



Notice of Addendum No.1

Date of Addendum No.1: May 20, 2022

**Arlington Public Schools
Procurement Office**

Invitation to Bid 40FY22

Invitation to Bid Title: Roof Repair Services

Invitation to Bid Number: 40FY22

Invitation to Bid Issue Date: May 05, 2022

Pre-Bid Conference: A Pre-Bid Conference will not be held for this Solicitation

Bid Closing Date/Time: May 25, 2022, No Later Than 11:59 P.M. (EDT)

Bid Opening Date/Time: May 26, 2022, at 10:00 A.M. (EDT)

Procurement Office Representative: Hamed Hameedi, Procurement Specialist
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- **Modifications to the ITB:** The following modifications in Section 2.2.1 of Scope of Work and Insurance Coverage Checklist at Appendix 2 are made to ITB 40FY22 through Addendum No.1. Modifications are highlighted in red.

1. **Section 2.2.1 of Scope of Work**

See attached modified Scope of Work

2. **Cyber Liability Insurance Coverage added to Insurance Coverage Checklist (Appendix 2)**

See attached modified Insurance Coverage Checklist (Appendix 2)

1. Scope of Work

The Contractor shall provide all supervision, labor, tools, equipment, transportation, and permits required for the complete and satisfactory performance of the Work. No “portal-to-portal” charges or fuel surcharges are permitted under the awarded Contract.

1.0 **Services:**

- 1.1 Work performed by the Contractor is limited to Roof Repair Services at all APS buildings. Work will be done on a Time and Material basis and require the submission of a detailed, written Not to Exceed Cost Proposal from the Contractor. All Work provided under this Contract shall be performed in strict accordance with the current Virginia Uniform Statewide Building Code (USBC), all applicable codes and industry standards, and Arlington County requirements, whichever is more stringent. The Contractor shall be knowledgeable (see Section 3) in replacement and repair of the following:
 - 1.1.1 Asphalt Shingles
 - 1.1.2 Ethylene Propylene Diene Monome (EPDM)
 - 1.1.3 Built Up roof (BUR)
 - 1.1.4 Polyvinyl Chloride (PVC)
 - 1.1.5 Styrene-Butadiene-Styrene (SBS) Modified Bitumen
 - 1.1.6 Sheet Metal Flashing, Trim and Related Accessories
 - 1.1.7 Standing Seam Metal
 - 1.1.8 Thermoplastic Polyefin (TPO) Roofing
 - 1.1.9 White Reflective Roof Coating
 - 1.1.10 Other commercial roofing services necessary to correct a roofing problem
- 1.2 The Contractor shall be authorized to repair the following manufacturer brands. Confirmation of Manufacturers’ authorizations must be submitted with your Bid submission:
 - 1.2.1 Firestone Building Products
 - 1.2.2 GAF
 - 1.2.3 Johns Manville
 - 1.2.4 Soprema, Inc.
- 1.3. The Contractor(s) shall be responsible for roof cleaning, gutter cleaning, gutter seam repair, replacing roof drains and caulking.
- 1.4 No overtime work is authorized unless approved in advance by the APS Project Officer responsible for the assignment. Written approval of overtime by the APS Project Officer must be included on the Job Authorization Form (JAF) prior to the start of overtime work.

Failure to obtain written approval will result in payment of straight time only for the Contractor's personnel involved in the work.

- 1.5 APS will reimburse the Contractor for time spent on the job only. Travel time between jobs, time spent in obtaining additional supplies or equipment (other than the minimal time necessary to obtain supplies from an on-site truck) shall be at the Contractor's expense. On the job time shall commence when the Contractor's personnel arrive at the work site and report to the APS Project Officer in charge of the assignment. Time of arrival and departure shall be indicated on the Contractor's work tickets.
- 1.6 All work tickets shall be signed off by the APS Project Officer in charge of the assignment before final invoices are processed for payments. The original signed-off work tickets shall be attached to the final invoice.
- 1.7 The Contractor shall maintain an adequate supply of manpower and equipment to complete the project in a safe and timely manner.
- 1.8 The Contractor shall not act on requests or take direction from anyone except the designated APS Project Officer or his designee.
- 1.9 Emergency Service Calls
 - 1.9.1 The Contractor shall provide "on-call" emergency response services, twenty-four (24) hours per day, seven (7) days per week. The Contractor shall respond on-site, with all tools and equipment necessary for the emergency service, within four (4) hours after notification for an Emergency Service Call.
 - 1.9.2 The Contractor shall provide an emergency phone number to APS for service required outside of regular business hours. This number shall be monitored and responded to by the Contractor, twenty-four (24) hours a day, seven (7) days a week.
- 1.10 No Sub-Contractors will be used without the express written permission of the APS Project Officer. APS understands that Sub-Contractors may have to be used for Masonry repairs listed on the Pricing Schedule at Appendix 3.

