

Date Due: October 9, 2019
DUE NO LATER THAN 11:00 A.M.
LOCAL TIME IN HOUSTON, TEXAS
*Proposals received later than the above
date and time will not be considered.*

**YES Prep Public
Schools
REQUEST FOR PROPOSAL
Cover Sheet**

REQUEST FOR PROPOSAL: Metal Roofs Replacement

NOTE TO PROPOSERS!!! Carefully read all instructions, requirements, and specifications. Fill out all forms properly and completely. Submit your proposal with all appropriate supplements and/or samples and return as instructed in Special Requirements/Instructions.

RETURN PROPOSAL TO:

Cheris Kotalik

Construction Manager
5515 S Loop E, Suite B
Houston, Texas 77033

For additional information, contact Cheris Kotalik at cheris.kotalik@yesprep.org or **346-235-5776**.

You must sign below in INK; failure to sign WILL disqualify the proposal. All prices must be typewritten or printed in ink.

Vendor Name: _____

Vendor Address: _____

City, State, Zip Code: _____

Taxpayer Identification Number (T.I.N.): _____

Telephone No.: _____ Fax No.: _____

Email: _____

Print Name: _____ Signature: _____

[Your signature attests to your proposal to provide the goods and/or services in this proposal according to the published provisions of this Request for Proposal unless modifications or alterations are clearly noted in your proposal submission.]

TABLE OF CONTENTS – REQUEST FOR PROPOSAL PACKAGE

The items below represent components which comprise this Request for Proposal (hereinafter “RFP”) package. Suppliers are asked to review the package to be sure that all applicable parts are included. If any portion of the package is missing, please notify **Cheris Kotalik, Construction Manager**, immediately at cheris.kotalik@yesprep.org or 346-235-5776.

It is the Vendor’s responsibility to be thoroughly familiar with all Requirements and Specifications. Be sure you understand the following before you return your proposal packet.

1. Cover Sheet

Your company name, address, and your signature (**IN INK**) should appear on this page.

2. Table of Contents

This page is the Table of Contents.

3. General Requirements

You should be familiar with all of the General Requirements.

4. Special Requirements/Instructions

This section provides information you must know in order to make a complete and proper proposal.

5. Specifications

This section contains the detailed description of the products/services sought.

6. Attachments

- A. Submittals 1 - 4
- B. Questionnaire
- C. Workers’ Compensation Certification
- D. Insurance Coverage Requirements
- E. Financial Statement
- F. Proposed Exceptions, Alterations, Additions, or Modifications to RFP (if any)
- G. Scoring Rubric

INTRODUCTION

YES Prep Public Schools is a free, open-enrollment public school system that serves 15,000 students across nineteen (19) schools in the Houston area. YES Prep has been ranked as among the top 100 public high schools in the nation by Newsweek and U.S. News & World Report. Every year, 100 percent of YES Prep's graduating seniors have been accepted into four-year colleges, including Harvard, Yale, Columbia, Rice, and Stanford. YES Prep combines a highly successful 6th-12th grade model along with high standards for student achievement.

GENERAL REQUIREMENTS

Proposals will be accepted by Yes Prep Public Schools no later than 11:00 a.m. (local time), **October 9, 2019**. Every proposal must be enclosed in an envelope clearly marked "East End Modular Replacement and Removal", and shall include one copy.

All questions, requests, responses, and proposals shall be submitted to:

Cheris Kotalik-Construction Manager

Yes Prep Public Schools

5515 S Loop E, Suite B

Houston, TX 77033

cheris.kotalik@yesprep.org

Questions and responses regarding this RFP will be posted to the Yes Prep Public Schools web site during the RFP phase so all interested parties will have access to the same information. Web site is located at: <http://www.yesprep.org/notices>

The appropriate committee shall review all timely responses, and if necessary, the full Board of Trustees prior to acceptance/bid award. Responses may be hand delivered. Any response or proposal received after the above deadline shall be considered late, and will not be opened or considered.

Time Frame

The timeframe for all responses must be complete and in possession of YES Prep Public Schools by 11:00 a.m. (local time) on **October 9, 2019**. Each submission/proposal must be complete. Any incomplete responses may be rejected. All respondents will comply with this RFP as a basis for the award of the proposal.

Approval

The actual acceptance of any proposal may be delayed. Therefore, all responses must remain valid for a period of no less than one hundred and twenty (120) days. It is intended that proposals will be recommended to the Board of Trustees at an upcoming board meeting. The Board of Trustees reserves the right to reject any and all proposals.

ACCESS TO RECORDS

Proposer (hereinafter "Vendor") may be required to allow duly authorized representatives of YES Prep Public Schools (hereinafter "YES"), and local, state, and federal governments, access to contracts, books, documents, and records necessary to verify the nature, extent, and cost of services provided by the Vendor.

AWARD

YES reserves the right to reject any and all proposals, and reserves the sole right at its discretion to accept any proposal(s) it considers most favorable to the interest of YES and waive any and all minor irregularities in any proposal(s). YES further reserves the right to reject any proposal(s) and seek new proposals through the issuance of a new or amended Request for Proposal (hereinafter "RFP") if such action is deemed in the best interest of YES.

OFFER COMPLETION

Fill out and return to Cheris Kotalik, Construction Manager, one complete proposal form, and two copies, as instructed under the Special Requirements section of this document. An authorized Vendor representative should sign the Cover Sheet. Completion of these forms is intended to verify that the Vendor has submitted the proposal, is familiar with its contents, and has submitted the material in accordance with all requirements.

The submission of a response shall be prima facie evidence that the Vendor has full knowledge of the scope, nature, quantity, and quality of work to be performed, the detailed requirements of the project, and the conditions under which the work is to be performed. All terms, conditions, specifications, stipulations, and Vendor requirements stated in the RFP, any attached Appendices to the RFP, and any and all Addenda issued shall become part of the contract entered into between YES and the Vendor.

OFFER RETURNS

Vendors must return all completed proposals to the office of Cheris Kotalik as indicated on the Cover Sheet of this package. Late proposals will not be accepted. It is the responsibility of the responding Vendor to assure that the response is received prior to the date and time indicated on the Cover Sheet of this package.

DIGITAL FORMAT

If Vendor obtained the proposal specifications in digital format in order to prepare a response, ***the proposal must be submitted in hard copy*** according to the instructions contained in this package. If, in its response, Vendor makes any changes whatsoever to the YES published RFP specifications, the RFP specifications ***as published*** by YES shall control. Furthermore, if an alteration of any kind to the RFP specifications as published is discovered after the contract is executed, the contract is subject to immediate cancellation at the sole option of YES.

DISQUALIFICATION OF VENDOR

Upon signing this RFP, Vendor certifies that the proposal has not violated the antitrust laws of this state codified in §15.01, *et seq.*, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business. Any or all proposals may be rejected if YES believes that collusion exists among the Vendors. Proposals in which the prices are obviously unbalanced may be rejected.

EVALUATION

In evaluating the proposals submitted, YES will apply the "Best Value" process in selecting the Vendor to be awarded a contract for this project. **Purchase price is not the only criteria that will be used in the evaluation process.** The selection process will include, but not be limited to, the following considerations:

1. The quality and range of goods and/or services the Vendor proposes to

provide;

2. The extent to which the goods and/or services meet YES needs;
3. The Vendor's overall experience, reputation, expertise, stability, and financial responsibility;
4. The Vendor's past relationship, if any, with YES;
5. The experience and qualifications of the Vendor staff (i.e. drivers, supervisors, dispatchers, mechanics, etc.) that will be assigned to service the YES account;
6. The ability to provide service in a safe, reliable, expedient, and efficient manner;
7. Facilities and business processes and practices (computerized information systems, access to industry facilities, quality and range of management reports, etc.) that will be used in servicing the YES account;
8. The Vendor's financial terms offered to YES;
9. The total long-term cost to YES to acquire the Vendor's goods or services; and/or
10. Any other relevant factor(s) specifically listed in the RFP.

YES reserves the right to contact references from the Vendor's client list, or any other persons considered relevant by YES. YES reserves the right to conduct personal interviews of any or all potential Vendors prior to selection.

YES will not be liable for any costs incurred by the Vendor in connection with such interviews or with the submission of any response.

DOCUMENT INTERPRETATION

In the event of any conflict of interpretation of any part of this overall document, the interpretation of YES shall govern.

GOVERNING LAW

Any agreements resulting from this RFP shall be governed by, construed, and enforced in accordance with the laws of the State of Texas applicable to contracts made and wholly performed within such state (without regard to the conflicts or choice of law principles thereof). The parties irrevocably consent to the jurisdiction of the State of Texas, and agree that any court of competent jurisdiction sitting in the County of Harris, State of Texas, shall be an appropriate and convenient place of venue, and shall be the sole and exclusive place of venue, to resolve any dispute with respect to any such agreements.

