



**REQUEST FOR QUALIFICATION-BASED BIDS
FOR
CITY SCHOOLS OF DECATUR
WINNONA PARK ELEMENTARY SCHOOL – RE-ROOFING**

SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN

THURSDAY, MAY 16, 2019 10:30 A.M. E.S.T.

CITY SCHOOLS OF DECATUR – CENTRAL OFFICE
ATTN: OPERATIONS DEPARTMENT
125 Electric Avenue
DECATUR, GEORGIA 30030

RFQB #19-008

THE OFFEROR IS RESPONSIBLE FOR SUBMITTING A RESPONSE TO THIS REQUEST FOR QUALIFICATION-BASED BIDS (RFQB) TO THE CITY SCHOOLS OF DECATUR ON OR BEFORE THE STATED DATE AND TIME.

ISSUE DATE: April 18, 2019



MEMO

TO: Roofing Firms

FROM: Noel Maloof
Executive Director of Operations – City Schools of Decatur

DATE: April 18, 2019

SUBJECT: **RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School.**

It is the desire of CSD to engage the services of a Roofing Firm to re-roof the existing Winnona Park Elementary School.

The purposes of this Request are: 1) to provide interested firms with sufficient information to enable them to submit a uniform responsive Qualification-Based Bid (“Bid”) for CSD’s review; 2) to set forth a systematic method of evaluation that will be fair and impartial to all interested Firm’s; and 3) to generate uniform Qualifications for evaluation by CSD. This RFQB is complex and requires your immediate and careful attention.

Qualifications-Bids are to be sealed, marked with the Offeror's name and address and labeled:

RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School and delivered to:

City Schools of Decatur
Central Office
125 Electric Avenue
Decatur, Georgia 30030

no later than **Thursday, May 16, 2019, 10:30 A.M. E.S.T.** Submissions received after said date and time will not be considered. Having the wrapper or envelope postmarked by May 16, 2019 does not meet the requirements of this Request for Qualification-Based Bids. Delivering the document to a commercial delivery service is also not sufficient until the offer is actually received at the designated location.

The written requirements contained in this RFQB shall not be changed or superseded except by written addendum from the City Schools of Decatur. The Owner reserves the right to reject any and all proposals deemed to be non-responsive or not responsible. The City Schools of Decatur also reserves the right to reject any and all qualifications, to waive any technicalities, informalities or irregularities and to ultimately award a contract to the firm that is deemed to have presented the best and most advantageous qualifications for the School District, resulting from an evaluation process using criteria set forth in Section III of this qualifications document.

Any inquiries regarding this RFP must be submitted in writing no later than Friday, May 03, 2019 - 12:00 P.M. E.S.T. to: Noel Maloof, Executive Director of Operations, 125 Electric Avenue Decatur, GA 30030, or email: nmaloof@csdecatur.net. Questions will be answered in writing by addendum. Questions received after May 03, 2019 will not receive a response. A list of names of firms providing submissions may be obtained from him via email request after the submittal due date and time stated herein.



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E. FEE SCHEDULE <i>(required submittal)</i>	
F. BID BOND FORM <i>(required submittal)</i>	
 If any of the above required submittals are not provided by the Offeror, their Submission will be rejected.	

NOTE: Please examine the contents of the RFQB package and if anything is missing contact Noel Maloof at nmaloof@csdecatur.net



REQUEST FOR QUALIFICATION-BASED BIDS ADVERTISEMENT

1. Competitive sealed submissions will be accepted by the City Schools of Decatur until **Thursday, May 16, 2019, 10:30 A.M. E.S.T.**, at City Schools of Decatur, Central Office, 125 Electric Avenue, Decatur, Georgia 30030, for **RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School**

It is the desire of CSD to engage the services of a Roofing Firm to re-roof the existing Winnona Park Elementary School.

The purposes of this Request are: 1) to provide interested firms with sufficient information to enable them to submit a uniform responsive Qualification-Based Bid (“Bid”) for CSD’s review; 2) to set forth a systematic method of evaluation that will be fair and impartial to all interested Firm’s; and 3) to generate uniform Qualifications for evaluation by CSD. This RFQB is complex and requires your immediate and careful attention.

