



CITY OF COTTONWOOD

REQUEST FOR QUOTES

The City of Cottonwood is seeking quotes from qualified contractors for the following project:

Library Roof Repair

**City of Cottonwood
100 S. 6th Street
Cottonwood, AZ 86326**

Quotes shall be per the approved plans and specifications provided with this request.

The Contractor shall complete, sign and submit the Acceptance of Terms and Conditions Affidavit, Quote Section, Certificate of Insurability, Contractor Immigration Warranty, and Indemnification Statement with its quote to the City.

Questions regarding this Request for Quotes should be directed to:

Jeff Cook
City of Cottonwood
816 N. Main St.
Cottonwood, AZ 86326
jcook@cottonwoodaz.gov
(928) 340-2714

Deadline for return of completed quotes is Friday, November 18th, 2016 at 10:00 a.m. Quotes may be returned via fax or e-mail. Quotes must be submitted to the Purchasing Agent at:

Fax: (928) 634-3727
Email: jcook@cottonwoodaz.gov

THE SELECTED CONTRACTOR SHALL WITHOUT EXCEPTION BE RESPONSIBLE FOR THE FOLLOWING:

1. Prior to the start of the project, the selected contractor must provide the following documentation:

- **Proof of Insurance:** The Contractor shall agree to carry all insurance which may be required by Federal and State laws, County and City ordinances, regulations and codes in the amounts specified below and shall keep such insurance coverage in force throughout the life of the project.

	Minimum Requirements
Worker's Compensation	Statutory Requirements
General Liability	\$2,000,000 Aggregate \$1,000,000 per Occurrence
Products/Completed Operations	\$1,000,000 per Occurrence
Automobile Liability	\$1,000,000 per Occurrence

Liability policy shall include coverage for:

- A. Liability assumed in agreements in effect in connection with insurer's operations.
- B. All owned, hired, or non-owned automotive and truck equipment used in connection with the insured operation.

Contractor must furnish to the City a Certificate of Insurance with written evidence of the types and amounts of insurance coverage required by the City, including endorsements naming the City as additional insured, and waiving subrogation against the City.

The Contractor's insurance is primary and non-contributory as to any claims resulting from the contract.

These policies shall not expire within the term of this project. Neither the Contractor nor any subcontractor shall commence work under the project until the City has approved the insurance. The entire project covered shall be at the Contractor's risk until final acceptance by the City.

2. Work shall be scheduled to minimize disruption of the surrounding businesses and residences as well as their driveways and access .
3. Contractors must be licensed to perform said work. All work shall be per the approved plans and these specifications.
4. The City and the selected Contractor will determine the dates for which all work shall be scheduled. Work must be completed within those dates in an efficient manner.
5. The selected Contractor shall be held responsible for any and all incidental damage occurring as a result of the work performed by the Contractor.
6. The requested quote shall be for the total cost of this project. All Items included in these specifications and/or approved plans shall be included in the quote if shown on the item bid schedule below. If discrepancies are encountered between the item bid schedule and items, quantities, or work called for in the approved plans and these specifications, then the item bid schedule together with unit costs corrected to the actual quantities shall take precedence unless a correction or addendum is made to this notice prior to the quote submittal due to questions and answers. The City of Cottonwood shall not be held responsible for errors in estimates of quantities, materials, schedule, installation requirements, or sizing. The contractor is responsible to review the approved plans and site conditions and to perform their own

estimate of quantities prior to quoting this project. No additional charges or other costs incurred by the selected Contractor shall be allowed without prior authorization from the City.

7. It is the Contractor's responsibility to return the work site to its original or better condition. Damage to any appurtenance, property or facility (public or private) on site shall be repaired solely at the contractor's expense.
8. The Contractor is responsible for securing work areas whenever they leave. No unsafe conditions shall exist or be left at the end of each working day. No dangerous conditions shall be left unattended.
9. All work shall be completed and invoiced within 45 days of Notice to Proceed.
10. The selected Contractor shall comply with all applicable OSHA safety regulations.
11. The selected Contractor shall give forty-eight (48) business hours' notice prior to the start of the project.
12. The selected Contractor shall supply all required equipment, personnel, vehicles, and materials required to complete the job.
13. Respondents to this Request for Quotes are strongly urged to visit the Site prior to the submission of the quote.