HOLD HARMLESS AGREEMENT

The successful Vendor(s) shall indemnify, hold harmless, and defend YES, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, and

causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct, or misconduct of the Vendor and its subcontractors, agents, and employees (paid or volunteer) in the provision of goods or the performance of services arising out of the preparation of this proposal and execution and performance of any contracts resulting therefrom. Such indemnification shall also include reasonable attorneys' fees, court costs, and expenses.

INSPECTIONS

YES reserves the right to inspect any item(s) or service location for compliance with specifications, requirements, and needs of YES. If a Vendor cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, YES can reject the Vendor as inadequate.

TESTING

YES reserves the right to test equipment, supplies, materials, and goods proposed for quality, compliance with specifications, and ability to meet the needs of YES. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the proposal is subject to rejection.

INVOICES AND PAYMENTS

YES standard payment terms are Net 30 days after receipt of invoice.

Invoices should be provided to YES in a timely manner. Vendors are requested to invoice YES within 30 days of providing goods and/or services to YES. Vendors who continuously invoice YES in a manner that is outside of generally accepted business practices may affect their continuing relationship with YES.

In the event a Vendor presents YES with invoices, statements, reports, etc. that are incomplete or inaccurate, YES may be required to perform substantial research which could result in delay of payment. YES will not be responsible for any interest charges and/or late fees as a result of delayed payment due to time delays caused by inadequate, incomplete, or inaccurate information provided in invoices by Vendor.

PRICING

Prices for all goods and/or services shall be negotiated to a firm amount for the duration of this contract or as agreed to in terms of time frame and/or method of determining price escalations, if any, by Vendor. All prices and methods of determining prices must be written in ink or typewritten. Where unit pricing and extended pricing differ, unit pricing prevails.

SCANNED OR RE-TYPED RESPONSE

If in its response, Vendor either electronically scans, re-types, or in some way reproduces the YES-published RFP package, then in the event of any conflict between the terms and provisions of the published RFP package, or any portion thereof, and the terms and provisions of the response made by the Vendor, the RFP package **as published** by YES shall control. Furthermore, if an alteration of any kind to the YES-published RFP package is only discovered after the contract is executed, the contract is subject to immediate cancellation at the sole option of YES.

SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase, or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications, and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

SUPPLEMENTAL MATERIALS

Vendors are responsible for including all pertinent product data in the returned offer package. Literature, brochures, data sheets, specification information, completed forms requested as part of the offer package, and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the Vendor wishes to include as a condition of the proposal, must also be in the returned proposal package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire proposal.

TAXES

YES is exempt from federal, state, and local taxes. In the event that taxes are imposed on the goods or services purchased, YES will not be responsible for payment of the taxes. The Vendor shall absorb the taxes entirely. Texas Limited Sales Tax Exemption Certificates will be furnished to Vendors upon written request to YES.

TERM CONTRACTS

The successful Vendor, as determined by YES, shall be required to execute a contract to furnish all goods and/or services and other deliverables required for successful completion of the proposed project. No Vendor shall obtain any interest or right in any award until YES has executed a contract, and any such interest and rights shall be subject to the terms and conditions as contained in such contract.

The successful Vendor may not assign, sell, or otherwise transfer its interest in the contract award, or any part thereof, without prior written consent from the YES.

QUANTITY

There is no guaranteed amount of business, expressed or implied, to be purchased or contracted for by YES. However, the Vendor(s) awarded the contract shall furnish all required goods and/or services to YES at the stated price, when and if required.

CONTRACT TYPE

The preferred contract type to be awarded is a fixed fee contract. However, if a Vendor has reason to believe a better (more cost effective) method is practical, then the Vendor is encouraged to offer that better pricing option as an alternative in its submitted proposal. YES will consider that type of contract as it compares with other recommended contract options.

TERMINATION

YES reserves the right to terminate the contract without cause with 60 days prior written notice for convenience and with 30 days prior written notice for cause if Vendor breaches any of the terms therein, including warranties of Vendor or if the Vendor becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which YES may have in law or equity. Cause may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to YES's satisfaction, and/or to meet all other

obligations and requirements.

If the Vendor breaches any provision of the proposal stipulations, becomes insolvent, enters voluntary or involuntary bankruptcy, or receivership proceedings, or makes an assignment for the benefit of creditors, YES will have the right (without limiting any other rights or remedies that it may have in the contract or by law) to terminate any contract with 30 days prior written notice to the Vendor.

YES will then be relieved of all obligations, except to pay the reasonable value of the Vendor's prior performance (at a cost not exceeding the contract rate). The Vendor will be liable to YES for all costs exceeding the contract price that YES incurs in completing or procuring the service as described in the proposal. YES's right to require strict performance of any obligation in this contract will not be affected by any previous waiver, forbearance, or course of dealing.

FUNDING OUT OPTION

Any contract resulting from this RFP is contingent upon the continued availability of budget appropriations and is subject to cancellation, without penalty to YES, either in whole or in part, if funds are not appropriated by the YES Board of Directors or otherwise not made available to YES.

WARRANTIES

Vendors shall furnish all data pertinent to warranties or guarantees which may apply to items in the proposal. Vendors may not limit or exclude any implied warranties.

ASSOCIATION

Vendors may not use the YES official logo(s), or any phrase associated with YES, without written permission from YES.

DISCLOSURE

All information and documentation related to this RFP submitted by Vendors may be subject to public disclosure under the Texas Public Information Act (Texas Government Code Section 552.001, et seq.).

EXCEPTIONS, ALTERATIONS, ADDITIONS, and MODIFICATIONS

If any exceptions, alterations, additions, or modifications are submitted by Vendor to any portion of this RFP, the Vendor must clearly indicate the exceptions, alterations, additions, and modifications and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions, alterations, additions, or modifications will constitute acceptance by the Vendor of the RFP as proposed by YES. YES reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.

PROPOSAL PREPARATION COSTS

All costs related to the preparation and submission of this proposal shall be paid by the Vendor. Issuance of this RFP does not commit YES, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate YES to award a contract or purchase any goods and services stated in the RFP.

RETENTION OF PROPOSAL DOCUMENTATION

All proposal materials and supporting documentation that is submitted in response to this proposal becomes the permanent property of YES.

MODIFICATION/WITHDRAWAL OF PROPOSAL

Proposals may be modified in writing at any time prior to the due date. Proposals may be withdrawn in writing, by facsimile written transmission or in person, before the response date.

PAYMENT TERMS

Invoices that are submitted by the awarded contractor are required to provide accurate and current addresses including any discounts for early payment. Payment of undisputed invoices will be paid monthly provided that the invoices are received by dates provided to the winning bid. Disputed portions of invoices will be held until the dispute is resolved.

PROPOSAL REQUIREMENTS

- Vendor is required to provide evidence of a valid State of Texas Business License
- Vendor is required to provide an insurance certificate with Yes Prep named as an additional insured.

The entity legally responsible for fulfilling this agreement shall be identified in the proposal response.

Right to Seek a New Proposal

Yes Prep Public Schools reserves the right to receive, accept, or reject any and all proposals for any or all reasons.

Proposals will be awarded to the best overall respondent as determined to be in the best interests of Yes Prep. In comparing the responses to this RFP and making awards, Yes Prep may consider such factors as quality and thoroughness of a proposal, the record of experience, the references of the respondents, and the integrity, performance and assurances in the proposal in addition to that of the proposal price.

It is the responsibility of the vendor to ensure that the equipment proposed is fully functional with existing two-way radio equipment: handheld radios, base stations and school bus radios.

Applicable Law

The successful Contractor(s) agrees that they shall comply with all local, state and federal laws, statutes, rules, and regulations including, but not limited to, the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In the event that any claims should arise with regards to this contract, for a violation of any such local, state, or federal law, statutes, rules, or regulations, the provider will indemnify and hold Huntington County Community School Corporation harmless for any damages, including court costs or attorney fees which might be incurred.

Dispute resolution

It is expected that any conflicts or disagreements can be settled through face-to-face meetings. Unresolved disputes will require mediation before filing litigation. Both parties will split the cost of mediation.

SPECIAL REQUIREMENTS/INSTRUCTIONS

EVALUATION AND AWARD

This RFP in no manner obligates YES to the eventual rental, lease, or purchase of any equipment or service described, implied, or which may be proposed, until confirmed by a written contract. Progress toward this end is solely at the discretion of YES and may be terminated at any time prior to the signing of the contract.

YES may initiate discussions with Vendor personnel authorized to contractually obligate the Vendor. Discussions will develop into negotiating sessions with the successful Vendor(s). If YES is unable to agree to contract terms, YES reserves the right to terminate contract negotiations with a Vendor and initiate negotiations with another Vendor. YES reserves the right to select services and products from any number of Vendors if, in its sole discretion, it is in the best interest of YES to do so.

