



Solicitation Cover Page
For Minor Projects Under Statutory Amount

OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

DATE OF SOLICITATION made as of the 20th day of August in the year 2020.

Solicitation Information

Solicitation Number: 067A

Project Name: Removal & Replacement of Single Structure Roof

Address: 71082 Jefferson Road

City, ST., Zip: Burlington, Oklahoma 73722

Bids Due: September 10, 2020 at 3:00 PM.

Using Agency Information

Using Agency Name: OK Dept. of Wildlife Conservation

Point of Contact: Adriana Bustamante

Mailing Address: PO Box 56465

City, ST., Zip: Oklahoma City, Oklahoma 73152

Delivery Address: 1801 North Lincoln Boulevard

City, ST., Zip: Oklahoma City, Oklahoma 73105

Phone: 405.522.5762

Email: adriana.bustamante@odwc.ok.gov

The **OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION** is inviting written bids for all Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies and appurtenances described by this solicitation.

Bids will be accepted until the Date and Time specified above. Late Bids will not be accepted.

Method of Responding to this Solicitation: Bids will be accepted by mail, email or hand delivered to the Using Agency Contact specified above.

The requirements of the proposed contract for construction are described within this Solicitation, and the Solicitation will become a part of any resultant Contract. Bidder will perform work in compliance with all applicable codes, standards, ordinances and laws. The issuance of this Solicitation does not guarantee that the State of Oklahoma will enter into an agreement and the State reserves the right to reject any and all bids.

In preparing a bid, please review the attached documents and comply with instructions given:

- Bid Form: Submit your Bid using the form provided; and
- Scope of Work (SOW): Description and Requirements of the proposed construction contract,
- Vendor Payee Form: Payee Information.

If the Bidder has any questions about this Solicitation, please contact the Using Agency Contact listed above.

This Solicitation and any resulting Contract for Construction is in accordance with 61 O.S. §101- 138, and specifically 61 O.S. §103(B) regarding projects under the statutory amount mandated therein. Any resultant contract will be awarded by the State of Oklahoma, Office of Management and Enterprise Services, Division of Capital Assets Management, Department of Real Estate Services, Construction and Properties (Owner Agent for State).



Bid Form
For Minor Projects Under Statutory Amount

OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

To: OK Department of Wildlife Conservation
Attn. Adriana Bustamante
PO Box 53465
Oklahoma City, Oklahoma 73152

From: _____
(Firm Name)

(Address)

(City, ST., Zip)

(Telephone No.)

(EIN/TIN No.)

(Email Address)

RE: Solicitation Number: 067A

ARTICLE 1: General.

1.1 The undersigned, being familiar with the local conditions affecting the cost of the work, with the Solicitation for Bids and in accordance with the provisions thereof, hereby proposes to furnish all labor, materials and equipment necessary for the sums listed herein.

1.2 In submitting the bid, it is understood that the right is reserved by the State of Oklahoma to reject any and all bids, and it is agreed that this bid may not be withdrawn for a period of thirty (30) days after the date bids are due.

Work is to start within ten (10) days after receipt of Notice to Proceed.

1.3 If awarded the project:

(Indicate applicable response and fill in days below)

- ☐ We propose to complete this work within _____ calendar days from the date of receipt of the Notice to Proceed. OR
- ☐ We propose to complete the work in _____ calendar days.

ARTICLE 2: Compliance.

2.1 The Bidder certifies that:

2.1.1 they are an Equal Employment Opportunity Employer and that they do not discriminate in any of their business or employment practices;

2.1.2 they, and all sub-contractors and suppliers performing work on the Project, will comply with the provisions of the Oklahoma Taxpayer and Citizen Protection Act of 2007 and participate in the Status Verification System. The Status Verification System is defined in the Oklahoma Statutes, Title 25 §1312;

2.1.3 they will comply with the laws relating to public construction in the Oklahoma Statutes (Title 61) and the Oklahoma Administrative Code (Section 260, Chapter 65); and

2.1.4 they will comply with all State of Oklahoma Governor's Executive Orders, including those relating to the prohibited use of any and all tobacco product on any and all properties owned, leased or contracted for use by the State of Oklahoma, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by agencies or instrumentalities of the State of Oklahoma.