ACCEPTANCE OF TERMS AND CONDITIONS AFFIDAVIT

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

PHONE #: _____ **FAX #:** _____

EMAIL ADDRESS: _____

DATE: _____

QUOTE SECTION

QUALIFIED CONTRACTORS ARE REQUESTED TO PROVIDE A LUMP SUM COST TO PROVIDED SERVICES AS PER THE SPECIFICATIONS/PLANS INCLUDED AS THE SCOPE OF WORK:

TOTAL QUOTE SUBMITTED:

\$ _____

AUTHORIZED SIGNATURE: _____

ALL QUOTES ARE PRESUMED TO INCLUDE ALL APPLICABLE TAXES. CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT ALL WORK CONTEMPLATED BY THE PLANS/SPECS FOR THE PROJECT IS QUOTED ABOVE.

CERTIFICATE OF INSURABILITY

I hereby certify that as a Respondent to the City of Cottonwood (City) for Request for Quotes for **Library Roof Repair**, I am fully aware of the insurance requirements contained in the Request for Quotes and by the submission of this quote. I hereby assure the City that I am able to produce the insurance coverage required should I be selected to be awarded the quote.

Should I be awarded the quote by the City and then become unable to produce the insurance coverage specified within ten (10) working days, I am fully aware and understand that this shall constitute a material breach of this quote and shall be subject to penalties up to and including termination of the quote at the sole discretion of the City. I also understand and am fully aware that I may not be considered for further projects by the City.

Signature of Bidder

Company

Date

CONTRACTOR IMMIGRATION WARRANTY

A.R.S. § 41-4401 (Government procurement, E-verify requirement, definitions) requires as a condition of your Contract, verification of compliance by the Contractor and subcontractors with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of its employees.

By completing and signing this form the Contractor shall attest that it and all subcontractors performing work under the cited contract meet all conditions contained herein.

Contract Number:		
Name (as listed in the contract):		
Street Name and Number:		
City:	State:	Zip Code:

I hereby attest that:

1. The Contractor complies with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of those employees performing work under this Contract;
2. The Contractor shall verify, through the U.S. Department of Homeland Security's E-Verify program, the employment eligibility of each employee who provides services or labor in Arizona for wages or other remuneration, and that it shall require its subcontractors and sub-subcontractors to provide the same warranties to Contractor.
3. All subcontractors performing work under this Contract comply with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of their employees.
4. The Contractor acknowledges that a breach of this warranty by the Contractor or by any subcontractor or sub-subcontractor under this Contract shall be deemed a material breach of this Contract, and is grounds for penalties, including termination of this Contract, by Owner.
5. Owner retains the legal right to inspect the papers of Contractor, and any subcontractor and sub-subcontractor employee who performs work under this Contract, and to conduct random verification of the employment records of Contractor and each subcontractor and sub-subcontractor who works on this Contract, to ensure that Contractor and each subcontractor and sub-subcontractor is complying with the warranties set forth above.

Signature of Contractor (Employer) or Authorized Designee:

Printed Name: _____

Title: _____

Date (month/day/year): _____

INDEMNIFICATION STATEMENT

The Contractor assumes and agrees to hold harmless, indemnify and defend the City, its officers, agents and representatives from and against all losses, claims, demands, payments, suits, actions for recovery, judgments and all liability of every kind, nature, and description for injury to persons including wrongful death, or damage to property or both occurring during or in consequence of the performance by the Contractor where such injury or damage is due to any defect in services delivered hereunder, or to the action or negligence of the Contractor, its employees, subcontractors, or agents. The City assumes no liability, obligation, or responsibility of any nature, whatsoever, in connection with this contract except for payment of price or consideration as stated or referred to herein or allowed by law. The Contractor's obligation under this section shall not extend to any liability caused by the sole negligence of the City or its employees.

ACCEPTANCE OF TERMS AND CONDITIONS:

COMPANY NAME: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

SCOPE OF WORK

COTTONWOOD PUBLIC LIBRARY ROOF REPAIRS

The current facility has a pitched roof structure that relies on the capture of runoff through a system that relies on two collection troughs that are drained with two roof drains. This roof area has been closed in by an addition to the Library trapping the water well within the building envelope. Leaks continue to occur at flashing edges and at the location of the roof drains. The roof material is steel at a slope of 6 in 12 and the troughs are sealed with a rubberized membrane. There are many breaks in the metal flashings and in the transitions from the steel roof to the trough liner where water is able to enter the building during large runoff times or when the roof drains are clogged with debris.

