



INVITATION TO BID (ITB)

Roosevelt County Health Center Roof Replacement

ITB No. 2021-03
Released: Jan. 22, 2021

BID Due Date: Feb. 23, 2021 at 2:00 p.m. (MST)

GENERAL INFORMATION

Advertisement of Invitation to bid: Jan. 24, 2021

Bids Due: Feb. 23, 2021 at 2:00 p.m. (MST)

Award Date: March 2, 2021

On behalf of the Board of Roosevelt County Commissioners and pursuant to and in compliance with the NM State Procurement Code, Roosevelt County hereby invites competitive sealed bids for the Roosevelt County Health Center Roof Replacement Project.

The Board of Roosevelt County Commissioners reserves the right to reject any and all bids, to accept the bid which in its judgment is most suitable and in the County's best interest, to be the sole interpreter of the intent of any clauses of the specifications and the sole judge as to whether an offer complies with specifications. Sealed bids will be accepted until the date specified. The Bid opening will be conducted virtually and bidders may attend with the following link or call-in information:

Audience Log-in URL: <https://www.anymeeting.com/543-223-606>

Dial-in Number: +17162731030

Presenter PIN: 410-6833#

Attendee PIN: 543-223-606#

IMPORTANT:

BIDS ARE DUE and must be received by the Roosevelt County Purchasing Department no later than, Feb. 23, 2021 at 2:00 P.M. Mountain Time

Mail or hand-deliver bids to the following address:

Roosevelt County Administration

Attn: Procurement Officer Liliana Rivera

109 W. First St.

Portales, NM 88130

NOTE: Delivery by hand or courier is highly recommended and encouraged to help ensure bid is received prior to the dead line date and time. It is recommended delivery status be verified, if not already confirmed, prior to bid opening.

NO BIDS WILL BE ACCEPTED BY FAX OR EMAIL.

Bids must be submitted in a sealed envelope that is clearly marked.

“Bid No. 2021-03 – Do Not Open”

“Roosevelt County Health Center Roof Replacement”

“SEALED BID” along with the BIDDER’S NAME AND ADDRESS must appear clearly on the outside sealed envelope or package of all bids.

Any bids received after 2:00 p.m. will be kept on file unopened and will be opened and considered only in the event all other bids are unresponsive.

SPECIFICATIONS

PART 1 GENERAL

1.01 DESCRIPTION

- A. The Roosevelt County Health Center is located at 1515 W. Fir St. in Portales, New Mexico. Gary Spinks, Project Manager/Coordinator, is the Owner's Representative and may be contacted regarding any questions at 575.356.5307 or gspinks@rooseveltcountry.com.
- B. The project consists of installing VPG's WeldTite (PVC) Adhered Roofing System as outlined below
 - 1. Apply the WeldTite Adhered Roofing System in conjunction with ½” DensDeck Primed over the existing EPDM roof.

1.02 EXTENT OF WORK

- A. Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of the WeldTite .060” thick (white) reinforced PVC (polyvinyl chloride) reinforced membrane Adhered Roofing System including flashings and insulation as specified herein and as indicated on the drawings in accordance with the manufacturer's most current specifications and details.
- B. The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work. Roofing contractor must have a minimum of five (5) years' experience installing this type of system
- C. The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.
- D. Any contractor who intends to submit a bid using a roofing system other than the approved manufacturer must submit for pre-qualification in writing fourteen (14) days prior to the bid date. Any contractor who fails to submit all information as requested will be subject to rejection. Bids stating "as per plans and specs" will be unacceptable.
 - 1. Scope of Work:
 - a. The Existing ballast rock will be removed from the roof and disposed per the County's request.
 - b. The existing EPDM will be sliced and roofed over.
 - c. A roof scan will be required to determine if any wet insulation. The scan will be presented to the owner. The contractor will provide a square foot price or the replacement of insulation.
 - d. A ½” DensDeck Primed will be mechanically fastened to the deck over the existing contractor sliced membrane.

- e. The existing wall flashings will be removed and new 1/4" DensDeck Primed will be installed.
- f. The curb flashings and pitchpans will be removed.
- g. New PVC system will be installed
- h. New walk way pads will be installed around the mechanicals and a walkway to the hatch or access ladder. Walkpads to be purchased from the same manufacturer whom is providing the membrane.

1.03 SUBMITTALS

- A. Prior to starting work, the roofing contractor must submit the following:
 - 1. A sample of the manufacturer's Membrane System Warranty.
 - 2. Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.
- B. Upon completion of the installed work, submit copies of the manufacturer's final inspection to the specifier prior to the issuance of the manufacturer's warranty.
- C. Manufacturer's Certification: (Roofing Manufacturer's Certification Form, See Form 2B). The Manufacturer's Certification must be signed by a corporate officer of the roofing system manufacturer with the Corporate Seal affixed thereto.

1.04 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
- B. Comply with the manufacturer's written instructions for proper material storage.
 - 1. Store WeldTite membrane on provided pallets in the original undisturbed plastic wrap in a cool, shaded area. In the case of storing WeldTite FB (Fleeceed) membrane, membrane must be stored on pallets, off the ground and tightly covered with waterproof materials.
 - 2. Store curable materials (adhesives and sealants) between 60 degrees F and 80 degrees F in dry areas protected from water and direct sunlight. If exposed to lower temperature, restore to 60 degrees F minimum temperature before using.
 - 3. Store materials containing solvents in dry, well ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expiration of their shelf life.

- C. Insulation must be on pallets, off the ground and tightly covered with waterproof materials.
- D. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.
 - 2. Store curable materials (adhesives and sealants) between 60 degrees F and 80 degrees F in dry areas protected from water and direct sunlight. If exposed to lower temperature, restore to 60 degrees F minimum temperature before using.
 - 3. Store materials containing solvents in dry, well ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expiration of their shelf life.
- C. Insulation must be on pallets, off the ground and tightly covered with waterproof materials.
- D. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.

1.05 WORK SEQUENCE

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- B. Do not disrupt activities in occupied spaces as this facility is a Health Center with standard hours of operation between 8 a.m. to 5 p.m. Contractor personnel shall not enter the health center without prior approval from Owner's Representative.

1.06 USE OF THE PREMISES

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
 - 1. Areas permitted for personnel parking.
 - 2. Access to the site.
 - 3. Areas permitted for storage of materials and debris.
 - 4. Areas permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.
- B. Interior stairs or elevators may not be used for removing debris or delivering materials, except as authorized by the building superintendent.