GENERAL SCOPE OF SERVICES. The ROOFING FIRM is expected to act as an integral part of the Project Team. It is a requirement that they provide a Central Point of Contact. As the Point of Contact they will have necessary decision-making authority and responsibility. They shall provide appropriate staff and resources to meet the objectives and responsibilities as outlined in Sections I & II. It is important to detail/outline the management plan to resource the required scope of work to meet the level of assurance required to insure successful project delivery.

SPECIFIC EQUIPMENT AND SERVICES. (At a Minimum)

- Provide complete ROOFING SYSTEMS for the existing Winnona Park Street Elementary School. Refer to Exhibit A in the RFQB for specific details.
2. A list of names of firms providing proposals may be obtained from Noel Maloof, Executive Director of Operations, or via email request to nmaloof@csdecatur.net after the submission due date and time stated herein.
 3. The Owner reserves the right to reject all proposals, to waive any technicalities or informalities and to create a short list of firms or teams who will provide presentations of their proposals based on the qualifications determined in writing to be the most advantageous to the Owner and considering the evaluation factors set forth in the RFQB.
 4. Any inquiries regarding this RFQB must be submitted in writing no later than Friday, May 03, 2019-12:00 P.M. E.S.T. to: Noel Maloof, Executive Director of Operations, 125 Electric Avenue Decatur, GA 30030, or email: nmaloof@csdecatur.net. Questions will be answered in writing by addendum. Questions received after May 03, 2019 will not receive a response. A list of names of firms providing submissions may be obtained from him via email request after the submittal due date



and time stated herein.

5. A copy of the Request for Qualification-Based Bid will be on file and available at the following locations on April 18, 2019:
 - City Schools of Decatur – Facilities & Maintenance Department
2635 Talley Street, Decatur, GA 30030
 - State of Georgia Procurement Registry
 - City Schools of Decatur Web Site <http://www.csdecatur.net>



SECTION I - QUALIFICATION-BASED BIDS OVERVIEW AND PROCEDURES

A. PURPOSE/DESCRIPTION

It is the desire of CSD to engage the services of a Roofing Firm to re-roof the existing Winnona Park Elementary School.

The purposes of this Request are: 1) to provide interested firms with sufficient information to enable them to submit a uniform responsive Qualification-Based Bid ("Bid") for CSD's review; 2) to set forth a systematic method of evaluation that will be fair and impartial to all interested Firm's; and 3) to generate uniform Qualifications for evaluation by CSD. This RFQB is complex and requires your immediate and careful attention.

This will be accomplished by the following **process**;

- 1) **First**, Qualification submissions received from interested Firms will be evaluated against the Required Criteria listed within this RFQB. Refer to Section II – Qualifications – A for details.

--NOTE: This is a Mandatory requirement for that Firm to be deemed Qualified and their Bid accepted for the project.

- 2) **Second**, Firm's Bids deemed qualified will be evaluated on a Competitive Bid Process.

It is intended that CSD will enter into an Agreement, on the form provided by CSD, with a qualified Firm.

Work Schedule:

- **June 17 – July 14, 2019**

C. QUALIFICATIONS OF FIRM AND STAFF

1. Firm

- Refer to **Section II A Qualifications Criteria**
- Representative project experience, minimum of 3 similar projects

2. Insurance

Provide a Certificate of Insurance naming Property Owner as Certificate Holder and Additional Insured with coverage and amounts to include:

- (a) **General Liability Insurance**, with a combined single limit of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate, including a per-project endorsement.
- (b) **Automobile Liability Insurance**, with a combined single limit of not less than \$1,000,000 for each person and not less than \$1,000,000 for each accident.
- (c) **Worker's Compensation Insurance** in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$500,000 for each occurrence.
- (d) **Builders Risk Insurance**



3. Bid / Performance Bond

Provide a Bid Bond in accordance with the language identified within the Bid Bond Form. Refer to **Attachment F** for details. If this Qualification-Based Bid shall be accepted by CSD and the undersigned shall fail to execute a satisfactory contract in the form of said proposed Contract, give satisfactory Performance and Payment Bonds, or furnish satisfactory proof of the insurance required, as stated in the Instructions to Bidders within ten (10) days from the Notice of Award of the Contract, then CSD may at its option, determine that the undersigned abandoned the Contract and thereupon this Qualification-Based Bid shall be null and void, and the sum stipulated in the attached Bid Bond.

