

INVITATION TO BID

Bid Invitation Number: #30-2012

Date of Issue: 03/08/2012

Sealed bids will be received in the office of the Division of Central Purchasing, 200 East Main Street, Lexington, Kentucky, until **2:00 PM**, prevailing local time on **03/22/2012**. Bids must be received by the above-mentioned date and time. Mailed bids should be sent to:

**Division of Central Purchasing  
200 East Main Street, Rm 338  
Lexington, KY 40507, (859) 258-3320**

The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.

All bids must have the company name and address, bid invitation number, and the commodity/service on the outside of the envelope.

Bids are to include all shipping costs to the point of delivery located at: Various, Lexington, KY

Bid Security Required:     Yes   xx   No      Performance Bond Required:     Yes   xx   No  
*Cashier Check, Certified Check, Bid Bond (Personal checks and company checks will not be acceptable).*

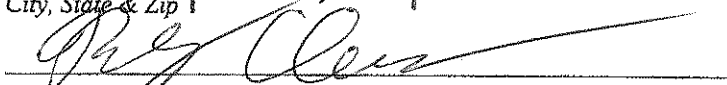
<b>Commodity/Service</b>
<b>Roof Repairs and Maintenance</b>
See specifications

<p style="text-align: center;"><b>Check One:</b></p> <p><input checked="" type="checkbox"/> Bid Specifications Met</p> <p><input type="checkbox"/> Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i></p>	<p style="text-align: center;"><b>Proposed Delivery:</b></p> <p style="text-align: center;"><u>  4  </u> days after acceptance of bid.</p>
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<b>Procurement Card Usage</b>
<p><input checked="" type="checkbox"/> Yes    The Lexington-Fayette Urban County Government will be using Procurement Cards to purchase goods and services and also to make payments. Will you accept Procurement Cards?</p> <p><input type="checkbox"/> No</p>

Submitted by: Holland Roofing of Louisville  
*Firm*  
797 Hebron Rd  
*Address*  
Shelbyville, KY 40065  
*City, State & Zip*

**Bid must be signed:**  
**(original signature)**

  
*Signature of Authorized Company Representative - Title*  
Randy Clemens  
*Representative's Name (Typed or printed)*  
502-633-6620      502-633-6615  
*Area Code - Phone - Extension*      *Fax #*  
jbrown@hollandroofing.com  
*E-Mail Address*

**The Affidavit in this bid must be completed before your firm can be considered for award of this contract.**

**AFFIDAVIT**

Comes the Affiant, Randy Clemens, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Randy Clemens and he/she is the individual submitting the bid or is the authorized representative of

Holland Roofing of Louisville

the entity submitting the bid (hereinafter referred to as "Bidder").

2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Bidder has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder will not violate any provision of the campaign finance laws of the Commonwealth.

6. Bidder has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Randy Clemens

STATE OF Kentucky

COUNTY OF State at Large

The foregoing instrument was subscribed, sworn to and acknowledged before me,

by Jennifer R Brown on this the 20<sup>th</sup> day

of March, 2012.

My Commission expires: 6/9/15

Jennifer R Brown  
NOTARY PUBLIC, STATE AT LARGE

*Please refer to Section II. Bid Conditions, Item "U" prior to completing this form.*

## **I. GREEN PROCUREMENT**

### **A. ENERGY**

The Lexington-Fayette Urban County Government is committed to protecting our environment and being fiscally responsible to our citizens.

The Lexington-Fayette Urban County Government mandates the use of Energy Star compliant products if they are available in the marketplace (go to [www.Energystar.gov](http://www.Energystar.gov)). If these products are available, but not submitted in your pricing, your bid will be rejected as non-compliant.

ENERGY STAR is a government program that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations.

#### Key Benefits

These products use 25 to 50% less energy  
Reduced energy costs without compromising quality or performance  
Reduced air pollution because fewer fossil fuels are burned  
Significant return on investment  
Extended product life and decreased maintenance

### **B. GREEN SEAL CERTIFIED PRODUCTS**

The Lexington-Fayette Urban County Government is also committed to using other environmentally friendly products that do not negatively impact our environment. Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education.

Go to [www.Greenseal.org](http://www.Greenseal.org) to find available certified products. These products will have a reduced impact on the environment and on human health. The products to be used must be pre-approved by the LFUCG prior to commencement of any work in any LFUCG facility. If a Green Seal product is not available, the LFUCG must provide a signed waiver to use an alternate product. Please provide information on the Green Seal products being used with your bid response.