1.07 EXISTING CONDITIONS

If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work. Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

1.08 TEMPORARY FACILITIES AND CONTROLS

A. Temporary Utilities:

1. Water, power for construction purposes and lighting are not available at the site and will not be made available to the roofing contractor.

B. Temporary, Sanitary Facilities

Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

C. Building Site:

1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
2. The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

D. Security: Obey the owner's requirements for personnel identification, inspection and other security measures.

1.09 JOB SITE PROTECTION

A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.

B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary, temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.

- C. Do not overload any portion of the building, by either use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas **where work is in progress**. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- F. Store moisture susceptible materials above ground and protect with waterproof coverings.
- G. Remove all traces of piled bulk material and return the job site to its original condition upon completion of the work.

1.10 SAFETY

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. **Safety shall be the responsibility of the roofing contractor.** All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site. The roofing contractor shall ensure all personnel follow all mandated New Mexico COVID-19 Safe Practices for the job site.

The successful bidder will be required to provide a copy of their safety manual prior to starting the project.

1.11 WORKMANSHIP

- A. Applicators installing new roof, flashing and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- C. There shall be a supervisor on the job site at all times while work is in progress.

1.12 QUALITY ASSURANCE

- A. The WeldTite membrane roofing system must achieve a UL Class B rating.

- B. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- C. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance or as approved by the manufacturer.
- D. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified including operation of hot air welding equipment and power supply. Provide at least one thoroughly trained and an experienced superintendent on the job at all times roofing work is in progress.
- E. There shall be no deviations made from this without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- F. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to determine whether or not corrective work will be required before the warranty will be issued. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.

1.13 JOB CONDITIONS, CAUTIONS AND WARNINGS

Refer to VPG's WeldTite specification for General Job Site Considerations.

- A. Safety Data Sheets (SDS) must be on location at all times during the transportation, storage and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking of water.
- C. When loading materials onto the roof, the VPG Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.

- F. Provide protection, such as 3/4 inch thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free of fasteners and splinters.
- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil and grease.
- H. New roofing shall be complete and weather tight at the end of the work day.
- I. Contaminants such as grease, fats and oils shall not be allowed to come in direct contact with the roofing membrane.

1.14 WARRANTY

- A. Provide manufacturer's **20-year NDL Warranty** covering both labor and material. The maximum wind speed coverage shall be peak gusts of **72 mph** measured at ten (10) meters above ground level. Certification is required with bid submittal indicating the manufacturer has reviewed and agreed to such wind coverage.
- B. Evidence of the manufacturer's warranty reserve shall be included as part of the project submittals for the specifier's approval.
- C. Installer is to guarantee all work against defects in materials and workmanship for a period indicated following final acceptance of the work.
 - a. Warranty Period: Two (2) years from the date of acceptance

PART 2 PRODUCTS

2.01 GENERAL

1. Manufacturers

- A. Basis Of Design: Viking Products Group, Inc.(Viking), Which is located at 3800 E. 91st; Cleveland, OH 44105; Tel: 361-903-0661; Email: Mtrujillo@garlandind.com
- B. All components of the specified roofing system shall be products of Viking Products Group, Inc. or accepted by Viking Products Group, Inc. as compatible.
- C. All products (including insulation, fasteners, fastening plates and edgings) must be **manufactured and/or supplied** by the roofing system manufacturer and covered by the warranty.
- D. Complete the Substitution Request Form (Form 2A) at the end of the Spec. Substitution Request must be submitted 14 days prior to the bid due date. Substitution request will be rejected if not submitted within the 14 days prior.
- E. Manufacturer's Certification: (Roofing Manufacturer's Certification Form, Form 2B). The Manufacturer's Certification must be signed by a corporate officer of the roofing system manufacturer with the Corporate Seal affixed thereto.

2.02 MEMBRANE

Furnish WeldTite .60 mil thick (white) reinforced PVC (polyvinyl chloride) membrane as needed to complete the roofing system.

2.03 INSULATION/UNDERLAYMENT

- A. When applicable, insulation shall be installed in multiple layers. The first and second layers of insulation shall be mechanically fastened to the substrate in accordance with the manufacturer's published specifications.
- B. Insulation shall be VPG ½" Densdeck Primed for membrane overlay and ¼" Densdeck Primed for wall overlay as supplied by Viking Products Group, Inc.

2.04 ADHESIVES AND CLEANERS

All products shall be furnished by VPG and specifically formulated for the intended purpose.

- A. Bonding Adhesive: PVC Bonding Adhesive or VPG Single-sided Bonding Adhesive
- B. Edge Sealant: Cut Edge Sealant

- C. Sealer: Water Cut-Off Mastic
- D. Pocket Sealant: One Part Pourable Sealer
- E. Cleaner: PVC Membrane Cleaner

2.05 FASTENERS AND PLATES

To be used for mechanical attachment of insulation and to provide additional membrane securement:

- A. **HP Fasteners:** a threaded, black epoxy electro-deposition coated fastener used with steel and wood roof decks.
- B. **HP-X Fasteners:** A heavy duty #15 threaded fastener with a Phillips head used for insulation securement into steel, wood plank, minimum 15/32 inch thick plywood or 7/16" thick OSB (oriented strand board) when increased pullout resistance is desired.
- C. **Pre-Assembled ASAP Fasteners:** A pre-assembled 3" diameter Plastic Plate and standard Phillips head fastener used for insulation attachment into steel or wood decks. Installed using Olympic Fastening Tools.
- D. **InsulFast Fasteners:** A threaded #12 fastener with #3 Phillips head used for insulation attachment into steel or wood decks.
- E. **HP Term Bar Nail-Ins:** A 1-1/4" long expansion anchor with a zinc plated steel drive pin used for fastening the VPG Termination Bar or Seam Fastening Plates to concrete, brick, or block walls.
- F. **Seam Fastening Plates:** a two (2) inch diameter metal plate used for additional membrane securement.
- G. **Insulation Fastening Plates:** a nominal 3 inch diameter plastic or metal plate used for insulation attachment.

2.06 METAL EDGING AND MEMBRANE TERMINATIONS

- A. **WeldTite Coated Metal:** 4'x 8' coated metal sheets made from 24 gauge galvanized steel with a minimum .035" thick non-reinforced white WeldTite laminate. WeldTite membrane can be welded directly to the WeldTite Coated Metal in accordance with the manufacturer's detail.
- B. **VPG Termination Bar:** a 1 inch wide and .098 inch thick extruded aluminum bar pre-punched 6 inches on center; incorporates a sealant ledge to support Lap Sealant and provide increased stability for membrane terminations.

