



Title: CUMBERLAND COUNTY FOOD BANK BUILDING MODIFICATIONS

Issue Date: July 24, 2020

Due Date: August 4, 2020 by 2:00pm (EST)

By Mail: Cumberland County
Attn: County Administrator
P.O. Box 110
Cumberland, Virginia 23040

In Person: Administrator's Office
1 Courthouse Circle
County Administration
Cumberland, Virginia 23040

Pre-Bid Meeting: A pre-bid meeting will not be held. However contractors are encouraged to contact Stuart Harris @ 804-387-5814 to arrange a site visit.

Inquiries: Questions related to this project should be directed to Stuart Harris, by phone at 804-387-5814 or by email at nharris@cumberlandcounty.virginia.gov

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

In compliance with this Invitation for Bid (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed bid or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

BID TOTAL: \$ _____ USD

PAYMENT TERMS: _____

ADDITIONAL COST PER PC OR SHEET (PLEASE SPECIFY) FOR ROOF PLYWOOD REPLACEMENT \$ _____

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 _____ #2 _____ #3 _____ #4 _____ (Please Initial)

SHIPPING TERMS: ALL PRICES QUOTED F.O.B CUMBERLAND COUNTY, VIRGINIA.

Name and Address of Company:

FEI/FIN# _____

Signature: _____
Name (Printed): _____
Title: _____
Phone Number: _____ Fax Number _____
Email: _____



**CUMBERLAND COUNTY
INVITATION FOR BID #07-24-20
CUMBERLAND COUNTY FOOD BANK BUILDING MODIFICATIONS**

I. PURPOSE:

The purpose of this Invitation for Bid is to solicit sealed bids from qualified contractors to propose a cost for renovations and modifications to the Cumberland County Food Bank Building.

II. BACKGROUND:

The Cumberland Community Cares Food Bank currently leases the building from the County and must unload pallets outside the building and carry them into the building by hand due to the unsuited entrance. The proposed renovations will allow for pallets to be wheeled through a newly installed wider door opening and into a processing and warehouse area.

III. BID SUBMISSION GUIDELINES:

A. Bids shall contain the following information, in the order listed:

1. **Cover page of this IFB, which contains:**

- a. Bid Total
- b. Payment Terms
- c. Acknowledgement of any addenda (if any).
- d. Requested contact information
- e. Original signature of an agent authorized to bind the company.
- f. Company FEI/FIN number if applicable

2. Completed SCC required Form (Attachment A)

3. Insurance Requirement Form (Attachment B)

4. Certificate of Insurance Form (Attachment C)

5. Completed References: A minimum of Three (3) references for which offeror has completed services comparable to those described in this bid. For each reference, detail:

- a. Name of Firm;
- b. Address of Firm;
- c. Name, title, address, e-mail address, and phone and facsimile number of a contact for the firm;
- d. Number of years bidder has served the firm; and
- e. Brief summary of scope of services provided.

B. All bids should include a detailed outline of work to be done that coincides with the attached specifications and particulars. (Attachment D)

- C. Proprietary Information--Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the IFB shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an bidder shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder must invoke the protections of **§ 2.2-4342F of the Code of Virginia**, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire bid document, line item prices, and/or total bid prices as proprietary or trade secrets is not acceptable and will result in rejection of the bid.
- D. Bidder must submit one (1) original and (2) copies of each bid to Cumberland County. Each copy must contain original signature. All pages of the IFB should be numbered. No other distribution of the bid shall be made by the bidder.
- E. **Submit Bids in a sealed envelope or package. Clearly label the shipping/ mailing packaging as well as the outside of your sealed envelope or package with the Bid Item No., Closing Date and Time, and your firm's name and address. Bids received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.** Bids will be received on or before **Tuesday, August 4, 2020 at 2:00pm** to the County Administrator's Office unless otherwise modified by subsequent Addenda.

