

## INVITATION TO BID

### ROOF REPAIR & COATING PUBLIC WORKS BUILDINGS B-F CITY OF GREENVILLE NORTH CAROLINA



*Find yourself in good company*

**PRE-BID MEETING: THURSDAY, JANUARY 7, 2016 @ 10:00 AM**  
**PUBLIC WORKS CONFERENCE ROOM**  
**1500 BEATTY STREET, GREENVILLE, NC**

**BID-OPENING: FRIDAY, JANUARY 22, 2016 @ 2:00 PM**  
**PUBLIC WORKS ADMINISTRATION BUILDING**  
**1500 BEATTY STREET, GREENVILLE, NC**

### CONTACT PERSONS:

**QUESTIONS REGARDING THE BID PACKAGE:**

*Mrs. Angelene Brinkley*  
*Purchasing Manager*  
*Telephone: (252) 329-4462*  
*Fax: (252) 329-4464*  
*Email: [abrinkley@greenvillenc.gov](mailto:abrinkley@greenvillenc.gov)*

**QUESTIONS REGARDING THE SPECIFICATIONS:**

*Mr. Mike Watson*  
*Building Facilities Coordinator*  
*Telephone: (252) 329-4921*  
*Fax: (252) 329-4844*  
*Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

**CITY OF GREENVILLE  
ADVERTISEMENT FOR PROPOSALS  
“ROOF REPAIR & COATINGS – PUBLIC WORKS BLDGS B-F”**

The City of Greenville, NC is requesting proposals for the repair and coating of five roofs on Public Work’s buildings B-F. The scope of work shall include but is not limited to the disposal any demolition debris, inspect, tighten or replacement of fasteners and the installation of self-priming roof coating system.

This is a turn-key project.

A pre-bid meeting and site visit will be held at the Public Works Administration Building located at 1500 Beatty Street, Greenville, NC on Thursday, January 7, 2016 @ 10:00 AM. A site visit is mandatory to be eligible to submit a bid.

Sealed proposals will be received by the City of Greenville until Friday, January 22, 2016 @ 2:00 PM at the Public Works Reception Desk located at 1500 Beatty Street, Greenville, NC 27834.

Mailed bids shall be delivered to 1500 Beatty Street, Greenville, NC 27834 on or before Friday, January 22, 2016 @ 2:00 PM and addressed to Mr. Mike Watson, Building Facilities Coordinator. All sealed bids shall have the words *Bid Enclosed, Roof Repair – PW Bldgs B-F* on the outside of the bid package or mail carrier envelope.

All bids will be marked with the date and time they are received by reception staff. Bids will be opened and read aloud. A bid tabulation will be available upon request once the contract is awarded to the successful bidder.

The City of Greenville reserves the right to reject any or all bids, waive any informality and award contracts that appear to be in its best interest. The right is reserved to hold any or all proposals for a period of sixty (60) days from the bid opening thereof.

From the date of this advertisement until the date of opening the proposals, the plans and specifications of the proposed work and/or a complete description of the apparatus, supplies, materials or equipment are and will continue to be on file in the office of the City of Greenville Purchasing Manager, 201 West Fifth Street, Greenville, NC 27834, during regular business hours, and available to prospective bidders. Inquiries should be directed to the Purchasing Manager at the above address --- Telephone (252) 329-4462. Minority/Women owned business are encouraged to submit proposals.

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*Angelene Brinkley, Purchasing Manager  
City of Greenville  
1500 Beatty Street  
Greenville, NC 27834*

## INSTRUCTIONS TO BIDDERS

**Proposal to Provide  
“Roof Repair & Coatings – Public Works Buildings B-F”  
1500 Beatty Street, Greenville, NC 27834**

- 1. Contractor is to provide verification to the City that the company’s employees are covered under worker’s compensation insurance coverage.**
- 2. It is expressly understood by the contractor offering a proposal after a written notice of award by the City, a written contract will be required to be executed and will serve together with this proposal, these instructions, and any detailed specifications as the entire form of contract between the parties.**
- 3. Each Contractor submitting a proposal is affirming that no official or employee of the City is directly or indirectly interested in this proposal for any reason of personal gain.**
- 4. Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation Tax from which the City is exempt.**
- 5. If the Contractor is unable to provide a proposal for any reason, please send an email of explanation to [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov).**
- 6. Questions regarding any procedure for submission of a proposal shall be directed by email to Mike Watson, Building Facilities Coordinator, at [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov). The last date to submit questions or request for substitutions will be Thursday, January 14, 2016 by 2:00 PM.**
- 7. By submitting a proposal for the ROOF REPAIR & COATINGS – PUBLIC WORKS BUILDINGS B-F, the Contractor attests that it is in compliance with all items listed in the bid/proposal instructions. Furthermore, the Contractor attests that the City of Greenville accepts no responsibility for any injuries to the firm’s employees, while on City property performing their duties.**
- 8. Contractor shall comply with all OSHA requirements associated with the work within this contract. Follow all safety guidelines when concerning skylights while work is in progress.**
- 9. No work will be performed at any time without proper supervision. Names and experience of supervisors shall be provided.**
- 10. Contractor must procure and post the required roofing permit prior to the commencement of work.**
- 11. Staging areas for equipment and materials can be arranged on site.**
- 12. All work shall be performed Monday – Saturday during approved hours. Hours of operation shall be 7:00 AM to 7:00 PM.**
- 13. The Contractor shall accompany a designated representative(s) of the City on inspections of work at any time during the contract period. The City reserves the right to make determinations as to whether service is performed satisfactorily. Deficiencies in work performance shall be corrected immediately.**