D. INFORMATION TO OFFERORS

1. RFQB TIMETABLE:

The anticipated schedule for the RFQB and contract approval is as follows:

RFQB available	Thursday, April 18, 2019
Deadline for submission of questions	Friday, May 03, 2019 12:00 P.M. E.S.T.
Deadline for receipt of Submissions	THURSDAY, May 16, 2019, 10:30 A.M. E.S.T.
Submission Evaluations	May 17-20, 2019
Contract Award	June 16, 2019

2. QUALIFICATION-BID SUBMISSION:

One original (1), Three (3) copies, and (1) additional copy in electronic format on a CD-ROM disk of the complete signed Submission package must be received by **THURSDAY, MAY 16, 2019, 10:30 A.M. E.S.T.** Submissions must be submitted in a sealed envelope or container stating on the outside, the Offeror's name, address, telephone number, the RFQB number and title **RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School** to:

**City Schools of Decatur – Central Office
ATTN: Operations Department
125 Electric Avenue, Decatur, Georgia 30030**

Hand delivered copies may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:00 p.m. ET, Monday through Friday, excluding holidays observed by the Owner.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring **the required address information appears on the outer wrapper** or envelope used by such service. Submissions received after said date and time will not be considered. Having the wrapper or envelope postmarked by May 16, 2019 does not meet the requirements of this Request for Proposals. Delivering the document to a commercial delivery service is also not sufficient until the qualifications are actually received at the designated location.

By submission of a proposal, the offeror agrees to honor the terms of its proposal for a minimum of (60) days from the proposal due date.



3. RFQB QUESTIONS AND REQUESTS FOR INFORMATION:

Any inquiries regarding this RFP must be submitted in writing no later than Friday, May 03, 2019-12:00 P.M. E.S.T. to: Noel Maloof, Executive Director of Operations, 125 Electric Avenue Decatur, GA 30030, or email: nmaloof@csdecatur.net. Questions will be answered in writing by addendum. Questions received after May 03, 2019 will not receive a response.

4. ADDITIONAL INFORMATION/ADDENDA

CSD will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the SUBMISSION DUE DATE. Offerors should not rely on any representations, statements or explanations other than those made in this RFQB including the Attachments or in any addendum to this RFQB.

Where there appears to be a conflict between the RFQB and any addenda issued, the last addendum issued will prevail.

5. LATE PROPOSALS, LATE MODIFICATIONS AND LATE WITHDRAWALS

Submissions received after the SUBMISSION DUE DATE and time will not be considered. Modifications received after the SUBMISSION DUE DATE will not be considered. No responsibility shall apply to the City Schools of Decatur for the premature opening of a Submission Package not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF SUBMISSIONS

CSD may reject any or all Submission packages submitted and reserves the right to waive, and/or not be responsible for, any irregularities or informalities in any Submission packages submitted or in the Submissions procedure.

Submissions received after said time or at any place other than the time and place as stated in the notice will not be considered.

7. NON-COLLUSION AFFIDAVIT

By submitting Submissions, the Offeror represents and warrants he or she has not directly or indirectly prevented or attempted to prevent competition by any means, has not prevented or

endeavored to prevent anyone from submitting a response to this RFQB by any means and has not caused or induced another to withdraw a submission for the work. Prior to commencing the work the successful Offeror shall be required to make an oath in writing to this affect.

By submitting Submissions, the Offeror represents and warrants no official, employee or agent of Owner or Authority has been offered, has accepted, or has been contracted to accept, either directly or indirectly, any part of the pay or profit arising out of the contract(s) that may result from this RFQB.

8. COST INCURRED BY OFFERORS

All expenses involved with the preparation of Submissions, or any work performed in connection therewith are the responsibility of the Offeror(s).



9. **MINORITY BUSINESS POLICY STATEMENT**

The Board of Education of the City Schools of Decatur does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, marital status, sexual orientation, or gender identity in its employment practices, programs, activities, or student placement.

The City Schools of Decatur encourages Minority and Women Businesses to compete in the RFQB process and encourages all businesses to provide for the participation of MBE/WBE businesses through partnerships, subcontracts and other contractual opportunities.

10. **PROJECT ORGANIZATION**

The Board of Education of the City of Decatur is the governing body of CSD and has authorized the Superintendent of CSD to administer this project.