ARTICLE 3: Bid Proposal:

To furnish all necessary Project Management, Superintendence, labor, machinery, equipment, tools, materials, supplies, and appurtenances to complete all the Work upon which is within these Contract Documents. Any required overtime and similar costs to complete the Project within the above stated days, is included.

Base Bid:

_____ Dollars
(Insert amount using words)

\$ _____
(Insert amount using numbers)

ARTICLE 4: Alternate(s):

Alternate No. 1: [Insert a brief description] or *NA*

NA _____ Dollars
(Insert amount using words)

\$ NA _____
(Insert amount using numbers)

Circle one: ADD DEDUCT

ARTICLE 5: Statements.

5.1 Non-collusion Statement. For the purposes of a competitive bid for a public construction contract, the undersigned, being first duly sworn, certifies that

5.1.1 I am the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;

5.1.2 I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and

5.1.3 Neither the bidder nor anyone subject to the bidder's direction or control has been a party:

- a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
- b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
- c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

5.2 I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the contract to which this statement is attached

5.3 Business Relationship Statement.

5.3.1 I further certify that the nature of any partnership, joint venture or other business relationships presently in effect or which existed within one (1) year prior to the date of this statement with the Architect, Engineer, or other party of the project is:

(If none, so state; use additional sheet if necessary.)

5.3.2 That any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is:

(If none, so state; use additional sheet if necessary.)

5.3.3 And that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are:

(If none of the business relationships herein above mentioned exist, then a statement to that effect. Use additional sheet if necessary.)

BIDDER:

If awarded a contract, the bidder affirms that the work will be carried out in conformance with the contract requirements and that all invoices submitted for payment will reflect a true and accurate accounting of the work completed.

I solemnly swear or affirm, under penalty of perjury, that the foregoing is true and correct.

(Bidder Signature)

(Bidder Printed Name)

(Bidder Printed Title)

(Date)

067A SCOPE OF WORK
Replacement of Single Structure Roof
Bryon State Fish Hatchery

1. GENERAL REQUIREMENTS

The proposed contract is for the replacement of a single structure roof at Bryon State Fish Hatchery. The roof is divided with approximately 2,900 and 1,200 square foot sections.

Vendor will need to remove all existing ballast and roof system. All demo materials will be contractor's responsibility to dispose in legal landfill. Install fully adhered TPO roof system, insulation, cover board and associated membrane flashings. Install new cap metal to top of parapet wall. Install tapered insulation to divert water to drains and new thru wall scuppers will be installed. Existing water drain and downspouts should be in good condition and may be reused if applicable to new construction.

Vendor will be responsible for supplying all needed materials, equipment, tools and labor to complete the work as required.

All work will be done as directed by the ODWC area biologist/project manager.

Contract will be awarded to one vendor only.

Insurance: The successful bidder will be required to provide certificates of insurance for general liability, vehicles and worker compensation in the amounts specified in the contract immediately upon notification that they are the successful bidder. A contract will not be issued without the required proof of insurance.

Basis of Contract: The proposed contract will be a total lump sum award. The vendor will be responsible for supplying all equipment, tools and labor to complete the job. The determination of the Lowest Responsible Bidder will be made based on the lowest pricing.

Failure to submit a complete bid, inclusive of all requested information, may disqualify the bidder. ***The Owner reserves the right to make any inquiries to insure that the lowest bidder is actually able to complete the work in a satisfactory manner.***

The contract will be issued by the Office of Management and Enterprise Services, Construction and Properties Division (OMES/CAP). The Contractor shall not begin work until the contract is in place and the written Notice to Proceed has been issued by OMES/CAP.

Terms and conditions: As stated in the contract.

Change Orders: Changes in the work shall not be undertaken without prior written authorization. Field personnel are not authorized to modify the scope of work in any way or to issue change orders to this contract. Contractor shall submit a written request for a proposed change, the reason for the proposed change and the increase or decrease in price and time required as a result of the change. Cumulative changes that exceed the original contract price by more than 15% are prohibited by Oklahoma law.

