

NOTICE OF AWARD (NOA)
FOR
STATEWIDE ROOF REPAIRS
(T-0111)

IMPORTANT:

The awarded contractors for each region are as follows:

REGION 1 - Bergen, Essex, Hudson, Morris, Passaic, Somerset, Sussex, Union and Warren counties

Contractor #1 Renaissance Coating Inc.
Contractor #2 Kowalski Roofing Corporation
Contractor #3 Alper Enterprises

REGION 2 - Burlington, Hunterdon, Middlesex, Monmouth and Ocean counties

Contractor #1 Renaissance Coating Inc.
Contractor #2 Kowalski Roofing Corporation
Contractor #3 Alper Enterprises

REGION 3 - Atlantic, Camden, Cape May, Cumberland, Gloucester and Salem counties

Contractor #1 Renaissance Coating Inc.
Contractor #2 Kowalski Roofing Corporation
Contractor #3 Alper Enterprises

REGION 4 - Mercer county

Contractor #1 Renaissance Coating Inc.
Contractor #2 Kowalski Roofing Corporation
Contractor #3 Alper Enterprises

Regions for this contract are as follows:

<u>REGION 1</u>	<u>REGION 2</u>	<u>REGION 3</u>	<u>REGION 4</u>
Bergen	Burlington	Atlantic	Mercer
Essex	Hunterdon	Camden	
Hudson	Middlesex	Cape May	
Morris	Monmouth	Cumberland	
Passaic	Ocean	Gloucester	
Somerset		Salem	
Sussex			
Union			

1.0 Purpose and Intent

1.1 This Notice Of Award (NOA) is issued by the Purchase Bureau, Division of Purchase and Property, Department of the Treasury, on behalf of the State of New Jersey. The purpose of this NOA is to establish contract information of qualified roofing contractors to furnish all labor, materials, equipment, supervision and insurance necessary to execute and complete roof repair work at various buildings throughout the State of New Jersey.

1.2 Contracts were awarded to three successful bidders in each region previously listed according to price and other factors. The lowest cost responsive and responsible bidder in each region will be ranked Contractor #1, the 2nd lowest cost responsive and responsible bidder will be ranked Contractor #2 and the 3rd lowest cost responsive and responsible bidder will be ranked Contractor #3 for all projects less than \$1,000.00.

1.3 When the need for roof repair arises, that State agency will offer the project to the Contractor #1 for that region. If Contractor #1 is not able to undertake the project within the State's timeframe, the project will be offered to Contractor #2 for that region. If Contractor #2 is not able to undertake the project within the State's timeframe, the project will be offered to Contractor #3 for that region. Please note that this procedure must be Followed for all projects less than \$1,000.00.

For all projects over \$1,000.00, the Using Agency must obtain **binding quotes** from all three (3) contractors in that particular region prior to starting a project, as follows:

The Using Agency shall develop the particular scope of work for all projects. This scope of work shall be given to the three contractors that have been awarded the particular region where the work shall be performed. All contractors shall be required to submit a binding quote for the total cost of the project. The contractor with the lowest cost, that meets the requirements of the projects as defined by the Using Agency, shall be awarded the project. This procedure is mandatory for all projects with an estimated cost exceeding \$1,000.00.

2.0 DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum - Written clarification or revision to this RFP issued by the Purchase Bureau.

All-Inclusive Hourly Rate - An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Amendment - A change in the scope of work to be performed by the contractor. An amendment is not effective until it is signed by the Director, Division of Purchase and Property.

Contract - This RFP, any addendum to this RFP, and the bidders proposal submitted in response to this RFP, as accepted by the State.

Contractor - The bidder awarded a contract resulting from this RFP. Also referred to as the Implementation Contractor.

Director - Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division - The Division of Purchase and Property

Firm Fixed Price - A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by the State unless there is a change in the scope of work.

Joint Venture - A business undertaking by two or more entities to share risk and responsibility for a specific project.

May - Denotes that which is permissible, not mandatory.