The official time used for the receipt of responses is determined by reference to the clock designated by the County Administrator's Office. The County Administrator's Office shall determine when the Bid Receipt Deadline has arrived and shall announce that the Deadline has arrived and that no further bids or bid modifications will be accepted.

IV: GENERAL TERMS AND CONDITIONS:

- A. **APPLICABLE LAWS AND COURTS** - This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- B. **ANTI-DISCRIMINATION:** By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the 2 organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

- C. **ETHICS IN PUBLIC CONTRACTING** - By submitting their bids bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- D. **DEBARMENT STATUS** - By submitting their bids bidders certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or bids on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- E. **ANTITRUST** - By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- F. **CLARIFICATION OF TERMS** - Please direct any questions or request for documents to Stuart Harris at nharris@cumberlandcounty.virginia.gov or by phone at 804-387-5814. Deadline to contact Stuart Harris for concerns, questions or requests is **Wednesday July 29, 2020**. All questions or requests for information should be submitted on a Request for Information so that all bidders may benefit from the same information.
- G. **MANDATORY USE OF PROVIDED FORMS AND TERMS AND CONDITIONS FOR** - Failure to submit a bid on the form provided in this document shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the County may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- H. **PAYMENT** – Progress billing for labor and materials will be allowed as long as itemized invoices are submitted for deliverables that are present on the job site and labor is billed as a percentage completed at each invoicing. Cumberland County will pay invoices as soon as possible after delivery to the Accounting office. The County has two payment issuing dates per month.
- I. **TESTING AND INSPECTION** – Cumberland County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- J. **TAXES** - Sales to Cumberland County are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall be free of Federal excise and transportation taxes. The County's excise tax exemption registration number is 54-6001240.

- K. USE OF BRAND NAMES** - Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the County to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equivalent product, such bid will be considered to offer the brand name product referenced in the solicitation.
- L. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- M. PROHIBITION OF ALCOHOL AND OTHER DRUGS:** §2.2-4312 of the *Code of Virginia* shall be applicable. It provides as follows: "During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- N. INSURANCE:** By signing and submitting a bid or bid under this solicitation, the bidder or bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. The bidder further certifies that the contractor and any subcontractors will maintain these insurances coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. Contractor must submit to Cumberland County Accounting Department certificates of insurance prior to beginning of work. It is the responsibility of the contractor to

immediately notify the Cumberland County should any policy be cancelled or changed. Failure to notify Cumberland County shall constitute a material breach of contract.

Minimum Insurance Coverages and Limits Required:

1. Workers' Compensation - Statutory requirements and benefits.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage
4. Automobile Liability - \$1,000,000 combined single limit
5. Miscellaneous Error and Omissions \$1,000,000 per occurrence
6. Umbrella/Excess Liability - \$5,000,000

- O. NONDISCRIMINATION OF BIDDERS** - A bidder, bidder, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or bidder employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- P. BID PRICE CURRENCY** - Unless stated otherwise in the solicitation, bidders shall state bid/offer prices in US dollars

V: SPECIAL TERMS AND CONDITIONS:

- A. AWARD** - An award will be made to the lowest responsive and responsible bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
- B. RECEIPT AND OPENING OF BIDS** -
- 1) It is the responsibility of the bidder to assure that his/her bid is delivered to the place designated for receipt of bids and prior to the time set for receipt of bids. Bids received after the time designated for receipt of bids will not be considered.
 - 2) Bids will be opened at 2:15 p.m. in the Board meeting Room in the basement of the Cumberland County Administration Building on Tuesday, August 4, and their contents made public for the information of bidders and others interested who may be present either in person or by representative. The officer or agent of the owner, whose duty it is to open them, will decide when the

specified time has arrived. No responsibility will be attached to any officer or agent for the premature opening of a bid not properly addressed and identified.

3) The provisions of § 2.2-4342 of the Code of Virginia, as amended, shall be applicable to the inspection of bids received.