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
SPECIFICATIONS FOR  
“ROOF REPAIR & COATINGS – PUBLIC WORKS BUILDINGS B-F”**

**1.0 SCOPE:**

The scope of work shall include, but is not limited to:

**1.1 Base Bid Roof Work:**

- Pressure wash and clean entire roof surface. Use detergents as needed. Ensure roof is thoroughly rinsed.
- After pressure washing, seal the existing skylights on Building B.
- Remove abandoned vent pipes at the west end of Building B and install a shop fabricated cover over the openings secure to existing substrate.
- Clean all gutters from debris on all the buildings and dispose of off-site.
- All HVAC units, vents, etc. shall be properly flashed
- Prime entire roof surface with required primer at a rate of .25-.5gal/sq
- Install CPR BASE COAT over entire roof surface at a rate of 1.5gal/sq. Allow to dry 24-48 hours
- Install CPR TOP COAT WHITE on entire roof area at a rate of 1.5gal/sq. Allow to dry 24-48 hours.
- All work related debris must be removed from the worksite and disposed of properly.
- Any damage to the buildings, concrete, landscaping, etc will be repaired by the contractor.
- Contractor must supply toilet facilities.
- See page 12 of Exhibit “B” for warranty information.

**1.2 Alternate #1:**

- Provide labor and material to coat the front section of the roof on Building A – Public Works Administration Building per the specifications.

**1.3 Refer to “Exhibit B” for the specifications for the work required to complete roofing systems and pictures of the roof layouts.**

**2.0 PAYMENT AND BID:**

**2.1 Bidders will comply with all local, state, and federal laws and ordinances governing said work including the Occupational Safety and Health Act of 1970.**

**2.2 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.**

**2.3 The City of Greenville has adopted an Affirmative Action Program. Firms submitting a proposal are attesting that they also have taken affirmative action to ensure equality of opportunity in all aspects of employment.**

**2.4 Minority and/or Women Business Enterprise (MWBE) Program**

**Refer to Exhibit “C” for all Minority and/or Woman Business Enterprise requirements.**

Questions regarding the City's M/WBE Program should be directed to Denisha Harris in the M/WBE Office at (252) 329-4862.

2.5 The City of Greenville reserves the right to reject any and all bids, to waive any informalities and to accept the bid if seems most advantages to the City. Any bid submitted will be binding for sixty (60) days after the date of the bid opening.

2.6 Equal Employment Opportunity Clause

The City has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Greenville, NC. By submitting qualifications and/or proposals, the firm is attesting that they are an Equal Opportunity Employer. Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.

2.7 Contractor shall complete a new vendor application and any associated documents as required upon acceptance of this contract, if needed.

2.8 The contractor will develop a lump sum bid; that will include, but is not limited to all work, equipment, parts, and labor specified herein.

3.0 WORKERS COMPENSATION AND INSURANCE:

3.1 The contractor shall maintain during the life of this contract, Worker's Compensation Insurance for all employees working at the project site under this contract, or as otherwise required by North Carolina General Statutes.

3.2 The Contractor shall have in place for the life of this contract public liability and property damage insurance and shall protect the City of Greenville from claims for damage or personal injury, which may arise from operations under this contract. The amounts of such insurance shall not be less than \$500,000 for injuries subject to the same limit per person and \$1,000,000 for property damage or otherwise needed to protect the interests of the owner. The Contractor awarded this contract is to provide a Certificate of Insurance showing the City of Greenville named as an additionally insured on all coverage. All insurance shall be maintained during the duration of the contract.

3.3 OTHER INSURANCE:

The contractor shall furnish such additional insurance as may be required by the General Statutes of North Carolina, including motor vehicle insurance in amounts not less than statutory limits.

4.0 CANCELLATION:

4.1 Each certificate of insurance shall bear the provision that the policy cannot be altered or canceled in less than ten (10) days after mailing written notice to the assured of such alteration or cancellation, sent registered mail.