### **C. GREEN COMMUNITY**

The Lexington-Fayette Urban County Government (LFUCG) serves as a principal, along with the University of Kentucky and Fayette County Public Schools, in the Bluegrass Partnership for a Green Community. The Purchasing Team component of the Partnership collaborates on economy of scale purchasing that promotes and enhances environmental initiatives. Specifically, when applicable, each principal is interested in obtaining best value products and/or services which promote environment initiatives via solicitations and awards from the other principals.

If your company is the successful bidder on this Invitation For Bid, do you agree to extend the same product/service pricing to the other principals of the Bluegrass Partnership for a Green Community (i.e. University of Kentucky and Fayette County Schools) if requested?

Yes  No

## II. Bid Conditions

- A. No bid may be withdrawn for a period of sixty (60) days after the date and time set for opening.
- B. No bid may be altered after the date and time set for opening. In the case of obvious errors, the Division of Central Purchasing may permit the withdrawal of a bid. The decision as to whether a bid may be withdrawn shall be that of the Division of Central Purchasing.
- C. Acceptance of this proposal shall be enactment of an Ordinance by the Urban County Council.
- D. The bidder agrees that the Urban County Government reserves the right to reject any and all bids for either fiscal or technical reasons, and to award each part of the bid separately or all parts to one vendor.
- E. Minor exceptions may not eliminate the bidder. The decision as to whether any exception is minor shall be entirely that of the head of the requisitioning Department or Division and the Director of the Division of Central Purchasing. The Urban County Government may waive technicalities and informalities where such waiver would best serve the interests of the Urban County Government.
- F. Manufacturer's catalogue numbers, trade names, etc., where shown herein are for descriptive purposes and are to guide the bidder in interpreting the standard of quality, design, and performance desired, and shall not be construed to exclude proposals based on furnishing other types of materials and/or services. However, any substitution or departure proposed by the bidder must be clearly noted and described; otherwise, it will be assumed that the bidder intends to supply items specifically mentioned in this Invitation for Bids.
- G. The Urban County Government may require demonstrations of the materials proposed herein prior to acceptance of this proposal.
- H. Bids must be submitted on this form and must be signed by the bidder or his authorized representative. Unsigned bids will not be considered.
- I. Bids must be submitted prior to the date and time indicated for opening. Bids submitted after this time will not be considered.
- J. All bids mailed must be marked on the face of the envelope:

**"Bid on #30-2012 Roof Repairs and Maintenance"**

and addressed to:      Division of Central Purchasing  
                                    200 East Main Street, Room 338  
                                    Lexington, Kentucky 40507

**The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.**

- K. Bidder is requested to show both unit prices and lot prices. In the event of error, the unit price shall prevail.
- L. A certified check or Bid Bond in the amount of XX percent of the bid price must be attached hereto. This check must be made payable to the Lexington-Fayette Urban County Government, and will be returned when the material and/or services specified herein have been delivered in accordance with specifications. In the event of failure to perform within the time period set forth

in this bid, it is agreed the certified check may be cashed and the funds retained by the Lexington-Fayette Urban County Government as liquidated damages. Checks of unsuccessful bidders will be returned when the bid has been awarded.

- M. The delivery dates specified by bidder may be a factor in the determination of the successful bidder.
- N. Tabulations of bids received may be mailed to bidders. Bidders requesting tabulations must enclose a stamped, self-addressed envelope with the bid.
- O. The Lexington-Fayette Urban County Government is exempt from Kentucky Sales Tax and Federal Excise Tax on materials purchased from this bid invitation. Materials purchased by the bidder for construction projects are not tax exempt and are the sole responsibility of the bidder.
- P. All material furnished hereunder must be in full compliance with OSHA regulations.
- Q. If more than one bid is offered by one party, or by any person or persons representing a party, all such bids shall be rejected.
- R. Signature on the face of this bid by the Bidder or his authorized representative shall be construed as acceptance of and compliance with all terms and conditions contained herein.
- S. The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its sub-contracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.
- T. The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) *The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin;*
- (2) *The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age or national origin;*
- (3) *The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provisions of the non-discrimination clauses required by this section; and*
- (4) *The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses.*

The Act further provides:

KRS 45.610. Hiring minorities - Information required

- (1) *For the length of the contract, each contractor shall hire minorities from other sources*

*within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetable.*

- (2) *Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.*

**KRS 45.620. Action against contractor - Hiring of minority contractor or subcontractor**

- (1) *If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.*
- (2) *If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the contractor complies in full with the requirements of KRS 45.560 to 45.640.*
- (3) *The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.*

