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Superintendent  
Dr. Kari Weston

Clerk of the Board  
Bonnie L. Gholson

*Dinwiddie County Public Schools*  
OFFICE OF THE SUPERINTENDENT

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**INVITATION FOR BID**  
**IFB # 20-070720**  
**REHABILITATION OF SILICONE ROOFING SYSTEMS**

This procurement request is governed by the Virginia Public Procurement Act and all terms and conditions of the Act are hereby adopted and are made a part of this notice.

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Contact Information:

Brenda Austin  
Dinwiddie County Public Schools  
Procurement Officer  
Finance Department

14016 Boydton Plank Road  
P.O. Box 7  
Dinwiddie, VA 23841

(804) 469-4190 Fax (804) 469-4197

Or

E-Mail: [baustin@dcpsnet.org](mailto:baustin@dcpsnet.org)

***Date Issued: July 07, 2020***

***Pre-Bid Site Visit: Monday, July 13, 2020 @ 2:00 p.m.***

***Deadline for e-mailed questions: Thursday, July 16, 2020 @ 09:00 a.m.***

***Date & Time of Closing: Monday, July 20, 2020 @ 10:00 a.m.***

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## **1.0 PURPOSE**

Dinwiddie County School Board (DCPS) is issuing this Invitation for Bid seeking qualified bidders to perform rehabilitation on the existing coated SPF Systems located at Dinwiddie Middle School and Southside Elementary School.

## **2.0 PRE-BID CONFERENCE**

**A Mandatory pre-bid site visit will be held at 2:00 p.m. on Monday, July 13, 2020.**

Interested parties are to assemble in the back parking lot of Dinwiddie Middle School. A pre-site visit to Southside Elementary School will be conducted immediately afterwards. Attendees requiring special services are asked to provide their requirements to Brenda Austin, in writing, by 9:00 a.m., Thursday, July 9, 2020, to allow time to make the necessary arrangements.

All Bidders must have signed the pre-bid conference sheet by 2:15 p.m. on the day of the pre-bid site visit. Bidders shall not be permitted to sign in after 2:15 p.m. and will not be eligible to submit a bid. Only bidders who attend the Pre-Bid Conference will be allowed to submit a bid. A list of all companies present will be recorded.

The purpose of these site visits is to discuss any details of the projects not adequately covered within the specifications; allow interested parties a period of access to each roof area; and to review the normal flow of activities of each facility. There will be no other access to either roof area without the consent of Mr. Jimmy Davis, Director of School Facility Operations. Roof Moisture Survey Reports will be distributed to those in attendance.

Dinwiddie Middle School is located at 11608 Courthouse Road, Dinwiddie VA. 23841 and consists of approximately 119,843 sq. ft.

Southside Elementary School is located at 10305 Bodyton Plank Road, Dinwiddie, VA. 23841 and consists of approximately 66,877 sq. ft.

## **3.0 BIDDER QUALIFICATIONS:**

- All Bidders must have a Class "A" contractor's license. (Include Copy)
- Must be a current BASF approved Team Q 1 Applicator
- Roofing applicator must exhibit ten (10) years and a minimum of 1,000,000 sq. ft. experience with the BASF Roofing System, with projects of a similar scope and size.
- Roofing applicator must present documentation that he/she has successfully completed the SPF Chemical Health & Safety Training Program as provided by The American Chemistry Council.
- Roofing applicators are required to take and pass the CPI Health and Safety Training before using SPF materials for this project available for free at [www.spraypolyurethane.org](http://www.spraypolyurethane.org).
- Roofing system manufacturer shall have a 5A D&B or better rating and be ISO 9002 certified.

- Roofing applicator shall perform the work. Subcontracting installation of the silicone coating/polyurethane foam is NOT allowed.
- Three (3) verifiable references
- Permits and Licenses will be required, but fees will be waived by the County

#### **4.0 OWNER'S RESPONSIBILITIES:**

##### **4.1 Dinwiddie County School Board will provide the following**

###### **4.1.1 Inspection of Existing Roof System:**

Building owner is responsible to test for presence of asbestos or other hazardous substances that may be present within or near the work area. Such items, if found to be present, shall be communicated to the roofing applicator before any additional testing, removals or roof replacement is performed.

On remedial work, the Owner's representative will conduct a full inspection to determine if there is any structural damage (rust, dry rot, etc.)

###### **4.1.2 Infrared Moisture Survey of Existing Roof System**

An infrared moisture survey is required to determine if there is any moisture in the existing system. This moisture survey will be done by Wood PLC Engineering, an independent engineering firm. This is the firm that will be conducting the final inspection prior to BASF issuance of the warranty. If extensive deficiencies are found in the existing polyurethane foam roof system, recoating with BASF SKYTITE S-5001-L Series would not be recommended and full or partial removal of the existing roof system would be suggested.

This information will be provided to the applicator on a plotted roof plan at Owner's expense, as foam must not be sprayed over any substrate that contains moisture.

###### **4.1.3 Other Services provided by DCPS**

- Electricity as needed.
- Ample Water supply
- Suitable Storage and staging area.
- Open Access to Project.
- Turn off air handling units and intakes for the duration of project.
- Move or cover all vehicles and personal property within the work area

#### **5.0 SCOPE OF WORK:**

The proposed scope of work for this project is outlined in the attached Guide Specifications from BASF. An Infrared Scan/Moisture Survey has been conducted by Wood PLC Engineering, an independent inspector, and will be available during the Pre-Bid Site Visits.

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## **6.0 DELIVERY INSTRUCTIONS**

Sealed Bids are due by **10:00 a.m. on Monday, July 20, 2020.**

Sealed Bids can be mailed or hand delivered to the following location prior to the date and time of closing: Fax and email copies will not be accepted.

**Dinwiddie County School Board  
Finance Department, Attn: Brenda Austin  
14016 Boydton Plank Road  
Post Office Box 7  
Dinwiddie, Virginia 23841  
Fax 1-804-469-4197  
Email – [baustin@dcpsnet.org](mailto:baustin@dcpsnet.org)**

It is the responsibility of the bidder to ensure that their bid reaches the Finance Department prior to the date and time of closing. If delivering in person, it is recommended that you call the School Board Office at 804-469-4190 to ensure that someone is available to take your sealed bid. The School Board Office will be closed on Fridays.

Dinwiddie County School Board shall not be responsible for any costs incurred by any bidder in preparing, submitting, or presenting its response to this solicitation.

