

RESOLUTION NO. 2024 - 122

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR, OR DESIGNEE, TO AWARD IFB NO. 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT TO CHILDERS ROOFING AND SHEETMETAL, A TECTA AMERICA COMPANY, LLC AS THE LOWEST, RESPONSIVE, RESPONSIBLE BIDDER, AND TO EXECUTE AN AGREEMENT FOR COMPLETION OF THE PROJECT.

RECITALS

WHEREAS, the County is progressing with the project to replace the roof of the St. Johns County Courthouse Complex (East) and roof replacement of the Service Center Building. The Contractor shall furnish all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the specification, plans, and terms of the Contract.

WHEREAS, through the County's formal Bid process, Childers Roofing and Sheetmetal, A Tecta America Company, LLC was the lowest, responsive, responsible, bidder, with a total lump sum bid of \$2,361,000.00 for the Base Bid and Alternate Bid #1 as shown on the Bid Form; and

WHEREAS, the County finds that entering into a contract for completion of the work serves a public purpose, and the contract will be in substantial conformance with the attached draft; and

WHEREAS, the project will be funded by the SJC Public Works Department.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, as follows:

Section 1. The above Recitals are incorporated by reference into the body of this Resolution and such Recitals are adopted as finds of fact.

Section 2. The County Administrator, or designee, is hereby authorized to award IFB No. 23-76 to Childers Roofing and Sheetmetal, A Tecta America Company, LLC as the lowest, responsive, responsible bidder.

Section 3. Upon approval by the Board of County Commissioners, the County Administrator, or designee, is further authorized to execute an agreement in substantially the same form and format as the attached draft for the completion of the project as specifically provided in IFB No. 23-76.

Section 4. To the extent that there are typographical and/or administrative errors that do not change the tone, tenor, or concept of this Resolution, then this Resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 19th day of March, 2024.

BOARD OF COUNTY COMMISSIONERS OF  
ST. JOHNS COUNTY, FLORIDA

By: \_\_\_\_\_  
Sarah Arnold, Chair

ATTEST: Brandon J. Patty,  
Clerk of the Circuit Court & Comptroller

Rendition Date: MAR 19 2024

By: Crystal Smith  
Deputy Clerk





MASTER CONSTRUCTION AGREEMENT  
BETWEEN  
ST. JOHNS COUNTY AND CONTRACTOR

Master Construction Agreement No: 24-MCA-CHI-19501

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This Master Construction Agreement (“Contract”) is made this \_\_\_\_ day of \_\_\_\_\_, 2024 (the “Effective Date”) by and between **ST. JOHNS COUNTY** ( “County”), a political subdivision of the State of Florida, whose principal offices are located at 500 San Sebastian View, St. Augustine, FL 32084; and **CHILDERS ROOFING AND SHEETMETAL, A TECTA AMERICA COMPANY LLC** (“Contractor”), a company authorized to do business in the State of Florida, with its principal offices located at: 1645 Jessie Street, Jacksonville, FL 32206, Phone: 904-696-8550, and E-mail: bchilders@tectamerica.com, for **IFB NO. 23-76 ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT** hereinafter referred to as the “Project”. When referenced together, the County and Contractor shall collectively be referred to as the Parties.

In consideration of the mutual promises and covenants contained herein, the parties hereby agree as follows:

## **ARTICLE I CONTRACT DOCUMENTS**

### **1.1 The Contract Documents**

1.1.1 The Contract Documents are the collective documents which form the Contract, and shall govern completion of the Work. The Contract Documents hereby include the following:

- a) Fully Executed Change Orders and Amendments to this Agreement;
- b) Field Orders signed by County’s Project Manager;
- c) Notice to Proceed;
- d) This Master Construction Agreement and all Exhibits and/or Attachments hereto:
  - i. Exhibit A – SJC Courthouse and Service Center Roof Replacement Specifications – Dated March 10, 2023
  - ii. Exhibit B – SJC Courthouse and Service Center Roof Replacement Drawings – Dated March 10, 2023
- e) Bonds and Insurance furnished by the Contractor
- f) Bid Documents and Bid Forms with all addenda thereto for IFB No. 23-76

1.1.2 Documents not enumerated above are not Contract Documents and do not form part of this Contract. No terms, conditions, limitations or exclusions in Contractor’s submitted Bid or invoices shall be binding upon County or become part of the Contract Documents. In the event of discrepancies, the Contract Documents shall be interpreted in the order of precedence as listed above in Section 1.1.1. Additionally, Specifications shall govern over Drawings, electronic documents shall govern over hard-copy documents, numerical dimensions shall govern over dimensions acquired by scaling, and fully executed documents shall govern over unsigned drafts.

1.1.3 Shop Drawings, Product Data, Samples and similar submittals (hereafter “Submittals”) are not Contract Documents. The County will review and take action upon Contractor's submitted Submittals but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of Submittals is not conducted for the purpose of determining the accuracy and completeness of other details, such as dimensions and quantities, nor for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of Contractor.

1.1.4 All Submittals (whether in hard or soft copy) prepared by or on behalf of Contractor in the course of the Work shall be the exclusive property of the County. Ownership of any proprietary information or intellectual property contained in such Submittals shall remain with Contractor. Contractor grants the County a perpetual, royalty-free, license to use, copy and allow third parties to use such Submittals and all proprietary information contained in them as may be required for the County’s internal business purposes including without limitation tendering, installing, operating, repairing, maintaining, modifying, reconstructing, replacing and/or upgrading the Work. Such license shall be capable of transfer and/or sub-licensing in whole or part without notice to or further consent of Contractor. Contractor shall not be held liable for reuse of Contractor’s Submittals by the County for purposes other than originally intended as stated in the Contract Documents.

1.1.5 Contractor is solely responsible for requesting instructions, interpretations, or clarifications to the Contract Documents and is solely liable for any costs and/or expenses arising from its failure to do so. Contractor shall have a continuing duty to read, carefully study and compare each of the Contract Documents, the Submittals and shall give immediate written notice to the Project Manager and the County of any inconsistency, ambiguity, error or omission which

Contractor may discover with respect to these documents before proceeding with the affected Work. The issuance, or the express or implied approval by the County or the Project Manager of the Contract Documents or Submittals shall not relieve any such approval by evidence of Contractor's compliance with the Contract. The County has requested the Project Manager to provide to Contractor documents for the Project, including the Drawings and Specifications for the Project, which are accurate, adequate, consistent, coordinated, and sufficient for construction. HOWEVER, THE COUNTY MAKES NO REPRESENTATION OR WARRANTY OF ANY NATURE WHATSOEVER TO CONTRACTOR CONCERNING SUCH DOCUMENTS. By the execution hereof, Contractor acknowledges and represents that it has received, reviewed and carefully examined such documents, has found them to be complete, accurate, adequate, consistent, coordinated and sufficient for construction, and that Contractor has not, does not, and shall not rely upon any representation or warranties by the County concerning such documents as no such representation or warranties have been or are hereby made.

1.1.6 Any dispute relating to the Contract Documents, shall be resolved through good faith efforts upon the part of the Contractor and the County. Should Contractor have any questions concerning interpretation or clarification of the Contract Documents, Contractor shall submit to the County's Project Manager, in writing, a request for clarification that clearly and concisely sets forth the issues for which such request is sought. Such request shall be submitted to the Project Manager by the Contractor within three (3) business days of receipt of the Contract Documents, or the direction, interpretation, or clarification thereof provided by the County. The County's Project Manager shall render a determination concerning such interpretation or clarification, which shall be considered final and conclusive unless Contractor files a written protest within fourteen (14) calendar days of receipt thereof. Contractor's protest shall be submitted to the Purchasing Director, and shall state clearly and in detail the basis thereof. Failure by the Contractor to protest the County Project Manager's rendered determination within the timeframe above, shall constitute a waiver by the Contractor of all its rights to further protest, judicial, or otherwise. The Purchasing Director shall consider the Contractor's protest and shall render a decision thereon, in writing, within ten (10) calendar days. If Contractor does not agree with the determination of the Purchasing Director, the Contractor shall deliver written notice to that effect to the County within three (3) business days of receipt of the determination by the Purchasing Director.

1.1.7 Unless otherwise directed in writing, Contractor shall at all times carry on with the Work and maintain its progress schedule in accordance with the requirements of the Contract and the determination of the County, pending resolution of any Contract Document dispute. In no event will a dispute, the filing of a protest, claim or appeal, or the resolution or litigation thereof, relieve Contractor from its obligation to timely perform the Work required by the Contract and to maintain the progress schedule in accordance with the Contract.

1.1.8 Any and all Contract Documents shall remain the property of the County. Contractor is granted a limited license to use and reproduce applicable portions of the Contract Documents issued by the County appropriate to, and for use in, execution of the Work. Contractor shall have the right to keep one record set of the Contract Documents upon completion of the Work; provided, however, that in no event shall Contractor and/or its subcontractors use, or permit to be used, any or all of such Contract Documents on other projects without the specific written consent of the County.

## 1.2 Definitions

Terms used within this Agreement shall have the meaning as set forth in the St. Johns County Purchasing Policy, or as provided herein. Terms defined herein for specific application to this Contract shall govern over definition of terms provided in the St. Johns County Purchasing Policy.

1.2.1 Acceptance of the Work: Written acceptance of the Work by the County and the County's Project Manager.

1.2.2 Applicable Laws: All local, state, and federal laws, statutes, codes, ordinances, rules and regulations in effect at the time Work and Warranty Work is performed under this Contract.

1.2.3 Claim: Any claim, liability, loss, demand, demand for arbitration, damage, lien, cause of action of any kind, obligation, responsibility, cost, expense, royalty, fee, assessment, penalty, fine, judgment, interest or award, pending or threatened, whether arising by law, contract, tort, voluntary settlement or otherwise.

1.2.4 Contract Price: The sum set forth in Article IV of this Contract shall constitute the Contract Price, as may be amended by Change Order. Unless otherwise approved by the County in writing, the Contract Price includes all taxes, including without limitation, income and withholding tax of any kind and sales tax imposed by the state or by the County

and paid by Contractor or any Subcontractors with respect to sales of goods purchased for the performance of the Work.

1.2.5 Contract Time: The number of calendar days between commencement and completion of the Work, established in paragraph 3.1.1 of this Contract, as may be amended by Change Order.

1.2.6 Design: Those design services related to the Project prepared by the County or the County's consultants or other representatives, which shall, as may be required, be included in Contractor's Work.

1.2.7 Drawings: The graphic and pictorial portions of the Contract Documents, illustrating the design, location and dimensions of the Work, generally including but not limited to, plans, elevations, sections, details, general notes, schedules and diagrams.

1.2.8 Final Completion: Completion of all Work in compliance with the Contract Documents, as determined by the County, and issuance of a Final Certificate for Payment.

1.2.9 Force Majeure Events: Those events that are not reasonably foreseeable and are beyond the control of both the Contractor and the County, including acts of war, terrorist attacks, labor strikes, floods, earthquakes, epidemics, pandemics, riots, adverse weather conditions, and other acts of God.

1.2.10 Jobsite: Any physical location or other place on, under, in, at or through which any aspect of the Work is performed.

1.2.11 Notice to Proceed: A written notice given by the County to Contractor fixing the date on which the Contract Time will commence to run and identifying the corresponding Substantial Completion and Final Completion dates.

1.2.12 Product Data: Illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by Contractor to illustrate materials or equipment for some portion of the Work.

1.2.13 Project: The total undertaking to be accomplished for County by engineers, contractors, and others, including planning, study, design, construction, testing, commissioning, and start-up, and of which the Work to be performed under the Contract Documents is a part.

1.2.14 Project Manager: The County's representative assigned to the Project, or any part thereof, to observe the Work and perform certain other obligations of the County as defined in Article VI below.

1.2.15 Shop Drawings: Drawings, diagrams, schedules, and other data specially issued for the Work by Contractor or a Subcontractor, Sub-subcontractor, and material suppliers to illustrate some portion of the Work.

1.2.16 Specifications: That portion of the Contract Documents consisting of the written requirements for materials, standards, equipment, construction systems, and standards of workmanship for the Work, and performance of related services.

1.2.17 Subcontractor: A Subcontractor is an individual, partnership, corporation, association, joint-venture or any combination thereof, which has a direct or indirect contract with Contractor to perform a portion of the Work.

1.2.18 Substantial Completion: The stage in the progression of the Work when the Work is sufficiently complete in accordance with this Contract so that the County can enjoy beneficial use or occupancy of the Work and can utilize the Work for its intended purpose.

1.2.19 Work: Construction and services required by the Contract Documents, including all labor, materials, equipment and services as well as other deliverables provided, or to be provided, by Contractor to fulfill Contractor's obligations under this Contract. The Work may constitute the whole or part of the Project.

### **1.3 Ownership of Contract Documents**

Any and all Contract Documents shall remain the property of the County. Contractor is granted a limited license to use and reproduce applicable portions of the Contract Documents issued by the County appropriate to, and for use in, execution of the Work. Contractor shall have the right to keep one record set of the Contract Documents upon completion of the Work;

provided, however, that in no event shall Contractor and/or Contractor's subcontractors use, or permit to be used, any or all of such Contract Documents on other projects without the specific written consent of the County.

## **ARTICLE II THE WORK**

### **2.1 Project Description**

The purpose of this project is to replace the roof of the St. Johns County Courthouse Complex (East) and roof replacement of the Service Center Building. The Contractor shall furnish all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the specification, plans, and terms of the Contract.

### **2.2 Labor and Materials**

2.2.1 Contractor shall perform all of the Work required, implied, or reasonably inferable from, the Contract Documents. Unless otherwise provided in the Contract Documents, Contractor shall provide and pay for all labor, supervision, materials, supplies, tools, transportation, storage, construction equipment and machinery, utilities (including but not limited to water, heat, fuel, light, and cooling), and all other services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work. Materials, articles and equipment furnished by Contractor for incorporation into the Work shall be new unless otherwise specified in the Contract Documents.

2.2.2 Contractor shall use only competent and skilled personnel to perform and supervise the Work and shall remove from such Work any person determined to be unfit, unqualified, or acting in violation of any obligation of Contractor under this Contract. In the event a person is removed from the Work, Contractor shall promptly replace such individual with another who is fully competent and skilled to perform the Work at Contractor's sole expense.

2.2.3 Except as otherwise required for the safety or protection of persons or the Work or property at the Jobsite or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Jobsite shall be performed during regular working hours, Monday through Friday. Contractor will not perform Work on a Saturday, Sunday, or any legal holiday. Contractor may perform Work outside regular working hours or on Saturdays, Sundays, or legal holidays only with the County's prior written consent, which will not be unreasonably withheld.

2.2.4 In addition, when the Work requires by Florida Statute, Contractor shall use only licensed, registered and/or certified personnel to perform the Work. Such Statutes may include, but are not limited to, Chapter 489 (Regulation of Professions and Occupations Contracting) and Chapter 633, Part III (Fire Protection and Suppression) of the Florida Statutes.

### **2.3 Project Sequencing/Arrangement**

Contractor shall not be limited in the sequencing or staging of the Work except to the extent that the Contract Documents impose limitations. Neither the organization of any of the Contract Documents into divisions, sections, paragraphs, articles, (or other categories), nor the organization/arrangement of the Drawings or Design, shall control Contractor in dividing the Work or in establishing the extent or scope of Work to be performed by Subcontractors.

### **2.4 Payment of Costs**

Except as otherwise expressly provided, Contractor shall pay directly all costs and expenses of the Work of any kind or nature whatsoever including but not limited to all costs of permitting, regulatory compliance, obtaining and maintaining required bonds and insurance pursuant to Article 12, payments due to Subcontractors and suppliers, legal, financial, sales, use and similar taxes on materials and equipment, transportation and storage of materials and equipment, preparation of schedules, budgets and reports and all other costs required to achieve Substantial Completion and Final Completion in accordance with the Contract Documents.

### **2.5 Cleaning the Jobsite**

Contractor shall keep the Jobsite neat, secure and orderly during performance of the Work and shall clean up and remove all waste, rubbish and construction debris from the Jobsite as they accumulate. Upon Final Completion of the Work, Contractor shall remove all waste, rubbish and construction debris from and about the Jobsite as well as all tools, appliances, construction equipment, temporary utilities, temporary construction and machinery and surplus materials. Contractor shall restore to original condition all property not designated for alteration by the Contract Documents.

### **2.6 Reporting Requirements**



2.6.1 Daily Record. The Contractor shall keep a daily record of the Work at the Jobsite. At a minimum the Daily Record shall include weather conditions, number of workers (by trade) on the Jobsite, and material/equipment deliveries. Daily Records shall be submitted by close of business the following day.

2.6.2 Monthly Report. The Contractor shall prepare and submit a written monthly report by the tenth day of each calendar month. Monthly reports shall at a minimum describe Work completed in the prior month, planned Work for the current month, detailed explanations of any activity that is behind schedule, corrective actions taken to recover schedule, safety and environmental incidents and corrective actions taken.

## 2.7 Title and Risk of Loss

Title to the structures, improvements, fixtures, machinery, equipment and materials constituting the Work or the Project shall pass to the County no later than time of payment. Such transferred title shall in each case be good, free and clear of any and all security interests, liens or other encumbrances. Contractor shall, however, bear all risk of loss concerning such structures, improvements, fixtures, machinery, equipment and materials until Substantial Completion, regardless of the extent to which the loss was insured or the availability of insurance proceeds. The transfer of title does not imply acceptance by the County nor does it relieve Contractor from the responsibility for any loss or damage to items.

## 2.8 Access to Work

The County and the Project Manager, shall at all reasonable times have full access to all parts and locations of the Jobsite(s) from commencement of the Work through Final Completion. Contractor shall take whatever steps necessary to provide such access when requested.

## 2.9 Utilities

Contractor shall, at its expense, make all arrangements necessary to secure the availability of and maintain all temporary utilities required to construct and operate Contractor's Work as required by the Contract Documents. If the scope of Work requires, Contractor shall arrange for activating permanent power, water, and sanitary service to the Project prior to Substantial Completion. This includes legal sketches and descriptions for easement as well as record drawings requirements required by utility companies. The County will assume permanent utility costs at Substantial Completion.

## 2.10 Existing Utility Lines

2.10.1 When existing Utility Lines (e.g. conduits, pipelines, transmission mains and utility equipment and appurtenances) shown on the Drawings are to be removed or relocated, Contractor shall notify the Project Manager in ample time (but in no event less than five (5) business days) for taking measures for prevention of the interruption of any required services prior to the beginning of operations. Locations of existing utility lines shown on the Drawings are based on the best information available to the Project Manager, but shall not be considered exact either as to location or number of such lines.

2.10.2 Contractor shall protect Utility Lines constructed under terms of the Contract and those discovered or shown on Drawings to be existing. In the event that Contractor damages any existing Utility Lines, shown or not shown on the Drawings, Contractor shall immediately notify the Project Manager. Damage occurring to existing Utility Lines due to Contractor's failure to exercise reasonable care shall be repaired or replaced at no cost to the County.

## 2.11 Taxes

2.11.1 Contractor shall pay all taxes, levies, duties and assessments of every nature which may be applicable to any Work under this Contract. The Contract Price and any agreed variations thereof shall include all applicable taxes imposed by law. Contractor shall make any and all payroll deductions required by law. Contractor herein indemnifies and holds the County harmless from any liability on account of any and all such taxes, levies, duties, assessments and deductions. The indemnity provision of this section shall survive the expiration or earlier termination of this Contract. Contractor may not use County's tax-exempt status unless specifically authorized in writing in advance.

2.11.2 Foreign Entity Tax Withholding. Amounts due to certain foreign persons or entities may be subject to backup withholding taxes under federal law. If Contractor is a foreign person or entity that is required to complete Internal Revenue Service ("IRS") Form W-8ECI, Contractor shall provide County a copy of Contractor's current Form W-8ECI prior to issuance of any invoice or payment under this Contract. If Contractor fails to timely provide a completed, current Form W-8ECI, County will withhold all backup withholding taxes from the amounts due to the Contractor, remit such sums to the IRS, and pay Contractor only the remainder. County makes no representation regarding the tax treatment of amounts due to

Contractor, and Contractor releases and holds the County harmless from any claims or damages in any way relating to or arising from any tax withholding by County pursuant to this section.

## **2.12 Publicity and Advertising**

2.12.1 Contractor shall not make any announcement or release any information or publish any photographs concerning this Contract, the Work or the Project or any part thereof to any member of the public, press or any official body, unless prior written consent is obtained from the County.

2.12.2 Use of the County Seal or County Logo is strictly prohibited. In accordance with, County Ordinance 92-2 and County Administrative Policy 101.3, Contractor may not manufacture, use, display, or otherwise use any facsimile or reproduction of the County Seal or Logo without express written approval of the Board of County Commissioners of St. Johns County, Florida.

## **2.13 County Furnished Items**

2.13.1 The County shall furnish to Contractor, at the time of executing this Contract, written and tangible material concerning conditions below ground at the Jobsite. Such written and tangible material is furnished to Contractor only in order to make disclosure of such material and for no other purpose. By furnishing such material, the County does not represent, warrant, or guarantee its accuracy either in whole, in part, implicitly, or at all, and shall have no liability therefore. The County shall also furnish surveys, legal limitations and utility locations (if known), and a legal description of the Project's Jobsite.

2.13.2 Contractor shall obtain and pay for all permits, fees and licenses necessary and ordinary for the performance of the Work. Excluding such permits, fees and licenses, the County shall obtain all approvals, easements, and the like required for construction.

2.13.3 Subject to Paragraph 1.6 above, the County shall furnish Contractor electronic copies of the Contract Documents for execution of the Work. Hard copies of the Contract Documents shall be the responsibility of Contractor.

# **ARTICLE III CONTRACT TIME**

## **3.1 Contract Time**

3.1.1 Contractor shall commence the Work within ten (10) business days following receipt of the County's Notice to Proceed and shall substantially complete all Work within **three hundred fifty (350)** consecutive calendar days as may be extended pursuant to Paragraph 9.2 of this Contract. Final Completion shall be reached within **thirty (30)** consecutive calendar days after Substantial Completion.

3.1.2 Contractor, prior to commencing the Work, shall submit to the Project Manager for his/her information, Contractor's schedule for completing the Work. Contractor's schedule shall be revised no less frequently than monthly (unless the parties otherwise agree in writing), and relate to the entire Work. By way of illustration and not exclusion, Contractor's schedule shall: (1) contain sufficient activities to assure adequate planning for the Work, (2) include approved changes to the Work that impact the schedule, (3) include a clearly defined critical path, and (4) include a unique description for each activity. In the event any schedule revision impacts the completion time as provided in Paragraph 3.1.1 above, Contractor shall submit a request for additional time, in accordance with procedures as provided in Paragraph 9.2 below. Failure by Contractor to strictly comply with the provisions of this Paragraph shall constitute a material breach of this Contract.

## **3.2 Time is of the Essence**

Time is of the essence regarding each and every obligation of Contractor under this Contract. Each obligation is deemed material, and a breach of any such obligation (including a breach resulting from untimely performance) is a material breach.

## **3.3 Substantial Completion**

3.3.1 When Contractor considers the Work is substantially complete, Contractor shall notify the Project Manager in writing and submit a comprehensive list of incomplete items to be completed or corrected prior to Final Completion. The Project Manager will promptly inspect the Work following receipt of Contractor's notice and attached list of incomplete items. The Project Manager may refuse to inspect the Work if the Work is obviously not substantially complete or when Contractor's list is not complete.

3.3.2 To the extent applicable to Contractor's specific Work scope, the following items shall be completed prior to Contractor's request for a Substantial Completion inspection.

- a) All general construction completed.
- b) Project Jobsite cleared of Contractor's excess equipment, storage shacks, trailers, and/or building supplies.
- c) Project record Drawings and Specifications submitted in accordance with the Contract Documents.
- d) Preliminary as-built drawings submitted.
- e) All applicable permits required for use provided.
- g) All operations and maintenance manuals, training literature, and software for all equipment provided.
- h) Manufacturers' certifications and warranties provided.
- i) All required spare parts and special tools provided.

3.3.3 If Substantial Completion is not obtained at the inspection called by Contractor, for reasons which are the fault of Contractor, the cost of any subsequent inspections requested by Contractor for the purpose of determining Substantial Completion shall be the responsibility of Contractor and shall be assessed against the final payment application.

3.3.4 Once Substantial Completion is achieved and within the time allowed by F.S. 218.70 et seq, the Project Manager will prepare the punch list required by the Local Government Prompt Payment Act. Unless otherwise mutually agreed, the punch list items shall be corrected by Contractor within thirty (30) calendar days and prior to any request for Final Inspection and Acceptance. The failure to include any corrective Work or pending items not yet completed on the list does not alter the responsibility of Contractor to complete the Work pursuant to this Contract.

### **3.4 Final Inspection**

When all the Work is finally complete and Contractor is ready for a final inspection, Contractor shall provide written notice to the County and the Project Manager. The Project Manager, with Contractor's cooperation, will conduct such reviews, inspections and tests as may be reasonably required to satisfy the County that the Work, or identified portion of the Work, conforms to all requirements of the Contract Documents. If the Project Manager determines that the Work or any part of the Work is not complete or fails to conform to the Contract Document requirements, Contractor will be notified in writing of deficiencies. After correcting all deficiencies Contractor shall again initiate the procedures for final inspection as set forth above. The Project Manager will issue a Final Certificate for Payment following satisfactory inspection of the Work provided Contractor has delivered to the Project Manager the final corrected as-built Drawings and the final bill of materials, if any.

### **3.5 Liquidated Damages**

3.5.1 Execution of this Contract by Contractor shall constitute Contractor's acknowledgment that the County will sustain damages in the amount identified in Paragraph 3.5.2 below for each and every calendar day during which completion of the Work required is delayed beyond Final Completion. Contractor and County agree that such damages shall be presumed to be the damages actually sustained by the County as defined below, and that because of the nature of the Project, it would be impracticable or impossible to determine or extremely difficult to fix the actual damages.

3.5.2 If Contractor fails to achieve Substantial Completion or Final Completion of the Work by its applicable date, then the County shall be entitled to withhold from any amounts otherwise due Contractor or to be paid as a debt due the sum of **\$2,650** per day for each and every calendar day of unexcused delay "Liquidated Damages". The parties agree that such Liquidated Damages are not a penalty but rather a genuine pre-estimate of monetary damages sustained by the County for loss of revenue and/or increased project administration expenses related to this Contract because Contractor failed to perform and complete Work within the time fixed for completion or additional time granted pursuant to the provisions hereof. The assessment of Liquidated Damages are without prejudice to the County's rights of termination and Contractor's obligation to complete the Work.

3.5.3 Should Contractor fall behind the approved Work schedule; the County reserves the right to deduct Liquidated Damages based on an estimated period of late completion. The County need not wait until completion of Work to withhold Liquidated Damages from Contractor's progress payments.

### **3.6 Disclaimer of Consequential Damages**

The County shall not be liable to Contractor, whether in contract, tort, warranty or under any statute or on any other basis, for any consequential, incidental, indirect, special, punitive or exemplary damages suffered or incurred by Contractor in connection with this Contract, even if the County has been advised of the possibility of such damages. Consequential damages shall include, by way of example and without limitation, opportunity costs, loss of use of facilities or other assets, consequential damage claims of subcontractors, lost profits, lost savings, lost business, lost bonding capacity, lost financing, lost reputation or lost goodwill.

