

City of South Charleston Fire Station 4 Roof Replacement Bid and Specifications March 2025

Submit questions and inquiries to:

Virgil White – Fire Chief – 304-744-0079

Gerald Burgy – Building Inspector – 304-720-5985

Rick Atkinson – City Manager 304-720-5985

LEGAL ADVERTISEMENT

NOTICE OF BIDS-Fire Station # 4 Roof Replacement

The City of South Charleston will accept sealed bids for replacing of the roof at the South Charleston Fire Station # 4, 10 Camp Way, South Charleston, WV 25309.

Bid Specifications may be obtained from the City Treasurer's Office, 238 4th Ave, South Charleston, WV. A mandatory Pre-bid is scheduled for Thursday March 6, 2025, at 10 am at 10 Camp Way, South Charleston, WV 25309. Bids will be accepted at the City Treasurer's Office, Friday March 14, 2025, at 1:00 PM, the bids will then be opened and publicly read.

THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.

1.0 INFORMATION FOR BIDDERS

1.1 Receipt and Opening of Bids

The City of South Charleston invites bids on the attached forms. Sealed bids will be received until 1:00 PM local prevailing time on Friday March 14, 2025. The bidding will then be closed and the bid opening will be held immediately following. No faxed Bids will be accepted.

1.2 Preparation of Bid

Each bid must be submitted in a sealed envelope with the following information marked on the outside: name of bidder, address, project name, and bid opening date and time. The bid must be submitted to The City of South Charleston City Treasurer's Office, located at 238 4th Ave, P.O. Box 8597, South Charleston, WV 25303.

1.3 Bid Surety

Each bid must be accompanied by a bid surety in the form of a cashier's or certified check, or a bond written by a company licensed to do business in West Virginia, in the amount of 5% of the total bid for the project. The bid surety shall be made payable to The City of South Charleston.

The bid surety will be forfeited to The City of South Charleston if the Contractor fails or refuses to execute and deliver the contract and construction bond. The successful bidder will receive a full refund upon executing the contract.

1.4 Method of Award

The City of South Charleston reserves the right to reject any or all bids and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interest of The City of South Charleston. In making an award, intangible factors such as bidder's service, schedule, integrity, facilities, equipment, reputation and past performance will be considered.

Contractors shall submit a minimum of three project references with the bid and proposal form. The purpose of the project references is to provide proof of the Contractor's qualifications to perform the work. Project references shall include a project description, contract amount, date of construction, and the name, address and phone number of a contact person for the project.

1.5 Pre-Bid Conference

A mandatory pre-bid conference for the purpose of discussing and clarifying the project plans and specifications will be held on **Thursday March 6, 2025** at 10:00 am, at South Charleston Fire Station # 4, 10 Camp Way, South Charleston, WV 25309.

1.6 Schedule

The following schedule will be used for this project:

Description	Date
Pre-bid Meeting	March 6, 2025 10:00 am
Bid Opening	March 14, 2025 1:00 pm
Award	March 20, 2025
Notice to Proceed	March 24, 2025
Complete Construction	30 days following NTP

1.7 Licenses

Bidders must be licensed contractors by the State of West Virginia. **This project is subject to the City of South Charleston Business and Occupation Tax of two percent (2%).**

1.8 Bid Preparation

Bidder is responsible for taking all measurements and any other examination or investigation deemed necessary to determine quantities and costs required to complete the work as described in the specification.

1.9 City's Purchase of Materials Directly

The City of South Charleston may elect to purchase the roofing materials directly from a supplier based on a list of materials provided by the Contractor awarded the bid. An alternative bid for installation only be provided on the bid form.

**CITY OF SOUTH CHARLESTON
FIRE STATION 4 ROOF
REPLACEMENT BID**

BID OF: (NAME OF CONTRACTOR AND ADDRESS)

CONTRACTOR'S LICENSE NUMBER _____

To: City of South Charleston
P. O. Box 8597, 238 4th Ave.
South Charleston, West Virginia 25303

I have carefully examined the site and made the necessary measurements to determine quantities and have examined the contract documents titled City of South Charleston Fire Station # 4 Roof Replacement. I have also received **Addenda No.** and have included their provisions in my bid.

Having had all questions and apparent discrepancies fully cleared up, the undersigned submits the following lump sum bid to complete all work in accordance with the contract documents.