## **7.0 ANTICIPATED SCHEDULE**

The following represents an outline of the process currently anticipated by the Dinwiddie County School Board.

- |                                      |                 |
|--------------------------------------|-----------------|
| • Invitation to Bid advertised       | July 07, 2020   |
| • Pre-Bid Conference on school sites | July 13, 2020   |
| • Bids due in School Board Office    | July 20, 2020   |
| • Award Contract                     | July 21, 2020   |
| • Work must be completed by          | August 28, 2020 |

## **8.0 GENERAL TERMS AND CONDITIONS**

### **8.1 ANNOUNCEMENT OF AWARD:**

Award will be made to the lowest responsible and responsive bidder. Upon the award or the announcement of the decision to award the Finance Department will inform, in writing, all the bidder(s) who submitted quotes, of the decision.

### **8.2 ANTI-DISCRIMINATION:**

Dinwiddie County School Board does not discriminate against faith-based organizations. By submitting their bids, bidders certify to DCSB that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the

Virginians With Disabilities Act, the Americans With Disabilities Act and *Section § 2.2-4311 of the Code of Virginia, Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Section § 2.2-4343.1E of the Code of Virginia, VPPA*).

A. In every contract over \$10,000 the provisions in 1 and 2 below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of #1. Above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor, if subcontractors are allowed. *This project cannot be performed by subcontractors.*

### **8.3 ANTITRUST:**

By entering into a contract, the contractor conveys, sells, assigns, and transfers to Dinwiddie County School Board all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and Dinwiddie County School Board, relating to the particular goods or services purchased or acquired by Dinwiddie County School Board under said contract.

### **8.4 APPLICABLE LAWS:**

This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of Dinwiddie County, Virginia. The School Board and the contractor/vendor are encouraged to resolve any issues in controversy arising from the

award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Section § 2.2-4366 of the Code of Virginia*). The Contractor/Vendor shall comply with all applicable federal, state and local laws, rules and regulations.

#### **8.5 AUDIT:**

The Contractor/Vendor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by Dinwiddie County School Board, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

#### **8.6 AVAILABILITY OF FUNDS:**

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement. The agreement will be contingent upon annual appropriations by the Dinwiddie County School Board. Failure of the Dinwiddie County School Board to appropriate adequate funds for the terms of this contract shall result in the immediate cancellation of this contract. There shall be no penalty should the Board fail to make annual appropriations for this contract.

#### **8.7 BID ACCEPTANCE PERIOD:**

Any bid in response to this solicitation shall be valid for (60) days. At the end of the (60) days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

#### **8.8 CHANGES TO THE CONTRACT:**

Changes can be made to the contract in any of the following ways:

- A. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
- B. Dinwiddie County School Board may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give Dinwiddie County School Board a credit for any savings. Said compensation shall be determined by one of the following methods:
  1. By mutual agreement between the parties in writing; or
  2. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the



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contractor accounts for the number of units of work performed, subject to Dinwiddie County School Board right to audit the contractor's records and/or to determine the correct number of units independently; or

### **8.9 CLARIFICATION OF TERMS:**

If any prospective bidder has questions or is in doubt as to the true meaning of any part of the plans, specifications or other solicitation documents for this project, the prospective bidder should submit a written request for an interpretation to **Brenda Austin, Purchasing Agent** at [baustin@dcpsnet.org](mailto:baustin@dcpsnet.org), by email no later than **Thursday, July 16, 2020 by 09:00 a.m.** Any revisions to the solicitation will be made only by addendum and issued by the buyer.

Contact initiated by a bidder concerning this solicitation with any other School Board representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder/offeror from this transaction.

### **8.10 COPYRIGHTS/PATENTS, ETC.:**

The Contractor/Vendor guarantees to hold Dinwiddie County School Board, its agents, officers or employees, harmless from liability of any nature or kind, for use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Contractor/Vendor is not the patentee, assignee or licensee.

### **8.11 DEFAULT:**

In the event of default/failure by the Contractor/Vendor, to deliver goods or services in accordance with the contract terms and conditions, Dinwiddie County School Board, after due oral or written notice, may procure the commodities and/or services from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Dinwiddie County School Board may have. If, however, the Contractor/Vendor is in default for not providing specified commodities and public necessity requires use of commodities not conforming to the specifications, they may be accepted, at DCSB's option, and payment therefore shall be made at a proper reduction in price.

### **8.12 DELIVERY DATE (S):**

The time of proposed delivery/completion must be stated in definite terms. If delivery for different commodities varies, the Bidder/Offeror shall so state. Length of time for delivery/completion as well as price may be considered in awarding of the solicitation.

### **8.13 DISCOUNTS:**

Cash discounts may be offered by Bidder/Offeror for prompt payment of bills, but such discount will not be taken into consideration in determining the low bidder but will be taken into consideration in awarding tie quotations. The discount period will be computed from the date delivery at destination is accepted by School Board and/or completion is accepted by School Board or from date correct invoice is received by School Board, whichever is the later date.

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**8.14 DRUG & ALCOHOL-FREE WORKPLACE:**

During the performance of this contract, the contractor agrees to (i) provide a drug & alcohol-free workplace for the Contractor's/Vendor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance, marijuana or alcohol is prohibited in the Contractor's/Vendor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor/Vendor that the Contractor/Vendor maintains a drug & alcohol-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug & alcohol-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a Contractor/Vendor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract. (*Code of Virginia § 2.2-4312*).

**8.15 DUE DATE:**

Bids/Proposals and amendments thereto, or withdrawal of bids/proposals submitted, if received by Dinwiddie County School Board after the due date specified, may not be considered. It will be the responsibility of the Bidder/Offeror to see that his/her bid/proposal is in the Procurement Office by the specified due date and time.

**8.16 EQUIPMENT/PRODUCTS:**

Any equipment/products delivered must be standard new equipment/products of the latest model, except as otherwise specifically stated in quotation. Where any part or nominal appurtenances of equipment/product is not described, it shall be understood that all equipment/products and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

**8.17 ETHICS IN PUBLIC CONTRACTING:**

By submitting their bid or proposal, Bidders/Offerors certify that their bid or proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidders/Offerors, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

The Bidder/Offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the Bidder/Offeror is recommended for award, and propose how such conflicts might be resolved.

