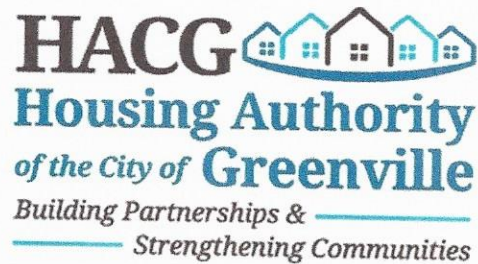


INVITATION FOR BIDS (IFB) **HACG2025-0601, University Towers Flat Roof Replacement**



1103 Broad St.
Greenville, NC 27834
www.ghanc.net

INVITATION FOR BID

University Towers Flat Roof Replacement

HACG2025-0601

Issue Date: June 25, 2025

Pre-Proposal Meeting/Site Tour: **Tuesday,**

July 8, 2025, at 1:00PM

Deadline for Questions: **Monday, July 21, 2025 at 12:00PM**

Bid Due Date and Time: **Monday, July 28, 2025 at 4:00PM**

This communication serves to apprise you and your firm of the above-mentioned Invitation for Bid (IFB). We invite you and your firm to respond to this "Sealed" Information for Bid (IFB). Please review carefully all sections of the IFB, paying particular attention to the closing date and time listed above and within the body of the IFB. The IFB documents can be obtained from the Housing Authority website located at

www.ghanc.net/About/US/Procurement/Bids/RFP

All Inquiries for Information Should Be Directed To:

Percell Harris

Procurement Modernization and Business Manager

(252) 329-4093

harrisp@ghanc.net

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

IFB COVERSHEET

Issue Date: **June 5, 2025**
Title: **University Towers Flat Roof Replacement**
Due Date: **Monday, July 28, 2025, at 4:00PM**
Issuing Agency: Housing Authority of the City of Greenville
1103 Broad St. Greenville, NC 27834

Period of Contract: The initial term or period of the contract shall be until project completion with an effective date to be determined at time of award.

All inquiries should be directed to Percell Harris Procurement Manager, by phone at 252-329-4093 or email harris@ghanc.net

Bids should be directly sent to the Issuing Agency shown above and marked Attn: Percell Harris. Emailed proposal shall not be accepted. The offeror is fully responsible to ensure that your proposals arrive in completion at the designated location.

In compliance with this Invitation for Bid and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods/services in accordance with the attached signed bid or as mutually agreed upon by subsequent negotiations. The undersigned further certifies that he/she is authorized to sign this document on behalf of the submitting firm.

Name of Firm Date: _____

Address of Firm By: _____ Signature _____

City and State Zip Code Name: _____ Print Name and Title _____

Phone No.: _____ Fax No.: _____

Email: _____ FEI/FIN No.: _____

NOTE: Changes to this IFB may be issued in the form an addendum at any time prior to the due date and time for submitting proposals. The Contract Officer maintains a mailing list of all vendors that were provided copies of this solicitation (via vendor pickup, mail, fax or email). The Contract Officer will send the addendum to any vendor who directly received a copy of the IFB from the Contract Officer. Any vendor who did not directly receive a copy of the IFB from HACG is encouraged to visit HACG's web site regularly to learn of any changes to the solicitation (www.ghanc.net) and contact the Contract Officer to have their name added to the mailing list. HACG's purchasing regulations require each offeror to submit a signed copy of the addendum to the above delivery address by the proposal due date and time or included with the firm's response to the solicitation.

TABLE OF CONTENTS

PURPOSE

BACKGROUND

SMALL, HACG RESIDENT-OWNED, WOMEN-OWNED, MINORITY OWNED AND SECTION 3 BUSINESSES AND INDIVIDUAL PARTICIPATION

1. THE AGENCY'S RESERVATION OF RIGHTS
2. SCOPE OF WORK/TECHINICAL SPECIFICATIONS
3. BID FORMAT
4. BID EVALUATION
5. CONTRACT AWARD
6. ATTACHMENTS
 - A. Scope of Work, Specifications and Plans
 - B. Bid Bond
 - C. Performance Bond
 - D. Payment Bond
 - E. Bid Proposal Forms
 - F. Statement of Offeror's Qualification
 - G. NC Affidavit of Compliance E-Verify
 - H. HUD Form 5369 - Instructions to Offerors
 - I. HUD Form 5369-A Representation Certification Statement
 - J. SAM.gov Registration
 - K. HUD Form 5370 - General Conditions for Construction Contracts
 - L. Non-Collusive Affidavit
 - M. HUD Form 2992 - Certification Regarding Debarment and Suspension
 - N. HUD Form 51000 - Schedule of Amounts for Contract Payments
 - O. HUD Form 51001 - Periodic Estimate for Partial Payment
 - P. HUD Form 51002 - Schedule of Change Order
 - Q. HUD Form 51003 - Schedule of Materials Stored
 - R. HUD Form 51004 - Summary of Materials Stored
 - S. HUD Form 510071 - Certification of Payment to Influence Federal Transactions
 - T. HUD Form 5372 - Construction Progress Schedule
 - U. HUD Form 92554M - Supplementary Conditions to the Construction Contract
 - V. HUD Form 2554 - Supplementary Conditions of the Contract for Construction
 - W. HUD Form 4010 - Federal Labor Standards Provision
 - X. HUD Form 92010 - Equal Employment Opportunity Certification
 - Y. HUD Form 11 - Record of Employee Interview
 - Z. Form SFLLL - Disclosure of Lobbying Activities

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

- AA. HUD Form 5372 - Construction Progress Schedule
- BB. Davis Bacon Wage Decision - Building - NC20230063
- CC. US Department of Labor Certified Payroll Form WH-347
- DD. HACL's Vendor Packet
- EE. Section 3 Certification Packet
- FF. HUD Form 2530 Previous Participation Certification
- GG. Sample Contract Form
- HH. Hud Form 50071 Certification of Payments to Influence Federal Transactions
- II. Supplemental Instructions to Bidders and Contractors (SIBC)
- JJ. Profile of Firm Form

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

PURPOSE

HACG is seeking sealed bids from qualified "Garland Installers" and experienced firms who have a record of accomplishments in Garland flat roof replacement. After reviewing your bid, we should know why your company is the best choice for the roof replacement contract. The purpose of this Invitation for Bid (IFB) is to have a single prime general contract. We expect each Offeror to demonstrate their capacity and qualification in fulfilling this request while meeting the requirements stated in this IFB. Contractors must be Garland Certified to ensure proper warranty and installation.

BACKGROUND

The Housing Authority of the City of Greenville (hereinafter, "the Agency") is a public entity formed to provide federally subsidized housing and assistance to low-income families, within the City of Greenville, NC. The Agency is headed by an Executive Director (ED) and is governed by a seven-person Board of Commissioners and is subject to requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the Agency's procurement policy.

SMALL, WOMEN-OWNED, MINORITY OWNED AND SECTION 3 BUSINESSES AND INDIVIDUAL PARTICIPATION

Currently the Agency owns and/or manages: (a) multifamily apartment complexes totaling 156 units. (b) Low-income Public Housing totaling 714 units across seven different communities and (c) The Agency administers 865 Section 8 Housing Choice Vouchers. The Agency currently has approximately 53 full-time regular employees.

It is the policy of the Housing Authority of the City of Greenville to contribute to the establishment, preservation, and strengthening of small businesses, businesses owned by women, minorities and Section 3 businesses and individuals to encourage their participation in procurement activities. HACG encourages contractors to provide for the participation of small businesses, businesses owned by women, minorities, and Section 3 businesses and individuals through partnerships, joint ventures, subcontracts, or other contractual opportunities. If you are not a Section 3 business concern, then a plan for involvement of these types of businesses is required.

By submitting a proposal, the Offeror certifies that all information provided in response to this IFB is true and accurate.

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

1. THE AGENCY'S RESERVATION OF RIGHTS. The Agency reserves the right to:

- 1.1. **Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the Agency to be in its best interests.
- 1.2. **Right to Not Award.** Not to award a contract pursuant to this IFB.
- 1.3. **Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days' written notice to the successful bidder(s).
- 1.4. **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful bidder(s) shall provide the services called for in this IFB.
- 1.5. **Right to Retain Bids.** Retain all bids submitted and not permit withdrawal for a period of 60 days, subsequent to the deadline for receiving bids without the written consent of the Agency Contracting Officer (CO).
- 1.6. **Right to Negotiate.** Negotiate the fees proposed by the bidder entity.
- 1.7. **Right to Reject any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
- 1.8. **No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
- 1.9. **Right to Prohibit.** At any time during the IFB or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. By accessing HACG website and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the website or communicated by agency representative, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective bidder, of any responsibility pertaining to such an issue.
- 1.10. **Right to Reject - Obtaining Competitive Solicitation Documents.** The Housing Authority website or direct request to agency representative are the only official and appropriate venues to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the agency website. Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit www.ghanc.net to obtain the documents. The Agency will reject without consideration any

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

response submitted from a firm that has not obtained the documents from the agency website or in person.

2. **SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking bids from qualified and licensed entities to provide the Agency with the following detailed services:

2.1 **Specific Scope of Work.** The work shall consist of furnishing all labor, materials, and equipment to provide the installation services detailed herein, especially as detailed within this scope of work.

2.1.1 **Project Schedule.** The Agency anticipates that the initial work pursuant to the award of the bid will be completed within 60 days from the date of the Notice to Proceed (NTP). The Agency will consider negotiating these dates with the successful bidder.

2.1.1.1 The Agency anticipates, and intends, barring any difficulties that may arise, that it will issue a NTP within 30 days after the bid submittal deadline.

2.1.1.2 **NOTE:** Any bidder that may have any concerns pertaining to this schedule may bring this up, in writing, at any time prior to the posted Deadline to Ask Questions.

2.1.1.3 Normal working hours should be Monday through Friday, 8:00 AM to 5:00 PM EST. All other working hours require pre-approval. Provide a minimum of five (5) working days for approval and planning.

2.2 **Contractor Responsibilities (in alpha order).**

2.2.1 **Access for Emergency Vehicles.** The Contractor shall ensure that any equipment and/or vehicles that he/she places on the work site shall not be placed in such a position to interfere with access by any emergency vehicles or traffic by the public at-large. The Agency reserves the right to approve or reject (and demand the movement) of the placement of such equipment or vehicles at any time during the performance of the contracted work if, in the opinion of the Agency, the placement of such equipment or vehicles does interfere with such traffic.

2.2.2 **As-built Record Documents.** Do not use Record Documents for construction purposes; protect from loss in a secure location; provide access to Record Documents for the Agency's reference.

2.2.2.1 If issued, maintain a clean, undamaged set of blue or black line white-prints of Contract Drawings and Shop Drawings. Mark-up these drawings to show the actual installation. Mark whichever drawing is most capable of showing conditions accurately. Give particular attention to concealed elements that would be difficult to measure and record at a later date.

2.2.3 **Communication.** The Agency shall be the primary on-site point of contact for the Contractor pertaining to this work. The Contractor shall be free to converse and communicate with the Agency during or between visits; however, all requests for changes or decisions shall be submitted to the Agency and approved by the Executive Director after receipt and consideration of written request from the Agency. The Agency anticipates that it will typically make a decision

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

in such matters within 3 workdays of receipt, though such response timeframe may be shorter or longer depending on the situation; accordingly, the Contractor shall be required to submit such written requests in as timely a manner as reasonably possible. When construction commences, all communication must be directed to the designated Agency contact person only.

2.2.4 Contract End Items. Upon completion of the project the Contractor must submit the following:

- 2.2.4.1 A separate payment request for the retainage.
- 2.2.4.2 A two-year warranty letter from the Contractor.
- 2.2.4.3 Consent of Surety to Final Payment.
- 2.2.4.4 Contractor's Affidavit of Release of Liens.
- 2.2.4.5 Contractor's Certificate and Release; and
- 2.2.4.6 As- built' s (Mark-ups delivered to Agency).

2.2.5 Contractor's Request for Payment. As detailed within Chapter 9, Procurement and Contract Administration, of Handbook 7485.1.