## **ARTICLE IV CONTRACT PRICE AND PAYMENT**

### **4.1 Contract Price**

4.1.1 This Contract is a LUMP SUM Contract. As compensation for satisfactory performance of the Work, the County shall compensate, and Contractor shall accept, as full and complete compensation for all the Work required herein a total Lump Sum price of **Two Million Three Hundred Sixty-One Thousand and Zero Cents (\$2,361,000.00)**, the “Contract Price” that includes the Base Lump Sum Bid Price of \$1,465,000.00 and Alternate #1 Lump Sum Bid Price of \$896,000.00. The cost of any item of Work not covered by a specific Lump Sum shall be included in the Lump Sum price to which the item is most applicable.

4.1.2 If required by the County, Contractor shall have included unit prices in the base Lump Sum. Such unit prices shall apply to revisions to the Work as directed by the County in accordance with Article IX. Unit prices are “all-inclusive”, including labor, material, supervision, tools, equipment, insurance, taxes, fringe benefits, coordination, engineering, overhead, profit, performance and payment bonds, and all other things necessary. Unit prices are fixed for the duration of the Contract and are not subject to escalation for any cause.

### **4.2 Schedule of Values**

4.2.1 Prior to the commencement of Work, Contractor shall submit to the County and to the Project Manager a Schedule of Values allocating the Contract Price to the various portions of the Work. Contractor’s Schedule of Values shall be prepared in such form, with such detail, and supported by such data as the Project Manager or the County may require to substantiate its accuracy. Contractor shall not imbalance the Schedule of Values nor artificially inflate any element thereof. The violation of this provision by Contractor shall constitute a material breach of this Contract.

4.2.2 Upon approval by the County the Schedule of Values shall be used as a basis for Contractor’s Application for Payment. The total of all payments in the Schedule of Values must at all times be equal to the Contract Price. No progress payment shall be made to Contractor until an acceptable Schedule of Values is submitted.

4.2.3 General conditions costs may be considered as a line item for the following items (break down required) (collectively the following shall be known as the General Conditions Costs):

- a) Contractor’s field office personnel (full-time on-site)
- b) Construction office and storage facilities
- c) Utilities required to sustain field office and sanitary facilities
- d) Electrical power and water for construction
- e) Bonds and Insurance

4.2.4 Progress payments for general conditions costs will be based on the percentage of Work completed to date, except bonds and insurance which may be requested in full. Separate payments for Shop Drawings and deposits for materials will not be allowed.

### **4.3 Measurement and Payment**

4.3.1 Contractor shall make all surveys necessary for determining all quantities of Work to be paid under this Contract. Copies of field notes, computations and other records made by Contractor for the purpose of determining quantities shall be furnished to the Project Manager upon request. Contractor shall notify the Project Manager prior to the time such surveys are made. The Project Manager may but shall have no obligation to witness and verify such surveys. Measurements and computations shall be made by such methods as the County may consider appropriate for the class of work measured. The dividing limits, lines or planes between adjacent items or classes of excavation, concrete, or other types of Work where not definitely indicated on the Drawings or in the Specifications shall be as determined by the County.

4.3.2 No payments of invoices (or portions thereof) shall, at any time, constitute approval or acceptance of the Work under this Contract, nor be a waiver by the County of any of the terms contained herein.

#### **4.4 Progress Payments**

4.4.1 Prior to Contractor's submittal of the initial Application for Payment, Contractor shall have delivered the following documents. The County will not make any payment to Contractor until Contractor has complied with these requirements.

- a) Schedule of Values
- b) Project Schedule
- c) Certified copy of recorded bond
- d) Insurance Certificates

4.4.2 On or before the tenth (10th) day of each calendar month, Contractor shall submit an Application for Payment to the Project Manager in such form and manner, and with such supporting data and content, as the Project Manager may require. Such Application for Payment shall be based on the amount of Work done or completed during the payment period which is defined as the first day of the preceding calendar month through the last day of the preceding calendar month. The Project Manager will review the Application for Payment to determine whether the quantity and quality of the Work is as represented in the Application for Payment and thereafter confirm to the County the amount properly owing to Contractor. Upon receipt by the County of the Project Manager's recommendation for payment, payments will be made in accordance with the Local Government Prompt Payment Act (Sections 218.70-218.80 of the Florida Statutes) less such amounts, if any, otherwise owing by Contractor to the County or which the County shall have the right to withhold. Any Application for Payment determined by the County not to be suitable for payment shall be modified and processed in accordance with the County's assessment.

4.4.3 In the event any dispute with respect to any payment or Application for Payment cannot be resolved between Contractor and the County's Project staff, Contractor may demand in writing a meeting with and review by the County's Director of Purchasing and Contracts. Such meeting and review shall occur within ten (10) business days of receipt by the County of Contractor's written demand. The Director of Purchasing and Contracts shall issue a written decision on the dispute within ten (10) business days of such meeting. This decision shall be deemed the County's final decision for the purpose of the Local Government Prompt Payment Act.

4.4.4 The County may withhold from each progress payment made to Contractor an amount not to exceed five (5%) percent of payment as retainage until final acceptance of all Work in accordance with Section 255.078 of the Florida Statutes. Any interest earned on retainage shall accrue to the benefit of the County. The County shall make prompt payment to Contractor, unless in accordance with Section 255.078(6) of the Florida Statutes, such funds are the subject of a good faith dispute, claim or demand by the County or Contractor.

4.4.5 Contractor warrants and guarantees that title to Work, materials, and equipment covered in any Application for Payment, whether incorporated in the Project or not, shall pass to the County no later than the time of payment and shall be free and clear of liens, claims, security interests or other encumbrances.

#### **4.5 Application for Payment**

4.5.1 Contractor may make Application for Payment, at intervals of not more than once a month for Work satisfactorily completed during the Project. Contractor shall submit with each Application for Payment an updated Project schedule acceptable to the Project Manager. Each Application for Payment shall clearly include:

- a) Contract Number;
- b) A unique Application for Payment number;
- c) Contractor's legal name and address;
- d) Taxpayer identification number (Contractor's federal employer identification number);
- e) Brief description of the completed Work, in accordance with Contractor's Schedule of Values;
- f) Original Contract Price including approved Change Order amounts; and,
- g) Preferred remittance address, if different from the mailing address.

The County may require any other information from Contractor that the County deems necessary to verify Contractor's

Application for Payment. No later than ten (10) days after execution of this Contract or Notice to Proceed has been issued, the County will identify in a separate written notice the submittal requirements for Contractor's payment requests.

4.5.2 Delivered, stored or stockpiled materials may be included in an Application for Payment provided Contractor meets the following conditions:

- a) Materials are suitably and securely stored at the Jobsite or a bonded warehouse (acceptable to the County);
- b) An applicable purchase order or supplier's invoice is provided listing the materials in detail, cost of materials and identifying this specific Project by name; and
- c) The material is insured against loss or damage (from whatever source) or disappearance prior to incorporation into the Work.

Payments for such materials shall be at the sole discretion of the Project Manager, shall be based only upon the actual cost of the materials to Contractor, and shall not include any overhead or profit to Contractor.

4.5.3 Each Application for Payment shall be signed by Contractor and shall constitute Contractor's representation that the Work has progressed to the level for which payment is requested, that the Work has been properly installed or performed in full accordance with this Contract, and that Contractor knows of no reason why payment should not be made as requested. Contractor's final Application for Payment shall also be accompanied by a full and complete release and/or waiver of all liens complying with Section 713.20 of the Florida Statutes.

4.5.4 Contractor must remit undisputed payment due for labor, services, or materials furnished by Subcontractors and suppliers hired by Contractor, within ten (10) days after receipt of each progress payment from the County pursuant to Section 218.735 of the Florida Statutes. If necessary for the protection of the County, the County shall have the right, at its sole option, to make payment by joint check or by direct check to Contractor's Subcontractors or suppliers without advance notice to or consent of Contractor. If joint checks are issued following claims by Contractor's Subcontractors or suppliers, the County shall be entitled to an administrative fee of \$50.00 per check for the expense of processing each joint check. Any amounts paid directly to a Subcontractor or supplier will be deducted from payments made to, or amounts due or that may become due to, Contractor. The issuance of a joint check shall create no rights in favor of any person or entity beyond the right of the named payees to payment of the check and shall not be deemed to commit the County to repeat the procedure in the future.

4.5.5 No progress payment, nor any use or occupancy of the Project by the County, shall be interpreted to constitute approval or acceptance of any Work under this Contract, nor be considered a waiver by Contractor of any of the terms of this Contract.

4.5.6 The County's performance and obligation to pay under this Contract is contingent upon an appropriation of lawfully available funds by the Board of County Commissioners. The County shall promptly notify Contractor if the necessary appropriation is not made.

## **4.6 Withheld Payment**

4.6.1 The County may decline to make payment, may withhold funds otherwise payable and, if necessary, may demand the return of some or all of the amounts previously paid to Contractor, if:

- a) Any Claims are made against Contractor by the County or third parties, including Claims for liquidated damages or if reasonable evidence indicates the probability of the making of any such Claim;
- b) Any Claims are made against the County, the County's property or any other party indemnified hereunder which is or might be covered by Contractor's Indemnification obligations under Section 11.2 below;
- c) Contractor fails to pay Subcontractors or others in full and on-time;
- d) Contractor fails to submit schedules, reports, or other information required under the Contract;
- e) Contractor fails to diligently prosecute the Work and maintain progress to assure completion within the Contract Time;
- f) Contractor persistently fails to fully and timely perform the Work in accordance with the Contract Documents;
- g) Defective or nonconforming Work is not remedied; or
- h) Contractor is in default of any other representation, warranty, covenant or performance obligation of this Contract.

4.6.2 If Claims or liens filed against Contractor or property of the County connected with performance under this Contract are not promptly removed by Contractor after receipt of written notice from the County to do so, the County may remove such Claims or liens and all costs in connection with such removal shall be deducted from withheld payments or other monies due, or which may become due, to Contractor. If the amount of such withheld payments or other monies due Contractor under the Contract is insufficient to meet such cost, or if any Claim or lien against Contractor is discharged by the County after final payment is made, Contractor and its surety or sureties shall promptly pay the County all costs (including attorney's fees) incurred thereby regardless of when such Claim or lien arose.

#### **4.7 Final Payment**

4.7.1 Upon Contractor's receipt of the Final Certificate for Payment, Contractor may submit a final invoice provided the following has been completed or submitted with such final invoice:

- a) Complete all items applicable to the Work identified in Paragraph 3.3.2;
- b) Complete all Work listed on the punch list prepared in accordance with Paragraph 3.3.4;
- c) Consent of Surety for final payment and/or retainage;
- d) Final Waiver and Release of Claim signed by Contractor;
- e) Submittal of final corrected as-built (record) Drawings;
- f) Settlement of Liquidated Damages, as applicable; and
- g) Settlement of liens and Claims, if any.

4.7.2 Acceptance of Final Payment shall constitute a waiver of all Claims against the County by Contractor except for those Claims previously made in writing against the County by Contractor, pending at the time of Final Payment, and identified in writing by Contractor as unsettled at the time of its request for Final Payment.

4.7.3 In the event Contractor fails to make a Request for Final Payment, or to resubmit a final Application for Payment within ninety (90) days after being requested to do so, the County may deem any and all retained funds to be abandoned property and shall give notice of abandonment to Contractor. The County may set off against the final payment any amounts due to County from Contractor arising out of or under this or any other Contract or Contract between them.

### **ARTICLE V CONTRACTOR RESPONSIBILITIES**

#### **5.1 Performance**

5.1.1 Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish Contractor's ability to satisfy its contractual obligations hereunder.

5.1.2 Contractor shall perform no part of the Work at any time without adequate Contract Documents or, as appropriate, approved Shop Drawings, Product Data or samples for such portion of the Work. If Contractor performs any portion of the Work where Contractor knows or should know such Work involves a recognized error, inconsistency or omission in the Contract Documents without notice to the Project Manager and the County, Contractor shall bear responsibility for such performance and shall bear the cost of correction.

5.1.3 Contractor shall perform the Work strictly in accordance with this Contract.

5.1.4 Contractor shall confine its operations to the Jobsite or such other land and areas identified in and permitted by the Contract Documents. Contractor shall assume full responsibility for any damage to any such land or area, to the County or occupant thereof, or of any adjacent land or areas, resulting from the performance of the Work. Should any Claim be made by any such owner or occupant because of the performance of the Work, Contractor shall promptly settle with such other party by negotiation or otherwise resolve the Claim by other dispute resolution proceeding or at law. Contractor shall, to the fullest extent permitted by Applicable Law, indemnify and hold harmless the County, and its officers, directors, agents and employees and anyone directly or indirectly employed by them from and against Claims, costs, losses, and damages arising out of or resulting from any Claim or action, legal or equitable, brought by any such owner or occupant against the County or any other party indemnified hereunder to the extent caused by or based upon Contractor's or a Subcontractor's performance of the Work.

5.1.5 Contractor is solely and exclusively responsible for supervising all workers at the Jobsite. Contractor shall supervise

and direct the Work using Contractor's best skill, effort and attention. Contractor shall be responsible to the County for any and all acts or omissions of Contractor, its employees and others engaged in the Work on behalf of Contractor.

5.1.6 Contractor and the Work must comply with all Applicable Law and the requirements of any applicable grant agreements.

## **5.2 Authorized Representative**

5.2.1 Prior to commencing Work, Contractor shall designate in writing a competent, authorized representative(s) acceptable to the County to represent and act for Contractor ("Authorized Representative"). Absent such written designation, Contractor's Jobsite superintendent shall be deemed Contractor's Authorized Representative and s/he shall be authorized to receive and accept any and all communications from the County or the County's Project Manager. All communications given to the Authorized Representative shall be binding upon Contractor. An Authorized Representative may be added, removed or changed upon prior written notice given pursuant to Section 13.18 titled "Written Notice".

5.2.2 At all times while performing the Work and Warranty Work, Contractor shall have one or more Authorized Representatives present on the Jobsite. Such Authorized Representative shall be capable to effectively communicate with the County or the County's Project Manager, execute and enforce applicable Contract Documents and address Jobsite safety and environmental requirements.

## **5.3 Environmental, Safety and Health**

5.3.1 Safety and Protection. Contractor shall be solely and exclusively responsible for conducting operations under this Contract to avoid risk of harm to the health and safety of persons and property and for inspecting, supervising and monitoring all equipment, materials (whether in storage on or off the Jobsite), work practices and safety precautions (including but not limited to adequate maintenance of traffic) used in the Work to ensure compliance with its obligations under this Contract. Contractor shall provide or cause to be provided necessary training and furnish all safety construction equipment/tools, including OSHA compliant and ANSI certified personal protective equipment as appropriate and necessary for the performance of the Work, to its subcontractors of every tier and enforce the use of such training and safety construction equipment/tools.

5.3.2 Compliance. Contractor shall comply with all Applicable Laws bearing on the safety of persons or property, or their protection from damage, injury or loss including compliance with applicable permits, Project plans and approvals. To the extent allowed by law, Contractor shall assume all responsibility and liability with respect to all matters regarding the safety and health of its employees and the employees of Contractor's subcontractors and suppliers of any tier, with respect to the Work.

5.3.3 Stop Work Authority. Notwithstanding the foregoing, the County reserves the right to direct Contractor to stop Work and correct an unsafe condition at any time that any person present at the Jobsite identifies any unsafe condition or action. For this purpose only, any person at the Jobsite is authorized to act on behalf of the County.

5.3.4 Safety Representative. Prior to commencing Work, Contractor shall designate in writing a member(s) of its Jobsite construction team as its Safety Representative. Such Safety Representative shall be acceptable to the County and shall have responsibility for implementing all safety procedures, including OSHA, responsibility for the prevention of accidents, authority for monitoring safety of the Work, authority to correct unsafe conditions or acts by its employees or Subcontractors, the ability to oversee compliance with and address environmental requirements, and coordinate with other on-site contractors and subcontractors on safety and environmental matters required for the Work. In the absence of the required written designation, this person shall be Contractor's Superintendent.

5.3.5 Safety Reporting Requirements. Contractor shall maintain accident and injury records as required by Applicable Law. Such records will be made available to the County upon request. Contractor shall immediately report to the County any death, injury or damage to property incurred or caused by Contractor's employees and employees of Contractor's subcontractors and suppliers of any tier.

5.3.6 Drug Free Workplace. By signing this Contract, Contractor agrees to maintain a healthy and productive workforce and safe working conditions thru compliance with the Drug-Free Workplace Act (Chapter 112, Florida State Statutes). Contractor's personnel shall not possess, use, manufacture, distribute or be under the influence of while on the Jobsite (or any other location where the provisions of this Contract applies) alcoholic beverages and/or illegal drugs or any other "Drug"



as such term is defined in the Drug-Free Workplace Act.

5.3.7 Occupational Safety and Health Act (OSHA). Contractor warrants that all materials, equipment, services, etc., delivered or provided to the County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) of 1970 as amended and the failure to comply will be considered a breach of this Contract. Contractor further certifies that if material, equipment, service, etc., delivered or provided to the County is subsequently found to be deficient in any OSHA requirement in effect on date of delivery or service fulfillment date, all costs necessary to bring the material, equipment, service, etc., into compliance with the aforementioned requirements shall be borne by Contractor.

5.3.8 Toxic Substances/Federal Hazard Communication “Right to Know and Understand” Regulations  
The Federal “Right to Know and Understand” Regulation (also known as the Hazard Communication / Globally Harmonized System of Classification and Labeling of Chemicals (GHS) implemented by OSHA requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe chemical storage, labeling, handling practices and emergency procedures.

Accordingly, Contractor is required to provide completed Safety Data Sheets (SDS) for each hazardous substance provided to the County under this Contract. This includes hazardous substances that are not directly included in the Contract Documents, but are included in the goods or services provided by Contractor to the County. The SDS for each substance must be sent to the County’s Project Manager and must also be sent to:

St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Risk Management

In the event that hazardous material is improperly handled or stored by Contractor, its subcontractors, any sub-subcontractors, or any employee or agent of any of the aforementioned which results in contamination of the Jobsite, Contractor shall immediately notify the County and the appropriate governmental authority and shall take whatever action is necessary or desirable to remediate the contamination at Contractor’s sole cost and expense. Further, Contractor shall indemnify and hold harmless the County from any and all cost, expense, action, or liability whatsoever resulting from such contamination and/or remedial activities. The indemnity provisions of this section shall survive the expiration or earlier termination of this Contract.

## ARTICLE VI PROJECT MANAGER

### 6.1 Project Manager Responsibilities

6.1.1 The County shall designate as its representative a Project Manager who shall be fully acquainted with the Project. The Project Manager shall be the County’s representative from the Effective Date of this Contract until final payment has been made. The Project Manager shall be authorized to act on behalf of the County only to the extent provided in this Article VI.

6.1.2 The County and Contractor shall communicate with each other in the first instance through the Project Manager.

6.1.3 The Project Manager shall be the initial interpreter of the requirements of the Drawings and Specifications and the judge of the performance there under by Contractor. The Project Manager shall render written or graphic interpretations necessary for the proper execution or progress of the Work with reasonable promptness on request of Contractor.

6.1.4 The Project Manager shall review Contractor’s Applications for Payment and shall confirm to the County for payment to Contractor, those amounts then due to Contractor as provided in this Contract.

6.1.5 The Project Manager shall have authority to reject Work, which is defective or does not conform to the requirements of this Contract. If the Project Manager deems it necessary or advisable, the Project Manager shall have authority to require additional inspection or testing of the Work for compliance with Contract requirements at Contractor’s expense.

6.1.6 The Project Manager shall review and accept, or take other appropriate action as necessary, concerning Contractor’s submittals including but not limited to Shop Drawings, Product Data and Samples. Such review, acceptance or other action

shall be for the sole purpose of determining conformance with the design concept and information given through the Contract Documents.

6.1.7 The Project Manager may authorize minor changes in the Work by field order as provided elsewhere herein. The Project Manager does not have authority to approve adjustments to the Contract Price or Contract Time. If at any time Contractor believes that acts or omissions of the County constitute a change to the Work, Contractor shall submit a written notice in accordance with the requirements of Article VIII.

6.1.8 The Project Manager shall, upon written request from Contractor, conduct inspections to determine the date of Substantial Completion and the date of Final Completion, shall receive and forward to the County for the County's review and records, written warranties and related documents required by this Contract and shall issue a Final Certificate for Payment upon compliance with the requirements of this Contract.

6.1.9 The Project Manager's decision in matters relating to aesthetic effect shall be final if consistent with the intent of this Contract.

## **6.2 Field Orders**

The Project Manager shall have authority to order minor changes in the Work not involving a change in the Contract Price or Contract Time and not inconsistent with the intent of this Contract. Such changes shall be affected by written field order and shall be binding upon Contractor. Contractor shall carry out such field orders promptly.

## **ARTICLE VII SUBCONTRACTORS**

### **7.1 Award of Subcontracts**

7.1.1 Contractor shall be responsible for all Work performed under the Contract Documents. All persons engaged in the Work of the Project are the responsibility and under the control of Contractor. Contractor shall furnish the Project Manager, in writing, the names of persons or entities proposed by Contractor to act as a Subcontractor on the Project. The Project Manager shall promptly reply to Contractor, in writing, stating any objections the Project Manager may have to such proposed Subcontractor. Contractor shall not enter into a Subcontract with a proposed Subcontractor with reference to whom the Project Manager has made a timely objection.

7.1.2 Contractor shall give personal attention to fulfillment of the Contract and shall keep the Work under Contractor's control. When any Subcontractor fails to execute a portion of the Work in a manner satisfactory to the County, Contractor shall remove such Subcontractor immediately upon written request from the County, and the Subcontractor shall not again be employed on the Project. The County will not entertain requests to arbitrate disputes among Subcontractors or between Contractor and Subcontractor(s) concerning responsibility for performing any part of the Work.

## **ARTICLE VIII CONTRACT DISPUTES/CLAIMS**

### **8.1 Contract Claims**

8.1.1 If any dispute between the County and Contractor arises under this Contract and such dispute cannot be resolved by good faith negotiations at the field level between the Project Managers of the Contractor and County, such dispute shall be promptly escalated to the Senior Representatives of the Parties, upon request of either party, who shall meet as soon as conveniently possible, but in no case later than fourteen (14) calendar days after such a request is made, to attempt to resolve such dispute or disagreement. Five (5) calendar days prior to any meetings between the Senior Representatives, the parties will exchange relevant information that will assist the parties in resolving the dispute or disagreement.

#### **INSERT APPLICABLE DEPARTMENT INFORMATION**

8.1.1.1 The Senior Representative for the County shall be the Director, or designee, of the County's Public Works Department.

8.1.1.2 The Senior Representative for the Contractor shall be the supervisor of the Project Manager, or a principal of the Contractor.

8.1.2 If after meeting, the Senior Representatives determine that the dispute or disagreement cannot be resolved on terms satisfactory to both parties, the Contractor shall submit a Contract Claim as provided herein.

8.1.3 Prior to filing a Contract Claim, Contractor shall first exhaust all remedies set forth in the Contract Documents. Claims arising from this Contract shall be filed with the Purchasing Director within five (5) business days of exhausting all remedies set forth above. Pending final resolution of a dispute or claim, unless otherwise agreed in writing by both parties, the Contractor is required to proceed with performance of the Work and maintain effective progress to complete the Work within the Contract Time set forth herein. The Contract Claim shall include, at a minimum, the following:

- a) The name and address of the Contractor and any legal counsel; and
- b) The Contractor's address to which the County's rendered decisions shall be sent; and
- c) Identification, and a copy, of the final adverse decision or document that is the subject of the Contract Claim and any exhibits, evidence or documents which the Contractor deems applicable to the issues raised in the Claim; and
- d) Identification of the administrative remedies provided for in the Contract that were pursued prior to the Claim and the outcome; and
- e) A statement of the grounds for each issue raised in the Contract Claim to be reviewed and the applicable provisions of the Contract, as well as any applicable Laws, or other legal authorities which the Contractor deems applicable to the Claim.

8.1.4 During the Purchasing Director' review of the Contract Claim, the Purchasing Director may request additional information from the project team of both parties. The parties must provide the requested information within the time period set forth in the request. Failure of either party to timely comply may result in resolution of the Claim without consideration of the requested information.

8.1.5 The Purchasing Director shall render a decision on the Contract Claim within twenty-one (21) calendar days of the deadline for receipt of all requested information. The written decision of the Purchasing Director shall be sent to the Contractor at the address provided in the Contract Claim, or as otherwise agreed to by the parties.

8.1.6 The decision for any Contract Claim by the Purchasing Director may be appealed by the Contractor to the County Administrator. Contractor must submit their appeal to the County Administrator, including any and all information, documentation, backup data, or other supplemental facts or figures within five (5) business days of receipt of the Purchasing Director' decision. Failure by the Contractor to submit an appeal within the prescribed timeframe shall be a waiver of a right to appeal the rendered decision. The appeal shall include any and all information, documentation, and data relative to the Contract Claim and subsequent appeal. The County Administrator shall render a decision within thirty (30) calendar days of receipt of all information. The County Administrator's decision shall be considered final, unless Contractor takes legal action in Circuit Court.

## ARTICLE IX CHANGES IN THE WORK

### 9.1 General

9.1.1 The County may, at any time, without invalidating this Contract and without notice to sureties, direct changes in the Work within the general scope of this Contract, consisting of additions, deletions, revisions, or any combination thereof, by Change Order or by field order. Contractor agrees to promptly comply with such orders and proceed with the Work, which shall be performed under the applicable requirements of the Contract Documents. Contract Time and Contract Price will be adjusted, in accordance with Sections 9.2 and 9.3 below, by written Change Order for changes which materially increase or decrease the cost of or time for performance of the Work.

9.1.2 If at any time Contractor believes that acts or omissions of the County constitute a change to the Work, Contractor shall submit a written notice to the Project Manager explaining in detail the basis for the change request. Contractor's written notice must be furnished within five (5) days of the commencement of the event giving rise to the claim or Contractor's knowledge of the claim, and the notice shall state the general nature and cause of the claim. Thereafter, within twenty (20) days after the termination of the event giving rise to the claim or Contractor's knowledge of the claim, Contractor shall submit written notice of the extent of the claim with supporting information and documentation to the Project Manager and County. **IT IS EXPRESSLY AND SPECIFICALLY AGREED THAT ANY AND ALL CLAIMS FOR CHANGES TO THE CONTRACT TIME OR CONTRACT PRICE SHALL BE WAIVED IF NOT SUBMITTED IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION.** Pending final resolution of any such claim request, Contractor shall diligently proceed with performance of this Contract regardless of any dispute concerning performance of the Work or the amount Contractor is to be paid for such Work.

## **9.2 Changes in the Contract Time**

9.2.1 The Contract Time will be extended by Change Order in an amount equal to time lost on critical Work items due to delays beyond the control of and through no fault or negligence of Contractor if a claim for an extension is submitted in accordance with Section 9.1.2 above.

9.2.2 If Contractor is delayed in progressing any task which at the time of the delay is then critical or which during the delay becomes critical, as a direct result of unusually adverse weather conditions not reasonably anticipated, or any other causes beyond Contractor's reasonable control and not attributable to Contractor or Contractor's Subcontractor's actions or failure to act, then the date for achieving Substantial Completion of the Work may be extended for such reasonable time as the Project Manager may determine. An extension of Contract Time shall be Contractor's sole and exclusive remedy for delay unless the delay is solely caused by fraud, bad faith or active interference on the part of the County or its representatives. In no event shall Contractor be compensated for interim delays that do not extend the Contract Time.

9.2.3 Extensions to the Contract Time for delays caused by the effects of inclement weather shall be submitted as a request for a change in the Contract Time pursuant to paragraph 9.1.2 above. Time extensions are justified only when rain, other inclement weather conditions, or related adverse soil conditions result in Contractor's inability to work at least fifty percent (50%) of the normal workday on controlling items of Work identified on the accepted schedule or updates to that schedule.