2.0 Estimates:

All work requires the submission of a detailed, written Not to Exceed Cost Proposal (Cost Proposal) from the Contractor.

- 2.1 The Cost Proposals shall be furnished by the Contractor at no charge and are considered an overhead item to be included in the Bid amount using the Job Authorization Form (JAF).
- 2.2 The Contractor shall inspect the site upon request within four (4) business days after initial contact from the APS Project Manager to ascertain the site conditions and work to be performed. Within two (2) business days of visiting the site(s), the Contractor shall be required to provide a Cost Proposal in the form of a detailed JAF for the entire work to be completed in accordance with the Contract requirements and instructions listed in the Contract, Project Manual and/or drawings. The Contractor shall use the JAF to submit its Cost Proposal. The Cost Proposals are to be detailed, outlining the Contract unit prices and materials. All Cost Proposals shall be based on the unit prices provided in the Pricing Schedule. The unit prices will also be used for additions and/or deletions of work identified in the cost proposal. Unit Prices shall include all labor, tools, profit, and overhead as may

be necessary to complete the requested work.

2.2.1 Material will be paid at a percentage discount from a Contractor Provided Manufactures Suggested Retail Price (“MSRP”) List **and Rented Equipment will be paid on the actual invoice with no markup.** Due to roof warranties that require specific products, the Authorized Manufacturers listed in Section 1.2 above will be the only materials accepted as replacements. No Substitutions.

2.3 Unusual Equipment Requirements

If the project assigned requires the use of rental equipment including by way of illustration and not limitation, boom lifts, scissor lifts and backhoes, the estimated costs of the additional equipment and/or services shall be identified in the Contractor’s JAF. If APS accepts the use of rental equipment, the Contractor will be reimbursed for the actual amount of the cost of such equipment with no markup. The Contractor shall make every attempt to obtain the lowest price for rental equipment provided under the Contract. APS reserves the right to have others provide the additional equipment.

2.4 The Contractor is responsible for contacting Miss Utility prior to starting of any excavation work. The Contractor shall mark all intended areas of excavation with white spray paint and / or white flags prior to contacting Miss Utility. Damages to APS property resulting from not contacting Miss Utility prior to beginning excavation shall be the sole responsibility of the Contractor.

2.5 The Contractor is not authorized to start work until receipt of an APS Purchase Order. An APS Purchase Order will be issued after receipt and approval of the Cost Proposal. Any work performed without receiving an APS Purchase Order is not authorized.

2.6 Any Cost Proposal greater than \$200,000.00 may be subject to a separate solicitation.

3.0 Materials:

3.1 All materials furnished under this Contract shall be new and original manufacturer’s recommended or authorized replacement parts. Use of manufacturer’s rebuilt parts and/or components shall be authorized by the APS Project Officer and shall carry the same warranty as new parts or components. Use of used parts is strictly prohibited unless specifically authorized by the APS project Officer. Removed materials and equipment shall remain the property of APS unless otherwise indicated by the APS Project Officer.

3.2 Contractor shall make every attempt to obtain the lowest price for materials provided under the Contract.

3.3 The Contractor agrees that APS may, at its option and sole discretion, provide materials or fixtures to the Contractor for installation by the Contractor at the Contract unit prices.

3.4 All material provided to APS shall be fully guaranteed by the Contractor against factory defects. The Contractor, at no expense to APS, will correct any defects, which may occur as the result of either faulty material or workmanship by the manufacturer within the period of the manufacturer’s standard warranty, which the Contractor shall make available on demand. All work is guaranteed by the Contractor against defects resulting from the use of inferior or faulty materials or workmanship for two (2) years from the date of final acceptance of the work by APS in addition to and irrespective of any manufacturer’s or supplier’s warranty.

- 3.5 All Warranties shall be in effect for the entirety of the Warranty Period, or the manufacturer's standard warranty, whichever is longer. In the event corrective work is required during the Warranty Period, the Warranty on the repaired Work shall extend for one (1) year from the date of acceptance by APS of the completed repairs. The Warranty shall include all parts, labor, transportation, and any other costs necessary to keep the product in good operating condition but shall not be applicable to damage caused by Owner's misuse of the item or due to normal wear and tear. If seasonal limitations prevent any required performance testing of the completed Work, the Warranty Period for such Work shall begin after the performance tests have been successfully performed.
- 3.6. No date other than the date of final acceptance may be established to govern the effective date of the Guaranty, unless that date is agreed upon by APS and the Contractor in a signed Addendum to the Contract.
- 3.7 Standard tools of the trade and trade consumables shall be available to the Contractor's personnel from their service vehicle. Tools of the trade and other trade consumables are not valid Contract expenses. The cost of consumables (including, by way of illustration and not limitation, solder, caulking, tape, wirenuts, fasteners, gases and other consumable items) are considered administrative expenses. These shall be included as part of the hourly rates bid.

