



**Purchasing Department**  
140 Stonewall Avenue West, Ste 204  
Fayetteville, GA 30214  
Phone: 770-305-5420  
[www.fayettecountyga.gov](http://www.fayettecountyga.gov)

September 28, 2022

**Subject: Request for Quotes #2173-A Roof Repair @ 3 County Locations**

Gentlemen/Ladies:

Fayette County, Georgia invites you to submit a quote for the above listed solicitation in accordance with the information and specifications contained herein.

A **mandatory pre-quote conference** will be held on 9:00am, Wednesday, October 5, 2022, at Fayette County Senior Center, 4 Center Drive, Fayetteville, GA 30214 to provide an opportunity for you to become familiar with the site, work conditions, and to ask questions. Companies that attend will be invited to submit quotes for this project.

Address any questions you may have about this request for quotes to Sherry White via email to [swhite@fayettecountyga.gov](mailto:swhite@fayettecountyga.gov) or fax to (770) 719-5544. Questions will be accepted until 3:00p.m., Friday, October 7, 2022.

**Quotes will be accepted until 3:00pm, Monday, October 17, 2022.** Please provide your quote and other information via email to Sherry White, Contract Administrator at [swhite@fayettecountyga.gov](mailto:swhite@fayettecountyga.gov) or fax to (770) 719-5544.

Purchasing Department office hours are Monday through Friday 8:00 a.m. to 5:00 p.m. The office telephone number is (770) 305-5420.

Sincerely,

Ted L. Burgess  
Director of Purchasing

**GENERAL TERMS AND CONDITIONS**  
**RFQ #2173-A Roof Repair @ 3 County Locations**

1. **Definitions:** The term “contractor” as used herein and elsewhere in these Terms and Conditions shall be used synonymously with the term “successful responder.” The term “county” shall mean Fayette County, Georgia.
2. **Quote is Offer to Contract:** Each quote constitutes an offer to become legally bound to a contract with the county, incorporating the request for quote and the responder’s quote. The binding offer includes compliance with all terms, conditions, special conditions, specifications, and requirements stated in the request for quote, except to the extent that a responder takes written exception to such provisions. All such terms, conditions, special conditions, specifications, and requirements will form the basis of the contract. The responder should take care to answer all questions and provide all requested information, and to note any exceptions in the quote submission. Failure to observe any of the instructions or conditions in this request for quote may result in rejection of the quote.
3. **Binding Offer:** Each quote shall constitute a firm offer that is binding for ninety (90) days from the received by date, unless the responder takes exception to this provision in writing.
4. **References:** Include with your quote a list of three (3) jobs that your company has done that are of the same or similar nature to the work described in this request for quote, on the form provided. Include all information as requested on the form.
5. **Preparation Costs:** The responder shall bear all costs associated with preparing the quote.
6. **More Than One Quote:** Do not submit alternate quotes or options, unless requested or authorized by the county in the request for quote. If a responder submits more than one quote without being requested or authorized to do so, the county may disqualify the quotes from that responder, at the county’s option.
7. **Defects or Irregularities:** The county reserves the right to waive any defect or irregularity in any quote received. In case of a discrepancy between unit prices and extended prices, the unit price will govern unless the facts or other considerations indicate another basis for correction of the discrepancy.
8. **Brand Name:** If items in this request for quote have been identified, described, or referenced by a brand name or trade name description, such identification is intended to be descriptive, but not restrictive and is to indicate the quality and characteristics of products that may be offered. Alternative products may be considered for award if clearly identified in the quote. Items offered must meet required specifications and must be of a quality which will adequately serve the use and purpose for which intended.
9. **Prices Held Firm:** Prices quoted shall be firm for the period of the contract, unless otherwise specified in the quote. All prices for commodities, supplies, equipment, or other products shall be quoted FOB Destination, Fayette County, or job site.