9.2.4 Contractor shall, at no cost to the County, take all precautions necessary to secure the Project Jobsite from any damage that may be caused by all threatened storm events, regardless of whether the County has given notice of same. Compliance with any specific storm event precautions will not constitute additional work. Suspension of the Work caused by a threatened or actual storm event, regardless of whether the County has directed such suspension, will entitle Contractor to additional Contract Time only and shall not give rise to a claim for a change in the Contract Price.

## **9.3 Changes in the Contract Price**

9.3.1 In connection with any claim by Contractor against the County for compensation in excess of the Contract Price, any liability of the County for Contractor's costs shall be strictly limited to direct costs incurred by Contractor and shall in no event include indirect costs or consequential damages of Contractor.

9.3.2 Any change in the Contract Price resulting from a Change Order shall be determined as follows:

- a) By mutual acceptance of a lump sum increase or decrease in costs. Upon the Project Manager's request, Contractor shall furnish a detailed estimate of increased or decreased costs, together with cost breakdowns and other support data as the Project Manager may reasonably request.
- b) By Unit Prices stated in the Contract Documents, or subsequently agreed upon payment.
- c) By a manner or method mutually agreed by the County and Contractor.

9.3.3 If no mutual agreement occurs between the County and Contractor, then the change in the Contract Price, if any, shall than be determined by the Project Manager on the basis of the reasonable expenditures or savings of those performing, deleting or revising the Work attributable to the change, including, in the case of an increase or decrease in the Contract Price, a reasonable allowance for direct job site overhead and profit. In such case, Contractor shall present, in such form and with such content as the County or the Project Manager requires, an itemized accounting of such expenditures or savings shall be limited to the following: reasonable costs of materials, supplies, or equipment including delivery costs, reasonable costs of labor, including social security, unemployment insurance, fringe benefits required by a pre-existing Contract or by custom, and workers' compensation insurance, reasonable costs of premiums for all bonds and insurance, permit fees, and sales, use or other taxes paid by Contractor that are directly attributable to the changed Work. In no event shall any expenditure or savings associated with Contractor's home office or other non-Jobsite overhead expenses be included in any change in the Contract Price. Pending final determination of reasonable expenditures or savings to the County, payments shall be made to Contractor based on the Project Manager's recommendation for payment.

9.3.4 Costs which will not be allowed or paid in Change Orders or other claims under this Contract include, but are not limited to, the costs of preparing or reviewing change request/claims or proposed Change Orders, change request/claim consulting costs; lost revenues; lost profits; lost income or earnings; interest cost of any type other than those mandated by statute; rescheduling costs; lost earnings; loss of other business; or the costs of Contractor representatives visiting the Jobsite or participating in meetings with the County. The County shall not be liable to Contractor for claims of third parties,

including Subcontractors, unless and until liability of Contractor has been established therefore in a court of competent jurisdiction.

#### **9.4 Acceptance of Change Orders**

Contractor's written acceptance of a Change Order shall constitute a final and binding Contract to the provisions thereof and a waiver of all claims in connection therewith, whether direct, indirect, or consequential in nature.

#### **9.5 Notice to Sureties**

Contractor shall notify and obtain the timely consent and approval of Contractor's surety with reference to all Change Orders if such notice, consent or approval is required by Contractor's surety or by law. Contractor represents and warrants to County that Contractor is solely liable and responsible to so notify and obtain any such consent or approval.

#### **9.6 Differing Site Conditions**

If during the course of the Work, Contractor encounters (1) subsurface or concealed conditions at the Project's Jobsite that differ materially from those shown in the Contract Documents and from those ordinarily encountered and generally recognized as inherent in work of the character called for in this Contract; or (2) unknown physical conditions of the Project's Jobsite, of an unusual nature, which differ materially from that ordinarily encountered and generally recognized as inherent in work of the character called for in this Contract, then Contractor, without disturbing the conditions and before performing any Work affected by such conditions, shall, within twenty-four (24) hours of their discovery, notify the Project Manager in writing of the existence of the aforesaid conditions. The Project Manager shall, within two (2) business days after receipt of Contractor's written notice, investigate the site conditions identified by Contractor. If, in the sole opinion of the Project Manager, the conditions do materially so differ and cause an increase or decrease in Contractor's cost of, or the time required for, the performance of any part of the Work, whether or not charged as a result of the conditions, the Project Manager may recommend an equitable adjustment to the Contract Price, or the Contract Time, or both. If Project Manager and Contractor cannot agree on an adjustment in the Contract Price or Contract Time, the adjustment shall be referred to the Director of Purchasing and Contracts for determination in accordance with the provisions of Paragraph 1.5. No request by Contractor for an equitable adjustment to this Contract under this provision shall be allowed unless Contractor has given written notice to the Project Manager in strict accordance with the provisions of this Article. **No request for an equitable adjustment or change to the Contract Price or Contract Time for differing site conditions shall be allowed if made after the date certified by the Project Manager as the date of Substantial Completion.**

The failure by Contractor to provide written notice as provided in this Paragraph 9.6 shall constitute a waiver by Contractor of any Claim arising out of or relating to such concealed or unknown condition.

### **ARTICLE X UNCOVERING WORK, STOPPING WORK, AND ACCEPTING DEFECTIVE OR NONCONFORMING WORK**

#### **10.1 Uncovering Work**

10.1.1 No Work or portion of Work shall be covered until inspected by the County as required by the Contract Documents. If any of the Work is covered contrary to the request or direction of the County or the Project Manager or contrary to the requirements of the Contract Documents, Contractor shall, upon written request, uncover it for the Project Manager's inspection and subsequently cover the Work in accordance with the Contract Documents without adjustment to the Contract Time or Contract Price. The provisions and obligations set forth herein shall apply even if the County ultimately determines (after uncovering and inspection) that the underlying Work in question conforms to the requirements of the Contract Documents.

10.1.2 Should the County wish to either (i) re-inspect a portion of the Work that has been covered by Contractor in compliance with Paragraph 9.1.1, above, or (ii) inspect a portion of the Work that has been covered by Contractor which is not required by the Contract Documents to be observed or inspected prior to its being covered and which the County did not specifically request to observe prior to its being covered, Contractor shall uncover the applicable portion of the Work upon written request. If the County determines that the Work uncovered conforms to the requirements of the Contract Documents, then the County will pay the costs of uncovering and replacement of the cover through a Change Order and will adjust the Contract Time by Change Order if the uncovering and replacement Work extends the most current Substantial Completion or Final Completion date, as applicable. If, however, the County determines that the Work uncovered does not conform to the requirements of the Contract Documents, then Contractor shall pay the costs of uncovering and replacement and shall not be entitled to an adjustment of the Contract Price.

## **10.2 Right to Stop Work**

If the Work is defective, or Contractor fails to supply sufficient skilled workers, suitable materials, or equipment or fails to furnish or perform the Work in such a way that the completed Work will conform to the Contract Documents, the County, acting through the Project Manager, may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. The County's right to stop Work, or any portion thereof, shall not give rise to any duty on the part of the County to exercise this right for the benefit of Contractor or any other party.

## **10.3 County May Accept Defective or Nonconforming Work**

If the County chooses to accept defective or nonconforming Work, the County may do so. In such events, the Contract Price shall be reduced by the greater of (a) the reasonable cost of removing and correcting the defective or nonconforming Work, and (b) the difference between the fair market value of the Work had it not been constructed in such manner as to include defective or nonconforming Work. If the remaining portion of the unpaid Contract Price, if any, is insufficient to compensate the County for its acceptance of defective or nonconforming Work, Contractor shall, pay the County such remaining compensation for accepting defective or nonconforming Work.

# **ARTICLE XI CONTRACT SUSPENSION AND TERMINATION**

## **11.1 Suspension**

The County may, by written notice, order Contractor to suspend, delay or interrupt Work, in whole or in part, for a period of time as the County may determine. If such suspension delays Contractor's ability to meet the authorized Contract Time, Contractor will be granted an extension of time as reasonably agreed by both parties. Contractor shall not be entitled to an adjustment to the Contract Time to the extent that performance is, was or would have been so suspended, delayed or interrupted by another cause, act or omission for which Contractor is responsible. Notwithstanding anything to the contrary in this Contract and, in the event any such suspension exceeds ninety (90) days, Contractor may, upon ten (10) days written notice to the County, terminate performance under this Contract and recover from the County an equitable adjustment in accordance with Section 9.3 above.

## **11.2 Termination**

11.2.1 The County may by written notice to Contractor terminate the Work under this Contract in whole or in part at any time for the County's convenience or for the default of Contractor.

11.2.2 The County may terminate this Contract, in whole or in part, for its convenience upon thirty (30) calendar days written notice to the Contractor. If the termination is for the convenience of the County, an equitable adjustment in the compensation to be paid to the Contractor may be made based upon the cost for completed Work, Work in progress, and the substantiated, reasonable and actually incurred costs associated with termination, including demobilization costs and amounts due in settlement of terminated contracts with Subcontractors. No amount shall be allowed for anticipated profit or unperformed work.

11.2.3 Contractor may terminate this Contract, for any reason up to sixty (60) calendar days written notice, provided that any outstanding Work is completed by Contractor, or Contractor's Subcontractors. Contractor further agrees to cooperate fully and assist the County, upon request, in order to complete any Work under this Project. In such event, the County shall compensate the Contractor as mutually agreed in writing for any such Work after termination.

11.2.4 The County may terminate this Contract, in whole or in part, for cause (or "default"). In the event of Contractor's default, the County shall issue a Notice of Default to the Contractor, articulating the items which the County finds to be in default of the requirements of this Agreement. Contractor shall have ten (10) calendar days from receipt of the Notice of Default to remedy deficiencies or submit, in writing, an acceptable plan for remedying the deficiencies identified in said notice. If Contractor fails to remedy such deficiencies, or to submit an acceptable plan for remedying such deficiencies, to the satisfaction of the County within the stated time period, the County shall issue a Notice of Termination, and take over and prosecute the Work to completion. In such case, Contractor shall be liable to the County for all reasonable additional costs incurred by the County in completion of the Work.

11.2.5 Upon receipt of such termination notice Contractor shall immediately stop all Work and shall immediately cause any and all of its Subcontractors and material suppliers at any tier, to immediately stop all work, leaving the construction Site in a safe and secured condition. Contractor shall not be paid for any work performed or costs incurred after the

termination date that reasonably could have been avoided. The County may direct Contractor to assign Contractor's right, title and interest under terminated orders or subcontracts to its designee.

11.2.6 Contractor shall not remove from the construction Jobsite any materials, equipment, plant or tools that have been paid for by County pursuant to this Contract. Contractor hereby grants the County a free and unimpeded right of access to Contractor's facilities, which shall survive any termination of the Contract, for the purpose of permitting the County to take control of and remove any Work, including but not limited to any Work for which title has vested in the County.

11.2.7 For purposes of this Termination provision, Contractor shall be deemed in default if Contractor (1) persistently or repeatedly refuses or fails to perform the Work in a timely manner, (2) fails to supply enough properly skilled Workers, supervisory personnel or proper equipment or materials, (3) fails to make prompt payment to Subcontractors, or for materials or labor, (4) becomes insolvent or becomes the subject of voluntary or involuntary bankruptcy proceedings, (5) persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or (6) breaches or violates a material provision of this Contract. If the termination is attributable to the default of Contractor, the County shall have the right, without prejudice to any other right or remedy, to take possession of the construction Jobsite and of all materials, equipment, tools, construction equipment and machinery thereon owned by Contractor and may finish the Work by whatever methods it may deem expedient. In such case, Contractor shall not be entitled to receive any further payment until the Work is finished.

11.2.8 If the unpaid balance of the Contract Price less any liquidated damages due under this Contract, exceeds the cost of finishing the Work, including compensation for the Project Manager's additional services and expenses made necessary thereby, Contractor shall pay the difference to the County. This obligation for payment shall survive the termination of the Contract.

11.2.9 If, after termination by the County for Contractor's default, it is determined by a Court of competent jurisdiction that Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties, including adjustment of the Contract Price, will be the same as if the termination had been issued for the convenience of the County, as provided under Paragraph 11.2.4 above.

## **ARTICLE XII WARRANTY AND INDEMNITY**

### **12.1 Warranty**

12.1.1 Contractor warrants and guarantees to the County that all labor furnished to progress the Work under this Contract shall be competent to perform the tasks undertaken and that the product of such labor shall yield only first-class results and that all materials and equipment furnished under this Contract shall be of good quality, free from faults and defects and in strict conformance with the Contract Documents.

12.1.2 Contractor warrants all materials, equipment and labor it furnishes or performs under this Contract against all defects in design, materials and workmanship for a period of one year (or the period of time in any guarantee or warranty provided by any manufacturer or supplier of equipment or materials incorporated into the Work, whichever is later) from and after the date of Final Completion. Contractor shall within ten (10) Days after being notified in writing by the County of any defect in the Work or non-conformance of the Work (Warranty Work), commence and prosecute with due diligence all Work necessary to fulfill the terms of the warranty at its sole cost and expense. Contractor shall act sooner as requested by the County in response to an emergency. In addition, Contractor shall, at its sole cost and expense, repair and replace any portions of the Work (or work of other contractors) damaged by its Warranty Work or which becomes damaged in the course of repairing or replacing Warranty Work. For any Work so corrected, Contractor's obligation hereunder to correct Warranty Work shall be reinstated for an additional one-year period, commencing with the date of acceptance of such corrected Work.

12.1.3 Contractor shall perform such tests as the County may require to verify that any corrective actions, including, without limitation, redesign, repairs, and replacements comply with the requirements of the Contract Documents. All costs associated with such corrective actions and testing, including the removal, replacement, and reinstatement of equipment and materials necessary to gain access, shall be the sole responsibility of Contractor.

12.1.4 All warranties and guarantees of subcontractors, suppliers and manufacturers with respect to any portion of the Work, whether express or implied, are deemed to be obtained by Contractor for the benefit of the County, regardless of

whether or not such warranties and guarantees have been transferred or assigned to the County by separate Contract and Contractor agrees to enforce such warranties and guarantees, if necessary, on behalf of the County.

12.1.5 In the event that Contractor fails to perform its obligations under this Warranty Section, or under any other warranty or guaranty under this Contract, to the reasonable satisfaction of the County, the County shall have the right to correct and replace any defective or non-conforming Work and any work damaged by such work or the replacement or correction thereof at Contractor's sole expense. Contractor shall be obligated to fully reimburse the County for any expenses incurred hereunder upon demand.

12.1.6 Failure on the part of the County to reject defective, non-conforming or unauthorized Work shall not release Contractor from its contractual obligations, be construed to mean acceptance of such Work or material by the County, or, after Final Completion, bar the County from recovering damages or obtaining such other remedies as may be permitted by law.

12.1.7 No adjustment in the Contract Time or Contract Price will be allowed because of delays in the performance of the Work as a result of correcting defective, non-conforming or unauthorized Work.

12.1.8 County and Contractor agree that the provisions of Florida Statute Chapter 558 shall not apply to this Contract.

## **12.2 Indemnity**

12.2.1 Contractor shall indemnify and hold harmless the County and its officers and employees ("Indemnified Party"), from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

12.2.2 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, Contractor further agrees that "damages, losses and costs", includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

12.2.3 To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, for purposes of indemnity, the "persons employed or utilized by Contractor" shall be construed to include, but not be limited to, Contractor, its staff, employees, subcontractors, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Contractor.

12.2.4 In Claims against any person or entity indemnified hereunder by an employee of Contractor, any Subcontractor, or subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section 11.2 shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any Subcontractor or subcontractor under any workers' compensation acts, disability benefits acts or other employee benefit acts.

12.2.5 Contractor's indemnity and hold harmless obligations hereunder shall extend to all Claims against the County by any third party or third-party beneficiary of this Contract and all liabilities, damages, losses and costs related thereto.

12.2.6 This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

12.2.7 If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

12.2.8 Contractor shall further indemnify and hold harmless the County its officers and employees from and against all Claims arising out of any infringement of patent rights or copyrights incident to the use in the performance of the Work or



resulting from the incorporation in the Work of any invention, design, process, product, or device not specified in the Contract Documents and shall defend such Claims in connection with any alleged infringement of such rights.

12.2.9 The indemnification provisions of this Section 11.2 shall survive expiration or earlier termination of this Contract.

## **ARTICLE XIII INSURANCE AND BONDS**

### **13.1 Contractor's Insurance Requirements**

13.1.1 All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Contractor shall furnish proof of insurance to the County prior to execution of this Contract. No Work shall commence under this Contract until Contractor has obtained all insurance coverages required under this section. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by this Contract. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

13.1.2 No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

13.1.3 The types and amounts of insurance required under this Contract do not in any way limit the liability of Contractor including under any warranty or indemnity provision of this Contract or any other obligation whatsoever Contractor may have to the County or others. Nothing in this Contract limits Contractor to the minimum required insurance coverages found in this Article XIII.

### **13.2 Additional Insured Endorsements and Certificate Holder**

The term "Additional Insured", as used in this Contract, shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address: St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, FL 32084  
Attn: Purchasing Division

### **13.3 Workers Compensation**

Contractor shall procure and maintain during the life of this Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Florida Statute 440.02.

### **13.4 Commercial General Liability**

Contractor shall procure and maintain during the life of this Contract, Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under this Contract, whether such services or operations are by Contractor or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

### **13.5 Automobile Liability**

Contractor shall procure and maintain during the life of this Contract, Commercial Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

### **13.6 Additional Coverages**

**ONLY THE SUBSECTIONS CORRESPONDING TO ANY CHECKED BOX IN THIS PARAGRAPH 12.6 WILL APPLY TO THIS CONTRACT.**

13.6.1  Professional Liability.

13.6.1.1 Contractor shall procure and maintain, during the life of this Contract, Professional Liability or Errors and Omissions Insurance with minimum limits of \$1,000,000 with 10-year tail coverage starting upon Final Completion. Contractor's professional liability policy should not have an exclusion for environmental compliance management or construction management professionals.

13.6.1.2 In the event that Contractor employs professional engineering or land surveyor services for performing field engineering or preparing design calculations, plans, and specifications, Contractor shall require the retained engineers and land surveyors to carry professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors, or omissions in connection with professional services to be provided under this Contract.

13.6.2  Builders Risk.

a. Contractor shall procure and maintain Builder's Risk ("all risk") insurance on a replacement cost basis. The amount of coverage shall be equal to the full replacement cost on a completed value basis, including periodic increases or decreases in values through change orders.

13.6.2.2 The Builder's Risk policy shall identify the County as the sole loss payee. The policy shall name as insured the County, Contractor and its subcontractors of every tier. Each insured shall waive all rights of subrogation against each of the other insured to the extent that the loss is covered by the Builder's Risk Insurance. The Builder's Risk policy shall be primary and any self-insurance maintained by the County in not contributory. The Builder's Risk policy shall not include a co-insurance clause. This coverage shall not be lapsed or cancelled because of partial occupancy by the County prior to Final Completion of the Work.

13.6.2.3 The Builder's Risk insurance shall:

- a. insure against at least the following perils or causes of loss: fire; lightning; windstorm; riot; civil commotion; terrorism; vehicle impact; aircraft; smoke; theft; vandalism and malicious mischief; mechanical breakdown, boiler explosion, and artificially generated electric current; earthquake; volcanic activity, and other earth movement; flood; collapse; explosion; debris removal including demolition as may be reasonably necessary; and water damage (other than that caused by flood).
- b. cover, as insured property, at least the following: (i) the Work and all appurtenances, materials, supplies, fixtures, machinery, apparatus, equipment and other property of a similar nature that are to be incorporated into or used in the preparation, fabrication, construction, erection, or completion of the Work including County furnished or assigned property; (ii) spare parts inventory required within the scope of the Contract; and (iii) temporary works which are not intended to form part of the permanent constructed Work but which are intended to provide working access to the Jobsite, or to the Work under construction, or which are intended to provide temporary support for the Work under construction, including scaffolding, form work, fences, shoring, falsework, and temporary structures.
- c. extend to cover damage or loss to insured property (i) while in transit; and (ii) while in temporary storage at the Jobsite or in a storage location outside the Jobsite (but not including property stored at the premises of a manufacturer or supplier).
- d. include (i) performance/start-up and hot testing; (ii) soft costs (e.g. design and engineering fees, code updates, permits, bonds, insurances, and inspection costs); and (iii) costs of funding or financing when a covered risk causes delay in completing the Work.

13.6.3 The Builder's Risk Insurance may have a deductible clause. Contractor shall be responsible for paying any and all deductible costs. Notwithstanding anything to the contrary set forth above, the deductible for coverage of all perils and causes of loss enumerated in subparagraph 12.6.2.3 above shall not exceed \$250,000.

**13.7 Other Requirements**

The required insurance limits identified in Sections 13.4, 13.5, and 13.6 above may be satisfied by a combination of a

primary policy and/or Umbrella or Excess Liability Insurance policy. Contractor shall require each lower-tier subcontractor to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Contractor of its responsibility herein. Upon written request, Contractor shall provide County with copies of lower-tier subcontractor certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

### **13.8 Payment and Performance Bonds**

Contractor shall execute, furnish the County with, and record in the public records of St. John's County, a Payment and Performance Bond in accordance with the provisions of Sections 255.05 and 287.0935 Florida Statutes, in an amount no less than the Contract Price. Such Payment and Performance Bond shall be conditioned upon the successful completion of all work, labor, services, equipment and materials to be provided and furnished hereunder, and the payment of all subcontractors, materialmen, and laborers. Said bond shall be subject to the approval of the Board of County Commissioners of St. John's County, Florida. In accordance with Section 255.05, F.S., the County may not make a payment to Contractor until Contractor has provided the County a certified copy of the recorded bond.

## **ARTICLE XIV MISCELLANEOUS**

### **14.1 Independent Contractor**

Contractor represents that it is fully experienced and properly qualified, licensed, equipped, organized, and financed to perform the Work under this Contract. Contractor shall act as an independent contractor and not as an agent in performing this Contract and shall maintain complete control over its employees and all of its Subcontractors and suppliers of any tier. Nothing contained in this Contract or any lower-tier subcontract or purchase order awarded by Contractor shall create any contractual relationship between any such subcontractor or supplier and the County. Contractor shall perform all Work in accordance with the requirements of this Contract and in accordance with its own methods subject to compliance with this Contract.

### **14.2 Examination of Contractor's Records**

The County or its authorized representative shall, until the expiration of five (5) years after final payment under this Contract, have access to, and the right to examine any directly pertinent books, documents, papers and records of Contractor involving transactions relating to this Contract, and to make copies, excerpts and transcriptions thereof. If any such examination reveals that Contractor has overstated any component of the Contract Price, Change Order, Claim, or any other County payment obligation arising out of this Contract, then Contractor shall, at the election of the County, either immediately reimburse to the County or offset against payments otherwise due Contractor, the overstated amount plus interest. The foregoing remedy shall be in addition to any other rights or remedies the County may have.

### **14.3 Backcharges**

Upon the County's notification to undertake or complete unperformed Work such as cleanup or to correct defective or non-conforming services, equipment, or material (Backcharge Work), if Contractor states or by its actions indicates it is unable or is unwilling to immediately proceed and/or complete the Backcharge Work in an agreed time; the County may perform such Backcharge Work by the most expeditious means available and backcharge Contractor for any and all costs thereby incurred by the County.

The County shall separately invoice or deduct and retain from payments otherwise due to Contractor the costs for Backcharge Work. The County's right to backcharge is in addition to any and all other rights and remedies provided in this Contract or by law. The County's performance of the Backcharge Work shall not relieve Contractor of any of its responsibilities under this Contract and Contractor shall be responsible for the Backcharge Work as if it were its own.

### **14.4 Applicable Law**

Contractor and the Work must comply with all Applicable Law and the requirements of any applicable grant agreements.

#### **14.5 Governing Law & Venue**

The Contract shall be governed by the laws of the State of Florida. Venue for any administrative and/or legal action arising under the Contract shall be St. Johns County, Florida.

#### **14.6 Assignment**

Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any Change Order issued pursuant to the Contract or make an assignment or transfer of any amounts payable to Contractor under the Contract, without the prior written consent of the County. In the event of any assignment, Contractor remains secondarily liable for performance of the Contract, unless the County expressly waives such secondary liability. The County may assign the Contract with prior written notice to Contractor of its intent to do so. This Contract may be assumed by and shall inure to the benefit of the County's successors and assigns without the consent of Contractor.

#### **14.7 Severability**

If a court deems any provision of the Contract void, invalid or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.

#### **14.8 Section Headings**

The section and other headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

#### **14.9 Disclaimer of Third-Party Beneficiaries**

This Contract is solely for the benefit of County and Contractor and no right or cause of action shall accrue to or for the benefit of any third party not a formal party hereto. Nothing in this Contract, expressed or implied, is intended or shall be construed to confer upon or give any person or entity other than County and Contractor, any right, remedy, or Claim under or by reason of this Contract or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon County and Contractor.

#### **14.10 Waiver; Course of Dealing**

The delay or failure by the County to exercise or enforce any of its rights or remedies under this Contract shall not constitute or be deemed a waiver of the County's right thereafter to enforce those rights or remedies, nor shall any single or partial exercise of any such right or remedy preclude any other or further exercise thereof or the exercise of any other right or remedy. The conduct of the parties to this Contract after the Effective Date shall not be deemed a waiver or modification of this Contract.

#### **14.11 No Waiver of Sovereign Immunity**

Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance and obligations under this Contract and shall be fully binding until such time as any proceeding brought on account of this Contract is barred by any applicable statute of limitations.

#### **14.12 Execution in Counterparts**

This Contract may be executed in counterparts, each of which shall be an original document, and all of which together shall constitute a single instrument. The parties may deliver executed counterparts by e-mail transmission, which shall be binding. In the event this Contract is executed through a County-approved electronic signature or online digital signature service (such as DocuSign), such execution shall be valid, effective and binding upon the party so executing. Execution and delivery of an executed counterpart of this Contract and/or a signature page of this Contract by electronic image scan transmission (such as a "pdf" file) or through a County approved electronic signature service will be valid and effective as delivery of a manually executed counterpart of this Contract.

#### **14.13 Entire Contract**

This Contract for the Work, comprised of the Contract Documents enumerated herein, constitutes the entire Contract between the Parties relating to the subject matter hereof and supersedes all prior or contemporaneous Contracts, negotiations, discussions and understandings, oral or written. This Contract may not be amended or modified except in writing, as provided

herein and signed by authorized representatives of both parties.

#### **14.14 Survival**

The provisions of the Contract Documents which by their nature survive termination of the Contract, including without limitation all warranties, indemnities, insurance, payment obligations, and the County's right to audit Contractor's books and records, shall in all cases survive the expiration or earlier termination of this Contract.

#### **14.15 Employment Eligibility and Mandatory Use of E-Verify**

As a condition precedent to entering into this Contract, and in accordance with section 448.095, F.S., Contractor and its subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after July 1, 2023.

- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of this Contract.
- b. The County, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- c. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. The County and Contractor hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with section 448.095(2)(d), F.S.
- e. Contractor acknowledges that, in the event that the County terminates this Contract for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of this Contract for breach of these provisions regarding employment eligibility.
- f. Contractor shall incorporate in all subcontracts made pursuant to this Contract the provisions contained herein regarding employment eligibility.