By his/her signature on the bid/proposal documents submitted, each Bidder/Offeror attests that his/her agents and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder/Offeror, or themselves, to obtain information that would give the Bidder/Offeror an unfair advantage over others, nor has he/she colluded with anyone for and on behalf of the Bidder/Offeror, or itself, to gain any favoritism in the award of this solicitation.

**8.18 IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

By submitting their Bids/Proposals, bidders/offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

**8.19 INSURANCE:**

By signing and submitting a bid/proposal under this solicitation, the Bidder/Offeror certifies that if awarded the contract, it will have appropriate insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The Bidder/Offeror further certifies that the contractor and any subcontractors will maintain this insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:**

- A. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the School Board of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
- B. Employer's Liability - \$100,000.
- C. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The School Board of Dinwiddie must be named as Certificate Holder and The School Board of Dinwiddie elected and appointed officials, officers, consultants, agents and employees, and affiliate or subsidiary boards are additional insured must be listed as additional insured and so endorsed on the policy.
- D. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)
- E. Professional Liability - \$1,000,000 per occurrence

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F. Umbrella Liability - \$1,000,000 per occurrence

**8.20 NONDISCRIMINATION OF CONTRACTORS:**

A Bidder/Offeror shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, status as a service disabled veteran, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

**8.21 OWNERSHIP OF DOCUMENTS:**

- A. All finished or unfinished information or materials, documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by or for the Contractor/Vendor under any resultant contract shall, at the option of Dinwiddie County School Board, become Dinwiddie County School Board property and shall be delivered to and remain the property of Dinwiddie County School Board upon completion of the work or termination of the Contract. Dinwiddie County School Board shall have the right to use and reproduce the data and reports submitted hereunder, without additional compensation to the Vendor.
- B. Any documents or other materials provided to the Contractor/Vendor by Dinwiddie County School Board shall be returned to Dinwiddie County School Board upon delivery of the final products and/or services. Any art work, negatives, proofs, or other materials produced by the Contractor/Vendor in order to supply the products or services contracted for shall become the property of Dinwiddie County School Board and shall be sent to Dinwiddie County School Board upon delivery of the final products and/or services unless otherwise requested by Dinwiddie County School Board. Failure to deliver the art work, negatives, proofs, or materials shall be cause for withholding any payments due.

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## **8.22 PAYMENT:**

### **8.22.1 To Prime Contractor:**

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations). A completed W-9 Form shall be submitted as well.
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, Dinwiddie County School Board shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve Dinwiddie County School Board of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

### **8.22.2 To Subcontractor(s):**

- a. Within seven (7) days of the Contractor's receipt of payment from Dinwiddie County School Board for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract a Contractor awarded a contract under this solicitation is hereby obligated:

1. To pay the subcontractor(s); or
  2. To notify the School Board and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
- b. The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from Dinwiddie County School Board, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of Dinwiddie County School Board.

### **8.23 PREPARATION AND SUBMISSION OF BIDS/PROPOSALS:**

All bids/proposals must be submitted in accordance with the form enclosed or on company letterhead in the same format. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the bidder/offeror may attach a letter which will be made a part of the bid/proposal. Verbal quotations will not be accepted.

All prices and notations must be in ink or typewritten. No erasures permitted. Mistakes may be crossed out and corrections made in ink adjacent and must be initialed in ink by the person signing the bid/proposal. Bids/Proposals must show unit price, total price, and grand total. In case of error in the extension of prices, the unit price shall govern.

Bids/Proposals must give the full business address of the Bidder/Offeror and be signed by him/her with his/her usual signature. Bids/Proposals by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or any authorized representative, followed by the designation of the person signing. Bids/Proposals by corporations must be signed with the legal name of the corporation followed by the name of the State in which it is incorporated and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid/proposal by a person, who affixes to the signature the word "President," "Secretary," "Agent" or other designation without disclosing the principal, may be held to be the bidder/offeror of the individual signing. When requested by Dinwiddie County School Board, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

Verify your bids/proposals before submission as they cannot be withdrawn or corrected until after the due date.

Dinwiddie County School Board reserves the right to waive any informality in bids/proposals. Bids/Proposals making exceptions to terms and conditions included in this invitation may be considered, but preference may be given to those who do not make such exceptions.

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## **8.24 PROPRIETARY INFORMATION:**

Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the bidder or offeror must invoke the protection of *Code of Virginia*, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary. The classification of an entire bid or proposal document, line item prices and/or total bid or proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the bidder or offeror refuses to withdraw an entire classification designation, the bid will be considered nonresponsive or the proposal will be rejected. Failure to comply with these steps shall result in loss of the Bidder's/Offeror's FOIA exemption.

Agencies and institutions shall not release any information that a bidder/offeror has claimed to be a trade secret or proprietary information, unless ordered to do so by a court of competent jurisdiction. If a party seeking information disagrees with the designation of it as proprietary or a trade secret, upon concurrence of the agency's attorney advisor, the party seeking the information may be advised that they will have to obtain a court order and request to be named as a defendant in the suit involving the bidder, offeror, or contractor which designated the information as proprietary as well as the agency or institution.

## **8.25 QUALIFICATIONS OF BIDDERS:**

Dinwiddie County School Board may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the services/furnish the goods and the bidder/offeror shall furnish to Dinwiddie County School Board all such information and data for this purpose as may be requested. Dinwiddie County School Board reserves the right to inspect bidder's/offeror's physical facilities prior to award to satisfy questions regarding the bidder's/offeror's capabilities. Dinwiddie County School Board further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy Dinwiddie County School Board that such bidder/offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

## **8.26 RECEIPT AND OPENING OF BIDS:**

- A. It is the responsibility of the Bidder/Offeror to assure that his/her bid/offeror is delivered to the place designated for receipt of bids/proposals and prior to the time set for receipt of bids/proposals. Bids/Proposals received after the time designated for receipt of bids/proposals will not be considered.
- B. In the event Dinwiddie School Board Office is closed due to inclement weather and/or emergency situations prior to or at the time set aside for the receipts of bid/proposals the receipt of bids/proposals will default to the next open business day at the same time.

- C. The provisions of § 2.2-4342 of the Code of Virginia, as amended, shall be applicable to the inspection of Bids/Proposals received.
- D. Acceptance of a bid/proposal by the School Board is not an order to ship or to begin work. Each bid/proposal is received with the understanding that the acceptance in writing by the School Board of the offer to furnish any or all of the commodities and/or services described therein, shall constitute a contract between the Bidder/Offeror and the School Board, which shall bind the Bidder/Offeror on his part to furnish and deliver the items/services quoted at the prices stated and in accordance with the conditions of said accepted bid/proposal; and the School Board on its part to order from such Bidder/Offeror, if funding is appropriated, except for causes beyond reasonable control; and to pay for, at the agreed prices, all items/services specified, ordered, and delivered

### **8.27 SAMPLES:**

Samples, when requested, must be furnished free of expense, and if not destroyed will, upon request, be returned at the Bidder's/Offeror's risk and expense.