Evaluation will consider the Vendor(s) best meeting the needs and requirements of YES and such evaluation and determination of best value shall be solely at the discretion of YES.

Purchase price is not the only criteria that will be used in the evaluation process.

Submission of qualifications implies the Vendor's acceptance of the evaluation criteria and Vendor's recognition that subjective judgments can and will be made by those individuals evaluating qualifications.

References, site visits, and product inspections may be used to make judgments directly affecting the award of this contract.

NON-PERFORMANCE BY VENDOR

Performance, before and during the contract term, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense relative to this contract, may result in the probation and/or termination of this agreement by YES on the basis of nonperformance. Non-performance shall be determined as follows:

1. Failure to meet and maintain all qualifications required in this RFQ/RFP;
2. Failure to meet required personnel standards and operating performance standards;
3. Failure to maintain appropriate and/or necessary personnel licenses and certifications;
4. Failure to meet all vehicle inspections and certifications which are needed to comply with federal, state, and/or local requirements;
5. Failure to keep and maintain all required insurance coverage; and/or
6. Failure to cure deficiencies within a reasonable amount of time as stated herein.

INSURANCE

All Vendors must provide evidence of insurance or insurability and a Workers' Compensation Certificate (see Attachments C and D).

GOVERNMENT VIOLATIONS

Vendor shall notify YES of all health and safety violations, OSHA violations, wage and hour violations, or labor violations assessed by any city, state, or federal government department or agency.

NON-COMPLIANCE NOTIFICATION

In the event a Vendor is determined by YES to have failed to perform services in accordance with the requirements listed herein, YES will forward a written notification specifying the violation or the area of non-compliance to the Vendor. The Vendor in non-compliance shall immediately remedy all violations as determined by YES. Any violations not so remedied shall be grounds for termination of the contract, in whole or in part.

OWNERSHIP

YES shall retain ownership rights to all materials or any other product produced in conjunction with the work described herein.

PROJECT DESCRIPTION

YES Prep Public Schools is a free, open-enrollment public school system that serves 15,000 students across nineteen (19) schools in the Houston area. YES Prep has been ranked as among the top 100 public high schools in the nation by Newsweek and U.S. News & World Report. Every year, 100 percent of YES Prep's graduating seniors have been accepted into four-year colleges, including Harvard, Yale, Columbia, Rice, and Stanford. YES Prep combines a highly successful 6th-12th grade model along with high standards for student achievement.

YES Prep is seeking a roofing contractor to install new metal roof system at the following locations:

- **West Campus-10535 Harwin Drive**

- Demolition, disposal of existing roofing materials (insulation included), trim, downspouts/gutters.
- Preparation for new roofing system replacement including insulation, trim, downspouts/gutters.
- Color Selection--Trim, downspouts/gutters to be Schulte's Gallery Blue, 436RZ1127. Baked on and not painted.
- Work hours will be 3:30PM-12:30AM, weekends can be regular hours.
- Must provide restroom for workers.

- **Northside Campus-5215 Jensen Drive**

- Demolition, disposal of existing roofing materials, trim, downspouts/gutters. Insulation to remain in place and evaluated for repairs. Contractor must carry a line item for 10,000sf allowance of insulation to be replacement and unit cost. Any insulation in need of repair must be documented with photographs before removing and replacing.
- Preparation for new roofing replacement including trim, downspouts/gutters.
- Color Selection--Trim, downspouts/gutter to be Hawaiian Blue.
- Contractor must provide plywood decking to protect the canopy system while needing access to the roof. Any damages incurred to the canopy system will be at the contractors expense.
- Work hours will be 3:30PM-12:30AM, weekends can be regular hours.
- Must provide restroom for workers.

REQUIRED SUBMITTALS (Attachment A)

Submittal 1

Experience in Project Management

Vendor shall provide a statement of its qualifications to provide the specific materials and services requested herein.

Submittal 2

Staffing Plan

Vendor shall submit a staffing plan that provides the qualifications of your employees.

Submittal 3

References

Vendor shall supply a list of three (3) references for which Vendor has experience in the scope of work that the proposal is submitted for.

Submittal 4

Customer Feedback

Vendor shall provide a description of its formal customer feedback system, provide sample tools used to gather data, and describe how results were shared with customers and used to improve service.

All submittals must be included in the RFP package returned on **October 9, 2019 by 11:00 AM. It is recommended that each submittal be typed on a separate sheet of paper with the heading “Response to Submittal #___ for YES RFP” at the top and the name of the Vendor underneath.**

QUESTIONNAIRE (Attachment B)

All Vendor must provide answers to the following questions, typed on 8 ½ x 11 inch paper, in the order below. Attachments to the questionnaire answers should reference the question number.

1. Provide the full name and address of your organization.
2. Provide contact person(s) for information concerning this offer: name, title, phone, fax, email address.
3. What form of business is your organization (e.g. proprietorship, partnership, corporation) and is your organization local only, statewide, or nationwide?
4. List all the names under which this Vendor has operated in the last ten (10) years in the State of Texas.
5. Provide a copy of your insurance coverage.
6. Multi-part question:
 - a. Do you currently have any investigations pending by or on behalf of a government entity or other licensing entity?
 - b. Have you had investigations by or on behalf of a government entity or other licensing entity in the past?
 1. If the answer to either question is yes, please provide copies of relevant paperwork.
7. Do you have any relevant experience or projects in the past with education institutions? If so, please provide a high-level overview of these projects.

WORKERS' COMPENSATION CERTIFICATE (Attachment C)

YES requires Vendor to provide workers' compensation as per state law requirements. The Vendor shall sign and submit the following certificate with the written proposal:

- Minimum Workers' Compensation and Employer's Liability Limits
 - Each Accident \$1,000,000
 - Disease – Each Employee \$1,000,000
 - Disease – Policy Limit \$1,000,000

Vendor Name

Signature of Authorized Agent

Date Signed

Note: Vendor may attach current certificate of coverage with a signed statement that if awarded the contract, they will obtain said aforementioned coverage if the current coverage does not meet the stated minimum requirements.

INSURANCE COVERAGE REQUIREMENTS (Attachment D)

General and Excess Liability Minimum Coverages

- General Liability: \$1,000,000
- Umbrella Liability: \$1,000,000

Vendor Name

Signature of Authorized Agent

Date Signed

YES will be named as Additional Insured on the Certificate of Insurance if the Vendor is awarded a contract.

FINANCIAL REQUIREMENTS (Attachment E)

Complete this form or provide audited financial statements and include with your proposal package.

FINANCIAL STATEMENT

Condition of Vendor at close of business Month, _____, 2018.

ASSETS

- | | | | |
|-----|--|----------|----------|
| 1. | Cash on hand | \$ _____ | |
| | In Bank | \$ _____ | |
| | Elsewhere | \$ _____ | \$ _____ |
| 2. | Accounts receivable from completed contracts
(exclusive of claims not approved for payment) | | _____ |
| 3. | Accounts receivable from other sources than above | | _____ |
| 4. | Amounts earned on uncompleted contracts
(not included in Item 3) (Contract price on completed
portion of uncompleted contracts less total cost of
completed portion.) | | _____ |
| 5. | Deposits for bids or other guarantees | | _____ |
| 6. | Notes receivable Past due | \$ _____ | |
| | Due 90 days | \$ _____ | |
| | Due Later | \$ _____ | |
| 7. | Interest earned | | _____ |
| 8. | Real Estate | | |
| | Business Property, Present value | \$ _____ | |
| | Other property | \$ _____ | _____ |
| 9. | Stocks and Bonds | \$ _____ | |
| | Listed on exchange | \$ _____ | |
| | Unlisted | \$ _____ | _____ |
| 10. | Equipment, machinery, fixtures | \$ _____ | |
| | Less Depreciation | \$ _____ | _____ |
| 11. | Other Assets | | _____ |
| | TOTAL ASSETS | | \$ _____ |

**FINANCIAL REQUIREMENTS
(Attachment E, Cont.)**

LIABILITIES AND NET WORTH

1.	Notes Payable To banks regular	\$_____	
	(For certified check)	_____	
	Equip. Obligations	_____	
	Others	_____	\$_____
2.	Accounts Payable Current	\$_____	
	Past Due	_____	_____
3.	Real Estate Mortgages		_____
4.	Other Liabilities		_____
5.	Reserves		_____
6.	Capital Stock Paid up Common		_____
	Preferred	_____	_____
7.	Surplus		_____
TOTAL LIABILITIES AND NET WORTH			\$_____

Proposed Exceptions, Alterations, Additions, or Modifications to RFP (Attachment F)

Vendor should submit as Attachment F, any and all proposed exceptions, alterations, additions, or modifications to the YES RFP for **Metal Roofs Replacement**.