- 2.2.5.1 The Agency is responsible for making progress payments. Typically, progress payments for acceptable work and materials delivered and stored on the site will be made at 30-day intervals.
- 2.2.5.2 Payment will be based on the percentage of work completed during a one-month period.
- 2.2.5.3 A 10% retainage will be held on each payment request. A separate payment request for the return of the retainage will be required at the completion of the work.
- 2.2.5.4 **Request for Payment Forms.** The Contractor shall submit a request for payment for this project on the following forms, each as may be appropriate:

[Table No. 3]

(1) IFB Section	(2) Attachment No.	(3) Form Description
2.2.5.4.1	N	form HUD-51000, <i>Schedule of Amounts for Contract Payments</i> ; NOTE: The Agency also retains the right to require any bidder (but most likely the apparent low bidder) to submit this fully completed form to the Agency at any point after the bid submittal deadline—this typically will occur when the Agency wishes to do an analysis of the bidder's proposed cost to ascertain as to whether or not the bidder's proposed cost is realistic, fair, and/or reasonable.
2.2.5.4.2	O	form HUD-51001, <i>Periodic Estimate for Partial Payment</i>

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

2.2.5.4.3	P	form HUD-51002, <i>Schedule of Change Orders</i>
2.2.5.4.4	Q	form HUD 51003, <i>Schedule of Materials Stored</i>
2.2.5.4.5	R	form HUD-51004, <i>Summary of Materials Stored</i>
2.2.5.4.6	AA	Form HUD-5372, <i>Construction Progress Schedule</i>
2.2.5.4.7	CC	All relevant Subcontractors Weekly Certified Payrolls must accompany the payment request utilizing form WH-347
2.2.5.4.8	N/A	Retainage. The Request for Payment form must list and clearly identify the retainage in the amount of 10% as a deduction to the subtotal of charges on the Request for Payment.

2.2.5.5 Review and Approval. The Agency will review each such Contractor request for payment and will approve the payment only if the following listed conditions are met. If the Contractor requests payment items which have not been completed in a satisfactory manner ("satisfactory," as determined at the sole discretion of the Agency), the Agency shall hold payment for the unsatisfactory items, and pay the balance of the request (i.e., the undisputed portion). The Agency shall ensure:

2.2.5.5.1 The request for payment is consistent with the Agency-approved schedule of amounts for contract payments.

2.2.5.5.2 As further detailed within the preceding Section 2.2.5.4.8 herein, the total of the request for payment does not include the amount to be retained by the Agency under the contract (retention or retainage);

2.2.5.5.3 The work covered by the request for payment has been performed in accordance with the construction documents.

2.2.5.5.4 The Periodic Estimate for Partial Payment has been properly executed on all applicable supporting documentation submitted; and

2.2.5.5.5 The Contractor has submitted all required reports such as payroll reports.

2.2.5.6 Distribution of Documents. The Contractor shall submit 2 original copies, and 1 additional copy of all documentation required. The Agency shall retain the 2 original Periodic Estimate for Partial Payment requests and all applicable supporting documentation for its file and return 1 copy of all such forms to the Contractor.

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

- 2.2.6 Debris.** The Contractor shall clean work areas daily, at the end of the workday, of all work-generated debris which may endanger the safety of the others (the public; Agency residents; etc.).
- 2.2.6.1** All work areas must be kept sanitary and clean of any trash. Debris from work must be removed from living areas.
- 2.2.6.2** The Contractor must examine the work area and determine any unsuitable work condition.
- 2.2.6.3** Any required removal or replacement of this work caused by unsuitable conditions will be just cause for the Contractor to bear the expense. Notice of unsuitable conditions shall be brought to the Agency's representative in written form.
- 2.2.6.4** The Contractor shall provide a construction dumpster as needed to dispose and removal all debris, as allowed by law. The use of the Agency dumpsters is prohibited.
- 2.2.7 Delivery of Materials.** The Contractor and each Subcontractor shall inspect the site and determine the availability of storage space and trucking facilities to bring material or equipment into the building, or any other factors affecting the work under this Contract.
- 2.2.7.1** Long lead items should be ordered as soon as possible, after contracts are signed, to expedite shop drawings and delivery of materials to site. Advanced planning will be important to ensure timely delivery of materials.
- 2.2.8 Final Inspection and Punch List.** The Agency shall provide one (1) final inspection site visit to develop the final Punch List when the following are completed:
- 2.2.8.1** All new construction and installations are 100% complete and operational.
- 2.2.8.2** A test and balance report have been completed and delivered to the Agency for review.
- 2.2.8.3** All final inspections and permits have been closed and delivered to the Agency and Agency.
- 2.2.8.4** When the Contractor has completed all work, and feels substantial completion has been achieved, the Contractor must document and request a final inspection and punch list be performed by the Agency. This will document the one (1) final inspection and punch list by the Agency.
- 2.2.8.5** When the Contractor has completed all the punch list items, the Contractor shall document and request a final re-inspection by the Agency.

- 2.2.8.6 The Agency will provide one (1) final site visit for re-inspection of the punch list items.
 - 2.2.8.7 If the Agency feels the punch list items have not been completed satisfactorily, notice will be given to the Contractor.
 - 2.2.8.8 All punch list items must be completed at the time of substantial and final acceptance.
 - 2.2.8.9 If the final punch list items are not complete at the time of the final inspection, the retainage will be withheld until final acceptance by the Agency.
- 2.2.9 **Lay-out and Dimensions.** The Contractor and each Subcontractor shall verify, and field check, all plan dimensions, elevations, and quantities on both the existing building and the new work under their respective responsibilities before proceeding with work. Discrepancies must be brought to the attention of the Agency in writing for clarification or correction. Any Contractor failing to exercise such precautions shall be held responsible for the cost of correcting any resulting errors.
- 2.2.10 **Maintenance Manuals (if applicable).** Organize maintenance data into sets of manageable sizes. Bind in individual heavy-duty 2-inch, 3-ring vinyl-covered binders, with pocket folders for folded sheet information. Mark identification on front and spine of each binder. Include the following information:
 - 2.2.10.1 Maintain Emergency instructions.
 - 2.2.10.2 Spare parts list.
 - 2.2.10.3 Copies of warranties.
 - 2.2.10.4 Wiring diagrams.
 - 2.2.10.5 Recommended "turn around" cycles.
 - 2.2.10.6 Inspection procedures; and
 - 2.2.10.7 Shop Drawings and Product Data.
- 2.2.11 **Operating and Maintenance Instructions.** If applicable, arrange for the installer of equipment that requires regular maintenance to meet with the Owner's personnel to provide instruction in proper operation and maintenance. Include a detailed review of the following:
 - 2.2.11.1 Maintenance manuals.
 - 2.2.11.2 Spare parts and materials.
 - 2.2.11.3 Tools.
 - 2.2.11.4 Lubricants.

- 2.2.11.5 Control sequences.
- 2.2.11.6 Hazards.
- 2.2.11.7 Warranties and bonds.
- 2.2.11.8 Maintenance agreements and similar continuing commitments.
- 2.2.11.9 Start up and shutdown.
- 2.2.11.10 Emergency operations.
- 2.2.11.11 Noise and vibration adjustments; and
- 2.2.11.12 Safety procedures.
- 2.2.12 **"Or Equal" Specifications.** Herein, or within the attached specifications, whenever the Agency has listed a specific brand name the words "or equal" shall automatically apply thereto. This term "or equal" means that the apparent successful bidder may propose to provide an alternate product as long as such proposed alternate product, in the opinion of the Agency, meets the minimum specifications. As detailed within Section 9.3.B.3 of HUD Procurement Handbook 7460.8 REV 2, brand names are listed herein for "establishing design and quality standards" for the product identified. If a bidder wishes to provide a different product than the product the Agency has identified, the Agency will be pleased to respond to any specific written request from a bidder with a listing of the "essential characteristics" for any such product (the bidder may also, if he/she wishes, wait to see if the firm is the apparent successful bidder then submit such written request after the bid submittal deadline when the Agency will evaluate such alternate products, if submitted).
- 2.2.13 **Payroll Reports.** The Contractor shall, during the term of the work, within 7 days of the end of any weekly payroll period, forward to the Agency a copy of the weekly payroll.
 - 2.2.13.1 The Contractor is hereby made aware that the Agency will conduct periodic on-site wage surveys of the Contractor's staff working at the site. It is the responsibility of the Contractor to ensure that such work staff cooperate fully with the Agency interviewer. Relating to such interviews, please also see form HUD-11, Attachment Y, attached hereto.
- 2.2.14 **Permits.** The Contractor shall obtain any and all required permits pertaining to any assigned work at his/her expense.
- 2.2.15 **Required Licensing.** The Contractor(s) shall be in possession of any current appropriate licensing that may be required by the County of Pitt (and/or, if applicable, any city jurisdiction therein in which work will be performed) and/or the State of North Carolina.

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

- 2.2.16 Retainage.** Retainage for this work shall be in the amount of 10 percent, which shall be applied to each payment until final payment, at which time all retainage held will be paid by the Agency to the Contractor.
- 2.2.17 Safety.** It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of Agency residents and staff, the Contractor's staff, and subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations.
- 2.2.18 Security during Work.** The Contractor shall take all means necessary to maintain the security of the area in which they are working. These security measures must be carried out on a twenty-four-hour basis, not just during normal work hours.
- 2.2.19 Site Assessment.** The Contractor and contracted subcontractors are strongly encouraged to examine the project site before submitting a bid.
- 2.2.19.1** A Pre-bid Conference and walk-through is scheduled as noted within the preceding Table No. 2 herein. Due to the complexity of the project attendance is strongly encouraged, although not mandatory.
- 2.2.19.2** Additional site visits after the Pre-bid Conference may be scheduled. The Contractor must contact the Agency Contact Person listed within the IFB Coversheet herein to schedule a site visit. Allow a minimum of three (3) business days to schedule an appointment. Unscheduled visits are prohibited.
- 2.2.20 Temporary Facilities.** It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to: temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work.
- 2.2.21 Time of Completion.** The Contractor shall commence the installation work under the ensuing contract on a date to be specified within the Notice to Proceed form issued by the Agency.
- 2.2.22 Tools/Equipment/Materials.** The Contractor shall ensure that at all times during the work tools, equipment, and material are handled, placed, and stored in a secure and safe manner so as to protect all parties, including, but not limited to, the Contractor's workers, Agency tenants and staff, and the public at large. The Contractor shall ensure that during non-working hours such items are not left unattended on the job site when such safety may be compromised. If applicable, as the building the Contractor will be working in is occupied by housing tenants, including a number of elderly/disabled or special needs persons, it will be especially important that traffic areas are clear for access and egress.

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

2.2.23 Weekends. Unless otherwise approved by the Agency in writing, the Contractor shall not perform work on Agency property during a holiday or weekend days (Saturday or Sunday).

2.2.24 Work Standards. It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including those issued by, but not limited to, the County of DeKalb (and/or, if applicable, any city jurisdiction therein in which work will be performed), and/or the State of Missouri, or any applicable Federal Agency. Smoking is prohibited within the building and on the within the building property boundaries.

2.3 Special Conditions pertaining to the specifications detailed herein. It shall be the responsibility of each prospective bidder to advise the Agency, in writing, prior to the posted Deadline to Ask Questions, of any issue or language or requirements detailed herein (especially within the specifications, this Section 2.0) that the prospective bidder wishes the Agency to consider as a revision or addition to the requirements of this IFB. The Agency is willing to solicit and receive this information because this is the first time the Agency has conducted a bid for these services, and the Agency wishes to ensure that it receives information and recommendations from prospective bidders pertaining to these services. If the eventual successful bidder attempts to revise these conditions after the submittal deadline (i.e. during or after contract award) with conditions that the Agency deems should have been submitted prior to the aforementioned Question Deadline, the Agency may utilize such issue to terminate that firm and move on to the next low-responsive and responsible bidder.

3.0 BID FORMAT.

3.1 Two-step Bidding Process. All bidders will initially submit the documentation/information detailed within the following listed Step #1 of Table No. 3. Then, the Agency anticipates that it will notify the apparent low bidder to submit, within 5 days after being notified to do so, the information detailed within the following detailed Step #2 within the same Table.