2.07 OTHER MATERIALS

(Metal Flashing, if required, and miscellaneous items needed to fulfill the project requirements)

PART 3 EXECUTION

3.01 GENERAL

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, job site considerations and weather restrictions.
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

3.02 INSULATION PLACEMENT AND ATTACHMENT

- A. Install insulation or membrane underlayment over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch. Stagger joints horizontally and vertically if multiple layers are provided.
- B. Secure insulation to the substrate with the required VPG fasteners and three (3) inch diameter Insulation Fastening Plates in accordance with manufacturer's specification.

3.03 MEMBRANE PLACEMENT AND ATTACHMENT

- A. Position WeldTite membrane over the acceptable substrate. Fold membrane sheet back **lengthwise** (onto itself) so half the underside of the membrane is exposed.
- B. Apply PVC Bonding Adhesive in accordance with the manufacturer's published instructions, to the exposed underside of the membrane and the corresponding substrate area. Do not apply Bonding Adhesive along the splice edge of the membrane to be hot air welded over the adjoining sheet. Allow the adhesive to dry until it is tacky but will not string or stick to a dry finger touch.
 - 1. Roll the coated membrane into the coated substrate while avoiding wrinkles. Brush down the bonded section of the membrane sheet immediately after rolling the membrane into the adhesive with a soft bristle push broom to achieve maximum contact.
 - 2. Fold back the un-bonded half of the sheet lengthwise and repeat the bonding procedures.
- C. Position adjoining sheets to allow a minimum overlap of two (2) inches.

- D. Heat weld the WeldTite membrane sheets using the Automatic Hot Air Welding Machine or Hot Air Hand Welder in accordance with the manufacturer's hot air welding procedures.
- E. Pull the membrane back along the welded splice so the entire underside of the membrane is exposed once the Hot Air Weld has been completed.
- F. Apply PVC Bonding Adhesive to the exposed underside of the membrane sheet and the substrate.
- G. Allow adhesive to dry and roll the membrane into the substrate. Brush down the bonded section with a bristle broom following the procedure noted above.
- H. Continue to install adjoining membrane sheets in the same manner, overlapping edges a minimum of two (2) inches and complete the bonding procedures as stated previously.

3.04 MEMBRANE SPLICING/HOT AIR WELDING PROCEDURES

- A. Heat weld the WeldTite membrane using an Automatic Heat Welding Machine or Hot Air Hand Welder in accordance with the manufacturer's specifications. At all splice intersections, roll the seam with a silicone roller to ensure a continuous hot air welded seam. (Note: When using .060" thick membrane, all splice intersections shall be overlaid with PVC T-Joint Covers.)
- B. Probe all seams once the hot air welds have thoroughly cooled (approximately 30 minutes).
- C. Repair all seam deficiencies the same day they are discovered.
- D. Apply Cut Edge Sealant on all cut edges of reinforced membrane (where the scrim reinforcement is exposed) after seam probing is complete. Cut Edge Sealant is not required on vertical splices.

3.05 FLASHING

- A. Flashing of parapets, curbs, expansion joints and other parts of the roof must be performed using WeldTite reinforced membrane. WeldTite non-reinforced membrane can be used for flashing pipe penetrations, Sealant Pockets, and scuppers, as well as inside and outside corners, when the use of pre-molded accessories is not feasible.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.

3.06 WALKWAYS

- A. Install walkways at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the specifier's drawing.
- B. Heat weld walkway pads to the membrane in accordance with the manufacturer's specifications.

3.07 DAILY SEAL

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- B. Complete an acceptable membrane seal in accordance with the manufacturer's requirements.

3.08 CLEAN UP

- A. Perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

PROJECT INSTALLATION/COMPLETION

The successful bidder must be prepared to start, and shall commence work on the project (the "start date") within thirty (30) days of notification that such bidder has been the successful bidder on the Contract. The successful bidder must also agree to, and shall complete the project within ninety (90) days from the project start date.

The bidder must agree to pay and shall pay liquidated damages of \$400.00 per day to the County for each day beyond the ninety (90) days allowed for contract completion, except for delays which were not caused by the successful bidder, or were outside the sole control of the successful bidder including but not limited to reasonable weather down time, delay due to Force Majeure for other reasons which have been specifically approved in writing by the County Manager.

GENERAL CONDITIONS

1. **Bid Forms:** Bids shall be submitted only on the bid forms provided by the County. All pages included in this Invitation to Bid that are marked **Bid Form 1, 3, and 4 must be completed and returned as part of the bid document.** All bids must be completed and securely sealed prior to submitting to the purchasing office. No un-sealed, faxed or e-mailed bids are acceptable.

2. **Bids Binding Sixty (60) Days:** All bids submitted shall be binding for sixty (60) calendar days following bid opening date, unless the bidder(s), upon request of the County Manager, agrees to an extension.

3. **Payment Terms:** Payment shall be made net thirty (30) days from invoice date after receipt of goods/services unless otherwise specified on bid form or as otherwise agreed by both parties. All invoices shall be submitted directly to the Roosevelt County Finance Department at 109 W. First St., Portales, NM 88130. Contractor must have submitted a completed W9 and Campaign Contribution form on file with the County.

4. **Clarifications:** If there is any clarification, problem, ambiguity or question regarding this bid, you must contact the County Manager or designee prior to the bid opening. "Clarifications" and addenda will be considered prior to the bid opening. Answers provided regarding the bid specifications or bid package **MUST** be answered by the County Manager or designee. Questions answered by any other person or County official shall be considered completely non-applicable to the legal provisions of this bid, except as specifically authorized by the County Manager.

5. **Restrictive Specifications:** It is the responsibility of the prospective bidder to review the entire Invitation to Bid (ITB) packet and to notify the purchasing department if the specifications are formulated in a manner which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the purchasing department not less than seventy-two (72) hours prior to the time set for bid opening.