11. **CONTACT WITH CSD STAFF**

Except for the submission of written questions directed to Noel Maloof, as previously set forth in this RFQB, on or after April 18, 2019, any contact made by an offeror with CSD Staff will result in immediate disqualification of said entity. Contact is only permitted after June 16, 2019.

12. **RFQB DOCUMENTS**

The RFQB documents consist of the following Attachments:

- A. **Winnona Park Elementary School Roofing Scope of Work**
- B. **Acknowledgement of Addendum Form *(required submittal)***
- C. **Reference Survey Forms *(required submittal)***
- D. **Vendor Affidavit O.C.G.A. §13-10-91 *(required submittal)***
- E. **FEE SCHEDULE *(required submittal)***
- F. **BID BOND FORM *(required submittal)***

If any of the above required submittals are not provided by the Offeror, their Submission will be rejected.



SECTION II - SUBMISSION REQUIREMENTS

All Submissions received will become a part of the official contract file and may be subject to disclosure.

CSD is a governmental entity that is subject to the Georgia Open Records Act ("ORA"). After contract award, documents submitted to CSD in the bidding process are presumed to be subject to the ORA; however, documents that an offeror contends contains specific trade secrets may be marked as trade secrets. An offeror is required to submit and attach to the specific trade secret record an affidavit affirmatively declaring the specific information in the records that constitutes a trade secret, as defined by Georgia law. If the offeror attaches such an affidavit and if inspection or copies are requested under the ORA, CSD will contact offeror to advise offeror that said documents have been requested and will be produced if CSD determines they do not constitute trade secrets. Offeror shall have the amount of time stated in the notice to seek legal remedy preventing the disclosure of the documents. If CSD has not received a valid judicial order or decree preventing the disclosure of the documents, they will be disclosed in accordance with the time requirements contained in the ORA.

A. QUALIFICATIONS CRITERIA:

The Firm for this project shall meet the following minimum Qualifications:

NOTE: If the Firm has multiple office locations please identify which location will be responsible for this project. Responses to Requirements 2 and 3 must be projects completed by the branch office proposed for this project; projects completed by the home or other branch offices will not be accepted.

1. The Firm shall have been in business for a minimum of **five (5) years** and shall not have been declared in default on any contract within that time. If the Firm chooses to joint venture then said joint venture team must have previously completed *Three (3)* relevant projects together, of similar nature, scope, schedule, and size as indicated in this RFQB.
2. The Firm shall have completed at least **Three (3)** projects that meets the following minimum characteristics in the last five years. The minimum characteristics are:
 - a. **Successful completion of either Roofing (new Construction) or Re-Roofing (of existing facilities).**
3. The Firm shall demonstrate that their Surety underwriting bonds for the project is included on the current U.S. Treasury listing and shall have an A.M. Best rating of A- or better and shall be licensed to do business in the State of Georgia. This, along with the fact that the Surety plans on providing necessary Bid, Performance and Payment Bonding if the Firm chooses to bid the project, shall be provided in a Letter on their Letterhead in this Qualifications Package.
4. The Firm shall have demonstrated capabilities to manage a schedule and complete projects within agreed upon Schedules and of High Quality. **Firm to utilize Reference Survey Forms/Client Letters as illustrated in Section B.6 below to demonstrate these capabilities.**



B. QUALIFICATION-BASED BID SUBMISSION REQUIREMENTS:

1. FORMAT

Submissions shall not exceed Twenty-Five (25) typed pages not including Tabs and Dividers. All Submissions shall include the information indicated below **and in the following order:**

1. Cover Letter: A brief cover letter of introduction and interest.

- Explain experience in working with a School Districts.
- Explain experience Roofing and Re-Roofing, within budget, and with high quality of standards.
- Provide examples indicating your ability to be flexible and fluid when it comes to changes in your delivery and installation processes.

2. Firm Description and information:

- Basic company information
- Company name
- Address & Zip code
- E-mail address & Name of primary contact
- Telephone number
- Fax number
- Number of years in business
- DUNN and BRADSTREET Number if applicable
- Form of Ownership, including state of residency or incorporation for each member of the Team, joint venture, or other structure? For joint venture or other structure, succinctly describe the history and growth of each firm or team member and experience delivering similar projects as this project.