Bids are invited as stated on the solicitation cover sheet and must be returned by the date and time specified. Late bids will not be considered.

Invoicing and Project Communication (after Notice to Proceed): All work-execution related communications must go through the Agency Representative. Project invoices shall be sent to the ODWC project manager at the following address and attention:

Chris Cantellay, Hatchery Manager
71082 Jefferson Road
Burlington, Oklahoma 73722
chris.cantellay@odwc.ok.gov

2. EXECUTION

Scheduling: Provide Agency Representative with proposed work schedule prior to beginning work.

Travel: Operator will not be compensated for travel to and from sites.

Closeout: At completion of the work, a final inspection shall be conducted with the ODWC project manager. Any corrective work shall be completed as directed.

*****Additional Scope of Work Information to Follow*****

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Adhered TPO membrane roofing system.
 - 2. Cover board.
 - 3. Roof insulation.
- B. Roofing Terminology: Refer to ASTM D 1079 "Terminology Relating to Roofing and Waterproofing"; glossary of NRCA's "The NRCA Roofing and Waterproofing Manual"; and the Roof Consultants Institute "Glossary of Roofing Terms" for definition of terms related to roofing work in this Section.
- C. Sheet Metal Terminology and Techniques: SMACNA Architectural Sheet Metal Manual.

1.3 PERFORMANCE REQUIREMENTS

- A. General: Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.
- C. Jobsite Safety: Execute all operations and provide a safe work environment in accordance to OSHA standards and regulations. This requirement applies to all contractor personnel, associated subcontractors, workers in other trades, and jobsite visitors.
 - 1. Follow all industry fire prevention guidelines for storage of materials, staging areas, roof access, and application means and methods.
 - 2. Any applicable local fire codes supersede industry guidelines.
- D. Roofing System Design: Provide a membrane roofing system that is identical to systems that have been successfully tested by a qualified testing and inspecting agency to resist uplift pressure calculated according to ASCE 7.
 - 1. Fire/Windstorm Classification: Class 1A-90
 - 2. Hail Resistance: SH

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated
- B. Installer Certificates: Signed by roofing system manufacturer certifying that Installer is approved, authorized, or licensed by manufacturer to install roofing system
- C. Manufacturer Certificates: Signed by roofing manufacturer certifying that roofing system complies with requirements specified in "Performance Requirements" Article.
- D. Qualification Data: For Installer and manufacturer.
- E. Warranties: Special warranties specified in this Section.

1.5 INFORMATIONAL SUBMITTALS

- A. Bidding installers must submit the following documentation with the bid and with Project Submittal package, to be included with a completed Roofing Contractor Qualification Statement (found at the end of this Section). FAILURE TO MEET ALL REQUIREMENTS of this Specification and/or inclusion of the Qualification Statement will result in forfeiture of the bid award:
- 1) Evidence of a minimum of five (5) No Dollar Limit guaranteed projects, of the same roofing system specified, from approved roofing system Manufacturer, including project name, date of completion, and Owner contact information;
 - 2) Letter of Certification from Manufacturer, stating that the Company has been certified a minimum of five (5) years to perform the type of roofing system specified;
 - 3) Evidence that Project Manager, Job Site Superintendent and all other roofing applicators are employed directly by the Installer (no subcontracting of roofing installation will be permitted). Past and current certified payroll documentation will be required by the Architect / Owner throughout the roofing system installation process;
 - 4) Documentation stating that all roofing related sheet metal fabrication is provided by the Manufacturer, or performed on the Company premises (no subcontracting of sheet metal fabrication or installation will be accepted). Provide evidence that all edge metal is ANSI/SPRI Certified, and meets ES-1 Wind Design criteria.
 - 5) Evidence of compliance with Oklahoma Bill #2180 "Roofing Contractor Registration Act and Commercial Endorsement from Oklahoma CIB

