



Hamilton Southeastern Schools

Request for Proposals:

For Fishers High School Partial Roof Replacement Labor Only

For the:

Hamilton Southeastern Schools

Issue Date:

July 16, 2025

Activity	
Publication of RFP in newspapers and on website www.hseschools.org/happenings/public-notice	Publication #1 July 21 and 23 Publication #2 July 28 and 30
Mandatory pre-bid meeting to be held at HSE Fishers High School Door #1	July 31, at 8:00am EDT Fishers High School 13000 Promise Rd., Fishers, IN 46038
- Deadline to Submit Written Questions - Questions should be submitted to Matt Rapp mrapp@hse.k12.in.us	August 4 by 2:00pm EDT
Submission of Proposals	August 7 1:30pm EDT
Recommendation to award contract to the School Board	Anticipated August 13 at 6:00pm EDT

Submissions of Proposals shall be submitted to:

Hamilton Southeastern Schools Administration Building

**Attention: Matt Rapp
13485 Cumberland Road
Fishers, Indiana 46038**

Please provide 2 hard copies of the Proposal and a digital copy (pdf format) on a flash drive by:

1:30pm EDT on August 7, 2025

The Hamilton Southeastern School Corporation, Hamilton County, Indiana (“HSE,” the “School Corporation” or the “Owner”), intends to solicit responses to this Request for Proposals (RFP) seeking qualified organizations to provide labor services for 87000 sq ft roof replacement at Fishers High School. The School has specifically procured the Duro-Last roofing material as part of the State’s Qualified Purchasing Agreement, so this RFP is specifically for qualified organizations to install the Duro-Last material. This RFP and addendums are being posted at <https://www.hseschools.org/happenings/public-notice>. Neither this RFP nor any response submitted hereto are to be construed as a legal offer.

The following are the requirements, specifications, and information about the proposal. It is the intent of Hamilton Southeastern Schools to award a contract to the most responsible and responsive contractor as determined by the District Evaluation Committee. An “Instructions to Bidders” list can be found on Schedule I of this document. Hamilton Southeastern Schools reserves the right to waive any and all irregularities herein and to reject any and all proposals if considered to be in its best interest.

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request is to provide labor for the installation of the Dura-Last Roofing System for designated sections of the roof at Fishers High School. The Contractor will provide labor for the removal and installation in accordance with the specifications included herein.

TERM OF CONTRACT

The duration of this project is anticipated to be between 30 and 90 days. The contract cannot be assigned by the Contractor without the written consent of the Board of School Trustees of Hamilton Southeastern Schools.

I. PROPOSAL PREPARATION INSTRUCTIONS

PROPOSAL FORMAT

Proposals must be submitted in the format outlined here and above in Section I. This section should constitute the major portion of the proposal and must contain at least the following information. Hamilton Southeastern Schools will make no reimbursement for the cost of developing or presenting proposals in response to the request.

To facilitate the timely evaluation of proposals, a standard format for proposal submission is described in this section. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item requesting information must be addressed in the Respondent’s proposal.
- Each item, i.e. Respondent Identification, Staff Plan and Policies, etc., must be separate standalone electronic files on the flash drive. Please do not submit your proposal as one large file.
- The electronic copies submitted via a flash drive of the proposal should be organized to mirror the sections below and the attachments.

Respondent Identification:

- Name of Respondent;
- Year Established;
- Address;
- Phone Number;
- Website Address;
- Brief history of company;
- Description of types and number of accounts served; and
- Number of employees (separate full-time and part-time).

Staffing Plan and Policies:

- Explain staffing and management plan for this project.

Company Operations Plan and Policies:

- Explain quality control procedures
- Explain emergency response procedures

Cost Proposal:

- Provide a financial quote for the contract.
- Provide data to indicate the financial condition of the Respondent and audited financial statements for the last two (2) years.
- Specify payment terms and arrangements.

Experience, References, and Service Capability:

- A. Describe Respondent's certification and authorization to install Duro-Last material and provide Respondent's most recent experience performing Labor with Duro-Last materials. Only Certified & Authorized Duro-Last Roofing System Contractors will be allowed to bid the project. Contractors need to be licensed with Duro-Last for a minimum of 3 years and must be pre-approved by Duro-Last TIPS Program. In addition, the Respondent must provide financial history of executing at least 2 projects each in size of an access of \$1 + million in scale. Contractor must be within financial terms with Duro-Last Roofing Systems by the mandatory roof walk date.
- Describe the Respondent's experience providing roof repairs and installation.
- List any pending litigation and Chapter 11 filings for the past ten (10) years.
- Include utilization of minority vendors, employment, and recognition from minority organizations.
- Provide a plan for the use of equipment on the facility property.

Financial Responsibility:

Evidence of financial responsibility will not exceed one percent (1%) of the contract price, when required to guarantee the performance of the selected Respondent prior to a fully executed contract. The evidence of financial responsibility must, when required by the School, remain in effect for the duration of the contract including any renewals. The evidence of financial responsibility must be in the form of an irrevocable letter of credit, certified check, cashier's check, or a bond acquired from a surety company registered with the Indiana Department of Insurance or other evidence deemed acceptable by School. Notwithstanding any other provisions relating to the beginning of the term, the contract shall not become effective until the evidence of financial responsibility required by the contract is delivered in the correct form and amount to School. The evidence of financial responsibility must be submitted to the following address prior to contract execution:

Mathew Rapp: Director of Facilities and Maintenance
Hamilton Southeastern Schools
13485 Cumberland Road
Fishers, Indiana 46038

The Owner creates no obligation, expressed or implied, of any kind in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer. In addition, each of the Owner and the Evaluation Committee (as hereinafter defined), in their sole and complete discretion, reserve the right to waive any or all formalities of this RFP or the selection process, to reject any or all Proposals for any or no reason and to waive any defects, inconsistencies or informalities in any Proposal. The Owner reserves the right to terminate the selection process at any time and for any or no reason prior to executing the agreement between the Owner and Respondent. The Owner shall not be liable for any costs incurred by any firm submitting a response to the RFP during the RFP Process.

Section 1 – Definitions and Abbreviations:

- A. Award Recommendation: Summary of the Evaluation to the HSE Board of the Proposals and suggestions on the Respondent to be selected as the Contractor for contract negotiations.
- B. Contract Award: The acceptance of the Award Recommendation by the School Board.

- C. Contractor Services: The Respondent, which is selected to be the Contractor by the HSE Board and then enters into the Contract (as hereinafter defined) with the Owner.
- D. Project: The construction, remodeling, rehabilitation, or repair of buildings or other facilities owned by the Owner as described in this RFP.
- E. Evaluation Committee of "EC": The individuals appointed by the HSE Board to evaluate the Proposals.
- F. Offer or Proposal: A response submitted by a Respondent to this RFP/
- G. Respondent: A respondent is any entity that submits a Proposal. A Respondent may not be two or more entities submitting a joint or combined Proposal. One entity or individual must be clearly identified as the Respondent, which will be ultimately responsible for the performance of the Contract.
- H. Total Bid Amount: The amount that the Respondent proposes that represents its total, all-inclusive price.

Section 2 – Project Description:

Project Scope:

Set forth below are the following parameters for the Fisher's High School Partial Roof Replacement as they are currently known by HSE:

- B. Site Location: Hamilton Southeastern School District; Fishers High School.
- C. Replace 87,000 SQ FT roof. The School has specially procured the Duro-Last roofing material as part of the State's Qualified Purchasing Agreement, so this RFP is specifically for qualified vendors to install the Duro-Last material. Project Total Target Areas – 21,26,2,27,18,24,35,36,39,63 & 64 designated sections of the Fishers High School roof.