3.1.1 Tabbed Bid Submittal. As may be further described herein, the Agency intends to retain a Contractor pursuant to a "Low Bid" basis, also taking into consideration responsiveness and responsibility. Therefore, so that the Agency can properly evaluate the offers received, all bids submitted in response to this IFB must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers, which number extends so that each tab can be located without opening the bid and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

[Table No. 4]

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

(1) IFB Section	(2) Tab No.	(3) Description
3.1.1.1		Step #1: Initial documentation/information to be submitted unfolded within a sealed envelope by all bidders prior to the posted bid submittal deadline.
3.1.1.1.1	1	Form of Bid. This Form is attached hereto as Attachment A to this IFB document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the initial bid submittal.
3.1.1.1.2	2	Form HUD-5369-A, Representations, Certifications, and Statements of Bidders, Public and Indian Housing Programs. This Form is attached hereto as Attachment B to this IFB document. This 4-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the bid submittal.
3.1.1.1.3	3	Bid Bond. If applicable, the required Bid Bond as detailed within the following Section 3.4.1 herein.
3.1.1.1.4	4	Section 3 Business Preference Documentation (Optional Item). For any bidder claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment EE and any documentation required by that form.
3.1.1.1.5		NOTE: As directed within the following Section 3.2, bidders MUST NOT submit any pricing accompanying this above required documentation; pricing shall be submitted online only.
3.1.1.2		Step #2: Documentation/information to be submitted, within 5 days, only by the apparent low bidder when directed to do so by the Agency.
3.1.1.2.1	1	Licensing. Submit under this Tab the license(s) detailed within the following Section 5.4.4 herein.
3.1.1.2.2	2	Proposed Services. As more fully detailed within Section 2.0, <i>Scope of Work/Technical Specifications</i> , of this document.
3.1.1.2.2.1		A brief description of the proposed safety and quality assurance program.
3.1.1.2.2.2		Fully completed forms: (a) form HUD-51000, <i>Schedule of Amounts for Contract Payments</i> , Attachment N, attached hereto; and (b) HUD-2530, <i>Previous Participation Certification</i> , Attachment FF, attached hereto.
3.1.1.2.2.3		A full listing of all subcontractors that will perform work at the site, including, but not limited to the following for each subcontractor: firm name, owner's name; full address; telephone; number; email address.

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

3.1.1.2.3	3	Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment JJ to this IFB document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the bid submittal.
3.1.1.2.4	4	Managerial Capacity/Financial Viability. The bidder entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment JJ, <i>Profile of Firm Form</i> . Such information shall include the bid's qualifications to provide the services, including a description of the background and current organization of the firm.
3.1.1.2.5	5	Client Information. The bidder shall submit a listing of former or current clients, including multi-family housing (i.e., apartment complexes of a similar nature), for whom the bidder has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.1.2.5.1		The client's name;
3.1.1.2.5.2		The client's contact name;
3.1.1.2.5.3		The client's telephone number and e-mail address;
3.1.1.2.5.4		A brief narrative description and scope of the service(s) and the dates the services were/are provided.
3.1.1.2.6	6	Equal Employment Opportunity/Supplier Diversity. The bidder must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses).
3.1.1.2.7	7	Subcontractor/Joint Venture Information (Optional Item). The bidder shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the bid is a joint venture with another firm. Such information pertaining to subcontractors shall include for each such firm the: firm name; name of contact person; telephone and email address; and the State of North Carolina contractor license number.
3.1.1.2.8	8	Other Information (Optional Item). The bidder may include hereunder any other general information that the bidder believes is appropriate to assist the Agency in its evaluation.

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

3.1.1.2.9	Insurance Certificates. The apparent successful bidder will also direct its insurance broker or carrier to deliver directly to the Agency (by email is preferred) the insurance certificates detailed within the following Sections 5.4.1 through 5.4.3 herein. NOTE: The apparent successful bidder will NOT deliver these certificates directly to the Agency, as the insurance broker or carrier will be required to do so.
3.1.1.2.10	Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any of the tabs.
3.1.1.2.11	Bid Submittal Binding Method. It is preferable and recommended that the bidder bind the bid submittals in such a manner that the Agency can, if needed, remove the binding (i.e. "spiral-type" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, then conveniently return the bid submittal to its original condition.

3.2 Entry of Proposed Fees.

3.2.1 **The proposed fees shall be submitted by the bidder and received by the Agency, where provided for on the hard copy only. Do not submit, enter or refer to any fees or costs within the 4-tab "hard copy" bid submittal detailed within Section 3.0—any bidder that does so may, at the Agency's discretion, be rejected without further consideration.**

3.2.2 **Pricing Item(s).** The proposed fees (Pricing Items) shall be submitted by the bidder and received by the Agency where provided within the bid form only. Do not submit, enter or refer to any fees or costs within the 4-tab "hard copy" bid submittal detailed within Section 3.0—any bidder that does so may be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful bidder will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically otherwise agreed to by the Agency; etc.

3.3 Additional Information Pertaining to the preceding detailed Pricing Items.

3.3.1 **IMPORTANT NOTICE!!! Entry of the Fees.** Bidders are required to enter where provided within the bid packet a reasonable and realistic cost for the firm-fixed fee Pricing Item listed within the preceding Table No. 4 herein.

3.3.2 **Review of the Entry of Proposed Fees.** After a bidder has entered where provided within the bid form that is included in his/her proposed unit cost

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

for the Pricing Item. The Agency strongly recommends that each bidder, after entry of these proposed fees within the bid for, print the receipt provided and review the entry to ensure that the bidder has entered the proposed fees correctly. The bidder will NOT be able to correct this entry after the posted deadline has expired, which means that the Agency will utilize such entry, correct or incorrect, to determine the apparent low bidder.

- 3.3.2.1 Unit Pricing Items.** These Pricing Items are Unit Price Items, meaning the Agency may or may not choose to award either of these Pricing Items during the ensuing contract period (on-site conditions may eventually dictate that either or both of the Pricing Items are awarded on an as-needed basis). The listed quantity is for calculating purposes only. As may be further detailed herein, the Agency does not guarantee any minimum or maximum amount of work for these Pricing Item but shall retain the right to order from the Contractor, on a change order basis, any number of services for this Pricing Items that the Agency requires. NOTE: All amounts entered on the bid form in response to these Pricing Items shall, after the submittal deadline, stand as entered—meaning, a bidder will NOT be allowed to claim after the submittal deadline that he/she made a mistake and now wishes to adjust the amount entered (however, please note that bidders may, at any time prior to the submittal deadline, resubmit an adjusted bid form
- 3.3.3 Firm-fixed Fee for the Base Bid.** The proposed fee entered for this Pricing Item shall be for all the complete work detailed within the specifications. The Agency reserves the right to not complete an award with any firm that submits, in the opinion of the Agency, a cost that is either too low or a cost that is too high.
- 3.3.4 Price Escalation.** Pertaining to the ensuing contract, there shall be no escalation of the proposed costs allowed at any time during the awarded contract except for any legitimate change orders that may be approved by the Agency.
- 3.3.5 Prior Agency Approval Required.** Please note that the successful bidder shall NOT conduct any additional work without the prior written authorization of the Agency representative. Failure to abide by this directive shall release the Agency of any obligation to pay the successful bidder for any work conducted without the noted prior written authorization.
- 3.3.6 No Deposit/No Retainer.** The Agency will NOT pay any deposit or retainer fees at any time as a result of award of the ensuing contract (though the Agency may consider, under certain circumstances, reasonable and justified payment for mobilization).

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

- 3.3.7 Davis Bacon Federal Wage Rates.** As detailed within pertinent HUD and Federal regulation, the Contractor is required to pay Davis-Bacon wage rates (for all "construction contracts in excess of \$2,000"). The applicable Wage Rates pertaining to the work detailed herein is attached hereto and detailed within Attachment BB. This work will be subject to all the requirements pertaining to Davis-Bacon work, including the applicable Federal forms and procedures (i.e., on-site interviews; certified payrolls; etc.).
- 3.4 Bonds.** As this solicitation pertains to public works or construction, the bonds that are required include (each required for construction bids and/or contracts in excess of **\$100,000**):
- 3.4.1 Bid Bond.** The bid bond or guarantee shall be included in the bid package submitted by each bidder for any proposed fee that is greater than **\$100,000** (please see the preceding Section 3.1.1.1.3 herein). This bond ensures that if awarded the contract, the bidder will accept and perform the work under the contract. It also ensures that the bidder will not attempt to withdraw or otherwise not fulfill the contract. Finally, the bid bond ensures that the bidder will execute the contractual documents that are required within the time specified in the solicitation or forfeit all or part of the guarantee. A certified check, bank draft, U.S. Government Bonds at par value, bid bond secured by an acceptable surety company, or other negotiable instrument may be accepted as a bid guarantee. If the successful bidder refuses to sign the contract after the award, the bid bond is forfeited, and the award will go to the next lowest responsive and responsible bidder. If a bid bond or guarantee is not submitted with the bid, the Agency will reject the bid as non-responsive. The Agency anticipates that it will not return any bid bonds until the contract has been awarded and the required performance and payments bonds have been furnished until all bids have been rejected; or the time specified for acceptance of bids has expired. In fairness to the other bidders, the Agency may also choose to return the bid bonds if the Agency has a firm and reasonable assurance that the responsive and responsible bidder who submitted the lowest cost will execute the contract.
- 3.4.2 Performance Bond.** The performance bond is meant to ensure that the contract is successfully completed. The performance bond guarantees that if the Contractor is unable to complete the contract, the surety company will step in to finish the work. In the case of a letter of credit or cash escrow, the Agency may use these funds to complete the contract work.
- 3.4.3 Payment Bond.** The payment bond is a method of ensuring that the Contractor pays the subcontractors and suppliers. By requiring payment bonds, the Agency avoids becoming entangled in disputes concerning payment of subcontractors and suppliers by the general contractor. The surety underwriting the payment bond ensures the contractors and suppliers will be paid. Often, performance and payment bonds are combined into a single document. Failure to pay subcontractors for work performed in commercial contracts may often lead to the subcontractor filing a mechanic's lien against property owners obtain payment for services rendered. The Agency contract requires the payment bond to prevent this problem and ensure that no liens will be filed against any Agency building or a lot of ground. As a reminder, Clause 24 of form HUD-5370, *General Conditions of the Contract for Construction* (Attachment K, attached hereto)

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

clearly forbid the placement of liens and is binding on any contractor, subcontractor, and material supplier.