### **8.28 STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:**

In order to contract with Dinwiddie County School Board, Contractors/Vendors organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by *Code of Virginia, Title 13.1 or Title 50* or as otherwise required by law. Pursuant to competitive sealed proposal or competitive negotiation, a Bidder/Offeror organized or authorized to transact business in the Commonwealth pursuant to *Title 13.1 or Title 50* shall include in its bid/proposal the identification number issued to it by the State Corporation Commission. Any Bidder/Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under *Title 13.1 or Title 50* or as otherwise required by law shall include in its bid/proposal a statement describing why the Bidder/Offeror is not required to be so authorized. Any Bidder/Offeror that fails to provide the required information shall not be awarded a contract unless a waiver of this requirement is granted by the Purchasing Agent. Any business entity as described above that enters into a contract with a public body pursuant to § 2.2-4311.2 of the Code of Virginia shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the contract. Dinwiddie County School Board may void any contract with a business entity if that entity fails to remain in compliance with the provisions of this section.

### **8.29 SUBSTITUTIONS:**

Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict Bidders to the manufacturer, brand, make or catalog designation identified. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which quotations are submitted must be of



such character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified and must have an equal warranty. In submitting quotations on a commodity other than as specified, Bidder shall furnish complete data and identification with respect to the alternate commodity he/she proposes to furnish. Consideration will be given to quotations submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the School Board. If the Bidder/Offeror does not indicate that the commodity he/she proposes to furnish is other than specified, it will be construed to mean that the Bidder/Offeror proposes to furnish the exact commodity specified in the item description.

### **8.30 TAXES:**

Sales to the School Board are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. Sales tax, however, is paid by the School Board of Dinwiddie on materials and supplies that are installed by a Contractor/Vendor and become a part of real property. Contractors/Vendors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid/proposal.

### **8.31 TERMINATION BY OWNER FOR CONVENIENCE:**

- A. Owner may terminate this contract at any time without cause, in whole or in part, upon giving the contractor/vendor thirty (30) days written notice of such termination. Upon such termination, the contractor/vendor shall immediately cease work and remove from the project site all of its labor forces and such of its materials as owner elects not to purchase or to assume in the manner hereinafter provided. Upon such termination, the contractor/vendor shall take such steps as owner may require assigning to the owner the contractor's/vendor's interest in all subcontracts and purchase orders designated by owner. After all such steps have been taken to owner's satisfaction, the contractor/vendor shall receive as full compensation for termination and assignment the following:
  1. All amounts then otherwise due under the terms of this contract
  2. Amounts due for work performed subsequent to the latest Request for Payment through the date of termination
  3. Reasonable compensation for the actual cost of demobilization incurred by the contractor as a direct result of such termination. The contractor shall not be entitled to any compensation for lost profits or for any other type of contractual compensation or damage other than those provided by the preceding sentence. Upon payment of the forgoing, owner shall have no further obligations to the contractor/vendor of any nature.

- B. In no event shall termination for the convenience of the owner terminate the obligations of the contractor's surety on its payment and performance bonds.

### **8.32 TESTING AND INSPECTION:**

All products and services provided shall be in compliance/accordance with all applicable federal, state and local laws and regulations. The Contractor/Vendor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor/Vendor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the School Board by any other clause of this solicitation. The School Board reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications and/or meet the needs of the School Board. The School Board's decision of approval or disapproval of a proposed product shall be final.

### **8.33 WITHDRAWAL OR MODIFICATION OF BIDS:**

Bids may be withdrawn or modified by written notice received from bidders prior to the deadline fixed for proposal receipt. The withdrawal or modification may be made by the person signing the proposal or by an individual(s) who is authorized by him/her on the face of the proposal. Written modifications may be made on a separate document. Written modifications, whether the original is delivered, or transmitted by facsimile, must be signed by the person making the modification or withdrawal.

## **9.0 SPECIAL TERMS AND CONDITIONS**

### **9.1 BONDS**

Dinwiddie County School Board intends to enter into a stipulated sum contract (Standard Form of Agreement between Owner and Contractor). Each bid shall be accompanied by a bid bond with surety satisfactory to DCSB or a Certified Check, made payable to: TREASURER, DINWIDDIE COUNTY in an amount equal to five percent (5%) of the total bid price.

### **10.0 METHOD OF PAYMENT**

The Contractor shall submit an itemized invoice to Dinwiddie County School Board, Post Office Box 7, Dinwiddie, Virginia 23841, Attention: Jimmy Davis, Director of School Facility Operations. Payment will be issued within 30 days after receipt of a valid invoice.

### **11.0 Attachments**

Attachment A - Virginia State Corporation Commission Registration Information  
Attachment B – Signature Sheet  
Attachment C – Certification of Contractor  
Attachment D - References

**ATTACHMENT A - STATE CORPORATION COMMISSION FORM**

**Virginia State Corporation Commission (SCC) registration information - The bidder:**

is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the *Code of Virginia*.

**\*\*NOTE\*\*** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

**ATTACHMENT B – SIGNATURE SHEET**

**PURPOSE**

Furnish all labor, materials, equipment, permits, fees and insurance coverage necessary for the proper execution and completion of the rehabilitation on the existing coated SPF Roofing Systems located at Dinwiddie Middle School and Southside Elementary School.

Roof Rehabilitation \$ \_\_\_\_\_ (Base Price-Lump Sum)  
Project 1 – Dinwiddie Middle School

\$ \_\_\_\_\_ (Base Price-Lump Sum)  
Project 2 – Southside Elementary School

Base Price does not include removal or replacement of any wet and/or deteriorated insulation revealed during the roof rehabilitation. Please give the cost for removal and replacement of insulation by square foot:

\$ \_\_\_\_\_ . Per Square Foot

Please indicate length of time requires for completion of work as this may be a factor in award:

Project 1: \_\_\_\_\_ Dinwiddie Middle School

Project 2: \_\_\_\_\_ Southside Elementary School

All work must be completed by August 20, 2020. Includes Demo and removal of old materials offsite.