**KRS 45.630 Termination of existing employee not required, when**

*Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that that employee was employed prior to the date of the contract.*

**KRS 45.640 Minimum skills**

*Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job.*

It is recommended that all of the provisions above quoted to be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his work-force in Kentucky is representative of the available work-force in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

- U. Any party, firm or individual submitting a proposal pursuant to this invitation must be in compliance with the requirements of the Lexington-Fayette Urban County Government regarding taxes and fees before they can be considered for award of this invitation and must maintain a "current" status with regard to those taxes and fees throughout the term of the contract. The contractor must be in compliance with Chapter 13 from the Code of Ordinances

of the Lexington-Fayette Urban County Government. The contractor must be in compliance with Ordinance 35-2000 pursuant to contractor registration with the Division of Building Inspection. If applicable, said business must have a Fayette County business license.

Pursuant to KRS 45A.343 and KRS 45A.345, the contractor shall

- (1) *Reveal any final determination of a violation by the contractor within the previous five year period pursuant to KRS Chapters 136 (corporation and utility taxes), 139 (sales and use taxes), 141 (income taxes), 337 (wages and hours), 338 (occupational safety and health of employees), 341 (unemployment and compensation) and 342 (labor and human rights) that apply to the contractor; and*
- (2) *Be in continuous compliance with the above-mentioned KRS provisions that apply to the contractor for the duration of the contract.*

A contractor's failure to reveal the above or to comply with such provisions for the duration of the contract shall be grounds for cancellation of the contract and disqualification of the contractor from eligibility for future contracts for a period of two (2) years.

- V. Vendors who respond to this invitation have the right to file a notice of contention associated with the bid process or to file a notice of appeal of the recommendation made by the Director of Central Purchasing resulting from this invitation.

Notice of contention with the bid process must be filed within 3 business days of the bid/proposal opening by (1) sending a written notice, including sufficient documentation to support contention, to the Director of the Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his/her contention with the bid process. After consulting with the Commissioner of Finance the Chief Administrative Officer and reviewing the documentation and/or hearing the vendor, the Director of Central Purchasing shall promptly respond in writing findings as to the compliance with bid processes. If, based on this review, a bid process irregularity is deemed to have occurred the Director of Central Purchasing will consult with the Commissioner of Finance, the Chief Administrative Officer and the Department of Law as to the appropriate remedy.

Notice of appeal of a bid recommendation must be filed within 3 business days of the bid recommendation by (1) sending a written notice, including sufficient documentation to support appeal, to the Director, Division of Central Purchasing or (2) submitting a written request for a meeting with the Director of Central Purchasing to explain his appeal. After reviewing the documentation and/or hearing the vendor and consulting with the Commissioner of Finance and the Chief Administrative Officer, the Director of Central Purchasing shall in writing, affirm or withdraw the recommendation.

### III. Procurement Contract Bid Conditions

- A. The terms of this agreement shall be for 1 year from the date of acceptance of this contract by the Lexington-Fayette Urban County Government. This agreement may be extended for an additional 1 year renewal upon the written agreement of the bidder and the Lexington-Fayette Urban County Government. Said agreement must be in writing and must be executed prior to the expiration of the current agreement.
- B. Price Changes (Space Checked Applies)
- (XXX) 1. Prices quoted in response to the Invitation shall be firm prices for the first 90 days of the Procurement Contract. After 90 days, prices may be subject to revision and such changes shall be based on general industry changes. Revision may be either increases or decreases and may be requested by either party. There will be no more than one (1) price adjustment per quarter. Requests for price changes shall be received in writing at least twenty (20) days prior to the effective date and are subject to written acceptance before becoming effective. Proof of the validity of a request for revision shall be responsibility of the requesting party. The Lexington-Fayette Urban County Government shall receive the benefit of any decline that the seller shall offer his other accounts.
2. No provision for price change is made herein. Prices are to be firm for the term of this contract.
3. Procurement Level Contract
- C. If any contract item is not available from the vendor, the Lexington-Fayette Urban County Government, at its option, may permit the item to be back-ordered or may procure the item on the open market.
- D. All invoices must bear reference to the Lexington-Fayette Urban County Government Purchasing document numbers which are being billed.
- E. This contract may be canceled by either party thirty (30) days after delivery by canceling party of written notice of intent to cancel to the other contracting party.
- F. This contract may be canceled by the Lexington-Fayette Urban County Government if it is determined that the Bidder has failed to perform under the terms of this agreement, such cancellation to be effective upon receipt of written notice of cancellation by the Bidder.
- G. No substitutions for articles specified herein may be made without prior approval of the Division of Central Purchasing.



