOF AREA:</b>	G
<b>ROOF AREA (SF):</b>	Approximately 620
<b>AGE OF ROOF:</b>	10 years
<b>ROOF WARRANTY:</b>	No
<b>TYPE OF ROOF:</b>	Modified Bitumen
<b>INSULATION TYPE:</b>	Unknown
<b>DECK TYPE:</b>	Unknown
<b>SLOPE OF ROOF:</b>	¼" over 12"
<b>DRAINAGE TYPE/SIZE:</b>	Internal 4" drains
<b>EXPANSION JOINT TYPE:</b>	N/A
<b>EQUIPMENT FLASHING TYPE/HT.:</b>	8"
<b>EDGE FLASHING TYPE/HT.:</b>	N/A
<b>WALL COPING TYPE/WIDTH:</b>	N/A
<b>BUILDING USE:</b>	Park Administration
<b>BUILDING AGE:</b>	33 Years
<b>NUMBER OF STORIES:</b>	1
<b>EXTERIOR WALL:</b>	Brick
<b>FUEL TYPE:</b>	Gas
<b>OTHER:</b>	



**BUILDING:** Jaycee Park Office  
**PROJECT:** 4-R2-12027

**DATE:** August 29, 2012  
**REPORT BY:** Frank Burns

**FACILITY DESCRIPTION**

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<b>ROOF AREA:</b>	H
<b>ROOF AREA (SF):</b>	Approximately 170
<b>AGE OF ROOF:</b>	10 years
<b>ROOF WARRANTY:</b>	No
<b>TYPE OF ROOF:</b>	Modified Bitumen
<b>INSULATION TYPE:</b>	Unknown
<b>DECK TYPE:</b>	Unknown
<b>SLOPE OF ROOF:</b>	¼” over 12”
<b>DRAINAGE TYPE/SIZE:</b>	Internal 4” drains
<b>EXPANSION JOINT TYPE:</b>	N/A
<b>EQUIPMENT FLASHING TYPE/HT.:</b>	8”
<b>EDGE FLASHING TYPE/HT.:</b>	N/A
<b>WALL COPING TYPE/WIDTH:</b>	N/A
<b>BUILDING USE:</b>	Park Administration
<b>BUILDING AGE:</b>	33 Years
<b>NUMBER OF STORIES:</b>	1
<b>EXTERIOR WALL:</b>	Brick
<b>FUEL TYPE:</b>	Gas



**\*\*Contractor, Vendor or Bidder – Return This Form With All Other Required Documentation\*\***

**IRAN DIVESTMENT ACT CERTIFICATION REQUIRED BY N.C.G.S.  
143C-6A-5(a)**

Name of Contractor, Vendor or Bidder: \_\_\_\_\_

As of the date listed below, the contractor, vendor or bidder listed above, and all sub-contractors utilized by the contractor, vendor or bidder listed above, is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the contractor, vendor or bidder listed above to make the foregoing statement.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

***Notes to persons signing this form:***

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List. The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address [www.nctreasurer.com/Iran](http://www.nctreasurer.com/Iran) and will be updated every 180 days.

**\*\*Contractor, Vendor or Bidder – Return This Form With All Other Required Documentation\*\***

**EXHIBIT "E"**

**City of Greenville/Greenville Utilities Commission  
Minority and Women Business Enterprise (MWBE) Program**

**City of Greenville  
Construction Guidelines and Affidavits  
\$100,000 and above**

These instructions shall be included with each bid solicitation.

## City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

### \$100,000 and Construction Guidelines for MWBE Participants

**Policy Statement**

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City’s and Utilities’ contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

**Goals and Good Faith Efforts**

Bidders responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspiration goals for participation.

	CITY	
	MBE	WBE
<b>Construction</b> This goal includes Construction Manager at Risk.	10%	6%

Bidders shall submit MWBE information with their bids on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as “WBE” for City’s goals must be designated as a “women-owned business” by the HUB Office. Firms qualifying as “MBE” for the City’s goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). Those firms who are certified as both a “WBE” and “MBE” may only satisfy the “MBE” requirement. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.** A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>. An internal database of firms who have expressed interest to do business with the City and GUC is available at [www.greenvillenc.gov](http://www.greenvillenc.gov). However, the HUB status of these firms must be verified by the HUB database. The City shall accept NCDOT certified firms on federally funded projects only. Please note: A contractor may utilize any firm desired. However, for participation purposes, all MWBE vendors who wish to do business as a minority or female must be certified by NC HUB.

The Bidder shall make good faith efforts to encourage participation of MWBEs prior to submission of bids in order to be considered as a responsive bidder. Bidders are cautioned that even though their submittal indicates they will meet the MWBE goal, they should document their good faith efforts and be prepared to submit this information, if requested.

The MWBE’s listed by the Contractor on the **Identification of Minority/Women Business Participation** which are determined by the City to be certified shall perform the work and supply the materials for which they are listed unless the Contractors receive prior authorization from the City to perform the work with other forces or to obtain materials from other sources. If a contractor is proposing to perform all elements of the work with his own forces, he must be prepared to document evidence satisfactory to the owner of similar government contracts where he has self-performed.

The Contractor shall enter into and supply copies of fully executed subcontracts with each MWBE or supply signed Letter(s) of Intent to the Project Manager after award of contract and prior to Notice to Proceed. Any amendments to subcontracts shall be submitted to the Project Manager prior to execution.