SCORING RUBRIC (ATTACHMENT G)

YES will utilize the following RFP Evaluation Rubric for evaluation of all Southeast Campus Entry/Exit Driveway Proposals:

1. Charges/Cost to YES PREP: 30 Points.

- a. Favorable = 30 Points. Unfavorable = 0 points.
- b. Evaluate the Overall Value of proposed materials and services to be provided.

2. Technical and Education Experience: 25 Points.

- a. Favorable = 17.5 Points. Unfavorable = 0 points.
- b. Proposal demonstrates the Vendor's ability to deliver quality services to schools.
- c. Includes references, Vendor staff, and/or Vendor's or certifications, qualifications, experience, expertise, and resumes.

3. Proposed Operational Delivery: 15 Points.

- a. Favorable = 17.5 Points. Unfavorable = 0 points.
- b. Proposal defines services and scope in enough detail that YES can confidently determine that the proposed services will be met.

4. Design and Technical Execution: 15 Points.

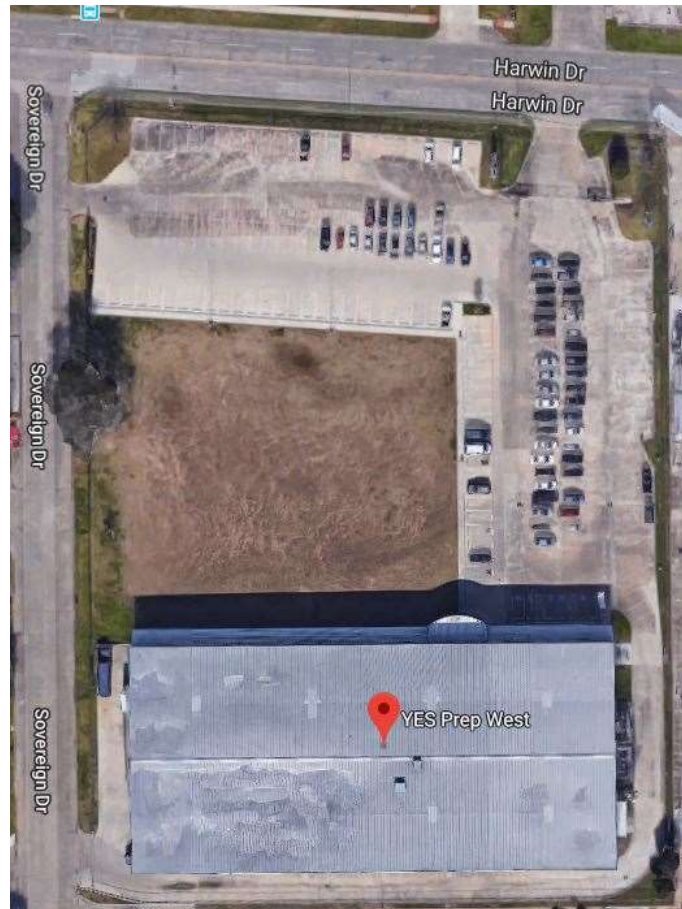
- a. Favorable = 17.5 Points. Unfavorable = 0 points.
- b. Proposal includes information about the Vendor's ability to provide an efficient and cost-effective solution. Please include resources available to achieve the project and any concepts or innovations in design that have proven effective in the past that would be applicable to this model.

5. Project Understanding and Methodology: 15 Points.

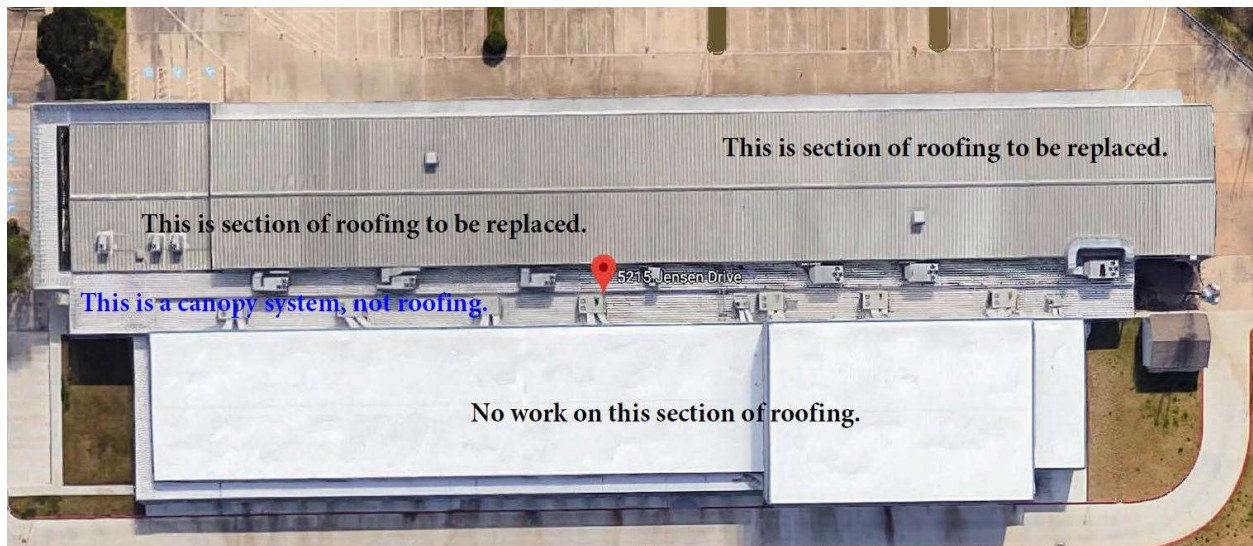
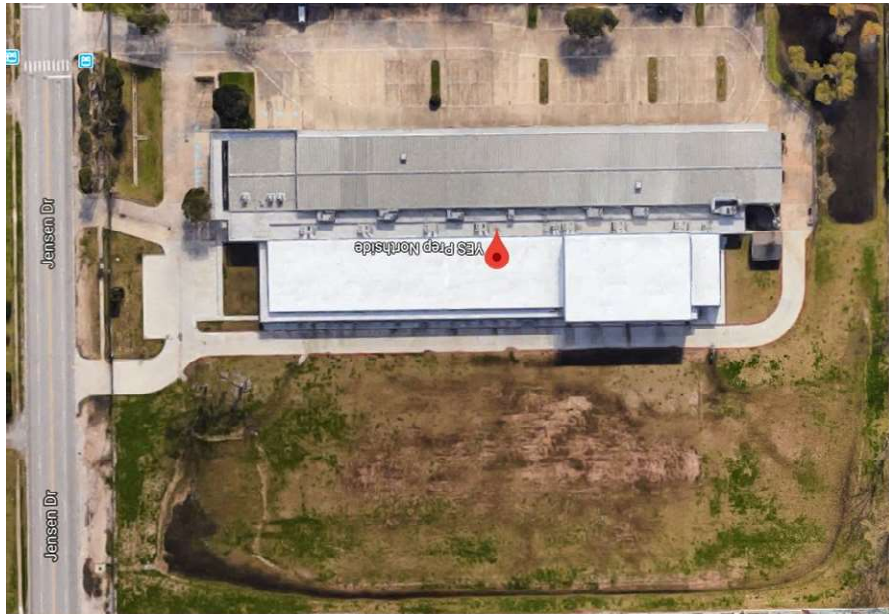
- a. Favorable = 17.5 Points. Unfavorable = 0 points.
- b. Proposal addresses the project in terms of the scope of work and substantive issues essential to proper service and care of YES facilities. Proposal includes a detailed description of services to be provided and any constraints as to procedure, time, personnel, or equipment that needs to be communicated to YES for use during contract negotiations.