- 3.4.4 **Bonding Companies.** An acceptable surety (bonding) company is one that is authorized to do business in the State of North Carolina and is acceptable to HUD and the Agency. The surety must be listed on the most recently published U.S. Treasury Circular 570 (often referred to as the T-List). Individual sureties are not permitted. Circular 570 is available from the U.S. Department of the Treasury, Financial Management Service, Surety Bond Branch, Room #262C, 401 14th Street, S.W., Washington, D.C. 20227. The T-List may also be accessed on the Internet at: <http://www.fms.treas.gov/c570/index.html>.
- 3.4.5 **Bonding Requirements.** In order to encourage participation by a broad range of competitors, including small and minority firms, HUD has provided for alternate bid and contract guaranties. These apply to all construction projects greater than **\$100,000** (though, at the Agencies discretion, may apply to smaller projects), whether development or modernization, funded pursuant to the U.S. Housing Act of 1937, as amended. As a result, the contractors for all construction projects shall be required to submit the following bid and contract guarantees. Please note that only the bid bond is required at time of bid; however, one of the purposes of the bid bond is to provide the Agency with assurance that the successful bidder will indeed obtain the necessary performance and payment bonds. Required bonds include a bid guarantee from each bidder, equivalent to 5% of the bid price and, from the successful bidder, one of the following:
- 3.4.5.1 A performance and payment bond for 100% of the contract price; or
 - 3.4.5.2 Separate payment and performance bonds each for 50% or more of the contract price; or
 - 3.4.5.3 A 20% cash escrow; or
 - 3.4.5.4 A 25% irrevocable letter of credit.
- 3.4.6 **Inadequate Surety.** If the low bidder fails to provide an acceptable assurance of completion (payment and performance bonds) after the award of the contract, the Agency may consider the bid guarantee forfeited and notify the surety company. The contract is then terminated for default. The amount to be recovered from the bid bond or guarantee will typically equal at least the difference between the defaulted bid and the next higher acceptable bid or the amount by which the bid accepted by re-soliciting exceeds the defaulted contract.
- 3.5 **Bid Submission.** All proposed pricing must be entered where provided for within the bid form "hard-copy" bids must be "sealed" and submitted with time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy of the Step #1 bid submittal detailed within the preceding Table No. 3 herein, shall be placed unfolded in a sealed package and addressed and delivered to:

Greenville Housing Authority
Attention: Percell Harris - **HACG2025-0601**

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

1103 Broad St. Greenville, NC 27834

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

- 3.5.1 Exterior of Submittal Package.** The package exterior must clearly denote the above noted IFB number and must have the bidder's name and return address. Bids received after the published deadline will not be accepted.
- 3.5.2 Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Bidders are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the bidder, such may invalidate that bid. If, after accepting such a bid, the Agency decides that any such entry has not changed the intent of the bid that the Agency intended to receive, the Agency may accept the bid and the bid shall be considered by the Agency as if those additional marks, notations, or requirements were not entered on such. By accessing the eProcurement Marketplace, registering, and downloading these documents, each prospective bidder that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this IFB.
- 3.5.3 Submission Responsibilities.** It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Agency, including the IFB document, the documents listed within the following Section 3.9, and any addenda and required attachments submitted by the bidder. By virtue of completing, signing, and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that bidder to not be considered for award.
- 3.6 Bidder's Responsibilities – Contact with the Agency.** It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the Agency Contact listed within the IFB Coversheet. Bidders must not make inquiries or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the Agency to not consider a bid submittal received from any bidder who may not have abided by this directive.
- 3.6.1 Addenda.** All questions and requests for information must be addressed in writing to the Agency Contact. The Agency Contact will respond to all such inquiries in writing by addendum to all prospective bidders (i.e. firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the Agency Contact will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the IFB are made—between the Agency and a prospective bidder when other prospective bidders are not present) conversations that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the Agency Contact—it simply means that, other than making replies to direct the prospective bidder where

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

his/her answer has already been issued within the solicitation documents, the Agency Contact may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the Agency Contact may more fairly respond to all prospective bidders in writing by addendum.

3.7 Bidder's Responsibilities – Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.7.1 Within 2 CFR §200.321 it states:

3.7.1.1 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

3.7.1.2 (a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.7.1.3 (2) Affirmative steps must include:

3.7.1.3.1 (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists.

3.7.1.3.2 (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.

3.7.1.3.3 (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.

3.7.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.

3.7.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

3.7.1.3.6 (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.7.2 Within HUD Procurement Handbook 7460.8 REV 2 it states:

3.7.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the [Agency] shall make every

effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in [Agency] contracting.

3.7.2.2 Section 15.5.B, Goals. [The Agency] is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.7.3 Within our Agency Procurement Policy, it states that our Agency will:

3.7.3.1 Assistance to Small and Other Business Required Efforts:

3.7.3.1.1 Including such firms, when qualified, on solicitation mailing lists.

3.7.3.1.2 Encouraging their participation through direct solicitation of bids or bids whenever they are potential sources.

3.7.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms.

3.7.3.1.4 Establish delivery schedules, where the requirement permits, which encourage participation by such firms.

3.7.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce.

3.7.3.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

3.7.3.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

3.7.4 Requirements. Accordingly, please see Section 3.1.7 within Table No. 4 herein which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

3.8 Pre-bid Conference and Walk-through of the Site. There is a Pre-bid Conference scheduled as a part of this IFB to be held at.

University Towers Building
500 E. Third St.
Greenville, NC 27834

3.9 Recap of Attachments. It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this IFB, which are hereby by reference included as a part of this IFB:

[Table No. 6]

(1) IFB Section	(2) Document No.	(3) Attachment	(4) Attachment Description
3.9.1	1.0		This IFB Document
3.9.2	2.0	E	Form of Bid
3.9.3	3.0	I	form HUD-5369-A, Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs
3.9.4	4.0		Profile of Firm Form
3.9.5	5.0	EE	Section 3 Form Submittal Form
3.9.5.1	5.1	EE	Section 3 Explanation
3.9.6	6.0	H	form HUD-5369, Instructions to Bidders for Contracts, Public and Indian Housing Programs
3.9.7	7.0	II	Supplemental Instructions to Bidders & Contractors (SIBC)
3.9.8	8.0	GG	Agency Sample Contract Form (PLEASE NOTE: This contract and the noted appendices are being given as a sample only—the Agency reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the Agency feels is in its best interests to do so.) N/A-NOT INCLUDED
3.9.8.1	8.1	K	Sample Contract Appendix No. 1: form HUD-5370, General Conditions for Construction Contracts-Public Housing Programs
3.9.8.1.1	8.1.1	K	Sample Contract Appendix No. 1.1: Supplemental conditions pertaining to form HUD-5370, General Conditions for Construction Contracts-Public Housing Programs

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

3.9.8.2	8.2	U	Sample Contract Appendix No. 2: HUD-92554M, <i>Supplementary Conditions of the Contract for Construction</i>
3.9.8.3	8.3	V	Sample Contract Appendix No. 3: form HUD-2554, <i>Supplementary Conditions of the Contract for Construction</i>
3.9.8.4	8.4	W	Sample Contract Appendix No. 4: Form HUD-4010, <i>Federal Labor Standards Provisions</i>
3.9.8.5	8.5	X	Sample Contract Appendix No. 5: form HUD-92010, <i>Equal Employment Opportunity Certification</i>
3.9.8.6	8.6	N	Sample Contract Appendix No. 6: form HUD-51000, <i>Schedule of Amounts for Contract Payments</i>
3.9.8.7	8.7	O	Sample Contract Appendix No. 7: form HUD-51001, <i>Periodic Estimate for Partial Payment</i>
3.9.8.8	8.8	P	Sample Contract Appendix No. 8: form HUD-51002, <i>Schedule of Change Orders</i>
3.9.8.9	8.9	Q	Sample Contract Appendix No. 9: form HUD 51003, <i>Schedule of Materials Stored</i>
3.9.8.10	8.10	R	Sample Contract Appendix No. 10: form HUD-51004, <i>Summary of Materials Stored</i>
3.9.8.11	8.11	T	Sample Contract Appendix No. 11: form HUD-5372, <i>Construction Progress Schedule</i>
3.9.8.12	8.12	CC	Sample Contract Appendix No. 12: form WH-347, <i>Payroll</i>
3.9.8.13	8.13	Y	Sample Contract Appendix No. 13: Form HUD-11, <i>Record of Employee Interview</i>
3.9.8.14	8.14	HH	Sample Contract Appendix No. 14: form HUD 50071, <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
3.9.8.15	8.15	GG	Sample Contract Appendix No. 15: Standard Form LLL, <i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)
3.9.8.16	8.16	GG	Sample Contract Appendix No. 16: Current <i>Davis-Bacon General Wage Decision</i>
3.9.8.17	8.17	GG	Sample Contract Appendix No. 17: <i>Section 3 Plan</i>
3.9.8.18	8.18	GG	Sample Contract Appendix No. 18: Sample Notice to Proceed form.

INVITATION FOR BIDS (IFB) **HACG 2025-0601 University Towers Flat Roof Replacement**

3.9.9	9.0	A	Drawings and Specifications
3.9.9.1	9.1	A	Specifications
3.9.9.2	9.2	A	Historical Drawings of the Site (NOTE: For information purposes only)
3.9.9.3	9.3	A	Historical Drawings of the Site #2 (NOTE: For information purposes only)
3.9.9.4	9.4	A	Historical Drawings of the Site #3 (NOTE: For information purposes only)
3.9.10	10.0	FF	form HUD-2530, <i>Previous Participation Certification</i>
3.9.11	11.0	B, C, D	NOTE: Pertaining to the immediate-following listed bond forms, please see the information detailed within the following Section 3.9.13 herein
3.9.11.1	11.1	B	<i>Standard Form 24, Bid Bond</i>
3.9.11.2	11.2	C	<i>Standard Form 25A, Payment Bond</i>
3.9.11.3	11.3	D	<i>Standard Form 25, Performance Bond</i>
3.9.12	12.0		<i>Agency Profile of Properties-N/A-Not Included</i>
3.9.13	Sample Bond Forms. Pertaining to the Bond forms identified within this IFB (Attachments B, C, and D), use of these specific forms is not required; these forms are given as a sample only. A bond form from a Circular 570-compliant surety will NOT be accompanied with these forms but will be submitted on the Surety's form; accordingly, these forms will most typically be utilized in the case of the Contractor submitting a cash bond or an irrevocable letter of credit.		

4.0 BID EVALUATION.

4.1 Public Bid Opening. At the set date and time, all bids received will be opened and publicly read aloud by the Agency Contact, including the company name of the bidder and the total calculated costs proposed. At the bid opening the Agency will only disclose the following information: (a) The company name of each bidder; and (b) the calculated total amount bid. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time; the Agency will, at a later time, review all bids in detail and will, in a timely manner (typically within 5 days), notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsive (please remember, as detailed within Section 8(d) of form HUD-5369 and Section 7(b)(3) of form HUD-5369-B, the Agency reserves the right to, as determined by the Agency, "waive informalities and minor irregularities" in the offers received. Bids will be available for inspection by the public after the award has been completed.

4.1.1 Ties. In the case of bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

4.2 Responsive Evaluation. After the public opening the "hard copy" bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum of the requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made).

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

4.3 Responsible Evaluation. The Agency will evaluate each bid submitted as to responsibility (i.e., a firm that is qualified, responsible and able to provide to the Agency the required services). If the Agency ascertains that such a firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the Agency may proceed with award as detailed herein. If the Agency determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the Agency in a timely manner (in any case, in no less than 5 days after such determination is made); in such case the Agency may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

4.3.1 Depending on the amount of the award, it is possible that the Agency may take such a contract award to the Agency Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

4.4 Restrictions. Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this IFB, the following detailed procedures will be followed:

5.1.1 By completing, executing, and submitting a bid, the "bidder is thereby agreeing to abide by all terms and conditions pertaining to this IFB as issued by the Agency, in hard copy including the contract clauses already attached as Attachments K, through HH, each attached hereto. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this IFB:

5.2.1 Contract Form. The Agency will not execute a contract on the Contractor's form—contracts will only be executed on the Agency form (please see Sample Contract, Attachments GG attached hereto), and by submitting a bid the Contractor agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will consider any contract clauses that the Bidder wishes to include therein during the IFB process (prior to the posted question deadline) and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective bidder to notify the Agency, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the Agency's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

INVITATION FOR BIDS (IFB) **HACG2025-0601 University Towers Flat Roof Replacement**

- 5.2.1.1 **Mandatory HUD Forms.** Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this IFB.
- 5.2.2 **Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such a change is in the best interests of the Agency and the completion of the contracted work.
- 5.2.3 **Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the Agency Contact. Any purported assignment of interest or delegation of duty, without the prior written consent of the Agency Contact shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Agency Contact.
- 5.3 **Contract Period.** The Agency anticipates that it will initially award a contract for the period of time that the Agency and the Contractor agree it will reasonably take to complete the work.
- 5.4 **Licensing and Insurance Requirements.** Prior to award (but not as a part of the bid submission) the *Contractor* will be required to provide:
- 5.4.1 **Workers Compensation Insurance.** An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 5.4.2 **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
- 5.4.3 **Automobile Insurance.** An original certificate showing the bidder's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- 5.4.4 **City/County/State Business License.** If applicable, a copy of the bidder's business license allowing that entity to provide such services within the City of Greenville, NC, Pitt County, NC, and/or the State of North Carolina.

INVITATION FOR BIDS (IFB) HACG2025-0601 University Towers Flat Roof Replacement

- 5.4.5 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each bidder is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the bid submittal—we will garner the necessary documents from the successful bidder prior to contract execution).
- 5.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated bidder may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated bidder. If such negotiations are not, in the opinion of the Agency Representative successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated bidder. The Agency shall also retain the right to negotiate with and make an award to more than one bidder.
- 5.6 Contract Service Standards.** All work performed pursuant to this IFB must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.
- 5.7 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the Agency within 10 workdays of notification by the Agency.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

SECTION 01 11 00 – SUMMARY OF WORK

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Attached GENERAL CONDITIONS, BID FORM, forms a component part of this section.