The following is a prescription from the City of Cottonwood to remedy these deficiencies. The bidders shall use this outline as the City's intent to remedy these deficiencies. All materials specified may be substituted with approved equals.

ROOF DRAINAGE CONCEPT: The concept for this roof drainage system is to create a continuous *unbroken* membrane that has proper backing that will funnel the water into the roof drains with the least amount of restriction of flow into the drains. Roof drain lines shall be cleaned and purged of all debris. Roof drain line terminations shall be bulk headed with concrete and rodent proof screens shall be installed at terminations.



ROOF TROUGH 1



ROOF TROUGH 2

ROOF DRAINAGE REMEDY:

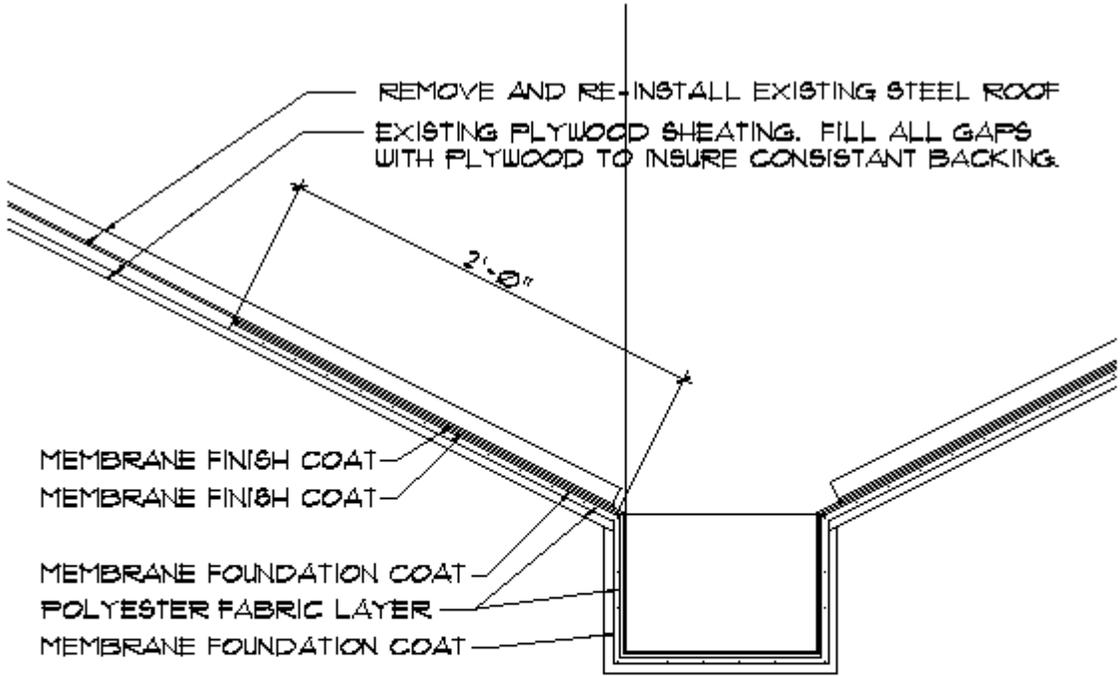
1. Remove steel roofing, metal flashing, and existing membrane in trough. Roofing may be stored on roof deck. Refer to Fig. 1



FIGURE 1

2. Clean roof deck and trough of all debris. Install backing to complete decking continuously from roof through all areas of trough.

3. Install "GAF Hydro Stop" liquid applied membrane (or equal). All edges of trough shall have a minimum cant to allay cracking. Refer to Detail 1, Detail 2, and Fig. 2.