EQUAL OPPORTUNITY AGREEMENT

The Law

Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.

Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.

Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*

Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.

Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

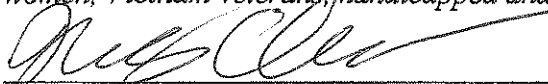
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The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

  
Signature

Holland Roofing of Louisville  
Name of Business

**RISK MANAGEMENT PROVISIONS  
INSURANCE AND INDEMNIFICATION**

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**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

- (1) It is understood and agreed by the parties that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor or its employees, agents, servants, owners, principals, licensees, assigns or subcontractors of any tier (hereinafter "CONTRACTOR") under or in connection with this agreement and/or the provision of goods or services and the performance or failure to perform any work required thereby.
- (2) CONTRACTOR shall indemnify, save, hold harmless and defend the Lexington-Fayette Urban County Government and its elected and appointed officials, employees, agents, volunteers, and successors in interest (hereinafter "LFUCG") from and against all liability, damages, and losses, including but not limited to, demands, claims, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by CONTRACTOR's performance or breach of the agreement and/or the provision of goods or services provided that: (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the CONTRACTOR; and (b) not caused solely by the active negligence or willful misconduct of LFUCG.
- (3) In the event LFUCG is alleged to be liable based upon the above, CONTRACTOR shall defend such allegations and shall bear all costs, fees and expenses of such defense, including but not limited to, all reasonable attorneys' fees and expenses, court costs, and expert witness fees and expenses, using attorneys approved in writing by LFUCG, which approval shall not be unreasonably withheld.
- (4) These provisions shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this agreement.

**FINANCIAL RESPONSIBILITY**

BIDDER/CONTRACTOR understands and agrees that it shall, prior to final acceptance of its bid and the commencement of any work, demonstrate the ability to assure compliance with the above Indemnity provisions and these other risk management provisions.

**INSURANCE REQUIREMENTS**

YOUR ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW, AAND YOU MAY NEED TO CONFER WITH YOUR INSURANCE AGENTS, BROKERS, OR CARRIERS TO DETERMINE IN ADVANCE OF SUBMISSION OF A RESPONSE THE AVAILABILITY OF THE INSURANCE COVERAGES AND ENDORSEMENTS REQUIRED HEREIN. IF YOU FAIL TO COMPLY WITH THE INSURANCE REQUIREMENTS BELOW, YOU MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

**Required Insurance Coverage**

BIDDER/CONTRACTOR shall procure and maintain for the duration of this contract the following or equivalent insurance policies at no less than the limits shown below and cause its

subcontractors to maintain similar insurance with limits acceptable to LFUCG in order to protect OWNER 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 LFUCG. The cost of such insurance shall be included in any bid:

<u>Coverage</u>	<u>Limits</u>
General Liability (Insurance Services Office Form CG 00 01)	\$1 million per occurrence, \$2 million aggregate or \$2 million combined single limit
Commercial Automobile Liability (Insurance Services Office Form CA 0001)	combined single, \$1 million per occurrence
Worker's Compensation	Statutory
Employer's Liability	\$500,000.00

The policies above shall contain the following conditions:

- a. All Certificates of Insurance forms used by the insurance carrier shall be properly filed and approved by the Department of Insurance for the Commonwealth of Kentucky. LFUCG shall be named as an additional insured in the General Liability Policy and Commercial Automobile Liability Policy using the Kentucky DOI approved forms.
- b. The General Liability Policy shall be primary to any insurance or self-insurance retained by LFUCG.
- c. The General Liability Policy shall include a Products and Completed Operations endorsement or Premises and Operations Liability endorsement unless it is deemed not to apply by OWNER.
- d. The General Liability Policy shall include a Pollution liability and/or Environmental Casualty endorsement unless it is deemed not to apply by OWNER.
- e. LFUCG shall be provided at least 30 days advance written notice via certified mail, return receipt requested, in the event any of the required policies are canceled or non-renewed.
- f. Said coverage shall be written by insurers acceptable to LFUCG and shall be in a form acceptable to LFUCG. Insurance placed with insurers with a rating classification of no less than Excellent (A or A-) and a financial size category of no less than VIII, as defined by the most current Best's Key Rating Guide shall be deemed automatically acceptable.

#### Renewals

After insurance has been approved by OWNER, evidence of renewal of an expiring policy must be submitted to OWNER, and may be submitted on a manually signed renewal endorsement form. If the policy or carrier has changed, however, new evidence of coverage must be submitted in accordance with these Insurance Requirements.