3. Understanding of the Project: Based on the understanding of the Requested Scope of Work the vendor will provide:

- a. **Management Plan to include; Delivery, Installation Checklist and Schedule.** Submit Management Plan indicating procedures utilized in delivery, installation and oversight of said services to ensure all requirements are met and achieved.
- b. **Team Interface.** Describe how your designated POC / Team) will interface with and support the owner and their individual facility members.

4. Firm Current Legal Status:

- Regarding litigation with Clients', sub-consultants, and vendors:
 - List any active or pending litigation any member of the Firm or team has against any Client, sub-consultants and vendors and explain.
 - Other than that, just listed, has any member of the proposed Firm or team been involved in any relevant litigation in the past five years? Explain.
 - Has any member of the proposed Firm or team ever failed to complete any work awarded to it or has it been removed from any project awarded to the firm? Explain.



- Based on the responses provided, CSD reserves the right after considering such information to find any applicant non-responsible and disqualified.
5. **Project Team:** Provide Bios of key personnel proposed for the project, including designations of the point of contact responsible for all communications with the Owner.
 - **Project Manager/Point of Contact** should have 5 plus Years' experience and demonstrate capability to oversee Project's Schedule, Budget, Quality Assurance, efforts. Demonstrate their capability to oversee your team assigned to perform specific tasks the project requires.
 - **Superintendent** should have 10 plus Years' experience and demonstrate capability to manage sub-contractors, oversee execution scheduled work, Quality Assurance, and Close Out Inspections leading to the turn-over of said project to the Client.
 6. **Reference Projects:** Examples of no more than Three (3) "reference clients" which represent the team's approach to similar solutions for projects of similar scale and complexity, and the information on these projects must indicate the contributions of proposed key personnel with the "referenced clients" cited in the submittal. We prefer that the reference projects were with clients with similar projects.
 7. **Acknowledgement of Addendum Form.** Refer to **Attachment B.**
 8. **References:** Provide Three (3) reference survey forms. Refer to **Attachment C** for the required format.
 9. **Financial Information:** Provide the Offeror's audited Financial Report from either your Financial Institution or CPA.
 10. **Vendor Affidavit.** O.C.G.A. §13-10-91. Refer to **Attachment D.** Must be executed and submitted with the Offeror's proposal.
 11. **FEE Schedule:** Refer to **Attachment E.**
 12. **Bid Bond Form:** Refer to **Attachment F.**

SECTION III – ATTACHMENTS

- A. **Winnona Park Elementary School Re-Roofing Scope of Work**
- B. **Acknowledgement of Addendum Form *(required submittal)***
- C. **Reference Survey Forms *(required submittal)***
- D. **Vendor Affidavit O.C.G.A. §13-10-91 *(required submittal)***
- E. **FEE SCHEDULE *(required submittal)***
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ATTACHMENT A

Scope of Work

RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School

1. General conditions

- a. The contractor shall take all necessary precautions to ensure the public safety and convenience of the occupants during construction. Install and maintain all PPE and safety equipment as per OSHA requirements as needed.
- b. Unless specifically authorize by CDS the work must be conducted between the hours of 8:00 A.M. and 5:30 P.M.
- c. The contractor shall, at all times, leave an unobstructed way along walks and roadways, and shall maintain barriers and lights for the protection of all persons and property in all locations where the materials are store or work is in progress.
- d. The contractor shall provide personnel, material, equipment and supervision to complete the requirements in the scope of work.
- e. The Contractor shall be required to prepare reports, quality control schedules, and material product data, shop drawings. These documents shall provide the necessary interfaces, coordination, and communication between the CSD, and Contractor for the delivery of a complete roof project.