Additional requirements and instructions are present in Exhibit B. If the Owner makes a written determination that funds are not appropriated or otherwise available to support the continuation of performance of the arrangement, the Contract may be canceled.

Section 3 – Cover Letter:

The Cover Letter must address the following, unless identified as optional:

- A. Agreement with requirements listed in this RFP.
- B. Agreement with the requirements set forth in Indiana Code 36-1-12 as amended, as modified by applicable Indiana laws, including, but not limited to, Indiana Code 5-32, as amended.
- C. Agreement with the provisions set forth in the form Contract included with this RFP. Please indicate acceptance of these Contract terms. If a clause is not acceptable as worded, the Respondent must provide alternative wording to address issues raised by that clause. If the Respondent requires additional Contract terms, those must be included in the Proposal. The Owner reserves the right to reject any requested revisions, deletions or additions.
- D. Summary of ability and desire to supply the required products or services.
- E. Signature of an authorized representative or the Respondent.
- F. Unless otherwise indicated in the Cover Letter, each Respondent will receive communications and notifications from the Owner via e-mail to the addresses supplied by such Respondent.
- G. Indicate information Respondent claims is not subject to public disclosure and the basis of such a claim.
- H. Any other information the Respondent may wish to briefly summarize relevant to the RFP, its services or its supplies.

Section 4 – Firm Information, Relevant Project Experience:

The Proposal must include sections addressing firm information, relevant project experience which must include the following topics:

Firm Information:**Offeror Identification:**

Name of Respondent
Year Established
Address
Phone
Website Address

Business Organization:

- A. Business structure, e.g., Individual, Partnership, Corporation.
- B. Number of years the Respondent has provided construction services
- C. Number of full-time employees of the Respondent.
- D. Provide a brief history of the Respondent and include the Respondent's experience working with HSE.
- E. List the principals/officers of the Respondent.
- F. Describe the payment and performance bond capacity of the Respondent available for this HSE Project. The Respondent will be required to provide both a payment and performance bond in the amount of the Guaranteed Maximum Price indicated in the contract between HSE and the Respondent
 - o Please verify the Respondent when serving as a construction manager under Indiana Code 5032, as amended, required subcontractors to provide payment and performance bonds and if the response is no, please explain how this is excluded from the requirements in Indiana Code 36-1-12, as amended.
- G. Provide a statement confirming the Respondent will meet the minimum insurance requirements for this Project identified in Exhibit A of this RFP.
- H. The Respondent must signify it will remain responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor.

Relevant Project Experience/References:

- A. General Experience:
 - a. List all Indiana public school corporation projects that cost at least \$1,000,000 (not including financing costs) in which the Respondent is currently serving or has served.
- B. References:
 - a. Provide a list of five (5) 9-12 educational client references with contact names and information whom the Respondent has worked within the past five years.
 - b. Provide a list of three (3) architectural partners with contact names and information whom the Respondent has worked on public 9-12 projects within the past five years.
- C. Provide information detailing the Respondent's history on the following related to diversity:
 - a. The Respondent's hiring practices and programs related to increasing opportunities for minorities and women in the construction industry.
 - b. Contracting practices and programs that the Respondent uses for increasing involvement opportunities for minority, women, and veteran business enterprises.

Staffing:

- A. Provide a proposed HHS Renovation, Update and Expansion Project team chart.
- B. Provide resumes of team members highlighting relevant project experience.
- C. Provide the owner references for team members within the resume.

Section 5 – Cost Proposal:

The Respondent should provide a brief narrative in support of its Cost Proposal. The narrative should be focused on clarifying how the proposed prices correspond directly to the Respondent's approach to the Fishers High School Project. The Respondent should list and describe as part of its Cost Proposal any special cost assumptions, conditions, and/or constraints assumed in the narrative.

- A. Pricing on this RFP must be firm and remain open for a period of not less than 60 days from the Proposal due date.

Section 6 - Submittal Format and Submission:

- A. Please submit one electronic copy in PDF format on a flash drive and 2 hard copies that answer all questions and topics covered in Sections 3, 4, and 5.
- B. Each item requesting information must be addressed in the Proposal.
- C. Hard copies shall not exceed 8 ½" x 11" and shall be bound. The only exception to this is that the "Staff Effort Schedule" may be printed on 11"x17" paper and be folded within the bound hard copy.
- D. Please limit size of the RFP to no more than thirty (30) pages of information. A cover letter and the "EFFORT SCHEDULE" do NOT count toward the thirty (30) page limit.
- E. Deadline -
 - a. Proposals must be received no later than **1:30 PM, local time, on August 7, 2025. Proposals shall be addressed to Matt Rapp** and delivered to Hamilton Southeastern Schools Administration Building at 13485 Cumberland Road, Fishers, IN 46038. Any postal/courier service is the agent of the Respondent submitting the Proposal, not the Owner. Proposals sent to the Owner by facsimile or electronic mail transmission will be rejected.
 - b. The EC will review and evaluate only those Proposals that the Owner and the EC, in their sole and complete discretion, determine to be submitted in compliance with the requirements set forth in this RFP and contain all of the information required by this RFP. It is the Respondent's sole responsibility to ensure that the Proposal is delivered in compliance with all of the requirements set forth in this RFP and contains all of the information required by this RFP. Both the Owner and/or the EC reserves the right to reject for any reason and for no reason at all any and all Proposals received by the Owner and to be the sole judges of the value and merit of the Proposals submitted. The Owner reserves the right to terminate for any reason and for no reason at all the HHS Renovation, Update and Expansion Project prior to executing the Contract. If such termination occurs, the Owner shall not be liable for any costs incurred by any of the Respondents with respect to any Proposal.
- F. Modification or withdrawal of Proposals may only be made consistent with the submittal of the original Proposal, acceptable to Owner and clearly identified as modification. Only Respondent's authorized representative may modify or withdraw its Proposal prior to the deadline.
- G. The Owner reserves the right to request clarifications on Proposals. The Owner also reserves the right to conduct discussions, either oral or written, with Respondents. These discussions could include requests for additional information, requests for cost or other proposal revisions, etc. Additionally, and in conducting discussions, the Owner may use information derived from Proposals submitted by competing Respondents if the identity of the Respondent providing the information is not disclosed to others. The Owner will provide equivalent information to all Respondents which have been chosen for discussions. Discussions, along with negotiations with responsible Respondents, may be conducted for any appropriate purpose.

Section 7 – Selection Process:

The Owner has selected personnel to act as the Evaluation Committee; all members of the Evaluation committee will use the evaluation criteria stated in this RFP and allowed under applicable laws. Proposals will be opened to

avoid disclosure of contents to competing Respondents during the process of negotiation. Discussions may be conducted with, and best and final offers obtained from, responsible Respondents who submit Proposals determined to be reasonably qualified of being selected for award.

Selection Criteria:

Proposals will be evaluated based upon the ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. If any criteria are found to be inconsistent or incompatible with applicable state or federal laws, regulations, or policies, that criteria will be disregarded, and the Proposals will be evaluated without taking into account such criteria. Respondents will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions of Proposals.