6. **In-State Preference (Bid Form 2):** Credit will be given to all resident New Mexico businesses that have been issued certification by the State of New Mexico. **To qualify for the preference, the bidder must complete and fill in the New Mexico Bidder's Preference Number, and submit a copy of the certificate with the bid.** If you have a question regarding a Resident Business (or Resident Veteran Business, Bid Form 3) Certification, or wish to be given a number, you may contact the New Mexico State Department of Taxation and Revenue at 505-827-0951. This number is valuable to have as it allows the County to consider your bid at five to ten percent less than the amount submitted, and could mean a difference in award. ***Please note that this number is NOT your State CRS Number (i.e. 01-503047-004).***

7. **Variations:** Bidders shall list on a separate sheet of paper any variations from or exceptions to the conditions and specifications of this bid. ***This sheet shall be labeled "Exception(s) to Bid Conditions" and shall be included with bid.*** Bidders shall use the attached Quotation Sheet to submit their bid

8. **Equivalency:** The County hereby reserves the right to approve as equivalent, or to reject as not being equivalent, any item the bidder proposes to furnish which contains variations from specification requirements but may comply substantially therewith. Such decisions are strictly at the discretion of the County.

9. **Non-collusion:** Bidders, by submitting a signed bid, certify that the accompanying bid or proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.

10. Non-discrimination: Bidders, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, color, religion, creed, political ideas, sex, national origin, age, marital status or physical or mental disability except where such is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. By signing and submitting a bid, bidder agrees to comply with this paragraph.

11. Procurement Code: The State of New Mexico's Procurement Code, Section 13-1-28 through Section 13-1- 199 NMSA 1978, imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes imposes felony penalties for illegal bribes, gratuities and kickbacks.

12. Right to Reject: Roosevelt County reserves the right to reject any bid from a bidder who previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the bid of a bidder who is not in a position to perform such a contract satisfactorily. Such is at the discretion of the County.

13. Indemnification: The successful bidder agrees to protect, defend and save the County, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except the sole negligence of the County, under this agreement.

14. Refusal to Perform: If a bidder to whom a bid is awarded refuses to accept the award or, fails to deliver in accordance with the contract terms and conditions, the County may, in its discretion, suspend the bidder/contractor for a period of time from entering into any contracts with Roosevelt County.

15. Venue for Dispute: This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a bid, the parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract or purchase order, must be brought in the Ninth Judicial District in and for Roosevelt County, State of New Mexico, and each party shall pay its own costs and attorney fees.

16. Compliance: Successful bidder must, in performance of work on this project, agree to fully comply with all applicable federal, state and local laws, rules and regulations.

17. Addenda: It is the responsibility of the bidder to ensure that any addenda issued related to this Invitation to Bid have been received prior to submitting a bid. The County guarantees that any addenda issued will be distributed and available to every party on the Distribution List for this solicitation. The County will not accept responsibility for addenda not being obtained, and will not guarantee that addenda will be forwarded or available if the original packets were not obtained as directed.

18. Acceptance of Bid Content: The contents of this ITB and the bid will become contractual obligations, if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.

19. Bid Contents: All bids and other material submitted become the property of the County and may be returned only at the County's option.

20. Pre-Bid Conference: A pre-bid conference is scheduled for Feb. 4, 2021 at 1:00 p.m. at the Roosevelt County Health Center 1515 W. Fir, Portales, NM 88130. The Pre-Bid Conference is not mandatory. However, it is recommended to allow potential vendors to inspect roof or job site. Contact Procurement Officer Liliana Rivera to schedule an appointment if you cannot attend the Pre-Bid Conference or have any additional questions.

BIDS

To be considered, each firm must submit a **complete** original response to this bid and three (3) copies. No other distribution of proposals is to be made by the submitter. An official authorized to bind the submitter to its provisions must sign the proposal in ink. The bid must include a statement as to the period during which the proposal remains valid. This period must be at least sixty (60) days from the due date for this ITB.

As permitted by 13-1-115 NMSA 1978; offerors submitting proposals may be afforded an opportunity for discussion and revisions of proposals and revisions may be permitted after submission of proposals and prior to award for the purpose of obtaining best and final offerors; and negotiations may be conducted with responsible offers who submit proposals found to be reasonably likely to be selected for award.

AWARD

The award may be made to the bidder providing a responsive, responsible bid which results in the lowest cost to the County. The award will be made by the Roosevelt County Commission at their regularly scheduled meeting on or about March 2, 2021. A potential vendor or the Contractor agrees to comply with state laws and rules pertaining to workers' compensation insurance coverage for its employee. If the vendor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, the contract may be canceled effective immediately.

The Board of Commissioners reserves the right to reject any and all bids, to waive any technicalities and to accept the bid(s) which in its judgement is the most advantageous to the County. The awardee hereby guarantees that services will conform to the specifications in this bid. Failure of the bidder to comply with providing a service which meets minimum specifications may result in termination of the award of that item or termination of contract.

RECEIPT OF ITB

The Procurement Officer or his designee is the sole authority to provide the Invitation for Bid to interested companies or individuals. Bidders, who are working from an ITB obtained from any other source, may be working from an incomplete set of documents. The County assumes no responsibility for a bidder's errors, omissions, or misinterpretations resulting from a bidder's use of an incomplete ITB.

PERFORMANCE BOND

The vendor shall supply to the County a performance bond in the amount of five percent (5%) of the estimated contract value. Such performance bond must be delivered to the Roosevelt County Administration Office within five (5) working days from the date of award. Failure to supply evidence of obtaining the performance bonds shall render all agreements between Roosevelt County and the vendor null and void.

QUESTIONS

Questions regarding the specifications stated within the bid or regarding the bidding process should be directed to Chief Procurement Officers Liliana Rivera at lriviera@rooseveltcountry.com. Questions from potential bidders will be accepted until 5 p.m. Friday, Feb. 12, 2021. We require all your questions be submitted by email; all questions will be answered by email.

CONTRACT

The Roosevelt County Commission will consider a bid award at the March 2, 2021, and will extend a contractual agreement(s) following the award in the form of a purchase order. Payment will be made **after receipt of an invoice and approval from Roosevelt County, with net thirty (30) terms**. The vendor will not be an employee or agent of the county. The vendor will be responsible for their own payroll, gross receipts and all other taxes. Roosevelt County is exempt from all Federal Excise Taxes. The Health Center is located within the City of Portales.

As required by 13-1-191 NMSA 1978, reference is made to 30-24-1 and 30-24-2, NMSA 1978 prohibiting bribery of public officers and employees; and to 30-41-3, NMSA 1978, prohibiting the solicitation or receiving of kickbacks.

CONTRACT ADMINISTRATOR

Following the negotiating and signing of the contract, all communications concerning the contract must be directed to: Amber Hamilton, County Manager, 109 West First Street, Portales, NM 88130.