#### Deductibles and Self-Insured Programs

**IF YOU INTEND TO SUBMIT A SELF-INSURANCE PLAN IT MUST BE FORWARDED TO LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, DIVISION OF RISK MANAGEMENT, 200 EAST MAIN STREET, LEXINGTON, KENTUCKY 40507 NO LATER THAN A MINIMUM OF FIVE (5) WORKING DAYS PRIOR TO THE RESPONSE DATE.** Self-insurance

programs, deductibles, and self-insured retentions in insurance policies are subject to separate approval by Lexington-Fayette Urban County Government's Division of Risk Management, upon review of evidence of BIDDER/CONTRACTOR's financial capacity to respond to claims. Any such programs or retentions must provide LFUCG with at least the same protection from liability and defense of suits as would be afforded by first-dollar insurance coverage. If BIDDER/CONTRACTOR satisfies any portion of the insurance requirements through deductibles, self-insurance programs, or self-insured retentions, BIDDER/CONTRACTOR agrees to provide Lexington-Fayette Urban County Government, Division of Risk Management, the following data prior to the final acceptance of bid and the commencement of any work:

- a. Latest audited financial statement, including auditor's notes.
- b. Any records of any self-insured trust fund plan or policy and related accounting statements.
- c. Actuarial funding reports or retained losses.
- d. Risk Management Manual or a description of the self-insurance and risk management program.
- e. A claim loss run summary for the previous five (5) years.
- f. Self-Insured Associations will be considered.

#### Safety and Loss Control

CONTRACTOR shall comply with all applicable federal, state, and local safety standards related to the performance of its works or services under this Agreement and take necessary action to protect the life, health and safety and property of all of its personnel on the job site, the public, and OWNER.

#### Verification of Coverage

BIDDER/CONTRACTOR agrees to furnish LFUCG with all applicable Certificates of Insurance signed by a person authorized by the insurer to bind coverage on its behalf prior to final award, and if requested, shall provide LFUCG copies of all insurance policies, including all endorsements.

#### Right to Review, Audit and Inspect

CONTRACTOR understands and agrees that LFUCG may review, audit and inspect any and all of its records and operations to insure compliance with these Insurance Requirements.

#### DEFAULT

BIDDER/CONTRACTOR understands and agrees that the failure to comply with any of these insurance, safety, or loss control provisions shall constitute default and that LFUCG may elect at its option any single remedy or penalty or any combination of remedies and penalties, as available, including but not limited to purchasing insurance and charging BIDDER/CONTRACTOR for any such insurance premiums purchased, or suspending or terminating the work.

**Lexington-Fayette Urban County Government  
Request for Bid  
#30-2012 Roof Repairs & Maintenance**

The purpose of this bid is to establish a price contract with qualified roofing companies for the repair and maintenance of roofs at various locations throughout the LFUCG. LFUCG reserves the right to award contract to multiple, qualified bidders.

**1.0 SCOPE OF WORK**

- 1.1 Work includes, but is not limited to, providing all labor, consumable materials (and other materials, as required), tools, equipment, test equipment, and services required to perform general roofing repairs for Lexington-Fayette Urban County Government.
- 1.2 Typically, the type of work to be performed is:
  - A. Inspect structures for leaks during rain
  - B. Coat and seal various roofing systems
  - C. Gutter, canons, down spout repairs
  - D. Perform routine and emergency repairs

**2.0 REQUIREMENTS**

- 2.1 Contractor must include a letter with bid certifying at least five (5) years experience in commercial roofing and repairs.
- 2.2 Contractor must demonstrate a thorough understanding of the maintenance and repairs of various types of roofs.
- 2.3 Contractor shall include three references from completed projects, including contact name and phone number with bid.
- 2.4 Contractor must employ necessary staff to complete scope of work.
- 2.5 Upon request from Facility Manager, Contractors will be required to submit estimates, based on submitted pricing.
- 2.6 Contractor shall not subcontract projects.

**3.0 MATERIALS**

- 3.1 Contractor will be required to furnish the material and be reimbursed by LFUCG, in accordance with Contractor's quoted mark-up rate.

- 3.2 LFUCG considers items such as work gloves, safety equipment, hand cleaners, and rags and such items to be consumables and shall not be included as part of the cost of this contract.

#### **4.0 LABOR AND SUPERVISION**

The contractor shall enforce strict discipline and good order among Contractor's employees. The Contractor shall exercise the necessary supervision and control on each job and to prevent contractor's employees from violating any rules and regulations. The Contractor shall promptly remove from the work and LFUCG premises any supervisor or employee of the Contractor whose work or conduct is not satisfactory to the maintenance planner.