When the Owner determines it is in the best interests of the Owner: (1) this RFP process may be canceled or (2) Proposals may be rejected, in whole or in part as specified in this RFP. Notwithstanding any other law, offers may be opened after the time stated in this RFP if both of the following apply: (1) the Owner makes a written determination that it is in the best interest of the Owner to delay the opening and (2) the day, time, and place of the rescheduled opening is announced at the day, time, and place of the originally scheduled opening. The determinations of the Owner are final and conclusive.

The Evaluation Committee will evaluate Proposals based on the criteria listed below, which will be in accordance with Indiana Code 5-32, as amended, and all applicable federal, state, and local laws, as well as the Owner's policies and procedures.

- a. K-12 experience
- b. Experience with similar school projects
- c. Construction experience with projects of similar size and scope
- d. Construction experience with Indiana public school corporation projects at least \$1,000,000
- e. Key personnel and relevant experience
- f. Project approach and alignment with HSE's mission and vision
- g. The Respondent's financial and staffing capacities
- h. References
- i. The Respondent's history of contracting with or hiring minority, women, and veteran business enterprises, and good faith efforts to fulfill the state's goals for contracting with or hiring minority, women, and veteran business enterprises
- j. Pass/Fail Criteria: 1. The Respondent's experience with at least one Indiana public school corporation project costing at least \$1,000,000 (not including financing costs); 2. The Respondent's ability to meet requirements for the payment and performance bond; 3. The Respondent's ability to provide the insurance coverage requirements; 4. The Respondent's contractor certification under Indiana Code 4-13.6 for any portion of the Fishers High School Project that it anticipates it may self-perform
- k. Cost Proposal
- l. Interviews, if any

Owner expects the Contract award will be made to the Respondent whose Proposal is determined in writing to be the most advantageous to the Owner, taking into consideration price and the other evaluation factors set forth in this RFP.

Section 8 – Communications During the RFP Process:

- A. Once the first public notice is published and until the award of the Contract by the HSE Board, all questions and communications regarding this RFP, the Fishers High School Partial Roof Project, and/or this RFP process must be addressed only to the person listed below. Only answers issued in writing by addendum will be considered by the Respondent as valid responses by HSE.

Name	Matt Rapp
Company	HSE Schools
Email	mrapp@hse.k12.in.us

- B. Any Respondent who otherwise contacts any employee, agent, or elected or appointed official of the Owner or any member of the EC, except as set forth above, during the selection process is subject to disqualification at the sole and complete discretion of the Owner.

Section 9 – Miscellaneous Provisions:

- A. The Owner creates no obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a Proposal. Neither this RFP nor any Proposal shall be construed as a legal offer or create a contractual obligation of the Owner with any Respondent.
- B. The Owner assumes no responsibility or liability for any expenses incurred by any Respondent in connection with the preparation or delivery of a Proposal, requested interview or any action related to the process of completing and submitting a Proposal to this RFP.
- C. All documentation and submittals provided to the Owner or the EC may be considered public documents under applicable laws and may be subject to disclosure. Each Respondent by submitting a Proposal recognizes, acknowledges and agrees that the Owner and the EC will not be responsible or liable in any way for any losses that the Respondent may suffer from the lawful disclosure of information or materials to third parties.
- D. Any materials requested to be treated as confidential documents, proprietary information, or trade secrets must be clearly identified and readily separable from the balance of the Proposal. Such designations will not necessarily be conclusive, and a Respondent may be required to justify why such material should not, upon written request, be disclosed by the Owner or the EC under the applicable public records law. The Owner will endeavor to provide at least two (2) business days' notice after receiving a public records request for material submitted pursuant to this RFP. The Respondent must respond to the notice in writing with any objection to the production of the documents within two (2) business days of receipt of the notice from the Owner.
- E. Owner/EC Rights and Procurement Conditions: Each of the Owner and the EC reserves without limitation, and may exercise at its sole discretion the following rights and conditions with regard to this RFP process:
- Cancel this RFP and reject any and all Proposals.
 - Waive any informality or irregularity with respect to any Proposal or any of the requirements of this RFP process.
 - Revise this RFP, any documents related to this RFP, any addendum to this RFP and the example staff effort schedule or calendar via an addendum.
 - Reject any Proposal that the Owner or the EC determines to be incomplete or inadequate or is not responsive to the requirements of this RFP.
 - Require confirmation of information furnished by a Respondent, require additional information from a Respondent concerning its Proposal and require additional evidence of qualifications to perform the work described in this RFP.
 - Request clarification on any Proposal.
 - Conduct discussions, either oral or written, with Respondents, which may include, but not limited to, or request for cost or technical proposal revision.

- h. Use information derived from a Proposal submitted by competing Respondents if the identity of the Respondent providing the information is not disclosed to others. The Owner will provide equivalent information to all Respondents which may have been chosen for discussions.
 - i. Conduct discussions, along with negotiations with responsible Respondents for any appropriate purpose.
 - j. Contact references who are not listed in the Proposal and investigate statements on the Proposal and/or qualification of the Respondent and any firms or individuals identified in the Proposal.
 - k. Consider alternative technical concepts and/or approaches identified by any Respondent.
 - l. Take any action affecting the RFP process or the Fishers High School Partial Roof Replacement Project that is determined to be in the Owner's best interests.
 - m. Approve or disapprove of the use of particular subconsultants, subcontractors, or Key Team Members and/or substitutions and/or changes to Subconsultants, Subcontractors, or Key Team Members from those identified in the Proposal. Such approval or disapproval shall not be unreasonably exercised.
 - n. Negotiate submitted fees or the Cost Proposal with any Respondent.
- F. Respondents shall, if requested by the EC, provide a fully completed Financial Statement specific enough for the HSE Board to make a proper determination of the Respondent's capability for completing the Fishers High School Partial Roof Replacement Project, if awarded.
 - G. The Owner may request best and final offers from those Respondents determined by Owner to be reasonably qualified for the Contract award. However, the Owner reserves the right to award a Contract based on the initial Proposals received. Following evaluation of the best and final offers, if requested, the Owner may select for final Contract negotiations those Respondents that provide Proposals that the Owner determines to be most advantageous to Owner, considering cost and the evaluation criteria in this RFP.
 - H. The Owner may request a site visit to a Respondent's office and facilities to aid in the evaluation of the Respondent's Proposal.
 - I. The Owner intends to sign the Contract with one of the Respondents to fulfill the requirements in this RFP. The term of the Contract shall be for a period based upon estimated Fishers High School Partial Roof Replacement Project completion time frames.
 - J. Proposals should not include any tax from which the Owner is exempt.
 - K. Respondents must be certified with the Public Works Certification Board and must complete the requirements outlined at <https://www.in.gov/idoa/2485.htm>
 - L. If awarded the Contract, the Respondent will be required to register, and be in good standing, with the Indiana Secretary of State.
 - M. Responses to this RFP serve as a representation that neither the Respondent nor its principal(s) is presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments or reports to the State of Indiana. Submission of the Proposal by the Respondent is a warranty by the Respondent that it has no current, pending, or outstanding criminal, civil, or enforcement actions initiated by any governmental entity within the State of Indiana. Each Respondent also by submitting a Proposal represents that neither it nor its principal(s) nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into a contract with the Owner by any federal agency or by any department, agency or political subdivision of the State of Indiana.