TOTAL LUMP SUM BID (IN NUMBERS) _____

ALTERNATIVE Bid Installation Only _____

Unit Price (Sq. Ft.) Replace Roof Decking _____

In Submitting this bid, I agree to:

1. Hold this bid open for forty five calendar days from date of bid opening.
2. Submit documentation of experience with similar work as described in the specifications.
3. Enter into and execute the agreement on the basis of this bid and to furnish the required contract security and insurance
4. Accomplish the work in accordance with the contract documents.
5. Complete the work within 30 calendar days from the date of the notice to proceed.

This bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other bidder, or with any competitor.

DATE _____ **SIGNATURE,** _____

PRINTED NAME AND TITLE, _____

CITY OF SOUTH CHARLESTON FIRE
STATION #4 ROOF REPLACEMENT
TECHNICAL SPECIFICATIONS

----SECTION 1-SCOPE OF WORK

SCOPE OF WORK

Contractor shall furnish all materials, labor, and equipment necessary to remove and properly dispose of existing roofing materials and install an asphalt shingle roof system over existing roof deck at the South Charleston Fire Station # 4 in accordance with the contract documents, International Building Code, and manufacturers installation instructions. It is the intent that the completed work consists of a fully operable, functioning and watertight roof system and that the manufacturer guarantee the materials to watertight for a period of not less than 30 years. It is the intent that the contract documents require the Contractor to furnish any incidental materials, labor, and equipment and to perform and complete any and all incidental work and details that are necessary to complete the work, such as flashing, sealants, adhesives necessary to completely replace the roof and make watertight.

Replacement of any existing deteriorated roof sheeting is not included in the Scope of Work and contractor shall provide a square foot price to replace any roof sheeting found during the removal of the existing asphalt shingles.

The Contractor is responsible for making all measurements to determine quantities and as necessary to otherwise complete the work.

Bidders may inspect each building by contacting Virgil White, Fire Chief at 304- 744- 0079 to arrange an appointment. The asbestos test results may be obtained by contacting Mr. Burgy. No asbestos containing material was identified in the existing roof covering materials.

CONTRACT TIME AND LIQUIDATED DAMAGES

Contractor shall achieve completion within 30 days from the date of the Notice to Proceed. Owner shall assess liquidated damages in the amount of \$100 per day for each calendar day that any part of the work is incomplete after the contract time has expired.

WARRANTY

- A. Shingle Material Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace asphalt shingles that fail in materials within specified warranty period. Materials failures include manufacturing defects and failure of asphalt shingles to self-seal after a reasonable time.
 1. Material Warranty Period: 25 years from date of Substantial Completion, prorated, with first 5 years nonprorated.
- B. Workmanship and Product Warranty: In addition to the manufacturer's product warranty, provide a one (1) year written guarantee commencing from date of Architect's acceptance for the replacement of all defective work related to the roofing, including but not limited to asphalt shingle installation, felts, watershed, metal work and other related installed work.

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- C. Wind-Speed Warranty: Asphalt shingles will resist blow-off or damage caused by wind speeds up to 60 mph.

DIFFERING SITE CONDITIONS

Should the Contractor encounter or the Owner discover during the progress of the work subsurface or latent physical conditions at the site materially differing from conditions indicated in the contract documents, or differing materially from those ordinarily encountered and generally recognized as inherent to the work, the Contractor shall notify the Owner in writing of such condition. Written notification shall be within five days of discovery. The contract documents shall be changed and an equitable adjustment made to the contract sum if the Engineer finds that conditions do materially differ.

CLEANUP

The Contractor shall keep the construction site and surrounding area free from accumulation of waste materials and rubbish caused by completing the work. Disposal of such materials and rubbish shall be off of the Owner's property and at the Contractor's expense.

CONTRACT SECURITY

The Contractor shall furnish the Owner with a Performance Bond and Labor And Materials Payment Bond in sums equal to the contract sum. Bonds shall be furnished within ten days after being notified of award of the contract. The cost of the bonds shall be borne by the Contractor.

INSURANCE

The Contractor shall purchase and maintain general and automobile liability insurance for the duration of the contract time. Contractor shall submit certificate of insurance to Owner within ten days after being notified of award of the contract.

WORKMANSHIP

The Contractor shall complete all work in a neat and workmanlike manner. Completed work shall be free from defects in materials and workmanship. Work shall be commercial high quality. Contractor shall immediately correct all defective work at no addition cost to the Owner and shall be obligated to make such corrections to defective work after final payment is rendered in the event that defective work is discovered. All work shall be in strict accordance with manufacturer's installation instructions.

COMPLIANCE WITH LAWS, CODES, REGULATIONS, AND ORDINANCES

Contractor shall observe all Federal, State, and Municipal laws, codes, regulations, and ordinances that are pursuant to the work. It is the Contractor's responsibility to keep fully informed regarding such Federal, State, and Municipal laws, codes, regulations, and ordinances.

