



HOPKINSVILLE WATER ENVIRONMENT AUTHORITY

Bid Packet:

FY 2023 - 2024
Sealed Bid # 2324-06
Sewer Complex Office Roof Replacement

Bid Opening:

Thursday, October 12, 2023 @ 2:00 P.M. CST
401 East 9th Street, Hopkinsville, KY, 42240
HWEA Boardroom

BID PACKET

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IMPORTANT: In the event any of the documents are not enclosed, please advise the Purchasing Officer immediately.



INVITATION TO BID

Sealed bids for furnishing and delivering the following:

FY 2023 - 2024
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will be received at HWEA's Main Office, 401 East 9th Street, P. O. Box 628, Hopkinsville, Kentucky, until 2:00 p.m., CST, on Thursday October 12, 2023, at which time the bids will be opened and read aloud publicly in the HWEA Board Room, at the same address.

The Bid Packet contains the Invitation to Bid, General Conditions, Specifications, and Detailed Specifications.

GENERAL CONDITIONS

1. INSTRUCTIONS, SPECIFICATIONS AND FORMS

Instructions, specifications and forms may be obtained via the HWEA website, in person, or by email from the HWEA Purchasing Officer at 401 East 9th Street, Hopkinsville, KY, 42240. Telephone number 270-887-2782, email jrenshaw@hwea-ky.com, or see our website at www.hwea-ky.com.

- (a) All bids shall be submitted on and in accordance with the attached Bid Form. The form shall be signed and dated in the appropriate space.
- (b) Each bid shall be submitted in a sealed envelope and clearly marked on the outside of the envelope with the following:

FY 2023 - 2024
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- (c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope: FY 2023 - 2024 - SEALED BID # 2324-06 - SEWER COMPLEX OFFICE ROOF REPLACEMENT and shall be mailed to the HWEA Purchasing Officer, P.O. Box 628 Hopkinsville, KY 42241, allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for receipt of bids.
- (d) Additional information or clarifications of any of the instructions or information contained herein may be obtained from the Purchasing Officer.
- (e) Any bidder or bidders finding any discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory, shall notify the Purchasing Officer in writing within 5 days of the scheduled opening of bids. Exceptions as taken in no way obligates HWEA to change the specifications. The Purchasing Officer will notify all bidders in writing, of any interpretations made of specifications or instructions.
- (f) HWEA will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Purchasing Officer.

- (g) The successful bidder may have to purchase a City of Hopkinsville vendor's license prior to the official award of the bid, in order to meet the requirements of City of Hopkinsville ordinances.
- (h) Any bidder may withdraw their bid either in person or in writing at any time prior to the scheduled time for the receipt for bids. Withdrawals after the scheduled time for the receipt of bids will not be permitted.

2. AWARD OF CONTRACTS

- (a) The HWEA Board may award the contract to the bidder it finds to be the most responsive (considering price, time of delivery, compliance with specifications and past experiences) and not necessarily the lowest price. HWEA reserves the right to reject any and all bids.
- (b) All bids will be awarded based on the most current edition of HWEA's Purchasing Policy, as amended.
- (c) All bids will be judged on the basis of best buy to HWEA and compliance with the General Conditions and conformance with the bid specifications. HWEA reserves the right to reject any and all bids.
- (d) Any other considerations or basis for judgment will be stated in the specifications.
- (e) Unless otherwise stated, the Purchasing Officer reserves the right to award contracts or place orders to a single source or divide awards and orders or enact such combination which in his judgment, shall be in the best interest of HWEA.

3. DELIVERY

- (a) Item(s) shall be delivered F.O.B. destination with delivery costs and applicable charges to be included in the bid.

4. COMPETITION

In order to assure fair competition and to permit determination of the best bid:

- (a) The Detailed Specifications, which may include a name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in the specifications or Bid Form is to designate a standard of quality and type and for no other reason.

- (b) Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced may be rejected.
- (c) All bids shall be accompanied by such descriptive literature and documents as may be called for by the specifications or Bid Form.
- (d) Specifications provided are based on HWEA needs and uses, estimated costs of operation and maintenance, and other significant and / or limiting factors to meet HWEA requirements and shall be consistent with HWEA's policies. Minimum or maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

5. DISPUTES

In cases of disputes, as to whether or not an item or service quoted or delivered meets specifications, the decision of the Purchasing Officer, or authorized representative shall be final and binding on all parties. The Purchasing Officer may request written recommendation of the head of the Department using the item.

6. EXCEPTIONS

The submission of a bid shall be considered an agreement to all the terms, conditions and specifications provided herein as listed in the various bid documents, unless specifically noted otherwise in the space provided on the Bid Form.

7. BID BINDING

Unless otherwise specified, all formal bids submitted shall be firm and irrevocable for a period of sixty (60) calendar days from the date of opening.