DETAIL: 1

1 1/2" = 1' - 0"

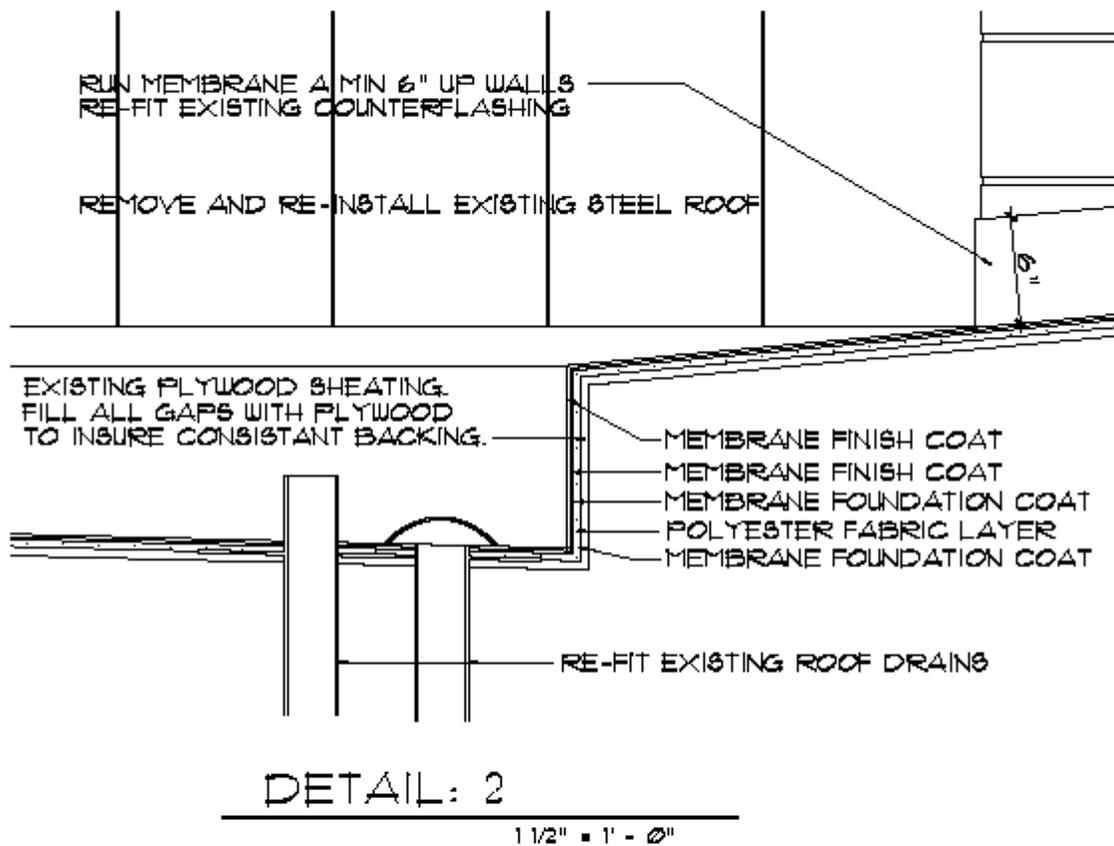


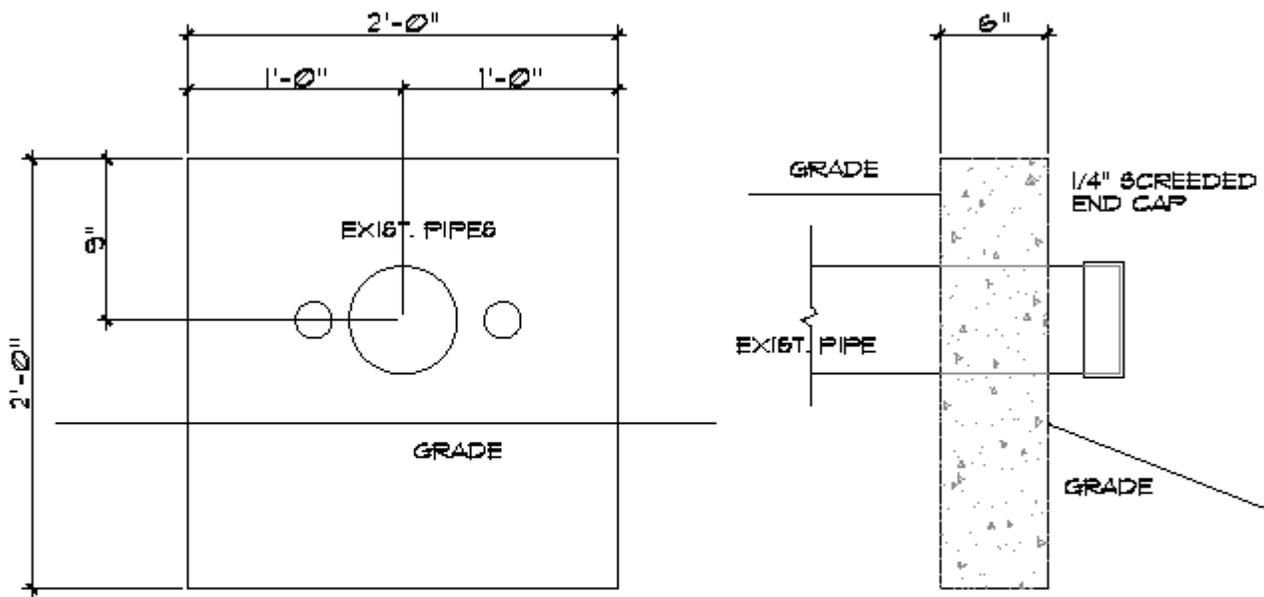
FIGURE 2

4. Reinstall steel roof over 40lb. felt paper and red rosin paper. Reinstall counter flashing and trim to allow liquid membrane roofing to have a 2" exposure.
5. Clean both drain and overflow lines to terminations at north of Library building.

6. Construct headwalls 1 and 2. Headwalls shall be constructed with 3000 psi concrete and have 2-#3 ties. Pipe terminations