**BID FORM 1
QUOTATION SHEET**

Net Cost to Roosevelt County: \$ _____

Additional Comments

BID FORM 2A

ROOFING SUBSTITUTION REQUEST FORM - BIDDING PHASE_ (Page 1 of 2)

PROJECT:

TO:

FROM:

Bidder/Supplier hereby requests acceptance of the following product or system as a substitution in accord with provisions of the Bidding Documents:

1. SPECIFIED PRODUCT OR SYSTEM: Substitution request for (Generic Description)

Specification Section No. _____ Article(s) _____

Para.(s) _____

2. SUPPORTING DATA: All items must be attached for verification
 - * Product data, description of product(s)
 - * Independent Test Data according to ASTM-5147 @ 77⁰ F.
 - * Documentation supporting ASTM E108, Class A for external fire testing.
 - * Engineering report for listed wind loads in accordance with ASCE7-2
 - * Roofing System Manufacturer’s ISO Certification
 - * Roofing System Manufacturer’s Certification form
 - * Unexecuted copy of manufacturer’s Warranty
 - * Sample(s) attached.
 - * Any material submitted as equal to the specified material must be accompanied by a copy of the manufacturer's standard specification section. That specification section shall be signed and sealed by a professional engineer licensed in the State of Texas. Substitution requests containing specifications without licensed engineer approval shall be rejected for non-conformance.
3. PREVIOUS INSTALLATIONS: Identification of three (3) similar projects on which proposed substitution was used. Include copies of issued manufacturer’s warranty. Attach List Indicating;
 - * Project
 - * Address
 - * Architect
 - * Owner
 - * Date Installed
 - * Roof System

4. EFFECT OF SUBSTITUTION: ___ No ___ Yes (If yes, explain):

5. BIDDER'S/SUPPLIER'S STATEMENT OF CONFORMANCE OF PROPOSED SUBSTITUTION TO CONTRACT REQUIREMENT:

I/We have investigated the proposed substitution. I / We:

- * Believe that it is equal or superior in all respects to specified product, except as stated above; and
- * Will provide the same warranty as specified for specified product; and
- * Have included complete implications of the substitution as specified; and
- * Will pay redesign and other costs caused by the substitution which subsequently become apparent; and
- * Will pay costs to modify all other parts of the Work as may be needed, to make all parts of the Work complete and functioning resulting from the substitution.

Bidder/Supplier: _____

By: _____

Date: _____

Answer all questions and complete all blanks -- use "NA" if not applicable.

BID FORM 2B
ROOFING MANUFACTURER'S CERTIFICATION FORM

Re:

_____, Certifies that;
(Roofing System Manufacturer)

_____, is currently approved by the roofing
(Roofing Contractor)

system manufacturer to install the specified roofing system for the referenced project and that;

_____, is ISO 9001 Certified, has reviewed
(Roofing System Manufacturer)

all Project Documents in their entirety and approved of them as written and drawn.

Roofing System Manufacturer will provide field inspection services by a full time employee of the manufacturer, no less than two times a week, during, and until all roof construction work is completed and accepted by the Owner.

Roofing System Manufacturer will provide the manufacturer's 20-year limited guarantee as stipulated in the Contract Documents upon completion of the project.

The Owner shall be indemnified by the Roofing Manufacturer for a maximum aggregate sum of amount of \$100,000.

By: _____
Name

Its _____
Title

(Affix Corporate Seal)

Date _____

**BID FORM 3
BIDDER'S CERTIFICATION**

I hereby certify that I have read all items of the ITB and fully understand the requirements listed herein. I further certify that I am an authorized agent of the Firm and may be held liable for any and all remedies that may become due to Roosevelt County Government due to nonperformance under the contract.

Firm Submitting Bid: _____

Address: _____

Telephone: _____

Email: _____

NM Bidders Preference Number: _____

(A copy of the certificate must be included with the submitted bid in order to be considered.)

Signature _____

Printed Name: _____

Title _____

Date _____

BID FORM 4

Campaign Contribution Disclosure Form

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two (2) years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two (2) year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law,

daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Names of Applicable Public Official(s) if any: Dennis Lopez, Rodney Savage, Lewis Shane Lee, Tina Dixon, Paul Grider, George Beggs, Layle Sanchez, Malin Parker, Kendall Terry, Mandi Park.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

BID FORM 5

Resident Veterans Preference Certification

_____ (NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

Please check one line only

_____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

_____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

_____ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

“I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate.”

“In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veterans preference, I agree to report to the State Purchasing Division of the General Services Department the awarded amount involved. I will indicate in the report the award amount as a purchase from a public body or as a public works contract form a public body as the case may be.”

“I understand that knowingly giving false or misleading information on this report constitutes a crime.”

“I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.”

(Signature of Business Representative)

(Date)

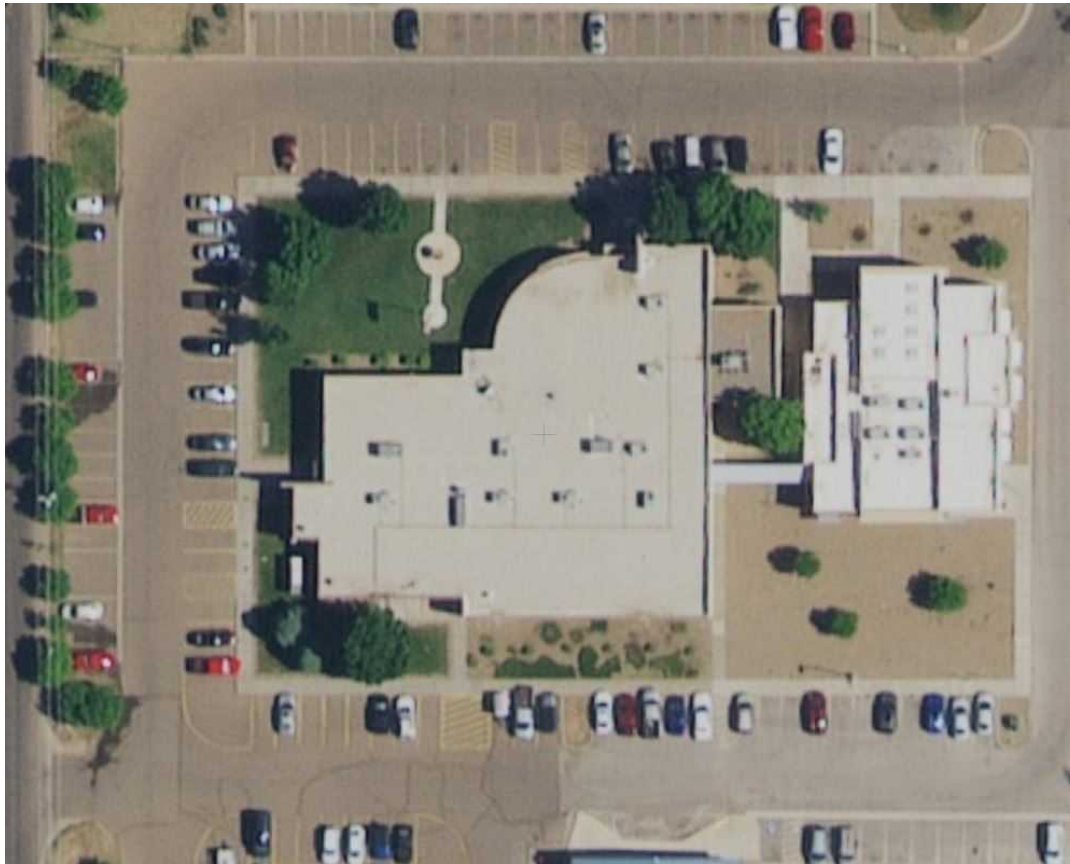
***Must be an authorized signatory for the Business.**