- C. **ANNOUNCEMENT OF AWARD** - Upon the award or the announcement of the decision to award a contract as a result of this solicitation, Cumberland County will publicly post for inspection on the County Administration website at <https://www.cumberlandcounty.virginia.gov/bids-proposals>
- D. **WITHDRAWAL OR MODIFICATION OF BIDS** - Bids may be withdrawn or modified by written notice received from bidders prior to the deadline fixed for bid receipt. The withdrawal or modification may be made by the person signing the bid or by an individual(s) who is authorized by him/her on the face of the bid. Written modifications may be made on the bid form itself, on the envelope in which the bid is enclosed, or on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.
- E. **BID BINDING** - Bidder must agree that this bid be binding and may not be withdrawn for a period of ninety (90) days after the scheduled closing date of this IFB.
- F. **PRE-BID MEETING** - A pre-bid meeting will not be held. All bidders are responsible for investigating the job site to determine any and all logistics. County contact information is included in this IFB.
- G. **NEGOTIATION WITH THE LOWEST BIDDER** - Unless all bids are cancelled or rejected, Cumberland County reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the agency's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The agency shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the agency and the lowest responsive, responsible bidder.
- H. **WARRANTY** – The winning bidder shall warranty their workmanship for a period of one year from completion and the material manufacturer's warranty as to performance, finish, etc. shall convey to the County once the project is complete. The Manufacturer's written warranty on proposed materials shall be included in the winning bidder's submittal.

VI: SCOPE:

- Interior and exterior demolition
- Structural interior construction
- Minor electrical and plumbing demolition and renovating
- The addition of 416 square feet of covered pallet processing area constructed on a monolithic turned down insulated slab with a 256 square foot approach pad
- A new 6' X 7' double flat panel steel insulated door will be installed from the new covered pallet processing area into the new interior pallet processing area and warehouse.

- Will include the removal of existing asphalt shingles and replacement of such with 26 gauge standing seam metal (Charcoal) over radiant barrier foil insulation and 1" X 4"s @ 16" on center.

Dwdlfkp hqwD #

VWDWH#FR USR UDWIR Q #FR P P IVVIR Q #R UP #

Virginia State Corporation Commission (SCC) registration information. The Offeror:

is a corporation or other business entity with the following SCC identification number:

_____ **-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or _____ inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Offeror's out-of-state location) **-OR-**

is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

NOTE:

Check here if you have not completed any of the foregoing options but currently have _____ pending before the SCC an application for authority to transact business in the _____ Commonwealth of Virginia and wish to be considered for a waiver to allow you to _____ submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver).

Attachment B

INSURANCE REQUIREMENT FORM

Insurance: The contractor shall maintain adequate liability insurance, which shall protect and save harmless the County of Cumberland, Virginia, and its officials from all suits and actions of every kind and description arising from injury or damage to persons and property in the prosecution of said work or in failure to properly safeguard same, and from all claims arising under the workmen's compensation laws. The contractor shall furnish proof of insurance prior to commencement of services. Separate forms, which name the County as additional insured and as alternate employer, must be included with the Certificate of Insurance.

The Commonwealth of Virginia requires construction contractors and subcontractors to obtain and maintain workers' compensation insurance while performing work on behalf of the County. Evidence of coverage needs to be provided prior to commencement of work.

Contractor shall have ten (10) days from notice of intent to award to provide insurance documentation. Failure to and forms within this period may be cause for the County to award a contract to the next responsive bidder, and hold the original contractor liable for excess costs.

Type of Insurance Coverage & Limits

1. Workers' Compensation - Statutory requirements and benefits.
2. Employer's Liability - \$1,000,000
3. Commercial General Liability: \$1,000,000 combined single limit.
4. Automobile Liability - \$1,000,000 combined single limit.
5. Miscellaneous Error and Omissions \$1,000,000 per occurrence
6. Umbrella/Excess Liability - \$5,000,000

Return Insurance Declaration page as Attachment B with proposal.