Attachments:

Exhibit A – Insurance Requirements

Exhibit B – Instructions to bidders

Exhibit C – General Specifications

Exhibit D – Example of Staff Effort Schedule

Exhibit E – Public Notice

EXHIBIT A: INSURANCE REQUIREMENTS

- A. The Contractor shall carry the following minimum Insurance policies and limits: Each Respondent must provide a statement and or proof of compliance to these insurance requirements listed below its Proposal.
- a. The limits for Worker's Compensation Insurance shall meet statutory limits mandated by State and Federal Laws.
 - b. The limits for Employer's Liability shall be as follows:

Bodily Injury by Accident	\$1,000,000/each accident
Bodily Injury by Disease	\$1,000,000/policy limits
Bodily Injury by Disease	\$1,000,000/each employee
 - c. The limits for Commercial General Liability insurance including coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, and Personal Injury shall at a minimum be as follows:

\$1,000,000 Each Occurrence
\$2,000,000 Job Site Aggregate
\$1,000,000 Personal and Advertising Injury
\$2,000,000 Products-Completed Operations Aggregate

 - i. The policy shall be endorsed to have the Job Site Aggregate apply to this Project only. Provide a \$2,000,000 General Aggregate.
 - ii. The Contractual Liability insurance shall include coverage sufficient to meet the obligations in AIA Document A101 - 2017 under Paragraph 3.18.
 - iii. Products and Completed Operations insurance shall be maintained for a minimum period of at least two (2) years after either 90 days following Substantial Completion or final payment, whichever is earlier.
 - d. Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damage shall at a minimum be as follows:

\$1,000,000 Each Accident

 - e. Umbrella or Excess Liability coverage shall at a minimum be as follows:

\$10,000,000 over primary insurance.
\$10,000 retention for self-insured hazards each occurrence.
 - f. Cyber Liability \$500,000 occurrence and General Aggregate Limits.
 - g. Employee Theft/Crime Coverage of \$250,000.
 - h. Pollution Liability coverage of \$1,000,000.
- B. HSE shall be named as an additional insured with respect to General Liability, Automobile Liability and Umbrella Liability. Coverage is primary and non-contributory. Waiver of subrogation applies with respect to General Liability, Automobile Liability, Umbrella Liability and Worker's Compensation.

EXHIBIT B:

INSTRUCTIONS TO BIDDERS

LOCATION OF BUILDING(S)

Fishers High School, 13000 Promise, Fishers, IN 46038

87,000 SQ FT Project | HSE Schools - Fisher High School

Total Target Area(s) Red – 21, 26, 2, 27, 18, 24, 35, 36, 39, 63 & 64

BEFORE SUBMITTING BID, EACH BIDDER WILL BE HELD TO HAVE EXAMINED THE SITE AND THE BUILDING(S) AND TO HAVE SATISFIED HIMSELF AS TO THE EXISTING CONDITIONS UNDER WHICH HE WILL BE OBLIGED TO OPERATE.

THESE SHALL BE AS STATED UNDER THE NOTICE TO BIDDERS; A COPY OF WHICH IS HANDED OUT AT ROOF WALK HERETO, AND IN ACCORDANCE WITH THE FOLLOWING:

FORM OF PROPOSAL

Submit proposals in duplicate (signed original and one conformed copy) on Duro-Last TIPS Bidding non-collusion affidavit fully executed document and a completed financial statement. Form 96 can be downloaded, at no cost, from this website: www.in.gov/sboa/2416.htm. Form 96 should be accompanied by the included Bid Form Insert.

In addition, Bidders shall submit on separate statements whether a permanent place of business is maintained, a list of equipment available to perform the project, list 2 projects of same size or bigger, work experience of a similar nature to the project, qualifications, proposed plan for performing the project.

COMPLETENESS OF BIDS

No allowance shall be subsequently made on behalf of any bidder by reason of any error or oversight on his/her part resulting from their failure to so examine the Construction Documents for him/herself.

SIGNING AND SUBMITTING OF PROPOSALS

Those bids which are not signed by individuals making them should have attached thereto a power of attorney evidencing authority to sign the bid in the name of the person for whom it is signed.

Those bids which are signed for a partnership should be signed by all of the partners or be accompanied by a verified Certificate of Partnership signed by all of the partners designating the signatory to be a person authorized to contract for and on behalf of and bind the partnership, or by an attorney-in-fact. If signed by an attorney-in-fact, there should be attached to the bid a power of attorney evidencing authority to sign the bid executed by the partners.

Those bids which are signed for a corporation shall have the correct name thereof and the signature of the President or other authorized officer of the corporation and Secretary manually written below the

corporation's name and shall have affixed the corporate seal. If such bid is manually signed by an official other than the President of the corporation, a certified copy of a Resolution of the Board of Directors evidencing the authority of such official to sign the bid should be attached to it.

Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise. Bidders should secure correct information relative to the probable time of arrival and distribution of mail at the place where bids are to be opened. No bid received after the specified date and time for opening will be considered. Each bid must be submitted in duplicate in an opaque envelope which contains the bid, bid guaranty, financial questionnaire, etc.

Envelopes must be marked in the lower left-hand corner: "Bid for (indicate class of work) for (name of project), to be opened at (time and date)". If the bid is a combined bid for various classes of work, indicate this on the lower left-hand corner of envelope.

Bids forwarded by mail shall be sealed as mentioned above. The sealed envelope must be enclosed in another similar sealed envelope marked in the lower left-hand corner as mentioned above, addressed as directed below, and sent REGISTERED MAIL.

FISHERS HIGH SCHOOL REROOFING

INSTRUCTIONS TO BIDDERS

BID ENVELOPES SHALL BE ADDRESSED TO: Hamilton Southeastern Schools

RE: FISHERS HIGH SCHOOL ROOF

13000 Promise Rd

Fishers, IN 46038

OWNER'S ACCEPTANCE OF BIDS

The contract will be awarded to the lowest responsive and responsible bidder complying with the conditions for bidding, provided the bid is reasonable and it is to the best interest of the Owner to accept it. The Owner reserves the right to reject the bid of any or all bidder in accordance with Indiana Code 36-1-12.

Additionally, the Owner reserves the right to reject the bid of any Contractor who is not properly qualified or appears to be unlikely to become properly qualified by the start of the Work, per the requirements of Indiana Code (I.C.) 5-16-13-10. Refer to Article 3.20 of the Supplementary

Conditions for additional contractual requirements related to I.C. 5-16-13. A contract shall be deemed awarded when the Owner's authorizing agency or agent takes formal action to award the contract.

CONTRACT FORMS

The form of agreement between Owner and Contractor will be executed Duro-Last TIPS Bid Form supplied Duro-Last Roofing Systems (Contact Brad Podojil for questions here)

BOND REQUIREMENTS – 100% Provided by Duro-Last Roofing Systems

DRUG TESTING, BACKGROUND CHECK & TOBACCO USE

Each contractor shall affirm, in writing, the existence of a regular drug testing program to the Owner prior to beginning work on site. Each contractor and sub-contractor providing services to the owner shall screen all employees providing services to the owner. Screening need only occur once at beginning of the project as long as contractor and sub-contractor continually screens new hires and provides documentation of same.

Screening shall include 1) local, state and national criminal history records check, and 2) sex and violent offender registry check. Contractor shall further report arrest and/or filing of criminal charges against each employee within two business days of the occurrence and the disposition of such arrest or filing of charges throughout duration of project. Execution of a certificate of compliance with this policy shall be provided to the owner within 30 days of contract authorization and shall be maintained throughout the duration of the project. Non-compliance with these requirements shall be a breach of a material term of any contract and reason for termination. Personally identifiable information obtained in the implementation of this policy shall not be released except as necessary to implement this policy or to defend a decision made pursuant to it.