2. Scope of Work

- a. **Replace the shingles and underlayment on Areas A, B, C, D, E, J, K, L, M, N, T, X, Y totaling 97,000 Square Feet (+/-).** Strip off all existing roof shingles, nails, felt or membrane underlayment, metal drip edge, replace screen for gable vents, existing ridge vents and other flashing on the building and legally dispose of all debris.
- b. Remove and replace all sheathing or framing deterioration as needed.
- c. Remove and dispose all gutters and downspouts.
- d. Removed & Disposal of all squares of existing asphalt roof system.
- e. Obtain and pay for necessary permits, licenses and certifications.
- f. Protect public and private property adjacent to and on the job site, including landscaping, vents, utility lines, streets, sidewalks, hydrants, street signs, mail boxes. Make repairs to the complete satisfaction of CSD of the damage property.
- g. Install new architectural roofing shingle 30 years plus, including weather watch ice-water shield membrane as underlayment. Install single felt minimal of 30lb using plastic cap nails. In compliance with ASTD D4869 standards.
- h. 90# roll roofing will be installed in valleys over ice-water shield as additional underlayment in valleys.
- i. Fasten new sheathing to insure substrate meets shingle manufacture's requirements and requirements with the most recent version of the Georgia Building Code.
- j. Install new Ice and water shield at eaves if require.
- k. Install new vented aluminum drip edge
- l. Install Ridge vent and caps
- m. Install new Plumbing boots to prevent penetrations
- n. Install new Step flashing, all metal flashing and counter flashing.
- o. Provide certificate of compliance from shingle manufacturer for ASTM and UL standards.