Project - The undertaking or services that are the subject of this RFP.

Request for Proposal (RFP) - This document which establishes the bidding and contract requirements and solicits bid proposals to meet the purchase needs of the using Agencies as identified herein.

Shall or Must - Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should - Denotes that which is recommended, not mandatory.

State Contract Manager - The individual responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work as set forth in Sections 8.1, 8.1.1 and 8.1.2.

Subtasks - Detailed activities that comprise the actual performance of a task.

State - State of New Jersey.

Task - A discrete unit of work to be performed.

Using Agency[ies] - The entity[ies] for which the Division has issued this RFP and will enter into a contract.

3.0 SCOPE OF WORK

3.1 GENERAL

As stated in the Purpose and Intent Section, contract awards were given to three successful bidders in each region according to price and other factors. The lowest cost responsive and responsible bidder in each region will be ranked Contractor #1, the 2nd lowest cost responsive and responsible bidder will be ranked Contractor #2 and the 3rd lowest cost responsive and responsible bidder will be ranked Contractor #3 for all projects less than \$1,000.00.

For all projects over \$1,000.00, the Using Agency must obtain **binding quotes** from three (3) contractors prior to starting a project, as follows:

The Using Agency shall develop the particular scope of work for all projects. This scope of work shall be given to the three contractors that have been awarded the particular region where the work shall be performed. All contractors shall be required to submit a binding quote for the total cost of the project. The contractor with the lowest cost, that meets the requirements of the projects as defined by the Using Agency, shall be awarded the project. This procedure is mandatory for all projects with an estimated cost exceeding \$1,000.00.

3.2 LOCATION OF SERVICES PROVIDED

The Contractor must provide the services at any State facility requesting services within the region(s) for which it was awarded a contract.

3.3 ITEMS TO BE PROVIDED BY THE CONTRACTOR

The Contractor shall provide all labor, materials, equipment, supervision, and insurance necessary to execute and complete the work.

3.4 WORK SITE CONDITION

The Contractor shall remove all debris, garbage, equipment and materials from the job site upon completion of the job. During construction, the Contractor shall keep the area in as orderly a condition as possible, being sure to remove all loose debris daily.

3.5 ROOF REPAIR METHODOLOGY

The roof repair methodology as outlined herein will be the only system accepted. Unless specially approved by the State, no deviations will be permitted.

3.6 CONTRACTOR MEETING WITH USING AGENCY

Prior to starting a job, the Contractor will be required to meet with the using agency for a clarification meeting. Failure to fulfill this requirement could result in the loss of the roof repair contract. This meeting is designed primarily for coordination and clarification purposes.

3.7 IMPEDE OF STATE PERSONNEL

The Contractor will in no way impede the flow of State personnel in the performance of their daily operations.

3.8 STAGING AREA(S)

Staging area(s) for repair operations will be agreed upon at the clarification meeting.

3.9 CONTRACTOR'S TEMPORARY OFFICE:

3.9.1 The Contractor is responsible for providing all required temporary office space to perform the work.

3.9.2 The Contractor should keep, in well-arranged order, a complete and up-to-date set of drawings and specifications, supplements and shop drawings for the work.

3.10 TEMPORARY TOILETS:

The Contractor may be required to provide proper and adequate portable, temporary toilet accommodations for all persons employed on the project in accordance with authorities having jurisdiction. Toilets are to be maintained in proper, safe, clean and sanitary manner.

3.11 WATER SUPPLY:

3.11.1 The Contractor may be required to provide, install and maintain all necessary piping, valves, and connections to provide necessary water for its operation.

3.11.2 When temporary water lines are no longer required, they shall be removed by the Contractor and any damaged or disturbed grounds or buildings must be restored to their original condition.

3.12 TEMPORARY LIGHT AND POWER:

3.12.1 The Contractor may be required to provide all of the electric current and the necessary facilities for its distribution and use as may be required by the project. If authorized by the State, all temporary electricity may come from inside the existing State facility on which the contractor is working.