Smoking or tobacco use of any sort is not permitted on school property nor is the use of E-cigarettes or vaping. Any contractor or subcontractor found to be violating this clause may be removed from project.

FEDERAL E-VERIFY COMPLIANCE

E-Verify Compliance: Pursuant to I.C. 22-5-1.7, Contractor shall enroll in and verify the work eligibility status of all newly hired employees of Contractor through the E-Verify Program (Program). Contractor is not required to verify the work eligibility status of all newly hired employees through the Program if the Program no longer exists. Also pursuant to I.C. 22-5-1.7, Contractor must execute an affidavit affirming that the Contractor does not knowingly employ an unauthorized alien and confirming Contractor's enrollment in the Program, unless the Program no longer exists, shall be filed with the Architect prior to the execution of this contract. This contract shall not be deemed fully executed until such affidavit is submitted to the Architect. The E-Verify Compliance form is included in the Contract Documents.

NO-LIEN

The owner and all contractors shall agree that no lien shall attach to the real estate by the contractor, subcontractor, mechanics, journeymen, laborers, or persons performing labor upon

or furnishing materials or machinery for the work provided for under the terms of this contract.

SPECIAL POST BID FINANCIAL INFORMATION

After Bids is awarded ALL Prime Contractor(s) will be required to furnish to the Owner/Duro-Last TIPS an estimated monthly draw schedule which allows the Owner to invest the Bond proceeds effectively.

OUT-OF-STATE BIDDERS

Proof of payment by out-of-state contractors of Indiana Gross Income Tax, as provided in current Indiana law, shall be submitted before final payment will be approved. Out-of-state contractors shall be authorized to do business in the State of Indiana. Forms may be obtained by contacting the Secretary of State, State of Indiana, Indianapolis, Indiana.

BID CATEGORIES

Contract proposals for the Fishers High School Reroofing will be received in categories of work as follows:

1. UNIFIED BID FOR ALL WORK

NO Requests for approval to bid other products of additional manufacturers as equal to those products identified in these specifications will be allowed.

PRE-BID MEETING

A Mandatory Roof Walk/Pre-Bid Meeting is scheduled for July 31, 2025, at 8:00 A.M. at the Fishers High School Front entrance.

BID SUBMITALS

END OF INSTRUCTION TO BIDDERS

Exhibit C: General Specifications

PART 1 GENERAL SPECIFICATION

1.1 SUMMARY

A. Membrane Type: Duro-Last 60-mil Membrane (Custom Fab: Regular Rolls)

1. Roll Width: 60" (Installed widths may vary)

2. Membrane Color: White

3. Attachment Type: Adhered

4. Adhesive: Duro-Last® SB IV Adhesive [Roll On]

B. Cover Board Type: Duro-Guard® DEXcell™ FA Glass Mat 1/4-Inch

1. Attachment Type: Mechanically Fastened

2. Fasteners: EHD Screw (#15)

C. Insulation Layer 1 Type: Duro-Guard® ISO II (Fiber-Reinforced Facer)

1. Board Application: Tapered

2. Board Style: Min. Layer Thickness

3. Board Size: 4' x 4'

4. Min. Thickness: 0.50"

5. Slope: 1/4"

6. Attachment Type: Mechanically Fastened

D. Insulation Layer 2 Type: Duro-Guard® ISO II (Fiber-Reinforced Facer)

1. Board Application: Flat Stock

2. Board Style: Layer Thickness

3. Board Size: 4' x 8'

4. Thickness: 1.5" or 4" – depends on target area

5. Attachment Type: Loose-Laid

6. Loose-Laid: Loose-Laid

E. Deck Type: Steel Deck (20 ga)

F. Prefabricated flashings, corners, parapets, stacks, vents, and related details.

G. Fasteners, adhesives, and other accessories required for a complete roofing installation.

H. Traffic Protection. ½” OSB must be purchased by awarded contractor and placed to protect non-targeted areas that crew will be walking through to discard tear-off/old roofing. Awarded contractor will be 100% liable for any damage done to existing roofing areas not being worked on.

Mini Summary - Areas: 2, 18, 24, 27, 36, 39, 63, 64 Get a Base 1.5” w Full Tapered

Areas: 21, 26, & 35 get 2 layers of 2” with Crickets/Saddles

Crane - Crane usage will be necessary for many of the roof areas. Budget accordingly. No vehicle or Crane can leave the parking/roadway (no sidewalk use!) Any damage done to walkways or curbs; the contractor will be liable to repair after completion of project.

Existing Conditions Contractor must budget for ½” OSB to be used on project as walkways over roofs that will not be reroofed during this project. Crews will be directed to strictly use these walkways in protection of existing roofs. Contractor will be 100% liable for any damage caused from roofing crew. Duro-Last TIPS has the right to hold back payment for these damages to contractor if not corrected by contractor immediately after completion of project.

1.2 REFERENCES

A. ASTM INTERNATIONAL (ASTM)

- 1. (2019) Standard Test Methods for Coated Fabrics (D751)**
- 2. (2021) Standard Specification for Poly(Vinyl Chloride) Sheet Roofing (D4434/D4434M)**
- 3. (2022) Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board (C1289)**
- 4. (2020) Standard Test Methods for Fire Tests of Roof Coverings (E108)**
- 5. (2020) Standard Test Methods for Fire Tests of Building Construction and Materials (E119)**

B. UL SOLUTIONS (UL)

- 1. (2021) UL Roofing Systems (TGFU.R10128)**

C. AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE)

- 1. (2014) Minimum Design Loads for Buildings and Other Structures (ASCE Standard - ASCE/SEI 7-10)**
- 2. (2017) Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE Standard - ASCE/SEI 7-16)**

3. (2022) Minimum Design Loads and Associated Criteria for Buildings and Other Structures (ASCE Standard - ASCE/SEI 7-22)

D. NATIONAL ROOFING CONTRACTORS ASSOCIATION (NRCA)

1. (2019) NRCA Roofing Manual - Membrane Systems

1.3 SYSTEM DESCRIPTION

A. General: Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.

B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.

C. Physical Properties (must meet or exceed):

Roof product must meet the requirements of Type III PVC sheet roofing as defined by ASTM D4434.

2. Thickness: 60 mil, nominal, in accordance with ASTM D751.

3. Thickness over Scrim: ≥ 28 mil in accordance with ASTM D7635.

4. Breaking Strength: ≥ 438 lbf. (machine direction) and ≥ 390 lbf. (cross machine direction) in accordance with ASTM D751 Grab Method.

5. Elongation at Break: $\geq 31\%$ (machine direction) and $\geq 31\%$ (cross machine direction) in accordance with ASTM D751 Grab Method.

6. Seam Strength: ≥ 431 lbf. in accordance with ASTM D751 Grab Method.

7. Tear Strength: ≥ 132 lbf. (machine direction) and ≥ 163 lbf. (cross machine direction) in accordance with ASTM D751 Procedure B.

8. Low Temperature Bend: Pass at -40°F in accordance with ASTM D2136.

9. Heat Aging: Pass after being conditioned for 56 days in oven maintained at 176°F in accordance with ASTM D3045.

10. Accelerated Aging: Pass after 10,000 hours of total test time in accordance with ASTM G155.

11. Dimensional Stability: Change of -0.45% (machine direction) and -0.20% (cross machine direction) in accordance with ASTM 1204.