#### **14.16 Equal Employment Opportunity**

During the performance of this Contract, Contractor agrees as follows:

14.16.1 Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, disability, age, sex (including sexual orientation and gender identity/expression), national origin (including limited English proficiency), marital status, or familial status. Contractor will take affirmative action to ensure that applicants and employees are treated during employment without regard to their race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, genetic information or political affiliation. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertisement, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

14.16.2 Contractor will, in all solicitations or advertisements for employees placed for, by, or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, familial status, or genetic information.

Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with Contractor's legal duty to furnish information.

Contractor will send to each labor union or representatives of workers with which it has a collective bargaining Contract or other contract or understanding, a notice to be provided by the County, advising the labor union or workers' representative of Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records, and accounts by the County and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of Contractor's noncompliance with the nondiscrimination clauses of this Contract or with any of such rules, regulations, or orders, this Contract may be cancelled, terminated or suspended in whole or in part and Contractor may be declared ineligible for further contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

14.16.8 Contractor will include the provisions of paragraphs 14.16.1 through 14.16.8 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontractor or vendor as may be directed to the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, Contractor may request the United States to enter into such litigation to protect the interest of the United States.

#### **14.17 Public Records**

14.17.1 Contractor shall comply and shall require all of its Subcontractors to comply with the State of Florida's Public Records Statute (Chapter 119), specifically to:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
- (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by Applicable Law;
- (3) Ensure that public records related to this Contract that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by Applicable Law for the duration of this Contract and following expiration of this Contract, or earlier termination thereof, if Contractor does not transfer the records to the County; and
- (4) Upon completion of this Contract, or earlier termination thereof, transfer, at no cost, to the County all public records in possession of Contractor or keep and maintain for inspection and copying all public records required by the County to perform the Work.

14.17.2 If Contractor, upon expiration of this Contract or earlier termination thereof i) transfers all public records to the County, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements; and ii) keeps and maintains public records, Contractor shall meet all Applicable Law and requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.

14.17.3 Failure by Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Contract by the County.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (904) 209-0805, [PUBLICRECORDS@SJCFL.US](mailto:PUBLICRECORDS@SJCFL.US), 500 SAN SEBASTIAN VIEW, ST. AUGUSTINE, FLORIDA 32084**

#### **14.18 Anti-Bribery**

Contractor and its Subcontractors shall at all times during the term of this Contract comply with all anti-bribery and corruption laws that are applicable to the performance of this Contract. Contractor represents that it has not, directly or indirectly, taken any action which would cause it to be in violation of Chapter 838 of the Florida Statutes. Contractor shall immediately notify the County of any violation (or alleged violation) of this provision.

#### **14.19 Convicted and Discriminatory Vendor Lists, and Scrutinized Companies**

14.19.1 Contractor warrants that neither it nor any Subcontractor is currently on the convicted vendor list or the discriminatory vendor list maintained pursuant to Sections 287.133 and 287.134 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. Contractor shall immediately notify the County in writing if its ability to perform is compromised in any manner during the term of the Contract.

14.19.2 Section 287.135 of the Florida Statutes prohibits agencies from contracting with companies for goods or services that are on the Scrutinized Companies that Boycott Israel List, or with companies that are engaged in a boycott of Israel, and from contracting with companies for goods or services of \$1,000,000 or more that are on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or are engaged in business operations in Cuba or Syria. The lists are created pursuant to §215.473 and §215.4725, F.S. By execution of this Contract, Contractor certifies that it is not listed on the Scrutinized Companies that Boycott Israel List, the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria, and understands that pursuant to §287.135, F.S., the submission of a false certification may subject Contractor to civil penalties, attorney's fees, and/or costs. In accordance with §287.135, F.S., the County may terminate this Contract if a false certification has been made, or the Contractor is subsequently placed on any of these lists, or engages in a boycott of Israel or is engaged in business operations in Cuba or Syria.

#### **14.20 Compliance with Florida Statute 287.138**

14.20.1 Pursuant to 287.138 F.S., effective July 1, 2023, the County may not enter into contracts which grants the Contractor access to personal identifiable information if: 1) the Contractor is owned by the government of a Foreign Country of Concern (as defined by the statute: (b) the government of a Foreign Country of Concern has a controlling interest in the entity; or (c) the Contractor is organized under the law of or has its principal place of business in a Foreign Country of Concern. The County shall be entitled to immediately terminate this Agreement with liability to ensure the County's continued compliance with the statute.

14.20.2 Pursuant to 287.138 F.S., effective January 1, 2024, if Contractor may access, receive, transmit, or maintain personal identifiable information under this Agreement, Contractor must submit a Foreign Entity Affidavit to the County. Additionally, effective July 1, 2025, Contractor shall submit a Foreign Entity Affidavit to the County prior to any renewals of this Agreement. Failure or refusal to submit a Foreign Entity Affidavit shall be cause for immediate termination of this Agreement by the County.

**14.21 Written Notice**

Any and all notices, requests, consents, approvals, demands, determinations, instructions, and other forms of written communication under this Contract shall be validly given when delivered as follows:

- i. Hand delivered to Contractor’s Authorized Representative or hand delivered during normal business hours and addressed as shown below, or
- ii. Delivered by U.S. Mail, electronic mail or commercial express carrier, (postage prepaid, delivery receipt requested), to the following addresses:

St. Johns County  
 500 San Sebastian View  
 St. Augustine, FL 32084  
 Attn: Leigh A. Daniels  
 Email Address: [ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)

Childers Roofing and Sheetmetal,  
 A Tecta America Company LLC  
 1645 Jessie St.  
 Jacksonville, FL 32206  
 Attn: Ben H. Childers  
 Email Address: [bchilders@tectaamerica.com](mailto:bchilders@tectaamerica.com)

*With a copy to:*

St. Johns County  
 Office of the County Attorney  
 500 San Sebastian View  
 St. Augustine, FL 32084  
 Email Address: [jferguson@sjcfl.us](mailto:jferguson@sjcfl.us)

Notices shall be deemed to have been given on the date of delivery to the location listed above without regard to actual receipt by the named addressee. County and Contractor may each change the above addresses at any time upon prior written notice to the other party.

\*\*\*\*\*



The authorized representatives hereto have executed this Contract effective as of the Effective Date. Contractor's authorized representative executing this Contract represents that he or she is duly authorized to execute this Contract on behalf of Contractor.

**County:**

St. Johns County (Seal)  
(Typed Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date of Execution)

**Contractor:**

Ben H. Childers (Seal)  
(Typed Name)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date of Execution)

**ATTEST:**  
**St. Johns County, FL**  
**Clerk of Circuit Court & Comptroller**

By: \_\_\_\_\_  
(Deputy Clerk)

\_\_\_\_\_  
(Date of Execution)

**Legally Sufficient:**

\_\_\_\_\_  
(Office of County Attorney)

\_\_\_\_\_  
(Date of Execution)

**FORM 1  
CERTIFICATION OF PAYMENTS TO SUBCONTRACTORS**

<b>Contract No.</b>	
<b>Project Title:</b>	

The undersigned Contractor hereby swears under penalty of perjury that:

1. Contractor has paid all Subcontractors all undisputed contract obligations for labor, services, or materials provided on this Project within the time period set forth in Sections 218.73 and 218.735, Florida Statutes, as applicable.

2. The following Subcontractors have not been paid because of disputed contractual obligations; a copy of the notification sent to each, explaining the good cause why payment has not been made, is attached to this form:

Subcontractor Name and Address	Date of Disputed Invoice	Amount in Dispute

Contractor's Authorized Representative executing this Certification of Payments to Subcontractors represents that he or she is duly authorized to execute this Certificate, or if executing on behalf of another, is authorized to do so and that such Authorized Representative is legally bound.

Dated \_\_\_\_\_, 20\_\_ Contractor \_\_\_\_\_  
 By: \_\_\_\_\_  
 (Signature)  
 By: \_\_\_\_\_  
 (Name and Title)

STATE OF \_\_\_\_\_ )  
 ) SS.  
 COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me, by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

**NOTARY PUBLIC:**  
 Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 (NOTARY SEAL)  
 My commission expires:

FORM 2

**CONTRACTOR'S FINAL RELEASE AND WAIVER OF LIEN**

<b>Owner:</b> St. Johns County (hereafter "County")	<b>County Department/Division:</b>
<b>Contract No.:</b>	<b>Contractor Name:</b>
<b>Project:</b>	<b>Contractor Address:</b>
<b>Project Address:</b>	<b>Contractor License No.:</b>
<b>Payment Amount:</b>	<b>Amount of Disputed Claims:</b>

The undersigned has been paid in full for all labor, work, services, materials, equipment, and/or supplies furnished to the Project or to the County and does hereby waive and release any notice of lien, any right to mechanic's lien, any bond right, any claim for payment and any rights under any similar ordinance, rule or statute related to a claim or payment rights the undersigned has on the above described Project, except for the payment of Disputed Claims, if any, described below.

The undersigned warrants that he or she either has already paid or will use the monies received from this final payment to promptly pay in full all of its laborers, subcontractors, materialmen and suppliers for all labor, work, services, materials, equipment, or supplies provided for or to the above referenced Project.

Before any recipient of this document relies on it, the recipient should verify evidence of payment to the undersigned.

**Disputed Claims:** The following invoices, pay applications, retention, or extra work are reserved by undersigned from this final payment (if there are no Disputed Claims enter "**None**"):

*None*

Signed this \_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Contractor/Company Name

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**NOTICE: THIS DOCUMENT WAIVES RIGHTS UNCONDITIONALLY AND STATES THAT YOU HAVE BEEN PAID FOR GIVING UP THOSE RIGHTS. THIS DOCUMENT IS ENFORCEABLE AGAINST YOU IF YOU SIGN IT TO THE EXTENT OF THE PAYMENT AMOUNT OR THE AMOUNT RECEIVED.**



## NOTICE OF INTENT TO AWARD

February 26, 2024

### **Bid No: 23-76; St. Johns County Courthouse and Service Center Roof Replacement**

St. Johns County hereby issues this Notice of Intent to Award a contract to **Childers Roofing and Sheetmetal (A Tecta America Company LLC)** as the lowest, responsive, responsible Bidder under the above referenced Invitation for Bids.

Any actual Bidder, Proposer or Supplier who is aggrieved in connection with the Notice of Intent to Award a Contract, where such grievance is asserted to be the result of a violation of the requirements of the St. Johns County Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest to the Assistant Director of Purchasing & Contracts. The Protest must be made in writing and filed by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award, and must be submitted in accordance with Section 13, SJC Purchasing Policy.

Should no Protest be received in response to this Notice the County will proceed with award of a Contract in accordance with SJC Purchasing Policy.

Please forward all correspondence, requests or inquiries directly to Richard E. Poulin Jr., Procurement Coordinator, via email at [rpoulin@sjcfl.us](mailto:rpoulin@sjcfl.us) or phone at (904) 209-0160.

**St. Johns County, FL**  
**Board of County Commissioners**  
**Purchasing Division**

A handwritten signature in black ink, appearing to read "Leigh Daniels", written over a horizontal line.

Leigh Daniels, CPPB  
Purchasing Manager  
[ldaniels@sjcfl.us](mailto:ldaniels@sjcfl.us)  
(904) 209-0154 - Direct

Date: 2/26/24



ST. JOHNS COUNTY, FL  
REVISED BID TABULATION

**BID NO./TITLE: 23-76 ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**OPENING DATE:** 10/4/2023  
**OPENED BY:** Richard Poulin  
**VERIFIED BY:** Bryan Matus  
**POSTING DATE:** 10/5/2023

BIDDERS	TOTAL LUMP SUM BID PRICE – ST. JOHNS COUNTY COURTHOUSE EAST ROOF REPLACEMENT	BID ALTERNATE NO. 1 – SERVICE CENTER BUILDING ROOF REPLACEMENT	BID ALTERNATE NO. 2 – SKYLIGHT REMOVAL AND INFILL	UNIT PRICE TO REPLACE INSULATING CONCRETE AT THE COURTHOUSE		
Atlas Apex Roofing, LLC.	\$1,642,000.00	\$1,018,000.00	\$36,000.00	\$8.50		
CMM Roofing, Inc.	Non-Responsive	Non-Responsive	Non-Responsive	Non-Responsive		
Advanced Roofing, Inc.	\$1,797,827.00	\$1,436,523.00	\$35,000.00	\$10.00		
RYCARS Construction LLC.	\$1,473,345.00	\$941,480.00	\$21,700.00	\$10.00		
CG Roofing Group LLC	Non-Responsive	Non-Responsive	Non-Responsive	Non-Responsive		
Childers Roofing & Sheetmetal, Atecta America	\$1,465,000.00	\$896,000.00	\$30,000.00	\$25.50		

Any actual Bidder who is aggrieved in connection with the Notice of Intent to Award, where such grievance is asserted to be the result of a violation of the requirements of the County's Purchasing Policy and associated procedures, or any applicable provision of law by the officers, agents, or employees of the County, may file a Protest with the Assistant Director of Purchasing & Contracts. The Protest must be submitted in writing, accompanied by a security in the form of a Protest Bond, by 4:00PM on the fifth business day following the date of the posting of the Notice of Intent to Award.

All public records shall become available for inspection and copying pursuant to Chapter 119, Florida Statutes.

BID NO: 23-76

OFFICIAL COUNTY BID FORM  
ST. JOHNS COUNTY, FLORIDA

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA  
DATE SUBMITTED: October 4, 2023

**BID PROPOSAL OF**

Childers Roofing and Sheetmetal (A Tecta America Company LLC)

Full Legal Company Name of Bidder

1645 Jessie St Jacksonville FL 32206 904-696-8550

Mailing Address

Telephone Number

Fax Number

Bidders: Having become familiar with requirements of the project, and having carefully examined the Bid Documents entitled for **BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT** in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision, insurance, and all other requirements necessary to complete the required Work for the following Lump Sum Bid Price:

**TOTAL LUMP SUM BID PRICE – ST. JOHNS COUNTY COURTHOUSE EAST ROOF REPLACEMENT**

\$ 1,465,000.00  
Total Lump Sum Bid Price (Written in Numerals)

\$ One Million Four Hundred Sixty Five Thousand & 00/100 /Dollars  
Total Lump Sum Bid Price (Written in Words)

**BID ALTERNATE NO. 1 – SERVICE CENTER BUILDING ROOF REPLACEMENT**

\$ 896,000.00  
Total Lump Sum Bid Price (Written in Numerals)

\$ Eight Hundred Ninety Six Thousand & 00/100 /Dollars  
Total Lump Sum Bid Price (Written in Words)

**BID ALTERNATE NO. 2 – SKYLIGHT REMOVAL AND INFILL**

\$ 30,000.00  
Total Lump Sum Bid Price (Written in Numerals)

\$ Thirty Thousand & 00/100 /Dollars  
Total Lump Sum Bid Price (Written in Words)

**UNIT PRICE TO REPLACE INSULATING CONCRETE AT THE COURTHOUSE (Unit price per Square feet to replace insulating concrete beyond the 500 square feet identified in the Total Lump Sum Bid Price for the Courthouse Roof Replacement)**

\$ 25.50 per Square Foot  
Replace Insulating Concrete Unit Price Bid (Written Numerals)

\$ Twenty Five & 50/100 /Dollars per Square Foot  
Replace Insulating Concrete Unit Price Bid (Written Words)

During the preparation of the Bid, the following addenda, if any, were received:

No.: <u>1</u>	Date Received: <u>8/29/23</u>	No.: <u>4</u>	Date Received: <u>9/27/23</u>
No.: <u>2</u>	Date Received: <u>9/07/23</u>	No.: _____	Date Received: _____
No.: <u>3</u>	Date Received: <u>9/25/23</u>	No.: _____	Date Received: _____

The Undersigned hereby declares that no person or persons, firm, or corporation, other than the undersigned are interested in this submitted Bid, as principals, and that this Bid is made without collusion with any person, firm, or corporation, and the undersigned has carefully examined, is thoroughly familiar with, and has incorporated the requirements and specifications of the Bid Documents in this submitted Bid.

The Undersigned certifies that a full examination of the locations of the required work and the sources of supply of materials has been completed, and agrees to furnish all necessary labor, equipment and materials, fully understanding that any quantities shown herein are approximate only, and will fully complete all work in accordance with all requirements specified in the Bid Documents.

The Undersigned declares that the statements and representations made in this Bid are true in every respect and that the Bid is, in all respects, fair and made without collusion or fraud, and that no member of the St. Johns County Board, or any other agent or employee of the County, directly or indirectly, is interested in this Bid or in any profits expected to accrue therefrom.

**CORPORATE/COMPANY**

Full Legal Company Name: Childers Roofing and Sheetmetal (A Tecta America Co. LLC) (Seal)

By: [Signature] Ben H Childers III -Operating Unit President  
Signature of Authorized Representative (Name & Title typed or printed)

Address: 1645 Jessie Street Jacksonville FL 32206

Telephone No.: (904)-696-8550 Fax No.: ( )

Email Address for Authorized Company Representative: bchilders@tectaaamerica.com

Federal I.D. Tax Number: 87-1178714 DUNS #: \_\_\_\_\_  
(If applicable)

**INDIVIDUAL**

Name: \_\_\_\_\_  
(Signature) (Name typed or printed) (Title)

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

Telephone No.: ( ) Fax No.: \_\_\_\_\_

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

Federal I.D. Tax Number: \_\_\_\_\_

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "A"**  
**ST. JOHNS COUNTY AFFIDAVIT**

Bidder hereby issues the sworn statement below, which must be incorporated into the submitted Bid. This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the Bid, and shall be sworn to before a person who is authorized by law to administer oaths.

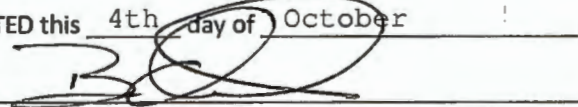
STATE OF Florida

COUNTY OF Duval

The Undersigned authority, Ben H Childers III ("Affiant"), who being duly sworn, deposes and states that he/she is the Operating Unit President (Title) of the firm of Childers Roofing and Sheetmetal (A Tecta America Company) (Legal Name of Bidder) submitting the attached Bid for the completion of work specified in the Bid Documents for Bid No: 23-76 ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT, in St. Johns County, Florida.

The Affiant further states that no more than one Bid will be submitted in response to the above IFB from the Affiant, the bidding firm, or corporation under the same or different name, and that such Bidder has no financial interest in any other bidding firm submitting a Bid in response to the above IFB. That neither the Affiant, his/her firm, association, nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this Bid. Furthermore, neither the Bidder nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

DATED this 4th day of October, 2023.



Signature of Affiant

Ben H Childers III - Operating Unit President

Printed Name & Title of Affiant

Ben H Childers III

Full Legal Name of Bidder

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 4th day of October, 2023, by Affiant who is personally known to me or has produced \_\_\_\_\_ as identification. Type and number of I.D. produced: HH 444789.



JESSICA EMMEL  
Commission # HH 444789  
Expires September 17, 2027

Jessica Emmel  
Notary Public  
My Commission Expires: 09/17/2027

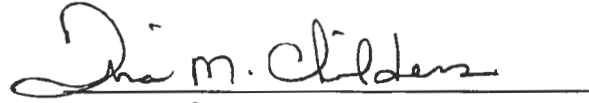
**BIDDER MUST EXECUTE AND ATTACH THIS AFFADAVIT TO SUBMITTED BID.**



BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT

ATTACHMENT "B"  
CERTIFICATE AS TO CORPORATE PRINCIPAL

I, Tina Childers, certify that I am the Secretary of the corporation named as Principal in the foregoing; that Ben H Childers III (Authorized Representative of Bidder) who signed the Bond(s) on behalf of the Bidder, was then President (Title) of said corporation; that I know his/her signature; and his/her signature thereto is genuine; and that said bond(s) was duly signed, sealed, and attested to on behalf of said corporation by authority of its governing body.



Signature of Secretary

Childers Roofing and Sheetmetal (A Tecta America Co. LLC)

Full Legal Name of Bidder

STATE OF Florida

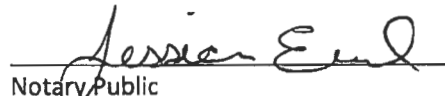
COUNTY OF Duval

Before and by me, a Notary Public duly commissioned, qualified and acting personally, being duly sworn upon oath by means of  physical presence or  online notarization, Ben H Childers III (Authorized Representative of Bidder) states that he/she is authorized to execute the foregoing Bid Bond on behalf of the Bidder named therein in favor of St. Johns County, Florida.

Subscribed and sworn to me on this 4 day of October, 2023, by the Authorized Representative of Bidder, who is personally known to me or has produced \_\_\_\_\_ as identification. Type and Number of I.D. produced: HH 444789.



JESSICA EMMEL  
Commission # HH 444789  
Expires September 17, 2027



Notary Public  
My Commission Expires: 09/17/2027

(Attach Power of Attorney to original Bid Bond and Financial Statement of Surety Company)

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "C"  
LICENSE / CERTIFICATION LIST**

Bidder shall list all **current** licenses and certifications held by the firm and/or Key Personnel of the Bidder. Failure to demonstrate any required licenses or certifications which are stated as a minimum qualification, shall be grounds for disqualification and removal from further consideration. A copy of each license or associated document(s) shall be attached to this form and submitted with the Bid.

License Name	License #	Issuing Agency	Expiration Date
State of Florida Business License	45652	Jim Overton-Duval County	09/30/2024
Florida Certified Roofing Contractor (CCC) or Florida Registered Roofing Contractor	CCC044932	State of Florida	08/31/2024

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "D"  
LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIER LIST**

Bidder shall submit any and all sub-contractors and/or major material suppliers proposed to perform any portion of the Work for review/approval by the County. Bidder shall attach any and all applicable licenses or certifications held by the proposed sub-contractor/supplier related to the portion of the Work for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

In order to qualify for Local Preference, if the Bidder is NOT a Local Business, and/or is NOT self-performing at least 50% of all Work specified under this solicitation, the Bidder must utilize qualified Local Businesses to complete a minimum of 50% of all Work. Any sub-contractors/suppliers proposed as Local Businesses, must be accompanied by sufficient documentation demonstrating qualification as a Local Business in accordance with Section 16.1 of the SJC Purchasing Policy.

Company Name	Work/Services to be Performed	Primary Contact Name	Contact Number and Email Address	Local Business (Yes/No)	Percentage (%) of Total Work/Services
NONE					

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "E"**  
**CONFLICT OF INTEREST DISCLOSURE FORM**

Project (BID) Number/Description: Bid No: 23-76 ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Bidder's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.

Please check the appropriate statement:

- I hereby attest that the undersigned Bidder has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Bidder:

Ben H Childers III

Authorized Representative(s):

  
Signature

Ben H Childers III/President  
Print Name/Title

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

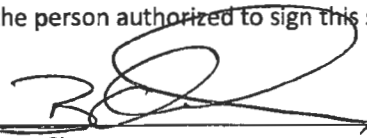
**ATTACHMENT "F"  
DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

Childers Roofing & Sheet Metal, A Tecta America Co does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.



Signature

10/03/2023

Date

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "G"  
CLAIMS, LIENS, LITIGATION HISTORY**

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a project dispute?

Yes \_\_\_\_\_ No X

If yes, please attach additional sheet(s) to include:

- Description of every action Captions of the Litigation or Arbitration
- Amount at issue
- Name (s) of the attorneys representing all parties:
- Amount actually recovered, if any
- Name(s) of the project owner(s)/manager(s) to include address and phone number

2. List all pending litigation and or arbitration.

3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.

4. Please list all liens (including Federal, State, and Local) which have been filed against your Company within the past seven (7) years. List in detail the type of Lien, date, amount and current status of each Lien. If none, so state.

None  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes \_\_\_\_\_ No X If yes, on separate sheet(s), provide an explanation of those instances.

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final?

Yes X No \_\_\_\_\_ If no, on separate sheet(s), explain why.

7. On separate sheet(s), list the status of all pending claims currently filed against your company. If none, so state.

None

8. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds?

Yes \_\_\_\_\_ No X If yes, on separate sheet(s) explain in detail.

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

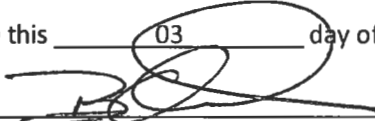
**ATTACHMENT "H"**  
**E-VERIFY AFFIDAVIT**

STATE OF Florida  
COUNTY OF Duval

I, Ben H Childers III ("Affiant"), being duly authorized by and on behalf of Childers Roofing & Sheet Metal, A Tecta America Company LLC ("Bidder") hereby swears or affirms as follows:

1. Bidder understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. For the duration of Contract No. 23-76 (hereinafter "Agreement"), in accordance with section 448.095, F.S., Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Bidder and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Bidder shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Bidder understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Bidder further understands and agrees that in the event of such termination, Bidder shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Bidder's breach.

DATED this 03 day of October, 2023.



Signature of Affiant  
Ben H Childers III – Operating Unit President

Printed Name & Title of Affiant

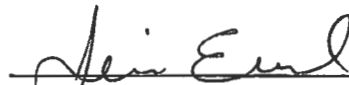
Childers Roofing & Sheet Metal, A Tecta America Company LLC

Full Legal Name of Bidder

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 03 day of October, 2023, by Affiant, who is personally known to me or has produced \_\_\_\_\_ as identification.



JESSICA EMMEL  
Commission # HH 444769  
Expires September 17, 2027

  
Notary Public  
My Commission Expires: 09/17/2027

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "I"**  
**LOCAL PREFERENCE**

Bidders must complete and submit **Attachment I**, indicating whether or not the Bidder is submitting for consideration of Local Preference. Any Bidder that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must submit all documentation required to support consideration as Local Business, for the Bidder as well as any proposed sub-contractors who are submitted for consideration of Local Preference as specified on Attachment I.

Any Bidder submitting for consideration of Local Preference either through their own qualifications, or through that of proposed sub-contractors must also submit documentation to demonstrate that at least fifty percent (50%) of all Work shall be self-performed, or performed by sub-contractors that meet the criteria of a Local Business.

In order to qualify for local preference Bidder must provide sufficient documentation to demonstrate:

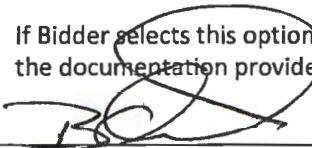
- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Bidder has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Bidder's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFQ.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFQ.
- Must qualify as a local business as shown above **AND** self-perform a minimum of fifty percent (50%) of all services under the awarded Contract, or must have a minimum of fifty percent (50%) of all services performed by qualified local businesses as sub-contractors.

Bidder is a Local Business as defined in Section 16.3.1, SJC Purchasing Policy X

If Bidder selects this option, by signing below, Bidder certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors meet the requirements for local preference AND that a minimum of fifty percent (50%) of all services shall be performed by local businesses as proposed.

Bidder is not a Local Business as defined in Section 16.3.1, SJC Purchasing Policy \_\_\_\_\_

If Bidder selects this option, Bidder is not seeking consideration for local preference, and is not required to submit the documentation provided above.

  
\_\_\_\_\_  
Signature – Authorized Representative  
Ben H Childers III- President  
\_\_\_\_\_  
Printed Name & Title  
10/03/2023  
\_\_\_\_\_  
Date of Signature



**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**BID BOND**

STATE OF Florida

COUNTY OF St. Johns

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned Childers Roofing & Sheet Metal, A Tecta America Company LLC (Full Legal Name of Bidder) as Principal, at 1645 Jessie Street, Jacksonville, FL 32206 (Address) and Atlantic Specialty Insurance Company as Surety, hereby hold and firmly bind ourselves, our heirs, executors, administrators, and successors and assigns, jointly and severally, by these presents, unto St. Johns County, Florida, as Oblige, in the penal sum of five percent (5%) of the Lump Sum Bid Price, or Five Percent of Proposal Price Dollars (\$ 5% of P.P. ) lawful money of the United States.