shall be trimmed of any imperfections. The existing grade shall be cut back to allow for construction of headwalls. Rip Rap shall be installed at base and sides of headwalls. Refer to Details 3 and 4, and Fig. 3 and 4.



FIGURE 3 HEADWALL ONE



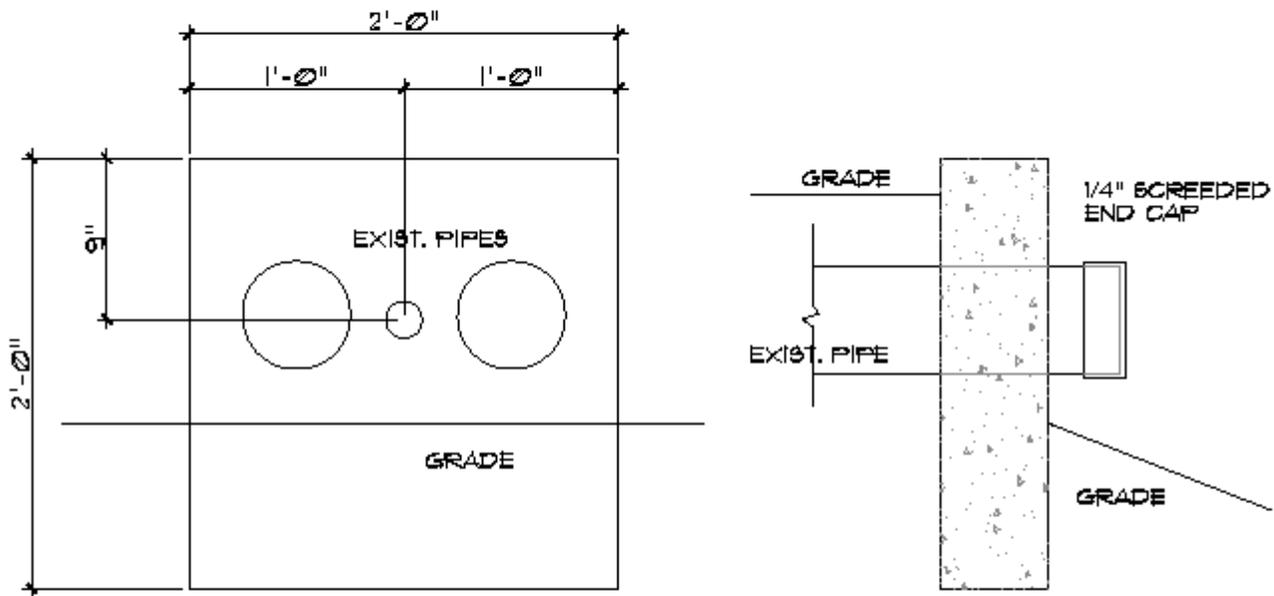
DETAIL: 3

HEADWALL - 1

1/2" = 1' - 0"



FIGURE 4 HEADWALL 2



DETAIL: 4

HEADWALL - 2

1 1/2" = 1' - 0"

christian vernosky • architects llc
p.o. box 3366 • cottonwood. arizona 86326
(928) 634-8318