12. Water Absorption: $< 2.6\%$ at 158°F for 168 hours in accordance with ASTM D570.

13. Static Puncture Resistance: ≥ 56 lbf. in accordance with ASTM D5602.

14. Dynamic Puncture Resistance: ≥ 14.7 ft-lbf. in accordance with ASTM D5635.

D. Cool Roof Rating Council (CRRC) (Membrane must be listed on the CRRC website):

- 1. Solar Reflectance (Initial): $\geq 86\%$**
- 2. Solar Reflectance (3-Year Aged): $\geq 74\%$**
- 3. Thermal Emittance (Initial): $\geq 89\%$**
- 4. Thermal Emittance (3-Year Aged): $\geq 89\%$**
- 5. Solar Reflectance Index (SRI) (Initial): $\geq 108\%$**
- 6. Solar Reflectance Index (SRI) (3-Year Aged): $\geq 91\%$**

E. Insulation:

- 1. General Requirements**
 - a. Install using a minimum of two layers.**
 - b. Configuration as indicated on the drawings.**
- 2. Duro-Guard® ISO II (Fiber-Reinforced Facer)**
 - a. Min. Layer Thickness: 0.50"**
- 3. Duro-Guard® ISO II (Fiber-Reinforced Facer)**
 - a. Layer Thickness: 3.50"**

1.4 SUBMITTALS

A. Product data sheets to be used, with the following information included:

- 1. Preparation instructions and recommendations**
- 2. Storage and handling requirements and recommendations**
- 3. Installation methods**
- 4. Maintenance requirements**

B. Sustainability Documentation:

- 1. NSF/ANSI Standard 347 Certificate**
- 2. Type III product-specific Environmental Product Declaration**

C. Shop Drawings: Indicate insulation pattern, overall membrane layout, field seam locations, joint or termination detail conditions, and location of fasteners.

D. Provide verification samples for each product specified (two samples representing each product, color and finish):

1. 4-inch by 6-inch sample of roofing membrane, of color specified.

2. 4-inch by 6-inch sample of walkway pad.

3. Termination bar, fascia bar with cover, drip edge, and gravel stop if to be used.

4. Each fastener type to be used for installing membrane, insulation/recover board, termination bar and edge details.

E. Installer Certification: Certification from the roofing system manufacturer that Installer is approved, authorized, or licensed by manufacturer to install roofing system.

F. Manufacturer's warranties.

1.5 QUALITY ASSURANCE

A. Perform work in accordance with manufacturer's installation instructions.

B. Manufacturer Qualifications: A manufacturer specializing in the production of standard reinforced PVC membranes systems and utilizing a Quality Control Manual during the production of the membrane roofing system that has been approved by and is inspected by Underwriters Laboratories.

C. Installer Qualifications: Company specializing in installation of roofing systems similar to those specified in this project and approved by the roofing system manufacturer.

D. Source Limitations: Obtain components for membrane roofing system from roofing membrane manufacturer.

E. There shall be no deviations from the roof membrane manufacturer's specifications or the approved shop drawings without the prior written approval of the manufacturer.

1.6 REGULATORY REQUIREMENTS

A. Conform to applicable code for roof assembly fire hazard, wind uplift, and cool roof requirements.

B. Fire Hazard Requirements: Provide membrane roofing materials with the following fire-test-response characteristics. Materials shall be identified with appropriate markings of applicable testing and inspecting agency.

Class A

2. Fire-test-response standard: Comply with ASTM E108 for application and roof slopes indicated.

3. Fire-Resistance Ratings: Comply with ASTM E119 for fire-resistance-rated roof assemblies of which roofing system is a part.

4. Conform to applicable code for roof assembly fire hazard requirements.

C. Wind Uplift Requirements: Roofing System Design: Provide a roofing system designed to resist uplift pressures calculated according to the current edition of ASCE/SEI 7, Minimum Design Loads and Associated Criteria for Buildings and Other Structures.

1.7 PRE-INSTALLATION MEETING

A. Mandatory Roof Walk

B. Convene meeting not less than one week before starting work on this section.

C. Review methods and procedures related to roof deck construction and roofing system including, but not limited to, the following:

1. Meet with Owner, Architect, Owner's insurer if applicable, testing and inspecting agency representative, roofing installer, roofing system manufacturer's representative, deck installer, and installers whose work interfaces with or affects roofing including installers of roof accessories and roof-mounted equipment.

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. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.

4. Review structural loading limitations of roof deck during and after roofing.

5. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.

6. Review governing regulations and requirements for insurance and certificates if applicable.

7. Review temporary protection requirements for roofing system during and after installation.

8. Review roof observation and repair procedures after roofing installation.

9. Review existing roof manufacturer's recycling program and return roofing system to the manufacturer for recycling.

1.8 DELIVERY, STORAGE AND HANDLING

A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, and directions for storing and mixing with other components.

B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.

C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.

D. Store roof materials and place equipment in a manner to avoid permanent deflection of deck.

E. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.9 WARRANTY

A. Contractor's Warranty: The contractor shall warrant the roof application with respect to workmanship and proper application for two (2) years from the effective date of the warranty issued by the manufacturer.

B. Manufacturer's Warranty: Must provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices throughout the life of the warranty. In addition, the warranty must meet the following criteria:

1. Warranty Period: 20 years from date issued by the manufacturer.

2. First 15 years:

a. Must provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices.

b. No exclusions for incidental or consequential damages.

3. Last 5 years:

a. Excludes incidental and consequential damages.

4. Issued direct from and serviced by the roof membrane manufacturer.

5. Transferable for the full term of the warranty.

PART 2 PRODUCTS

2.1 MANUFACTURER

A. Manufacturer: Duro-Last®, which is located at: 525 Morley Drive, Saginaw, MI 48601. Telephone: 800-248-0280.

B. All roofing system components to be provided or approved by Duro-Last

C. Substitutions: Not permitted.

2.2 ROOFING SYSTEM COMPONENTS

A. Roofing Membrane:

1. Properties:

a. Type: Duro-Last 60-mil Membrane (Custom Fab: Regular Rolls)

Roll Width: 60" (Installed widths may vary)

c. Membrane Color: White

d. Attachment Type: Adhered

e. Adhesive: Duro-Last® SB IV Adhesive [Roll On]

2. Features:

a. ASTM D4434, Type III

b. Fabric-reinforced, PVC, NSF/ANSI 347 Gold or Platinum Certification, and a product-specific third-party verified Environmental Product Declaration.

c. Minimum recycle content 7% post-industrial and 0% post-consumer.

d. Recycled at end of life into resilient flooring or concrete expansion joints.

B. Barrier Board:

1. Properties:

a. Type: Duro-Guard® DEXcell™ FA Glass Mat 1/4-Inch

b. Attachment Type: Mechanically Fastened

c. Fasteners: EHD Screw (#15)

2. Features:

a. Glass-mat facer with specially treated core

b. Enhanced to provide a broader compatibility and higher performance with roofing adhesives

c. Excellent fire, mold, and moisture resistance

d. Manufactured to meet ASTM C1177

C. Insulation:

1. General Requirements

- a. Provide preformed roof insulation boards that comply with requirements and referenced standards, as selected from manufacturer's standard sizes.**
- b. Provide preformed saddles, crickets, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.**
- c. Provide roof insulation accessories approved by the roof membrane manufacturer and as recommended by insulation manufacturer for the intended use.**

2. Component:

a. Properties:

1. Type: Duro-Guard® ISO II (Fiber-Reinforced Facer)

2. Board Application: Tapered

3. Size: 4' x 4'

4. Method: Min. Layer Thickness: 0.50"

5. Slope: 1/4"

6. Attachment Type: Mechanically Fastened

b. Features:

1. Closed-cell polyisocyanurate foam core insulation board.

2. Complying with ASTM C1289, Type II, felt or glass-fiber mat facer on both major surfaces.

3. Provide Duro-Last factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening insulation and/or insulation cover boards in conformance to specified design requirements.