Attachment C

CERTIFICATE OF INSURANCE

Project:

Location: County of Cumberland

Owner: County of Cumberland
1 Courthouse Circle
Cumberland, VA 23040

Contractor (Insured): _____

Address: _____

The undersigned hereby certifies that the following policies, subject to their terms, conditions and exclusions have been issued by the named companies to the above insured and are presently in full force and effect:

A. WORKMEN’S COMPENSATION:

Policy No. _____ Expiration Date: _____

Insurance Co. _____ Address: _____

Coverage: Statutory Workmen’s Compensation. Employers liability limit \$ _____ each accident.

B. COMPREHENSIVE GENERAL LIABILITY & PROPERTY DAMAGE:

Policy No. _____ Expiration Date: _____

Insurance Co. _____ Address: _____

LIMITS:

Bodily Injury. Including Personal Injury

\$ _____ Each person property damage / \$ _____ Each occurrence

\$ _____ Each Occurrence / \$ _____ Aggregate

\$ _____ Aggregate Other _____

C. COMPREHENSIVE AUTOMOBILE LIABILITY & PROPERTY DAMAGE

Policy No. _____ Expiration Date: _____

Insurance Co. _____ Address: _____

LIMITS:

Bodily Injury \$ _____ Each person property damage / \$ _____ Each occurrence

Other _____

COVERAGE PROVIDED – For operation of all owned, non-owned and hired vehicles.

D. UMBRELLA EXCESS LIABILITY:

Policy No. _____ Expiration Date: _____

Insurance Co. _____ Address: _____

LIMITS: Single Limit Bodily Injury and Property Damage \$ _____ Each Occurrence.

COVERAGE PROVIDED – Applies in excess of the coverage’s listed above for Employer’s Liability, Comprehensive General, Automotive and Property Damage Coverage.

The undersigned further certifies that in the event of cancellation or any material change in any of the above policies, thirty (30) days prior written notice of such cancellation or change shall be delivered by registered mail to the above Owner.

NAME OF AGENCY: _____

Address _____

Date: _____ By: _____

Authorized Insurance Representative
(Signature Required)

Attachment D

Technical Specifications / General Sections and Particulars

Cumberland County Food Bank Building Modifications

IFB 07-24-20

GENERAL SCOPE OF WORK:

The Cumberland County Food Bank Building is currently in need of some additional processing and warehouse space. With the overwhelming increase in demand for their services due to the Covid-19 virus, the Food Bank has to process thousands of pounds of commodities, majority of which are on pallets, by hand. The intent of this project is to add a covered pallet processing area outside with an approach pad and install an opening large enough to accommodate the transfer of pallets to an inside pallet processing / warehouse space. Currently, the staff is breaking down the pallets of goods and hand delivering them inside of the building. This is extremely difficult given the limited number of aged volunteers. Interior demolition and renovation is also necessary to provide an adequate interior space for warehousing until distribution.

TOTAL BIDS SHOULD INCLUDE:

- Interior and exterior demolition
- Structural interior construction
- Minor electrical and plumbing demolition and renovating
- The addition of 416 square feet of covered pallet processing area constructed on a monolithic turned down insulated slab with a 256 square foot approach pad
- A new 6' X 7' double flat panel steel insulated door will be installed from the new covered pallet processing area into the new interior pallet processing area and warehouse.
- Will include the removal of existing asphalt shingles and replacement of such with 26 gauge standing seam metal (Charcoal) over radiant barrier foil insulation and 1" X 4"s @ 16" on center.

PART 1 GENERAL:

1.1 Contractor shall guarantee installation workmanship for a minimum of one year from date of final County approval and acceptance of work.