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SECTION 2-DEFINITIONS

Calendar Day -every day shown on the calendar, including weekdays, weekends, and holidays.

Change Order -a written document recommended by the Engineer, agreed to and signed by the Contractor and Owner authorizing an addition, deletion, revision, modification, or change in the work within the general scope of work of the contract documents, or a change in the contract sum, or a change in the contract time, or a combination thereof.

Completion -that date certified by the Engineer when all work is complete and accepted, in accordance with the contract documents, so that the work can be utilized for the purposes for which it is intended.

Contract Documents -written agreement between the Owner and the Contractor covering the performance of the work and the basis of payment. The contract documents includes the Invitation For Bids, Bidding Forms, Bond, Specifications, Plans, General Conditions, Addenda, and Change Orders, all of which constitute one instrument.

Contract Sum -total compensation payable to the Contractor under the terms and conditions of the contract documents.

Contract Time -the number of calendar days specified in the contract documents for time allowed to complete all work.

Contractor -the individual, firm, or corporation, party of the second part to the contract documents, acting directly or through their agents, employees, or subcontractors.

Defective Work- work not in accordance with the Contract Documents, International Building code, manufacturers installation instructions, or recognized trade association installation instructions.

Engineer -City Engineer or his authorized representatives

Notice To Proceed -written notice from the Owner to the Contractor notifying the Contractor as to the date to proceed with the work and the date of beginning the contract time.

Owner -City of South Charleston

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Plans -part of the contract documents which graphically show the location, character, dimensions, and details of the work, including drawings, profiles, cross sections, typical sections, and details of construction.

Shop Drawings -drawings, diagrams, illustrations, brochures, schedules, manufacturers data, manufacturers installation instructions, or other data submitted by the Contractor, which illustrate how specific portions of the work shall be fabricated, supplied, or installed.

Specifications -part of the contract documents consisting of written requirements for materials, equipment, systems, standards, and workmanship.

Work -the furnishing of all labor, materials, and equipment and other incidentals necessary or convenient to the successful completion and carrying out of all requirements imposed by the contract documents.

SECTION 3-CONTROL AND PROSECUTION OF THE WORK

AUTHORITY OF THE ENGINEER

The Engineer shall decide all questions which may arise as to the quality, quantity, and acceptability of the work to determine conformance with the contract documents. The Engineer shall decide all questions as to the interpretation of the contract documents. The Engineer may make periodic inspections of the work. The Contractor shall make the work accessible for such inspections. The Engineer shall advise the Contractor of any work not found to be in accordance with the contract documents

CONFORMITY WITH CONTRACT DOCUMENTS

Contractor shall not perform work that deviates from or is contrary to the contract documents. Any work that deviates from or is not in accordance with the contract documents shall be rejected, removed, and replaced by the Contractor at no additional expense to the Owner.

AMOUNT RETAINED

Owner shall retain 5% of the amount due the Contractor until all work is accepted as complete.

APPLICATIONS FOR PAYMENT

Contractor shall submit Application For Payment on a monthly basis in accordance with

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work completed and approved as being in conformance with the Contract Documents. Application For Payment shall be for a period beginning with the first calendar day of the month and ending with the last calendar day of the month. Application For Payment shall include original signature of Contractor, date for period being invoiced, breakdown of pay items in accordance with approved Schedule of Values, original contract sum, adjustments to contract by change orders, value of work completed, amount retained, and balance remaining for completion.

FINAL INSPECTION

The Engineer shall make a final inspection. If all work is found to be in accordance with the contract documents then the work shall be accepted as complete. If the final inspection discloses any work found not in accordance with the contract documents, then the Contractor shall remove and replace such work prior to receiving final acceptance.

CLOSEOUT

Contractor shall submit evidence of payment of all debts and claims prior to submitting final Application for Payment. Contractor shall submit Operations, Maintenance, and Repair manual prior to submitting final Application for Payment.

CONFORMITY WITH CODES

Contractor shall complete all work in accordance with all Building Codes that are pursuant to the work. It is the Contractor's responsibility to keep fully informed regarding such Building Codes.

SAFETY

Contractor shall observe and comply with all safety codes, laws, and regulations. The Contractor shall erect such barriers, signs, barricades, or other devices as necessary to protect the Contractor's employees, Owner's employees, and general public.

MAINTENANCE DURING CONSTRUCTION

Contractor shall maintain the work until completion. The Contractor shall protect the work from damage or deterioration due to the elements of weather until completion. The Contractor shall protect the interior of the building beneath the roof replacement area from water infiltration and damages resulting from water infiltration.