The representations made in checking the boxes constitutes a material representation by the business that is subject to protest and may result in denial of an award or unaward of the procurement involved if the statements are proven to be incorrect.

Supplemental Information



1515 W Fir St., Portales, NM 88130



EXTENDED COVERAGE 2D

Report Details Report:36806148
Building: 1

Roof Details Total Area =17,223 sq ft
Total Roof Facets =2
Predominant Pitch = 0/12
Number of Stories Unknown
Total Ridges = 0 ft
Total Valleys = 0 ft
Total Rakes = 0 ft
Total Eaves = 0 ft

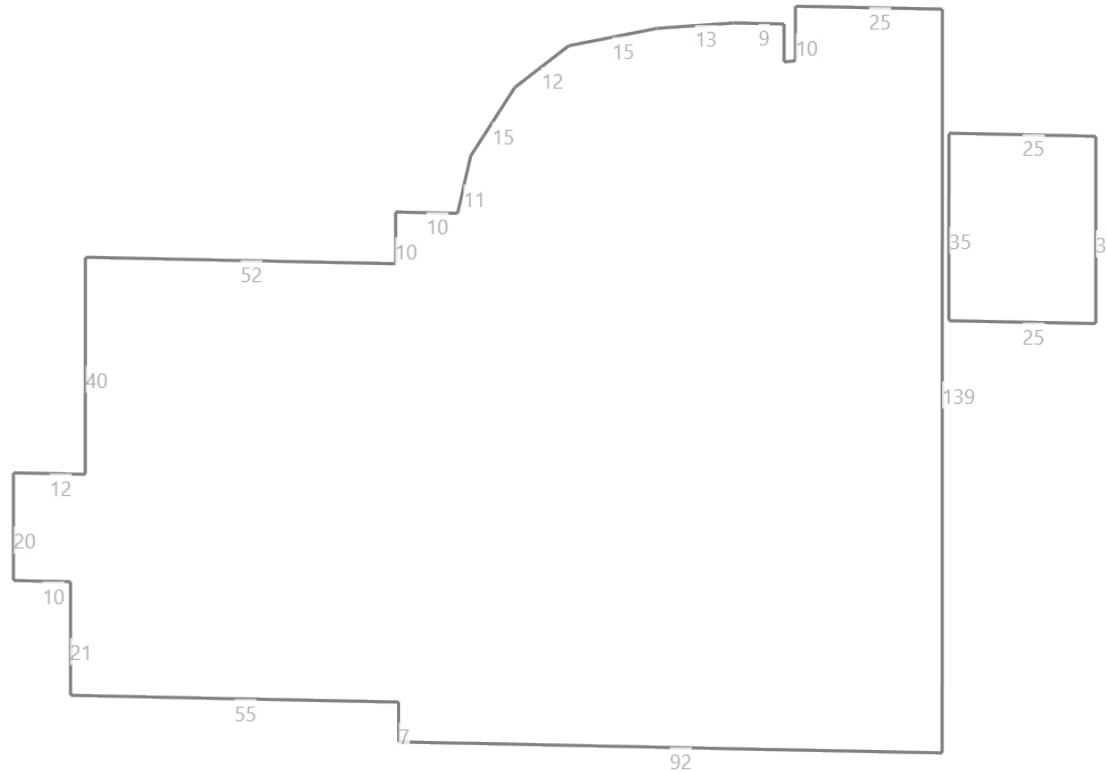
Report Contents

- Length Diagram 1
- Pitch Diagram 2
- Area Diagram..... 3
- Notes Diagram 4
- Report Summary 6



Disclaimer: This report was produced using EagleView Extended Coverage Technology. Due to a variety of reasons including but not limited to tree coverage, poor images, low photo resolution or other blockages, this report DOES NOT offer an accuracy guarantee. EagleView recommends that anyone using this report field verify the measurements.
Measurements provided by EagleView

Company: The Garland Company, Inc.
Address: 3800 East 91st
Cleveland, OH 44105



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Length Diagram

Total Line Lengths:

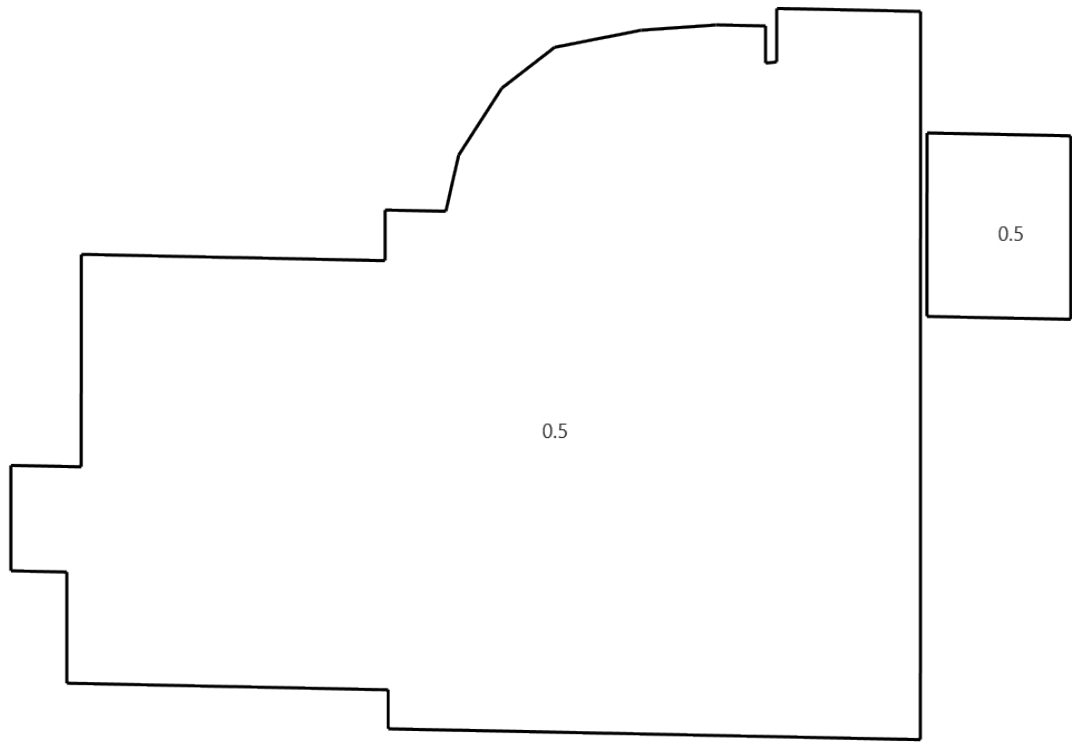
- Ridges = 0 ft
- Hips = 0 ft
- Valleys = 0 ft
- Rakes = 0 ft
- Eaves = 0 ft
- Flashing = 0 ft
- Step flashing = 0 ft
- Parapets = 707 ft

Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

EXTENDED COVERAGE 2D

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Pitch Diagram

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.

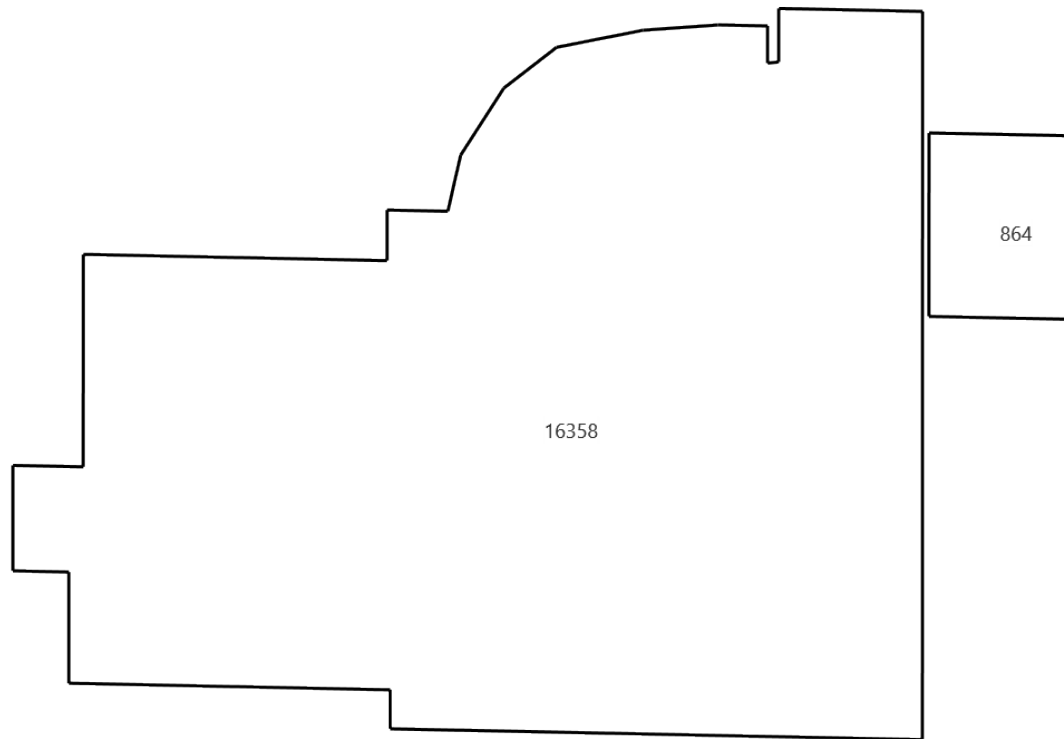
Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Blue shading indicates a pitch of 3/12 and greater.

Pitch Diagram Disclaimer: With Extended Coverage, only the predominant pitch may be noted due to resolution of photo. Refer to pitch table for more information.

EXTENDED COVERAGE 2D

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Area Diagram

Total Area = 17,223 sq ft, with 2 facets.

Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square feet after being totaled).

EXTENDED COVERAGE 2D

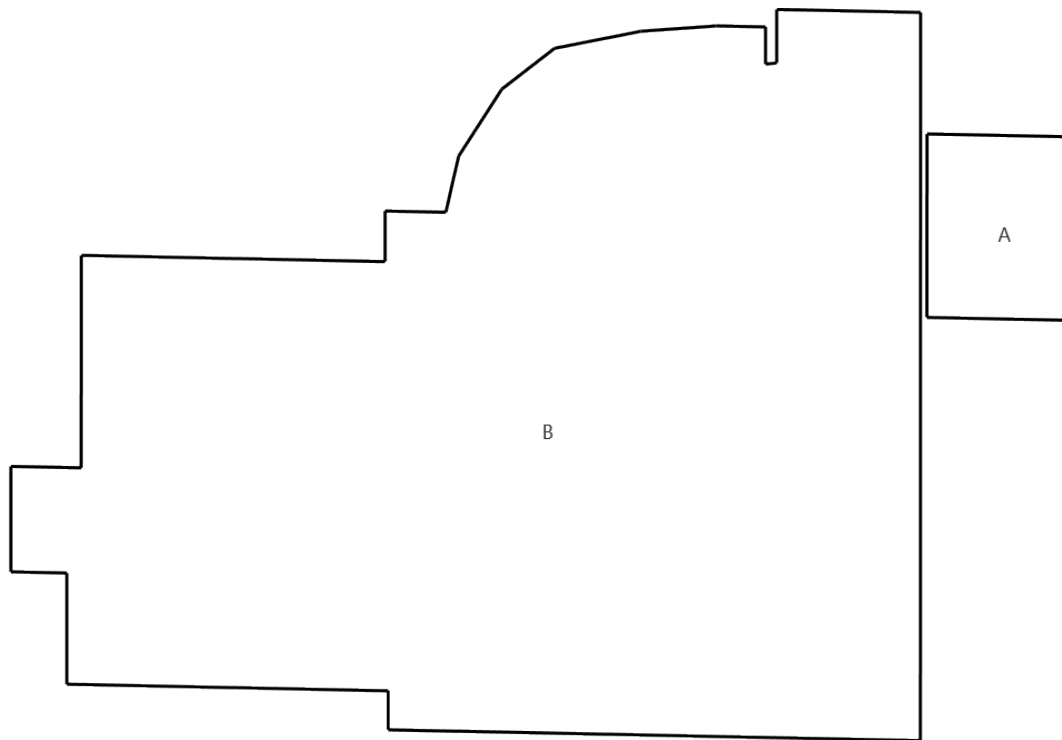
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Notes Diagram

Roof facets are labeled from smallest to largest (A to Z) for easy reference.