WHEREAS, the Principal has submitted a Bid for **Bid No: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT** dated October 4, 2023:

- (a) If the Principal shall not withdraw said Bid within ninety (90) days of the opening of Bids by the Owner, and shall enter into a written Contract with the County within ten (10) business days after prescribed forms are provided to Principal for signature, in accordance with the Bid Documents, and give Bond with good and sufficient Surety or Sureties, as may be required, for the faithful performance and proper fulfillment of such Contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and effect.
- (b) In the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give such Bond within the time specified, the Principal shall pay the County the lesser of the following amounts: 1) the amount of this bond as hereinabove set forth, of 2) the difference between the amount specified in the Principal's Bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid including the administrative costs to effect such contract, then this obligation shall be void and of no effect, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the above bound parties have signed and sealed this instrument under their several seals, on this 3rd day of October, 2023, the name and corporate seal of Principal and Surety being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

BID NO: 23-76

WITNESSES:

Desiree Cardle  
Lace [Signature]

**PRINCIPAL:**

Childers Roofing & Sheet Metal, A Tecta America Company LLC

Full Legal Name of Principal

[Signature]

Signature of Authorized Officer

Ben H Childers - President

Printed Name & Title of Signing Officer

1645 Jessie Street

Mailing Address

Jacksonville, FL 32206

City, State, Zip Code

bchilders@tectaamerica.com

Email Address of Signing Officer

**SURETY:**

Atlantic Specialty Insurance Company  
One State Street Plaza, Floor 31, New York, NY 10004

Full Legal Name of Surety

[Signature]

Signature of Authorized Surety Agent

Alliant Insurance Services, Inc.  
333 Earle Ovington Blvd., Suite 700

Mailing Address of Local Agency

Uniondale, NY 11553

City, State, Zip Code

slupski@alliant.com

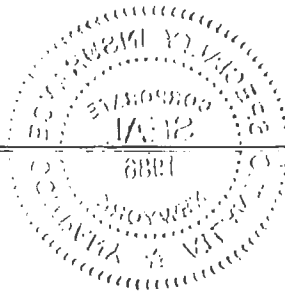
Email Address of Surety Agent

[Signature]

Attorney-In-Fact Signature

Susan Lupski, Attorney-In-Fact







# Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Gerard S. Macholz, Thomas Bean, Susan Lupski, Robert T. Pearson, Camille M. Maitland, George O. Brewster, Vincent A. Walsh, Colette R. Chisholm, Peter F. Jones, Lee Ferrucci, Dana Granice, Michelle Wannamaker, Katherine Acosta, Desiree Cardlin, Ian Williams**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and; further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

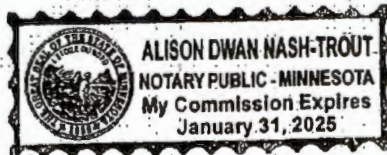
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.



STATE OF MINNESOTA  
HENNEPIN COUNTY

By   
Sarah A. Kolar, Vice President and General Counsel

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



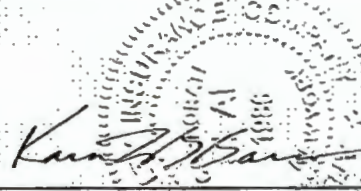
  
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 3rd day of October 2023



This Power of Attorney expires  
January 31, 2025

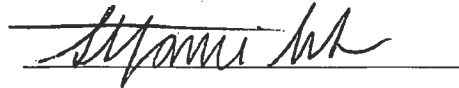
  
Kara L.B. Barrow, Secretary

ACKNOWLEDGEMENT OF SURETY COMPANY

STATE OF NEW YORK

COUNTY OF NASSAU

On this October 3, 2023 before me personally came Susan Lupski to me known, who, being by me duly sworn, did depose and say; that he/she resides in Nassau County, State of New York, that he/she is the Attorney-In-Fact of the Atlantic Specialty Insurance Company the corporation described in which executed the above instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that is was so affixed by the Board of Directors of said corporation; and that he/she signed his/her name thereto by like order; and the affiant did further depose and say that the Superintendent of Insurance of the State of New York, has, pursuant to Section 1111 of the Insurance Law of the State of New York, issued to Atlantic Specialty Insurance Company (Surety) his/her certificate of qualification evidencing the qualification of said Company and its sufficiency under any law of the State of New York as surety and guarantor, and the propriety of accepting and approving it as such; and that such Certificate has not been revoked.



Notary Public

STEFANIE WEBER  
Notary Public, State of New York  
Registration No. 01WE6432035  
Qualified in Nassau County  
Commission Expires April 25, 2026




**Atlantic Specialty Insurance Company**  
Period Ended 12/31/2022

Dollars displayed in thousands


<b>Admitted Assets</b>		<b>Liabilities and Surplus</b>	
Investments:		<b>Liabilities</b>	
Bonds	\$ 2,216,201	Loss Reserves	\$ 1,093,968
Preferred Stocks	-	Loss Adjustment Expense Reserves	347,884
Common Stocks	752,567	<b>Total Loss &amp; LAE Reserves</b>	<b>1,441,852</b>
Mortgage Loans	-	Unearned Premium Reserve	735,813
Real Estate	-	<b>Total Reinsurance Liabilities</b>	<b>42,785</b>
Contract Loans	-	Commissions, Other Expenses, and Taxes due	62,787
Derivatives	-	Derivatives	-
Cash, Cash Equivalents & Short Term Investments	306,468	Payable to Parent, Subs or Affiliates	-
Other Investments	20,805	All Other Liabilities	632,508
<b>Total Cash &amp; Investments</b>	<b>3,298,071</b>	<b>Total Liabilities</b>	<b>2,921,725</b>
Premiums and Considerations Due	332,718	<b>Capital and Surplus</b>	
Reinsurance Recoverable	39,231	Common Capital Stock	9,001
Receivable from Parent, Subsidiary or Affiliates	2,250	Preferred Capital Stock	-
All Other Admitted Assets	79,777	Surplus Notes	-
<b>Total Admitted Assets</b>	<b>3,750,047</b>	Unassigned Surplus	174,558
		Other Including Gross Contributed	644,783
		<b>Capital &amp; Surplus</b>	<b>819,322</b>
		<b>Total Liabilities and C&amp;S</b>	<b>3,750,047</b>

State of Minnesota  
County of Hennepin

I, Kara L.B. Barrow, Secretary of Atlantic Specialty Insurance Company do hereby certify that the foregoing statement is a correct exhibit of the assets and liabilities of the said Company, on the 31<sup>st</sup> day of December, 2022, according to the best of my information, knowledge and belief.

  
Secretary

Subscribed and sworn to, before me, a Notary Public of the State of Minnesota on this 16th day of March, 2023.

  
Notary Public





**ADDENDUM #1**

August 29, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #1 is issued for further Bidders' information, and is hereby incorporated into the BID Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Due to hurricane Idalia, the Pre-Bid Meeting scheduled for 11:00 AM on August 31, 2023 is being changed to 9:00 AM September 6, 2023. Location still remains the Aviles Conference Room at the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine FL 32084.

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, SEPTEMBER 27, 2023 AT 2:00 PM**

**Acknowledgment:**

Signature

Arnold Romano/Chief Estimator

Printed Name/Title

Childers Roofing and Sheetmetal (A Tecta America Company LLC)

Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #1**



**ADDENDUM #2**

September 7, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #2 is issued for further Bidders' information, and is hereby incorporated into the BID Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.


**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Due to the scope and size of this project, the Deadline for submission of bid questions initially scheduled for 4:00 PM on September 7, 2023 is hereby changed to 4:00 PM September 21, 2023 and the Bid Opening initially scheduled for 2:00 PM on September 27, 2023 is hereby changed to Wednesday, 2:00 PM on October 4, 2023.

**SUBMITTAL DEADLINE FOR BIDS IS HEREBY CHANGED TO, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

  
\_\_\_\_\_  
Signature

Arnold Romano/Chief Estimator

Printed Name/Title

Childers Roofing and Sheetmetal (A Tecta America Company LLC)

Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #2**





### ADDENDUM #3

September 25, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #3 is issued for further Bidders' information, and is hereby incorporated into the Bid Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

#### Revisions/Clarifications:

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Replace Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated March 10, 2023 in it's entirety with Revised Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated September 18, 2023.
2. The County is providing "EXHIBIT C – Courthouse East Annex – Roof Assessment dated September 6, 2023 from information that was compiled during a roof inspection conducted on October 27, 2021.

#### Questions/Answers:

The County provides the following answers to the questions submitted below:

1. Will owner's direct purchase be used on this project?  
**Answer: Owner's Direct Purchase will not be used on this project.**
2. Is a payment and performance bond required in addition to the bid bond?  
**Answer: Yes. Please refer to Paragraph 26 on page 9 of the bid document.**
3. Will you allow for change orders based on unforeseen but documented material increases?  
**Answer: This bid is a Lump Sum Price Contract. No increase in the contract price will be allowed for material increases.**
4. Pushing the RFI dated to 9/13/2023 was discussed at the pre-bid. Is it possible to extend to at least 09/18/2023?  
**Answer: Please see Addendum #2.**
5. Installing poly-iso directly over lightweight concrete is not best practice. Moisture from the LWC can cause insulation to warp and cup over time. It is suggested that you require all bidders include a base sheet of some sort between the LWC and the new insulation.



**Answer: Requirement for vapor barrier is system dependent. Contractor must provide vapor barrier where required by manufacturer to comply with project requirements, including product approvals as stated in response to Question 13.**

6. Is a cover board required on the flat roofs? Spec mentions it but the section is cut off and doesn't give much info. Type? Thickness?

**Answer: Refer to Page 2, Paragraph 2.04 of 07 54 00 – Thermoplastic Membrane Roofing dated September 18, 2023.**

7. Is the new roof system over the flat roofs intended to be fully adhered or mechanically attached? Both methods of attachment are mentioned in different parts of specs and plans.

**Answer: Installation must comply with Florida Product Approval and manufacturer requirements. Basis of design: Florida Product Approval FL1587-R12.**

8. Is a vapor barrier required? If so, please give more info here. Type?

**Answer: Requirement for vapor barrier is system dependent. Contractor must provide vapor barrier where required by manufacture to comply with project requirements, including product approvals as stated in response to Question 13.**

9. Can Edge metals be fabricated in house? Specs call out factory fabricated drip edges/fascia but details show clad metal which is usually fabricated in house.

**Answer: Yes, edge metal can be fabricated in house, must be ANSI SPRI ES-1 compliant.**

10. Spec mentions that roof edge flashings are to be made from 0.08 inch thick aluminum which is very thick, expensive, and tough to bend. Is this correct?

**Answer: .032 and/or 0.040 is also acceptable.**

11. Are crickets/taper installed into the existing LWC or are we to include new poly-iso crickets?

**Answer: Crickets should be installed to ensure proper drainage where required. How crickets are installed is the Contractor's responsibility.**

12. If plans and specs contradict one another, which is to prevail?

**Answer: In the case of any contradiction between specifications and drawings during the blackout phase, Contractor must contact the Procurement Coordinator. Upon a fully executed contract, the Contractor will contact the Project Manager in the case of any contradictions or clarifications concerning contradictions between the specifications and drawings.**

13. Can I use Carlisle, GAF, or JM for the flat roofs in lieu of Flex TPO Plus?

**Answer: No requests have been submitted. Bids must comply with specifications as provided in Bid Documents and Addenda.**

14. Is a cover board to be installed at the metal roofs? Plans call out "sheathing" to be installed at the new metal roofs. What does this refer to? If a cover board is used, bearing plates are not needed.

**Answer: Yes, a cover-board is required, min 1/4" DensDeck or equivalent fire rated board. Bearing plates under roof panel clips are required.**

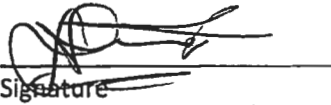


15. Is there to be 1 or 2 underlayment's installed at the metal roofs?

**Answer: One.**

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**



Signature

Arnold Romano/Chief Estimator

Printed Name/Title

Childers Roofing and Sheetmetal (A Tecta America Company LLC)

Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #3**



**ADDENDUM #4**

September 27, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #4 is issued for further Bidders' information, and is hereby incorporated into the Bid Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. It has been determined that Sarnafil® G 410 60 Mil Energysmart Roof® is an acceptable alternative for the roofing membrane system for the purposes of this project.

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

A handwritten signature in black ink, appearing to read "Arnold Romano", written over a horizontal line.

Signature

Arnold Romano/Chief Estimator

Printed Name/Title

Childers Roofing and Sheetmetal (A Tecta America Company LLC)

Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #4**

**CHILDERS NOTABLE PROJECTS FOR 2017-2023**

**1. Ware County High School,  
Waycross, GA**

Owner: Ware County Board of Education

Contact Info: Robert Benchoeff- 912-287-2303 [rbenchoff@ware.k12.ga.us](mailto:rbenchoff@ware.k12.ga.us)

Completed: August 2017

Scope of Work: TREMCO MODIFIED BITUMEN ROOF SYSTEM

***Contract Amount: \$ 2,417,000.00***

**2. VALENCIA CONDOMINIUM ASSOCIATION**

Owner: Valencia Condominium Association

Contact Info: Ron Woods: 904-448-8857

[rwoods@woodsengineering.com](mailto:rwoods@woodsengineering.com)

Completed: 2019-2022

Scope of Work: EAGLE TILE ROOF SYSTEM

***Contract Amount: \$4,135,690.00***

**3. BAPTIST MEDICAL CENTER NASSAU PHAS 1-4**

Owner: Baptist Medical Center

Contact Info: Chad Boone, 678-416-9032,

Completed: 2018-2020

Scope of Work: JOHNS MANVILLE MODIFIED BITUMEN ROOF SYSTEM

***Contract Amount: \$ 1,328,000.00***

**4. RUSKINS Elementary School, Waycross, GA.**

Owner: Ware County Board of Education

General Contractor: Parrish Construction

Contact Info: Curt Eckman, 478-447-0103, [ceckman@parrishconstruction.com](mailto:ceckman@parrishconstruction.com)

Completed: February 2020

Scope of Work: PAC-CLAD STANDING SEAM METAL ROOF PANELS

***Contract Amount: \$ 1,084,925.00***

**5. UF HEALTH HOSPITAL OF JACKSONVILLE- Roof Replacement, Jacksonville, FL**

Owner: UF HEALTH

General Contractor: Danis Construction

Contact Info: Tony Talbert, [tony.talbert@danis.com](mailto:tony.talbert@danis.com)

Completed: 2021-2022

Scope of Work: US PLY MODIFIED BITUMEN ROOF SYSTEM

**Contract Amount: \$ 4,005,987.00**

**3. THE PLAZA CONDOMINIUM- AT BERKMAN PLAZA**

Owner: Plaza Condominium Association

Consultant: Woods Engineering

Contact Info: Bryan Busse [bbusse@woodsengineering.com](mailto:bbusse@woodsengineering.com)

Completed: March 2023

Scope of Work: GAF MODIFIED BITUMEN ROOF SYSTEM

**Contract Amount: \$ 875,096.00**

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
CONSTRUCTION INDUSTRY LICENSING BOARD**

**LICENSE NUMBER: CCC044923**

**EXPIRATION DATE: AUGUST 31, 2024**

**THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES**

**CHILDERS, BEN H  
CHILDERS ROOFING & SHEET METAL A TECTA AMERICA COMPANY LLC  
1645 JESSIE STREET  
JACKSONVILLE FL 32206**



ISSUED: 09/06/2022

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**ADDENDUM #4**

September 27, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #4 is issued for further Bidders' information, and is hereby incorporated into the Bid Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. It has been determined that Sarnafil® G 410 60 Mil Energysmart Roof® is an acceptable alternative for the roofing membrane system for the purposes of this project.

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #4**





**ADDENDUM #4**

September 27, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #4 is issued for further Bidders' information, and is hereby incorporated into the Bid Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. It has been determined that Sarnafil® G 410 60 Mil Energysmart Roof® is an acceptable alternative for the roofing membrane system for the purposes of this project. ~~The specification sheet for this product is provided with this addendum.~~

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #4**

## Richard Poulin

---

**From:** Allen Karapcik  
**Sent:** Tuesday, September 26, 2023 5:09 PM  
**To:** Richard Poulin  
**Cc:** Patrick Law  
**Subject:** RE: SUBSTITUTION REQUEST

Yes. If Justin finds that this is acceptable, then I will go on his advice and agree.

Pat – I included you in the email for the roofing project for the Courthouse regarding the bid document.

**From:** Richard Poulin <rpoulin@sjcfl.us>  
**Sent:** Tuesday, September 26, 2023 10:49 AM  
**To:** Allen Karapcik <akarapcik@sjcfl.us>  
**Subject:** FW: SUBSTITUTION REQUEST

Allen:

Since you're the Project Manager I need your approval. Are you good with this since Justin states that it is an acceptable alternative?

Respectfully,



**Richard E. Poulin Jr.**  
*Purchasing Coordinator*  
Purchasing Division  
St. Johns County Board of County Commissioners  
500 San Sebastian View, St. Augustine FL 32084  
**Direct:** (904) 209 0160 **Fax:** (904) 209 0161 **Email:** rpoulin@scjfl.us  
**Main Office:** (904) 209 0150 | [www.sjcfl.us](http://www.sjcfl.us)

**PLEASE NOTE:** Florida has a very broad public records law. Most written communications to or from the St. Johns County Board of County Commissioners and employees regarding public business are public records available to the public and media through a request. Your e-mail communications may be subject to public disclosure.

**From:** Justin Vollenweider <jvollenweider@passero.com>  
**Sent:** Monday, September 25, 2023 3:10 PM  
**To:** Allen Karapcik <akarapcik@sjcfl.us>; Richard Poulin <rpoulin@sjcfl.us>  
**Cc:** Katie Kmiecik <kkmiecik@passero.com>  
**Subject:** RE: SUBSTITUTION REQUEST

This is acceptable.

Sincerely,  
**Justin M. Vollenweider, AIA NCARB CSI - CDT**

Associate | Senior Architect

**From:** Allen Karapcik <akarapcik@sjcfl.us>  
**Sent:** Monday, September 25, 2023 2:45 PM  
**To:** Richard Poulin <rpoulin@sjcfl.us>  
**Cc:** Justin Vollenweider <jvollenweider@passero.com>; Katie Kmiecik <kkmiecik@passero.com>  
**Subject:** RE: SUBSTITUTION REQUEST

EXTERNAL

I cannot, this is not my expertise, sorry.

Justin – Would you be able to answer Richard’s question ?

**From:** Richard Poulin <rpoulin@sjcfl.us>  
**Sent:** Monday, September 25, 2023 2:16 PM  
**To:** Allen Karapcik <akarapcik@sjcfl.us>  
**Cc:** 'Justin Vollenweider' <jvollenweider@passero.com>; 'Katie Kmiecik' <kkmiecik@passero.com>  
**Subject:** SUBSTITUTION REQUEST  
**Importance:** High

Allen

I missed this substitution request. Can you or Justin make a determination if this can be accommodated. The link below was also included with their email.

Roofing Membrane Fire Test

Respectfully,



**Richard E. Poulin Jr.**  
*Purchasing Coordinator*  
Purchasing Division  
St. Johns County Board of County Commissioners  
500 San Sebastian View, St. Augustine FL 32084  
**Direct:** (904) 209 0160 **Fax:** (904) 209 0161 **Email:** rpoulin@scjfl.us  
**Main Office:** (904) 209 0150 | [www.sjcfl.us](http://www.sjcfl.us)

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### ADDENDUM #3

September 25, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #3 is issued for further Bidders' information, and is hereby incorporated into the Bid Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

#### Revisions/Clarifications:

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Replace Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated March 10, 2023 in its entirety with Revised Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated September 18, 2023.
2. The County is providing "EXHIBIT C – Courthouse East Annex – Roof Assessment dated September 6, 2023 from information that was compiled during a roof inspection conducted on October 27, 2021.

#### Questions/Answers:

The County provides the following answers to the questions submitted below:

1. Will owner's direct purchase be used on this project?  
**Answer: Owner's Direct Purchase will not be used on this project.**
2. Is a payment and performance bond required in addition to the bid bond?  
**Answer: Yes. Please refer to Paragraph 26 on page 9 of the bid document.**
3. Will you allow for change orders based on unforeseen but documented material increases?  
**Answer: This bid is a Lump Sum Price Contract. No increase in the contract price will be allowed for material increases.**
4. Pushing the RFI dated to 9/13/2023 was discussed at the pre-bid. Is it possible to extend to at least 09/18/2023?  
**Answer: Please see Addendum #2.**
5. Installing poly-iso directly over lightweight concrete is not best practice. Moisture from the LWC can cause insulation to warp and cup over time. It is suggested that you require all bidders include a base sheet of some sort between the LWC and the new insulation.



**Answer: Requirement for vapor barrier is system dependent. Contractor must provide vapor barrier where required by manufacturer to comply with project requirements, including product approvals as stated in response to Question 13.**

6. Is a cover board required on the flat roofs? Spec mentions it but the section is cut off and doesn't give much info. Type? Thickness?

**Answer: Refer to Page 2, Paragraph 2.04 of 07 54 00 – Thermoplastic Membrane Roofing dated September 18, 2023.**

7. Is the new roof system over the flat roofs intended to be fully adhered or mechanically attached? Both methods of attachment are mentioned in different parts of specs and plans.

**Answer: Installation must comply with Florida Product Approval and manufacturer requirements. Basis of design: Florida Product Approval FL1587-R12.**

8. Is a vapor barrier required? If so, please give more info here. Type?

**Answer: Requirement for vapor barrier is system dependent. Contractor must provide vapor barrier where required by manufacture to comply with project requirements, including product approvals as stated in response to Question 13.**

9. Can Edge metals be fabricated in house? Specs call out factory fabricated drip edges/fascia but details show clad metal which is usually fabricated in house.

**Answer: Yes, edge metal can be fabricated in house, must be ANSI SPRI ES-1 compliant.**

10. Spec mentions that roof edge flashings are to be made from 0.08 inch thick aluminum which is very thick, expensive, and tough to bend. Is this correct?

**Answer: .032 and/or 0.040 is also acceptable.**

11. Are crickets/taper installed into the existing LWC or are we to include new poly-iso crickets?

**Answer: Crickets should be installed to ensure proper drainage where required. How crickets are installed is the Contractor's responsibility.**

12. If plans and specs contradict one another, which is to prevail?

**Answer: In the case of any contradiction between specifications and drawings during the blackout phase, Contractor must contact the Procurement Coordinator. Upon a fully executed contract, the Contractor will contact the Project Manager in the case of any contradictions or clarifications concerning contradictions between the specifications and drawings.**

13. Can I use Carlisle, GAF, or JM for the flat roofs in lieu of Flex TPO Plus?

**Answer: No requests have been submitted. Bids must comply with specifications as provided in Bid Documents and Addenda.**

14. Is a cover board to be installed at the metal roofs? Plans call out "sheathing" to be installed at the new metal roofs. What does this refer to? If a cover board is used, bearing plates are not needed.

**Answer: Yes, a cover-board is required, min 1/4" DensDeck or equivalent fire rated board. Bearing plates under roof panel clips are required.**



15. Is there to be 1 or 2 underlayment's installed at the metal roofs?

**Answer: One.**

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #3**



*Don't have  
to print drafts  
for review  
COLORE.*

### ADDENDUM #3

September 13, 2023

**To:** Prospective Bidders  
**From:** St. Johns County Purchasing Division  
**Subject:** Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement

This Addendum #3 is issued for further Bidders' information, and is hereby incorporated into the <sup>BID</sup> Bid Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

#### Revisions/Clarifications:

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Replace Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated March 10, 2023 in it's entirety with Revised Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated September 18, 2023.
2. The County is providing "EXHIBIT C – Courthouse East Annex – Roof Assessment dated September 6, 2023 from information that was compiled during a roof inspection conducted on October 27, 2021.

#### Questions/Answers:

The County provides the following answers to the questions submitted below:

1. Will owner's direct purchase be used on this project?  
**Answer: Owner's Direct Purchase will not be used on this project.**
2. Is a payment and performance bond required in addition to the bid bond?  
**Answer: In addition to the Bid Bond, a Payment and Performance Bond is required accordance with the provisions of Sections 255.05 and 287.0935 Florida Statutes in an amount no less than the Contract Price.** *Yes. - refer to page in Bid Doc that provides Req't.*
3. Will you allow for change orders based on unforeseen but documented material increases?  
**Answer: ~~This bid is a setup as a Lump Sum Price Contract. No increase in the contract price will be allowed for material increases.~~**
4. Pushing the RFI dated to 9/13/2023 was discussed at the pre-bid. Is it possible to extend to at least 09/18/2023?  
**Answer: Per Addendum #2 published on Demand Star September 7, 2023, the deadline for questions was extended 4:00 PM, September 21, 2023.** *Please see Addendum #2.*





5. Installing poly-iso directly over lightweight concrete is not best practice. Moisture from the LWC can cause insulation to warp and cup over time. It is suggested that you require all bidders include a base sheet of some sort between the LWC and the new insulation.

**Answer:** Requirement for vapor barrier is system dependent. Provide vapor barrier where required by manufacture to comply with project requirements, including product approvals.

*Contractor must provide vapor barrier where required by manufacture to comply with project requirements, including product approvals. - by whom? Is this already specified?*

6. Is a cover board required on the flat roofs? Spec mentions it but the section is cut off and doesn't give much info. Type? Thickness?

**Answer:** Coverboard required; refer to Florida product approval for type and thickness, minimum 1/4 inch. Additionally, refer to specifications/drawings.

*Where in code? specs?*

7. Is the new roof system over the flat roofs intended to be fully adhered or mechanically attached? Both methods of attachment are mentioned in different parts of specs and plans.

**Answer:** Installation must comply with Florida Product Approval and manufacturer requirements. Basis of design: Florida Product Approval FL1587-R12.

8. Is a vapor barrier required? If so, please give more info here. Type?

**Answer:** Requirement for vapor barrier is system dependent. Provide vapor barrier where required by manufacture to comply with project requirements, including product approvals.

*Contractor must*

9. Can Edge metals be fabricated in house? Specs call out factory fabricated drip edges/fascia but details show clad metal which is usually fabricated in house.

**Answer:** Yes, edge metal can be fabricated, must be ANSI SPRI ES-1 compliant.

*in house*

10. Spec mentions that roof edge flashings are to be made from 0.08 inch thick aluminum which is very thick, expensive, and tough to bend. Is this correct?

**Answer:** .032 and/or 0.040 would be sufficient.

*is also acceptable.*

11. Are crickets/taper installed into the existing LWC or are we to include new poly-iso crickets?

**Answer:** Crickets should be installed to ensure proper drainage where required. Crickets should be 1/4":12".

*this doesn't appear to answer the question...*

12. If plans and specs contradict one another, which is to prevail?

**Answer:** Bidders shall promptly notify the Architect/Engineer in writing of any ambiguity, inconsistency, or errors which they may discover upon examination of the Bidding Documents. Do not bid or proceed in areas of discrepancy until all such discrepancies are fully resolved.

*this conflict*

*Specs generally govern over drawings...*

13. Can I use Carlisle, GAF, or JM for the flat roofs in lieu of Flex TPO Plus?

**Answer:** Alternates are acceptable on an approved "or-equal" basis.

*they are asking for these to be considered... are they acceptable??*

*this seems to indicate leave out aspects that may be unclear. How do they grade?*

*and our*

*Blackout*

*period.*

*requests for*

*clarification*

*are to come to you.*

14. Is a cover board to be installed at the metal roofs? Plans call out "sheathing" to be installed at the new metal roofs. What does this refer to? If a cover board is used, bearing plates are not needed.