PROTECTION OF OWNER'S PROPERTY

Contractor shall protect the Owner's property from damage due to the progress of the work. Contractor shall repair any damages caused to the Owner's property due to the progress of the work at no expense to the Owner.

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OWNERS USE DURING CONSTRUCTION

The building shall be occupied and in normal use during construction.

RESPONSIBILITY FOR DAMAGE CLAIMS

Contractor shall indemnify and save harmless the Owner from all suits, actions, claims of any character brought because of any injuries or damages on account of operations of the Contractor.

SHOP DRAWINGS

Contractor shall furnish shop drawings necessary for the prosecution of the work as required by the contract documents. The Engineer shall review the shop drawings only for general conformance with the scope of work, design concept of the work, and compliance with information given in the contract documents. Engineer's approval of shop drawings shall not release the Contractor from responsibility required by contract documents. Shop drawings shall not substantially deviate from contract documents. Shop drawings shall bear the Contractor's certification that he has reviewed, checked, and approved the shop drawings and that the shop drawings are in conformance with the contract documents prior to submitting to the Engineer. Portions of work requiring shop drawings shall not commence until shop drawings are approved by the Engineer. No shop drawing shall be submitted directly to the Engineer by a subcontractor, but shall be submitted through the Contractor.

CHANGES

Owner may at any time order changes within the general scope of work without invalidating the contract documents. If such changes increase or decrease the contract sum or contract time, an equitable adjustment to the contract documents shall be made by a change order. The contract sum shall be modified based on a lump sum price mutually agreeable to the Owner and Contractor, recommended to the Owner by the Engineer.

EXTENSION OF CONTRACT TIME

Contract time may only be extended by change order. If the Contractor finds it impossible to complete the work within the contract time he may make a written request to the Owner for a time extension and stating the reason for such request. Time extensions may be considered by the Owner for work that has been delayed due to adverse weather conditions; delays in delivery of materials or equipment due to industry strikes, natural disasters, shortages, or other documented unusual market condition; delays due to actions of the Owner; or delays due to national emergency. Time extensions due to delays caused by the fault of the Contractor to satisfactorily

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prosecute the work or the Contractors inability to obtain material or equipment shall not be given consideration.

MEASUREMENTS

The Contractor shall be responsible for making all measurements necessary to complete the work, including those measurements necessary to determine the quantity of materials necessary.

DEFAULT AND TERMINATION

The Owner may terminate the contract documents for the following reasons if the Contractor:

- 1-fails to commence work within ten days of the date of the notice to proceed,
- 2-fails to perform the work with sufficient workmen and equipment or supply sufficient materials to assure the prompt completion of the work,
- 3-fails to perform work in accordance with the contract documents or refuses to remove and replace work not in accordance with the contract documents,
- 4-fails to continue prosecution of the work,
- 5-becomes insolvent or is declared bankrupt,
- 6-fails for any other reason to satisfactorily carry out the terms and conditions of the contract documents.

Owner shall give written notice to the Contractor and Surety of such impending default. If the Contractor or Surety does not take the necessary corrective actions within ten days after receiving written notification of impending default, then the Owner shall terminate the contract documents and take the prosecution of work out of the hands of the Contractor. In the event of termination the Owner may enter into an agreement with another Contractor for completion of the work in accordance with the contract documents and use any or all materials on the site for the completion of the work. All costs incurred by the Owner due to termination of the contract documents, including completing the work using another Contractor shall be deducted from monies due the original Contractor. If such costs incurred by the Owner exceed the sum payable to the original Contractor, then the original Contractor and surety shall be liable and shall pay to the Owner the amount of such excess.

SUPERVISION OF WORK

The Contractor shall furnish and maintain at all times competent on site supervision. Supervision shall be capable of reading and thoroughly understanding the Contract Documents and shall be thoroughly experienced in the type of work being performed.

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SECTION 4 SUBMITTALS

SCHEDULE

Submit project schedule.

MATERIALS SUPPLIERS

Submit schedule of materials suppliers.

SUBCONTRACTORS

Submit schedule of subcontractors.

MATERIALS DISPOSAL

Submit certificate documenting proper disposal of roof materials.

MATERIALS

- A. Product Data: Submit manufacturer's product data indicating material characteristics, performance criteria, and limitations.
- B. Samples: Submit two of each type shingle selected; two 12" x 12" of metal flashing indicating finish; two samples of 12" x 12" underlayment and water shield; and three samples of each type nail required for asphalt shingle and flashing.
- C. Manufacturer's Installation Instructions: Submit installation criteria and procedures.
- D. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.