Submission Date: \_\_\_\_\_

Payment Terms: \_\_\_\_\_ Federal Tax ID#: \_\_\_\_\_

Name of firm: \_\_\_\_\_ Phone #: \_\_\_\_\_

By (signature): \_\_\_\_\_ Fax #: \_\_\_\_\_

Type/Print Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

**ATTACHMENT C - CERTIFICATION OF CONTRACTOR**

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

As required by Section 22.1-296.1 of *the Code of Virginia*, the undersigned hereby certifies as follows:

- (i) That **I (and all persons** who will provide such services) have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. I further understand that if I make a materially false statement regarding any of the above offenses,

I will be guilty of a Class 1 misdemeanor.

Date \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

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**ATTACHMENT D - REFERENCES**

Bidders shall supply three (3) references of the same type of work and requirements for area(s) of similar size or larger, satisfactorily completed with dates of continuous service or contract period, location, names, addresses, and phone numbers of Owners. Bidders shall only indicate references they have worked within the past five (5) years.

**Reference #1**

Name of County, City, Agency or Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact with Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Types of services provided: \_\_\_\_\_  
Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_

**Reference #2**

Name of County, City, Agency or Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact with Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Types of services provided: \_\_\_\_\_  
Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_

**Reference #3**

Name of County, City, Agency or Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact with Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Types of services provided: \_\_\_\_\_  
Contract Dates: From \_\_\_\_\_ To \_\_\_\_\_

## BASF Guide Specification

### 12.0 SECTION 075713

#### 12.1 BASF Seamless Silicone/Polyurethane Insulation Renewal Specification

##### 12.1.1 PART 1 - GENERAL

###### 1.01 Work Included

- A. Preparation of Substrate
- B. BASF SKYTITE Sprayed-in-place Polyurethane Foam (SPF) Insulation
- C. BASF SKYTITE Silicone Roof Coating
- D. Roofing Granules
- E. Walkways

###### 1.02 Related Work

- A. Section 01410: Testing Laboratory Services
- B. Section 03300: Cast-in-Place Concrete
- C. Section 05300: Metal Decking
- D. Section 06100: Rough Carpentry
- E. Section 07600: Flashing and Sheet Metal
- F. Section 07700: Roof Specialties and Accessories
- G. Section 07800: Skylights

###### 1.03 Scope of work

Contractor shall perform rehabilitation of existing coated SPF Roofing System using good roofing practice, some areas may require removal of the coating and/or the insulation; other areas shall require surface preparation and recoating with silicone coatings and granules. Areas shall be as described by the specifier and/or the contractor. Areas that are determined to have ponding water shall be addressed as follows. Scarify the top layer of coating & foam down to an acceptable substrate. Apply a thin layer of BASF SKYTITE 1800 primer over the scarified substrate & let it dry. Next apply a thin layer of PUF over the primer, this will seal up the open cells of the existing foam. After the first layer foam has cured additional layers of SPF can be applied in order to insure positive slope. All applicators are required to take and pass the CPI Health and Safety Training before using SPF materials for this project available for free at [www.spraypolyurethane.org](http://www.spraypolyurethane.org).

###### 1.04 Related Documents

The codes, standards and practices listed shall be the latest edition. ASTM refers to ASTM International.

ASTM C 518 – Standard Test Method for Steady State Thermal Transmission Properties by Means of the Heat Flow Meter Apparatus

ASTM D 93 – Standard Test Methods for Flash Point by Penske-Martens Closed Cup Tester

ASTM D 115 – Standard Test Methods for Testing Solvent Containing Varnishes

ASTM D 412 – Standard Test Methods for Vulcanized Rubber and Thermoplastic Elastomers – Tension

ASTM D 822 – Standard Practice for Filtered Open Flame Carbon Arc Exposures of Paint and Related Coatings

ASTM D 1203 – Standard Test Methods for pH of Water  
ASTM D 1621 – Standard Test Method of Compressive Properties of Rigid Cellular Plastics  
ASTM D 2126 – Test Method for Response of Rigid Cellular Plastics to Thermal and Heat Aging  
ASTM D 2240 – Standard Test Method for Rubber Property Durometer Hardness  
ASTM D 2697 – Standard Test Method for Volume Nonvolatile Matter in Clear or Pigmented Coatings  
ASTM D 2856 – Standard Test Method for Open-Cell Content of Rigid Cellular Plastics by the Air Pycnometer  
ASTM D 3690 – Standard Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings  
ASTM D 6694 – Standard Specification for Liquid-Applied Silicone coating Used in Spray Polyurethane Foam Roofing Systems  
ASTM D 6705 – Standard for Repair and Recoat of SPF Roof Systems  
ASTM E 84 – Standard Test Method for Surface Burning Characteristics of Building Materials  
ASTM E 96 – Standard Test Method for Water Vapor Transmission of Materials  
ASTM E 108 (UL 790) – Standard Test Method for Fire Tests of Roof Coverings  
SPFA AY 104 – Spray Polyurethane Foam Systems for New and Remedial Roofing

#### 1.05 Inspection of Existing Roof System

In all cases, an inspection of the existing polyurethane foam roof system must be completed by an Approved Applicator and submitted to BASF's Technical Department, detailing any deficiencies in the current system. An infrared moisture survey is required to determine if there is any moisture in the existing system. This moisture survey MUST be done by Wood PLC the engineering firm, this is the firm that will be conducting the final inspection prior to BASF issuance of the warranty. If extensive deficiencies are found in the existing polyurethane foam roof system, recoating with BASF SKYTITE S-5001-L Series would not be recommended and full or partial removal of the existing roof system would be suggested.

#### 1.06 Quality Assurance

- A. Applicator Qualifications: Must be a current BASF Approved Team Q 1 Applicator.
- B. Roofing applicator must exhibit 10 years and a minimum of 1,000,000 sq. ft. experience with the BASF Roofing System, with projects of a similar scope and size. The roofing applicator must present documentation, that he has successfully completed the SPF Chemical Health & Safety Training Program as provided by The American Chemistry Council.
- C. A Pre-Bid Conference shall be conducted. Its purpose shall be: To discuss any details of the project not adequately covered within the specification; to allow bidding applicators a period of access to the roof areas; and to review the normal flow of activities at the facility. There will be no other access to the roof area without the consent of the owner's representative. All bidding applicators must attend this Pre-Bid Conference. A list of those companies present will be recorded.
- D. The roofing applicator shall perform the work of this section. Subcontracting installation of the silicone coating/polyurethane foam is Not allowed.
- E. Inspections: Completed roofing application will be inspected by an independent inspection firm designated by the warranty provider on a periodic basis.
- F. The Roofing System Manufacturer, shall have a 5A D&B or better rating & be ISO 9002 certified.