10. **Responder Substitutions:** Responders offering substitutions or deviations from specifications stated in the request for quote, shall list such substitutions or deviations on the "Exceptions to Specifications" sheet provided, or on a separate sheet to be submitted with the quote. The absence of such list shall indicate that the responder has taken no exception to the specifications. The evaluation of quotes and the determination as to equality and acceptability of products or services offered shall be the responsibility of the county.
11. **Non-Collusion:** By responding to this request for quote, the responder represents that the quote is not made in connection with any competing responder, supplier, or service provider submitting a separate response to this request for quote and is in all respects fair and without collusion or fraud.
12. **Ethics – Disclosure of Relationships:** Before a proposed contract in excess of \$10,000.00 is recommended for award to the Board of Commissioners or the County Administrator, or before the County renews, extends, or otherwise modifies a contract after it has been awarded, the contractor must disclose certain relationships with any County Commissioner or County Official, or their spouse, mother, father, grandparent, brother, sister, son or daughter related by blood, adoption, or marriage (including in-laws). A relationship that must be reported exists if any of these individuals is a director, officer, partner, or employee, or has a substantial financial interest in the business, as described in Fayette County Ordinance Chapter 2, Article IV, Division 3 (Code of Ethics).

If such relationship exists between your company and any individual mentioned above, relevant information must be presented in the form of a written letter to the Director of Purchasing. You must include the letter with any bid, proposal, or price quote you submit to the Purchasing Department.

In the event that a contractor fails to comply with this requirement, the County will take action as appropriate to the situation, which may include actions up to and including rejection of the bid or offer, cancellation of the contract in question, or debarment or suspension from award of a County contract for a period of up to three years.

13. **Evaluation:** Award will be made to the lowest responsive, responsible responder, taking into consideration payment terms, vendor qualifications and experience, quality, references, any exceptions listed, and/or other factors deemed relevant in making the award. The county may make such investigation as it deems necessary to determine the ability of the responder to perform, and the contractor shall furnish to the county all information and data for this purpose as the county may request. The county reserves the right to reject any item, any quote, or all quotes, and to re-solicit for pricing.
14. **Payment Terms and Discounts:** The County's standard payment terms are Net 30. Any deviation from standard payment terms must be specified in the resulting contract, and both parties must agree on such deviation. Cash discounts offered will be a consideration in awarding the quote, but only if they give the county at least 15 days from receipt of invoice to pay. For taking discounts, time will be computed from the date of invoice acceptance by the County, or the date a correct invoice is received, whichever is the later date. Payment is deemed made, for the purpose of earning the discount, on the date of the check.
15. **Trade Secrets – Confidentiality:** If any person or entity submits a bid or proposal that contains trade secrets, an affidavit shall be included with the bid or proposal. The affidavit

shall declare the specific included information which constitutes trade secrets. Any trade secrets must be either (1) placed in a separate envelope, clearly identified and marked as such, or (2) at a minimum, marked in the affidavit or an attached document explaining exactly where such information is, and otherwise marked, highlighted, or made plainly visible. See O.C.G.A. § 50-18-72 (A)(34).

16. **Trade Secrets – Internal Use:** In submitting a quote, the responder agrees that the county may reveal any trade secret materials contained in the quote to all county staff and officials involved in the selection process, and to any outside consultant or other third parties who may assist in the selection process. The responder agrees to hold harmless the county and each of its officers, employees, and agents from all costs, damages, and expenses incurred in connection with refusing to disclose any material which the responder has designated as a trade secret.
17. **Contract Execution & Notice to Proceed:** After an award is made, and all required documents are received by the county, and the contract is fully executed with signature of both parties, the county will issue a written Notice to Proceed. The county shall not be liable for payment of any work done or any costs incurred by any responder prior to the county issuing the Notice to Proceed.
18. **Unavailability of Funds:** This contract will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the county under the contract.
19. **Insurance:** The contractor shall procure and maintain the following insurance, to be in effect throughout the term of the contract, in at least the amounts and limits as follows:
  - a. **General Liability Insurance:** \$1,000,000 combined single limit per occurrence, including bodily and personal injury, destruction of property, and contractual liability.
  - b. **Automobile Liability Insurance:** \$1,000,000 combined single limit each occurrence, including bodily injury and property damage liability.
  - c. **Worker's Compensation & Employer's Liability Insurance:** Workers Compensation as required by Georgia statute.