**END OF YES RFP PACKAGE FOR
Metal Roofs Replacement**

West Campus-10535 Harwin Drive



Northside Campus-5215 Jensen Drive



EXISTING CLASSROOM BUILDING - NO WORK ON THIS ROOF, SHOWN FOR REFERENCE ONLY

NEW 'PBR' ROOF PANEL, PROVIDE 'MBO' GALVALUME PLUS POLAR WHITE OR EQUAL INCLUDE NEW EDGE FLASHING AND FASCIA TRIM FOR ENTIRE ROOF, TRIM AND FLASHING TO MATCH EXISTING

50'-1"

87'-1"

3:12 SLOPE

3:12 SLOPE

REPLACE DOWNSPOUT, MATCH EXISTING COLOR

REPLACE DOWNSPOUT, MATCH EXISTING COLOR

REPLACE GUTTER, MATCH EXISTING COLOR

REPLACE DOWNSPOUT, MATCH EXISTING COLOR

REPLACE DOWNSPOUT, MATCH EXISTING COLOR

REPLACE GUTTER, MATCH EXISTING COLOR

50'-0 1/2"

50'-7"

1:12 SLOPE

1:12 SLOPE

REPLACE DOWNSPOUT, MATCH EXISTING COLOR

REPLACE DOWNSPOUT, MATCH EXISTING COLOR

REPLACE GUTTER, MATCH EXISTING COLOR

REPLACE DOWNSPOUT, MATCH EXISTING COLOR


REPLACE GUTTER, MATCH EXISTING COLOR

REPLACE DOWNSPOUT, MATCH EXISTING COLOR

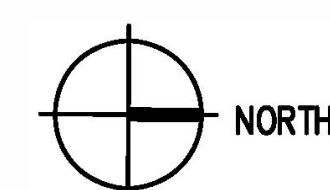
NEW 'PBR' ROOF PANEL, PROVIDE 'MBO' GALVALUME PLUS POLAR WHITE OR EQUAL INCLUDE NEW EDGE FLASHING AND FASCIA TRIM FOR ENTIRE ROOF, TRIM AND FLASHING TO MATCH EXISTING

LAVACA STREET

NORTH

A compass rose with a circle divided into four quadrants by a vertical and a horizontal line. The top quadrant is labeled 'NORTH', the bottom 'SOUTH', the left 'WEST', and the right 'EAST'. Each label is in bold, uppercase letters. The lines are solid black.

3



2	
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[illegible]

ROOF PLANS

Project Number	19092
Date	08/29/19
Drawn By	
Checked By	
A101	
Scale	

SECTION 07 01 50

PREPARATION FOR REROOFING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes removal of existing metal roofing and sheet metal flashings and trim at the following three (3) YES Prep Public Schools, with protection of openings where roofing and flashings are removed, and temporary protection and roofing required to protect schools from water infiltration.
 - 1. West Campus: 10535 Harwin, Houston, Texas 77036.
 - a. Include removal of existing roof insulation.
 - 2. Northside Campus: 5215 Jensen Dr., Houston, Texas 77026.
 - a. Include removal of existing roof insulation.
 - 3. East End Campus: 8329 Lawndale St., Houston, Texas 77012.
- B. Related Sections: Work of all sections required to properly execute the work and as necessary to maintain satisfactory progress of the work.
 - 1. Related Sections include:
 - a. Division 07 Section "Metal Roof Panels".
 - b. Division 07 Section "Sheet Metal Flashing and Trim".

1.2 ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate removal of existing roofing with new roofing operations that may impact installation of new roofing work.
- B. Reroofing Conference: If requested by Architect or Owner, conduct conference at Project site.
 - 1. Meet with Owner; Architect; Owner's insurer if applicable; roofing system manufacturer's representative; roofing Installer, including project manager, superintendent, and foreman; and installers whose work interfaces with or affects reroofing.
 - 2. Review methods and procedures related to roofing system removal and replacement, including, but not limited to, the following:
 - a. Reroofing preparation, including roofing system manufacturer's written instructions.
 - b. Roof drainage during each stage of reroofing.
 - c. Construction schedule and availability of materials, Installer's personnel, equipment, and facilities needed to avoid delays.
 - d. Existing roof purlin conditions requiring notification of Architect.
 - e. Structural loading limitations of roof structure during reroofing.

- f. Flashings, special roofing details, drainage, penetrations, and condition of other construction that affect reroofing.
- g. Governing regulations and requirements for insurance and certificates if applicable.
- h. Existing conditions that may require notification of Architect before proceeding.

1.3 QUALITY ASSURANCE

- A. This Section outlines only minimum standards and requirements. Refer to the Drawings and other sections of the specifications for additional requirements. Bring all conflicts and discrepancies to the attention of the Architect and do not start work until such conflicts and discrepancies are clarified and corrected.
- B. Regulatory Requirements: Comply with governing EPA notification regulations before beginning roofing removal. Comply with hauling and disposal regulations of authorities having jurisdiction.

1.4 FIELD CONDITIONS

- A. Protect building(s) to be reroofed, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from reroofing operations.
- B. Maintain access to existing walkways and other adjacent occupied or used facilities.
- C. Conditions existing at time of inspection for bidding are maintained by Owner as far as practical.
- D. Limit construction loads on existing roof deck and building structure and distribute loads for stored or demolished materials on roof to prevent overloading. Confer with Architect for roof loading requirements.
- E. Weather Limitations: Proceed with reroofing preparation only when existing and forecasted weather conditions permit Work to proceed without water entering existing roofing system or building.
 - 1. Remove only as much roofing in one day as can be made watertight in the same day.
- F. Hazardous Materials: It is not expected that hazardous materials, such as asbestos-containing materials (ACM), will be encountered in the Work.
 - 1. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

PART 2 - PRODUCTS

2.1 TEMPORARY PROTECTION AND ROOFING MATERIALS

- A. Design and selection of temporary protection and roofing are Contractor's responsibilities.

2.2 REROOFING MATERIALS

- A. Refer to Division 07 Sections "Metal Roof Panels" and "Sheet Metal Flashing and Trim".

PART 3 - EXECUTION

3.1 PREPARATION

- A. Shut off rooftop utilities and service piping, if any, before beginning Work.
- B. During removal operations, have sufficient and suitable materials on-site to facilitate rapid installation of temporary protection in the event of unexpected rain.

3.2 ROOFING REMOVAL

- A. Remove existing metal roofing and other roofing system components as indicated or required.

3.3 ROOFING SUBSTRATE

- A. If substrate surface, such as purlins, etc., is unsuitable for receiving new roofing or if structural integrity substrate or structure is suspect, immediately notify Architect and do not proceed with installation until directed by Architect.

3.4 TEMPORARY ROOFING

- A. Install approved temporary roofing over area to be reroofed.
- B. Remove temporary roofing before installing new roofing.

3.5 BASE FLASHING REMOVAL

- A. Remove existing base flashings. Clean substrates of contaminants, such as sheet materials, dirt, and debris.
- B. Do not damage metal counterflashings that are to remain. Replace metal counterflashings damaged during removal with counterflashings specified in Division 07 Section "Sheet Metal Flashing and Trim".
- C. Inspect wood blocking, curbs, and nailers for deterioration and damage. If wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.

3.6 DISPOSAL

- A. Do not allow removed materials to accumulate on-site.
 - 1. Storage or sale of removed items or materials on-site is not permitted.
- B. Transport and promptly legally dispose of removed materials from from site.

END OF SECTION

SECTION 07 41 13

METAL ROOF PANELS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes exposed-fastener, lap-seam metal roof panels, with miscellaneous trim, flashings, closures, fasteners, insulation, where required, and accessories to complete Work.
- B. Related Sections: Work of other sections required to properly execute the work and as necessary to maintain satisfactory progress of the work.

1.2 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: If requested by Architect or Owner, conduct conference at Project site.
 - 1. Meet with Owner, Architect, Owner's insurer if applicable, metal panel Installer, metal panel manufacturer's representative, structural-support Installer, and installers whose work interfaces with or affects metal panels.
 - 2. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 - 3. Review methods and procedures related to metal panel installation, including manufacturer's written instructions.
 - 4. Examine support conditions for compliance with requirements, including alignment between and attachment to structural members.
 - 5. Review flashings, special panel details, penetrations, openings, and condition of other construction that affect metal panels.
 - 6. Review governing regulations and requirements for insurance, certificates, and tests and inspections if applicable.
 - 7. Review temporary protection requirements for metal panel assembly during and after installation.
 - 8. Review of procedures for repair of metal panels damaged after installation.
 - 9. Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.

1.3 QUALITY ASSURANCE

- A. This Section outlines only minimum standards and requirements. Refer to the Drawings and other sections of the specifications for additional requirements. Bring all conflicts and discrepancies to the attention of the Architect and do not start work until such conflicts and discrepancies are clarified and corrected.
- B. All work shall comply with the more stringent requirements of the Texas Windstorm Insurance Association (TWIA) Building Code for Windstorm Resistant Construction, Texas Department of Insurance (TDI) Windstorm Resistant Construction Guide, or wind loads specified in ASCE 7 or

FM Global Property Loss Prevention Data Sheet 1-28, as applicable to project location, or requirements of this Section or local building code, whichever is the more stringent.

C. Manufacturer's Qualifications:

1. Manufacturer must have a minimum of five (5) years of experience manufacturing roof panels of the type specified for this Project. Panels specified in this Section shall be produced in a factory environment (not job site) with fixed-based roll forming equipment to assure the highest level of quality control. A letter certifying compliance should accompany the product material submittal.

D. Installer's Qualifications:

1. Installer of the system shall be an approved installer, certified and authorized by the manufacturer as trained and qualified to install the manufacturer's product. Provide a letter of certification from manufacturer that installer has a minimum of three (3) years metal roof panel installation experience preceding the date upon which work is to commence.