**Answer:** Yes a cover-board is required, min 1/4" DensDeck or equivalent fire rated board. Bearing plates under roof panel clips are required.



15. Is there to be 1 or 2 underlayment's installed at the metal roofs?

**Answer: One.**

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #3**



### ADDENDUM #3

September 13, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #3 is issued for further Bidders' information, and is hereby incorporated into the Bid Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

#### **Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Replace Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated March 10, 2023 in it's entirety with Revised Section 07 54 00 – THERMOPLASTIC MEMBRANE ROOFING dated September 18, 2023.
2. The County is providing "EXHIBIT C – Courthouse East Annex – Roof Assessment dated September 6, 2023 from information that was compiled during a roof inspection conducted on October 27, 2021.

#### **Questions/Answers:**

The County provides the following answers to the questions submitted below:

1. Will owner's direct purchase be used on this project?  
**Answer: Owner's Direct Purchase will not be used on this project.**
2. Is a payment and performance bond required in addition to the bid bond?  
**Answer: Yes. Please refer to Paragraph 26 on page 9 of the bid document.**
3. Will you allow for change orders based on unforeseen but documented material increases?  
**Answer: This bid is a Lump Sum Price Contract. No increase in the contract price will be allowed for material increases.**
4. Pushing the RFI dated to 9/13/2023 was discussed at the pre-bid. Is it possible to extend to at least 09/18/2023?  
**Answer: Please see Addendum #2.**
5. Installing poly-iso directly over lightweight concrete is not best practice. Moisture from the LWC can cause insulation to warp and cup over time. It is suggested that you require all bidders include a base sheet of some sort between the LWC and the new insulation.



**Answer: Requirement for vapor barrier is system dependent. Contractor must provide vapor barrier where required by manufacturer to comply with project requirements, including product approvals as stated in response to Question 13.**

6. Is a cover board required on the flat roofs? Spec mentions it but the section is cut off and doesn't give much info. Type? Thickness?

**Answer: Refer to Page 2, Paragraph 2.04 of 07 54 00 – Thermoplastic Membrane Roofing dated September 18, 2023.**

7. Is the new roof system over the flat roofs intended to be fully adhered or mechanically attached? Both methods of attachment are mentioned in different parts of specs and plans.

**Answer: Installation must comply with Florida Product Approval and manufacturer requirements. Basis of design: Florida Product Approval FL1587-R12.**

8. Is a vapor barrier required? If so, please give more info here. Type?

**Answer: Requirement for vapor barrier is system dependent. Contractor must provide vapor barrier where required by manufacture to comply with project requirements, including product approvals as stated in response to Question 13.**

9. Can Edge metals be fabricated in house? Specs call out factory fabricated drip edges/fascia but details show clad metal which is usually fabricated in house.

**Answer: Yes, edge metal can be fabricated in house, must be ANSI SPRI ES-1 compliant.**

10. Spec mentions that roof edge flashings are to be made from 0.08 inch thick aluminum which is very thick, expensive, and tough to bend. Is this correct?

**Answer: .032 and/or 0.040 is also acceptable.**

11. Are crickets/taper installed into the existing LWC or are we to include new poly-iso crickets?

**Answer: Crickets should be installed to ensure proper drainage where required. How crickets are installed is the Contractor's responsibility.**

12. If plans and specs contradict one another, which is to prevail?

**Answer: In the case of any contradiction between specifications and drawings during the blackout phase, Contractor must contact the Procurement Coordinator. Upon a fully executed contract, the Contractor will contact the Project Manager in the case of any contradictions or clarifications concerning contradictions between the specifications and drawings.**

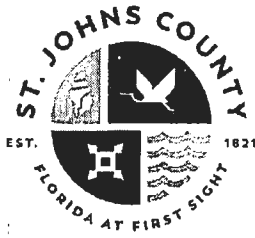
13. Can I use Carlisle, GAF, or JM for the flat roofs in lieu of Flex TPO Plus?

**Answer: Alternates are acceptable on an approved "or equal" basis. No requests have been submitted. Bids must comply w/ specs as provided in the bid.**

14. Is a cover board to be installed at the metal roofs? Plans call out "sheathing" to be installed at the new metal roofs. What does this refer to? If a cover board is used, bearing plates are not needed.

**Answer: Yes a cover-board is required, min 1/4" DensDeck or equivalent fire rated board. Bearing plates under roof panel clips are required.**

*Docs & Addenda*



15. Is there to be 1 or 2 underlayment's installed at the metal roofs?

**Answer: One.**

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #3**

**Richard Poulin**

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**From:** DemandStar <agencyervices@demandstar.com>  
**Sent:** Monday, September 25, 2023 11:27 AM  
**To:** Richard Poulin  
**Subject:** Document 23-76 Addendum #03 Awaiting Approval

**The bid document you uploaded to  
DemandStar is ready for your approval.**

**Bid Identifier:** SB-23-76-0-2023/RP  
**Bid Name:** ST. JOHNS COUNTY COURTHOUSE AND  
SERVICE CENTER ROOF REPLACEMENT  
**Document:** 23-76 Addendum #03  
**Pages:** -  
**Date Posted:** 09/25/2023 11:27 AM Eastern

[View Bid Details](#)

Please review 23-76 Addendum #03 and verify it is the correct file. If it is, please [go to the Manage Documents page for your bid](#) and click the "Approve" button next to this document.

Your bid will not be broadcast until all documents have been approved.

Sincerely,  
The DemandStar team



**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe this message is fraudulent or malicious, please contact MIS for further assistance.

## SECTION 07 54 00 - THERMOPLASTIC MEMBRANE ROOFING

### PART 1 GENERAL

#### 1.01 SECTION INCLUDES

- A. Adhered system with thermoplastic roofing membrane.
- B. Insulation, flat and tapered.
- C. Vapor retarder.
- D. Cover boards.
- E. Flashings.
- F. Roofing cant strips, stack boots, roofing expansion joints, and walkway pads.

#### 1.02 RELATED REQUIREMENTS

- A. Section 07 01 50.19 - Preparation for Re-Roofing.
- B. Section 07 62 00 - Sheet Metal Flashing and Trim: Counterflashings and reglets.
- C. Section 07 71 00 - Roof Specialties: Prefabricated roofing expansion joint flashing.
- D. Section 07 72 00 - Roof Accessories: Roof-mounted units; prefabricated curbs.

#### 1.03 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Convene one week before starting work of this section.
  - 1. Review preparation and installation procedures and coordinating and scheduling required with related work.

#### 1.04 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide data indicating membrane materials, flashing materials, insulation, vapor retarder, surfacing, and fasteners.
- C. Shop Drawings: Submit drawings that indicate joint or termination detail conditions, conditions of interface with other materials, setting plan for tapered insulation, and walkway pads.
- D. Manufacturer's Installation Instructions: Indicate membrane seaming precautions and perimeter conditions requiring special attention.
- E. Manufacturer's Field Reports: Indicate procedures followed, ambient temperatures, humidity, wind velocity during application, and supplementary instructions given.
- F. Manufacturer's qualification statement.
- G. Installer's qualification statement.
- H. Warranty Documentation:
  - 1. Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.
  - 2. Submit installer's certification that installation complies with warranty conditions for waterproof membrane.

#### 1.05 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with minimum three years of documented experience.
- B. Installer Qualifications: Company specializing in performing work of this section with at least three years of documented experience.

#### 1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials in manufacturer's original containers, dry and undamaged, with seals and labels intact.
- B. Store materials in weather protected environment, clear of ground and moisture.



- C. Ensure storage and staging of materials does not exceed static and dynamic load-bearing capacities of roof decking.
- D. Protect foam insulation from direct exposure to sunlight.

#### **1.07 FIELD CONDITIONS**

- A. Do not apply roofing membrane during unsuitable weather.
- B. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
- C. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.
- D. Schedule applications so that no partially completed sections of roof are left exposed at end of workday.

#### **1.08 WARRANTY**

- A. See Section 01 78 00 - Closeout Submittals for additional warranty requirements.
- B. System Warranty: Provide manufacturer's system warranty agreeing to repair or replace roofing that leaks or is damaged due to wind or other natural causes.
  - 1. Warranty Term: 10 years.
  - 2. For repair and replacement include costs of both material and labor in warranty.

### **PART 2 PRODUCTS**

#### **2.01 MANUFACTURERS**

- A. Thermoplastic Polyolefin (TPO) Membrane Roofing Materials:
  - 1. Flex Membrane International Corporation; Flex TPO Plus:  
[www.flexroofingsystems.com/#sle](http://www.flexroofingsystems.com/#sle).
  - 2. Alternatives will be reviewed on an "or equal" basis.

#### **2.02 ROOFING - UNBALLASTED APPLICATIONS**

- A. Thermoplastic Membrane Roofing: One ply membrane, fully adhered, over insulation.
- B. Roofing Assembly Requirements:
  - 1. Solar Reflectance Index (SRI): Minimum of 64 based on three-year aged value; if three-year aged data is not available, minimum of 82 initial value.
    - a. Calculate SRI in accordance with ASTM E1980.
    - b. Field applied coating may not be used to achieve specified SRI.

#### **2.03 MEMBRANE ROOFING AND ASSOCIATED MATERIALS**

- A. Membrane Roofing Materials:
  - 1. TPO: Thermoplastic polyolefin (TPO) complying with ASTM D6878/D6878M, sheet contains reinforcing fabrics or scrims.
    - a. Thickness: 60 mil, 0.060 inch, minimum.
  - 2. Color: White.
- B. Seaming Materials: As recommended by membrane manufacturer.
- C. Membrane Fasteners: As recommended and approved by membrane manufacturer.
- D. Vapor Retarder: Material approved by roof manufacturer; compatible with roofing and insulation materials.
- E. Flexible Flashing Material: Same material as membrane.

#### **2.04 COVER BOARDS**

- A. Cover Boards: Glass-mat faced gypsum panels complying with ASTM C1177/C1177M.
  - 1. Thickness: 1/4 inch, fire-resistant.
  - 2. Products:
    - a. Georgia-Pacific; DensDeck: [www.densdeck.com/#sle](http://www.densdeck.com/#sle).

## 2.05 ACCESSORIES

- A. Prefabricated Roofing Expansion Joint Flashing: Sheet butyl over closed-cell foam backing seamed to stainless steel flanges.
- B. Stack Boots: Prefabricated flexible boot and collar for pipe stacks through membrane; same material as membrane.
- C. Cant and Edge Strips: Wood fiberboard, compatible with roofing materials; cants formed to 45 degree angle.
- D. Insulation Joint Tape: Glass fiber reinforced type as recommended by insulation manufacturer, compatible with roofing materials; 6 inches wide; self adhering.
- E. Membrane Adhesive: As recommended by membrane manufacturer.
- F. Insulation Adhesive: As recommended by insulation manufacturer.
- G. Strip Reglet Devices: Galvanized steel, maximum possible lengths per location, with attachment flanges.
- H. Sealants: As recommended by membrane manufacturer.
- I. Walkway Pads: Suitable for maintenance traffic, contrasting color or otherwise visually distinctive from roof membrane.
  - 1. Composition: Roofing membrane manufacturer's standard.
  - 2. Size: 18 by 18 inches.
  - 3. Surface Color: White.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that surfaces and site conditions are ready to receive work.
- B. Verify deck is supported and secure.
- C. Verify deck is clean and smooth, flat, free of depressions, waves, or projections, properly sloped and suitable for installation of roof system.
- D. Verify deck surfaces are dry and free of snow or ice.
- E. Verify that roof openings, curbs, and penetrations through roof are solidly set, and cant strips are in place.

### 3.02 PREPARATION - CONCRETE DECK

- A. Fill surface honeycomb and variations with latex filler.
- B. Do not begin work until elevated concrete substrate has cured at least 28 days and moisture content is five percent or less.
  - 1. Test as Follows:
    - a. Concrete Moisture Content: No beading water under plastic after 16 hours when tested in accordance with ASTM D4263.
    - b. Relative Humidity in Concrete: Not greater than 75 percent when tested in accordance with ASTM F2170.

### 3.03 INSTALLATION, GENERAL

- A. Perform work in accordance with manufacturer's instructions, NRCA (RM), and NRCA (WM) applicable requirements.
- B. Do not apply roofing membrane during cold or wet weather conditions.
- C. Do not apply roofing membrane when ambient temperature is outside the temperature range recommended by manufacturer.
- D. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.
- E. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

- F. Coordinate this work with installation of associated counterflashings installed by other sections as the work of this section proceeds.

### **3.04 INSTALLATION - VAPOR RETARDER AND INSULATION, UNDER MEMBRANE**

- A. Install vapor retarder to deck surface with adhesive in accordance with manufacturer's instructions.
  - 1. Extend vapor retarder under cant strips and blocking to deck edge.
  - 2. Install flexible flashing from vapor retarder to air seal material of wall construction, lap and seal to provide continuity of the air barrier plane.
- B. Ensure vapor retarder is clean and dry, continuous, and ready for application of insulation.
- C. Attachment of Insulation: Embed insulation in adhesive in full contact, in accordance with roofing and insulation manufacturers' instructions.
- D. Cover Boards: Mechanically fasten cover boards in accordance with roofing manufacturer's instructions and FM (AG) Factory Mutual requirements.
- E. Lay subsequent layers of insulation with joints staggered minimum 6 inches from joints of preceding layer.
- F. Place tapered insulation to the required slope pattern in accordance with manufacturer's instructions.
- G. Lay boards with edges in moderate contact without forcing. Cut insulation to fit neatly to perimeter blocking and around penetrations through roof.
- H. Tape joints of insulation in accordance with roofing and insulation manufacturers' instructions.
- I. At roof drains, use factory-tapered boards to slope down to roof drains over a distance of 18 inches.
- J. Do not install more insulation than can be covered with membrane in same day.

### **3.05 INSTALLATION - MEMBRANE**

- A. Roll out membrane, free from wrinkles or tears. Place sheet into place without stretching.
- B. Shingle joints on sloped substrate in direction of drainage.
- C. Fully Adhered Application: Apply adhesive to substrate at rate of \_\_\_ gallons per square foot. Fully embed membrane in adhesive except in areas directly over or within 3 inches of expansion joints. Fully adhere one roll before proceeding to adjacent rolls.
- D. Overlap edges and ends and seal seams by contact adhesive, minimum 3 inches. Seal permanently waterproof. Apply uniform bead of sealant to joint edge.
- E. At intersections with vertical surfaces:
  - 1. Extend membrane over cant strips and up a minimum of 4 inches onto vertical surfaces.
  - 2. Fully adhere flexible flashing over membrane and up to nailing strips.
  - 3. Insert flashing into reglets and secure.
- F. At gravel stops, extend membrane under gravel stop and to the outside face of the wall.
- G. Around roof penetrations, seal flanges and flashings with flexible flashing.
- H. Install roofing expansion joints where indicated. Make joints watertight.
  - 1. Install prefabricated joint components in accordance with manufacturer's instructions.
- I. Coordinate installation of roof drains and sumps and related flashings.

### **3.06 FIELD QUALITY CONTROL**

- A. Provide daily on-site attendance of roofing and insulation manufacturer's representative during installation of this work.

**3.07 CLEANING**

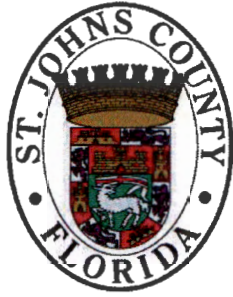
- A. Remove bituminous markings from finished surfaces.
- B. In areas where finished surfaces are soiled by work of this section, consult manufacturer of surfaces for cleaning advice and comply with their documented instructions.
- C. Repair or replace defaced or damaged finishes caused by work of this section.

**3.08 PROTECTION**

- A. Protect installed roofing and flashings from construction operations.
- B. Where traffic must continue over finished roof membrane, protect surfaces using durable materials.

**END OF SECTION 07 54 00**

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## Courthouse East Annex - Roof Assessment

Prepared By  
Roof Assessment Team

Prepared For  
St Johns County Facilities Team

September 06, 2023

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# Client Data

Client: St Johns County



## Client Data

<b>Name</b>	St Johns County		
<b>Address 1</b>	500 San Sebastián View		
<b>City</b>	St Augustine	<b>State</b>	Florida
<b>ZIP</b>	32084	<b>Country</b>	United States

## Contact Info

<b>Contact Person</b>	Todd Roberts	<b>Title</b>	Property Manager - Building Operations Division
<b>Mobile Phone:</b>	904-484-4096	<b>Office Phone:</b>	904-209-0658
<b>Email:</b>	troberts@sjcfl.us		

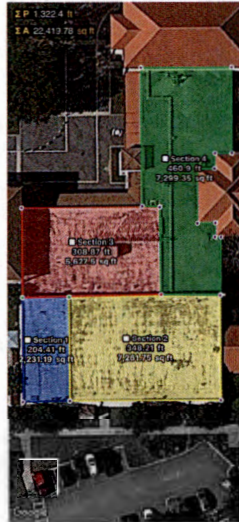




# Facility Summary

Client: St Johns County

Facility: Courthouse East Annex



Facility Data	
Address 1	4040 Lewis Speedway
City	St Augustine
State	Florida
ZIP	32084
Type of Facility	County
Square Footage	22,500
Contact Person	Todd Roberts

**Asset Information**

<b>Name</b>	<b>Date Installed</b>	<b>Square Footage</b>	<b>Roof Access</b>
Low Slope Roof Sections Combined	1990 Approx.	22,500	Internal Roof Hatch
Roof Section 1	1980 Aprox.	2,250	Internal Roof Hatch
Roof Section 2	2000 Approx.	7,300	Internal Roof Hatch
Roof Section 3	1980 Aprox.	5,650	Internal Roof Hatch
Roof Section 4	2000 Approx.	7,300	Internal Roof Hatch
Tile Roof Section	2000 Approx.	15,400	Ladder Needed





# Construction Details

Client: St Johns County

Facility: Courthouse East Annex

Roof Section: Roof Section 1



## Information

Year Installed	1980 Aprox.	Square Footage	2,250
Slope Dimension	1/4:12	Eave Height	20'
Roof Access	Internal Roof Hatch	System Type	Other

## Notes

Roof System Type is included in the report under Core Sample



Roof Section Photo



# Photo Report

Client: St Johns County

Facility: Courthouse East Annex

Report Date: 10/27/2021

Title: Roof Assessment

Roof Section: Roof Section 1

The roof composition is noted in the Core Sample Report, as documented the roof contains 2 current roof systems as well as a coating. The coating has aged and failed, and as shown in the photos it is delaminating from the roof system and peeling. Roof drainage is achieved via internal roof drains. Drainage is fair with some ponding water present, mostly due to uneven roof installation and the failing coating system.

Overall the roof system is given a grade of "Poor to Failed". Failing roof coatings, ponding water, and age have caused damage beyond repair and conditions will require replacement.



*Photo 1*

Overview of roof section.



*Photo 2*

Overview of roof section.



*Photo 3*

Metal roof deck confirmation. Consistent through all roof sections.



*Photo 4*

Internal drain detail. Photo shows issue with ponding water and improper drainage.

**Ponding:** Ponding water occurs when moisture collects in large pools on the surface of a roof system. These pools begin to form due to the following: 1) roof drains are blocked or clogged with debris, 2) the insulation package has lost dimensional stability and has reduced in thickness, 3) poor slope to drain design via overbuilt crickets or tapered insulation system, 4) roof drains are built along side building support columns which maintain a consistent height under load while the balance of the roof system is applied over a live deck which tends to move and deflect under normal seasonal load. In all cases, roof depressions that collect and hold water will tend to grow in size as the added weight of the ponding water will continue to deflect the roof deck even further.

This condition can damage the roof in a number of ways. Additional structural loads create more movement of the roof assembly creating more tear stress and of course a potential for structural failure. UV intensity also increases under ponding conditions as the sun's rays are increased to the point where it accelerates deterioration in most all roof systems. In asphalt based assemblies the natural waterproofing oils in the asphalt will separate from the membrane if the system remains submerged under water for sustained periods. Single ply roof system rot and burn out when the ponding area is exposed to sunlight. The added weight can crush insulation increasing the ponding condition and creating a condition where the insulation becomes a useless thermal barrier. This condition then affects the mechanical system and the cost of heating and cooling the building. Small cracks and tears will widen until they rupture to allow water into the building. And finally, a negatively deflected deck becomes a structural concern.





*Photo 5*

The roof coating is failing and peeling off across the roof field, exposing the significantly aged roof system underneath.



*Photo 6*

Roof hatch detail.  
Challenging location up against the short parapet wall.



*Photo 7*

Corner edge detail, note architectural design to the corners.



*Photo 8*

Edge coping metal is substantially aged and in need of replacement.

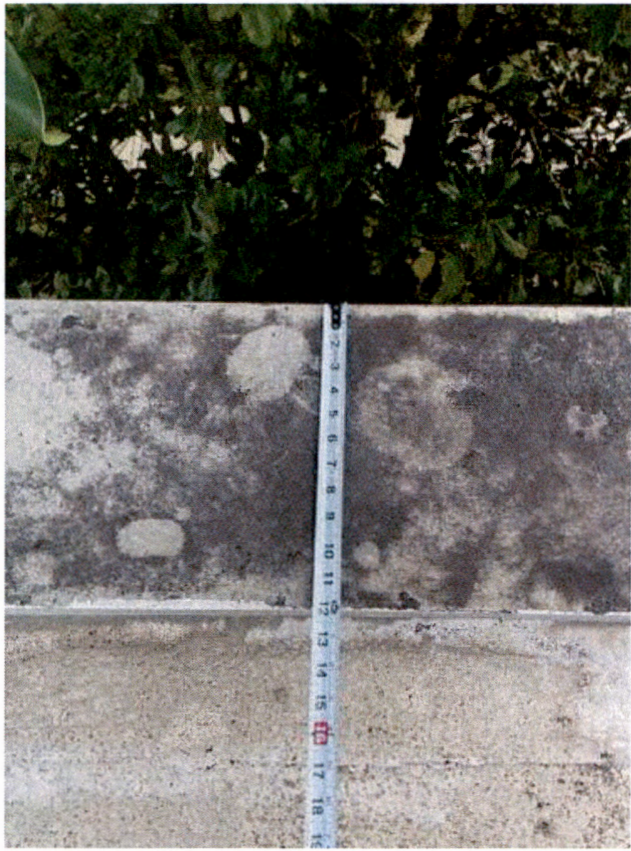


*Photo 9*

Heights for reference.



*Photo 10*





# Photo Report

Client: St Johns County

Facility: Courthouse East Annex

Report Date: 10/27/2021

Title: Core Sample Report

Roof Section: Roof Section 1

## **Roof Composition**

**Deck:** Metal

**Insulation:** Lightweight Concrete

**Primary Roof System:** Built Up Roof w/Flood and Gravel

**Cover board:** Wood Fiber

**RetroFit Roof System:** Modified Bitumen

**Coating:** Unknown White Coating



*White 1*



Photo 2



# Construction Details

Client: St Johns County

Facility: Courthouse East Annex

Roof Section: Roof Section 2



Information			
Year Installed	2000 Approx.	Square Footage	7,300
Slope Dimension	1/4:12	Eave Height	20'
Roof Access	Internal Roof Hatch	System Type	Mineral Modified Bitumen



Roof Section Photo





# Photo Report

Client: St Johns County

Facility: Courthouse East Annex

Report Date: 10/27/2021

Title: Roof Assessment

Roof Section: Roof Section 2

The roof consists of a 2-ply modified bitumen surfacing over lightweight insulating concrete. A white roof coating has also been applied.

Roof drainage is achieved via internal roof drains, and drainage appears to be fair.

The roof was given a condition of "Failed" due to multiple reported leaks, widespread cracking the roof membranes, failing/peeling coating, and detaching/rusting coping metal.

Documentation of these conditions are noted in the photos below.



*Photo 1*

Overview of roof section.



*Photo 2*

Overview of roof section.



*Photo 3*

Failed coating across the roof, shown here are multiple pin holes from air bubbles during application that are allowing water through.



*Photo 4*

Cracks such as this are present as well across the roof. Unsure if they are completely through the roof assembly, and did not investigate at the time as to not cause further roof leak issues.



*Photo 5*

Cracking.



*Photo 6*

Further cracking and failed coating.



*Photo*

More cracks shown here, this time in the vertical edge flashings.



*Photo 8*

Additional cracking.



*Photo 9*

Significant failed coating in small and large areas.



*Photo 10*

Large area of failed coating.



*Photo 11*

Multiple leaks were reported by the maintenance team present on the roof with me. As evident by the repairs made in many locations shown here and below.



*Photo 12*

Previous repairs made.



*Photo 13*

Previous repairs made.



*Photo 14*

**Fish mouths:** Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.



*Photo 15*

Metal edge coping, is failing and coming detached in areas.





*Photo 16*

Metal coping is rusting through the coating system that was applied.



*Photo 17*

Out of use pipe penetration, needs to be eliminated.



*Photo 15*

Typical drain detail.



*Photo 18*

Two HVAC Units are present on the roof. It is recommended that they are put on stands in the future so they do not hold moisture and vegetation underneath them, causing the roof to fail prematurely.



Photo 20



Photo 21

Measurements for reference.



Photo 22'



# Photo Report

---

Client: St Johns County

Facility: Courthouse East Annex

Roof Section: Roof Section 2

Report Date: 10/27/2021

Title: Core Sample Report

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## **Roof Composition**

**Deck:** Metal

**Insulation:** Lightweight Concrete

**Roof System:** Modified Bitumen

**Coating:** Unknown White Coating



*Photo 1*



# Construction Details

Client: St Johns County

Facility: Courthouse East Annex

Roof Section: Roof Section 3



## Information

Year Installed	1980 Aprox.	Square Footage	5,650
Slope Dimension	Various	Eave Height	20'
Roof Access	Internal Roof Hatch	System Type	Built Up Roof (BUR)

## Notes

With the foam covering, current roof slope was not able to be determined.



Roof Section Photo



# Photo Report

Client: St Johns County

Facility: Courthouse East Annex

Report Date: 10/27/2021

Title: Roof Assessment

Roof Section: Roof Section 3

The roof consists of a BUR w/flood and gravel surfacing over lightweight insulating concrete. The roof has been topped with a spray foam application over the existing flood and gravel system. Drainage is achieved via internal roof drains, efficacy of the drainage was unable to be determined due to the uneven nature of the spray foam.

The roof system is given a grade of "poor". Not many leaks were reported by the maintenance personal on site, but as shown below the spray foam coating is failing. Now that it is punctured in numerous places and taking on moisture, it will age very quickly as the peeling spreads. The condition of the flood and gravel system underneath is unknown and how much life it has left in it is unknown. As the foam system allows moisture in, the roof will only be as water tight as the old system underneath.

Unfortunately with spray foam systems, there are little to no options for maintaining or restoring them. Once they fail, as this one is beginning to do, they must be removed and replaced.



*Photo 1*

Overview of roof section.





*Photo 2*

Overview of roof section.



*Photo 3*

Transition to the adjacent building along the south roof edge.