Before a contract is executed, the Certificates of Insurance for all required coverage shall be submitted. The certificate shall list an additional insured as follows:

Fayette County, Georgia  
140 Stonewall Avenue West  
Fayetteville, GA 30214

20. **Building Permits:** Work performed for the county requiring building permits by licensed contractors will not have permit fees assessed, although any re-inspection fees for disapproved inspections will be the responsibility of the contractor prior to final inspections and the Certificate of Occupancy or Certificate of Completion being issued.



21. **Unauthorized Performance:** The County will not compensate the contractor for work performed unless the work is authorized under the contract, as initially executed or as amended.
22. **Assignment of Contract:** Assignment of any contract resulting from this request for quotes will not be authorized, except with express written authorization from the county.
23. **Indemnification:** The contractor shall defend, indemnify and save the county and all its officers, agents and employees harmless from all suits, actions, or other claims of any character, name and description brought for or on account of any damages, losses, or expenses to the extent caused by or resulting from the negligence, recklessness, or intentionally wrongful conduct of the contractor or other persons employed or utilized by the contractor in the performance of the contract. The contractor shall pay any judgment with cost which may be obtained against the county growing out of such damages, losses, or expenses.
24. **Severability:** The invalidity of one or more of the phrases, sentences, clauses or sections contained in the contract shall not affect the validity of the remaining portion of the contract. If any provision of the contract is held to be unenforceable, then both parties shall be relieved of all obligations arising under such provision to the extent that the provision is unenforceable. In such case, the contract shall be deemed amended to the extent necessary to make it enforceable while preserving its intent.
25. **Delivery Failures:** If the contractor fails to deliver contracted goods or services within the time specified in the contract, or fails to replace rejected items in a timely manner, the county shall have authority to make open-market purchases of comparable goods or services. The county shall have the right to invoice the contractor for any excess expenses incurred, or deduct such amount from monies owed the contractor. Such purchases shall be deducted from contracted quantities.
26. **Termination for Cause:** The county may terminate the contract for cause by sending written notice to the contractor of the contractor's default in the performance of any term of this agreement. Termination shall be without prejudice to any of the county's rights or remedies by law.
27. **Termination for Convenience:** The county may terminate the contract for its convenience at any time with 10 days' written notice to the contractor. In the event of termination for convenience, the county will pay the contractor for services performed. The county will compensate partially completed performance based upon a signed statement of completion.
28. **Force Majeure:** Neither party shall be deemed to be in breach of the contract to the extent that performance of its obligations is delayed, restricted, or prevented by reason of any act of God, natural disaster, act of government, or any other act or condition beyond the reasonable control of the party in question.
29. **Governing Law:** This agreement shall be governed in accordance with the laws of the State of Georgia. The parties agree to submit to the jurisdiction in Georgia, and further agree that any cause of action arising under this agreement shall be required to be brought in proper venue in Fayette County, Georgia.

## Checklist of Required Documents

*(Be Sure to Return This Checklist and  
the Required Documents in the order listed below)*

### RFQ #2173-A Roof Repair @ 3 County Locations

Company information – on the form provided \_\_\_\_\_

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1) \_\_\_\_\_

Pricing sheet \_\_\_\_\_

List of exceptions, if any – on the form provided \_\_\_\_\_

References – on form provided \_\_\_\_\_

Addenda, signed, if any are issued \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**COMPANY INFORMATION**  
**RFQ #2173-A Roof Repair @ 3 County Locations**

**A. COMPANY**

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Website (if applicable): \_\_\_\_\_

**B. AUTHORIZED REPRESENTATIVE**

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

Printed or Typed Name: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**C. PROJECT CONTACT PERSON**

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

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

Office Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**REFERENCES**  
**RFQ #2173-A Roof Repair @ 3 County Locations**

Please list three (3) references for current or recent customers who can verify the quality of service your company provides. Projects of similar size and scope are preferable.

1. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

2. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

3. Government/Company Name \_\_\_\_\_

City & State \_\_\_\_\_

Work or Service Provided \_\_\_\_\_

Approximate Completion Date \_\_\_\_\_

Contact Person and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_



**Contractor Affidavit under O.C.G.A. § 13-10-91(b)(l)**

The undersigned contractor ("Contractor") executes this Affidavit to comply with O.C.G.A § 13-10-91 related any contract to which Contractor is a party that is subject to O.C.G.A. § 13-10-91 and hereby verifies its compliance with O.C.G.A. § 13-10-91, attesting as follows:

- a) The Contractor has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program;
- b) The Contractor will continue to use the federal work authorization program throughout the contract period, including any renewal or extension thereof;
- c) The Contractor will notify the public employer in the event the Contractor ceases to utilize the federal work authorization program during the contract period, including renewals or extensions thereof;
- d) The Contractor understands that ceasing to utilize the federal work authorization program constitutes a material breach of Contract;
- e) The Contractor will contract for the performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the Contractor with the information required by O.C.G.A. § 13-10-91(a), (b), and (c);
- f) The Contractor acknowledges and agrees that this Affidavit shall be incorporated into any contract(s) subject to the provisions of O.C.G.A. § 13-10- 91 for the project listed below to which Contractor is a party after the date hereof without further action or consent by Contractor; and
- g) Contractor acknowledges its responsibility to submit copies of any affidavits, drivers' licenses, and identification cards required pursuant to O.C.G.A. § 13-10-91 to the public employer within five business days of receipt.

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

#2173-A Roof Repair @ 3 County Locations  
\_\_\_\_\_  
Name of Project

Fayette County, Georgia  
\_\_\_\_\_  
Name of Public Employer

**I hereby declare under penalty of perjury that the foregoing is true and correct.**

Executed on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

## **SCOPE AND SPECIFICATION**

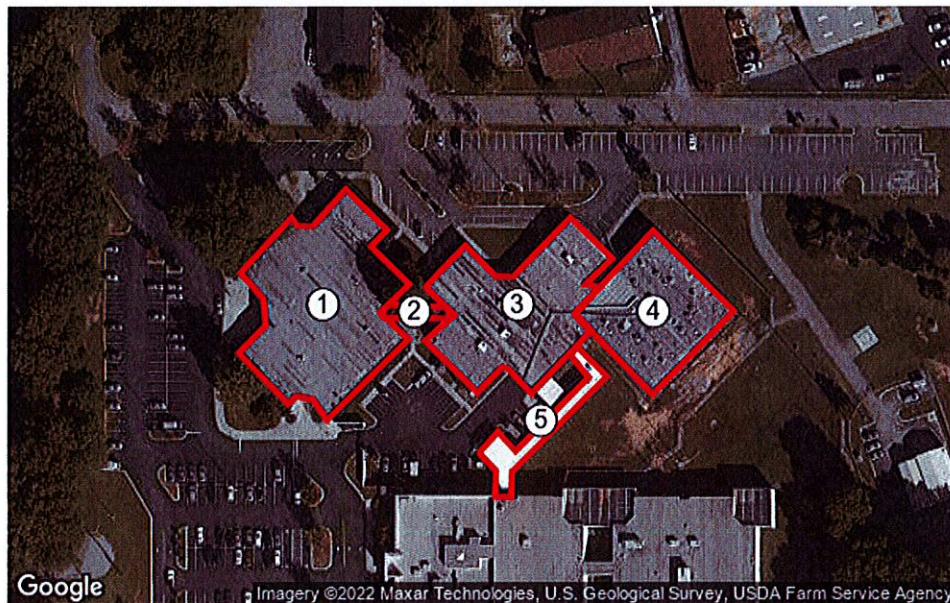
### **RFQ #2173-A Roof Repair @ 3 County Locations**