1.6 QUALITY ASSURANCE

- A. Manufacturer Qualifications: A qualified manufacturer that is UL listed and FM Global approved for membrane roofing system identical to that used for this Project.
- B. Installer Qualifications:
- a. A qualified firm that is approved, authorized, or licensed by roofing system manufacturer to install manufacturer's product and that is eligible to receive the specified manufacturer's warranty.
 - b. The roofer shall be a certified installer for the approved roofing system.
 - c. Roofer shall have NDL approval from Manufacturer for a minimum of five (5) years and shall perform a minimum of five (5) Manufacturer NDL guarantees per year.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
1. Discard and legally dispose of liquid material that cannot be applied within its stated shelf life.

- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Handle and store roofing materials and place equipment in a manner to avoid permanent deflection of deck.

1.8 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit roofing system to be installed according to manufacturer's written instructions and warranty requirements.

1.9 GUARANTEE

- A. Provide manufacturer's system guarantee equal to Johns Manville's Peak Advantage No Dollar Limit Roofing System Guarantee.
 - 1. Single-Source special warranty includes roofing plies, base flashings, liquid applied flashing, roofing membrane accessories, roof insulation, fasteners, cover board, vapor retarder, walkway products, manufacturer's expansion joints, edge metal products, and other single-source components of roofing system marketed by the manufacturer.
 - 2. Warranty Period: 20 years from date of Substantial Completion.
- B. Installer's Guarantee: Submit roofing Installer's warranty, on warranty form at end of this Section, signed by Installer, covering Work of this Section, including all components of roofing system such as roofing membrane, base flashing, roof insulation, fasteners, cover boards, vapor retarders, and walkway products, for the following warranty period:
 - 1. Warranty Period: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURER

- A. Basis of Design: Johns Manville Roofing Systems Specification ST8RA

2.2 SUBSTITUTIONS

- A. Substitutions must meet the minimum physical properties of Paragraph 2.3 prior to consideration.

2.3 THERMOPLASTIC POLYOLEFIN ROOFING MEMBRANE - TPO

- A. Fabric-Reinforced Thermoplastic Polyolefin Sheet: ASTM D 6878, uniform, flexible sheet formed from a thermoplastic polyolefin, internally fabric or scrim reinforced. Basis of Design: Johns Manville JM TPO 80
 - 1. Thickness: 80 mils Nominal

2. Color: White
3. Minimum Allowable Physical Properties:
 - a. Breaking Strength (lbf): 464 MD / 439 XMD
 - b. Elongation at Break (%): 29 MD / 31 XMD
 - c. Puncture Resistance: 526 lb
 - d. Tearing Strength (lbf): 65 MD / 179 XMD
 - e. Thickness Over Scrim: .033 in. minimum

2.4 AUXILIARY MATERIALS

- A. General: Auxiliary materials recommended by roofing system manufacturer for intended use and compatible with membrane roofing.
 1. Liquid-type auxiliary materials shall meet VOC limits of authorities having jurisdiction.
- B. Sheet Flashing: Manufacturer's sheet flashing of same material, type, reinforcement, thickness, and color as sheet membrane.
- C. Bonding Adhesive: Manufacturer's standard solvent-based bonding adhesive for membrane, and solvent-based bonding adhesive for base flashings
- D. Metal Termination Bars: Manufacturer's standard predrilled stainless-steel or aluminum bars, with anchors.
- E. Fasteners: Factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening membrane to substrate, and acceptable to membrane roofing system manufacturer.
- F. Miscellaneous Accessories: Provide pourable sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, T-joint covers, termination reglets, cover strips, and other accessories.

2.5 COVER BOARD

- A. High density polyisocyanurate cover board; ASTM C1289, Type II, Class 4, **Grade 3**. Basis of Design: JM InvinSA Board
- B. Minimum allowable physical properties:
 1. Maximum thickness: 1/4"
 2. Minimum Compressive Strength (ASTM D1621): 150 psi
 3. Surface Water Absorption g/max (ASTM C473): <1
 4. Flexural Strength (ASTM D1037): 1500 psi

2.6 ROOF INSULATION

- A. General: Provide preformed roof insulation boards that comply with requirements and referenced standards, selected from manufacturer's standard sizes and of thicknesses indicated.
- B. Polyisocyanurate Board Insulation: ASTM C 1289, Type II. Product must be manufactured by company providing roofing system warranty.