3. Component:

a. Properties:

1. Type: Duro-Guard® ISO II (Fiber-Reinforced Facer)

2. Board Application: Flat Stock

3. Size: 4' x 8'

4. Method: Layer Thickness: 3.50"

5. Attachment Type: Loose-Laid

b. Features:

- 1. Closed-cell polyisocyanurate foam core insulation board.**
- 2. Complying with ASTM C1289, Type II, felt or glass-fiber mat facer on both major surfaces.**
- 3. Provide Duro-Last factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening insulation and/or insulation cover boards in conformance to specified design requirements.**

D. Deck Type:

1. Properties:

- a. Type: Steel Deck (20 ga)**

E. Accessory Materials: Provide accessory materials supplied by or approved for use by Duro-Last®:

1. Sheet Flashing: Manufacturer's standard reinforced PVC sheet flashing.

2. Penetrations and Flashings: Manufactured using standard reinforced PVC membrane.

a. Duro-Last® Inside and Outside Corners

b. Duro-Last® Stack Flashing

c. Duro-Last® Curb Flashing

3. Drains, Scuppers, and Vents: Manufactured using standard reinforced PVC membrane.

a. Duro-Last® Drain Boot

b. Duro-Last® Drain Guard

c. Composite Drain Rings (CDRs)

Fasteners: Factory-coated steel fasteners meeting corrosion-resistance provisions in FMG 4470, designed for fastening membrane and insulation to substrate. Supplied by Duro-Last.

a. EHD Screw (#15)

5. Non-Fleece Membrane Adhesives: Compatible with roofing system and supplied by Duro-Last.

a. Duro-Last® SB IV Adhesive [Roll On]

6. Additional Roof Components: Compatible with roofing system and supplied by Duro-Last.

a. Roof Trak® III Walkway Pad (PVC)

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that the surfaces and site conditions are ready to receive work.**
- B. Verify that the deck is supported and secured.**
- C. Verify that the deck is clean and smooth, free of depressions, waves, or projections, and properly sloped to drains, valleys, eaves, scuppers or gutters.**
- D. Verify that the deck surfaces are dry and free of standing water, ice or snow.**
- E. Verify that all roof openings or penetrations through the roof are solidly set.**
- F. If substrate preparation is the responsibility of another contractor, notify Architect of unsatisfactory preparation before proceeding.**

3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.**
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.**
- C. Surfaces shall be clean, smooth, free of fins, sharp edges, loose and foreign material, oil, grease, and bitumen.**
- D. Tearing off Existing Single-Ply System:**
 - 1. Remove existing single-ply membrane and return to the manufacturer for recycling.**

3.3 INSTALLATION

A. Insulation:

1. General Requirements

- a. Install insulation in accordance with the roof manufacturer's requirements.**
- b. Insulation shall be adequately supported to sustain normal foot traffic without damage.**
- c. Where field trimmed, insulation shall be fitted tightly around roof protrusions with no gaps greater than ¼ inch.**
- d. Tapered insulation boards shall be installed in accordance with the insulation manufacturer's shop drawings.**
- e. No more insulation shall be applied than can be covered with the roof membrane by the end of the day or the onset of inclement weather.**
- f. If more than one layer of insulation is used, all joints between subsequent layers shall be offset by at least 6 inches.**

2. Duro-Guard® ISO II (Fiber-Reinforced Facer)

- a. Use only fasteners, stress plates and fastening patterns accepted for use by the roof manufacturer.
Fastening patterns must meet applicable design requirements.
- b. Install fasteners in accordance with the roof manufacturer's requirements. Fasteners that are improperly installed must be replaced or corrected.
- c. Install all layers in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than ¼ inch.

3. Duro-Guard® ISO II (Fiber-Reinforced Facer)

- a. Loosely lay insulation boards in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than ¼ inch.

B. Cover Board:

1. General Requirements

- a. Install cover board in accordance with the roof manufacturer's requirements.

2. Duro-Guard® DEXcell™ FA Glass Mat 1/4-Inch

- a. Use only fasteners, stress plates and fastening patterns accepted for use by the roof manufacturer.
Fastening patterns must meet applicable design requirements.
- b. Install fasteners in accordance with the roof manufacturer's requirements. Fasteners that are improperly installed must be replaced or corrected.
- c. Attach boards in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than ¼ inch.

C. Roofing Membrane:

1. General Requirements

- a. Install membrane in accordance with the roof manufacturer's requirements.
- b. Cut membrane to fit neatly around all penetrations and roof projections.

2. Duro-Last 60-mil Membrane (Custom Fab: Regular Rolls)

- a. Read the adhesive's Safety Data Sheet (SDS) prior to using the adhesive.
- b. Follow application guidelines outlined in the adhesive's Product Data Sheet.
- c. Inspect the surface of the deck/substrate. The deck/substrate must be clean, smooth, dry, and free of sharp edges, dust, contaminants, oil, grease, and loose, foreign material that may affect the installation of the roofing system and its performance.

Unroll roofing membrane and position with a minimum 6-inch overlap.

- e. Fold the roof section back onto itself to expose half of the roof area to be covered by that section.
- f. Apply adhesive in front of the fold along its length. Apply at the required rate in smooth, even coatings without voids, globs, puddles or similar irregularities. Use care not to contaminate the area of the membrane where hot air welding will occur.
- g. Lift the top layer of membrane and, starting at the fold, use a stiff squeegee or broom to push the membrane into the adhesive.
- h. Repeat previous steps for the second half of the roof section.

D. Weld overlapping sheets together using hot air. Minimum weld width is 1-1/2 inches.

E. Check field welded seams for continuity and integrity and repair all imperfections by the end of each workday.

F. Flashings: Complete all flashings and terminations as indicated on the drawings and in accordance with the membrane manufacturer's requirements.

1. Provide securement at all membrane terminations at the perimeter of each roof level, roof section, curb flashing, skylight, expansion joint, interior wall, penthouse, and other similar condition.

- a. Do not apply flashing over existing thru-wall flashings or weep holes.
- b. Secure flashing on a vertical surface before the seam between the flashing and the main roof sheet is completed.
- c. Extend flashing membrane a minimum of 6 inches (152 mm) onto the main roof sheet beyond the mechanical securement.
- d. Use care to ensure that the flashing does not bridge locations where there is a change in direction (e.g. where the parapet meets the roof deck).

2. Penetrations:

- a. Flash all pipes, supports, soil stacks, cold vents, and other penetrations passing through the roofing membrane as indicated on the Drawings and in accordance with the membrane manufacturer's requirements.
- b. Utilize custom prefabricated flashings supplied by the membrane manufacturer.
- c. Existing Flashings: Remove when necessary to allow new flashing to terminate directly to the penetration.

3. Pipe Clusters and Unusual Shapes:

- a. Clusters of pipes or other penetrations which cannot be sealed with prefabricated membrane flashings shall be sealed by surrounding them with a prefabricated vinyl-coated metal pitch pan and sealant supplied by the membrane manufacturer.

b. Vinyl-coated metal pitch pans shall be installed, flashed and filled with sealant in accordance with the membrane manufacturer's requirements.

c. Pitch pans shall not be used where prefabricated or field fabricated flashings are possible.