1.2 The Contractor will be responsible for all work performed under this contract.

1.3 All material and product requirements and specifications stated in this IFB are for those that are readily available through general construction material suppliers. The roofing material was based on Union Metal Roofing Advantage-Lok II with a 16" pan, 26 gauge steel, and 40 year paint warranty. Products used in this project and carrying extensive warranties should have installation details included in the submittal so that the County can ensure a proper product performance and an enforceable warranty.

1. SPECIFICATIONS

- 1.1 All construction related materials, as well as treatment, adhesives, chemicals or other materials used in the course of this project must meet or exceed all federal, state and local regulations and all applicable standards (ASTM, ISO, NFPA, UL, ANSI, etc.) for materials used in public buildings and on like projects.
- 1.2 All products shall be new and unused and shall be of the higher commercial and/or industrial quality.
- 1.3 Contractor shall supply County with all product manufacturers' written warranty information with their proposal.

2. CONDITIONS

- 2.1 Furnish all tools, equipment, labor and material and perform all operations necessary for the complete installation of the work in this specification, including providing own means of material disposal/dumpster. Disposal means and/or dumpster location must be approved by the County's representative prior to job start.
- 2.2 During the course of the project, the contractor shall not allow debris from the work to accumulate at the project site. At the completion of the work, all debris caused by the project shall be removed from the site by the contractor.
- 2.3 Any damage caused by the contractor to existing property shall be repaired or replaced by the contractor at their expense prior to final payment for work completed.
- 2.4 The contractor shall furnish a written minimum two (1) year warranty guarantee as of the date of acceptance of completion by the County and prior to payment. The guarantee shall cover repair or replacement due to defects in workmanship or materials (Supplied by Contractor). Contractor shall cover all cost within this proposal to furnish this one (1) year warranty guarantee, which includes and is not limited to any moisture testing and moisture mitigation required to furnish this warranty.
- 2.5 All prospective Offerors are not required to visit the job site. However it is recommended that the contractor examine job site and conditions, review job requirements and determine exact room and area dimensions and overall job scope prior to submitting a proposal.

3. EXECUTION

This project is to be constructed in conformance with the attached typical wall drawing (Attachment E) and floor plan (Attachment F) and in compliance with all local, state, and federal building codes.

3.1 Exterior Demolition

Existing concrete walkway and associated covering shall be removed without causing structural damage to existing end wall for new covered area installation. All existing gable trim and siding that will interfere with a solid attachment of the new truss roofing and associated parts to be removed as well. CMU material where the new 6'x7' door is going shall be saw cut smooth on each edge to accommodate the new knock down jamb. Or if the

contractor prefers, CMU can be removed beyond extents of the door and toothed back to a solid jamb. Either/Both jambs must be fully grouted.

3.2 Interior Demolition

3.2.1 Existing walls designated to be removed in the attached drawing (+/- 35 lf) shall be cut at a height to match the existing beams and finished in the same manner.

3.2.2 The load bearing partition shall have a temporary support constructed to carry the load until the new beam (3) 2x12x16' can be installed.

3.2.3 Any electrical outlets in the demolished walls shall be removed back to a junction box above the drop ceiling with appropriate blank cover. Any outlets installed in an exterior wall but wired into a demolished circuit shall have power remain on that outlet by continuing a feed from the last junction box in the circuit to that receptacle.

3.2.4 The existing laminate flooring in the new warehouse area (+/- 430 sq ft) and the original VCT tiles beneath are to be removed to expose the original concrete pad. No surface treatment will be required.

3.3 Structural Interior Construction / New Wall

3.3.1 The load bearing beam shall consist of (3) 2x12x16' and shall rest on supports spaced as far apart as possible to eliminate the need for a center post but provide ample end support. This beam shall be trimmed and painted to match existing.

3.3.2 The new wall shall be 2x4 framed directly beneath the trim of the original wall removed during earlier renovation. This wall will be to the left of the front entrance and extend to the existing mechanical room. It shall contain (1) 36 x 80 solid interior door with single entrance locking knob. County has sufficient flooring materials to supply for the patch between the removed floor and the new wall.