1.2 SUMMARY OF WORK

Installation of a new 30-year roofing system:

- Contractor to follow and comply with all OSHA safety rules and standards.
- Tear off existing roofs down to the concrete deck.
- Supply and install scaffolding on the back side of the building.
- Adhere polyisocyanurate insulation to match the existing R-value and approved ½ inch coverboard by adhering to the polyisocyanurate insulation.
- Fully adhere 45-degree cants adhered in cold asphalt adhesive at the base of all wall and penetration flashings.
- Install crickets to eliminate any potential ponding behind all roof penetrations and equipment.
- Install 80 MIL SBS modified membrane base sheet over the coverboard adhered with cold asphalt at rate of 2-2.5 gallons per 100SF. All rolls will run vertical to the roof slope and shingled.
- Install 155 MIL SBS modified bitumen membrane adhering to the base sheet with cold asphalt adhesive at a rate of 2-2.5 gallons per 100SF. Immediately broadcast exposed adhesive “bleed-out” with approved mineral granules
- Shop fabricate new edge metal system where currently installed using approved 24 ga flat stock. All of this work will be done per SMACNA guidelines.
- Install projection flashing and wall flashing with 24 ga fabricated flat stock. Prime the substrate with asphalt primer. All flashings should be sealed with approved roofing cement at the end of each day. Termination bar and caulking should be installed no later than 2 days after the flashings are installed.
- Three course all vertical flashing seams with aluminized asphalt mastic, fiberglass reinforcement tape and aluminized asphalt mastic.
- Install storm collars above all pitch pockets and pipe flashings. All pipe flashings should be field wrapped with a clamping ring and sealant before the pitch pocket is installed.
- The roof is to be surfaced with roll applied aluminized surface coating at .75 gallons per 100 SF per coat (2 coat application). The second coat should be installed perpendicular to the first coat. Notes: Approved aluminized surfacing should not be installed until the 2ply system is given a minimum 30 days to cure. Do not apply unless temperatures are at least 50 degrees and rising. Do not apply if there is a threat of rain or dew forecasted within 24 hours. Mix material with a Jiffy Mixer at low speed prior to application.
- Clean up all debris and damage done to grounds, building, and roof top (if any).
- The scope of work supersedes any discrepancies in the additional specification sections and/or data sheets.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

-All contractors must view the manufactures application videos, along with their foreman, to ensure that they understand the proper installation of the specified Garland system.

-During pre-bid if necessary, all contractors are responsible for removing existing roof and any details, etc., to make sure that they know what they are dealing with before proceeding with their bid.

-All bidding contractors are responsible for their own field measurements. Any measurements provided are approximate only.

-Contractor to provide a 2-year workmanship warranty.

-Perform all work in a professional manner and as specified in these documents. Rain precautions must be followed daily. No roof is to be left open at night regardless of weather predictions. Any leaks are the contractor's responsibility. Any damage caused by leaks is the contractor's responsibility.

-Awarded contractor is responsible for acceptance, proper storage, and handling of owner purchased materials. Any damaged, lost, stolen, or unaccounted for materials will be the sole responsibility of the awarded contractor to purchase.

1.3 INTENT OF THE SPECIFICATIONS

A. The intent of these specifications is to describe the material and methods of construction required for the performance of the work. In general, it is intended that the drawings shall delineate the detailed extent of the work. When there is a discrepancy between drawings, referenced specifications, and standards and this specification, this specification shall govern.

1.4 PROTECTION

A. The contractor shall use every available precaution to provide for the safety of the property owner, visitors to the site, and all connected with the work under the Contract.

B. All existing facilities both above and below ground shall be protected and maintained free of damage. Existing facilities shall remain operating during the period of construction unless otherwise permitted. All access roadways must remain open to traffic unless otherwise permitted.

C. Barricades shall be erected to fence off all construction areas from operations personnel.

D. Safety Requirements:

1. All application, material handling, and associated equipment shall conform to and be operated in conformance with OSHA safety requirements.

2. Comply with federal, state, and local and owner fire and safety requirements.

3. Advise owner whenever work is expected to be hazardous to owner employees and/or operations.

4. Maintain a crewman as a floor guard whenever roof decking is being repaired or replaced and whenever any roofing is being removed.

5. Maintain proper fire extinguisher within easy access whenever power tools, roofing kettles, and torches are being used.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

6. ALL SAFETY REQUIREMENTS OF THE BUILDING OWNER MUST BE FOLLOWED. NO EXCEPTIONS WILL BE PERMITTED. SAFETY ORIENTATION MEETING REQUIRED PRIOR TO PERFORMING ANY WORK.

1.5 HOUSEKEEPING

- A. Keep materials neat and orderly.
- B. Remove scrap, waste and debris from the project area.
- C. Maintenance of clean conditions while work is in progress and cleanup when work is completed shall be in strict accordance with the "General Conditions" of this contract.
- D. Fire protection during construction.
- E. Follow all requirements established by the building owner.
- F. All building measurements are the sole responsibility of the bidding contractor.

END OF SECTION

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

SECTION 07 52 00
MODIFIED BITUMINOUS MEMBRANE ROOFING

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Cold Applied 2-Ply Asphalt Roofing
- B. Accessories.
- C. Edge Treatment and Roof Penetration Flashings.

1.2 RELATED SECTIONS

- A. Section 06 10 00 - Rough Carpentry.
- B. Section 03 50 00 - Cement Deck Preparation.
- C. Section 07 22 16 - Roof Board Insulation.
- D. Section 07 62 00 - Sheet Metal Flashing and Trim.
- E. Section 07 72 33 - Roof Hatches.

1.3 REFERENCES

- A. ASTM C 920 - Standard Specification for Elastomeric Joint Sealants.
- B. ASTM D 41 - Standard Specification for Asphalt Primer Used in Roofing, Dampproofing, and Waterproofing.
- C. ASTM D 312 - Standard Specification for Asphalt used in Roofing.
- D. ASTM D 412 - Tensile Test on Rubber and Elastomers.
- E. ASTM D 1863 Standard Specification for Mineral Aggregate Used as a Protective Coating for Roofing.
- F. ASTM D 2178 Standard Specification for Asphalt Glass Felt Used in Roofing and Waterproofing.
- G. ASTM D 2824 Standard Specification for Aluminum-Pigmented Asphalt Roof Coating.
- H. ASTM D 3019 - Standard Specification for Lap Cement Used with Asphalt Roll Roofing, Non-Fibred, and Fibred.
- I. ASTM D 4586 Standard Specification for Asphalt Roof Cement, Asbestos-Free.
- J. ASTM D 5147 Standard Test Method for Sampling and Testing Modified Bituminous Sheet Materials.
- K. ASTM D 6162 Standard Specification for Styrene Butadiene Styrene (SBS) Modified Bituminous Sheet Materials Using a Combination of Polyester and Glass Fiber Reinforcements.
- L. ASTM E 108 - Standard Test Methods for Fire Test of Roof Coverings
- M. National Roofing Contractors Association (NRCA): Roofing and Waterproofing Manual.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

- N. Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA) - Architectural Sheet Metal Manual.
- O. ANSI-SPRI ES-1 Wind Design Standard for Edge Systems used with Low Slope Roofing Systems.

1.4 DESIGN / PERFORMANCE REQUIREMENTS

- A. Perform work in accordance with all federal, state and local codes.
- B. Design Requirements:
 - 1. Uniform Wind Uplift Load Capacity
 - a. Installed roof system shall withstand negative (uplift) design wind loading pressures complying with the following criteria.
 - 1) Design Code: ASCE 7, Method 2 for Components and Cladding.
 - 2) Importance Category:
 - a) III.
 - 3) Importance Factor of:
 - a) 1.0
 - 4) Wind Speed: 130 mph
 - 5) Exposure Category:
 - a) C.
 - 6) Design Roof Height: 60 feet.
 - 7) Minimum Building Width: 60 feet.
 - 8) Roof Pitch: 1/4" :12.
 - 2. Live Load: Not to exceed original building design.
 - 3. Dead Load:
 - a. Installation of new roofing materials shall not exceed the dead load capacity of the existing roof structure.

1.5 SUBMITTALS

- A. Submit under provisions of Section 01 30 00.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
 - 1. Preparation instructions and recommendations.
 - 2. Storage and handling requirements and recommendations.
 - 3. Installation instructions.
- C. Design Pressure Calculations: Submit design pressure calculations for the roof area in accordance with ASCE 7 and local Building Code requirements. Include a roof system attachment analysis report, certifying the system's compliance with applicable wind load requirements before Work begins.
- D. Closeout Submittals: Provide manufacturer's maintenance instructions that include recommendations for periodic inspection and maintenance of all completed roofing work. Provide product warranty executed by the manufacturer. Assist Owner in preparation and submittal of roof installation acceptance certification as may be necessary in connection with fire and extended coverage insurance on roofing and associated work.

1.6 QUALITY ASSURANCE

- A. Perform Work in accordance with NRCA Roofing and Waterproofing Manual.
- B. Manufacturer Qualifications: Company specializing in manufacturing products specified with documented ISO 9001 certification and minimum of twelve years of documented experience and must not have been in Chapter 11 bankruptcy during the last five years.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

- C. Installer Qualifications: Company specializing in performing Work of this section with minimum five years documented experience and a certified Pre-Approved Garland Contractor.
- D. Installer's Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work while roofing work is in progress.
- E. Manufacturer's Field Supervision: A representative of the roof system manufacturer must be present at least 2 days per week during the roof system installation.
- F. Product Certification: Provide manufacturer's certification that materials are manufactured in the United States and conform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.
- G. Source Limitations: Obtain all components of roof system from a single manufacturer. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer. Upon request of the Owner, submit Manufacturer's written approval of secondary components in list form, signed by an authorized agent of the Manufacturer.

1.7 PRE-INSTALLATION MEETINGS

- A. Convene minimum two weeks prior to commencing Work of this section.
- B. Review installation procedures and coordination required with related Work.
- C. Inspect and make notes of job conditions prior to installation:
 - 1. Record minutes of the conference and provide copies to all parties present.
 - 2. Identify all outstanding issues in writing designating the responsible party for follow-up action and the timetable for completion.
 - 3. Installation of roofing system shall not begin until all outstanding issues are resolved to the satisfaction of the Owner.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store products in manufacturer's unopened packaging with labels intact until ready for installation.
- B. Store all roofing materials in a dry place, on pallets or raised platforms, out of direct exposure to the elements until time of application. Store materials at least 4 inches above ground level and covered with "breathable" tarpaulins.
- C. Stored in accordance with the instructions of the manufacturer prior to their application or installation. Store roll goods on end on a clean flat surface except store KEE-Stone FB 60 rolls flat on a clean flat surface. No wet or damaged materials will be used in the application.
- D. Store at room temperature wherever possible, until immediately prior to installing the roll. During winter, store materials in a heated location with a 50-degree F (10 degree C) minimum temperature, removed only as needed for immediate use. Keep materials away from open flame or welding sparks.
- E. Avoid stockpiling of materials on roofs without first obtaining acceptance from the Owner.
- F. Adhesive storage shall be between the range of above 50-degree F (10 degree C) and below 80-degree F (27 degree C). Area of storage shall be constructed for flammable storage.

1.9 COORDINATION

- A. Coordinate Work with installing associated metal flashings as work of this section proceeds.

1.10 PROJECT CONDITIONS

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

1.11 WARRANTY

- A. Upon completion of the work, provide the Manufacturer's written and signed NDL Warranty, warranting that, if a leak develops in the roof during the term of this warranty, due either to defective material or defective workmanship by the installing contractor, the manufacturer shall provide the Owner, at the Manufacturer's expense, with the labor and material necessary to return the defective area to a watertight condition.
 - 1. Warranty Period:
 - a. 30 years from date of acceptance.
- B. Installer is to guarantee all work against defects in materials and workmanship for a period indicated following final acceptance of the Work.
 - 1. Warranty Period:
 - a. 5 years from date of acceptance.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturer: Garland Company, Inc. (The); 3800 E. 91st St., Cleveland, OH 44105. ASD. Toll Free: 800-321-9336. Phone: 216-641-7500. Fax: 216-641-0633. Web Site: www.garlandco.com.
- B. Substitutions: Not permitted. It is the intent of the Greenville Housing Authority to purchase materials direct from Garland/DBS based upon the Agency's participation in the OMNIA Partners cooperative purchasing contract.
- C. Requests for substitutions will be considered in accordance with provisions of Section 01 60 00.
- D. The Products specified are intended and the Standard of Quality for the products required for this project. If other products are proposed the bidder must disclose in the bid the manufacturer and the products that they intend to use on the Project. If no manufacturer and products are listed, the bid may be accepted only with the use of products specified.
 - 1. Bidder will not be allowed to change materials after the bid opening date.
 - 2. If alternate products are included in the bid, the products must be equal to or exceed the products specified. Supporting technical data shall be submitted to the Owner for approval prior to acceptance.
 - 3. In making a request for substitution, the Bidder/Roofing Contractor represents that it has:
 - a. Personally investigated the proposed product or method, and determined that it is equal or superior in all respects to that specified.
 - b. Will provide the same guarantee for substitution as for the product and method specified.
 - c. Will coordinate installation of accepted substitution in work, making such changes as may be required for work to be completed in all respects.
 - d. Will waive all claims for additional cost related to substitution, which consequently become apparent.
 - e. Cost data is complete and includes all related cost under his/her contract or other contracts, which may be affected by the substitution.
 - f. Will reimburse the Owner for all redesign cost.
 - 4. Owner reserves the right to act as the final authority on the acceptance or rejection of any or all bids, proposed alternate roofing systems or materials that have met ALL specified requirement criteria.
 - 5. Failure to submit substitution package, or any portion thereof requested, will result in

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

immediate disqualification and consideration for that particular contractor's request for manufacturer substitution.

2.2 COLD APPLIED 2-PLY ROOF SYSTEM - STRESSPLY, OPTIMAX, OR VERSIPLY

- A. Base (Ply) Sheet: One ply bonded to the prepared substrate with Interply Adhesive:
 - 1. StressBase 80 Plus:
- B. Modified Cap (Ply) Sheet: One ply bonded to the prepared substrate with Interply Adhesive:
 - 1. StressPly Plus FR Mineral:
- C. Interply Adhesive:
 - 1. Weatherking Adhesive
- D. Flashing Base Ply: One ply bonded to the prepared substrate with Interply Adhesive:
 - 1. StressBase 80 Plus:
- E. Flashing Cap (Ply) Sheet: One ply bonded to the prepared substrate with Interply Adhesive:
 - 1. StressPly Plus FR Mineral:
- F. Flashing Ply Adhesive:
 - 1. Weatherking Flashing Adhesive:
- G. Surfacing: Requires minimum 30-day wait before applying.
 - 1. Surface Coatings:
 - a. Garla-Brite:

2.3 ACCESSORIES:

- A. Roof Insulation Cover Board: Provide GP Gypsum DensDeck Prime, GP Gypsum DensDeck Storm-X Prime.

2.4 EDGE TREATMENT AND ROOF PENETRATION FLASHINGS

- A. Flashing Boot -Flashing Boot: Neoprene pipe boot for sealing single or multiple pipe penetrations adhered in approved adhesives as recommended and furnished by the membrane manufacturer.
- B. Vents and Breathers: Heavy gauge aluminum and fully insulated vent that allows moisture and air to escape but not enter the roof system as recommended and furnished by the membrane manufacturer.
- C. Drain Flashings should be 4lb (1.8kg) sheet lead formed and rolled.
- D. Plumbing stacks should be 4lb (1.8kg) sheet lead formed and rolled.
- E. Fabricated Flashings: Fabricated flashings and trim are specified in Section 07 62 00 - Sheet Metal Flashing and Trim.
 - 1. Fabricated flashings and trim shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the CDA Copper Development Association "Copper in Architecture - Handbook" as applicable.
- F. Manufactured Roof Specialties: Shop fabricated copings, fascia, gravel stops, control joints, expansion joints, joint covers and related flashings and trim are specified in Section 07 71 23.
 - 1. Manufactured roof specialties shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the NRCA "Roofing and Waterproofing Manual" as applicable.

PART 3 EXECUTION

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. Inspect and approve the deck condition, slopes and fastener backing if applicable, parapet walls, expansion joints, roof drains, stack vents, vent outlets, nailers and surfaces and elements.
- C. Verify that work penetrating the roof deck, or which may otherwise affect the roofing, has been properly completed.
- D. If substrate preparation and other conditions are the responsibility of another installer, notify Owner of unsatisfactory preparation before proceeding.

3.2 PREPARATION

- A. General: Clean surfaces thoroughly prior to installation.
 - 1. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
 - 2. Fill substrate surface voids that are greater than 1/4 inch wide with an acceptable fill material.
 - 3. Roof surface to receive roofing system shall be smooth, clean, free from loose gravel, dirt and debris, dry and structurally sound.
 - 4. Wherever necessary, all surfaces to receive roofing materials shall be power broom and vacuumed to remove debris and loose matter prior to starting work.
 - 5. Do not apply roofing during inclement weather. Do not apply roofing membrane to damp, frozen, dirty, or dusty surfaces.
 - 6. Fasteners and plates for fastening components mechanically to the substrate shall provide a minimum pull-out capacity of 300 lbs. (136 k) per fastener. Base or ply sheets attached with cap nails require a minimum pullout capacity of 40 lb. per nail.
 - 7. Prime decks where required, in accordance with requirements and recommendations of the primer and deck manufacturer.
- B. Precast concrete:
 - 1. Decks shall be clean, dry, fully cured, and free of flaws and attached securely to the supporting structure as recommended by the deck manufacturer.
 - 2. All joints shall be caulked or grouted.
 - 3. Concrete surfaces to receive roofing shall be fully primed at the rate of 1 gallon per 100 sq. ft.
 - 4. Deck joints shall be stripped in with a 12 inch (305 mm) wide strip of modified membrane unadhered a minimum of 2 inches (51 mm) immediately on either side of the joint.

3.3 INSTALLATION - GENERAL

- A. Install modified bitumen membranes and flashings in accordance with manufacturer's instructions and with the recommendations provided by the National Roofing Contractors Association's Roofing & Waterproofing Manual, the Asphalt Roofing Manufacturers Association, and applicable codes.
- B. General: Avoid installation of modified bitumen membranes at temperatures lower than 40-45 degrees F. When work at such temperatures unavoidable use the following precautions:
 - 1. Take extra care during cold weather installation and when ambient temperatures are affected by wind or humidity, to ensure adequate bonding is achieved between the surfaces to be joined. Use extra care at material seam welds and where adhesion of the applied product to the appropriately prepared substrate as the substrate can be affected by such temperature constraints as well.
 - 2. Unrolling of cold materials, under low ambient conditions must be avoided to prevent the likelihood of unnecessary stress cracking. Rolls must be at least 40 degrees F at the time of application. If the membrane roll becomes stiff or difficult to install, it must be replaced with roll from a heated storage area.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

- C. Commence installation of the roofing system at the lowest point of the roof (or roof area), working up the slope toward the highest point. Lap sheets shingle fashion so as to constantly shed water

3.4 INSTALLATION COLD APPLIED ROOF SYSTEM

- A. Base Ply: Cut base ply sheets into 18-foot lengths and allow plies to relax before installing. Install base sheet in interply adhesive applied at the rate required by the manufacturer. Shingle base sheets uniformly to achieve one ply throughout over the prepared substrate. Shingle in proper direction to shed water on each large area of roofing.
1. Lap ply sheet ends 8 inches. Stagger end laps 12 inches minimum.
 2. Solidly bond to the substrate and adjacent ply with specified cold adhesive at the rate of 2 to 2-1/2 gallons per 100 square feet.
 3. Roll must push a puddle of adhesive in front of it with adhesive slightly visible at all side laps. Use care to eliminate air entrapment under the membrane.
 4. Install subsequent rolls of modified across the roof as above with a minimum of 4-inch side laps and 8-inch staggered end laps. Lay modified membrane in the same direction as the underlayers but the laps shall not coincide with the laps of the base layers.
 5. Extend plies 2 inches beyond top edges of cants at wall and projection bases.
 6. Install base flashing ply to all perimeter and projection details.
 7. Allow the one ply of base sheet to cure at least 30 minutes before installing the modified membrane. However, the modified membrane must be installed the same day as the base plies.
- B. Modified Cap Ply(s): Cut cap ply sheets into 18-foot lengths and allow plies to relax before installing. Install in interply adhesive applied at the rate required by the manufacturer. Shingle sheets uniformly over the prepared substrate to achieve the number of plies specified. Shingle in proper direction to shed water on each large area of roofing.
1. Lap ply sheet ends 8 inches. Stagger end laps 12 inches minimum.
 2. Solidly bond to the base layers with specified cold adhesive at the rate of 2 to 2-1/2 gallons per 100 square feet.
 3. Roll must push a puddle of adhesive in front of it with adhesive slightly visible at all side laps. Care should be taken to eliminate air entrapment under the membrane.
 4. Install subsequent rolls of modified across the roof as above with a minimum of 4-inch side laps and 8-inch staggered end laps. Lay modified membrane in the same direction as the underlayers but the laps shall not coincide with the laps of the base layers.
 5. Extend membrane 2 inches beyond top edge of all cants in full mopping's of the cold adhesive as shown on the Drawings.
- C. Fibrous Cant Strips: Provide non-combustible perlite or glass fiber cant strips at all wall/curb detail treatments where angle changes are greater than 45 degrees. Cant may be set in approved cold adhesives, hot asphalt or mechanically attached with approved plates and fasteners.
- D. Wood Blocking, Nailers and Cant Strips: Provide wood blocking, nailers and cant strips as specified in Section 06 11 00.
1. Provide nailers at all roof perimeters and penetrations for fastening membrane flashings and sheet metal components.
 2. Wood nailers should match the height of any insulation, providing a smooth and even transition between flashing and insulation areas.
 3. Nailer lengths should be spaced with a minimum 1/8-inch gap for expansion and contraction between each length or change of direction.
 4. Nailers and flashings should be fastened in accordance with Factory Mutual "Loss Prevention Data Sheet 1- 49, Perimeter Flashing" and be designed to be capable of resisting a minimum force of 200 lbs/lineal foot in any direction.
- E. Metal Work: Provide metal flashings, counter flashings, parapet coping caps and thru-wall flashings as specified in Section 07 62 00 or Section 07 71 23. Install in accordance with the SMACNA "Architectural Sheet Metal Manual" or the NRCA Roofing Waterproofing manual.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

- F. Termination Bar: Provide a metal termination bar or approved top edge securement at the terminus of all flashing sheets at walls and curbs. Fasten the bar a minimum of 8 inches (203 mm) o.c. to achieve constant compression. Provide suitable sealant at the top edge if required.
- G. Flashing Base Ply: Install flashing sheets by the same application method used for the base ply.
1. Seal curb, wall, and parapet flashings with an application of mastic and mesh on a daily basis. Do not permit conditions to exist that will allow moisture to enter behind, around or under the roof or flashing membrane.
 2. Prepare all walls, penetrations, expansion joints and where shown on the Drawings to be flashed with required primer at the rate of 100 square feet per gallon. Allow primer to dry tack free.
 3. Adhere to the underlying base ply with specified flashing ply adhesive unless otherwise specified. Nail off at a minimum of 8 inches (203 mm) o.c. from the finished roof at all vertical surfaces.
 4. Solidly adhere the entire flashing ply to the substrate. Secure the tops of all flashings that are not run up and over curb through termination bar fastened at 6 inches (152 mm) o.c. and sealed at top.
 5. Seal all vertical laps of flashing ply with a three-course application of trowel-grade mastic and fiberglass mesh.
 6. Coordinate counter flashing, cap flashings, expansion joints and similar work with modified bitumen roofing work as specified.
 7. Coordinate roof accessories, miscellaneous sheet metal accessory items, including piping vents and other devices with the roofing system work.
 8. Secure the top edge of the flashing sheet using a termination bar only when the wall surface above is waterproofed or nailed 4 inches o.c. and covered with an acceptable counter flashing.
- H. Flashing Cap Ply:
1. Seal curb, wall and parapet flashings with an application of mastic and mesh on a daily basis. Do not permit conditions to exist that will allow moisture to enter behind, around or under the roof or flashing membrane.
 2. Prepare all walls, penetrations, expansion joints and where shown on the Drawings to be flashed with required primer at the rate of 100 square feet per gallon. Allow primer to dry tack free.
 3. Adhere to the underlying base flashing ply with specified flashing ply adhesive unless otherwise specified. Nail off at a minimum of 8 inches (203 mm) o.c. from the finished roof at all vertical surfaces.
 4. Coordinate counter flashing, cap flashings, expansion joints and similar work with modified bitumen roofing work as specified.
 5. Coordinate roof accessories, miscellaneous sheet metal accessory items with the roofing system work.
 6. All stripping shall be installed prior to flashing cap sheet installation.
 7. Heat and scrape granules when welding or adhering at cut areas and seams to granular surfaces at all flashings.
 8. Secure the top edge of the flashing sheet using a termination bar only when the wall surface above is waterproofed or nailed 4 inches o.c. and covered with an acceptable counter flashing.
- I. Surface Coatings: Apply roof coatings in strict conformance with the manufacturer's recommended procedures.