- 4.2 The contractor shall furnish the owner with satisfactory proof of insurance required before written approval of such insurance is granted by the owner. Executed contract documents, insurance certifications, invoices and other information requested, are to be sent to:**

*Mike Watson, Building Facilities Coordinator  
City of Greenville  
1500 Beatty Street  
Greenville, N.C. 27834  
Email: [mwatson@greenvillenc.gov](mailto:mwatson@greenvillenc.gov)*

**5.0 DAMAGE TO CONTRACTORS PROPERTY:**

- 5.1 The City of Greenville shall be under no obligation to replace or in any way compensate the contractor for fire, theft, vandalism or any other casualty, injury or damage to equipment or property belonging to the contractor while on City property.**
- 5.2 The successful bidder agrees to indemnify or hold harmless the City of Greenville from and against any liability, loss, cost, damage suit, claim, or expense arising occurrence on the part of the successful bidder to include its officers, servants, agents or employees arising from its activities, operations, and performance of services while on City property and further agrees to release and discharge the City of Greenville and its Agents from all claims or liabilities arising from or caused by the successful bidder in fulfilling its obligations under this Agreement.**
- 5.3 It is understood and agreed by the parties that the City of Greenville will assume no liability for damages, injury, or other loss to the successful bidder, its employees or property, tools or equipment, or to other persons or properties located on City facilities resulting from the successful bidder's activities and operations while performing those service enumerated herein. The successful bidder shall assume full and complete liability for any and all damages on City or private properties caused by or resulting from its activities, operations, and that of its employees, agents and officers.**

**6.0 ADDENDUM**

- 6.1 Addendum: Any changes to the specifications will be issued as a written addendum. No oral statements, explanations, or commitments by whosoever shall be of any effect.**
- 6.2 Amendment: The contract may be amended from time to time through written agreement by both parties.**

**7.0 LOCAL PREFERENCE POLICY**

- 7.1 The City of Greenville has adopted a Local Preference Policy, Resolution No. 056-13, and a Professional and other Services Policy, Resolution No. 057-13 that will pertain to this project. For more information, please see the City of Greenville's webpage at [www.greenvillenc.gov/financialservices/purchasingdivision](http://www.greenvillenc.gov/financialservices/purchasingdivision).**

**8.0 REFERENCE INFORMATION**

All bidders shall provide a list of three (3) client references of similar work. The reference information shall include the company's name, a contact person's name with his or her title and their telephone number. Contractor shall provide the information below with their bid sheet. Contractor shall be experienced in projects of similar construction.

- 1. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_
- 2. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_
- 3. Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone No. \_\_\_\_\_

**9.0 CONTRACTOR INFORMATION**

Contractor shall provide the information below with the bid sheet.

**CITY OF GREENVILLE  
NORTH CAROLINA  
PROSPECTIVE CONTRACTOR DATA FORM**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_  
Tax ID# \_\_\_\_\_  
Corporation or Partnership: \_\_\_\_\_  
Number of Years in Business: \_\_\_\_\_

**CITY OF GREENVILLE  
PUBLIC WORKS DEPARTMENT  
REQUEST FOR BIDS**

In compliance with the request for bids by the City of Greenville and subject to all conditions and specifications thereof, the undersigned offers and agrees to furnish all equipment, labor and work site clean-up as provided in the above mentioned specifications.

<b>Base Bid:</b>		
<b>ROOF REPAIR &amp; COATINGS – PUBLIC WORKS BUILDINGS B-F</b>		
<u><b>Building</b></u>	<u><b>Division</b></u>	<u><b>Line Item Bid Amount</b></u>
<b>B</b>	<b>Fleet Maintenance</b>	
<b>C</b>	<b>Grounds Management</b>	
<b>D</b>	<b>Street Maintenance</b>	
<b>E</b>	<b>Traffic Services</b>	
<b>F</b>	<b>Sanitation Services</b>	
<b>Total Bid</b>		

<b>Alternate #1:</b>		
<b>A</b>	<b>PW Administration Building</b>	

**Bid reviewed, prepared and submitted by:**

**Company Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**CITY OF GREENVILLE**  
**PUBLIC WORKS DEPARTMENT**  
**"Roof Repair & Coating – Public Works Buildings B-F"**

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Metal Surface Roof Restoration

1.2 REFERENCES

- A. ASTM D 624 – Standard Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomers
- B. ASTM D 1475 – Standard Test Method for Density of Liquid Coatings, Inks, and Related Products
- C. ASTM D 3960 – Standard Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings
- D. ASTM E 1980 – Standard Practice for Calculating Solar Reflectance Index of Horizontal and Low-Sloped Opaque Surfaces
- E. ASTM G 21 – Standard Practice for Determining Resistance of Synthetic Polymeric Materials to Fungi
- F. SRI – Solar Reflectance Index calculated according to ASTM E 1980
- G. South Coast AQMD Standards
- H. National Roofing Contractors Association (NRCA) – Roofing and Waterproofing Materials.