**Instructions**

The Bidder shall provide with the bid the following documentation:

- Identification of Minority/Women Business Participation  
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- Affidavit A (if subcontracting)

OR

- Identification of Minority/Women Business Participation  
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)
- Affidavit B (if self-performing; must attest that bidder does not customarily subcontract work on this type of project—includes supplies and materials)

Within 72 hours or 3 business days after notification of being the apparent low bidder who is subcontracting anything must provide the following information:

- Affidavit C (if aspirational goals are met or are exceeded)

OR

- Affidavit D (if aspirational goals are not met)

After award of contract and prior to issuance of notice to proceed:

- Letter(s) of Intent or Executed Contracts

**\*\*With each pay request, the prime contractors will submit the Proof of Payment Certification, listing payments made to MWBE subcontractors.**

**\*\*\*If a change is needed in MWBE Participation, submit a Request to Change MWBE Participation Form. Good Faith Efforts to substitute with another MWBE contractor must be demonstrated.**

**Minimum Compliance Requirements:**

All written statements, affidavits, or intentions made by the Bidder shall become a part of the agreement between the Contractor and the City for performance of contracts. Failure to comply with any of these statements, affidavits or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a contractor has made Good Faith Efforts, the CITY will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts.

# Identification of Minority/Women Business Participation

I, \_\_\_\_\_,  
 (Name of Bidder)

do hereby certify that on this project, we will use the following minority/women business enterprises as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work type	*MWBE Category

\*MWBE categories: Black, African American (**B**), Hispanic, Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

**If you will not be utilizing MWBE contractors, please certify by entering zero "0"**

**The total value of MBE business contracting will be (\$)\_\_\_\_\_.**

**The total value of WBE business contracting will be (\$)\_\_\_\_\_.**

# City of Greenville AFFIDAVIT A – Listing of Good Faith Efforts

County of \_\_\_\_\_

(Name of Bidder)

Affidavit of \_\_\_\_\_

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

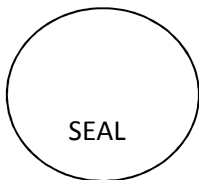
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority/Women Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority/women business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

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



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_



# City of Greenville --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_  
\_\_\_\_\_ contract.  
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

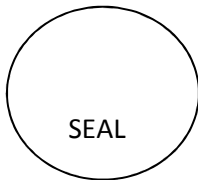
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

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



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## City of Greenville - **AFFIDAVIT C** - Portion of the Work to be Performed by MWBE Firms

County of \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the portion of the work to be executed by MWBE businesses as defined in GS143-128.2(g) and the COG/CITY MWBE Plan sec. III is equal to or greater than 16% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
 (Name of Bidder)

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority business enterprises and a minimum of \_\_\_\_\_% of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*MWBE Category	Work description	Dollar Value

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

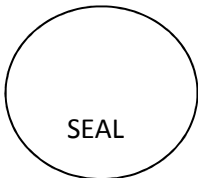
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

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



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# City of Greenville **AFFIDAVIT D – Good Faith Efforts**

County of \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the goal of 16% participation by minority/women business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
(Name of Bidder)

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority business enterprises and a minimum of \_\_\_\_\_% of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*MWBE Category	Work description	Dollar Value

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

**Examples** of documentation required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
  - E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

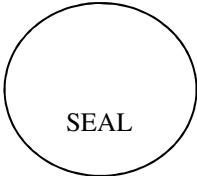
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

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



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## LETTER OF INTENT MWBE Subcontractor Performance

**Please submit this form or executed subcontracts with MWBE firms after award of contract and prior to issuance of notice to proceed.**

PROJECT: \_\_\_\_\_  
(Project Name)

TO: \_\_\_\_\_  
(Name of Prime Bidder/Architect)

The undersigned intends to perform work in connection with the above project as a:

\_\_\_\_ Minority Business Enterprise                      \_\_\_\_ Women Business Enterprise

The MWBE status of the undersigned is certified the NC Office of Historically Underutilized Businesses (required).    \_\_\_\_ Yes    \_\_\_\_ No

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project at the following dollar amount:

Work/Materials/Service Provided	Dollar Amount of Contract	Projected Start Date	Projected End Date

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name & Phone No. of MWBE Firm)

\_\_\_\_\_  
(Name & Title of Authorized Representative of MWBE)

\_\_\_\_\_  
(Signature of Authorized Representative of MWBE)

## REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if notified as apparent lowest bidder, continuing through project completion)

**Project:** \_\_\_\_\_

**Bidder or Prime Contractor:** \_\_\_\_\_

**Name & Title of Authorized Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

\_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Total Contract Amount (including approved change orders or amendments):** \$\_\_\_\_\_

Name of subcontractor: \_\_\_\_\_

Good or service provided: \_\_\_\_\_

### Proposed Action:

Replace subcontractor

Perform work with own forces

For the above actions, you must provide one of the following reasons (Please check applicable reason):

The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

The listed MBE/WBE is bankrupt or insolvent.

The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

The work performed by the listed subcontractor is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subcontractor is substantially delaying or disrupting the progress of the work.



Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

## Proof of Payment Certification

### MWBE Contractors, Suppliers, Service Providers

**Pay Application No.** \_\_\_\_\_

**Purchase Order No.** \_\_\_\_\_

Project Name: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

Current Contract Amount (including change orders): \$\_\_\_\_\_

Requested Payment Amount for this Period: \$\_\_\_\_\_

Is this the final payment? \_\_\_Yes \_\_\_No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount (including changes)	Total Amount Remaining

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

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

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

Name

Title

Signature