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EXTENDED COVERAGE 2D

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Facet Area (sq ft) Based Upon Pitch

The area for each facet appears in the column under the appropriate pitch.

Facet	Pitch(inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
A	863.6	875.5	910.3	965.5	1037.9	1124.2	1221.3	1327	1439.3	1556.9	1678.5
B	16343.5	16568.9	17227.6	18272.6	19642.4	21274.5	23113.2	25113.3	27239.2	29463.7	31766.1
Total	17207	17444	18138	19238	20680	22399	24334	26440	28678	31021	33445

EXTENDED COVERAGE 2D

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Each value is rounded to the nearest square foot. The totals are based on the unrounded values.





Areas per Pitch	
Roof Pitches	0/12
Area (sq ft)	17222
% of Roof	100%

Disclaimer: The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch. With Extended Coverage, only the predominant pitch may be noted due to resolution of photo. With Extended Coverage, EagleView recommends field verifying yellow-shaded sections and pitch utilizing the Facet Area Based Upon Pitch Table below.

Waste Calculation Table

Waste %	Area (sq ft)	Squares
0%	17,223	172.2
10%	18,945	189.5
12%	19,290	192.9
15%	19,806	198.1
17%	20,151	201.5
20%	20,668	206.7
22%	21,012	210.1

This table shows the total roof area and squares (rounded up to the nearest decimal) based upon different waste percentages. The waste factor is subject to the complexity of the roof, individual roofing techniques and your experience. Please consider this when calculating appropriate waste percentages. Note that only roof area is included in these waste calculations. Additional materials needed for ridge, hip, valley, and starter lengths are not included.

Report Summary

Below is a measurement summary of the values presented in this report.

Total Roof Facets = 2

Property Location

Longitude = -103.3516306
Latitude = 34.1857242

Notes

There were no changes to the structure in the past four years.

Lengths, Areas and Pitches

Ridges = 0 ft (0 Ridges)
Hips = 0 ft (0 Hips).
Valleys = 0 ft (0 Valleys)
Rakes* = 0 ft (0 Rakes)
Eaves/Starter** = 0 ft (0 Eaves)
Drip Edge (Eaves + Rakes) = 0 ft (0 Lengths)
Parapet Walls = 707 (26 Lengths).
Flashing = 0 ft (0 Lengths)
Step flashing = 0 ft (0 Lengths)
Total Area = 17,223 sq ft
Predominant Pitch = 0/12

EXTENDED COVERAGE 2D

Online Maps

Online map of property

http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=1515+W+Fir+St.,Portales,NM,88130

Directions from The Garland Company, Inc. to this property

http://maps.google.com/maps?f=d&source=s_d&saddr=3800+East+91st,Cleveland,OH,44105&daddr=1515+W+Fir+St.,Portales,NM,88130

* Rakes are defined as roof edges that are sloped (not level).

** Eaves are defined as roof edges that are not sloped and level.

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Project

The Garland Company, Inc.
Low Slope Roofing Wind Uplift Calculations
3800 East 91st Street
Cleveland, Ohio 44105-2197
Phone: (800) 321-9336 Fax (216) 883-2046
Roosevelt County Health Center

Location

Portales, NM

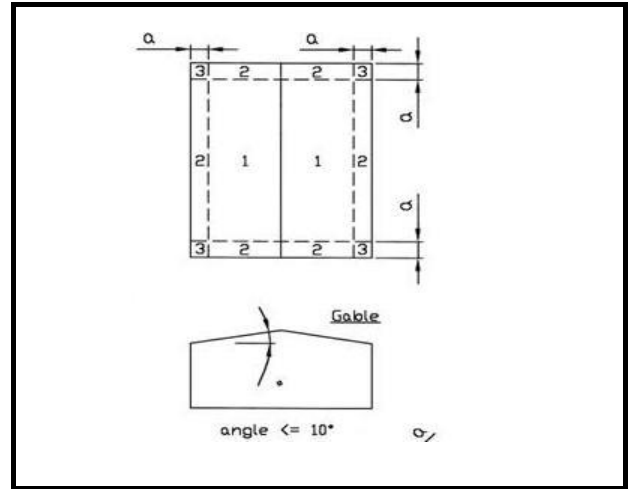
Zone 1 psf 15.5
 (mid roof)

Zone 2 psf 26.1
 (eaves, ridge, hip)

Zone 3 psf 39.3
 (corners)

Edge Zone Width "a" 8 ft. 0 in.
 Fastener Safety Factor 3.00
 Importance IV
 Importance Factor 1
 Wind Speed 120

Design Methodology ASCE 7-10
 Exposure Category B
 Design Roof 20.00
 Minimum Building Width 141.00
 Roof Pitch (X, Y) 0.75 : 12





PROJECT Roosevelt County Health Center

DATE 10/6/2020

BASIC VELOCITY PRESSURE 21.95 psf

DESIGN CODE ASCE 7-10

Building & Site Data

BASIC WIND SPEED	120	mph
EXPOSURE CATEGORY	B	
TOPOGRAPHY FACTOR	1.00	
BUILDING TYPE	Enclosed	
ROOF PITCH (X, Y)	0.75	12
RUN TO RIDGE	70.5	
EAVE HEIGHT	20	
DESIGN ROOF HEIGHT	20.00	ft
IMPORTANCE CLASS / FACTOR	IV	1
MIN. BLDG WIDTH	141	ft
WIND-BORNE DEBRIS REGION	No	
PARAPET	No	
ROOF ANGLE	3.58	deg
PROTECTED OPENINGS	Yes	
ROOF TYPE	Gable	

	ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5		
ROOF PRESSURE (psf)	15.5	26.1	39.3	15.4	19.0		
OVERHANG PRESSURE (psf)	22.39	22.39	36.88				
EDGE ZONE WIDTH "a" =	8.00	ft					