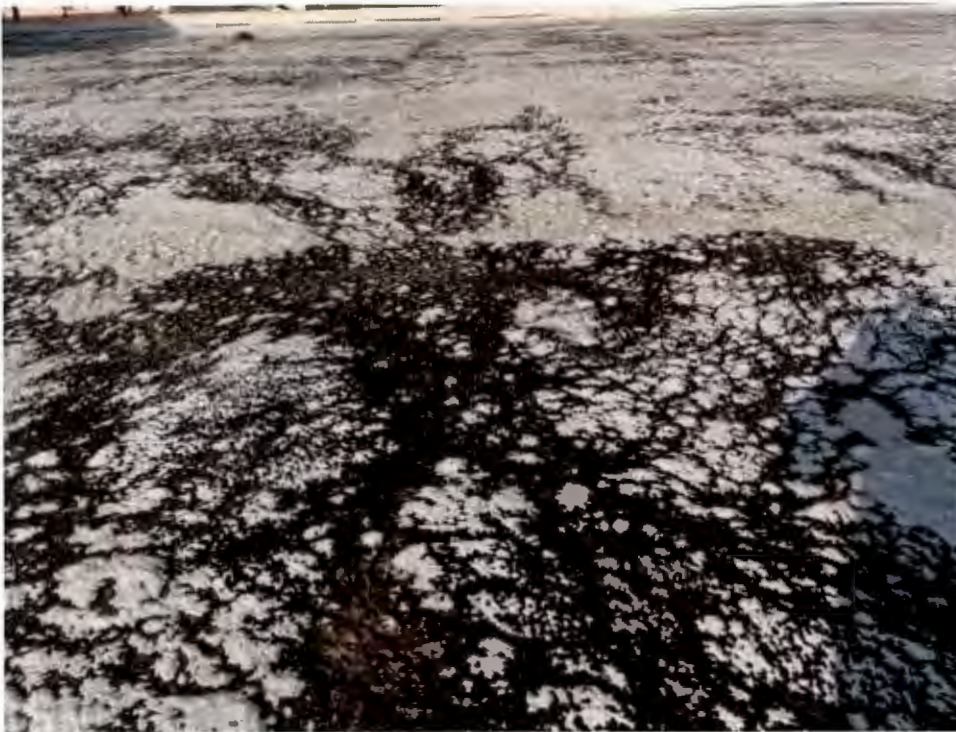


Photo 2

Unfortunately the uneven nature of spray foam roof coatings cause them to hold moisture and dirt on the roof, as shown here. In turn, those two elements degrade the coating system quickly.



Photo 3

As the spray foam system fails, the top layer of coating peel away from the foam underneath. Once this happens, and the foam is exposed to the elements it holds water like a sponge and loses its waterproofing capabilities.



*Photo 6*

Additional peeling of coatings along the north edge.



*Photo 7*

Everything from age and puncture put holes such as these in the coating layer allowing moisture into the spray foam layering underneath. These systems are very fragile, and the chiller location combined with the traffic this roof sees for mechanical maintenance, it is vulnerable to damage such as this.



*Photo 8*

Additional holes/punctures. As these take on water, the coating on top will begin to bubble and peel as shown in other areas.



*Photo 9*

Overflow scupper from roof sections 1 and 2.



*Photo 11*



*Photo 1*

The spray foam was applied over the removable supports for the biller pipes.



*Photo 11*

The coping edge metal coating is failing and peeling off, as we saw with roof sections 1 and 2.



*Photo 12*

Internal roof drain for drainage.



*Photo 14*

Repairs have been made to the spray foam coating along the southern edge metal detail.



*Photo 15*

Chiller detail for reference.



*Photo 16*

Rusty gutters on the southern adjacent building. Not part of this roof assessment, but an item to note.



*Photo 17*

Measurements for reference.





Photo 18



Photo 19



# Photo Report

Client: St Johns County

Facility: Courthouse East Annex

Roof Section: Roof Section 3

Report Date: 10/27/2021

Title: Core Sample Report

## Roof Composition

Deck: Metal

Insulation: Lightweight Concrete

Roof System: Built Up Roof w/ Flood and Gravel Surfacing

Coating: Spray Foam





# Construction Details

Client: St Johns County

Facility: Courthouse East Annex

Roof Section: Roof Section 4



Information			
Year Installed	2000 Approx.	Square Footage	7,300
Slope Dimension	1/4:12	Eave Height	20'
Roof Access	Internal Roof Hatch	System Type	Mineral Modified Bitumen



Roof Section Photo



# Photo Report

**Client:** St Johns County

**Facility:** Courthouse East Annex

**Roof Section:** Roof Section 4

**Report Date:** 10/27/2021

**Title:** Roof Assessment

The roof consists of a 2-Ply Modified Bitumen roof system, retrofitted over top of an older 2-Ply Modified Bitumen system. Drainage is achieved via slope to the outside edge of the roof into a gutter and downspout system. Drainage is good, no areas of ponding were noted. It is important to note that when the second system was retrofitted a tapered insulation package was added to the west side of the roof to direct water away from the adjacent building.

The roof is in "Fair" condition at this time, with some minor defects and previous repairs that need to be properly addressed. Some vegetation exists under the chiller pipes and near the entrance dormer roof, but can be cleaned with minimal effort.



*Photo 1*

Roof section overview.



*Photo 3*

Roof section overview.



*Photo 3*

Roof section overview.



Photo 4

Roof section overview.



Photo 5

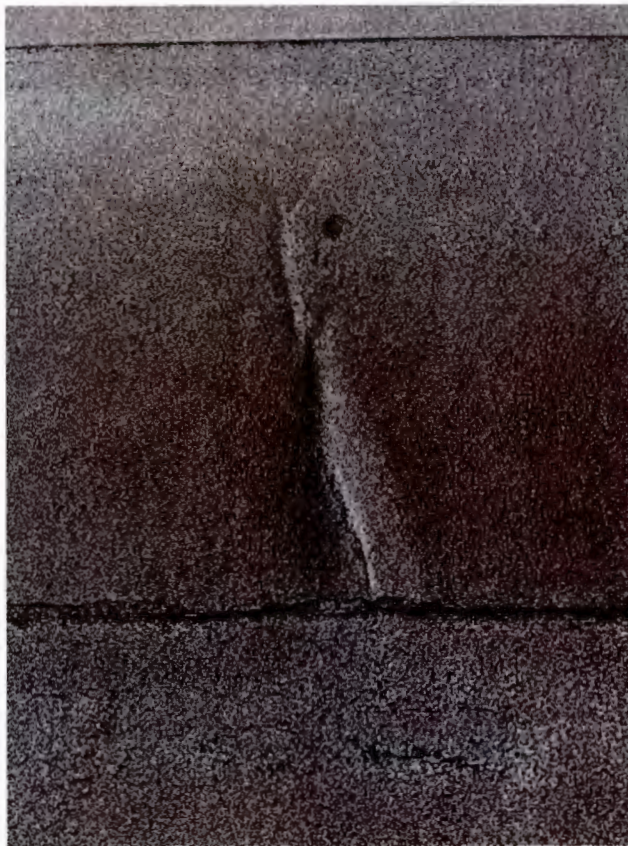
**Vegetation Growth:**

Vegetation often occurs when dirt and debris collect on roof systems. Over time this creates a perfect medium for plant and weed growth. When seeds take hold the roots will often penetrate through the membrane causing immediate leaks and damage internally.



*Photo A*

**Fish mouths:** Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.



*Photo 7*

**Fish mouths:** Wrinkles or openings at the edge of the membrane caused by poor adhesion or installation. Fish mouths are a common cause of early failure on 2-ply torch down and single ply roof systems. These systems are prone to workmanship error due to two factors (1) the manual heating/welding of the adhesive, which is very unpredictable for constant heat, and (2) the roof system only consists of 1 to 2 plies, which translates in to a very thin layer of water protection.





*Photo 8*

**Debris - Leafs and Pine Needles:** Pine needles and other leaves build up on the roof membrane causing plugged drains and scuppers thereby causing ponding water and structural weight loading. As the leaves and pine needles rot a "compost effect" occurs, this in effect causes soil to form on top of the roof membrane. This soil creates a perfect medium for plant and weed growth. When seeds take hold the roots will often penetrate through the membrane causing immediate leaks and damage internally.



*Photo 9*

**Debris - Leafs and Pine Needles:** Pine needles and other leaves build up on the roof membrane causing plugged drains and scuppers thereby causing ponding water and structural weight loading. As the leaves and pine needles rot a "compost effect" occurs, this in effect causes soil to form on top of the roof membrane. This soil creates a perfect medium for plant and weed growth. When seeds take hold the roots will often penetrate through the membrane causing immediate leaks and damage internally.



*Photo 10*

In addition to the debris, this area has been repaired in the past and it was noted that this area has remained an issue for persistent leaks. Further investigation needs to take place via moisture survey to determine the extent of the damage.



*Photo 11*



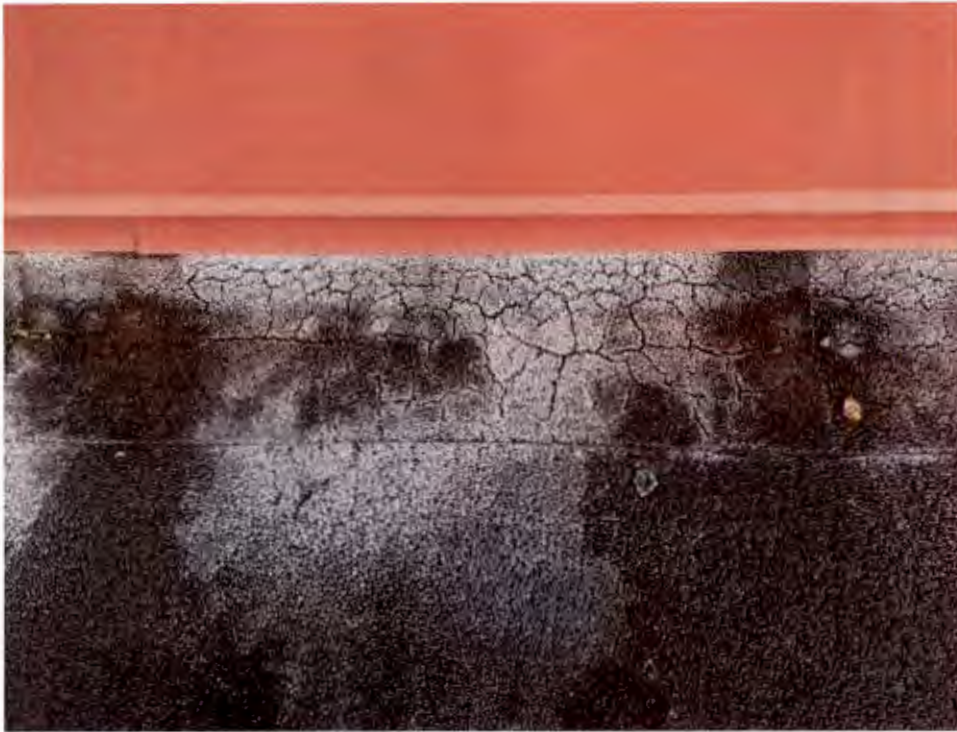
*Photo 12*

Cracking of the sheets as shown here are due to the age of the system and the roof membrane losing its strength. This is a sign of an aging roof system that is near the end of its life cycle.



*Photo 13*

Additional cracking.



*Photo 14*

Additional cracking.



*Photo 15*

Roof damage caused by what appears to be something previously mounted to the roof.



*Photo 16*

Metal edge detail along transition to adjacent building.



*Photo 17*

These flashing plies have detached from the metal turn bar holding them to the wall, exposing the building completely to water intrusion. Maintenance team on site documented and reported it to the roofing team for immediate repair.



*Photo 18*



*Photo 19*

Overflow scuppers and downspouts from east side roof.



*Photo 20*

Metal flashing for HVAC unit that has been crushed and split.



*Photo 21*

HVAC units rusting onto the roof.



*Photo 21*

Metal clamp from chiller pipe has come loose and fallen off.



*Photo 23*

Previous repairs made.





*Photo 24*

Measurements for reference.



# Photo Report

Client: St Johns County

Facility: Courthouse East Annex

Roof Section: Roof Section 4

Report Date: 10/27/2021

Title: Core Sample Report

## Roof Composition

**Deck:** Metal

**Insulation:** Lightweight Concrete

**Primary Roof System:** 2 Ply Modified Bitumen

**Cover Board:** Wood Fiber

**RetroFit Roof System:** 2 Ply Modified Bitumen

\*\*\* Some sections of the retrofit roof were combined with a tapered poly-iso insulation to help with drainage.



Photo 1



Photo 2



Photo 3



Photo 4



**ADDENDUM #2**

September 7, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #2 is issued for further Bidders' information, and is hereby incorporated into the BID Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Due to the scope and size of this project, the Deadline for submission of bid questions initially scheduled for 4:00 PM on September 7, 2023 is hereby changed to 4:00 PM September 21, 2023 and the Bid Opening initially scheduled for 2:00 PM on September 27, 2023 is hereby changed to Wednesday, 2:00 PM on October 4, 2023.

**SUBMITTAL DEADLINE FOR BIDS IS HEREBY CHANGED TO, WEDNESDAY, OCTOBER 4, 2023 AT 2:00 PM**

**Bidder Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**Attachments: None**

**END OF ADDENDUM NO. #2**

**Richard Poulin**

---

**From:** DemandStar <agencyservices@demandstar.com>  
**Sent:** Thursday, September 7, 2023 8:10 AM  
**To:** Richard Poulin  
**Subject:** Document 23-76 Addendum #02 Awaiting Approval

**The bid document you uploaded to DemandStar is ready for your approval.**

**Bid Identifier:** SB-23-76-0-2023/RP  
**Bid Name:** ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT  
**Document:** 23-76 Addendum #02  
**Pages:** -  
**Date Posted:** 09/07/2023 8:09 AM Eastern

[View Bid Details](#)

Please review 23-76 Addendum #02 and verify it is the correct file. If it is, please [go to the Manage Documents page for your bid](#) and click the "Approve" button next to this document.

Your bid will not be broadcast until all documents have been approved.

Sincerely,  
The DemandStar team



**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you believe this message is fraudulent or malicious, please contact MIS for further assistance.



**ADDENDUM #1**

August 29, 2023

**To: Prospective Bidders**  
**From: St. Johns County Purchasing Division**  
**Subject: Bid No: 23-76 St. Johns County Courthouse and Service Center Roof Replacement**

This Addendum #1 is issued for further Bidders' information, and is hereby incorporated into the BID Documents. Each Bidder must incorporate any and all revisions, clarifications, and/or supplemental information provided in all issued addenda with the submitted Bid. Bidders must submit a copy of each signed addendum with their Bid as provided in the Bid Documents.

**Revisions/Clarifications:**

The County provides the following revisions and/or clarifications to be incorporated into the Bid Documents:

1. Due to hurricane Idalia, the Pre-Bid Meeting scheduled for 11:00 AM on August 31, 2023 is being changed to 9:00 AM September 6, 2023. Location still remains the Aviles Conference Room at the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine FL 32084.

**SUBMITTAL DEADLINE FOR BIDS REMAINS, WEDNESDAY, SEPTEMBER 27, 2023 AT 2:00 PM**

**Acknowledgment:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name/Title

\_\_\_\_\_  
Respondent Company Name

**Attachments:** None

**END OF ADDENDUM NO. #1**



**Board of County Commissioners  
St. Johns County, Florida**

**INVITATION FOR BIDS NO: 23-76**

**ST. JOHNS COUNTY COURTHOUSE AND SERVICE  
CENTER ROOF REPLACEMENT**

**St. Johns County Purchasing Division  
500 San Sebastian View  
St. Augustine FL 32084  
904.209.0150**

**[www.sjcfl.us/Purchasing/index.aspx](http://www.sjcfl.us/Purchasing/index.aspx)**

**Final: 08/22/23**



**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**TABLE OF CONTENTS**

- I. General Terms and Conditions
- II. Official County Bid Form
- III. Scope of Work
- IV. Official County Bid Form
- V. Attachments:

- Attachment "A" – St Johns County Board of County Commissioners Affidavit
- Attachment "B" – Certificate as to Corporate Principal
- Attachment "C" – License/Certification List
- Attachment "D" – List of Proposed Sub-Contractors/Suppliers
- Attachment "E" – Conflict of Interest Disclosure Form
- Attachment "F" – Drug Free Workplace Form
- Attachment "G" – Claims, Liens, Litigation History
- Attachment "H" – E-Verify Affidavit
- Attachment "I" – Local Preference
- Bid Bond
- Sealed Bid Mailing Label

**SEPARATE DOCUMENTS:**

EXHIBIT A – SJC Courthouse and Service Center Roof Replacement Specifications - Dated March 10, 2023

EXHIBIT B – SJC Courthouse and Service Center Roof Replacement Drawings - Dated March 10, 2023

## BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT

### PART I – GENERAL TERMS AND CONDITIONS

#### 1) DEFINITIONS

Terms used within this Invitation for Bids (“IFB”) shall have the meaning as set forth in the St. Johns County Purchasing Policy (“Policy”), or as otherwise defined herein. Any definition provided herein, shall govern over the definitions provided in the Policy.

#### 2) COMPLIANCE WITH ST. JOHNS COUNTY PURCHASING POLICY

All provisions of the Policy and associated procedures are incorporated into the Bid Documents by reference, and are fully binding. Bidders are required to submit their Bids, and to conduct their activities in accordance with the Policy and associated procedures.

#### 3) BIDDER’S REPRESENTATION

By submitting a Bid, each Bidder represents and warrants that Bidder has read and understands all information and requirements provided herein, and that Bidder is familiar with and understands all conditions related to the work specified herein, and the submitted Bid is based upon all necessary considerations to perform the work in accordance with all specifications and requirements provided herein, or as otherwise provided in an Addendum. Bidder also represents that any and all costs associated with performing the specified work are included in the submitted Bid.

#### 4) BID DOCUMENTS

The Bid Documents are those documents which shall govern the solicitation, submittal, consideration and award of submitted Bid(s), which generally includes, but is not limited to: IFB Documents, Specifications, Plans, Drawings, and all issued Addenda.

Bid Documents may be obtained from [www.demandstar.com](http://www.demandstar.com) or SJC Purchasing Division. The Bid Documents shall be used by Bidders to prepare their Bid for submittal. St. Johns County (“County”) shall not assume any responsibility for errors or misrepresentations resulting from the use of complete or incomplete sets of Bid Documents. The County, in making the Bid Documents available, do so only for the purpose of obtaining Bids for the specified purpose and do not confer a license or grant for any other use.

#### 5) INTERPRETATION OR CORRECTION OF BID DOCUMENTS

Bidders shall promptly notify the Designated Point of Contact of any ambiguity, inconsistency, or error which they may discover upon examination of the Bid Documents or of the site and local conditions. Bidders requiring clarification or interpretation of the Bid Documents shall make a written request to the Designated Point of Contact by or before the deadline for questions as provided herein.

An interpretation, correction or change of the Bid Documents will be made by Addendum. Interpretations, corrections, or changes of the Bid Documents made in any other manner will not be binding, and Bidders must not rely upon such interpretations, corrections, or changes. No change will be made to the Bid Documents by the County less than seven (7) days prior to the submittal deadline for Bids. The County, however, reserves the right to issue addendums at any time prior to the submittal deadline for Bids in order to serve the best interest of the County.

#### 6) SUBSTITUTIONS

The materials, products and equipment described in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered unless written request for approval has been received by the Designated Point of Contact at least fourteen (14) calendar days prior to the submittal deadline for Bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and testing data, and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require must also be

included. The burden of proof of the merit of the proposed substitute is upon the proposer of the substitute. The Project Manager's approval or disapproval of a proposed substitution shall be final.

If County Staff approves any proposed substitution, such approval will be set forth in an Addendum. Bidders must not rely upon approval made in any other manner.

**7) DESIGNATED POINT OF CONTACT**

The County's Designated Point of Contact for this IFB is Richard E. Poulin Jr., Procurement Coordinator, St. Johns County Purchasing Division. Any and all questions and/or inquiries shall be directed, *in writing*, via email to [rpoulin@sjcfl.us](mailto:rpoulin@sjcfl.us). In the event the Designated Point of Contact is absent or otherwise unavailable for more than three (3) business days, firms may contact Bryan Matus, Senior Procurement Coordinator, at [bmatus@sjcfl.us](mailto:bmatus@sjcfl.us), or Diana Fye, Senior Procurement Coordinator, at [dfye@sjcfl.us](mailto:dfye@sjcfl.us).

**8) LOBBYING PROHIBITION**

In accordance with Section 9 of the Policy, Bidders **SHALL NOT** contact any staff member of the County, including members of the Board of County Commissioners, except the above referenced Designated Point of Contact with regard to this Invitation for Bids. Any such communication is a violation of the Policy and shall result in disqualification and removal from consideration for award under this IFB.

**9) NON-MANDATORY PRE-BID MEETING**

A Non-Mandatory Pre-Bid Meeting will be held on **Thursday, August 31, 2023 at 11:00 AM** in the Aviles Conference Room at the St. Johns County Administration Building, 500 San Sebastian View, St. Augustine FL 32084. **Bidders are not required to attend the Pre-Bid Meeting, but it is strongly recommended by the County.** Bidders and sub-contractors are encouraged to visit the Project Site prior to the Pre-Bid Meeting in order to familiarize themselves with the site conditions.

**10) QUESTIONS**

Any and all questions related to this project shall be directed, *in writing*, to the Designated Point of Contact. Questions are due no later than four o'clock (4:00PM EST) on **Thursday, September 7, 2023**, so that any necessary addenda may be issued in a timely manner. Any questions received after the above deadline will not be answered unless previously approved by the SJC Purchasing Manager or other designated County Representative.

**11) ADDENDA**

Any change, clarification, revision, deletion, additional documents or information provided by the County after broadcast of this IFB will be provided via Addendum, and posted to Demandstar ([www.demandstar.com](http://www.demandstar.com)) with the Bid Documents. All planholders for this IFB will be notified of the posted addendum by Demandstar. Planholders may access and download issued Addenda for inclusion in their submitted Bid. Bidders may also request issued addenda from the Designated Point of Contact, in writing. It is the responsibility of the Bidder to acquire any addenda issued by the County. The County is not responsible for a Bidder's failure to obtain any issued Addendum.

Bidders are responsible for incorporating any and all changes, clarifications, revisions, deletions, additional documents and information provided by Addendum into the submitted Bid. Failure by the Bidder to appropriately consider and incorporate the addenda into their submitted Bid may cause the submitted Bid to be considered non-responsive and removed from further consideration. It shall be the sole discretion of the Purchasing Manager or Assistant Director of Purchasing and Contracts to determine whether or not an Addendum is material to the submitted Bid, resulting in disqualification and removal from consideration for award.

Each Bidder shall acknowledge all issued Addenda in the submitted Bid in the space provided on the Official County Bid Form, and provide a copy of each Addendum, signed by the Bidder's authorized representative.

## 12) BID SUBMITTAL REQUIREMENTS

The submittal deadline for Bids shall be no later than **2:00PM EST on Wednesday, September 27, 2023**. Bids must be submitted to:

SJC Purchasing Division  
500 San Sebastian View  
St. Augustine, FL 32084

**Each Bidder must submit one (1) original hard copy, and one (1) duplicate of their Bid**, in a sealed envelope or container, and plainly marked with the Bidder's full legal company name, mailing address, and recite: "Bid No: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT". A mailing label has been provided herein for Bidders to use to identify their Bid.

All required forms and attachments, including the Official County Bid Form, must be completed, and all required information provided. Information must be typewritten or manually written in blue or black ink. Each Bid must include the Bidder's full legal company name, mailing address, telephone number, and must identify whether the Bidder is a sole proprietor, partnership, corporation or other legal entity. **The submitted Bid should NOT include a fully copy of the Bid General Terms and Conditions.**

Bidder shall assume full responsibility for timely delivery of their submitted Bid at the location designated above for receipt of Bids. Bids shall be delivered to the designated location prior to the submittal deadline provided above, or as revised by addendum. Bids received after the established submittal deadline will not be considered and will be returned to the sender unopened.

Bidders must only submit one (1) Bid in response to this IFB. Oral, telephonic, telegraphic, or electronic Bids are invalid and will not receive consideration.

Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and numerals, and in the case of a discrepancy between the two, the amount expressed in words shall govern. Additionally, where there are unit prices and extended prices, the unit prices shall govern over extended pricing.

Any interlineations, alterations, or erasures by the Bidder on the Bid Form must be initialed by the signer of the Bid. Failure to do so may cause the Bid to be considered non-responsive.

Bidder shall make no stipulation on the Bid Form, nor qualify the submitted Bid in any manner. To do so will classify the Bid as being non-responsive.

Any submitted Bid must be signed by an approved representative of the Bidder, legally authorized to bind the Bidder to a contract. In the event the Bid is signed by a representative who is not a principal of the Bidder, a Delegation of Authority Letter must be submitted with the Bid, stating the delegation of authority by principal(s), owner(s), or officer(s) of the Bidder for the signing representative. The delegation of authority must be signed by the principal/owner/officer of the Bidder, and must state the limits and duration of the delegation to the signing representative.

A Bid submitted by an agent must have a current Power of Attorney attached, certifying the agent's authority to bind the Bidder.

All Bids submitted in response to this IFB shall become the property of the County and will not be returned to the Bidders. In the event of an award, all documentation produced as part of the award shall become exclusive property of the County.

## 13) BID POSTPONEMENT/CANCELLATION

The County may, at its sole and absolute discretion, postpone or cancel this IFB, and/or resolicit Bids in order to serve the best interest of the County.

#### **14) MODIFICATION OR WITHDRAWAL OF BID**

A submitted Bid may not be modified, withdrawn or canceled by the Bidder after the submittal deadline specified herein.

Prior to the submittal deadline for Bids, a Bid submitted early may be modified or withdrawn only by written notice to the Designated Point of Contact. Upon notice from a Bidder to modify or withdraw a submitted Bid, provided such notice is received prior to the submittal deadline for Bids, the County shall return the Bid to the Bidder unopened. Any modified Bids must be submitted prior to the submittal deadline specified herein, in order to be considered.

#### **15) COSTS INCURRED BY BIDDERS**

Bidders are responsible for any and all costs associated with developing and submitting a Bid in response to this IFB. Additionally, Bidders are solely responsible for any and all costs associated with providing any subsequent information requested by the County, attending any meetings with the County, and any other activities related to this solicitation and subsequent award proceedings. It is expressly understood, no Bidder may seek or claim any award and/or reimbursement from the County for any expenses, costs, and/or fees (including attorney's fees) borne by any Bidder, during the IFB process. Such expenses, costs, and/or fees (including attorney's fees) are the sole responsibility of the Bidder.

#### **16) CONSIDERATION OF BIDS**

**Opening of Bids:** Unless stated otherwise in an Addendum, Bids received by or before the submittal deadline will be opened publicly, immediately after the submittal deadline provided herein. The Bid Tabulation shall be posted to DemandStar, upon verification of Bids and all information.

**Rejection of Bids:** The County reserves the right to reject any or all Bids that are not materially responsive to the requirements provided herein, or if it is determined to be in the best interest of the County. The County may also waive any minor formality or irregularity of any submitted Bid, provided the minor formality or irregularity does not materially impact the submitted Bid.

**Bid Award:** It is the intent of the County to award to the lowest, responsive, responsible Bidder, or lowest responsive, responsible Bidder, based upon the Total Lump Sum Bid Price.

The County shall have the right to accept alternates in any order or combination and to determine the low Bidder on the basis of the sum of the Total Lump Sum Bid Price and/or the Alternates accepted if alternate bids are requested in the Official County Bid Form. The County is under no obligation to award any Bid Alternates, unless it serves the best interest of the County to do so.

If an award is made, it will be made within ninety (90) days from the date of the Bid opening, unless stated otherwise in an Addendum. Submitted Bids must remain valid for a minimum of ninety (90) days from the date of the Bid opening, and shall be irrevocable during this time unless otherwise agreed to by the County.