3.12.2 All temporary electrical facilities shall conform to the requirements of the N.J. Uniform Construction Code, and other authorities having jurisdiction.

3.12.3 The Contractor shall operate the temporary electrical system during all working hours and during such overtime as may be scheduled in a safe and appropriate manner.

3.13 TEMPORARY HEATING:

3.13.1 The Contractor may be required to furnish all necessary temporary heating throughout the project. If so, the Contractor shall be responsible for furnishing and paying for all fuel, labor, materials, etc. required to service the necessary temporary heating.

3.13.2 The temporary heating apparatus shall be of a type that will not stain, smudge or deface the finished surfaces and other surfaces requiring stain or paint finish, nor in any other way deposit foreign matter that will be detrimental to the finished product.

3.14 OCCUPANCY AND WORK BY OTHERS:

3.14.1 The contractors expressly acknowledges the State's right to use other contracts and to employ other Contractors in connection with these projects. Should the bidder receive a contract, the contractors will afford other Contractors and their workmen reasonable opportunity for the introduction and storage of materials and equipment and for the execution of their work and will properly coordinate its work with theirs. The contractors will also incorporate comparable contract provisions in the contracts of all of its subcontractors.

3.15 PROTECTION AGAINST WATER DAMAGE:

3.15.1 It is the Contractor's responsibility to protect the building from water damage, including damage by rain water, backing up of drains, down spouts or sewers. The Contractor shall construct and maintain all necessary drainage and do all pumping required to keep the structure free from water and shall perform

any pumping necessary for the full and proper execution of the roofing work and protection of the building, including all equipment installed therein.

3.15.2 It is the Contractor's responsibility to keep the building watertight and free from leakage during the roof repair work, protect existing building construction and be responsible to repair and pay for all damage caused by it to the building's contents, existing construction, loss of business, etc.

3.15.3 It is the Contractor's responsibility for conducting work in such a way as to not exceed building design limits. As a guideline, roofing insulation shall not be stacked higher than three feet.

3.16 MANUFACTURER'S DIRECTIONS:

The Contractor shall apply, install, connect, erect, use, clean and condition manufactured articles, materials, fixtures and equipment in accordance with the manufacturer's printed directions.

3.17 DISCREPANCIES AND LOCAL CODES:

Upon submittal of a quotation for a roofing job, it will be concluded by the State that on the basis of the Contractor's submittal of a quotation, the roofing job complies with local codes and regulations and good construction practices. All quotations shall reflect the cost of averting conflicts with local codes and regulations having jurisdiction over the site on which the roofing project is located. No extra costs will be allowed to rectify discrepancies discovered after the roof project has been awarded.

3.18 LAYING OUT THE WORK:

3.18.1 All levels and dimensions shall be established and maintained by the Contractor who shall be responsible for them.

3.18.2 Before commencing any work, the Contractor shall verify all levels and dimensions as indicated on the drawings. He shall report any errors or inconsistencies in them to the State before commencing work.

3.18.3 The Contractor shall contact all local authorities, neighbors, and others concerned, whose property might be affected by the forthcoming work.

3.19 CONTRACTOR'S RESPONSIBILITY:

The Contractor is responsible for all errors of fabrication and for proper and correct fitting together of all items of material and equipment to furnish a complete and satisfactory roofing installation.

3.20 PROTECTION OF EXISTING WORK:

3.20.1 STAGING AND CRANE AREAS

Areas will be indicated where cranes or other material may be located and where materials may be stored pending their use. Temporary storage facilities will be designated by the State. No other areas of the construction site, including the rooms of the subject building, will be used for storage without approval of the using State agency representative.

3.20.2 PROTECTION OF EXISTING ROOF:

Protective hardbound materials, equivalent in strength to 3/4" plywood, shall be placed over the existing roof in areas where required and shall be held in place securely by sand bags or other means. This surface is intended as a walking surface only and shall not be used for storage of materials, tools or other equipment.