1.4 CONTRACTOR'S RESPONSIBILITIES

- A. As scope and performance documents, the Drawings and Specifications do not necessarily indicate or describe all the metal panel roofing work required for the performance and completion of the Project. Contracts will be let on the basis of such documents with the understanding that the Contractor shall furnish and install the work required for the proper completion of the metal panel roofing work without adjustment to price or schedule. The metal panel roofing work shall be of sound, quality construction and the Contractor shall be solely responsible for the inclusions of adequate labor and materials for the proper and timely fabrication and installation of the metal panel roofing work indicated, described, or implied.
- B. As a performance specification, the criteria for the solution of structurally sound metal panel roofing work indicated on the Drawings or specified herein are for the sole purpose of defining the design intent and performance requirements. The details shown are intended to emphasize the acceptable profiles and performance requirements for this Project. To avoid any misunderstanding or lack of interpretation, the Contractor is hereby advised that the responsibility for metal panel roofing work is totally his and that designs and resolutions proposed by the Contractor shall be demonstrated throughout the metal panel roofing work and warranty period specified or required.
- C. Design proposal submissions which follow exactly the details indicated on the Drawings, will not relieve the Contractor of his responsibility for the design, fabrication, installation, or performance of the metal panel roofing work of this Section
- D. In the event of a controversy over the design, the decision of the Architect will take precedence.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Deliver metal roof panels to job site properly packaged to provide protection against transportation damage.
- B. Exercise extreme care in unloading, storing and erecting metal roof panels to prevent bending, warping, twisting and surface damage.
- C. Storage:
 - 1. Store all materials and accessories above ground on well skidded platforms.
 - 2. Store under waterproof covering.
 - 3. Provide proper ventilation of metal roof panels to prevent condensation build-up between each panel, trim, or flashing component.

1.6 WARRANTY

- A. Warrant the work specified herein against becoming unserviceable or causing an objectionable appearance resulting from either defective, non-conforming materials, or workmanship. Guarantee responsibilities shall be as follows:
 - 1. Roof Panels and Finish:
 - a. Durability of the metallic coated unpainted roof panels due to rupture, structural failure or perforation shall be warranted for a period of 30 years by the Manufacturer.
 - b. The exterior color finish for painted roof panels shall be warranted by the Manufacturer for 25 years against chalking, blistering, peeling, cracking, flaking, checking and chipping.
 - 2. Weathertightness:
 - a. The entire roof system including all roof panels, flashings, curbs, etc. shall be warranted against leaks for a period of 20 years.
 - b. The warranty shall be issued to the Owner by the Manufacturer at time of Substantial Completion.

PART 2 - PRODUCTS

2.1 APPROVED MANUFACTURERS

- A. Specifications are based on PBR architectural structural standing seam metal roof system manufactured by MBCI, Houston, Texas; (281) 445-8555, or Architect approved equal. Other manufacturers must comply with Quality Assurance Paragraph to be considered.

2.2 MATERIALS

A. Metal Roof Panels:

1. Panel Profile: PBR
2. Minimum Slope: 1/2:12
3. Panel Attachment: Manufacturer recommended fasteners and sealant at sidelap and endlaps in accordance with manufacturer's instructions.
4. Panel Substrate: Galvalume®
5. Gauge: 26
6. Coatings: Manufacturer's Signature® 200 Polar White Polyester Energy Star® Qualified finish.
7. Approved Manufacturer: MBCI, Houston, Texas; (281) 445-8555, or Architect approved equal in accordance with Paragraph 2.1.

B. Blanket Insulation: (At West Campus and Northside Campus only)

1. Glass-Fiber Blanket:, Unfaced: ASTM C665, Type I; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively, per ASTM E84; passing ASTM E136 for combustion characteristics, and as follows:
 - a. R-Value: Minimum 30.
 - b. Thickness: As required to achieve required R-Value, or Architect approved equal in accordance with Paragraph 2.1.
 - c. Approved Manufacturers: Any one (1) of the following:
 - 1) CertainTeed Corporation.
 - 2) Guardian Fiberglass, Inc.
 - 3) Johns Manville; a Berkshire Hathaway company.
 - 4) Knauf Insulation.
 - 5) Owens-Corning.

2.3 MISCELLANEOUS MATERIALS

A. Fasteners: All self-tapping/self-drilling fasteners, bolts, nuts, self-locking rivets and other suitable fasteners shall be designed to withstand specified design loads.

1. Use long life fasteners for all exposed fastener applications.
2. Provide fasteners with a factory applied coating in a color to match metal roof system application.
3. Provide neoprene washers under heads of exposed fasteners.
4. Locate and space all exposed fasteners in a true vertical and horizontal alignment. Use proper torque settings to obtain controlled uniform compression for a positive seal without rupturing the neoprene washer.

B. Accessories: (As applicable)

1. General: Provide all components required in accordance with the metal roof system manufacturer for a complete metal roof system to include panels, fasteners, trim/flashing, fascias, ridge, closures, sealants, fillers, and other required items.

2. Waterproofing Membrane: 60 mil thick SBS modified bituminous product of self-adhering type with non-stick surface conforming to "TAMKO TW-Metal and Tile Underlayment" manufactured by Tamko Roofing Products, Inc., or Architect approved equal.
3. Other Materials: Provide other materials, not specifically described, but required for a complete and proper installation

2.4 FABRICATION

- A. Roll form panels in continuous lengths, full length of detailed runs.
 1. Panel length shall be manufacturer's longest practical length.
- B. Fabricate trim/flashing and accessories to matching profiles of existing.
- C. Fabricate trim/flashing from same material as panel.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine installed work of other trades and verify that such work is complete to a point where this work may continue.
- B. Verify that installation may be made in accordance with manufacturer's instructions. This specifically includes verifying the secondary structural components are installed to meet UL and building code requirements, as applicable. Coordinate with metal roof system manufacturer to insure that fastener spacings at eave, rake, ridge and corner areas are accommodated.
- C. Bring discrepancies to the attention of the Architect and do not proceed with installation until discrepancies have been resolved.

3.2 INSULATION INSTALLATION

- A. Comply with insulation manufacturer's written instructions applicable to products and applications at West Campus and Northside Campus only.
- B. Install insulation that is undamaged, dry, and unsoiled and that has not been left exposed to ice, rain, or snow at any time.
- C. Extend insulation to envelop entire area to be insulated. Fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.
- D. Provide sizes to fit applications and selected from manufacturer's standard thicknesses, widths, and lengths. Apply single layer of insulation units unless multiple layers are otherwise shown or required to make up total thickness or to achieve specified R-value.

3.3 METAL ROOF PANEL INSTALLATION

- A. Comply with manufacturer's standard instructions and conform to standards set forth in the Architectural Sheet Metal Manual published by SMACNA, in order to achieve a watertight installation.
- B. Install panels in such a manner that horizontal lines are true and level and vertical lines are plumb.
- C. Install starter and edge trim before installing roof panels.
- D. Remove protective strippable film prior to installation of roof panels.
- E. Attach panels using manufacturer's standard fasteners, spaced in accordance with manufacturer's instructions for wind rating.
- F. Install sealants for preformed roofing panels as in accordance with manufacturer's instructions for wind rating.
- G. Do not allow panels or trim to come into contact with dissimilar materials.
- H. Do not allow traffic on completed roof. If required, provide cushioned walk boards.
- I. Protect installed roof panels and trim from damage until completion of installation.
- J. Remove and replace all panels or components which are damaged beyond successful repair.

3.4 CLEANING

- A. Remove scraps and debris and leave work area clean.
- B. Clean exposed metal surfaces, removing substances which might cause corrosion of metal or deterioration of finishes. Paint areas where finish is damaged on prefinished metal by painting with a compatible paint in color to match undamaged finish.
- C. Clean other work damaged or soiled by work of this Section.

3.5 INSPECTION

- A. Architect and Owner reserve the right to inspect the work during application. Upon completion of the work, if inspection discloses that roofing is not according to specifications or has been damaged, Contractor agrees to furnish additional materials necessary to make repairs and place work in an acceptable condition at no additional expense to Owner.

END OF SECTION

SECTION 07 62 00

SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including the General and Supplementary Conditions, if any, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Formed roof-drainage sheet metal fabrications.
 - 2. Formed steep-slope roof sheet metal fabrications.
- B. Related Sections: Work of all sections required to properly execute the work and as necessary to maintain satisfactory progress of the work.
 - 1. Related Sections include:
 - a. Division 07 Section "Preparation for Reroofing" for removal of existing sheet metal fabrications.
 - b. Division 07 Section "Metal Roof Panels".

1.3 PERFORMANCE REQUIREMENTS

- A. General: Install sheet metal flashing and trim to withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failing, rattling, leaking, and fastener disengagement.
- B. Thermal Movements: Provide sheet metal flashing and trim that allow for thermal movements resulting from surface temperatures by preventing buckling, opening of joints, hole elongation, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Provide clips that resist rotation and avoid shear stress as a result of sheet metal and trim thermal movements. Base engineering calculation on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
- C. Water Infiltration: Provide sheet metal flashing and trim that do not allow water infiltration to building interior.