3.3.3 All parts of the removed walls remaining after demolition shall be trimmed and finished to match existing partition parts from previous renovation.

3.4 Electrical Requirements

3.4.1 Six (6) 100 watt led light fixtures shall be installed beneath the covered pallet processing area and be controlled by a 3 way switch. One switch on the inside to the left of the new 6' door and the other switch in conduit mounted to the front 6x6 corner post on the exterior.

3.4.2 The ceiling lights in the new interior pallet processing / warehouse area shall be tied into the existing switch leg at the front entrance.

3.5 16' x 26' Covered Pallet Processing Area (416 sq ft)

3.5.1 This addition is to be constructed in conformance with the attached typical wall drawing (Attachment E) and floor plan (Attachment F) and in compliance with all local, state, and federal building codes.

3.5.2 Ground work: The footing shall be a minimum of 16" wide, 16" deep, and 8" thick and shall include a 4'x8' bump out landing for the addition entrance at the rear. A monolithic turned down foundation and slab shall be formed and poured on this footing and extend up to match the existing interior floor elevation at the new 6'x7' door location. Compacted fill to a minimum concrete depth of 5" and reinforcement wire and vapor barrier shall be installed beneath. Pad edges shall be insulated to suit possible eventual enclosure. ½" x 12" anchor bolts shall be installed in the monolithic pour to suit Teco bracket installations for 6x6's. (Typical 9 locations) Piers must be dug for the two 6x6's that will carry the roof load against the existing structure.

From appearance, the new floor height will be +/- 3 inches above the exterior asphalt at the front corner of the building. Accommodations must be made to eliminate ponding and shed all water away from the structure.

3.5.3 New Roof Framing: All new roof framing, whether stick built or trusses, that abut the existing structure shall provide a seamless transition without lumps or unsightly differences in elevation.

3.5.4 All exterior trim, except 6x6's shall be wrapped with trim metal to match existing. Gable siding and finishes to match existing and covered area ceiling shall be solid 12' vinyl soffit material and seamed at the center line (8') from front to rear with continuous J Channel on each side of the seam.

3.6 16'x16' Approach pad (6" Thick)

3.6.1 Existing asphalt shall be cut and removed where the new pad is going and the ground shall be properly prepared to receive the new pour. Every effort should be made to align the edges of the new pad and existing asphalt to shed water away from the building and create a clean look.

3.7 New 6'x7' Double Door

3.7.1 Door shall be (2) 36" x 84" flat steel slabs and shall have a polystyrene core. The right side door (from outside) shall have a single knob and the left side door shall have latch pins at the top and bottom and will only be operable upon request.

3.7.2 Jamb installation may be as described in section 3 item 3.1.

3.8 Standing Seam Metal Roofing

3.8.1 Remove all existing asphalt shingles and underlayment to expose wood decking.

3.8.2 Examine decking for rot and drive down raised sheathing nails. Include an additional price per spot or sheet to replace rotten plywood.