1.3 SYSTEM DESCRIPTION

- A. Metal Surface Roof Restoration: Renovation work includes:
  - 1. Surface preparation: Remove loose flaking rust, dust, debris, secure all gaped panels and replace all loose fasteners with next size larger.
  - 2. Metal Flashings: Repair/Replace metal flashings, pitch pockets, etc.
  - 3. Primer: Prime entire roof surface.

1.4 SUBMITTALS

- A. Submit as requested.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
- C. Shop Drawings: Submit shop drawings including installation details of roofing, flashing , fastening, insulation and vapor barrier, including notation of roof slopes and fastening patterns of insulation and base modified bitumen membrane, prior to job start.
- D. LEED Submittals: Provide documentation of how the requirements of Credit will be met:
  - 1. List of proposed materials with recycled content. Indicate post-consumer recycled content and pre-consumer recycled content for each product having recycled content.
  - 2. Product data and certification letter indicating percentages by weight of post-consumer and pre-consumer recycled content for products having recycled content.

3. Product reflectivity and emissivity criteria to qualify for one point under the LEED credit category. Credit 7.2, Landscape & Exterior Design to Reduce Heat Island – Roof.
- E. Verification Samples: For each product specified, two samples, minimum size 6 inches (150 mm) square, representing actual product and color.
- F. Manufacturer’s Certificates: Certify products meet or exceed specified requirements.
- G. Closed out Submittals: Provide manufacturer’s maintenance instructions that include recommendations for the periodic inspection and maintenance of all completed roofing work. Provide product warranty executed by the manufacturer. Assist Owner in preparation and submittal of roof installation acceptance certification as many be necessary in connection with fire and extended coverage insurance of roofing and associated work.

#### 1.5 QUALITY ASSURANCE

- A. Perform Work in accordance with NRCA Roofing and Waterproofing Manual.
- B. Manufacturer Qualifications: Manufacturer: Company specializing in manufacturing products specified in this section with documented ISO 9001 certification and minimum twelve years and experience.
- C. Installer Qualifications: Company specializing in performing Work of this section with minimum five years documented experience and a certified Pre-Approved Contractor with manufacturer.
- D. Installer’s Field Supervision: Maintain a full-time Supervisor/Foreman on job site during all phases of roofing work while roofing work is in progress.
- E. Product Certification: Provide manufacturer’s certification that materials are manufactured in the United States and perform to requirements specified herein, are chemically and physically compatible with each other, and are suitable for inclusion within the total roof system specified herein.
- F. Source Limitations: Obtain all components of roof system from a single manufacturer. Secondary products that are required shall be recommended and approved in writing by the roofing system Manufacturer. Upon request of the Architect or Owner, submit Manufacturer’s written approval of secondary components in list form, signed by an authorized agent of the Manufacturer.

#### 1.6 PRE-INSTALLATION CONFERENCE

- A. Convene a pre-roofing conference approximately two weeks before scheduled commencement of roofing system installation and associated work.
- B. Require attendance of installers of deck or substrate construction to receive roofing, installer of rooftop units and other work in and around roofing which must proceed of follow roofing work including mechanical work, Architect, Owner, roofing system manufacturer’s representative.
- C. Objectives include:
  1. Review foreseeable methods and procedures related to roofing work, including set up and mobilization areas for stored material and work area.
  2. Tour representative areas of roofing substrates, inspect and discuss condition of substrate, roof drains, curbs, penetrations and other preparatory work.
  3. Review structural loading limitations of deck and inspect deck for loss of flatness and for required attachment.
  4. Review roofing system requirements, drawings, specifications and other contract documents
  5. Review and finalize schedule related to roofing work and verify availability of materials, installer’s personnel, equipment and facilities needed to make progress and avoid delays.
  6. Review required inspection, testing, certifying procedures.
  7. Review weather and forecasted weather conditions and procedures for coping with unfavorable conditions, including possibility of temporary roofing.

8. Record conference including decisions and agreements reached. Furnish a copy of records to each party attending.

#### 1.7 DELIVERY, STORAGE, AND HANDLING

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

#### 1.8 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.
- B. Weather Condition Limitations: Do not apply roofing system during inclement weather or when a 40 percent chance of precipitation or greater is expected.
- C. Proceed with roofing work only when existing and forecasted weather conditions will permit unit of work to be installed in accordance with manufacturer's recommendations and warranty requirements.
- D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed during same day.
- E. When applying materials with spray equipment, take precautions to prevent over spray and/or solvents from damaging or defacing surrounding walls, building surfaces, vehicles or other property. Care should be taken to do the following:
  1. Close air intakes into the building.
  2. Have a dry chemical fire extinguisher available at the jobsite.
  3. Post and enforce "No Smoking" signs.
- F. Avoid inhaling spray mist; take precautions to ensure adequate ventilation.
- G. Protect completed roof sections from foot traffic for a period of at least 48 hours at 75 degrees F (24 degrees C) and 50 percent relative humidity or until fully cured.
- H. Take precautions to ensure that materials do not freeze.
- I. Minimum temperature for application is 40 degrees F (4 degrees C) and rising for solvent based materials and 50 degrees F (10 degrees C) and rising for water based.