1. Thickness: 3.0" total thickness

2.7 TAPERED INSULATION – IF NEEDED

- A. Tapered Insulation: ASTM C 1289, provide factory-tapered insulation boards fabricated to slope of $\frac{1}{4}$ " per foot unless otherwise indicated.

2.8 INSULATION ACCESSORIES

- A. General: Roof insulation accessories recommended by insulation manufacturer for intended use and compatible with membrane roofing.
- B. Provide factory preformed saddles, crickets, tapered edge strips, and other insulation shapes where indicated for sloping to drain. Fabricate to slopes indicated.
- C. Fasteners: Factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening roof insulation to substrate, and provided by roofing system manufacturer.
- D. Wood Nailer Strips: Comply with requirements in Division 06 Section

PART 3 - EXECUTION

3.1 PRE-BID SITE VISIT

- A. Bidders are required to meet with Hatchery Manager, and inspect the project prior to submitting a bid. Contact the Agency Representative to set up a visit.

3.2 SCHEDULING

- A. Provide Agency Representative with proposed work schedule prior to beginning work.

3.3 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with the following requirements and other conditions affecting performance of roofing system:
 1. Verify that roof openings and penetrations are in place and set and braced and that roof drains are securely clamped in place.
 2. Verify that wood cants, blocking, curbs, and nailers are securely anchored to roof deck at penetrations and terminations and that nailers match thicknesses of insulation.
 3. Verify that surface plane flatness and fastening of steel roof deck complies with requirements in Division 05 Section "Steel Decking."
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.4 RE-ROOF / TEAR-OFF PREPARATION

- A. Remove all roofing membrane, surfacing, cover boards, insulation, fasteners, asphalt, pitch, adhesives, etc.
 - 1. Remove an area no larger than can be re-roofed in one day. Cover exposed or unfinished project and protect building interior from any water or weather damage.
- B. Tear out all base flashings, counter flashings, pitch pans, pipe flashings, vents and like components necessary for application of new membrane.
- C. Remove abandoned equipment curbs, skylights, smoke hatches, and penetrations.
- D. Immediately remove all debris from roof surface. Demolished roof system may not be stored on the roof surface and is to be disposed of by the contractor.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.

3.5 PREPARATION (CONCRETE DECK)

- A. Clean substrate of dust, debris, moisture, and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
- B. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto surfaces of other construction. Remove roof-drain plugs when no work is taking place or when rain is forecast.

3.6 INSULATION AND COVER BOARD INSTALLATION

- A. Coordinate installing roof system components, so insulation and cover board is not exposed to precipitation or left exposed at the end of the workday.
- B. Comply with roofing system manufacturer's written instructions for installing roof insulation and cover board.
- C. Insulation Cant Strips: Install and secure preformed 45-degree insulation cant strips at junctures of roofing membrane system with vertical surfaces or angle changes greater than 45 degrees per manufacturer's instruction.
- D. Install tapered insulation under area of roofing to conform to slopes indicated if needed. Roof may be previously sloped during construction.
- E. Install boards with long joints in a continuous straight line with end joints staggered between rows, abutting edges and ends between boards. Fill gaps exceeding 1/4 inch (6 mm) with like material.
 - 1. Cut and fit boards within 1/4 inch (6 mm) of nailers, projections, and penetrations.
- F. Install one or more layers of insulation under area of roofing to achieve required thickness. Where overall thickness is 1.5 inches (38 mm) or greater, install 2 or more layers with joints of each succeeding layer staggered from joints of previous layer a minimum of 6 inches (150 mm) in each direction.

- G. Trim surface of boards where necessary at roof drains so completed surface is flush and does not restrict flow of water.
- H. Install tapered edge strips at perimeter edges of roof that do not terminate at vertical surfaces.
- I. Adhered Insulation and Adhered Cover Board:
 - 1. Install base layer and subsequent layers / tapered layers of Polyiso board insulation to deck in Manufacturer approved two-part urethane adhesive, per Manufacturer's written specifications.
 - 2. Install cover board in Manufacturer approved two-part urethane adhesive, per Manufacturer's written specifications.
- J. Proceed with installation only after unsatisfactory conditions have been corrected.

3.7 ADHERED ROOFING MEMBRANE INSTALLATION

- A. Install roofing membrane over area to receive roofing in accordance with membrane roofing system manufacturer's written instructions.
 - 1. Unroll roofing membrane and allow to relax before installing.
 - 2. Install sheet in accordance with roofing system manufacturer's written instructions.
- B. Accurately align roofing membrane and maintain uniform side and end laps of minimum dimensions required by manufacturer. Stagger end laps.
- C. Bonding Adhesive: apply solvent-based bonding adhesive to substrate and underside of roofing membrane at rate required by Manufacturer and allow to partially dry before installing membrane. Do not apply to splice area of membrane.
- D. Mechanically fasten roofing membrane securely at terminations, penetrations, and perimeter of roofing.
- E. Apply roofing membrane with side laps shingled with slope of roof deck where possible.
- F. Seams: Clean seam areas, overlap roofing membrane, and hot-air weld side and end laps of roofing membrane according to manufacturer's written instructions to ensure a watertight seam installation.
 - 1. Test lap edges with probe to verify seam weld continuity. Apply lap sealant to seal cut edges of roofing membrane.
 - 2. Verify field strength of seams a minimum of twice daily and repair seam sample areas.
 - a. Remove and repair any unsatisfactory sections before proceeding with Work.
 - 3. Repair tears, voids, and lapped seams in roofing membrane that do not meet requirements.
- G. Spread sealant or mastic bed over deck drain flange at deck drains and securely seal roofing membrane in place with clamping ring.
- H. Install roofing membrane and auxiliary materials to tie in to existing roofing.
- I. Proceed with installation only after unsatisfactory conditions have been corrected.

3.8 BASE FLASHING INSTALLATION

- A. Install sheet flashings and preformed flashing accessories and adhere to substrates according to membrane roofing system manufacturer's written instructions.
- B. Apply solvent-based bonding adhesive to substrate and underside of sheet flashing at required rate and allow to partially dry. Do not apply bonding adhesive to seam area of flashing.
- C. Flash penetrations and field-formed inside and outside corners with sheet flashing.
- D. Clean seam areas and overlap and firmly roll sheet flashings into the adhesive. Weld side and end laps to ensure a watertight seam installation.
- E. Terminate and seal top of sheet flashings and mechanically anchor to substrate through termination bars.
- F. Proceed with installation only after unsatisfactory conditions have been corrected

3.9 FIELD QUALITY CONTROL

- A. Final Roof Inspection: Arrange for roofing system manufacturer's technical personnel to inspect roofing installation on completion and submit report to Agency Representative. Notify Agency Rep. 48 hours in advance of date and time of inspection.
- B. Repair or remove and replace components of membrane roofing system where test results or inspections indicate that they do not comply with specified requirements.
- C. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.

3.10 PROTECTING AND CLEANING

- A. Protect membrane roofing system from damage and wear during remainder of construction period. When remaining construction will not affect or endanger roofing, inspect roofing for deterioration and damage, describing its nature and extent in a written report, with copies to Agency Rep.
- B. Correct deficiencies in or remove membrane roofing system that does not comply with requirements, repair substrates, and repair or reinstall membrane roofing system to a condition free of damage and deterioration at time of Substantial Completion and according to warranty requirements.
- C. Clean overspray and spillage from adjacent construction using cleaning agents and procedures recommended by manufacturer of affected construction. At completion of project, remove all project related debris, conduct final inspection, and provide manufacture's written warranty to Agency Rep.

3.11 ROOFING CONTRACTOR QUALIFICATION STATEMENT

- A. Bidding installers must submit the following documentation with the bid and with Project Submittal package. FAILURE TO MEET ALL REQUIREMENTS of this Specification and/or inclusion of this Qualification Statement will result in forfeiture of the bid award:

1. Provide the name and phone number of the Manufacturer whose product(s) you intend to provide on this project:
 - a. Manufacturer: _____
 - b. Phone Number: _____
2. Provide evidence of a minimum of five (5) No Dollar Limit guaranteed projects, of the same type of roofing system specified, from approved roofing system Manufacturer, including project name, date of completion, and Owner contact information (attach document)
3. Provide Letter of Certification from Manufacturer, stating that the Company has been certified for a minimum of eight (5) years to perform the type of roofing system specified (attach document)
4. Provide evidence that Project Manager, Job Site Superintendent and all other roofing applicators are employed directly by the Installer (no subcontracting of roofing installation will be permitted). Past and current certified payroll documentation will be required by the Agency Rep. throughout the roofing system installation process (attach document)
5. Provide documentation stating that all roofing related sheet metal fabrication is provided by the Manufacturer or performed on the Company premises (no subcontracting of sheet metal fabrication or installation will be accepted). Provide evidence that all edge metal is ANSI/SPRI Certified, and meets ES-1 Wind Design criteria
6. Provide evidence of compliance with Oklahoma Bill #2180 "Roofing Contractor Registration Act", and current Commercial Endorsement with Oklahoma Construction Industries Board (attach documents)

Signature

Company

Printed Name

Title

END OF STATEMENT OF WORK

Byron State Fish Hatchery

Byron, OK

Legend

Byron State Fish Hatchery ODWC

Roof Deck A

Roof Deck B

Google Earth

50 ft





Agency: OMES Vendor Management requires the following information for all new non-registered vendors (payees) before payments may be processed. Information is used to establish the payee in the State's PeopleSoft vendor file for payment and procurement activities.

DO NOT use this form for:

- **Garnishment Payees:** Use [OMES Form GarnVendor](#)
- **State Employees:** Use [OMES FORM Employee Vendor Request](#)
- **Vendors pending contract award** to a solicitation released by the division of Central Purchasing or another Oklahoma state agency MUST first register online with the state unless exempt per statute. For additional information, please refer to [Central Purchasing Vendor Registration](#).

AGENCY SECTION (To be completed by state agency representative):

State agency representative should provide form to payee for completion of the vendor section shown below. Upon receipt of the completed form the agency should enter request instructions below. Please email completed and signed form to vendor.form@omes.ok.gov or fax to 405-522-3663.

Agency Name		Contact Name	
Phone #	Fax #	Email	
Agency Request To – Please select all applicable request types			
<input type="checkbox"/> Add New Vendor	<input type="checkbox"/> Update Existing Vendor	PeopleSoft 10-digit Vendor ID _____	
<input type="checkbox"/> Add New Address	<input type="checkbox"/> Change Address/Location	PeopleSoft Address # _____	PeopleSoft Location # _____
<input type="checkbox"/> Change Vendor Tax ID	<input type="checkbox"/> Change Vendor Name	<input type="checkbox"/> Add Alternate Payee Name	PeopleSoft Location # _____
<input type="checkbox"/> Other	Explain _____		
Vendor 1099 Reportable Status	Attention Paying Agency: Please check the Add box on the left if payments to this vendor/payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the Remove box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:		
<input type="checkbox"/> Add:	<input type="checkbox"/> 1 - Rents	<input type="checkbox"/> 2 - Royalties	<input type="checkbox"/> 3 - Other Income
<input type="checkbox"/> Remove:	<input type="checkbox"/> 6 - Medical & Health Care	<input type="checkbox"/> 7 - Non-Employee Compensation	<input type="checkbox"/> 10 - Crop Insurance Proceeds
	<input type="checkbox"/> 14 - Gross Proceeds to an Attorney		

VENDOR/PAYEE SECTION (To be completed by vendor/payee)

Please print legibly or type this information. Form must be completed and signed by authorized individual. Email or fax to requesting state agency.

Payee Information: Please provide the requested information for the payee receiving funds from the Oklahoma state agency. All information should match U.S. Internal Revenue Service filing records for the business, individual or government entity receiving payment.						
Name			Contact Name			
Payee Legal Name for Business, Individual or Government Entity as filed with IRS			Contact Title			
DBA Name			Phone #			
Doing Business As "DBA", or Disregarded Entity Name if different than Legal Name			Fax #			
Tax Identification Number (TIN) and Type:			<input type="checkbox"/> Federal Employer ID (FEIN) <input type="checkbox"/> Social Security Number (SSN)			
Business Address -- Please provide primary business address as filed with the U.S. Internal Revenue Service						
Address			City			
State	Zip+4		Remittance Email			
Optional Addresses – Please select address type as applicable						
Type:	<input type="checkbox"/> Remitting	<input type="checkbox"/> Ordering	<input type="checkbox"/> Pricing	<input type="checkbox"/> Returning	<input type="checkbox"/> Mailing	<input type="checkbox"/> Other:
Address			City			
State	Zip+4		Remittance Email			
Financial Registration: Please provide contact information for the Authorized Individual who can provide financial information used for ACH Electronic Funds Transfer payment processes. An email will be sent providing instructions for accessing the State of Oklahoma online registration system.						
Name		Title	Email			

W-9 SUPPLEMENTAL INFORMATION – ALL VENDORS OR PAYEES

The information below is requested under U.S. Tax Laws. Failure to provide this information may prevent you from being able to do business with the state, or may result in the state having to deduct backup withholding amounts from future payments.

U.S. Taxpayer Identification Number (TIN)

Federal Employer Identification Number (FEIN) _____ If none, but applied for, date applied _____

U.S. Social Security Number (SSN) _____ If none, but applied for, date applied _____

Entity Filing Classification:

☐ Domestic (U.S.) Sole Proprietor or Individual ☐ Domestic (U.S.) Partnership ☐ Domestic (U.S.) Corporation Type: _____

☐ Limited Liability Company Type: _____

LLC Disregarded Entity: ☐ YES ☐ NO **Must be verified by LLC's tax division. If applicable, parent name/tax id is required.**

☐ Domestic (U.S.) Other Explain: _____

☐ Foreign (Non-U.S.) Sole Proprietor or Individual* ☐ Foreign (Non-U.S.) Partnership* ☐ Foreign (Non-U.S.) Type: _____

☐ Foreign (Non-U.S.) Other* Explain: _____

FOREIGN VENDOR INSTRUCTIONS: * ADDITIONAL DOCUMENTATION IS REQUIRED.

Please submit the proper U.S. Internal Revenue Service (IRS) Form W-8, Certificate of Foreign Status. Select form below matching the payee's entity or individual description. Please refer to IRS for additional instructions (<http://www.irs.gov/pub/irs-pdf/iw8.pdf>).

- **Form W-8BEN:** Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals). <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>
- **Form W-8BEN-E:** Certificate of Status of Beneficial Owner for United States Tax Withholding and Reporting (Entities). <http://www.irs.gov/pub/irs-pdf/iw8bene.pdf>
- **Form W-8ECI:** Certificate of Foreign Person's Claim That Income is Effectively Connected With the Conduct of a Trade or Business in the United States. <http://www.irs.gov/pub/irs-pdf/iw8eci.pdf>
- **Form W-8EXP:** Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/iw8exp.pdf>
- **Form W-8IMY:** Certificate of Foreign Intermediary, Foreign Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding and Reporting. <http://www.irs.gov/pub/irs-pdf/iw8imy.pdf>

This may exempt you from backup withholding. Form W-8 does not exempt you from the 30% (or lower percentage by treaty) non-resident withholding taxes. To claim this exemption, you must file IRS Form 8233 with us. For more information, refer to IRS Publication 519.

SIGNATURE - AND SUBSTITUTE IRS FORM W-9 CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN.

Signature of Vendor Representative or Individual Payee

Date

Title of individual signing form for company

Vendor/Payee (Must be the same as Payee Name from page 1)