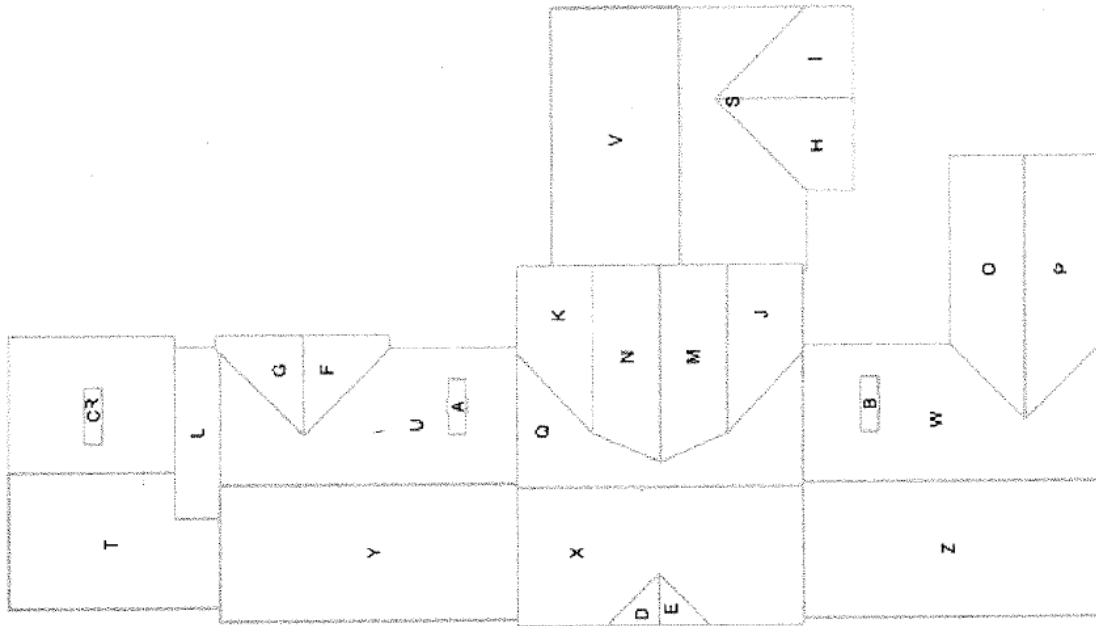


- p. Wood Framing, Deck and trim'
 - i. Visually inspect any damaged or missing wood area for significant cracks or rot. Replace all damaged wood or missing wood.
 - ii. Remove and replace any fascia boards and crown molding boards damaged or missing.
 - iii. Prime and paint trim boards upon completion of installation, with best quality grade acrylic primer, color to match existing.
- q. Edge flashing eave edge flashing to be install prior underlayment installation Underlayment shall extend past horizontal face of edge flashing. Horizontal face of edge flashing shall extend over the roof deck for 100mm (minimum); vertical face of edge flashing shall turn down and extend to gutter, terminating in drip edge
- r. Chimney Flashing:
 - i. Remove existing flashing and counter flashing. Patch and seal existing joints
 - ii. After underlayment is completed, install water diverter (channel flashing) at sides of chimneys parallel to slope. Side of channel shall extend 150mm (minimum) up face of chimney.
- s. Gutters
 - i. Remove and replace all gutters and downspouts.
 - ii. Aluminum gutters: "K-Type" (also called Ogee), 5 or 6 inches, shall be seamless, a minimum of .027-gauge aluminum, color as selected by Owner.
 - iii. Downspout size and type shall be as listed on the Scope and as specified herein: Aluminum downspouts: 3 or 4 inch round corrugated, minimum of .024-gauge aluminum, color as selected by Owner.
 - iv. Gutters and downspouts shall be mounted with manufacturers approved fasteners. Nails, screws, etc. shall be corrosion resistant per manufacturer's instructions and as specified herein.
 - v. Only use sealant that is specifically recommended for gutter and downspout use. Sealant shall be UV resistant and installed per manufacturer's instructions.
 - vi. Gutter flashing shall be non-corrosive sheet metal or aluminum. Minimum of 24 gauges hot-dip galvanized steel sheet. Minimum of .032-inch aluminum sheet.
 - vii. Provide gauges or other code approved adapters at all downspout connections to the storm water leader or storm water conductor.
 - viii. Provide manufacturer's standard matching accessories as required for a complete installation.
 - ix. Take adequate precaution to protect gutters and downspouts from damage during installation process.
 - x. Obtain and pay for necessary permits, licenses and certifications
 - xi. Install to provide ample support and proper drainage as follows:
 - Use hangers and straps adequate in size and spacing to support loads
 - Seal all gutter joints, screws, rivets, etc. with approved sealant.
 - Support every separate section
 - Do not mount gutter straps over top of shingle.
 - Construct gutters with positive slopes, to prevent accumulation of standing water.
 - Set gutter height to prevent possible overshoot of water.
 - Install downspouts that are visually plumb and that match specified tolerances.
 - Lap joints to match drainage flow.
 - Provide downspout extensions as necessary to adequately divert water away from building.

- Protect building surfaces from damage from hanger and strap connections.
- Keep downspouts and gutters separated from wall surfaces to avoid staining and corrosion.
- Splash blocks shall be pitched to direct water runoff away from the building.

3. Cleaning up

- Conduct cleaning and disposal operations to comply with all federal, State. And local laws, ordinances, and regulations. At the end of each day's work, remove, and legally dispose, all waste materials and rubbish from the site.



Roof Drawing for Reference



ATTACHMENT B

Acknowledgement of Addendum Form

RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School

The Offeror has examined and carefully studied the Specifications and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>
Addendum	_____	date	_____	Acknowledgement	_____
					<i>Initial</i>

Offerors must acknowledge any issued addenda. Submittals which fail to acknowledge the offeror's receipt of any addendum will result in the rejection of the submittal if the addendum contained information which substantively changes the Owner's requirements.



ATTACHMENT C Reference Survey Form

RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School

Offer: _____

Project Name: _____ Project Completion Date: _____

Offerors scope included: _____ Installation Services

Please rate the Offer's performance from 1-5 on the following issues by circling the appropriate number where 1 indicates that you least agree with the statement and 5 indicates that you most agree with the statement.

	<u>Disagree</u>					<u>Agree</u>
Completed work on time:	1	2	3	4	5	NA
Completed work within budget:	1	2	3	4	5	NA
Provided timely and accurate information:	1	2	3	4	5	NA
Worked well with Owner's staff or Representative:	1	2	3	4	5	NA
Exercised project safety:	1	2	3	4	5	NA
Provided quality service, workmanship, and reports:	1	2	3	4	5	NA
Would use firm again:	1	2	3	4	5	NA

Completed by: Name: _____

Entity: _____

Address: _____

Telephone: _____

Fax: _____

Signature: _____

Date: _____

Thank you for your assistance.



ATTACHMENT D

RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School

Vendor Security and Immigration Compliance Affidavit

By executing this affidavit, the undersigned vendor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the Board of Education of the City of Decatur has registered with and uses the federal work authorization program known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned vendor will continue to use the federal work authorization program throughout the contract period and the undersigned vendor will contract for the physical performance of services in satisfaction of such contract only with sub vendors who present an affidavit to the vendor with the information required by O.C.G.A. § 13-10-91(b). Vendor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Date of Vendor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Officer or Agent

Printed name and Title of Authorized Officer or Agent

Executed on the ____ day of _____, 20__ in _____(city), Georgia.