4.0 Personnel:

- 4.1 The Contractor's personnel assigned to any resulting Contract shall be equipped with all tools required to perform the job.
- 4.2 The Contractor shall have sufficient tradesmen available to perform all assigned work under any resulting Contract.
- 4.3 If any person employed on the work by the Contractor shall appear to the APS Project Officer to be incompetent or to act in a disorderly or improper manner, such person shall be removed immediately on the request of the APS Project Officer, and shall not again be re-employed (on subject project) except on written consent of the APS Project Officer.
- 4.3.1 Alcoholic beverages and illegal drugs are prohibited on the job site. Possession of any of these items on the job site by a Contractor's employee will result in immediate removal of the individual from the site.
- 4.3.2 The use of tobacco is prohibited on APS property by anyone at any time.
- 4.4 APS reserves the right to reject any of Contractor's service personnel who, in APS' judgment, are not adequately qualified to perform the work.
- 4.5 A Contractor's vehicle parked at an APS site other than in a parking space or at on-street parking will be clearly labeled with the Contractor's name.
- 4.6 When entering any APS building, the Contractors' employees shall have picture identification. Identification shall include employees' photograph and name. The Contractor's employees are required to check-in at each location with the Main Office or the Building Manager when reporting to the work site. Prior to leaving a site, the Contractor's employees will also be required to check-out with the Main Office and/or the APS Project Officer.

End of Scope of Work

2. Insurance Coverage Checklist (Appendix 2)

Coverages Required			Limits (Figures Denote Minimums)		
Bidder Use	APS Use	Number	Coverage Type	Coverage Limit Per Occurrence	Coverage Aggregate Limit
Coverage Present (Place an X in the Box if coverage is present)	Coverage Present (Place an X in the Box if coverage is present)				
Commercial General Liability Insurance					
		1	Premises / Operations	\$1,000,000	\$2,000,000
		2	Completed Products / Operations		
		3	Sexual Abuse & Molestation	N/A	N/A
Subcontractors Commercial General Liability Insurance					
		4	Subcontractors General Liability	N/A	N/A
Worker's Compensation & Employer's Liability Insurance					
		7	Worker's Compensation	\$100,000	\$500,000
		8	Employer's Liability	\$1,000,000	\$2,000,000
Commercial Automobile Liability Insurance					
		9	Owned	\$1,000,000	\$2,000,000
		10	Non-Owned / Hired		
Cyber Liability Insurance					
		11	Cyber Liability	\$3,000,000	\$5,000,000
Property Insurance					
		12	Builder's Risk	\$1,000,000	\$2,000,000
Umbrella / Excess Insurance					
		13	Umbrella Liability	N/A	N/A
		14	Excess Liability		
All other Risk Management Items of Note					
		15	All insurance carrier AM Best Ratings are an A- or better or its equivalent		
		16	All deductibles and or self-insurance component have been submitted to Arlington Public Schools for review.		
		17	Notice of Cancellation, nonrenewal or material change in coverage shall be provided to APS at least forty-five (45) days prior to action		
		18	APS has been added as an Additional Insured (via endorsement of the insurance policy) on all policies except Workers Compensation, Cyber Liability & Professional Liability.		
		19	All of the Certificates of Insurance show the Contract Number and Title		

		20	If Claims Made Coverage is Approved, does it meet stipulations 1 or 2 stipulated in Section 42. G of the Term and Conditions
		21	Indemnification (Refer to Section 24 of the Term and Conditions)

Insurance Agent's Statement:

I have reviewed the above requirements with the Bidder named below and have advised the Bidder of required coverages not provided through this agency.

Agency Name	
Auth. Signature	
Date	

Bidder's Statement:

If awarded the Contract, I will comply with Contract insurance requirements.

Bidder Name	
Auth. Signature	
Date	

End of Insurance Coverage Checklist

Addendum No.1 must be signed, dated, and submitted via the secure cloud-based file sharing platform specified in the ITB prior to the Bid Closing Date/Time stated above OR acknowledgment of receipt of this Addendum may be noted on the Bid Form.

Name of Bidder: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Issued By:

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