Warranties: Special warranties specified in this Section

MANUFACTURERS INSTALLATION INSTRUCTIONS

Submit manufacturers detailed installation instructions for all components of roof system.

WARRANTY

- A. Shingle Material Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace asphalt shingles that fail in materials within specified warranty period. Materials failures include manufacturing defects and failure of asphalt shingles to self-seal after a reasonable time.
 - 1. Material Warranty Period: 25 years from date of Substantial Completion, prorated, with first 5 years non-prorated.
- B. Workmanship and Product Warranty: In addition to the manufacturer's product warranty, provide a one (1) year written guarantee commencing from date of Architect's acceptance for the replacement of all defective work related to the roofing, including but not limited to asphalt shingle installation, felts, watershield, metal work and other related installed work.

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- C. Wind-Speed Warranty: Asphalt shingles will resist blow-off or damage caused by wind speeds up to 60 mph.

SECTION 5-MATERIAL, PRODUCTS, AND EQUIPMENT

5.1 GLASS-FIBER-REINFORCED ASPHALT SHINGLES

- A. Laminated-Strip Asphalt Shingles: ASTM D3462, laminated, multi-ply overlay construction, glass-fiber reinforced, mineral-granule surfaced, and self-sealing.
1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Bird Roofing Company.
 - b. Celotex.
 - c. Atlas Roofing Corporation.
 - d. CertainTeed Corporation.
 - e. Elk Premium Building Products, Inc.; an ElkCorp company.
 - f. Emco Building Products Corp.
 - g. GAF Materials Corporation.
 - h. Owens Corning.
 2. Shingle size shall be square cut, three-tab and approximately 36" x 12" with 5" exposure. Use of larger metric sizes is prohibited.
 3. Color: As selected by Owner.

5.2 PERFORMANCE REQUIREMENTS

- A. Shingles shall comply with ASTM D3462 and meet the following requirements:
- 5.2.1.1 ASTM E108, Class A, fire exposure-test requirements.
 - 5.2.1.2 Pass ASTM D3161 wind-resistance-test requirements of 60 mpg.

5.3 ENVIRONMENTAL REQUIREMENTS

- 5.3.1 Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit asphalt shingle roofing to be performed according to manufacturer's written instructions and warranty requirements.
- 5.3.1.1 Install self-adhering ice and water dam protection sheet underlayment within the range of ambient and substrate temperatures recommended by manufacturer.
- 5.3.2 Do not apply roofing membrane to damp or frozen deck surfaces.

5.4 DELIVERY, STORAGE, AND HANDLING

- 5.4.1 Store roofing materials in a dry, well-ventilated, weathertight location according to asphalt shingle manufacturer's written instructions. Store underlayment rolls on end on pallets or other raised surfaces. Do not double-stack rolls.
- 5.4.2 Handle, store, and place roofing materials in a manner to avoid significant or permanent damage to roof deck or structural supporting members.

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SECTION 5-EXECUTION OF WORK

EXAMINATION

Contractor shall be responsible for examining the site and existing conditions, making the necessary measurements, and making the necessary inspections to make sure the roofing system to be furnished can be properly installed, including examination of existing roof shingles, penetrations, and drains.

EXPERIENCE OF INSTALLER

Contractor shall have a minimum of five years installing asphalt shingles or metal roofing systems. Supervision and labor shall be thoroughly familiar with the type of work being performed.

MEASURING, CUTTING, AND FITTING

Make all necessary measurements to assure proper cutting and fitting.

INSTALLATION

Install in strict accordance with manufacturers written installation instructions.

EXISTING ROOF REMOVAL

Existing roofing materials have been tested and determined to not contain asbestos. Existing roof material shall be removed to the roof deck and properly disposed of.

DECK REPLACEMENT

Deck deemed unsuitable to serve as roof substrata shall be replaced at a price to be stated in the bid on a square foot unit price. Deck replacement shall be approved by the Engineer. Deck shall not be replaced by the Contractor without approval and authorization from the Engineer.

DECK PREPARATION

Roof deck shall be clean, dry, and without noticeable high spots and/or depressions prior to placing the underlayment and roofing material.

MAINTENANCE DURING INSTALLATION

Roof shall not be allowed to be in a condition that will permit moisture to enter the building at any time during installation. Temporary leak proof measures shall be installed at the end of each working day. Water damages to the building as a result of not installing leak proof measures shall be repaired immediately by the Contractor at no additional expense to the Owner.

FLASHING

Terminations and penetrations shall be properly flashed and sealed so as to prevent leaks. Flashing and sealing shall be performed in strict accordance with manufacturers installation instructions.