#### **5.0 NOTIFICATION**

- 5.1 Contractor shall be on-call 24 hours per day, 7 days per week, and 365 days per year for emergency type calls. Contractor shall respond within the following parameter guidelines.
- A. Return call within one (1) hour of initial contact for emergency calls.
  - B. Onsite response shall be a maximum of twelve (12) hours after initial contact.
  - C. Perform emergency repairs, as necessary.
- 5.2 For non-emergency repairs, upon request from Facility Manager, Contractor shall provide a written cost estimate (lump sum), based on submitted pricing and work schedule, including the starting and completion date for all projects.
- 5.3 Estimates will be required within timeframe determined by Facility Manager, based on urgency of need.
- 5.4 All cost estimates prepared by the Contractor shall be at no cost to the LFUCG. The Contractor agrees that these estimated costs will be the maximum project cost if accepted by the LFUCG. The Contractor agrees that the LFUCG shall bear no liability or responsibility to the Contractor for the payment of any costs or charges in excess of the amount identified in the written cost estimates.

#### **6.0 SCHEDULE**

- 6.1 Contractor shall be solely responsible for scheduling all their work prior to commencement of work. All activities shall be coordinated with the Facilities Manager.

6.2 Time of completion for such project(s) will be determined with the approval of the Facilities Manager.

6.3 Failure to complete project(s) within timeframe submitted may render Contractor ineligible for future project(s).

## **7.0 CONTRACTOR CARE, CUSTODY AND CONTROL OF THE WORK**

7.1 Upon commencement of work, Contractor shall be fully responsible for the care, custody, and control of the facilities work area until the work has been completed.

7.2 Contractor shall continuously protect his work from damage, protect all persons from injury and protect all other property from damage, inquiry, or loss arising in connection with the work regardless of the Owner of said property might be.

7.3 The Contractor alone shall be responsible for the safety, efficiency, and adequacy of his equipment, tools and materials.

## **8.0 SAFETY**

Contractor shall provide safety barriers, as required, to clearly identify the working area and to prevent others from accessing the work area. This safety zone shall be sufficiently sized to prevent injury or damage to persons or equipment if tools or other items fall from the crane. Contractor shall comply with LFUCG, Safety Health and Environmental Requirements per attachment. Upon completion of work, Contractor shall remove the safety barriers from the work area.

## **9.0 FACILITIES AT SITE**

A limited amount of storage will be made available to the Contractor for the storage of equipment and material.

## **10.0 CLEAN-UP**

10.1 The successful Contractor shall at all time keep the premises free from accumulations of waste materials or rubbish caused by his work, employees or subcontractors. The site must be cleared of all debris at the end of each day.

10.2 Upon completion of each project, the contractor shall be responsible for the removal of all unused materials, equipment, scraps and debris resulting from the work done.

10.3 The work areas shall be left clean in a manner acceptable to the Facilities Manager.

#### **11.0 INSPECTIONS/WARRANTS**

11.1 All work performed shall be subject to inspection by LFUCG. Contractor shall notify the Facilities Manager prior to completion of work to allow for LFUCG inspection of Contractor's work. The Contractor at no cost to LFUCG shall correct any deficiencies caused by the Contractors work. All Contractors work shall be warranted for one year from completion of projects.

11.2 The Contractor shall be responsible for any damage, which may result from their improper construction, maintenance or usage. The Contractor shall take all necessary precautions to prevent injury to humans and property damage.

#### **12.0 ROUTINE AND EMERGENCY REPAIR ESTIMATES**

12.1 Contractor will be required to provide a written estimate, acceptable to the Facilities Manager for all projects. Estimates are to include labor, materials, and equipment at the rates specified in bid. Contractor must submit with each written estimate a listing showing all work to be performed by the Contractor.

12.2 Facilities Manager reserves the right to obtain an outside estimate for repairs or to have repairs performed outside of this contract when it is in the best interest of LFUCG.

#### **13.0 TIME AND MATERIAL WORK**

13.1 Hourly rates are based on actual working time while on LFUCG job site and are all inclusive of payroll burdens, overheads and profits. Overtime must have prior approval from the Facilities Manager.

13.2 Contractor is to attach and make a part of this bid the schedule of hourly, daily, weekly and monthly rates for all large or unusual equipment that may be used. Equipment usage is to be billed at the lowest hourly, daily, weekly or monthly rates. (All standards trade related tools and equipment should be considered in the hourly labor rates).