Sworn to and Subscribed Before Me

This ____ day of 20____

Notary Public

My Commission Expires: _____



ATTACHMENT E FEE SCHEDULE

RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School

- | | |
|-------------------------------------|----------|
| 1. Roofing Materials: | \$ _____ |
| 2. Installation/Project Management: | \$ _____ |
| TOTAL BID: | \$ _____ |



ATTACHMENT F BID BOND FORM

RFQB #19-008 - City Schools of Decatur Re-Roofing – Winnona Park Elementary School

Attached hereto is Bid Bond made by , _____ a
surety company listed by the U.S. Treasury listing and shall have an A.M. Best rating of A- or better and
shall be licensed to do business in the State of Georgia., payable to City Schools of Decatur (or an
official bank check), in the amount of ten percent (10%) of the above Bid, to-wit:
\$ _____.

If this Bid shall be accepted by City Schools of Decatur and the undersigned shall fail to execute a
satisfactory contract in the form of said proposed Contract, give satisfactory Performance and Payment
Bonds, or furnish satisfactory proof of the insurance required, as stated in the Instructions to Bidders
within ten (10) days from the Notice of Award of the Contract, then the City Schools of Decatur may at
its option, determine that the undersigned abandoned the Contract and thereupon this Bid shall be
null and void, and the sum stipulated in the attached Bid Bond (or an official bank check) shall be
forfeited to the City Schools of Decatur as liquidated damages.

Bidder declares his intent to subcontract the portion of the Work as below stated. Bidder understands
and agrees that the use of any Subcontractor not listed below shall be strictly prohibited without prior
written approval from the City Schools of Decatur. (List names of all subcontractors and the work to be
provided by the subcontractor on the lines provided below.)

Bidder further declares that the full names and residence addresses of all persons and parties
interested in the foregoing Bid as principals are as follows:

Signed, sealed, and dated this day of _____, 20__.

By: _____ (SEAL)

Signature

Print Name of Signer

Title of Signer

Name of Business Entity Submitting Bid

BID BOND FORM, CONT'D



Bidder's Street Address

Bidder's City, State and Zip Code

Bidder's Phone Number

Bidder's Fax Number

Bidder's E-Mail Address

KNOW ALL MEN BY THESE PRESENTS, that we, _____

(hereinafter called the Principal) and (hereinafter called the Surety), a corporation chartered and existing under the laws of the State of with its principal offices in the City of _____ and listed in the Federal Register and licensed to write surety bonds in the State of Georgia, are held and firmly bound unto City Schools of Decatur, in the full and just sum of _____ Dollars (\$ _____) good and lawful money of the United States of America, to be paid upon demand of City Schools of Decatur, to which payment well and truly to be made we bind ourselves, our heirs, executors, administrators, and assigns, jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to the City Schools of Decatur, a Qualification-Based Bid for RFQB 19-008 Re-roofing the existing Winnona Park Elementary School.

WHEREAS, the Principal desires to file this Bond in accordance with law to accompany this Bid.

NOW, THEREFORE, the conditions of this obligation are such that if the Bid be accepted within sixty (60) days of the Bid opening, the Principal shall execute a Contract in accordance with the Bid and upon the terms, conditions, and prices set forth therein, and in the form and manner required by the City Schools of Decatur, and within ten (10) days from the date of Notice of Award of the Contract, execute a sufficient and satisfactory Performance Bond and Payment Bond payable to the City Schools of Decatur, each in an amount of one hundred percent (100%) of the total Contract Price, in form and with security satisfactory to the City Schools of Decatur and furnish satisfactory proof of the insurance required, then this obligation to be void; otherwise, to be and remain in full force and virtue in law; and the Surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements within the time specified above, immediately pay to the aforesaid City Schools of Decatur, upon demand, the amount hereof in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

BID BOND FORM, CONT'D



IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this day of _____, 20____.

PRINCIPAL

By: _____ (SEAL)

Signature of Principal

Print Name and Title of Authorized Signer

Print Name of Principal Business

ATTEST: _____

Corporate Secretary

SURETY By: _____ (SEAL)

Signature of Surety (by Power of Attorney)

Print Name and Title of Authorized Signer

Print Name of Surety Business

WITNESS:

[Attach Original Power of Attorney]