8. UNIT PRICING

Unless clearly shown on the Bid Form that it is the intent of the bidder that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit price(s), extended price(s), and/or total price(s). If a mistake is observed in arithmetic, unit prices govern and the bid will be refigured accordingly.

9. DELIVERY TIME

The bidder is to indicate on the Bid Form the approximate lead time on delivery.

10. WARRANTY

The material / services furnished in accordance with these specifications shall be guaranteed to be free from defect in workmanship, material or equipment.

SPECIFICATIONS

1. GENERAL SPECIFICATIONS

- (a) Prior to work commencement, the Contractor shall schedule and coordinate all work with the Owner.
- (b) The Contractor shall comply with all OSHA regulations and Owner safety regulations that apply to work associated with this project.
- (c) The Contractor shall comply with all Environmental Protection Agency (EPA) regulations which apply to the work associated with this project.
- (d) Payment will be made in a single lump-sum, inclusive of any Change Orders, within 30 days of Contractor invoicing and Owner acceptance.
- (e) The work shall be completed during the Contract Times specified in the *Notice to Proceed*.
- (f) *Liquidated Damages* shall be assessed for each day in excess of the Contract Times, should the Contractor not make readiness for Final Payment as stipulated in the *Notice to Proceed*. Contract Time extensions may be requested for reasonable delays outside the Contractor's control (unexpected material lead times, inclement weather, employee quarantine orders, etc.). Approved Contract Time extensions will be implemented with a Change Order.
- (g) The Contractor shall be responsible for removing and disposing of all materials which are scheduled to be removed including any construction debris. Any item designated as salvage will be made available to the Owner in as best condition as possible.
- (h) No part of the work shall be subcontracted out without written permission from Owner.
- (i) The Contractor shall, at his own expense, procure all permits, certificates and licenses required of him by law for the execution of his work. He shall comply with all federal, state, and local laws, ordinances, or rules and any regulations relating to the performance of the work.
- (j) The use of second hand or salvaged construction materials will not be permitted by the Owner.

- (k) The work shall be completed during normal working hours, 7:30AM to 4:30PM, Monday-Friday. Exceptions may be allowed in the case of inclement weather.
- (l) No payment will be made by the Owner for Stored Materials.
- (m) The Contract Times for the project shall be 30 calendar days. The Notice to Proceed will be issued at a mutually agreeable date.
- (n) *Liquidated Damages* shall be assessed at \$100 per calendar day.
- (o) Subcontracted work is allowed on this project.
- (p) The Owner will provide judgment concerning any discrepancies between anticipated and actual conditions, and any other components of the work.
- (q) New materials shall match existing as close as possible. If an exact match is not available, the Contractor shall provide an "as equal" option to Owner for approval.
- (r) New roof decking to be 5/8" exterior grade plywood.
- (s) New underlayment shall be one layer of self-adhering bituminous sheet with polyethylene film surfacing equal to Storm Guard by GAF Materials Corp.
- (t) See attached Exhibits A - E.
- (u) Sewer complex garage facility
 - ♦ Remove two existing roof vents entirely. Install red primed, metal building C-channel supports as needed and patch roof opening with metal roof panels, fasteners, flashing, and sealant at each vent location. Replacement roof panels are to match profile, gauge, and color of existing roof. Will not be necessary to replace entire roof panel. Provide vinyl back metal building ceiling insulation to fill insulation void. See Exhibit E.

- ♦ Repair damaged roof panel and/or fasteners on the southeast side of the facility. Approximately 36 feet from the south wall. Provide white metal strapping to support hanging insulation. See Exhibit E.
- (v) All work shall be completed to the Owner's satisfaction. All methods and installation shall be coordinated with the Owner to ensure a timely and professional job.
- (w) All materials provided by the Contractor under this contract shall be warranted for a period of at least one (1) year from the date of final certificate of payment.
- (x) All factory-applied exterior finishes on roof panels under this contract shall be warranted for a period of at least twenty (20) years from the date of final certificate of payment.
- (y) Roof system shall be warranted by the manufacturer for a period of at least ten (10) years from the date of final certificate of payment. This warranty shall include no-cost repair / replacement of roof assemblies in the event of leaks or other failures of water tightness.
- (z) The Contractor will be required to sign a Warranty for their workmanship performed under this Contract warranting said work for a period of one (1) year.
- (aa) HWEA will not supply any materials for this project.