#### 1.9 WARRANTY

- A. Upon completion of the work, provide the Manufacturer's written and signed limited labor and materials Warranty, warranting that, if a leak develops in the roof during the term of the warranty, due either to defective material or defective workmanship by the installing contractor, the manufacturer shall provide the

Owner, at the Manufacturer's expense, with the labor and material necessary to return the defective area to a watertight condition.

1. Warranty Period:

a. 5+5+5 years from date of acceptance plus required inspections by manufacturer

B. Installer is to guarantee all work against defects in materials and workmanship of a period indicated following final acceptance of the Work.

1. Warranty Period:

a. 2 years from date of acceptance.

## PART 2 PRODUCTS

### 2.1 MANUFACTURERS

A. Acceptable Manufacturer: Garland Company, Inc. (bases of design) or approved equal

B. Requests for substitutions shall be submitted with performance specifications by the date and time specified in the bid documents.

C. Refer to 3.10 for minimum performance requirements of any and all substitutions. Substitutions must meet or exceed performance requirements.

### 2.2 ROOF RESTORATION SYSTEM FOR METAL SURFACE ROOFS

A. Cold Applied CPR System:

1. Primer: Rust-Go Primer

2. Coating: CPR Base Coat & CPR White Coating

3. Flashing: CPR Seam Sealer

4. Reinforcement: Apply in CPR Seam Sealer on seams and around penetrations only,

a. Grip Polyester Soft

5. Surfacing: None

### 2.3 EDGE TREATMENT AND ROOF PENETRATION FLASHINGS

A. Flashing Boot – Rubbertite Flashing Boot: Neoprene pipe boot for sealing single or multiple pipe penetrations adhered in approved adhesives as recommended and furnished by the membrane manufacturer.

B. Fabricated Flashing:

1. Fabricated flashings and trim shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the CDA Copper Development Association "Copper in Architecture – Handbook" as applicable.

C. Manufactured Roof Specialties:

1. Manufactured roof specialties shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the NRCA "Roofing and Waterproofing Manual" as applicable.

## PART 3 EXAMINATION

### 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. Verify that work penetrating the roof deck, or which may otherwise affect the roofing, has been properly completed.
- C. If substrate penetration is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### 3.2 ROOF PREPARATION AND REPAIR

- A. Power washing of metal roof surfaces to remove all loose rust or scale is mandatory before application. Use a high volume air broom or compressed air to remove residual dust rust perforations, etc. Deteriorated metal roof decks must be repaired or replaced prior to the application of the coating system.

### 3.3 INSTALLATION

- A. General Installation Requirements:
  - 1. Install in accordance with manufacturer's instructions. Apply to minimum coating thickness required by the manufacturer.
  - 2. Cooperate with manufacturer, inspection and test agencies engaged or required to perform services in connection with installing the roof system
  - 3. Insurance/Code Compliance: Where required by code, install and test the roofing system to comply with governing regulation and specified insurance requirements.
  - 4. Protect work from spillage of roofing materials and prevent materials from entering or clogging drains and conductors. Replace or restore work damaged by installation of the roof system.
  - 5. All primers must be top coated within 24 of application. Re-prime if more time passes after priming.
  - 6. Keep roofing material dry during application. Phased construction can be allowed as long as no, more than 7 days pass between coats including the primers.
  - 7. Coordinate counter flashing, cap flashings, expansion joints and similar with related work.
  - 8. Coordinate roof accessories and miscellaneous sheet metal accessory items, including piping vents and other devices with related work.
- B. Metal Surface Roof Restoration: Renovation work includes:
  - 1. Surface Preparation: Remove loose flaking rust, dust, dirt, debris, secure all gaped panels and replace all loose fasteners with next size larger.
    - a. Remove rust by the most rigorous method suitable for the particular project and as approved the manufacturer.
    - b. Tighten all fasteners and verify that neoprene washers are in place.
    - c. Replace missing fasteners using oversize fasteners as necessary.
    - d. Seal all fastener heads by applying a heavy dab of CPR Seam Sealer BG or CPR Seam Sealer TG to the tops and around of all fastener heads.
  - 2. Flashings: Repair/Replace metal flashings, pitch pockets, etc.
  - 3. Primer:
    - a. Immediately after rust has been removed, prime rusted surfaces with Rust-Go Primer at ¼ gallon per 100 SF to prevent rust from reoccurring.
  - 4. Reinforcement: Base coat and treatment of field seams and around penetrations:

- a. Application of Reinforcement with White-Knight/White-Stallion or White-Knight WC on field seams, flashing and around penetrations:
  - 1) Verify that the surface to be coated is properly prepared
  - 2) Restore the surface to a suitable condition if roof surface becomes contaminated with dirt, dust or other materials that will interfere with adhesion of the coatings.
  - 3) Apply materials at specified dry film thickness.
  - 4) Apply reinforcement to field seams and penetrations as required.
  - 5) After positioning reinforcements to roll out, apply CPR Base Coat to surface where reinforcement ply is to be applied at 1.5 gallons per 100 SF.
  - 6) Do not apply too far ahead of fabric so coating does not dry before fabric can be embedded.
  - 7) Use care to lay the fabric tight to the roof surface without air pockets, wrinkles, fishmouths, etc.
  - 8) After embedding reinforcement into the CPR Base Coat apply additional coating to completely saturate the fabric at 1.0 gallons per 100 SF.
  - 9) If reinforcement is not used apply the CPR Base Coat at 1.5 gallons per 100 SF over the entire roof surface.
  - 10) Apply saturation coat as soon as possible after embedding reinforcement.
  - 11) Allow to dry for a minimum of 24 hours before applying finish coats.

5. Coating:

- a. Apply CPR White Coating in a uniform manner at 1.5 gallons per 100 SF over the entire roof surface.
- b. Use special attention to coating flashings and other critical areas to build adequate membrane thickness.
- c. Use multiple coats on verticals to prevent sagging.
- d. Apply to manufacturer's minimum membrane thickness over the entire roof surface.

3.4 INSTALLATION EDGE TREATMENT AND ROOF PENETRATION FLASHING

A. Fabricated Flashing:

- 1. Fabricated flashings and trim shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the Copper Development Association "Copper in Architecture – Handbook" as applicable.

B. Manufactured Roof Specialties:

- 1. Manufactured roof specialties shall conform to the detail requirements of SMACNA "Architectural Sheet Metal Manual" and/or the National Roofing Contractors Association "Roofing and Waterproofing Manual" as applicable.

3.5 CLEANING

- A. Clean-up and remove daily from the site all wrappings, empty containers, paper, loose particles and other debris resulting from these operations.
- B. Remove asphalt markings from finished surfaces.
- C. Repair or replace defaced or disfigured finishes caused by Work of this section.

### 3.6 PROTECTION

- A. Provide traffic ways, erect barriers, fences, guards, rails, enclosures, chutes and the like to protect personnel, roofs and structures, vehicles and utilities.
- B. Protect exposed surfaces of finished walls with tarps to prevent damage.
- C. Plywood for traffic ways required for material movement over existing roofs shall be no less than 5/8 inch (16 mm) thick.
- D. In addition to the plywood listed above, an underlayment of minimum ½ inch (13 mm) recover board is required on new roofing.
- E. Special permission shall be obtained from the Manufacturer before any traffic shall be permitted over new roofing.

### 3.7 FIELD QUALITY CONTROL

- A. Require attendance of roofing materials manufacturer's representatives at site during installation of the roofing system. Minimum (3) times per week.
- B. Perform field inspection and testing if required.
- C. Correct defects or irregularities discovered during field inspection.

### 3.8 FINAL INSPECTION

- A. At completion of roofing installation and associated work, meet with Contractor, Architect, installer, installer of associated work, roofing system manufacturer's representative and others directly concerned with performance of roofing system.
- B. Walk roof surface areas, inspect perimeter building edges as well as flashing of roof penetrations, walls, curbs and other equipment. Identify all items requiring correction of completion and furnish copy of list to each party in attendance.
- C. If core cuts verify the presence of damp or wet materials, the installer shall be required to replace the damaged areas at his own expense.
- D. Repair or replace deteriorated or defective work found at time above inspection as required to a produce an installation that is free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- E. Architect upon completion of corrections.
- F. Following the final inspection, provide written notice of acceptance of the installation from the roofing system manufacturer.

### 3.9 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

### 3.10 SCHEDULES

#### A. Coatings:

1. Coating: CPR Base Coat: Multi-purpose: high build, synthetic liquid rubber waterproofing membrane having the following characteristics:
  - a. Elongation (ASTM D 412) 200%
  - b. Tensile Strength (ASTM D 412) 200 psi
  - c. Flash Point: 105 degrees F
  - d. Non-Volatile (ASTM D75) 75%
2. Coating: CPR White Coating: Multi-purpose: White, high build, synthetic liquid rubber waterproofing membrane having the following characteristics:
  - a. Elongation (ASTM D 412) 200%
  - b. Tensile Strength (ASTM D 412) 200 psi
  - c. Energy Star Approved: Yes
  - d. Flash Point: 105 degrees F
  - e. Non-Volatile (ASTM D75) 75%
  - f. Solar Reflective Index (ASTM E 1980) 95