3.8.3 Install radiant barrier foil insulation over existing and new addition roof surface.

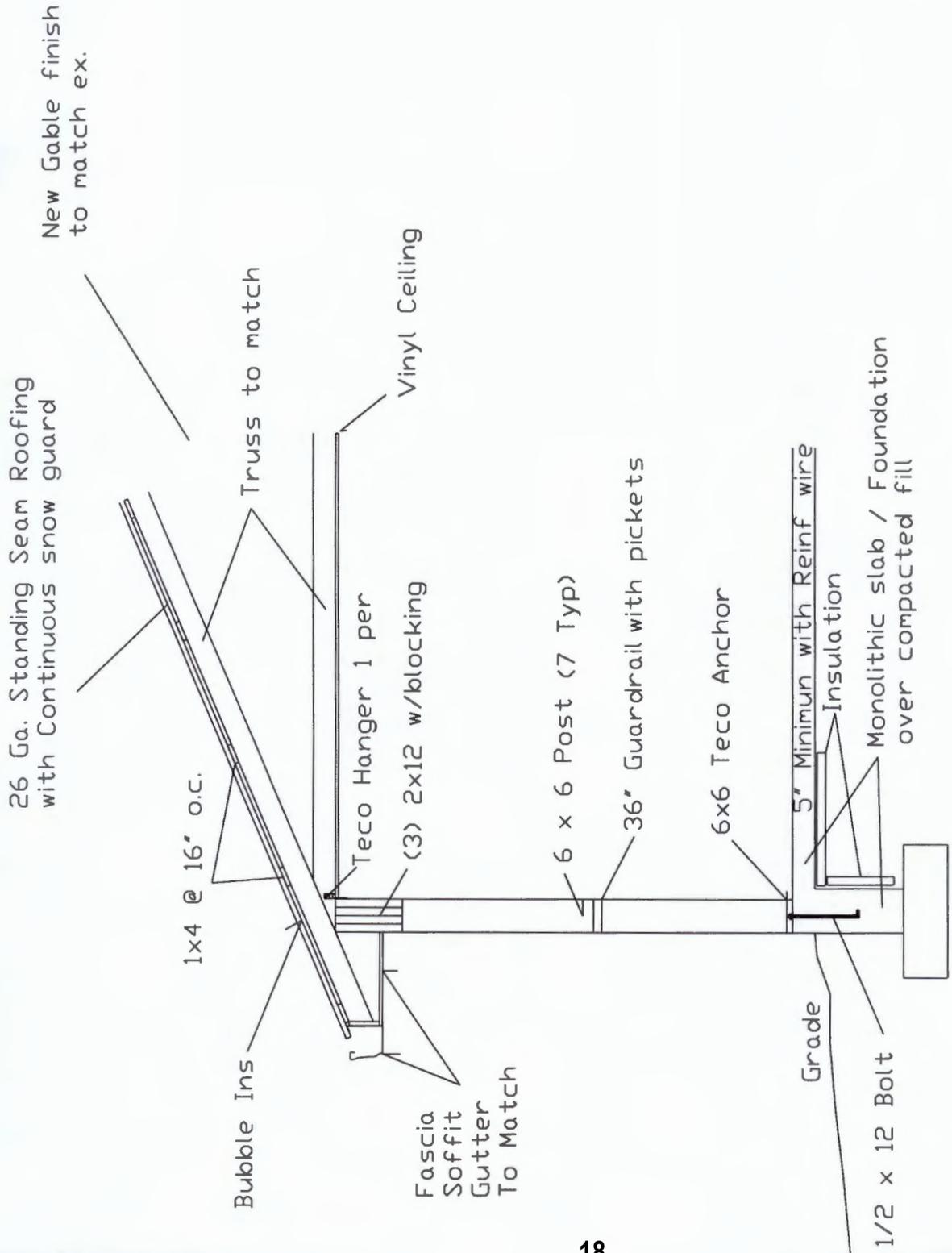
3.8.4 Install 1x4's horizontally at 16" on center over foil and attach with two 16d fasteners at each rafter. Install vertical 1x4's where necessary to catch gable trim, valleys, or other items that are not secured horizontally.

3.8.5 Install metal pans per manufacturer's written instructions and trim with drip edge, caps, valleys, plumbing vent boots, and all other associated trim pieces. All sealants used on the roof that are exposed shall be a color match to the metal. If the trim used will be a drip edge to cover the 1x4 at the bottom and sides and will not be a roofing trim, it shall match the existing trim color. Outside corners and all other trims should match the roofing.