G. Roof Drains: Coordinate installation of roof drains and vents.

1. Drain Assemblies with Clamping Rings:

a. Remove existing roofing system materials from drain bowl and clamping ring.

b. The membrane must extend beyond the inside of the clamping ring.

c. Use a manufacturer supplied or approved sealant (1/2 tube minimum) between the membrane and drain bowl assembly.

d. After the membrane is properly installed onto the bowl and the clamping ring set in place, all bolts securing the ring must be installed to provide constant, even compression on the sealant. If bolts are broken or missing, replacements must be installed.

2. Drain Boots:

a. Remove existing flashing and asphalt at existing drains in preparation for sealant and membrane.

b. Use a manufacturer supplied or approved sealant (1/2 tube minimum) to the outside of the drain boot and insert it into the drain.

c. Fasten membrane around the perimeter of the drain with the same fastening pattern as the field membrane, no less than 1 fastener per drain.

d. Install a pair of composite drain rings (CDRs) to compress the boot to the pipe. Ensure the CDR openings face in opposite directions.

e. Secure the manufacturer's drain guard over the opening by heat welding the attachment tabs to the roof membrane.

H. Edge Details:

1. Provide edge details as indicated on the Drawings. Install in accordance with the membrane manufacturer's requirements.

2. Join individual sections in accordance with the membrane manufacturer's requirements.

3. Coordinate installation of metal flashing and counter flashing.

4. Manufactured Roof Specialties: Coordinate installation of copings, counter flashing systems, gutters, downspouts, and roof expansion assemblies.

I. Walkways:

- 1. Install walkways in accordance with the membrane manufacturer's requirements.**
- 2. Provide walkways where indicated on the Drawings.**
- 3. Install walkway pads at roof hatches, access doors, rooftop ladders and all other traffic concentration points regardless of traffic frequency. Provided in areas receiving regular traffic to service rooftop units or where a passageway over the surface is required.**
- 4. Do not install walkways over flashings or field seams until manufacturer's warranty inspection has been completed.**

Water Cut-Offs:

- 1. Provide water cut-offs on a daily basis at the completion of work and at the onset of inclement weather.**
- 2. Provide water cut-offs to ensure that water does not flow beneath the completed sections of the new roofing system.**
- 3. Remove water cut-offs prior to the resumption of work.**
- 4. The integrity of the water cut off is the sole responsibility of the roofing contractor.**
- 5. Any membrane contaminated by the cut-off material shall be cleaned or removed.**

3.4 FIELD QUALITY CONTROL

A. The membrane manufacturer's representative shall provide a comprehensive final inspection after completion of the roof system. All application errors shall be addressed and final punch list completed.

3.5 PROTECTION

- A. Protect installed roofing products from construction operations until completion of project.**
- B. Where traffic is anticipated over completed roofing membrane, protect from damage using durable materials that are compatible with membrane.**
- C. Repair or replace damaged products after work is completed.**

END OF SECTION

TERMS OF SERVICE

- The Specification Generator is a program (the "Program") that creates a document that can, and in most cases should, be modified by the specifier to meet the requirements of an individual project. Duro-Last® is not responsible for the accuracy of any document created in full or in part by this Program.**
- Duro-Last is providing this Program to specifiers without charge to aid in their development of roofing project specifications. The user of any specification created with this Program is solely responsible for its**

content and accuracy with respect to complying with Duro-Last specifications, project requirements and all applicable regulatory codes. This Program should not be construed to replace any system design provided by a professional architect or engineer, who remains ultimately responsible for the design integrity and safety of all building components including the applicability of all relevant building codes and regulations.

· Duro-Last and its employees and independent sales personnel representing Duro-Last DISCLAIM responsibility for and are not liable for damages (direct or consequential, including but not limited to loss of profits) or damage to buildings or their contents, with respect to the use of this Program and/or any specifications created through its use.

EXHIBIT C: EFFORT SCHEDULE EXAMPLE

[illegible]

EXHIBIT D: PUBLIC NOTICE

NOTICE TO BIDDERS

Notice is hereby given that SEALED BIDS will be

received: BY AND AT: Hamilton Southeastern Schools
Central Office
13485 Cumberland Road
Fishers, IN 46038
(317) 594-4100
Attn: Mathew Rapp, Director of Facilities

FOR: **Fisher's High School Partial Roof Replacement (Labor only)**

PROJECT LOCATION: Fishers High School
13000 Promise Road
Fishers, IN 46038

RECEIPT OF BIDS: Bids received after the designated day and time listed above will be returned unopened. Any postal/courier service is the agent of the Bidder. Bids are to be submitted on the Bid Form as provided in the Project Manual and on Indiana State Board of Accounts Form No. 96 (revised 2013) as required by the statutes of the State of Indiana. Bidders shall also submit financial data and a properly signed Affidavit of Non-Collusion as required by Form No. 96. Bids shall be submitted in a sealed envelope, marked with the name and address of the bidder, and clearly identified as follows:

Fishers High School Partial Roof Replacement

BID OPENING: Each bid will be opened at the HSE Administration Building, 13485 Cumberland Road Fishers, IN 46038, by the Owner on Thursday, August 7, 2025, at 1:30 p.m. local time. Deliver Bid in a sealed envelope showing the project name and Bidder's name and address.

PRE-BID MEETING: A mandatory pre-bid meeting for interested parties will be held on Thursday, July 31, 2025, at 8:00 p.m. at Fishers High School. Meet at the main entry doors. The meeting will include an opportunity to tour the roof areas. To arrange site visits after this meeting, contact Mathew Rapp, email mrapp@hse.k12.in.us, phone: (317) 594-4380.

CONTRACT TYPE:

A Mandatory Roof Walk Pre-Bid Meeting is scheduled for July 31, 2025, at 8:00 a.m. at the Fishers High School Front Entrance Office. Full Documentation will be handed out at this mandatory roof walk. All bidding and construction shall be in accordance with construction documents prepared by Duro-Last Roofing TIPS Program, which can only be obtained from the Mandatory Roof Walk date. You will be required to sign in, show valid ID and Business Card.

The School has specially procured the Duro-Last roofing material as part of the State's Qualified Purchasing Agreement, so this bid is specifically seeking qualified and certified organizations to install the Duro-Last material. Only Certified & Authorized Duro-Last Roofing System Contractors will be allowed to bid the project. Contractors need to be licensed with Duro-Last for a minimum of 3 years (No exceptions) and must be pre-approved by Duro-Last TIPS Program. In addition, the contractor must provide financial history of executing a min of 2 projects each in size of an access of \$1 + million in scale.

Contractor must be within financial terms with Duro-Last Roofing Systems by mandatory roof walk date.

The contract will be awarded to the agreed-upon most responsive and responsible bidder complying with the conditions for bidding, provided the bid is reasonable and it is to the best interest of the HSE School Corp. to accept it. HSE School Corp. reserves the right to reject the bid of any or all bidders in accordance with Indiana Code 36-1-12.

Bids not reaching said office by 1:30 P.M. on August 7, 2025, will not be opened and will be returned unopened to the original bidder.

Any questions concerning this project shall be directed to Duro-Last Roofing Systems, Brad Podojil, 574-850-1749.

Additional Instructions to the Bidder are on file with Owner and may also be examined at the following location: <https://www.hseschools.org/community/public-notice>

END OF NOTICE TO BIDDERS