

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF TRANSPORTATION

SPECIFICATIONS
FOR
ROOF SYSTEM
MAINTENANCE AND REPAIR
CONTRACT

AT

ENGINEERING DISTRICT 8-0 and 8-5 (Countywide)
2140 HERR STREET
HARRISBURG PA 17103

CONTACTS:

For 8-0: Mike Miller milmiller@pa.gov (717-418-5044)

Dale Brenizer dbrenizer@pa.gov (717-418-5039)

FAX: (717-772-0975)

For 8-5 (Countywide): Jim Herdman jherdman@pa.gov (717-787-5391)

FAX: (717-787-5925)

1. **Contractor must participate in the Pre-bid Meeting, on Premises, at 2140 Herr Street, Harrisburg Pennsylvania 17103, Franklin Room on Thursday, July 16, 2015 at 10:00 AM. Contractors not attending the meeting will not be permitted to bid on the project.**
2. Contractors bidding on this contract will be RPI Certified for repairs and maintenance of RPI Rubber Roofing System. In addition, Contractor must be certified to work on all roofs that are still under Manufacturer warranty.
3. Contractors bidding on this contract must have a minimum of five (5) years' experience working with RPI Rubber Roofing System, and have been in business a minimum of ten (10) years.
4. Contractor must follow all permit regulations required by PA Labor and Industry for all buildings.
5. The contract shall have an initial term of one (1) year with one year (1) renewal
6. Questions can be addressed to:
Fiscal Unit: Melissa Malavenda-717-787-4191
Building Management: For 8-0: Dale Brenizer-717-418-5039; Mike Miller 717-418-5044
For 8-5: Jim Herdman 717-787-5391

I. Description of Work

- A. This is a request for a roof maintenance and repair service contract. The contractor is expected to provide/supply all tools, equipment, and vehicles necessary to perform all work and responsibilities associated with the performance of this contract.
- B. The work under this contract includes, but is not limited to, furnishing material, equipment and labor necessary to service, maintain, or repair the roofing system at the Building Complex located at Engineering District 8-0, 2140 Herr Street, Harrisburg, PA 17103, as well as all of the other buildings owned by District 8 in Dauphin County. An itemized list of all buildings can be supplied upon request.
- C. The normal business hours for regular labor costs are 7:00AM – 3:00PM, Monday thru Friday. Premium labors hours will be any time outside of the normal business hours, weekends and holidays.
- D. The Contractor's attention is directed to the fact that the hours to be furnished under the on-call service portion of the contract are an estimate, and are given only as a basis for the calculation (along with the scheduled maintenance portion of the contract) upon which the award of the contract is to be made. The Department does not assume responsibility for not specifying, and the Contractor shall not plead misunderstanding or deception because of such estimate of quantities.
- E. Material and workmanship shall be guaranteed for a period of one year or the remaining term of the original Manufacturer's warranty, whichever is greater. Contractor shall be responsible for making repairs and replacements during this period of time due to any defective material and/or workmanship.
- F. All work under this contract falls under the L&I Annual Permit and is considered maintenance and repair. Any work needing an L&I level1 permit or more cannot be done utilizing this contract.

II. Experience

- A. The Contractor must meet the following minimum requirements to be considered for the award of this contract. Documentation of certification must be provided with the bid submission.
1. Five (5) years experience installing and repairing the RPI Roofing Systems and have a current certification or letter from the Manufacturer. Contractor must provide a copy of the certification from RPI.
 2. For 8-0, the existing system warranty on labor and materials expires on 11/10/2013, with limited membrane only warranty expiring on 11/10/2030. A copy of the warranty will be provided at the Pre-bid Meeting.
 3. Contractor must have a repair technician on site within one hour of notification, when requested.

III. Services

- A. **INSPECTIONS** - The Contractor shall make a minimum of two (2) scheduled Roof System inspections per year at the Department Facility (2140 Herr Street), and may be requested to perform a system inspection after each major storm occurrence, on all Dauphin County facilities. Each inspection must be scheduled prior to Contractor arriving at the site.
1. This inspection shall include inspecting the entire roof system for proper operation and maintenance of same. Any and all deficiencies, malfunctions, unsafe conditions or required repairs to the roof system shall be documented in writing, and forwarded to the Contact Person/Building Manager listed on the cover page.
 2. A typed report shall be furnished after each inspection within 5 business days. This report shall include:
 - a. Location
 - b. Possible cause and preventive recommendations
 - c. Repairs recommended
 - d. Digital photos
- B. **REPAIRS** – The Contractor shall make repairs as needed to the roofing system to maintain the system’s watertight integrity and the warranty as needed. Some repairs will be made under warranty from the Manufacturer and some will be made through the use of this contract.
1. Contractor is required to use x-ray technology to check for wet insulation. The Contractor will provide photos or drawings that indicate where the problem is located.
 2. The Contractor is responsible for identifying if the repair being performed is under the Manufacturer’s warranty or contracted repairs. Contractor must specify (in writing) which method is applicable.

3. Along with any leak repairs performed under this contract, the Contractor shall include an inspection of the entire roof system on the deficient building during each visit to the facility. This inspection is in addition to those that are requested in other sections of this contract, and may be billed separately.
- C. Provide the Contact Person/Building Manager with a Service Ticket and/or Roof Access Log. This is required to be kept and maintained at the facility. The Log should have the following information:
- a. Date
 - b. Time on/off roof
 - c. Company name / information
 - d. Name of person
 - e. Nature of work
 - f. Work completed
- D. A clean sweep of the entire roof area, District and County Office only, will be done Six (2) times a year.
1. Remove all debris including but not limited to sand, dirt, leaves, etc...
 2. This includes removal of debris from the drain areas, coping, and air handling unit tops.
 3. Perform a system inspection.

IV. Equipment

- A. The Department does not expect the Contractor to own all needed vehicles and equipment. However, Contractor is advised that, when the use of an item he does not own becomes necessary to perform under this contract, then Contractor must supply one at no additional cost to the Commonwealth. Additionally, it is understood that if equipment or vehicles become necessary, Contractor will provide operators for said equipment at no additional charge.

V. Authorization to do Work

1. It is distinctly understood and agreed under this contract that the Contractor shall perform only such work and furnish only such materials as authorized in writing by the Contact Person/Building Manager. No performance shall commence without prior written approval.
2. The Contractor is allowed to mark up material cost by adding 10% to the acquisition cost, which must be clearly defined on the invoice under 'cost of materials', and include a parts invoice.

VI. Payment

The Contractor shall provide an itemized invoice upon completion of the service call. This documentation will be used by the Commonwealth to confirm "goods received".

Within 30 days, Contractor will submit an OS-501 **Confirmation of Service** form with supporting documentation (to include Suppliers' itemized invoices for materials), to the contact Person/Building Manager listed on the cover page.

In addition, contractor will submit an invoice to the “Bill To” address stated in the purchase order for services rendered. The invoice must contain the purchase order number and will be used by the Commonwealth to initiate payment for services rendered.

VII. Site Visit

Attendance at the Pre-bid Meeting to acquaint the potential contractor with the existing conditions before the time of bidding is mandated. No additional time beyond this point will be permitted for access to the site. No claims of unfamiliarity, lack of knowledge or extra work will be allowed due to failure to comply with this requirement. Contractors not attending the Pre-bid meeting will not be permitted to bid.