#### 1.07 Submittals



- A. Specification Development - The owner/specifier shall supply to BASF manufacturer's representative:
  - 1. A draft copy of the project specification, including: the roofing section, roofing warranty requirements, and roofing drawings. This shall be completed before project goes out to bid.
  - 2. This draft specification shall be reviewed for general technical acceptance and eligibility for issuance of a warranty. A letter confirming an appropriate application, drawings and specification, based on the current available information, will be delivered to the owner's representative at their request.

#### 1.08 Materials, Delivery and Storage

- A. Deliver materials to the site in their original, tightly sealed containers, all clearly labeled with manufacturer's name, product identification and lot number.
- B. Safely store materials in their original containers out of the weather and where the temperatures are within the limits specified by the manufacturer.
- C. All materials shall be stored in compliance with applicable fire and safety requirements.
- D. Protect materials from damage during transit, handling, storage and installation. Applicator shall provide secure site storage trailers.

#### 1.09 Environmental Conditions

- A. The coating and the polyurethane foam shall not be applied during periods of inclement weather (rain, snow, fog, mist).
- B. Do not apply the polyurethane foam when substrate or ambient air temperatures are below 40°F (7°C) unless specifically approved in writing by the polyurethane foam manufacturer.
- C. Do not apply silicone coatings when temperature is below 40°F (5°C).
- D. When wind speeds exceed 10 miles per hour or adversely affects the quality of the SPF, windscreens shall be used during the application of the polyurethane foam and coatings to prevent overspray onto surfaces not intended to receive foam and coating. Under no circumstances shall the polyurethane foam or silicone coating be applied when wind speeds exceed 25 miles per hour.

#### 1.10 Sequencing and Scheduling

The spray polyurethane foam is installed when the deck, parapet walls, rough openings, and curbs are completed. The type of skylights used will determine when skylights should be installed. Plumbing vents, drains, and electrical penetrations should all be in place. There should not be any tradespeople working on the roof when the spray polyurethane foam and silicone coating are being installed.

#### 1.11 Warranty

The BASF **10** Year Re Coat Warranty shall be issued upon completion, inspection and acceptance of the project. Any repairs covered by the warranty are without cost to the Owner throughout the term. The warranty shall be comprehensive with no proration and no cap for repairs.

### **12.1.2 PART 2 - PRODUCTS**

#### 2.01 Polyurethane Foam Insulation

- A. The coating material and the SPF insulation must be supplied by The BASF Corporation.
- B. Physical property requirements are as follows, for acceptable insulation products with Zero-Ozone Depleting Potential, such as BASF SKYTITE C1-2.8 or 3.0 Polyurethane Foam.

13.0 Property	Value	Test Method
Density, sprayed-in-place, pcf, min.	2.7 - 3.2	ASTM D 1622
Compressive strength, psi, min.	50	ASTM D1621
Closed-cell content, percent, min.	>90	ASTM D 2856
K-factor, aged, max	0.158	ASTM C 518
Dimensional Stability, 28 days, Percent volume change, max.	+0.69	ASTM D 2126
Flame spread, max.	<75	ASTM E 84

2.02 Silicone Coating

- a. The silicone roofing membrane shall consist of a minimum two coats of an elastomeric, liquid applied material, domestically engineered and produced. The two coats shall be of contrasting colors. The minimum two-coat thickness shall be **20** dry mils on newly applied polyurethane foam and **15** dry mils on existing coating. BASF DOES require a minimum of 2.5 gallons per square of contrasting colors to achieve the mandatory 15 dry mils of silicone coating, for a 10 year re coat warranty. The color of the top coat shall be determined by the building owner. BASF also requires that the contractor submit with their bid documents the amount of gallons of material that they plan to use on this project.
- 3. The silicone coating will be a product proven through actual roof performance for a period of time equal to, or longer than the term of the requested warranty.
- 4. The manufacturer shall have an established program to rapidly respond to any required warranty repair, if the original applicator is unable to perform standard repairs.
- 5. The BASF SKYTITE S-5001-L Series coating shall have the following minimum properties:

13.1 Property	Value	Test Method
<b>13.1.1.1 As Supplied:</b>		
Solids Content		
by weight, percent	76	ASTM D 2697
by volume, percent	66	ASTM D 2697
Specific Gravity at 77°F (25°C)	1.43	ASTM D 1293
Flash Point, Pensky-Martin.	106	ASTM D 93

closed cup, °F, min		
Volatile Organic Content (VOC), (g/l)	250	ASTM D 3960

**13.1.1.2 As Cured:**

Durometer Hardness, Shore A, points	50	ASTM D 2240
Tensile Strength, die C, psi	350	ASTM D 412
Elongation, percent	200	ASTM D 412
Permeability <sup>1</sup> , perms	3.3	ASTM E 96
Temperature Stability Range, °F (°C)	-35° to 212° (-37° to 100°)	Calculated
Weathering,		
Carbon-Arc, 4,000 hours	No observable	ASTM D 822
QUV, 10,000 hours	degradation	ASTM G 53

**2.03 Sealant**

- A. Sealant shall be a pigmented silicone sealant such as Dow Corning® Contractors Weatherproofing Sealant. The color of this sealant, if exposed, shall closely match that of the topcoat.

**2.04 Substrate Primer**

- A. Securock® – if kept clean, with little dust, will not require a primer.
- B. For B.U.R., concrete, wood, brick, metal (ferrous, not rusted), and most ‘painted’ metal - the primer must be approved by BASF Corporation, such as SKYTITE S-1800 or SKYTITE A-1600 Primer.
- C. For non-ferrous metals (cleaned aluminum, galvanized copper, etc) - a primer shall be required, which is approved by BASF Corporation. Such a primer is DTM Wash Primer manufactured by Sherwin Williams.
- D. Cut-back asphalt primers are not to be used.

**2.05 Granules**

- A. Granules shall be number 11 screen size, ceramic-coated roofing granules as manufactured by the Industrial Products Division of 3M Company or equal, color to best match topcoat.
- B. Quartz or silica aggregate such as Kafka Quartz granules, this product will have natural color variations, color should be selected to match topcoat.

**2.06 Protective Covering / Walkways**

- A. As required a weather-resistant, breathable, resilient pad composed of synthetic rubber strands shall be installed to create additionally protected roof areas. This product shall be approved by BASF. Such a walkway is Yellow Spaghetti, as manufactured by Western Plastics, Inc.
- B. An alternate walkway may be used incorporating extra coating and the use of granules and a top coating installed over the granules, called a “lock down coat”.

**2.07 Gypsum Board**

- A. Shall be a ½” Securock® or a glass matt faced, moisture-resistant core gypsum board.

2.08 Polyiso Insulation Board

- A. Shall be a closed-cell polyisocyanurate foam core integrally laminated to inorganic coated glass fiber facers, such as Atlas AC III.

**13.1.2 PART 3 – EXECUTION**

3.01 Inspection

- A. Verify that all surfaces to receive polyurethane foam insulation are clean, dry and free of dust, dirt, debris, oil, solvents and all materials that may adversely affect the adhesion of the polyurethane foam.
- B. Verify that all roof penetrations and flashings are properly installed and secured. The metal roof deck shall be securely fastened, the existing fasteners may need to be tightened and/or new fasteners shall be required.
- C. Do not begin applying polyurethane foam insulation until substrate and environmental conditions are satisfactory.

3.02 Surface Preparation

- A. Existing Coated Polyurethane Foam Roofing System – Areas to be scarified
  1. Existing roof shall be inspected for any areas of damage, wet insulation and areas of poor drainage; they shall be plotted on a roof diagram for later inspection and remediation.
  2. In any wet or loose areas identified in 3.02.A.1, the entire silicone coating surface and approximately ½" of polyurethane foam insulation shall be removed by a roof scarfer. This machine shall be designed to plane polyurethane foam /coating systems to a level and renewable condition. All waste created in the planning process shall be contained, gathered, and properly disposed of.
  3. Any wet insulation, including that within an underlying roof system, shall be removed. Clean and dry the area and install new similar compatible insulation, and/or apply polyurethane to the level of adjacent surfaces.
  4. Primer - install will be BASF SKYTITE S-1800 primer as required by the warrantor's recommendation.
  5. Continue with the application of SPF Insulation and Coating System.
- B. Recoat

*For existing polyurethane foam roof systems that are deemed "acceptable for recoating", the following surface preparation guidelines shall be followed:*

1. *Hail damaged areas are to be repaired with silicone roofing caulk by Dow Corning to seal cuts and tears to the silicone waterproofing coating. Spot cleaning these areas before the silicone caulk repair is required if the surface is not clean.*
2. Clean existing coated surface with a high-pressure power wash using only clean water. During the power wash operation, the water pressure should be sufficient to remove dirt and debris without damaging the existing coating and polyurethane foam. Power washing with a detergent solution and water is only permitted when power washing with water alone does not sufficiently remove dirt and other contaminants.
3. Scour any areas of accumulated dirt, fungus, mold, grease, oil, etc. with a detergent solution and water. Solvents should not be used for these cleaning purposes.
4. In areas where a detergent solution has been used in the cleaning process, additional power washing with clean water is required to remove all residual

detergent.

5. The following minimum work shall be completed:
  - a. All wet or otherwise substandard polyurethane insulation shall be removed and replaced. Apply the polyurethane foam in strict accordance with the polyurethane foam manufacturer's specifications and application instructions, using spray equipment recommended by the SPF manufacturer. The field of the roof shall be applied, as practical, by a robotic SPF application device. The robotic method shall improve: consistency, slope-to-drain, and visual appearance.
  - b. Any deteriorated components of the substrate shall be replaced or brought up to acceptable standards of the warranty provider or good roofing practice.
  - c. The existing coating shall be properly adhered, if not, all loose coating shall be removed. Cracks, flashing details, slope-to-drain, metal edging, penetrations, roof drains, and all other components of the roofing system shall be functional and in accordance with manufacturer's or industry application instructions.
6. Deficiencies outlined in the Approved Applicator Inspection or infrared moisture survey shall be properly repaired prior to the recoat operations. Should any questions exist regarding the proper repair procedures, please contact the BASF Technical Department.
7. Continue with coating application.
  - a. Contact BASF's Technical Services for recommendations on surface preparations on other surfaces to receive a BASF SKYTITE Silicone Roof System. Contact BASF technical department for recommendations at (800) 706-0712, or [spfinfo@basf.com](mailto:spfinfo@basf.com).

### 3.03 Polyurethane Foam Application

#### A. Inspection

1. Prior to polyurethane foam application, inspect the substrate surface to ensure preparations required in Section 3.02 have been met.
2. Polyurethane foam shall not be applied unless the environmental requirements of Section 1.09 are met.

#### B. Application

1. All objects that require protection from overspray shall be protected; all mobile objects shall be moved to an acceptable area. All intake air vents shall be turned off and covered.
2. Apply the polyurethane foam in strict accordance with the polyurethane foam manufacturer's specifications and application instructions, using spray equipment recommended by the SPF manufacturer. The field of the roof shall be applied, as practical, by a robotic SPF application device. The robotic method shall improve consistency, slope-to-drain, and visual appearance.
3. Polyurethane foam shall be applied in a minimum of ½-inch thick passes. The total thickness of the polyurethane foam shall be a minimum of **1.5** inches (or more for additional insulation value), except where tapering is required to facilitate drainage.
4. Apply the full thickness of polyurethane foam in any area on the same day.
5. Polyurethane foam shall be applied to ensure positive drainage, resulting in no ponding water. Ponding water is defined as "an area of 100 square feet or more which holds in excess of ½ inch of water as measured 24 hours after rainfall."

6. The polyurethane foam shall be terminated neatly a minimum of 4 inches above the finished roof surface at roof penetrations. Sprayed-in-place cants shall be applied to allow a smooth transition from the horizontal to vertical surface.
7. The finished polyurethane foam surface texture shall be "smooth to orange-peel", free of voids, pinholes and depressions. "Verge of popcorn" texture is acceptable if it can be thoroughly and completely coated. Popcorn and tree bark textures are not acceptable. Unacceptable SPF textures shall be removed and re-sprayed prior to the coating application.

### 3.04 SKYTITE S-5001L Series Silicone Roof Coating Application

#### A. Inspection

1. Prior to the application of silicone coating, inspect the polyurethane foam surface to ensure the conditions of Section 3.03 have been met.
2. The polyurethane foam surface shall be free of moisture, dust, dirt, debris and other contaminants that would impair the adhesion of the silicone coating.
3. If more than 24 hours elapse between the polyurethane foam application and the start of the silicone coating application, thoroughly inspect the polyurethane foam surface for UV degradation and oxidation. Call BASF technical department for procedures to proceed, if UV degradation has affected the SPF.
4. Make sure all environmental conditions of Section 1.06 are met prior to silicone coating application.

#### B. Application

1. The silicone base coat shall be applied on the same day as the polyurethane foam application, after the polyurethane foam has been allowed to cure a minimum of one hour. Apply the base coat in a uniform application to achieve a finished dry film thickness of approximately  $\frac{1}{2}$  the total thickness required for the roof.
2. The base coat shall not be subjected to foot traffic or otherwise disturbed until it is tack-free or cured. After it has cured, inspect the coating for pinholes, cracks, thin areas or other defects. All defects observed shall be caulked with silicone sealant and/or roller coated with additional base coat prior to applying subsequent coats of silicone.
3. The base coat and sealant must be cured, clean and free of all moisture prior to application of topcoat.
4. Apply the topcoat in a contrasting color to the base coat within 72 hours of the base coat application. The topcoat application shall be made at right angles to the base coat application. Surface texture and conditions may require additional quantities of silicone to insure proper thickness. It is the applicator's responsibility to properly coat the insulation regardless of the quantity of silicone coating necessary.
5. Apply the base & top coat in a uniform application to achieve a minimum of 15 dry mils over existing coated roof surfaces and **20** dry mils minimum over new SPF surfaces. It is the applicator's responsibility to ensure the minimum total dry film thickness specified is achieved throughout the entire roof area regardless of the quantity of silicone coating required.
6. The SKYTITE S-5001-L Series Silicone Roof Coating shall be applied a minimum of 2 inches beyond all the terminated edges of the polyurethane foam. These terminations should be masked to provide a straight edge, neat, finished appearance.
7. Allow the topcoat to cure and inspect the finished coating surface for pinholes, cracks, thin areas, or other defects. Repair any defects observed with silicone sealant and/or additional silicone coating material.

### 3.05 Granule Application

A. Application

1. Apply roofing granules in the second or finish coat of silicone coating. A minimum of 10 dry mils of silicone coating is required to hold the granules.
2. Apply the roofing granules, using suitable compressed air equipment, uniformly at a rate of approximately 35- 40 pounds per 100 square feet of roof area.
3. Apply the roofing granules immediately after the additional coating application to obtain maximum wet-out and embedment.
4. After the coating has fully cured, excessive, loose granules shall be removed using a soft-bristled broom to prevent blocking drains, scuppers, or gutters.
5. Bare spots in the granulated surface shall be filled in by applying additional coating and granules in these areas.

3.06 Walkways

- A. Factory-formed walkway pads may be used at rooftop equipment to provide a working surface. Spot adhere the pads or rolls to the finished roof surface with generous buttons of silicone sealant. These shall be applied where instructed by the owners representative.

Walkways may also be constructed by marking out the walk path, adding an additional 10-15 mils seeded with additional granules or aggregate. This coating shall be in light but contrasting color as well as granules to match.

3.07 Field Quality Control

- A. The independent inspector, **Wood PLC Engineering**, shall instruct the contractor to repair any deficient roof areas, such as: ponding, wet insulation, deck problems, required new drains, etc.
- B. Core samples of the silicone roof system will be secured at completion by an independent licensed inspection firm at a rate of one core per 10,000 square feet, with a minimum of 2 cores per roof, to test for SPF thickness, compressive strength, density and adhesion. Additionally, slit samples will be taken at a rate of 6 per 10,000 square feet, with a minimum of 6 per roof, to test the coating thickness and coating adhesion. Sampled areas will be repaired using silicone sealant and replacement SPF cores.
- C. Applicator's quality control during application shall consist of the following, as a minimum:
1. If specified, the primer application rate shall be verified by a wet mil gauge test onto a metal test panel.
  2. Insulation thickness shall be verified with a probe at frequent and random locations.
  3. During and after the coating application process, the applicator shall remove slits to examine adhesion of the coating to the insulation and the dry film thickness of each coat.

3.08 Safety Requirements

- A. Proper safety precautions shall be followed throughout the entire roofing operation. OSHA and local regulations shall be strictly followed. Manufacturer's Material Safety Data Sheets must be available on site, for specific safety information on handling and working with all materials. Spray Polyurethane Foam Alliance and the American Chemistry Council's Recommendations for the Safe Handling and Use of Sprayed Urethane Foam and Coating Materials shall be strictly adhered to. Dispose of all trash, debris and empty containers in accordance with local regulations.

- B On the roof and at all work sites, a properly maintained fire extinguisher will always be available.
- C Dispose of trash, debris and empty containers in accordance with local regulations.

### 3.09 Follow-Up Inspections

- A. The system manufacturer shall have a standard warranty inspection program, employing an independent testing firm, Wood PLC Engineering, to perform periodic inspections throughout the term of the warranty.

#### 13.1.2.1 FOR TECHNICAL ASSISTANCE, PLEASE CALL: BASF at (800) 706-0712

**PLEASE NOTE:**

Building owner is responsible to test for presence of asbestos or other hazardous substances that may be present within or near the work area. Such items, if found to be present, shall be communicated to the roofing applicator before any additional testing, removals or roof replacement is performed.

On remedial work, the Owner's representative must conduct a full inspection to determine if there is any structural damage (rust, dry rot, etc.) or moisture within the existing roofing systems. If the Architect or Owner suspect that there is moisture within the existing roofing system, a non-destructive evaluation should be conducted. The major advantage to this type of inspection is that trouble spots are located, thus possibly preventing a complete tear-off of the existing roof. Likewise, this can also save many man-hours, which may be necessary to thoroughly inspect the roof using a moisture meter probe. The main point, which the Architect and Owner must take into consideration on remedial work, is that polyurethane foam must not be sprayed over any substrate that contains moisture. If this type of inspection is required, the specifications must be modified to either include it as part of the applicator's bid or it shall state that this information will be provided to the applicator on a plotted roof plan at Owner's expense. BASF Corporation does not provide structural, engineering or architectural services. BASF assumes no responsibility for the structural integrity of the building during the work described herein or after completion of the work. This guideline shall not be construed as contracting to provide engineering or architectural services of any kind.