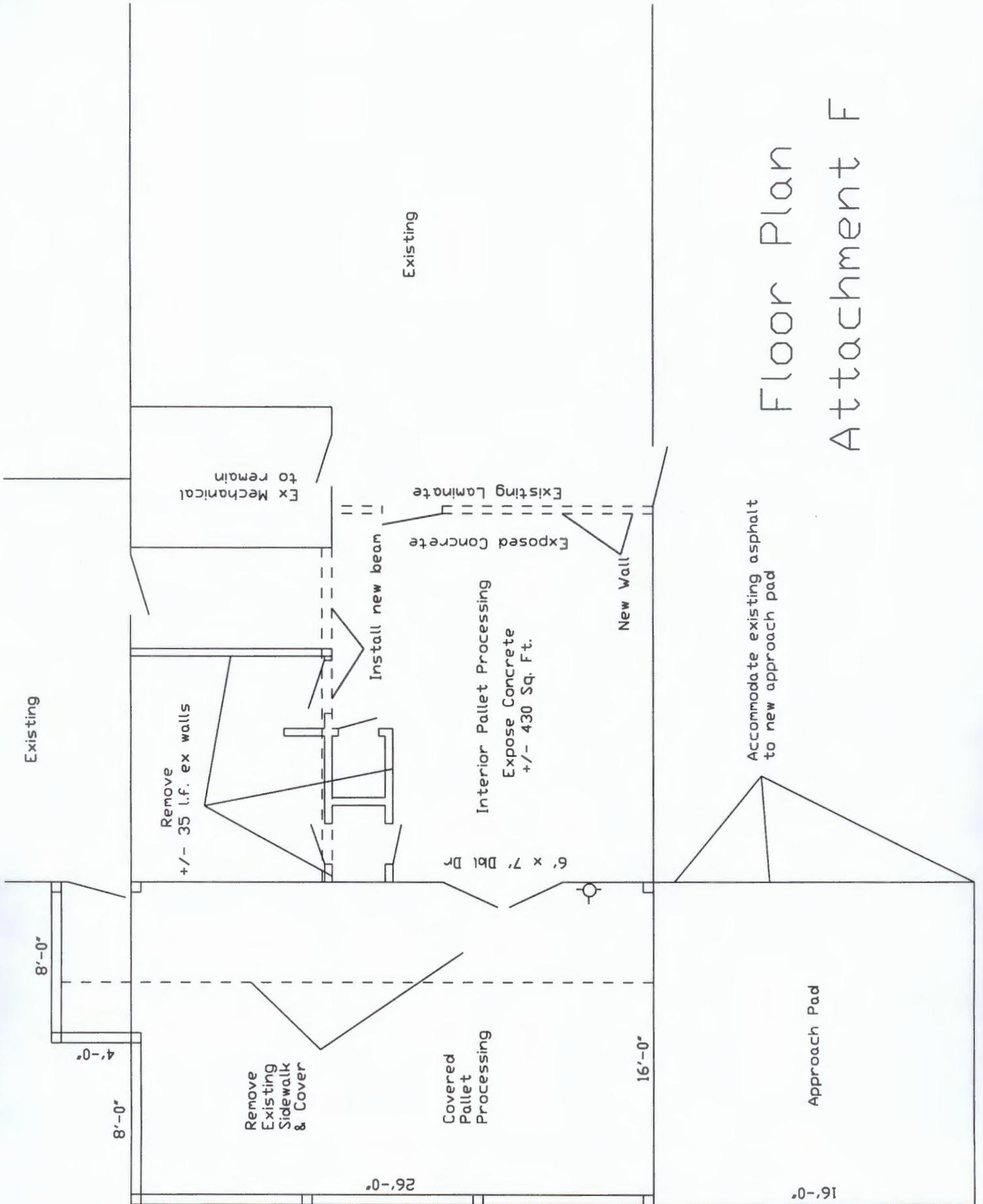
3.8.6 Existing plumbing vent pipes through the roof that are currently capped shall be cut beneath the roof decking, capped, and roofed over.

3.8.7 Continuous snow guard shall be installed two-feet from the bottom edge of the metal roofing.

END OF SECTION



Typical Wall Attachment E



Floor Plan Attachment F