1.4 SYSTEM DESCRIPTION

- A. Work of this Section is to physically remove water from roofing and prevent damage from water leakage into building interior.

1.5 QUALITY ASSURANCE

- A. This Section outlines only minimum standards and requirements. Refer to the Drawings and other sections of the specifications for additional requirements. Bring all conflicts and discrepancies to the attention of the Architect and do not start work until such conflicts and discrepancies are clarified and corrected.
- B. Fabricator/Installer: Company specializing in sheet metal flashing work with five (5) years minimum experience.
- C. Sheet Metal Flashing and Trim Standard: Comply with SMACNA's "Architectural Sheet Metal Manual". Conform to dimensions and profiles shown unless more stringent requirements are indicated.
- D. Preinstallation Conference: If requested by Architect or Owner, conduct conference at Project site.
 - 1. Meet with Owner, Architect, Owner's insurer if applicable, Installer, and installers whose work interfaces with or affects sheet metal flashing and trim including installers of roof accessories and roof-mounted equipment.
 - 2. Review methods and procedures related to sheet metal flashing and trim.
 - 3. Examine substrate conditions for compliance with requirements, including flatness and attachment to structural members.
 - 4. Document proceedings, including corrective measures and actions required, and furnish copy of record to each participant.

1.6 CONTRACTOR'S RESPONSIBILITIES

- A. As scope and performance documents, the Drawings and Specifications do not necessarily indicate or describe all the sheet metal flashing and trim work required for the performance and completion of the Project. Contracts will be let on the basis of such documents with the understanding that the Contractor shall furnish and install the work required for the proper completion of the sheet metal flashing and trim work without adjustment to price or schedule. The sheet metal flashing and trim work shall be of sound, quality construction and the Contractor shall be solely responsible for the inclusions of adequate labor and materials for the proper and timely fabrication and installation of the sheet metal flashing and trim work indicated, described, or implied.
- B. As a performance specification, the criteria for the solution of structurally sound sheet metal flashing and trim work indicated on the Drawings or specified herein are for the sole purpose of defining the design intent and performance requirements. The details shown are intended to emphasize the acceptable profiles and performance requirements for this Project. To avoid any misunderstanding or lack of interpretation, the Contractor is hereby advised that the responsibility for sheet metal flashing and trim work is totally his and that designs and resolutions proposed by the Contractor shall be demonstrated throughout the sheet metal flashing and trim roofing work and warranty period specified or required.

- C. Design proposal submissions which follow exactly the details indicated on the Drawings, will not relieve the Contractor of his responsibility for the design, fabrication, installation, or performance of the sheet metal flashing and trim work of this Section
- D. In the event of a controversy over the design, the decision of the Architect will take precedence.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver sheet metal materials and fabrications undamaged. Protect sheet metal flashing and trim materials and fabrications during transportation and handling.
- B. Unload, store, and install sheet metal flashing materials and fabrications in a manner to prevent bending, warping, twisting, and surface damage.
- C. Stack materials on platforms or pallets, covered with suitable weathertight and ventilated covering. Do not store sheet metal flashing and trim materials in contact with other materials that might cause staining, denting, or other surface damage.

1.8 COORDINATION

- A. Coordinate installation of sheet metal flashing and trim with interfacing and adjoining construction to provide a leakproof, secure, and noncorrosive installation.
- B. Coordinate with work of other trades to ensure sufficient materials and manpower are available to completely make roofing work watertight each day.
- C. Schedule work to avoid storage on, and traffic over finished work.

1.8 WARRANTY

- A. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.
 - 1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:
 - a. Color fading more than 5 Delta units when tested in accordance with ASTM D2244.
 - b. Chalking in excess of a No. 8 rating when tested in accordance with ASTM D4214.
 - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
 - 2. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where titles below introduce lists, the following requirements apply to product selection:
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one (1) of the manufacturers specified, or Architect approved equal. Other manufacturers must comply with Quality Assurance Paragraph 1.5, B.

2.2 SHEET METALS

- A. Prepainted, Steel Sheet (Metallic-Coated): Steel sheet metallic coated by the hot-dip process and on one of following core metals, prepainted by the coil-coating process to comply with ASTM A 755. Protect finish with factory applied plastic film:
 - 1. Aluminum-Zinc Alloy-Coated Steel Sheet: ASTM A 792, Class AZ50 coating designation, Grade 40; structural quality.
 - a. containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions. Kynar 500 or Hylar 5000 in color selected by Architect from manufacturer's full range.
- B. Lead Sheet: ASTM B 749, Type L51121, copper-bearing lead sheet.

2.3 UNDERLAYMENT MATERIALS

- A. Polyethylene Sheet: 6-mil- thick polyethylene sheet complying with ASTM D 4397.
- B. Felts: ASTM D 226, Type II (No. 30), asphalt-saturated organic felt, nonperforated.

2.4 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation.
- B. Fasteners: Self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads; approved by Factory Mutual where required.
 - 1. Rust-resistant and compatible with materials to be joined.
 - 2. Length: As required for thickness of material to penetrate substrate 1/2-inch minimum.
 - 3. Exposed Fasteners: Heads matching color of sheet metal by means of plastic caps or factory applied coating.
 - 4. Fasteners for Flashing and Trim: Blind fasteners or self-drilling screws, gasketed, with hex washer head.
 - 5. Blind Fasteners: High-strength aluminum or stainless-steel rivets.

- C. Mechanical Fasteners for Sheetmetal to Substrate Anchorage:
 - 1. Masonry: One-step, screw-type drive anchor (nailin); heat-treated, stress relieved, stainless steel pin; zinc jacketed; sized for intended application; minimum 1-1/4-inch length x 1/4-inch diameter; Hammer-Screw® manufactured by Powers Fasteners, Inc., or Architect approved equal in accordance with Paragraph 2.1.
 - 2. Wood Blocking: Hexagonal head screws, stainless steel, with neoprene rubber washers; jacket color to match pre-painted sheetmetal.
 - 3. Concrete and Plaster: Same as masonry, or other power actuated fasteners, suitable for application.
- D. Mechanical Fasteners for Sheetmetal to Metal Fabrications (Support Framing) Anchorage: Appropriate for purpose intended, size as required to suit application and achieve positive anchorage to substrate material.
- E. Solder for Lead: ASTM B 32, Grade Sn50, 50 percent tin and 50 percent lead.
- F. Sealing Tape: Pressure-sensitive, 100 percent solids, polyisobutylene compound sealing tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape.
- G. Elastomeric Sealant: ASTM C 920, elastomeric polyurethane polymer sealant of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.
- H. Bituminous Coating: Cold-applied asphalt mastic, SSPC-Paint 12, compounded for 15-mil dry film thickness per coat. Provide inert-type noncorrosive compound free of asbestos fibers, sulfur components, and other deleterious impurities.
- I. Other Materials: Provide other materials, not specifically described, but required for a complete and proper installation.

2.5 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of item indicated. Shop fabricate items where practicable. Obtain field measurements for accurate fit before shop fabrication.
- B. Fabricate sheet metal flashing and trim in thickness or weight needed to comply with performance requirements, but not less than that specified for each application and metal.
- C. Fabricate sheet metal flashing and trim without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems.

1. Seams: Fabricate nonmoving seams in accessories with flat-lock seams. Tin edges to be seamed, form seams, and solder.
- D. Sealed Joints: Form nonexpansion but movable joints in metal to accommodate elastomeric sealant to comply with SMACNA recommendations.
- E. Expansion Provisions: Where lapped or bayonet-type expansion provisions in the Work cannot be used, form expansion joints of intermeshing hooked flanges, not less than 1-inch deep, filled with elastomeric sealant concealed within joints.
 1. Fabricate all components with allowance for expansion at joints. Provide enlarged or oval holes at all piercing fasteners.
- F. Conceal fasteners and expansion provisions where possible on exposed-to-view sheet metal flashing and trim, unless otherwise indicated.
- F. Form all sheetmetal components (except corners) in longest practical length up to 10-feet maximum; true to shape, square, accurate in size, and free from distortion or defects detrimental to appearance or performance.
- G. Fabricate corners on all sheetmetal components (fascia, copings, cap flashings, etc.) to form one piece with minimum 18-inch and maximum 36-inch long legs.
- H. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.
 1. Thickness: As recommended by SMACNA's "Architectural Sheet Metal Manual" for application but not less than thickness of metal being secured.
- I. Hem exposed edges of metal 1/2-inch; miter and seam corners.
- J. Fabricate vertical faces with bottom edge formed outward 3/4-inch at 30 degrees and hemmed to form drip.
 1. Where vertical height exceeds 8-inches, fabricate with stiffing grooves in accordance with SMACNA, unless specifically approved otherwise.