3.20.3 REPAIRS TO DAMAGED AREAS:

Any area that is damaged, marred, scarred or otherwise damaged shall be restored to its original condition by the Contractor at no cost to the State.

3.21 DETAILED INSTRUCTION TO CONTRACTOR

3.21.1 All facilities are occupied. All noise, dirt, dust and fumes must be kept to a minimum to avoid business interruption.

3.21.2 On a daily basis, the Contractor is to advise the using State agency representative as to the area the contractor will be working.

3.21.3 A work schedule must be presented to the State representative.

3.21.4 Plywood is to be placed over all traffic patterns so as to protect the existing roof from damage and leakage during repairs.

3.21.5 The Contractor is required to conduct his own understanding of the facility to be repaired. Any and all leaks that develop during repairs are to be located and repaired by the contractor within a maximum of 18 hours of notification. Therefore, during inclement weather and while there is water on the roof, the Contractor will have on call a roofing mechanic or mechanics should a leakage problem develop. This includes weekends, evenings and holidays.

3.21.6 The Contractor will provide the State agency representative with the home and office telephone numbers of people to contact should a problem arise, or in the case of an emergency.

3.21.7 The final responsibility for beginning or continuing work in the event of impending inclement weather shall be that of the Contractor. The State representative has the right to modify this decision when there is a risk to the building interior.

3.21.8 There are no predetermined locations for the placement of Contractor equipment and trash removal. These will be reviewed at the job clarification meeting.

3.21.9 There is no anticipated landscaping damage. The repair of any damage will be the responsibility of the Contractor. Traffic patterns are to be kept to a minimal restricted path in these locations. Damage by the Contractor will be the Contractor's financial responsibility.

3.21.10 Care must be taken to avoid damage to the existing roof. If damage is done, the Contractor must make repairs so as to match the existing roof construction.

3.21.11 All roofing procedures are to be in accordance with good roofing practice as outlined by the roofing manufacturer, N.R.C.A. and roofing inspector.

3.21.12 Once a roofing project has been awarded, the Contractor shall provide adequate manpower to execute the roofing project efficiently and in a continuous manner. The Contractor is to remain on the job on all workable days until completion.

3.21.13 There will be no phase repair applications. Only that portion of the roof shall be repaired which can be completed and made watertight the same day.

3.21.14 All openings are to be completed the same day.

3.21.15 The site is to be kept free of debris and airborne paper, felts etc. Remove debris expediently and in accordance with the State agency representative's direction.

3.21.16 The Contractor is required to conduct his own understanding of the facility to be repaired.

3.21.17 Roofing materials are to be dispersed over the roof surface so as not to overload any one deck area. All materials are to be covered and protected against the elements.

3.21.18 For all roof repairs, the Contractor must locate and repair all leaks and the building(s) must be free of leaks at the completion of the roofing project.

3.21.19 For all roof repairs, the Contractor is understood to have given a personal guarantee stating that all materials used are of first quality and that the Contractor guarantees its applications against actual leakage resulting directly from faulty workmanship and/or materials for a period of one (1) year. This is in addition to any guarantee and/or warranty given by the manufacturer of the roofing materials used.

3.21.20 The Contractor is to provide evidence of expertise in roof leak repairs for bur, single-ply membranes, shingles, cold process applications, sheet metal and modified bitumen.

3.21.21 Each Contractor will use only those roofing mechanics who are familiar with and experienced in the type of roof repairs as outlined within these specifications.

3.21.22 All OSHA safety requirements are to be followed with regard to worker safety on pitched and low pitched roofs. The Contractor is responsible for following all OSHA and work safety procedures.

3.21.23 No materials containing asbestos are to be used on a roofing project.

3.22 DETAILED TREATMENT OF SPECIFIC CONDITIONS

3.22.1 WALL FLASHINGS

3.22.1.1 The area to be reflashed must be free of dust, dirt and silt and be dry prior to installing the roof repair. Also, the eight inch spudded area at the toe of the cant must be coated with a quality asphalt primer at rate of 1/2 gallon per 100 square feet this is to insure adequate adhesion to the existing roof.

3.22.1.2 Where applicable, the metal counterflashing must be bent upward in order to allow for proper repairs. Care should be taken when bending the counterflashing so as not to break it loose from the reglet or cause other damage.

3.22.1.3 All loose, rotted or delaminated plies of base flashings are to be removed. Any tightly adhered material is to remain.

3.22.1.4 Added aggregate is to be spudded down to bare felt, from the area extending from the toe of the cant at least eight inches on to the surface of the roof.

3.22.1.5 A uniform coating of a quality grade flashing cement must be applied starting three inches on to the roof surface from the toe of the cant and up the existing flashing to the bottom of the reglet. One ply of #15 felt must be firmly embedded into the cement. The end laps are to extend a minimum of three inches onto the connecting ply. The felt must be hand worked to insure a smooth, wrinkle free application.

3.22.1.6 Install a second uniform coat of flashing cement and embed a second ply of heavy duty glass mesh in an identical manner as the asbestos felt. Where necessary, secure the new flashings with round head masonry nails set eight inches on center. The length of the masonry nail is to be sufficient to ensure positive fastening to the substrate.

3.22.1.7 A finishing coat of flashing cement is to be applied in a uniform manner so as to completely cover the new materials.

3.22.1.8 The slag is to be reset so as to cover the roofing repair to the toe of the cant.

3.22.2 FLASING HOLES, SPLITS, AND SEAMS

3.22.2.1 All dust, dirt, and aggregate must be removed as outlined under wall flashings. All areas to be repaired must be primed as described above.

3.22.2.2 Trowel a uniform coat of a quality grade flashing cement over the damaged area, extending at least four inches beyond the penetration, in all directions. Embed one ply of #15 felt into the cement. Apply uniform coating of flashing grade cement which extends two inches past the previous ply in all directions. Firmly embed a second ply of heavy duty glass mesh and top coat the glass mesh with a uniform coat of flashing cement so as to completely cover the new material.

3.22.3 ROOF BLISTERS

3.22.3.1 The area over and around the blister is to be spudded down to bare felt. A twelve inch connection is to be scraped around the blister, in all directions.

3.22.3.2 The area is to be cleaned of all dirt, silt and debris. The connection is to be primed with a quality asphalt primer at a rate of 1/2 gallons per 100 square feet. This is to ensure proper adhesion to the existing roof.

3.22.3.3 Make a sufficient cut across the blister which penetrates all elevated plies and lay the segment back. Leave cut plies exposed long enough to insure all trapped moisture is eliminated.

3.22.3.4 Apply a uniform coat of quality grade flashing cement under each exposed segment being sure to obtain complete coverage so that felt does not touch felt. Each segment should then be pressed back into place and bonding is to be ensured. (if plies are too distended to allow adhesion, they are to be removed and a ply of #43 lb. base sheet is to be set in the void in order to eliminate any depression in the area.)

3.22.3.5 Apply a uniform coat of flashing grade cement over the reset blister and extend six inches in all directions past the blistered area. One ply of #15 felt is to be firmly set into the coating and hand worked to avoid wrinkles and fishmouths.

3.22.3.6 Another uniform coat of flashing cement is to be applied over the felt and is to extend four inches, in all directions, past the edges of the felt. A second ply of heavy duty glass mesh is to be embedded into the cement, once again it is to be worked so as to insure a smooth installation. A uniform top coat of flashing cement is to be applied over the entire surface so as to completely cover the new material.

3.22.3.7 The slag is then to be replaced over the repair, being sure to weight the edges of the repair.

3.22.4 ROOF SPLITS

3.22.4.1 An area of at least twelve inches on each side of the split should be scraped down to bare felt and the work surface is to be free of dust, dirt, and debris. This same procedure is to extend twenty-four inches beyond each end of the split area. The area that is scraped and cleaned is to be primed with an asphalt primer to ensure adhesion of the new materials.

3.22.4.2 A uniform trowel coat of a quality grade flashing cement is to be applied to the area surrounding the split or crack in the membrane. Care is to be taken to leave a two inch area on each side of the split uncoated.

3.22.4.3 Install one ply of #15 felt over the split and hand work so as to avoid ripples and wrinkles. This felt is to extend six inches past the uncoated area.

3.22.4.4 Install another uniform coat of flashing cement over the original ply of felt and install a second overlapping ply of #15 felt which will extend four inches past the original ply.

3.22.4.5 A third uniform coat of flashing cement is to be applied over the area and extend out two inches past the previous ply of paper. A top ply of heavy duty glass mesh is to be installed over the entire area and will extend two inches past the previous ply of felt.

3.22.4.6 A uniform top coat of flashing cement will be applied over the glass mesh in such a manner as to completely cover the new applied material.

3.22.4.7 The aggregate is to be rebroadcast over the repair.

3.22.5 PITCH POCKETS

3.22.5.1 REPLENISH DEPLETED POCKETS

3.22.5.1.1 All dirt, dust, and debris are to be removed from the surface of the existing material inside the pan. All standing water is to be removed and the area air dried. The material inside the pan is to be compacted to eliminate all voids. The existing material is then to be primed and allowed to tack up.

3.22.5.1.2 Quality grade flashing cement is to be troweled into the pocket using firm pressure to insure compaction of the material. Pressure must be applied to insure a proper bond between the mastic on the sides of the pan as well as the interior surface. The pan is to be filled so as to achieve a feathered configuration in order to prevent ponding of water on the mastic.

3.22.5.2 INSTALL NEW POCKETS

3.22.5.2.1 Scrape a connection around existing penetrations needing a pitch pocket. The spudding is to remove all stone down to bare felt. The area is to be cleaned of all dirt and debris. These areas are to be primed as described in previous repairs.

3.22.5.2.2 The proper sized pitch pocket is to have the bottom flange buttered with cement. The pocket is then to be set flush to the roof surface. The exposed metal flanges are to be flashed with one ply of #15 felt and one overlapping ply of heavy duty glass mesh set in a quality grade flashing cement.

The pitch pocket is then to be filled with a flashing grade cement as outlined under Section 5A.

3.22.6 RIDGES AND RUPTURES

3.22.6.1 Stone should be spudded down to bare felt in an area twelve inches past the ridge or rupture in all directions. The work surface is to be swept clean of all dust, dirt, and debris and the area primed.

3.22.6.2 All loose or delaminated plies are to be removed.

3.22.6.3 Trowel a thin, uniform coat of a quality grade flashing cement over the entire area. Install one ply of #15 felt over the ruptured or ridged area, with the new felt extending six inches past the penetration in all directions.

3.22.6.4 A second application of flashing grade cement is to be spread over the previous ply. An overlapping second ply of #15 felt is to be firmly embedded in the flashing cement and is to extend four inches past the previous ply in all directions.

3.22.6.5 A third uniform coat of cement is to be applied into which a top ply of heavy duty glass mesh is to be embedded and worked so as to be smooth and wrinkle free.

3.22.6.6 A final top coat of flashing cement is to be installed over the entire repair so as to completely cover the new material.

3.22.6.7 The aggregate is to then be rebroadcast over the entire area.

3.22.7 COATING - CURBS

3.22.7.1 Area is to be swept free of all dust, dirt, and debris. The area to be coated is to be primed.

3.22.7.2 A uniform coating of clay emulsion is to be brushed onto the area at a rate of three gallons per hundred square feet being sure that all areas are completely covered.

3.22.8 COATING - BARE SPOTS

3.22.8.1 Area is to be swept free of all dust, dirt, debris, and loose aggregate. The area to be coated is to be primed to ensure adequate adhesion of the new materials.

3.22.8.2 On asphalt surface roofs, a uniform layer of velvet roof coating is to be brushed onto the area at a rate of three gallons per hundred square feet, being sure that all exposed felt is uniformly covered and the slag rebroadcast.