#### **Introduction**

Fayette County solicited a general roofing contractor to perform a roof survey/analysis of the various roofing systems on the County's buildings. This survey/analysis was used to determine the overall condition and create a general listing of repairs needed. The listing of repairs is not all inclusive. This Request for Quotes is seeking quotes from qualified roofing contractors to repair all roof as stated below at the Fayette County Sheriff's Office, Sheriff's Training Center, and the Fayette Senior Center.

#### **Fayette County Sheriff's Office**

**155 Johnson Avenue, Fayetteville, GA**



#### **Section 1**

The current roof system is a BUR Modified roof system estimated to be +/- 19 years of age in poor condition. The repairs needed are as follows:

- Clean, prime and seal the open rain collar with new urethane sealant, making water tight.
- Install three course repairs to the open penetration flashing per system specifications.
- Install three course repairs to the membrane fish mouths per system specifications.
- Install three course repairs to the open scupper flashings per system specifications.
- Blisters in the field at laps must be X-cut, filled with cement and patched with new modified membrane.



- Clean, prime and paint the corroded penetrations with a rust inhibiting paint.

## **Section 2**

The current roof system is a BUR Modified roof system estimated to be +/- 19 years of age in poor condition. The repairs needed are as follows:

- Install three course repairs to the open edge metal seams per system specifications. The area surrounding the open seam must be cleaned. A new piece of waterproofing membrane would be installed and sealed per industry standards.

## **Section 3**

The current roof system is a BUR Modified roof system estimated to be +/- 19 years of age in poor condition. The repairs needed are as follows:

- Blisters in the field at laps must be X-cut, filled with cement and patched with new modified membrane per system specifications.
- Blisters in the field must be X-cut, filled with cement and patched with new modified membrane per system specifications.
- Remove all debris from the roof field, leaving neat and clean.

## **Section 4**

The current roof system is a BUR Modified roof system estimated to be +/- 19 years of age in poor condition. The repairs needed are as follows:

- Clean, prime and seal the open coping seams at coping turns with urethane sealant, making water tight.
- Remove all debris from the roof field, leaving neat and clean.
- Clean, prime and top off pitch pans where shrinkage is occurring per system specifications.
- Clean, prime and paint the corroded penetration with a rust inhibiting paint.
- Install three course repairs to the membrane fish mouth per system specifications.
- Remove the damaged lead pipe boot. Install and flash a new lead pipe boot per system specifications.
- Blisters in the field at laps must be X-cut, filled with cement and patched with new modified membrane per system specifications.

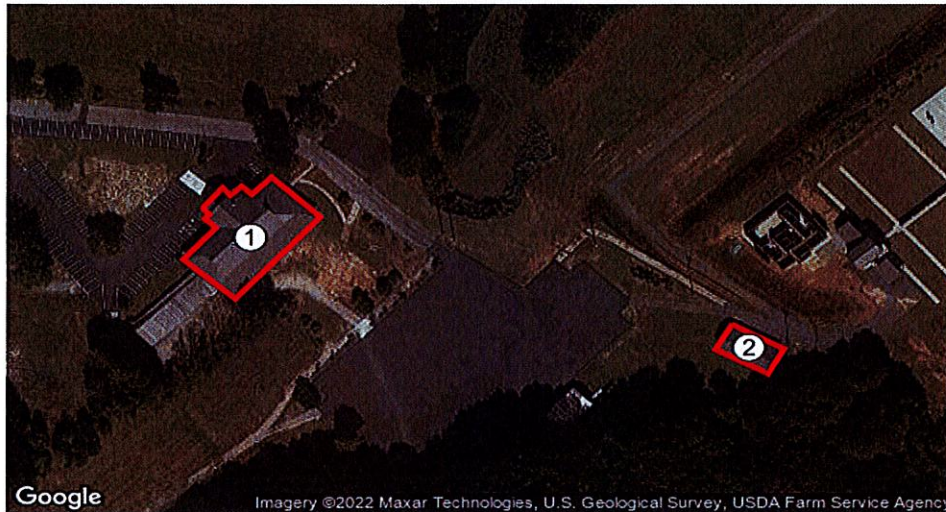
## **Section 5**

The current roof system is a TPO roof system estimated to be +/- 7 years of age in excellent condition. The repairs needed are as follows:

- Clean, prime and seal the open edge metal seams with urethane sealant, making water tight.
- Install TPO repairs to the open corner flashings per system specifications.



**Fayette County Sheriff's Training Center  
340 Hewell Road  
Fayetteville, GA**



The current roof system is a Metal Panel roof system estimated to be +/- 27 years of age in fair condition. The repairs needed are as follows:

**Main Building (1)**

- Remove debris from the gutter to allow for the proper flow of water.  
Clean, prime and seal open downspout outlets with urethane sealant, making water tight.
- At creases found in the metal panels on the Northeast side of the building, install three course repairs with Aldo 374 to prevent the creases from opening. Return the following day to paint the coating repairs to color match.
- At the creases/separated laps on the Southwest side of the building, install three course repairs to the creases and at each lap to prevent each from opening up. Return the following day to paint the coating repairs to color match.
- Clean, prime and seal open ridge cap seams with urethane sealant, making water tight.

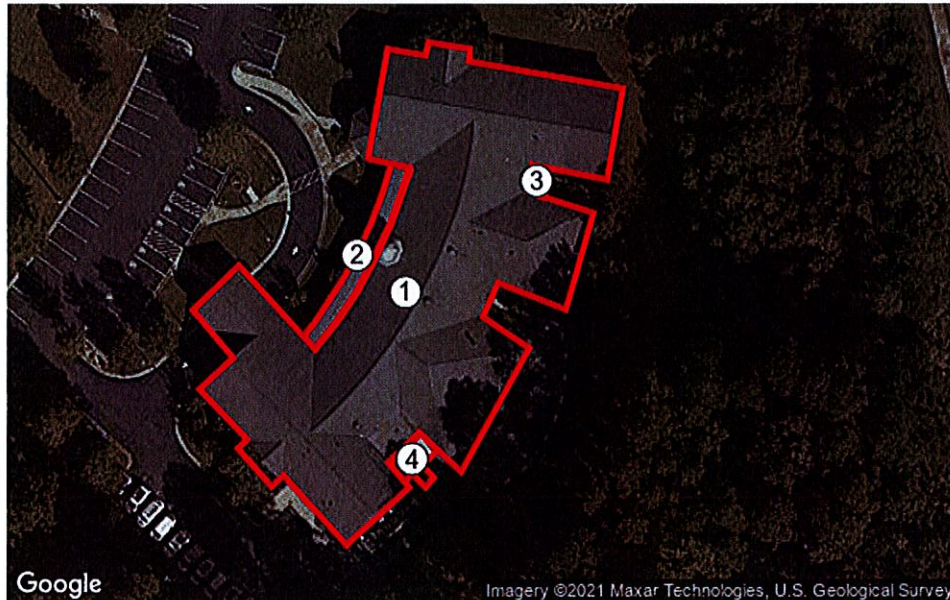
**Restroom Pavilion (2)**

- Clean, prime and seal open pipe boots with urethane sealant, making water tight.
- Clean, prime with Aldo 710 primer and coat with Aldo 750 all corroded fasteners. Return the following day to paint the coating repairs to color match.
- Remove/replace failing/missing fasteners at the ridge cap with new fasteners one size larger.
- Clean, prime and seal open ridge cap seams with urethane sealant, making water tight.