2.6 FABRICATION

- A. Form all sheetmetal material to provide watertight joints:
 1. Unprotected Horizontal Surfaces (expansion joint covers, etc.): Standing seam or drive cleat joints.
 2. Vertical Surfaces (copings, cap flashings, fascias, etc.): Flat lock or cover and backer plate seams.

- B. Miter all sheetmetal corners and solder, weld, or fasten and seal all joints watertight:
 - 1. Prepainted steel sheet: Apply minimum 1/4-inch bead of sealant between connecting metal flanges and drill and fasten with rivets at 2-inches o.c.
 - 2. Install sealant so it will not be visible on outside of joints.
- C. Fabricate elements complete with required connection pieces.
- D. Fabricate all components with horizontal (flat) surfaces with built-in slope for drainage toward roof unless indicated otherwise.

2.7 ROOF DRAINAGE SHEET METAL FABRICATIONS

- A. Hanging Gutters: Fabricate to cross section indicated, complete with end pieces, outlet tubes, and other accessories as required. Fabricate in minimum 96-inch- long sections. Furnish flat-stock gutter spacers and gutter brackets fabricated from same metal as gutters, of size recommended by SMACNA but not less than twice the gutter thickness. Fabricate expansion joints, expansion-joint covers, and gutter accessories from same metal as gutters.
 - 1. Gutter Style: Match existing, unless indicated or directed otherwise.
 - 2. Size: As indicated or designed to meet SMACNA roof drainage area, rainfall intensity criteria, and downspout size and spacing.
 - 3. Supports: Minimum 1/8-inch x 1-inch Brackets and 0.1046 inch (12 gauge) spacers at maximum 36-inches oc, staggered.
 - 4. Join sections with riveted and sealed or soldered joints.
 - 5. Expansion Joints: Lap type with cover plate.
 - a. Spacing: Minimum 20 feet, maximum 50 feet between expansion joints.
 - 6. Accessories: Wire ball downspout strainer.
 - 7. Gutters with Girth up to 15-Inches: Fabricate from the following material:
 - a. Prepainted, Metallic-Coated Steel: 0.0217 inch (24-25 gauge) thick.
- B. Downspouts: Fabricate rectangular downspouts complete with mitered elbows. Furnish with metal hangers, from same material as downspouts, and anchors.
 - 1. Size: Match existing, unless indicated or directed otherwise to accept SMACNA roof drainage area, rainfall intensity criteria, and downspout spacing.
 - 2. Length: As indicated or required for building height.
 - 3. Joints: Sections with riveted and sealed or soldered joints.
 - 4. Supports: 12 Gauge straps at maximum 8-feet oc. All strap edges rolled or smooth.
 - 5. Fabricate downspouts from the following material:
 - a. Prepainted, Metallic-Coated Steel: 0.0217 inch (24-25 gauge) thick.
- C. Fabricate gutter and downspout accessories and seal watertight.

2.8 FINISHES

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical and painted finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- C. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.
- D. Exposed to View (Unfinished) Galvanized Steel Components: Paint to match prepainted metal prior to installation:
 - 1. Clean: Comply with SSPC-1 - Solvent Wipe.
 - 2. Primer: Apply specified or finish paint manufacturer's recommended primer in accordance with manufacturer's instructions.
 - 3. Finish Coat: Apply powder coating or approved urethane enamel in accordance with manufacturer's instructions.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, to verify actual locations, dimensions and other conditions affecting performance of work.
 - 1. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and securely anchored.
 - 2. Verify roof openings, curbs, pipes, sleeves, ducts, or vents through roof are solidly set, cant strips and reglets in place, and nailing strips located.
 - 3. Verify membrane termination and base flashings are in place, sealed, and secure.
 - 4. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION, GENERAL

- A. Field measure site conditions prior to fabricating work.
- B. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement. Use fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
 - 1. Torch cutting of sheet metal flashing and trim is not permitted.

- C. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by fabricator or manufacturers of dissimilar metals.
 - 1. Coat side of sheet metal flashing and trim with bituminous coating where flashing and trim will contact wood, ferrous metal, or cementitious construction.
 - a. Minimum Dry Film Thickness: 15-mils.
 - 2. Underlayment: Where installing metal flashing directly on cementitious or wood substrates, install a course of felt underlayment and cover with a slip sheet or install a course of polyethylene underlayment.
 - 3. Bed flanges in thick coat of asphalt roofing cement where required for waterproof performance.
- D. Install exposed sheet metal flashing and trim without excessive oil canning, buckling, and tool marks.
- E. Install sheet metal flashing and trim true to line and levels indicated. Provide uniform, neat seams with minimum exposure of solder, welds, and elastomeric sealant.
- F. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
 - 1. Provide continuous cleats fastened not more than 12-inches on center. Anchor cleats with a minimum two fasteners.
- G. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10-feet. Provide joints within 18- to 36-inches of all corners or intersections. Where lapped or bayonet-type expansion provisions cannot be used or would not be sufficiently watertight, form expansion joints of intermeshing hooked flanges, not less than 1-inch deep, filled with elastomeric sealant concealed within joints.
- H. Fasteners: Use fasteners of sizes that will penetrate substrate not less than 1-1/4 inches for nails and not less than 3/4-inch for wood screws.
 - 1. Prepainted, Metallic-Coated Steel: Use stainless-steel fasteners.
- I. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by fabricator or manufacturers of dissimilar metals.
- J. Seal joints with elastomeric sealant as required for watertight construction.
 - 1. Where sealant-filled joints are used, embed hooked flanges of joint members not less than 1-inch into sealant. Form joints to completely conceal sealant. When

ambient temperature at time of installation is moderate, between 40 and 70 deg F, set joint members for 50 percent movement either way. Adjust setting proportionately for installation at higher ambient temperatures. Do not install sealant-type joints at temperatures below 40 deg F.

2. Prepare joints and apply sealants.
- K. Soldered Joints: Clean surfaces to be soldered, removing oils and foreign matter. Pretin edges of sheets to be soldered to a width of 1-1/2 inches except where pretinned surface would show in finished Work.
1. Do not solder prepainted, metallic-coated steel sheet.
 2. Do not use open-flame torches for soldering. Heat surfaces to receive solder and flow solder into joints. Fill joints completely. Completely remove flux and spatter from exposed surfaces.
- L. Protect all membrane penetrations as indicated and as recommended in SMACNA and NRCA manuals.

3.3 ROOF DRAINAGE SYSTEM INSTALLATION

- A. General: Install sheet metal roof drainage items to produce complete roof drainage system according to SMACNA recommendations and as indicated. Coordinate installation of roof perimeter flashing with installation of roof drainage system.
- B. Hanging Gutters: Join sections with riveted and soldered joints or with lapped joints sealed with elastomeric sealant. Provide for thermal expansion. Attach gutters at eave or fascia to firmly anchored gutter brackets spaced not more than 36-inches apart. Provide end closures and seal watertight with sealant. Slope to downspouts.
1. Fasten gutter spacers to front and back of gutter.
 2. Anchor back of gutter that extends onto roof deck with cleats spaced not more than 24-inches apart.
 3. Install gutter with expansion joints not exceeding 50-feet apart. Install expansion joint caps.
- C. Downspouts: Join sections with 1-1/2-inch telescoping joints. Provide fasteners designed to hold downspouts securely 1-inch away from walls; locate fasteners at top and bottom and at approximately 60-inches o.c. in between.
1. Connect downspout to underground storm drainage system.
- D. Expansion-Joint Covers: Install expansion-joint covers at locations and of configuration indicated. Lap joints a minimum of 4-inches in direction of water flow.

3.4 ROOF FLASHINGS INSTALLATION

- A. Install sheet metal flashing and trim to comply with performance requirements, sheet metal manufacturer's written installation instructions, and cited sheet metal standard.

1. Provide concealed fasteners where possible, and set units true to line, levels, and slopes.
 2. Install work with laps, joints, and seams that are permanently watertight and weather resistant.
- B. Roof Edge Flashing:
1. Install roof edge flashings in accordance with manufacturer's instructions to resist project's wind uplift and outward forces requirements.
- C. Roof-Penetration Flashing: Coordinate installation of roof-penetration flashing with installation of roofing and other items penetrating roof. Seal with elastomeric sealant and clamp flashing to pipes that penetrate roof.

3.4 CLEANING AND PROTECTION

- A. Clean and neutralize flux materials. Clean off excess solder and sealants.
- B. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed. On completion of installation, clean finished surfaces, including removing unused fasteners, metal filings, pop rivet stems, and pieces of flashing. Maintain in a clean condition during construction.
- C. Replace sheet metal flashing and trim that have been damaged or that have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION