



OFFICE OF THE
Commissioners

330 Main Street, 2nd Floor
CLARION, PA 16214

(814) 226-4000, Ext. 3004, Fax (814) 297-7806, Web Site: www.co.clarion.pa.us

Wayne R. Brosius
Commissioner

G. Butch Campbell
Commissioner

Gregory A. Faller
Commissioner

Carol A. Clinger
Chief Clerk

June 10, 2015

The Clarion County Board of Commissioners invite you to submit a proposal for roof repair/replacement work at the Clarion County Human Complex located at 217 South 7th Avenue Clarion, PA.

Two options are required:

1. West Wing Roof Area – Total replacement of existing roof.

And

2. West, East and North Wings – Replacement of west wing roof area and repairs to the existing east and north wings.

This project is to be completed by November 1, 2015.

If your company is interested in submitting a proposal, bid packets are available on the county website: co.clarion.pa.us and in the Office of the Chief Clerk at the Administration Building, 330 Main Street, Clarion, second floor. Sealed bids must be received no later than 4 p.m. on July 10 to the Office of the Chief Clerk.

Bids will be opened at a Commissioners public meeting on July 15, at 9 a.m. in the Administration conference room.

Please call Fred Workman, Building Maintenance, at (814) 226-6252 extension 607 if you have any questions about submitting a bid or about the Human Services Building.

Thank you,

Carol A. Clinger
Chief Clerk/County Administrator

Clarion County Commissioners
Administration Building
330 Main Street
Clarion, PA. 16214

May 28, 2015

Re: Request For Proposal — Roof Repairs
Clarion County Human Services Building
214 South 7th Street, Clarion, PA. 16214

The following information describes the request for proposal from contractors to perform the herein described repairs on the existing roof on the above referenced Clarion County Human Services Building.

The existing roof is described as being divided into three (3) rooftop areas as follows:

- 1) West Wing—approximately 4,500 square feet in area
- 2) East Wing and North Wing - approximately 8,573 square feet in area

The following Request for Proposal (RFP) options for either total roof area replacement or repairs are as follows.

OPTION #1 – West Wing Roof Area – Total Replacement of Existing Roof

The scope of work for this Option # 1 is as follows:

- (1.) Remove the existing rubber roofing, flashings, and insulation down to the concrete deck, and legally dispose of the debris from this removal.
- (2.) Prepare the remaining surface for new roof installation.
- (3.) Install an adhered 1/8 inch per foot tapered polyisocyanurate insulation (R-20/code) system, including crickets, so all water will drain to the roof drains.
- (4.) Install an approved 60 mil fully adhered EPDM roofing system, including all necessary flashings according to the manufacturers specifications.
- (5.) Provide a minimum 20 year limited warranty for the new roofing.
- (6.) Replace all pipe boots.

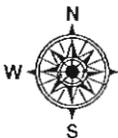
Note: Any deteriorated masonry, wood, or metal found during roof work will be repaired on a time and material basis as approved by the County Engineer.

OPTION # 2 — West, East, and North Wing Areas — Replacement of West Wing Roof Area and Repairs to the Existing East and North Wing Areas

The scope of work for this option # 2 is as follows:

- (1.) Perform all roof replacement work as described in Option # 1 above as well as the following Repair Work on the East and North Wing Roof Areas.
- (2.) Clean and prepare the existing roof areas to be repaired.
- (3.) Install a large 4 foot by 90 foot patch along the Southeast parapet wall base tie in. This patch will be fully adhered to the existing system and shall have a perimeter of seam tape covered by a 5 inch wide flashing tape.
- (4.) Install 5 inch flashing tape over all existing old style adhered seams. Lap sealant will be applied at various locations as per typical specifications.
- (5.) Install corner patches and lap sealant on all of the existing curb corners.
- (6.) Replace all pipe boots.

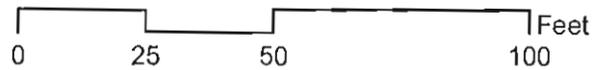
It is the responsibility of the Contractor to notify the appropriate building code inspection agency for Clarion Borough and have all work performed to their satisfaction. Proof of said building code inspections and approval must be submitted to the Clarion County Commissioners before final payment is made to the Contractor for the work performed under this contract.



County of Clarion



Data Source: Clarion Data and Using Seneca Resources Aerial



In no event will the Clarion County be liable for any damages or other monetary loss that may arise from the use of this map

INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. *Commercial General Liability (CGL)*: covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. *Automobile Liability*: covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (nonowned), with limit no less than \$1,000,000 combined limit per accident for bodily injury and property damage.
3. *Workers' Compensation* insurance as required by the Commonwealth of Pennsylvania, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

(Not required if Contractor provides written verification that he/she has no employees) Additional Insured the County, its officers, officials, employees, and volunteers are to be covered as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations.

Primary Coverage

For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Notice of Cancellation

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

Waiver of Subrogation

Consultant hereby grants to the County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.

Claims Made Policies

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

2. Insurance must be maintained and evidence of insurance must be provided for at least five (2) years after completion of the contract of work.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (2) years after completion of contract work.

Verification of Coverage

Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by these requirements. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.