3.5 INSTALLATION EDGE TREATMENT AND ROOF PENETRATION FLASHING

- A. Metal Edge:
1. Inspect the nailers to ensure proper attachment and configuration.
 2. Run one ply over the edge. Assure coverage of all wood nailers. Fasten plies with ring shank nails at 8 inches (203 mm) o.c.
 3. Install continuous cleat and fasten at 6 inches (152 mm) o.c.
 4. Install new metal edge hooked to continuous cleat and set in bed of roof cement. Fasten flange

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

5. to wood nailers every 3 inches (76 mm) o.c. staggered.
 6. Prime metal edge at a rate of 100 square feet per gallon and allow to dry. Do not prime for Green-Lock System lightly sand metal to improve bond.
 7. Strip in flange with base flashing ply covering entire flange in bitumen with 6 inches (152 mm) on to the field of roof. Assure ply laps do not coincide with metal laps.
 8. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Seal outside edge with rubberized cement.
- B. Coping Cap:
1. Minimum flashing height is 8 inches (203 mm) above finished roof height. Maximum flashing height is 24 inches (609 mm). Prime vertical wall at a rate of 100 square feet per gallon and allow to dry.
 2. Set cant in bitumen. Run all field plies over cant a minimum of 2 inches (50 mm).
 3. Attach tapered board to top of wall.
 4. Install base flashing ply covering entire wall and wrapped over top of wall and down face with 6 inches (152 mm) on to field of roof and set in cold asphalt. Nail membrane at 8 inches (203 mm) o.c.
 5. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Apply a three-course application of mastic and mesh at all seams and allow to cure and aluminize.
 6. Install continuous cleat and fasten at 6 inches (152 mm) o.c. to outside wall.
 7. Install new metal coping cap hooked to continuous cleat.
 8. Fasten inside cap 24 inches (609 mm) o.c. with approved fasteners and neoprene washers through slotted holes, which allow for expansion and contraction.
- C. Surface Mounted Counterflashing:
1. Minimum flashing height is 8 inches (203 mm) above finished roof height. Maximum flashing height is 24 inches (609 mm). Prime vertical wall at a rate of 100 square feet per gallon and allow to dry.
 2. Set cant in bitumen. Run all field plies over cant a minimum of 2 inches (50 mm).
 3. Install base flashing ply covering wall set in bitumen with 6 inches (152 mm) on to field of the roof.
 4. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Apply a three-course application of mastic and mesh at all vertical seams and allow to cure and aluminize.
 5. Apply butyl tape to wall behind flashing. Secure termination bar through flashing, butyl tape and into wall. Alternatively use caulk to replace the butyl tape.
 6. Secure counterflashing set on butyl tape above flashing at 8 inches (203 mm) o.c. and caulk top of counterflashing.
- D. Equipment Support:
1. Minimum curb height is 8 inches (203 mm) above finished roof height. Prime vertical at a rate of 100 square feet per gallon and allow to dry.
 2. Set cant in bitumen. Run all field plies over cant a minimum of 2 inches (50 mm).
 3. Install base flashing ply covering curb set in bitumen with 6 inches (152 mm) on to field of the roof.
 4. Install a second ply of modified flashing ply in bitumen over the base flashing ply, 9 inches (228 mm) on to the field of the roof. Attach top of membrane to top of curb and nail at 8 inches (203 mm) o.c. Apply a three-course application of mastic and mesh at all vertical seams and allow to cure and aluminize.
 5. Install pre-manufactured cover. Fasten sides at 24 inches (609 mm) o.c. with fasteners and neoprene washers. Furnish all joint cover laps with butyl tape between metal covers.
 6. Set equipment on neoprene pad and fasten as required by equipment manufacturer.
- E. Exhaust Fan:
1. Minimum curb height is 8 inches (203 mm) above finished roof height. Prime vertical at a rate

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

- of 100 square feet per gallon and allow to dry.
 2. Set cant in bitumen. Run all plies over cant a minimum of 2 inches (50 mm).
 3. Install base flashing ply covering curb with 6 inches (152 mm) on to field of the roof.
 4. Install a second ply of modified flashing ply installed over the base flashing ply, 9 inches (228 mm) on to field of the roof. Attach top of membrane to top of wood curb and nail at 8 inches (203 mm) o.c. Apply a three-course application of mastic and mesh at all vertical seams and allow to cure and aluminize.
 5. Install metal exhaust fan over the wood nailers and flashing to act as counterflashing. Fasten per manufacturer's recommendation.
- F. Roof Drain:
1. Plug drain to prevent debris from entering plumbing.
 2. Taper insulation to drain minimum of 24 inches (609 mm) from center of drain.
 3. Run roof system plies over drain. Cut out plies inside drain bowl.
 4. Set lead/copper flashing (30-inch square minimum) in 1/4-inch bed of mastic. Run lead/copper into drain a minimum of 2 inches (50 mm). Prime lead/copper at a rate of 100 square feet per gallon and allow to dry.
 5. Install base flashing ply (40-inch square minimum) in bitumen.
 6. Install modified membrane (48-inch square minimum) in bitumen.
 7. Install clamping ring and assure that all plies are under the clamping ring.
 8. Remove drain plug and install strainer.
- G. Plumbing Stack:
1. Minimum stack height is 12 inches (609 mm).
 2. Run roof system over the entire surface of the roof. Seal the base of the stack with elastomeric sealant.
 3. Prime flange of new sleeve. Install properly sized sleeves set in 1/4-inch (6 mm) bed of roof cement.
 4. Install base flashing ply in bitumen.
 5. Install membrane in bitumen.
 6. Caulk the intersection of the membrane with elastomeric sealant.
 7. Turn sleeve a minimum of 1 inch (25 mm) down inside of stack.
- 3.6 CLEANING
- A. Clean-up and remove daily from the site all wrappings, empty containers, paper, loose particles and other debris resulting from these operations.
 - B. Remove asphalt markings from finished surfaces.
 - C. Repair or replace defaced or disfigured finishes caused by Work of this section.
- 3.7 PROTECTION
- A. Provide traffic ways, erect barriers, fences, guards, rails, enclosures, chutes, and the like to protect personnel, roofs and structures, vehicles and utilities.
 - B. Protect exposed surfaces of finished walls with tarps to prevent damage.
 - C. Plywood for traffic ways required for material movement over existing roofs shall be not less than 5/8 inch (16 mm) thick.
 - D. In addition to the plywood listed above, an underlayment of minimum 1/2 inch (13 mm) recover board is required on new roofing.
 - E. Special permission shall be obtained from the Manufacturer before any traffic shall be permitted over new roofing.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

BID PROPOSAL FORM

PROJECT: 2025 Roof Replacement University Towers
MANDATORY PRE-BID CONFERENCE – July 8, 2025 at 1 P.M. EST
BID DUE DATE: July 28, 2025 at 4:00 P.M. EST

TO: Greenville Housing Authority
1103 Broad Street
Greenville, NC 27834
Attn. Percell Harris
Phone: 252.329.4000
Email: harrisp@ghanc.net

In compliance with the bid documents dated _____ relating to the above referenced project, all bids shall include necessary mechanical work to perform the project, the undersigned, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the scope of work for the following sum of money:

BID ITEM #1: All labor, accessory materials, services and equipment necessary for the completion of the work described in the scope of work and bid documents to re-roof the University Towers building with a new SBS modified mineral system as scoped. Davis Bacon and certified payroll are required.

Words **DOLLARS(\$** _____ **)**
Figures

UNIT PRICES

The undersigned agrees, in the case of variation of quantities from those shown or specified, the following unit prices will be used in adjusting the Contract Price. If quantities are authorized by the Owner, the following amount will be added to the Contract as required.

- | | |
|---|----------|
| 1) Per square foot cost to repair concrete deck | \$ _____ |
| 2) Cost per linear foot for wood nailer repair | \$ _____ |

If awarded this Contract, the undersigned will execute a satisfactory Construction Contract, and submit proof of insurance coverage with the Owner for the entire Work as per the Contract Documents within ten (10) days after Notice of Award. It is agreed that a proposal is subjected to the Owner's acceptance for the period of sixty (60) days from the date of the Bid opening.

The undersigned agrees to the following:

1. To furnish all labor and materials as shown and specified.
2. To complete the total work in _____ consecutive working days.
3. To work _____ days a week.
4. To start work _____ days after award of the contract.

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

Materials List
for Owner Direct Purchase

It is the intent of Housing Authority of the City of Greenville ("Owner") to purchase material for the University Towers 2025 re-roof project located at 500 E Third St. Greenville, NC 27858 directly from Garland/DBS, Inc., based upon the Owner's participation in the OMNIA Partners Public Sector (U.S. Communities) program for Roofing Supplies and Services, and related products and services as priced by and awarded to Garland/DBS, Inc. As a contractor on the project, you are required to fill in your order quantities for the following materials as listed below and provide it to the Owner as part of bid form. Bidding contractors are to list quantities needed but are **not** to include the product cost in their bid.

Product #	Product Name	Unit / Size	Coverage Rate	Quantity
4411-80 PRM	Base (Ply) Sheet Stressbase 80 Plus	Roll 51' 4" x 3' 3"	150 sq. ft./roll	
4377	Modified Cap (Ply) Sheet Stressply Plus FR Mineral	Roll 26' 2" x 3' 3"	75 sq. ft./roll	
4411-80 PRM	Flashing Base Ply Stressbase 80 Plus	Roll 51' 4" x 3' 3"	150 sq. ft./roll	
4377	Modified Cap (Ply) Sheet StressplyPlus FR Mineral	Roll 26' 2" x 3' 3"	75 sq. ft./roll	
7411-5	Surface Coating Garla Brite	5 gal. pail	.75 gal per sq per coat (2 coats)	
9332-3	Roofing Mastic GarlaFlex	5 gal. pail	5-6 sf per gal.	
7425-5	Aluminum Roofing Mastic Silverflash	5 gal. pail	1 gal./7 lnr ft	
4840-6	Reinforcement Lap Mesh Garmesh 6	75 sq. ft./roll	150'x6" roll	
7612-5	Asphalt Primer – Garla-Prime	5 gal. pail	.5 gal. per sq.	
7305-5-S	Interply Membrane adhesive - Weatherking	5 gal. pail	2-2.5 gal. per sq.	
7338-5	Flashing adhesive - Weatherking FG	5 gal. pail	4-6 ga.l. per sq.	
SSFS24STD	Approved Coping Cap and Edge Metal – RMer Flat Stock	24 ga.	4'x10' sheet	

PLEASE NOTE:

1. It is the responsibility of the bidder to obtain any product-related information from the Garland representative prior to bid submission.
2. It is the responsibility of the bidder to perform their own field measurements and list all quantities needed to complete scope of work provided. Owner will purchase quantities listed by awarded contractor direct through OMNIA. If additional quantities are needed to complete the scope of work beyond what was listed at bid submission it is the sole responsibility of the awarded contractor to purchase and install the additional quantities needed.