#### B. Reinforcement/Base Coat

1. Grip Polyester Soft: Strong, elastic polyester reinforcing fabric.

END OF SECTION

**BASE BID:**

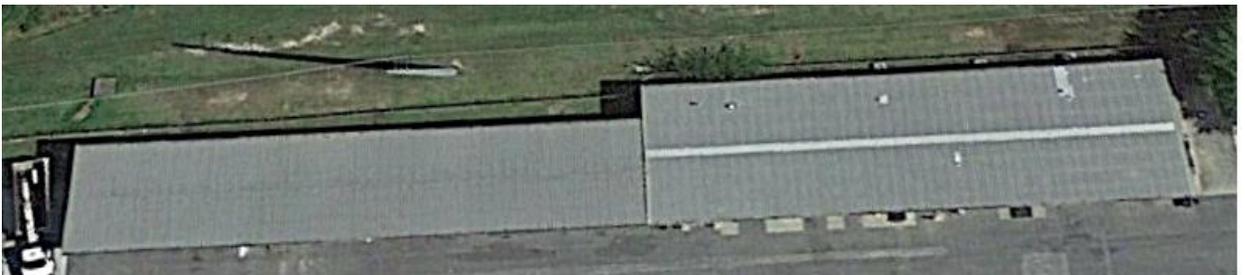
**Building B – Fleet Maintenance Division**

Approx. 17200 sq. ft.



**Building C – Grounds Management Division**

Approx. 10600 sq. ft.



**Building D – Streets Maintenance Division**

Approx. 9200 sq. ft.



**Building E – Traffic Services Division**

Approx. 8100 sq. ft.



Building F – Sanitation Services Division

Approx. 2820 sq. ft.



**ALTERNATE #1:**

Building A – Administration Building

Approx. 6500 sq. ft.



**EXHIBIT "C"**

**City of Greenville/Greenville Utilities Commission  
Minority and Women Business Enterprise (MWBE) Program**

**City of Greenville  
Construction Guidelines and Affidavits  
\$100,000 and above**

These instructions shall be included with each bid solicitation.

## City of Greenville/Greenville Utilities Commission Minority and Women Business Enterprise Program

### \$100,000 and Construction Guidelines for MWBE Participants

**Policy Statement**

It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City’s and Utilities’ contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

**Goals and Good Faith Efforts**

Bidders responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspiration goals for participation.

	CITY	
	MBE	WBE
<b>Construction</b> This goal includes Construction Manager at Risk.	10%	6%

Bidders shall submit MWBE information with their bids on the forms provided. This information will be subject to verification by the City prior to contract award. **As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only.** Firms qualifying as “WBE” for City’s goals must be designated as a “women-owned business” by the HUB Office. Firms qualifying as “MBE” for the City’s goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). Those firms who are certified as both a “WBE” and “MBE” may only satisfy the “MBE” requirement. **Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other.** A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>. An internal database of firms who have expressed interest to do business with the City and GUC is available at [www.greenvillenc.gov](http://www.greenvillenc.gov). However, the HUB status of these firms must be verified by the HUB database. The City shall accept NCDOT certified firms on federally funded projects only. Please note: A contractor may utilize any firm desired. However, for participation purposes, all MWBE vendors who wish to do business as a minority or female must be certified by NC HUB.

The Bidder shall make good faith efforts to encourage participation of MWBEs prior to submission of bids in order to be considered as a responsive bidder. Bidders are cautioned that even though their submittal indicates they will meet the MWBE goal, they should document their good faith efforts and be prepared to submit this information, if requested.

The MWBE’s listed by the Contractor on the **Identification of Minority/Women Business Participation** which are determined by the City to be certified shall perform the work and supply the materials for which they are listed unless the Contractors receive prior authorization from the City to perform the work with other forces or to obtain materials from other sources. If a contractor is proposing to perform all elements of the work with his own forces, he must be prepared to document evidence satisfactory to the owner of similar government contracts where he has self-performed.

The Contractor shall enter into and supply copies of fully executed subcontracts with each MWBE or supply signed Letter(s) of Intent to the Project Manager after award of contract and prior to Notice to Proceed. Any amendments to subcontracts shall be submitted to the Project Manager prior to execution.