2. INFORMATION TO BE FURNISHED BY BIDDER

- (a) Contractor bidding on the work shall give evidence of their experience in the class of work involved, including at least five jobs of comparable size and type performed by as general contractors.
- (b) A copy of contractor's Certificate of Insurance which names HWEA as a certificate holder insured in the amounts listed below:

Worker's Compensation	Statutory
Employer's Liability	
Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Employee
Bodily Injury by Disease	\$500,000 Policy Limit
Automotive Liability	
Bodily Injury & Property Damage	\$1,000,000 Each Accident
Commercial General Liability	
Bodily Injury & Property Damage	\$1,000,000 Per Occurrence
Bodily Injury & Property Damage	\$2,000,000 Aggregate
Commercial Umbrella	\$5,000,000 Per Occurrence

Failure to provide any of the above information could result in dismissal of bid.

3. HWEA SUPPLIED SERVICES

- (a) HWEA shall be responsible for Shop Drawings review and approval.
- (b) HWEA shall be responsible for observation / inspection of the work.
- (c) HWEA shall provide a staging area for Contractor equipment and Contractor-provided debris dumpsters, if needed.

4. SITE VISIT

- (a) A pre-bid site visit is not required but encouraged.
- (b) To schedule a Site Visit, you must reach out to Matt Westerfield at mwesterfield@hwea-ky.com or 502-430-0186 Ext. 127 Monday through Friday between 8am to 4pm CST.

5. EXCEPTIONS

- (a) Major exceptions to these specifications or failure to submit requested information may be considered cause for rejection of the bid.

DETAILED SPECIFICATIONS

The following are minimum specifications for;

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Sewer Complex Office Roof Replacement

BIDDER SPECIFICATIONS

Bidder is requested to indicate either by writing "Comply" or "Exceptions" whether his product meets the minimum specifications as listed on this opposite side. If "Exception" is written, please indicate in the space providing the deviation or include a detailed "EXCEPTIONS PAGE" with the bid packet.

ANY AND ALL BIDS WHICH ARE RETURNED MUST HAVE THE FOLLOWING PAGES COMPLETED AND RETURNED OR BID MAY NOT BE CONSIDERED.

DETAILED SPECIFICATIONS

The work shall include the following tasks. These tasks are included as a general description of the work to be completed and are not meant to be all-inclusive. A complete project shall be defined as the replacement of the screw down metal roof system, including supportive structure, restoration of any disturbed interior space, and exterior brick wall.

- ♦ See attached Exhibit A - E for General View, Aerial View, HWEA Envisioned Work and Sewer Complex Facility Leaks

DESCRIPTION	COMPLY	EXCEPTION
Remove existing roof panels, flashing, trim, gutters and downspouts. <ul style="list-style-type: none"> ♦ Approx. 725 SF of roof. ♦ Approx. 30 LF of gutter. 		
Remove a portion of the existing brick wall to below existing flashing and roof line to an elevation suitable for rebuilding roof system.		
Furnish and install new metal roof to match existing, including rafters, bracings, anchoring, gutters, snowguard, etc. <ul style="list-style-type: none"> ♦ Approx. 850 SF of roof. ♦ Approx. 70 LF of gutter. 		
Furnish and install downspouts tying into existing underground drains.		
Tuck point approx. 400 SF of existing masonry brick wall, if needed.		
Seal approx. 400 SF of existing masonry brick wall.		
Replace in like kind disturbed interior features – drywall, acoustical ceiling, insulation, electrical appurtenances, etc.		
Repair two separate roof leaks on the sewer complex garage facility.		

WARRANTY

DESCRIPTION	COMPLY	EXCEPTION
All materials provided by the Contractor under this contract shall be warranted for a period of at least one (1) year from the date of final certificate of payment.		
All factory-applied exterior finishes on roof panels under this contract shall be warranted for a period of at least twenty (20) years from the date of final certificate of payment.		
Roof system shall be warranted by the manufacturer for a period of at least ten (10) years from the date of final certificate of payment. This warranty shall include no-cost repair / replacement of roof assemblies in the event of leaks or other failures of water tightness.		
The Contractor will be required to sign a Warranty for their workmanship performed under this Contract warranting said work for a period of one (1) year.		



RECEIPT OF BID PACKET

FY 2023 - 2024
Sealed Bid # 2324-06
Sewer Complex Office Roof Replacement

I hereby acknowledge receipt of the subject bid packet.

Company Authorized Signature

Date



BID FORM

FY 2023 - 2024
Sealed Bid # 2324-06
Sewer Complex Office Roof Replacement

Company Name: _____

Address: _____

Telephone: _____ Email: _____

<u>DESCRIPTION</u>	<u>BIDDER DESCRIPTION</u>	<u>TOTAL COST</u>
Total Price of Proposed Roof Replacement	_____	\$ _____

I, the undersigned, do hereby certify that I am a duly authorized representative of _____ located at _____ and I have carefully examined the Invitation to Bid, General Conditions, Specifications and Bid Form and agree to all terms and conditions as set forth therein.

Signature: _____

Title: _____

Acknowledged before me this _____ day of _____, 2023

NOTARY PUBLIC
My Commission Expires: _____