3.22.8.3 On coal tar pitch roofs, a coal tar pitch coating is to be applied and the slag rebroadcast.

3.22.9 Gravel Stop Metal Joint Splits

3.22.9.1 All aggregate from an area twelve inches in all directions from the metal edge split is to be scraped down to bare felt.

3.22.9.2 All dust, dirt, and debris is to be swept from the scraped area and exposed membrane primed.

3.22.9.3 A thin uniform coat of a quality grade flashing cement is to be troweled over the area into which one ply of #15 is to be firmly embedded. This initial ply is to extend past the split four inches in all directions.

3.22.9.4 A second uniform coat of flashing cement is to be troweled over the original ply. An overlapping reinforcing ply of heavy duty glass mesh is to be embedded in an overlapping fashion. The lap on the glass mesh is to extend four inches in all directions past the initial ply of #15 felt.

3.22.9.5 A uniform top coat of flashing cement is to be applied so as to completely cover the new materials. The aggregate is then to be rebroadcast over the repair.

3.22.10 CAULKING - REGLET AND WALL CRACKS AND COPING STONE JOINTS

3.22.10.1 All the metal counterflashing that is bent upward during reflashing procedures has to be returned to its original configuration. Once the metal is bent back down, a 2 x 4 is to be placed against the metal and a hammer used to get an even line.

3.22.10.2 If the mortar joint on the reglet is weakened, the metal is to be secured with the proper wedges. The mortar joint is then to be raked and cleaned.

3.22.10.3 The top of the metal should be flush with the wall so that it does not provide a lip to catch and hold water.

3.22.10.4 The top of the metal should be flush with the wall so that it does not provide a lip to catch and hold water.

3.22.10.5 All wall cracks and coping stone joints are to be cleaned of all damaged existing joint material. All surfaces must be clean, dry, and free from oil as well as all contaminants.

3.22.10.6 If the depth of joint exceeds 3/4 of an inch, a suitable closed cell joint backing should be inserted into the opening. The opening is to be completely filled with a quality butyl rubber caulking. The material is to be firmly tooled to obtain a smoothly dressed surface and to improve adhesion.

3.22.11 REROOFING - OLD PATCHES AND IMPROPER REPAIRS

3.22.11.1 Determine the size of the area to be reroofed. Scrape all gravel down to bare felt so as to obtain a two foot connection around the damaged area. All dust, dirt, and debris is to be swept from the area and the connection is to be primed to ensure proper adhesion of the new roofing membrane.

3.22.11.2 The damaged area is to be cut out and removed down to the deck. Once the old roof is removed, the deck shall be cleaned, allowed to air dry and primed.

3.22.11.3 Only remove as much damaged area as can be completely resurfaced in one day.

3.22.11.4 The stratavent base sheet is to be lain dry with the mineral surface down.

3.22.11.5 Two plies of #15 fiberglass felt are to be installed over stratavent, using 23 lbs. of asphalt per ply.

3.22.11.6 Two roof vents are to be installed in each reroofed section to allow for the dissipation of trapped moisture. The vents are to be installed by making core cuts in the roof down to the deck.

3.22.11.7 These core cuts are to be five inches in diameter and the core will be removed. Six inch galvanized roof vents shall be cemented on the underside of the flange and placed over the core cut. The top of the flange will then be flashed with two plies of #15 felt, each overlapping the previous one by four inches.

3.22.11.8 When the roof is fully resurfaced, then the entire area will be slagged in at a rate of 375 lbs. per square using 60 lbs. of asphalt per square.

3.22.11.9 The new roofing plies are to be run up onto the connection at least twelve inches. Over the finished plies and before the application of slag, the contractor is to install three plies of #15 fiberglass felt around the entire perimeter of the reroofed area. The first ply is to extend four inches onto the connection, the second ply is to overlap the first ply by four inches, and the third ply is to overlap the previous ply by four inches. Thereby, the entire two foot connection will be utilized.