### Instructions

The Bidder shall provide with the bid the following documentation:

Identification of Minority/Women Business Participation  
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)

Affidavit A (if subcontracting)

OR

Identification of Minority/Women Business Participation  
(if participation is zero, please mark zero—Blank forms will be considered nonresponsive)

Affidavit B (if self-performing; must attest that bidder does not customarily subcontract work on this type of project—includes supplies and materials)

Within 72 hours or 3 business days after notification of being the apparent low bidder who is subcontracting anything must provide the following information:

Affidavit C (if aspirational goals are met or are exceeded)

OR

Affidavit D (if aspirational goals are not met)

After award of contract and prior to issuance of notice to proceed:

Letter(s) of Intent or Executed Contracts

**\*\*With each pay request, the prime contractors will submit the Proof of Payment Certification, listing payments made to MWBE subcontractors.**

**\*\*\*If a change is needed in MWBE Participation, submit a Request to Change MWBE Participation Form. Good Faith Efforts to substitute with another MWBE contractor must be demonstrated.**

### Minimum Compliance Requirements:

All written statements, affidavits, or intentions made by the Bidder shall become a part of the agreement between the Contractor and the City for performance of contracts. Failure to comply with any of these statements, affidavits or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a contractor has made Good Faith Efforts, the CITY will evaluate all efforts made by the Contractor and will determine compliance in regard to quantity, intensity, and results of these efforts.



# City of Greenville AFFIDAVIT A – Listing of Good Faith Efforts

County of \_\_\_\_\_

(Name of Bidder)

Affidavit of \_\_\_\_\_

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority/Women Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority/women business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# City of Greenville --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_  
(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_  
\_\_\_\_\_ contract.  
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

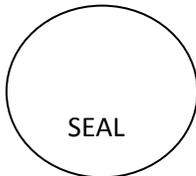
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## City of Greenville - **AFFIDAVIT C** - Portion of the Work to be Performed by MWBE Firms

County of \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the portion of the work to be executed by MWBE businesses as defined in GS143-128.2(g) and the COG/CITY MWBE Plan sec. III is equal to or greater than 16% of the bidders total contract price, then the bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
 (Name of Bidder)

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority business enterprises and a minimum of \_\_\_\_\_% of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*MWBE Category	Work description	Dollar Value

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

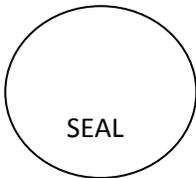
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# City of Greenville **AFFIDAVIT D – Good Faith Efforts**

County of \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the goal of 16% participation by minority/women business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of \_\_\_\_\_ I do hereby certify  
that on the \_\_\_\_\_  
(Name of Bidder)

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority business enterprises and a minimum of \_\_\_\_\_% of the total dollar amount of the contract with women business enterprises. Minority/women businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*MWBE Category	Work description	Dollar Value

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

**Examples** of documentation required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
  - E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the

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next lowest responsible and responsive bidder.

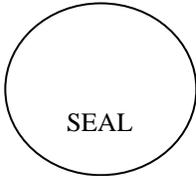
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with MWBE Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

## LETTER OF INTENT MWBE Subcontractor Performance

**Please submit this form or executed subcontracts with MWBE firms after award of contract and prior to issuance of notice to proceed.**

PROJECT: \_\_\_\_\_  
(Project Name)

TO: \_\_\_\_\_  
(Name of Prime Bidder/Architect)

The undersigned intends to perform work in connection with the above project as a:

\_\_\_\_ Minority Business Enterprise                      \_\_\_\_\_ Women Business Enterprise

The MWBE status of the undersigned is certified the NC Office of Historically Underutilized Businesses (required).    \_\_\_ Yes    \_\_\_ No

The undersigned is prepared to perform the following described work or provide materials or services in connection with the above project at the following dollar amount:

Work/Materials/Service Provided	Dollar Amount of Contract	Projected Start Date	Projected End Date

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name & Phone No. of MWBE Firm)

\_\_\_\_\_  
(Name & Title of Authorized Representative of MWBE)

\_\_\_\_\_  
(Signature of Authorized Representative of MWBE)

## REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if notified as apparent lowest bidder, continuing through project completion)

**Project:** \_\_\_\_\_

**Bidder or Prime Contractor:** \_\_\_\_\_

**Name & Title of Authorized Representative:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

\_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Total Contract Amount (including approved change orders or amendments):** \$\_\_\_\_\_

Name of subcontractor: \_\_\_\_\_

Good or service provided: \_\_\_\_\_

### Proposed Action:

Replace subcontractor

Perform work with own forces

For the above actions, you must provide one of the following reasons (Please check applicable reason):

The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

The listed MBE/WBE is bankrupt or insolvent.

The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

The work performed by the listed subcontractor is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subcontractor is substantially delaying or disrupting the progress of the work.



Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

**Pay Application No.** \_\_\_\_\_  
**Purchase Order No.** \_\_\_\_\_

## Proof of Payment Certification

### MWBE Contractors, Suppliers, Service Providers

Project Name: \_\_\_\_\_

Prime Contractor: \_\_\_\_\_

Current Contract Amount (including change orders): \$\_\_\_\_\_

Requested Payment Amount for this Period: \$\_\_\_\_\_

Is this the final payment? \_\_\_Yes \_\_\_No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount (including changes)	Total Amount Remaining

\*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: \_\_\_\_\_

Certified By: \_\_\_\_\_

Name

Title

Signature