(See Supplemental Instructions to Bidders Paragraph 1 with Applicable Attachments)

1. In submitting this proposal, it is understood that the right is reserved by the GHANC to reject all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed or delivered to the undersigned within thirty

HOUSING AUTHORITY OF THE CITY OF GREENVILLE
University Towers Roof Project

(30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form and furnish the applicable insurance in the name of GHANC prior to the contract is presented to him/her for signature.

2. Attached hereto is an affidavit (Non-Collusive Affidavit) in proof that the undersigned has not entered any collusion with any person in respect to this proposal or any other proposal of the submitting of proposals for the contract for which this proposal is submitted.

3. Submitter must pay applicable Davis Bacon wage rates at the hourly rate listed plus fringe benefits equal or more than the amount listed. If no fringe benefits are provided, the listed fringe amount must be added to the hourly rate to be paid on the project.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Bidder agrees that the Owner has the right to accept or reject any or all bids and to waive formalities.

RESPECTFULLY SUBMITTED,

Date: _____, 20____ Office Address:

By: _____
Signature

Printed Name

Title

Company

Phone Number

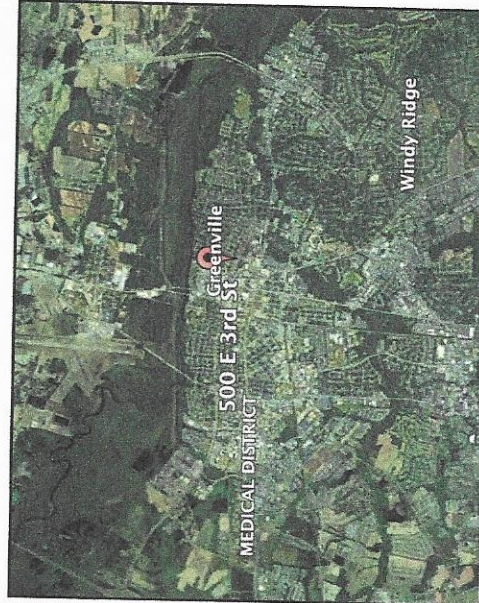
NC License Number

End of Bid Form

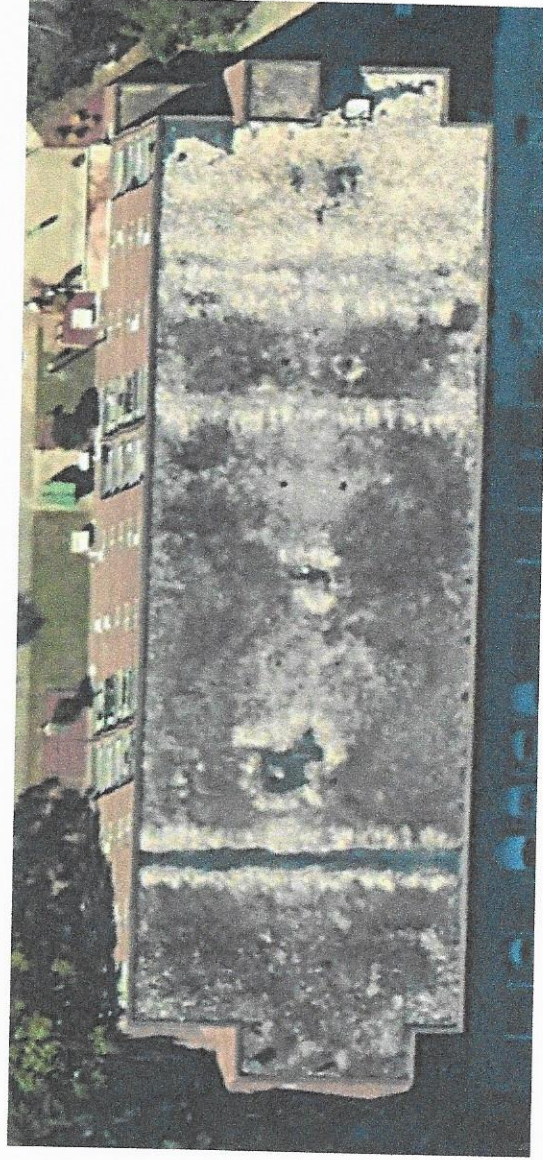
GREENVILLE HOUSING AUTHORITY
UNIVERSITY TOWERS
2025 ROOF REPLACEMENT PROJECT.

KEY

- A-1 COVER PAGE
- A-2 FACILITY OVERVIEW
- A-3 DETAILS



LOCATION MAP





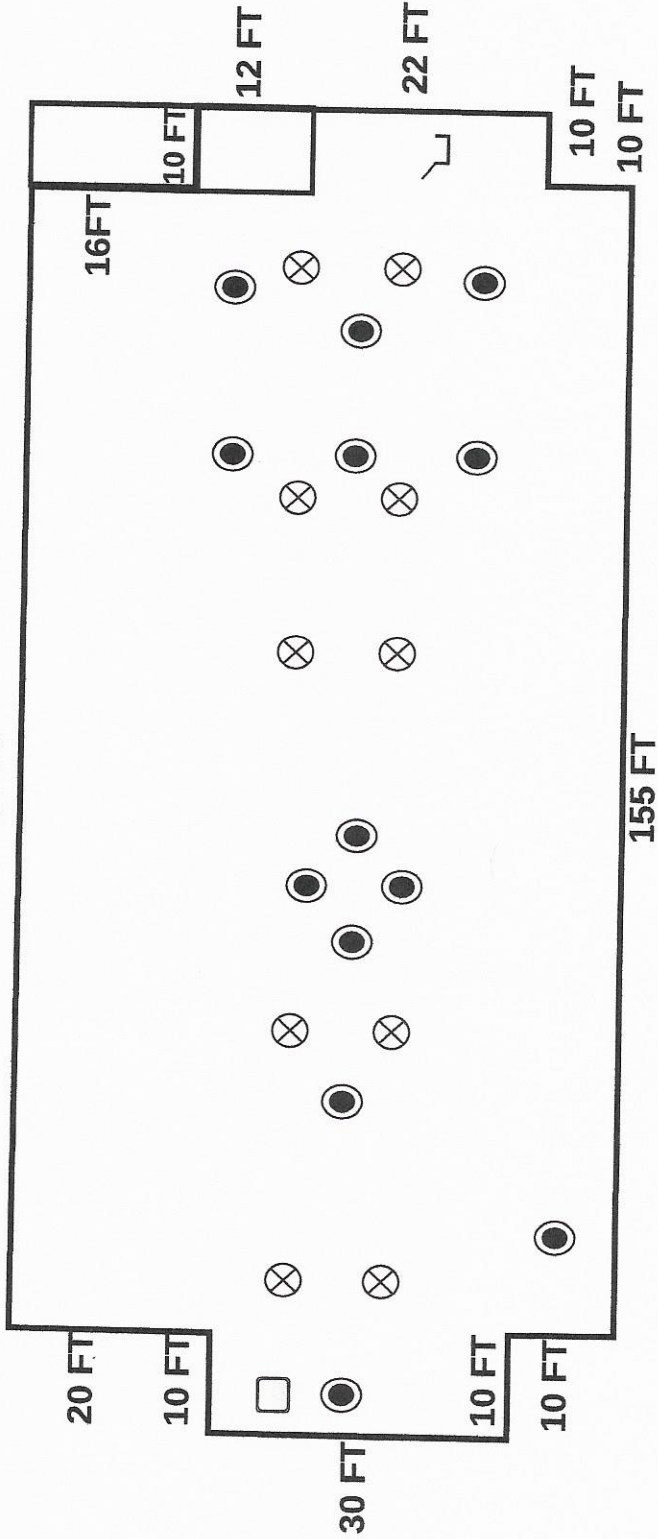
FACILITY OVERVIEW

APPROXIMATE SQUARE
FOOTAGE:
9,400

DRAWING LEGEND

-  CURB/PENETRATION
-  DRAIN
-  ROOF HATCH
-  STACK

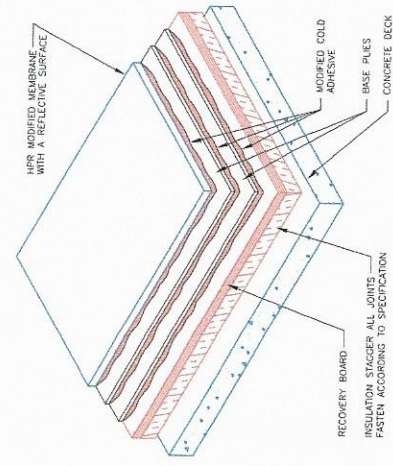
155 FT



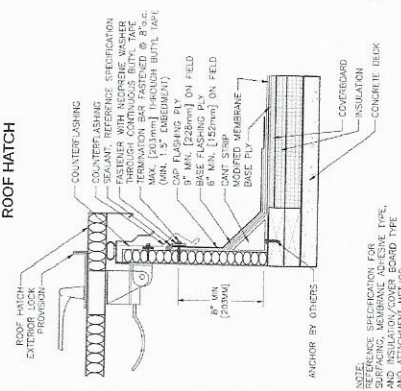
ALL BIDDING CONTRACTORS ARE RESPONSIBLE FOR THEIR OWN FIELD MEASUREMENTS AND ROOF SURVEY. DRAWING MEASUREMENTS ARE APPROXIMATE AND MAY NOT BE TO SCALE.

DETAILS

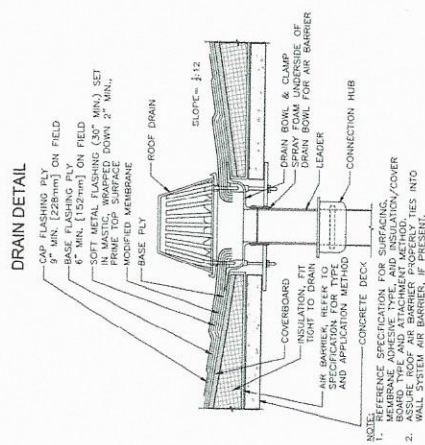
TYPICAL FIELD



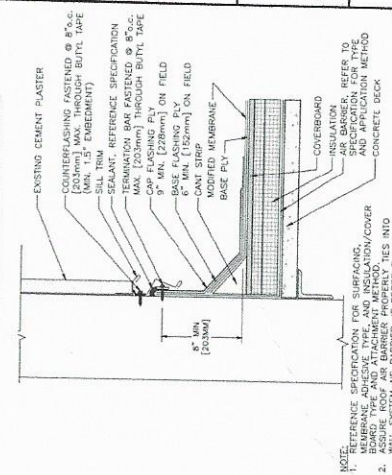
ROOF HATCH



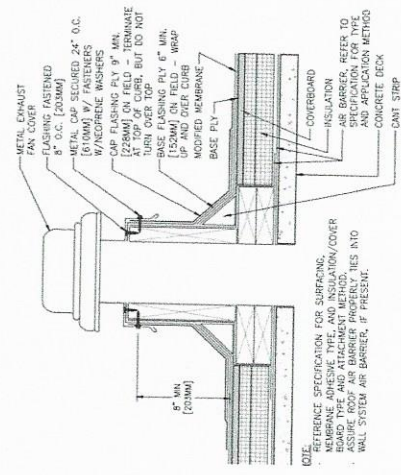
DRAIN DETAIL



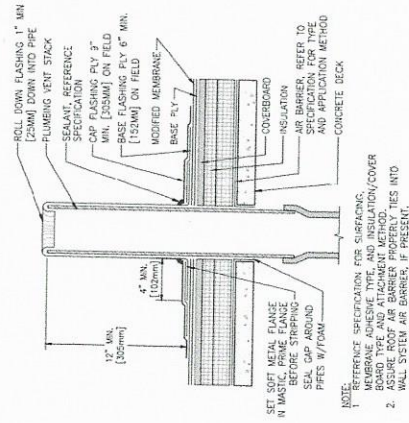
WALL COUNTER FLASHING DETAIL



EXHAUST FAN DETAIL



PLUMBING STACK DETAIL



CORING CAP DETAIL