13.3 Reasonable rentals on equipment, tools, etc, whether rented from the Contractor or others, must have prior written approval from the Facilities Manager.



- 13.4 LFUCG reserves the right to obtain an outside estimate to have the work performed outside of this contract and to provide material or equipment to the Contractor when it is in the best interest of LFUCG.

#### **14.0 BILLING AND PAYMENT**

Contractor shall submit only itemized billing which reflect original job estimates with copies of LFUCG approved daily timesheets attached. Any materials and third party rentals provided by the contractor shall be substantiated by vendor invoice. The Contractor may be required to submit to the Facilities Manager a completed and executed statutory affidavit on the form provided with the invoice upon request by the Facilities Manager. Invoice payment will not be made under this contract until the statutory affidavit has been received when required. Payments will not be made in excess of original work estimate except as provided under changes and alterations.

#### **15.0 CHANGES AND ALTERATIONS**

LFUCG reserves the right through its designated Facilities Manager to make such alterations in the work schedule as may be necessitated by changes to the scope of work, customer needs or conditions found during the project that in the judgment of the designated Facilities Manager appear advisable. Any alterations from the original job estimate must be submitted in writing and approved by the designated Facilities Manager prior to beginning alteration work. The contractor shall not claim forfeiture of contract by reasons of such changes by the designated Facilities Manager. If such changes increase or decrease the amount of the work or materials, the contractor will be paid according to the quantity of work actually done at the prices established for such work under the contract. Any alteration or changes that diminish the scope of work or materials shall constitute a claim for damages or for the loss of anticipated profits.

#### **16.0 STANDARDS**

- 16.1 All work and materials used shall meet or exceed the provisions of the latest applicable codes and standards of the following organizations:

<b>ANSI</b>	-American National Standards Institute
<b>ASC</b>	-American Standards Code
<b>ASTM</b>	-American Society of Testing Materials
<b>APA</b>	-American Plywood Association
<b>ISO</b>	-International Standards Organization
<b>NBS</b>	-National Bureau of Standards
<b>NEC</b>	-National Electric Code
<b>NEMA</b>	-National Electrical Manufacturer's Association

<b>NETA</b>	-National Electrical Testing Association
<b>NFC</b>	-National Fire Code
<b>RRA</b>	-Residential Roofers Association
<b>UL</b>	-Underwriter's Lab
<b>USPS</b>	-United States Product Standards

- 16.2 All federal, state, county, or local codes, laws, or ordinances apply. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).
- 16.3 It is not the intent of this specification to restrict the work of the Contractor. However, this performance specification, set forth herein, is the minimum requirements acceptable to LFUCG.
- 16.4 Contractor must have a registered Contractor's License with the LFUCG Division of Building Inspection.

## PRICING

Straight Time – Monday-Friday 8:00 AM – 5:00 PM

Overtime – Monday-Friday 5:00 PM – 8:00 AM, Saturdays, Sundays, and Holidays

Hourly cost for one Qualified Roofer and one Helper/Laborer (rate should include transportation, consumable materials, and tools).

	S/T	O/T
Qualified Roofer	\$ <u>70</u> /hour	\$ <u>105</u> /hour
Helper/Laborer	\$ <u>70</u> /hour	\$ <u>105</u> /hour
% Mark-up on materials (percentage)		<u>25</u> %

### Additional Required Submittal

- 1) Schedule of hourly, daily, weekly, and monthly rates for all larger unusual equipment to be used. **Equipment usage is to be billed at the lowest of hourly, daily, weekly, and monthly rate.**
- 2) Letter certifying at least five (5) years experience in commercial roofing and repair.
- 3) Three references from completed projects, including contact name and phone number.
- 4) Any other costs considered necessary may be attached and made a part of this bid.

**FAILURE OF A BIDDER TO SUBMIT THE REQUIRED INFORMATION AND TO POSSESS THE MINIMUM EXPERIENCE OUTLINED ABOVE MAY RENDER SUCH BID NON-RESPONSIVE AND SUCH BID MAY NOT BE CONSIDERED FOR AWARD.**

### OPTION

If contractor can offer thermal image inspections, specify cost per 5,000 sq. ft.

\$ N/A

Please contact Sondra Stone, Division of Central Purchasing (859) 258-3320 if you have any questions.