## Fayette County Senior Center

4 Center Drive

Fayetteville, GA



### Section 1

The current roof system is an Architectural Shingle roof system. The repairs needed are as follows:

- Clean, prime and seal exposed fastener heads found throughout the field and ridge with urethane sealant, making watertight.
- Clean, prime and seal the open pipe boots with urethane sealant, making watertight.
- Clean, prime and seal the exposed fasteners at penetration flashings with urethane sealant, making watertight.
- Re-secure the backed-out fasteners causing shingles to pop up. Clean, prime and seal the openings with urethane sealant, making watertight.
- Add fasteners where missing at penetration flashings.
- Re-secure backed-out fasteners in the field. Clean, prime and seal with urethane sealant, making watertight.
- Re-secure the loose roof jack and seal any openings, making watertight.
- Clean, prime and paint corroded penetrations with a rust inhibiting paint.
- Dome Area: Repair/replace all damaged wood, caulk all seams.

### Section 4

The current roof system is a TPO/EPDM roof system. The repairs needed are as follows:

- Install EPDM cover strip repairs to the open edge metal seams per system specifications.



## **General Instructions**

- The Contractor shall provide all labor, equipment, material, and supervision to complete the work.
- Fayette County's working hours are between 8am – 5pm. Any modification to those hours shall be made in writing by the contractor.
- The Contractor shall provide a 1-year warranty on labor and a 10 year warranty on materials.
- The Contractor shall be responsible for dumpsters or trucks to remove all building materials from each site. Do not place the dumpster or truck on sidewalks, curbs etc. without protecting these areas from cracking. Contractor shall be responsible for repairing all damaged sidewalks and curbs due to their work, pictures will be taken before and after of the sidewalks and curbing to protect the county as well as the contractor.
- The Contractor shall be responsible for daily clean-up, including rolling magnetic sweepers or equivalent, to keep the public safe from roofing tacks getting in tires or stepping on them. Any materials left on the building must be secured properly.
- The Contractors shall be responsible for setting up barricades and signage to keep the public out of work areas, while keeping a safe entryway into the building for the public while open.
- The Contractor shall be responsible for any damage caused while on this project, such as gutters, down spouts, landscaping, and damage to building.
- The Contractor shall replace existing roofing with all new materials as noted.
- The Contractor shall replace any decking as deemed necessary with the same type material.
- The Contractor is responsible for the personal conduct of their employees while on county property. Personnel are expected to be professional and courteous at all time.
- The contractor is responsible for their personnel on county property. There is a no tobacco policy while on all county property and in county buildings.
- Should the inspection determine that work perform is sub-standard and / or not per code, the contractor will be notified immediately of the problem and a "Stop Work Notice" will be issued until the problem is resolved.



**PRICING SHEET**  
**RFQ #2173-A Roof Repair @ 3 County Locations**

Responder agrees to perform all the work described in the Contract documents for the following price:

Item Description	Unit	Quote Price
Fayette County Sheriff's Office 155 Johnson Avenue Fayetteville, GA	Lump Sum	
Fayette County Sheriff's Training Center 340 Hewell Road Fayetteville, GA	Lump Sum	
Fayette County Senior Center 4 Center Drive Fayetteville, GA	Lump Sum	
Contingency Allowance	As Needed	2,500.00
<b>TOTAL QUOTED PRICE</b>		

**NOTE:**

All applicable charges shall be included in your total quoted amount, including but not limited to materials, equipment, installation, labor, traffic control and any other amounts. No additional charges will be allowed after the quote received by date. **The contingency allowance may only be used with written approval from the County.**

State time needed to commence work after notice to proceed is issued \_\_\_\_\_ Days.

State length of time needed to complete project \_\_\_\_\_ Days (< 45 days).

State, List or Attach the terms of your warranty, if applicable: (1 year warranty on labor and a 10-year warranty on materials)

---

---

**COMPANY NAME:** \_\_\_\_\_

Please list below any exceptions or clarifications to the specifications of this quote. Explain any exceptions in full.

[illegible]

**COMPANY'S NAME** \_\_\_\_\_