3.22.11.10 All flashing work is to be completed in the same day as the roof work is completed.

3.22.11.11 At the end of each day's work, if the contractor cannot slag in the roof, he will glaze coat the exposed top plies to retard moisture migration into the finishing plies.

3.22.11.12 Any work area disturbed during the day has to be made watertight at the end of each day's work.

3.23 SECURITY CLEARANCES

As a condition of performing work at any State facility and for purposes of determining a person's qualifications as contracted personnel, the contractor shall undertake a criminal history record background check for all personnel assigned to work at any State facility pursuant to regulations promulgated under N.J.A.C. 13:59-1.1 et seq.

3.23.1 CRIMINAL HISTORY RECORD

The contractor shall submit to the New Jersey State Police Bureau of Identification (SBI) an "application" fingerprint card, a request for criminal history record information form (SBI-212B), and the appropriate fee for all personnel it may assign to work at any State facility. The contractor shall not permit any newly hired, re-hired or transferred personnel to work in any facility until the SBI has furnished the results of the criminal history record background check to the vendor. The contractor shall review the results of that criminal history record background check prior to assigning personnel.

3.23.2 CRIMINAL HISTORY RECORD FILE

The contractor will be required to retain the results of an individual's criminal history background check as long as that person is assigned to these State Complexes. The results of the criminal history background check will be made available to the State Contract Manager by the contractor upon request.

If the contractor has had a State Police background, criminal and fingerprinting check performed for the employee that meets the exact criteria specified above, then the check may be accepted by the State Contract Manager at the State's sole discretion. Any such reference check must have been during the period of this contract or no later than six months from the contract begin date.

3.24 METHOD OF USE OF CONTRACT

3.24.1 CONTRACTOR SELECTION AFTER AWARD OF CONTRACT FOR SERVICES

Contract awards were given to three successful bidders in each region according to total price for normal time hourly rate. The lowest cost responsive and responsible bidder in each region will be ranked Contractor #1, the 2nd lowest cost responsive and responsible bidder will be ranked Contractor #2 and the 3rd

lowest cost responsive and responsible bidder will be ranked Contractor #3 for all projects less than \$1,000.00.

For all projects over \$1,000.00, the Using Agency must obtain binding quotes from three (3) contractors prior to starting a project, as follows:

3.24.2 PROJECT PROCEDURES

The Using Agency shall develop the particular scope of work for all projects. This scope of work shall be given to the three contractors that have been awarded the particular region where the work shall be performed. All contractors shall be required to submit a binding quote for the total cost of the project. The contractor with the lowest cost, that meets the requirements of the projects as defined by the Using Agency, shall be awarded the project. This procedure is mandatory for all projects with an estimated cost exceeding \$1,000.00.

3.24.3 PROJECT QUOTE BREAKDOWN

All quotes will be submitted in writing. All quotes shall reflect the number of hours and cost per hour (normal service - straight time rate) for labor and include an itemized listing of all parts, with prices, required for the job. The quote will become a firm fixed price quote.

3.25 MARKUP FOR MATERIAL AND REPAIR PARTS

The contractor is responsible for the repair or replacement of all parts related to any roof repairs. All contractors are reminded that the State may, at its discretion, provide the required repair parts.

When providing maintenance and repair services, there will be NO markup percentage rate over suppliers invoice for any equipment, supplies or repair parts. All costs for services rendered are to be included in the hourly costs of the appropriate labor categories. Shipping costs will not be paid by the State and are considered to be part of the overall cost. Contractors are reminded that they are to only include actual costs - not the initial invoice(s) which may be discounted at a later date.

A copy of the suppliers invoice verifying the contractors cost shall accompany all requests for payment equipment, materials and supplies. Purchases should be made at the most favorable rate available to the contractor or the State. The provision or no markup does not apply to Projects. Contractors are reminded that an audit of their supply invoices may be undertaken not only during the contract period, but also upon completion of the contract for a period of five years.