# Holland Roofing

Roof Maintenance Management

797 Hebron Road Shelbyville, KY 40065

502.633.6620 Ph · 502.633.6615 Fax



## Equipment Usage Rates

### All Terrain Fork Lift (delivery included):

\$500/day  
\$1000/week  
\$1800/month

### Man Lift (60 ft delivery included):

\$450/day  
\$950/week  
\$1750/month

### 25 Ton Crane:

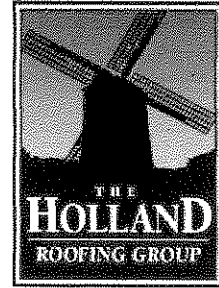
\$120/hour, 4 hour minimum  
\$925/day, 8 hours  
\$4160/week, 40 hours  
\$16,632/month, 160 hours

# Holland Roofing

Roof Maintenance Management

797 Hebron Road Shelbyville, KY 40065

502.633.6620 Ph · 502.633.6615 Fax



## References

1. Rouse Company  
2201 Regency Dr  
Lexington, KY 40503  
Tammy Thompson  
859.275.5000
2. Capstone Realty, Inc.  
12910 Shelbyville Rd  
Louisville, KY 40243  
Millicent Stiefler  
502.254.5001
3. Brixmor Property Group  
953 Hempstead Rd  
Cincinnati, OH 45231  
Randy Wilburn  
513.404.9680

29 September 2011

Holland Roofing  
7450 Industrial Road  
Florence, KY 41042

Firestone Building  
Products Company, LLC  
250 West 96th Street  
Indianapolis, IN 46260  
Phone: 317-575-7000  
Fax: 317-575-7100

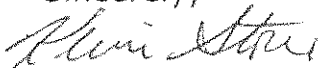
To Whom it May Concern,

Holland Roofing and Firestone Building Products have been partners for over 20 years. Since becoming a licensed contractor in 1987 Holland Roofing has installed over 60 million square feet of Firestone Building Products roofing systems. Additionally, Holland has received our very highest honor in quality by being selected as an Inner Circle of Quality Awardee. Outstanding quality performance over time is the foundation of Firestone's Inner Circle of Quality Award which is given annually to those contractors whose roof performance, as measured by total repair costs, is the lowest of all Master Contractors.

Holland Roofing has provided long lasting quality roof system installations for Firestone and building owners for many years and we expect that partnership to continue for years to come. Our intent is to always provide a professional roofing contractor who has experience with our roofing systems and has proven to provide the highest quality installations over time for building owners to utilize when they experience the need for warranty work on an existing building. Firestone supports Holland Roofing in this capacity as a preferred contractor.

Please feel free to contact me with any questions.

Sincerely,

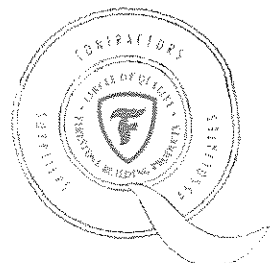


Kevin Stone  
QBS Manager, South Region

Cc: File



NOBODY COVERS YOU BETTER™  
<http://www.firestonebpco.com>



CARLISLE SYNTEC

March 2010

Hans Philippo  
The Holland Roofing Group, LLC  
7450 Industrial Road  
Florence, KY 41042



Dear Hans,

On behalf of Carlisle SynTec, I would like to congratulate you and everyone at The Holland Roofing Group, LLC for recently receiving Carlisle's 2010 Excellence in Single-Ply (ESP) award. One of the most prestigious awards in the commercial roofing industry, ESP was created 13 years ago to identify and reward Carlisle's most successful contractors. ESP status is given out annually to a small percentage of Carlisle's most dedicated and professionally minded applicators. Selection into this elite group is based on a company's volume and quality of Carlisle single-ply roofing systems.

The Holland Roofing Group, LLC has installed and warranted 102,879,325 square feet of Carlisle's single-ply roofing systems over the years and has completed 1,893 Perfect 10 installations as judged by Carlisle's final inspection process. With an overall installation rating of 9.9, it is obvious that your company is committed to installing Carlisle's roof systems with the utmost care.

It is this unyielding dedication to quality, coupled with the sheer volume of your installations that has allowed The Holland Roofing Group, LLC to receive the ESP distinction. You are one of a select group of authorized applicators that has received this honor, solidifying your elite status within our contractor recognition program.

Carlisle is grateful for the strong partnership we share with The Holland Roofing Group, LLC and we appreciate the hard work and dedication you have put forth, not only in 2009, but in previous years as well. Once again, I would like to congratulate you on your latest achievement and wish you the best moving forward.

Sincerely,

A handwritten signature in cursive script that reads 'Nick Shears'.

Nick Shears  
Vice President  
Sales & Marketing