If only one (1) Bid is received, the County reserves the right to negotiate with the responding Bidder, if the submitted Bid is responsive to the requirements provided herein. The Bid may also be rejected and the Bid re-advertised, in order to best serve the needs of the County.

#### **17) LOCAL PREFERENCE**

The County shall review all submitted Bids to determine whether or not there is a Local Business which submitted a Bid that is within ten percent (10%) of the responsive, responsible, low Bid, provided the low Bid is not from a verified Local Business. If so, the County shall verify the qualification requirements to validate the Bidder as a Local Business,

in accordance with Section 16.3 of the Policy. If the lowest Bid from a responsible Local Business is responsive, and the Bid is within ten percent (10%) of the low Bid, the Local Bidder shall have forty-eight (48) hours from notification by the County, to agree, in writing, to match the low Bid amount. If the Local Bidder agrees to match the low Bid amount within the timeframe provided, the Local Bidder shall be awarded, provided they meet any and all other requirements of the County. If the Local Bidder refuses, or fails to agree to match the low Bid within the timeframe specified, the County shall consider the non-local low Bid for award.

#### **18) BID SECURITY**

Each submitted Bid must be accompanied by a Bid Security, submitted on the Bid Bond Form provided herein, or in the form of a certified or cashier's check, in the amount of five percent (5%) of the Lump Sum Bid Price submitted on the Official County Bid Form, pledging that the Bidder will enter into a contract with the County on the terms stated in the Bid and will, if required, furnish bonds as described hereunder covering the faithful performance of the Contract and the payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds to the County, if required, the amount of the Bid Security shall be forfeited, not as penalty, but as liquidated damages.

A Bid Security in the form of a certified or cashier's check must be made payable to the Board of County Commissioners of St. Johns County.

A Bid Security in the form of a Bid Bond shall be written on the form provided herein, with an acceptable surety, and the Attorney-in-Fact, who shall execute the bond on behalf of the Surety shall affix to the bond, a certified and current copy of the Power of Attorney. The Surety Company shall meet all requirements as provided below. Any Bidder submitting a Bid Bond (not a certified or cashier's check) must also submit **Attachment "B" – Certificate as to Corporate Principal**.

The County shall have the right to retain the Bid Security until either (a) a Contract is executed and bonds, if required, have been furnished, or (b) the County has rejected all Bids, or (c) the period of time for which Bids are irrevocable has elapsed, so that Bids may be withdrawn.

If this Bid is not accepted within ninety (90) consecutive calendar days of the submittal deadline for Bids, or if the Undersigned delivers the executed Contract, all required documents and the required Bond, as provided in the Bid Documents, the Security shall be returned to the Bidder within seven (7) business days of issuance of Notice to Proceed.

#### **19) BID BOND INSTRUCTIONS**

A Bid Bond submitted, on the form provided herein, must be completed as follows:

- Type or Print Bidder's and Surety's names, mailing addresses, in the same language as in the Bid Documents;
- Have authorized representatives of the Bidder and Surety/Surety's Agent sign in the designated spaces;
- Attach a copy of Surety agent's Power of Attorney with an original signature of the Secretary or Assistant Secretary of Surety certifying the copy, unless the Power of Attorney has been recorded in St. Johns County. If it has been recorded, provide book and page number.
- Submit one (1) original and one (1) duplicate, as prescribed herein for Submittal of Bids.

#### **20) SURETY REQUIREMENTS**

Any Surety issuing a Bond to the County, must meet the following requirements:

- Surety must be licensed to do business in the State of Florida;
- Surety must have a record of successful continuous operations for at least three (3) years;
- Surety shall not have exposed itself to any loss on any one risk in an amount exceeding twenty percent (20%) of its surplus to policyholders;
- Surety must have fulfilled all of its obligations on all other bonds given to the County;

- Surety must have good underwriting, economic management, adequate reserves for undisclosed liabilities, and net resources for unusual stock and sound investment.

## 21) TAXES

Federal Excise and Florida Sales Tax, as well as any other applicable taxes, levies, duties, and assessments which Bidder is required to pay, must be included in the submitted Bids.

## 22) FORCE MAJEURE

Bidder pledges to perform the specified work barring any delays due to Force Majeure events, which are those events not reasonably foreseeable and beyond the control of both the Bidder and the County, including acts of war, terrorist attacks, labor strikes, floods, earthquakes, epidemics, pandemics, riots, adverse weather conditions, natural disasters, and other acts of God.

## 23) MINIMUM QUALIFICATION REQUIREMENTS

Bidders must be fully licensed and authorized to do business in the State of Florida, must be registered with the State of Florida, Division of Corporations, and must be currently licensed as a **State Certified Roofing Contractor (CCC)**, or **State Registered Roofing Contractor (RR)** as of the submittal deadline for Bids.

**The Bidder is to submit a list of any and all relevant experience within the last five (5) years with the proposed scope of work.** The list must include the Client's information, total contract value, and completion timeframes. The County reserves the right to check any and all references.

Bidders shall provide proof of qualifications by completing and submitting **Attachment "C" – Licenses and Certification List** along with a copy of each license and certificate listed. All licenses and certifications must be valid and current as of the date the Bid is submitted.

Failure by a Bidder to demonstrate meeting or exceeding the minimum qualification requirements stated above, shall be grounds for disqualification and removal from further consideration for award. The County reserves the right to request additional information regarding the qualification and experience of the Bidder in order to determine the responsibility of the Bidder to perform the specified work.

## 24) SUB-CONTRACTORS

Each Bidder shall identify any and all proposed sub-contractors and major material suppliers to be used if awarded a Contract, by completing and submitting **Attachment "D" – List of Proposed Sub-Contractors and Material Suppliers**. Bidders shall also include any and all licenses and certifications held by the proposed sub-contractors and material suppliers, as applicable, to demonstrate their qualifications for the portion(s) of work for which they are proposed. The County reserves the right to reject or disqualify any proposed sub-contractor or material supplier for failure to meet minimum qualification requirements, minimum experience requirements, or for previously documented failure to perform for the County. In the event the County rejects a proposed sub-contractor or material supplier, the County will notify the Bidder, in writing, and Bidder may, at their option, withdraw their Bid without forfeiture of Bid Security or submit an acceptable substitute at no increase in the submitted Bid Price. If Bidder fails to submit an acceptable substitute within seven (7) calendar days of the original notification, the County then may, at their option, disqualify the Bidder, at no cost to the County.

The County reserves the right to request additional information on any proposed sub-contractor and material supplier in order to determine whether or not the County finds them to be sufficiently qualified and responsible to satisfactorily complete the work for which they are proposed.

## 25) EMPLOYMENT ELIGIBILITY AND MANDATORY USE OF E-VERIFY

As a condition precedent to entering into the awarded Agreement, and in accordance with section 448.095, F.S., the awarded Contractor and its subcontractors shall register with and use the E-Verify system to verify the work authorization status of all employees hired on or after January 1, 2021 (see **Attachment "H"**).

- a. Contractor shall require each of its subcontractors to provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the awarded Agreement.
- b. The County, Contractor, or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated section 448.09(1), F.S. or these provisions regarding employment eligibility shall terminate the contract with the person or entity.
- c. The County, upon good faith belief that a subcontractor knowingly violated these provisions regarding employment eligibility, but Contractor otherwise complied, shall promptly notify Contractor and Contractor shall immediately terminate the contract with the subcontractor.
- d. The County and Contractor hereby acknowledge and mutually agree that, a contract terminated pursuant to these provisions regarding employment eligibility is not a breach of contract and may not be considered as such. Any contract terminated pursuant to these provisions regarding employment eligibility may be challenged in accordance with section 448.095(2)(d), F.S.
- e. Contractor acknowledges that, in the event that the County terminates the awarded Agreement for Contractor's breach of these provisions regarding employment eligibility, then Contractor may not be awarded a public contract for at least one (1) year after such termination. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the County as a result of the County's termination of the awarded Agreement for breach of these provisions regarding employment eligibility.
- f. Contractor shall incorporate in all subcontracts made pursuant to the awarded Agreement the provisions contained herein regarding employment eligibility.

## 26) PUBLIC CONSTRUCTION BOND

The awarded Contractor shall be required to obtain and submit a recorded Public Construction Bond covering the faithful performance of the Contract and the payment of all obligations arising thereunder in full amount of the awarded Contract, with such acceptable sureties, secured through the Bidder's usual sources as may be agreeable to the parties. The Contractor shall furnish the required bond, after full execution of the awarded Contract. The Bond shall be released upon satisfactory completion of the project.

The Public Construction Bond form will be provided to the awarded Contractor with the fully executed contract. The Contractor shall provide the recorded Public Construction Bond to the County within three (3) business days of receipt of the bond form and executed contract. **The Public Construction Bond must be recorded after the contract is signed by all parties.**

Contractor shall record the Public Construction Bond with the St. Johns County Clerk of Courts, and obtain a certified copy of the recorded bond and provide to the SJC Purchasing Division. No work shall commence until the required bond has been delivered to the Owner. Upon receipt of the certified copy of the recorded bond, the Owner may issue a Notice to Proceed.

Unless otherwise specified in the Bid Documents, the bonds shall be written on the form provided herein. The Bidder shall require the Attorney-in-Fact who executes the required bonds on behalf of the Surety to affix thereto a certified and current copy of his Power of Attorney authorizing his firm to act as agent for the Surety in issuing the bonds.

## 27) CONTRACT TIME

The Contractor shall have ten (10) business days from Contractor's receipt of Notice of Award, to sign and return the awarded Contract". The County intends to sign and return a fully executed Contract no later than seven (7) business days from receipt of all required documents from the Contractor, but no later than seventeen (17) consecutive



calendar days from issuance of Notice of Award.

The Contract Time for completion of Work under the awarded Contract shall be commenced within ten (10) business days of the date provided in the Notice to Proceed. Construction of the project shall reach Substantial Completion within **three hundred fifty (350)** consecutive calendar days of the date provided in the Notice to Proceed, and shall reach Final Completion within **thirty (30)** consecutive calendar days of the date of Substantial Completion.

If Contractor fails to achieve Substantial Completion or Final Completion of the Work by its applicable date, then the County shall be entitled to withhold from any amounts otherwise due Contractor or to be paid as a debt due as determined by the following FDOT Standard Specifications for Road and Bridge Construction FY 2023-24 schedule:

Original Contract Amount	Daily Charge Per Calendar Day
\$299,999 and under.....	\$980
\$300,000 but less than \$2,000,000.....	\$1,699
\$2,000,000 but less than \$5,000,000.....	\$2,650
\$5,000,000 but less than \$10,000,000.....	\$3,819
\$10,000,000 but less than \$20,000,000.....	\$4,687
\$20,000,000 but less than \$40,000,000.....	\$7,625
\$40,000,000 and over.....	\$10,467 plus 0.00005 of any amount over \$40 million (Round to nearest whole dollar)

The parties agree that such Liquidated Damages are not a penalty but rather a genuine pre-estimate of monetary damages sustained by the County for loss of revenue and/or increased project administration expenses related to this Contract because the Contractor failed to perform and complete Work within the time fixed for completion or additional time granted pursuant to the provisions hereof. The assessment of Liquidated Damages is without prejudice to the County's rights of termination and Contractor's obligation to complete the Work.

Should Contractor fall behind the approved Work schedule; the County reserves the right to deduct Liquidated Damages based on an estimated period of late completion. The County need not wait until the completion of Work to withhold Liquidated Damages from the Contractor's progress payments.

**28) INDEMNIFICATION**

Contractor shall indemnify and hold harmless the County and its officers and employees from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, Contractor further agrees that "damages, losses and costs", includes fines, citations, court judgments, insurance claims, restoration costs or other liability, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor and persons employed or utilized by Contractor in the performance of this Contract.

To the extent permitted by, and in accordance with Section 725.06 of the Florida Statutes, for purposes of indemnity, the "persons employed or utilized by Contractor" shall be construed to include, but not be limited to, Contractor, its staff, employees, subcontractors, all deliverers, suppliers, furnishers of materials or services or anyone acting for, on behalf of, or at the request of Contractor.

In Claims against any person or entity indemnified hereunder by an employee of Contractor, any Subcontractor, or subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation shall not be limited by a limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any Subcontractor or subcontractor under any workers' compensation acts, disability benefits acts or other employee benefit acts.

Contractor's indemnity and hold harmless obligations hereunder shall extend to all Claims against the County by any third party or third-party beneficiary of this Contract and all liabilities, damages, losses and costs related thereto.

This indemnification will not be valid in the instance where the loss is caused by the gross negligence, or willful, wanton or intentional misconduct of any Indemnified Party.

If any provision(s), or portion(s) of a provision(s) of this Section, or the application thereof to any person or circumstance shall, to any extent, be held to be invalid, illegal or unenforceable for any reason whatsoever, the validity, legality and enforceability of the remaining provision(s), or part of the provision(s), shall not in any way be affected or impaired thereby; and shall be interpreted to the fullest extent possible to be enforceable and to give effect to the intent manifested by the provision(s), or portion(s) thereof, held invalid, illegal or unenforceable.

## **29) INSURANCE REQUIREMENTS**

Bidders must include in the submitted Bid, proof of at least the minimum coverage amounts in the type(s) of insurance policies as provided below. Failure to submit proof of current coverage or certification from a qualified insurance provider of the Bidder's ability to obtain the required coverages upon award may be grounds for Bidder being deemed non-responsive and removed from further consideration.

All insurance policies shall be satisfactory to the County and be issued by companies authorized and duly licensed to transact business in the State of Florida. Contractor shall furnish proof of insurance to the County prior to execution of the Contract. No Work shall commence under the awarded Contract until Contractor has obtained all insurance coverages required by the Contract. Certificates of insurance shall clearly indicate Contractor has obtained insurance of the type, amount, and classification as required by the Contract. Required insurance coverage shall be maintained in force, including coverage for Additional Insureds, until Final Completion of all Work including Warranty Work.

No less than ten (10) days written notice shall be provided to the County prior to cancellation, non-renewal or any material change of required insurance policies. Yearly renewal certificates shall be provided to the County within thirty (30) days of expiration of the current policy.

The types and amounts of insurance required under the Contract do not in any way limit the liability of Contractor including under any warranty or indemnity provision of the Contract or any other obligation whatsoever Contractor may have to the County or others. Nothing in the Contract shall limit the Contractor to the minimum required insurance coverages found in the Contract.

The term "Additional Insured" shall mean St. John's County, its elected officials, officers, employees, agents and representatives. Certificates of insurance shall specifically name each Additional Insured for all policies of insurance except Workers' Compensation and Professional Liability. A copy of the endorsement showing the required coverages must accompany the certificate of insurance.

Certificate Holder Address:                      St. Johns County, a political subdivision of the State of Florida  
500 San Sebastian View  
St. Augustine, Fl 32084  
Attn: Purchasing Division

Contractor shall procure and maintain during the life of the awarded Contract, adequate Workers' Compensation Insurance in at least such amounts as is required by law for all of its employees per Florida Statute 440.02.

Contractor shall procure and maintain during the life of the awarded Contract, Comprehensive General Liability Insurance with minimum limits of \$1,000,000 per occurrence, \$2,000,000 aggregate, including bodily injury (including wrongful death), property damage, products, personal & advertising injury, and completed operations. This insurance must provide coverage for all Claims that may arise from the services and/or operations completed under the

Contract, whether such services or operations are by Contractor or anyone directly or indirectly employed by them. Such insurance(s) shall also be primary and non-contributory with regard to insurance carried by the Additional Insureds.

Contractor shall procure and maintain during the life of the awarded Contract, Comprehensive Automobile Liability Insurance with minimum limits of \$2,000,000 combined single limit for bodily injury and property damage liability and insuring liability arising out of or in any way related directly or indirectly to the ownership, maintenance or use of any owned, non-owned or rented/hired automobiles.

The required insurance limits identified above may be satisfied by a combination of a primary policy and/or Umbrella or Excess Liability Insurance policy. Contractor shall require each lower-tier subcontractor to comply with all insurance requirements appropriate for its scope of work, and any deficiency shall not relieve Contractor of its responsibility herein. Upon written request, Contractor shall provide County with copies of lower-tier subcontractor certificates of insurance.

Providing and maintaining adequate insurance coverage is a material obligation of Contractor. County has no obligation or duty to advise Contractor of any non-compliance with the insurance requirements contained in this Section. If Contractor fails to obtain and maintain all of the insurance coverages required herein, Contractor shall indemnify and hold harmless the Additional Insureds from and against any and all Claims that would have been covered by such insurance had Contractor complied with its obligations herein.

County reserves the right to adjust the above minimum insurance requirements or require additional insurance coverages to address other insurable hazards.

### **30) FORM OF AGREEMENT BETWEEN COUNTY AND CONTRACTOR**

Unless otherwise provided by the County, the Agreement for completion of the specified work shall be written on the County's Master Construction Agreement.

### **31) GOVERNING LAWS & REGULATIONS**

The Contractor shall be responsible for being familiar and complying with any and all federal, state, and local laws, ordinances, rules and regulations that, in any manner, affect the work required under the awarded Contract. The awarded Contract shall be governed by the laws of the State of Florida and St. Johns County both as to interpretation and performance.

### **32) OSHA REQUIREMENTS**

The Contractor warrants that the product, products, or services supplied to St. Johns County shall conform in all respects to the standards set forth in the Occupational Safety and Health Act (OSHA) of 1970 as amended and the failure to comply will be considered a breach of contract. St. Johns County shall be held harmless against any unsafe conditions and contractor employee incidents.

### **33) COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ACT**

Contractor certifies that all material, equipment, services, etc., furnished in this bid meets all OSHA requirements for the applicable Sectors. Bidder further certifies that, if he is the successful bidder, and the material, equipment, service, etc., delivered or provided is subsequently found to be deficient in any OSHA requirement in effect on date of delivery or service fulfillment date, all costs necessary to bring the material, equipment, service, etc., into compliance with the aforementioned requirements shall be borne by the bidder. All Personal Protective Equipment used by the contractor and their employees shall be ANSI certified and meet OSHA standards.

### **34) TRAINING AND EDUCATION (APPLICABLE ONLY WITH CONSTRUCTION SERVICES)**

Contractors will ensure that Contractor employees are trained appropriately for their work tasking. The minimum requirements are found in Federal and State Regulations. Examples of this training are (but not limited to):

- Lockout Tagout
- Fall Protection
- Electrical Safety and the National Electrical Code (NEC)
- Confined Space Entry
- Welding/Cutting/Brazing
- Specific Chemical Hazards
- Excavations and Trenching
- Heavy Equipment Operation

Special emphasis should be given towards training and compliance with the Construction industry's "Focus Four" established by OSHA as an outreach program to the construction industry and its workers. Training, education, and awareness should be provided in the areas of: 1) Fall Hazards 2) Caught-In and Between Hazards 3) Struck-By Hazards and 4) Electrocution Hazards.

### **35) TOXIC SUBSTANCES/FEDERAL HAZARD COMMUNICATION "RIGHT TO KNOW AND UNDERSTAND" REGULATIONS**

The Federal "Right to Know and Understand" Regulation (also known as the Hazard Communication / Globally Harmonized System of Classification and Labeling of Chemicals (GHS) implemented by OSHA requires employers to inform their employees of any toxic substances to which they may be exposed in the workplace, and to provide training in safe chemical storage, labeling, handling practices and emergency procedures.

Accordingly, the Contractor(s) performing under this contract shall be required to provide two (2) complete sets of Safety Data Sheets (SDS) to each of the departments utilizing the awarded products. This information should be provided at the time when the initial delivery is made, on a department-by-department basis. If performing work on site, it is preferred that each contractor bring their hazardous communication program and SDS in a binder labeled with the contractor's name and identified as a Hazardous Communication/GHS Program. Upon leaving the jobsite and the removal of all hazardous materials, contractors shall take their information with them.

The transport, use, and disposal of toxic substances must be conducted in accordance with DEP/EPA regulations.

Upon request, contractors working at St. Johns County facilities or jobsites will be given access to the written Hazardous Communication Program and informed where to locate SDS.

### **36) TEMPORARY TRAFFIC CONTROL (TTC) / MAINTENANCE OF TRAFFIC (MOT) (APPLICABLE ONLY WITH CONSTRUCTION SERVICES)**

The Contractor must comply with the Florida Department of Transportation's (DOT) Temporary Traffic Control (TTC) and the Manual on Uniform Traffic Control Devices (MUTCD) in the planning, development, design, implementation, operation, enforcement and inspection of work zone related transportation management and temporary traffic control on streets and highways within the State Highway System right-of-way. Training in the Advanced, Intermediate, and Flagger categories must be completed by the Contractor for their employee when performing right-of-way work while under contract with St. Johns County. Contractor employees must wear a Class II (daytime), Class III (night/limited visibility) high-visibility safety vest or equivalent high-visibility apparel while performing any work that places them in the right-of-way.

### **37) OWNER DIRECT PURCHASES**

St. Johns County reserves the right to Owner Direct Purchase materials or equipment in accordance with Section 6.2.12 of the Policy, or implement other means in order to achieve related sales tax and other cost savings.

### **38) PUBLIC RECORDS**

A. The cost of reproduction, access to, disclosure, non-disclosure, or exemption of records, data, documents, and/or materials, associated with this Agreement shall be subject to the applicable provisions of the Florida Public Records Law (Chapter 119, Florida Statutes), and other applicable State and Federal provisions. Access to such public records, may not be blocked, thwarted, and/or hindered by placing the public records in the possession of

a third party, or an unaffiliated party.

- B. In accordance with Florida law, to the extent that Contractor's performance under this Contract constitutes an act on behalf of the County, Contractor shall comply with all requirements of Florida's public records law. Specifically, if Contractor is expressly authorized, and acts on behalf of the County under this Agreement, Contractor shall:
- (1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the Services;
  - (2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost as provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - (3) Ensure that public records related to this Agreement that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by applicable law for the duration of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and
  - (4) Upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services.
- C. If the Contractor transfers all public records to the County upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the County's information technology systems.
- D. Failure by the Contractor to comply with the requirements of this section shall be grounds for immediate, unilateral termination of this Agreement by the County.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 500 San Sebastian View, St. Augustine, FL 32084, Phone: (904) 209-0805, Email: [publicrecords@sjcfl.us](mailto:publicrecords@sjcfl.us)**

END OF SECTION

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**SCOPE OF WORK**

**SCOPE OF WORK:**

The purpose of this project is to replace the roof of the St. Johns County Courthouse Complex (East) and roof replacement of the Service Center Building as Bid Alternate 1 and Skylight removal from the Service Center Building as Bid Alternate 2. The Contractor shall furnish all labor, materials, equipment, tools, transportation, and supplies required to complete the work in accordance with the specification, plans, and terms of the Contract.

**END OF SECTION**

**OFFICIAL COUNTY BID FORM  
WITH ATTACHMENTS**

BID NO: 23-76

OFFICIAL COUNTY BID FORM  
ST. JOHNS COUNTY, FLORIDA

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA  
DATE SUBMITTED: \_\_\_\_\_

**BID PROPOSAL OF**

\_\_\_\_\_  
Full Legal Company Name of Bidder

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

Bidders: Having become familiar with requirements of the project, and having carefully examined the Bid Documents entitled for **BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT** in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision, insurance, and all other requirements necessary to complete the required Work for the following Lump Sum Bid Price:

**TOTAL LUMP SUM BID PRICE – ST. JOHNS COUNTY COURTHOUSE EAST ROOF REPLACEMENT**

\$ \_\_\_\_\_  
Total Lump Sum Bid Price (Written in Numerals)

\$ \_\_\_\_\_ /Dollars  
Total Lump Sum Bid Price (Written in Words)

**BID ALTERNATE NO. 1 – SERVICE CENTER BUILDING ROOF REPLACEMENT**

\$ \_\_\_\_\_  
Total Lump Sum Bid Price (Written in Numerals)

\$ \_\_\_\_\_ /Dollars  
Total Lump Sum Bid Price (Written in Words)

**BID ALTERNATE NO. 2 – SKYLIGHT REMOVAL AND INFILL**

\$ \_\_\_\_\_  
Total Lump Sum Bid Price (Written in Numerals)

\$ \_\_\_\_\_ /Dollars  
Total Lump Sum Bid Price (Written in Words)

**UNIT PRICE TO REPLACE INSULATING CONCRETE AT THE COURTHOUSE (Unit price per Square feet to replace insulating concrete beyond the 500 square feet identified in the Total Lump Sum Bid Price for the Courthouse Roof Replacement)**

\$ \_\_\_\_\_ per Square Foot  
Replace Insulating Concrete Unit Price Bid (Written Numerals)

\$ \_\_\_\_\_ /Dollars per Square Foot  
Replace Insulating Concrete Unit Price Bid (Written Words)



During the preparation of the Bid, the following addenda, if any, were received:

No.: _____	Date Received: _____	No.: _____	Date Received: _____
No.: _____	Date Received: _____	No.: _____	Date Received: _____
No.: _____	Date Received: _____	No.: _____	Date Received: _____

The Undersigned hereby declares that no person or persons, firm, or corporation, other than the undersigned are interested in this submitted Bid, as principals, and that this Bid is made without collusion with any person, firm, or corporation, and the undersigned has carefully examined, is thoroughly familiar with, and has incorporated the requirements and specifications of the Bid Documents in this submitted Bid.

The Undersigned certifies that a full examination of the locations of the required work and the sources of supply of materials has been completed, and agrees to furnish all necessary labor, equipment and materials, fully understanding that any quantities shown herein are approximate only, and will fully complete all work in accordance with all requirements specified in the Bid Documents.

The Undersigned declares that the statements and representations made in this Bid are true in every respect and that the Bid is, in all respects, fair and made without collusion or fraud, and that no member of the St. Johns County Board, or any other agent or employee of the County, directly or indirectly, is interested in this Bid or in any profits expected to accrue therefrom.

**CORPORATE/COMPANY**

Full Legal Company Name: \_\_\_\_\_ (Seal)

By: \_\_\_\_\_  
Signature of Authorized Representative (Name & Title typed or printed)

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

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_

Email Address for Authorized Company Representative: \_\_\_\_\_

Federal I.D. Tax Number: \_\_\_\_\_ DUNS #: \_\_\_\_\_  
(If applicable)

**INDIVIDUAL**

Name: \_\_\_\_\_  
(Signature) (Name typed or printed) (Title)

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

Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: \_\_\_\_\_

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

Federal I.D. Tax Number: \_\_\_\_\_

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "A"**  
**ST. JOHNS COUNTY AFFIDAVIT**

Bidder hereby issues the sworn statement below, which must be incorporated into the submitted Bid. This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the Bid, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The Undersigned authority, \_\_\_\_\_ ("Affiant"), who being duly sworn, deposes and states that he/she is the \_\_\_\_\_ (Title) of the firm of \_\_\_\_\_ (Full Legal Name of Bidder) submitting the attached Bid for the completion of work specified in the Bid Documents for Bid No: 23-76 ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT, in St. Johns County, Florida.

The Affiant further states that no more than one Bid will be submitted in response to the above IFB from the Affiant, the bidding firm, or corporation under the same or different name, and that such Bidder has no financial interest in any other bidding firm submitting a Bid in response to the above IFB. That neither the Affiant, his/her firm, association, nor corporation has either directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this Bid. Furthermore, neither the Bidder nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name & Title of Affiant

\_\_\_\_\_  
Full Legal Name of Bidder

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Affiant who is personally known to me or has produced \_\_\_\_\_ as identification. Type and number of I.D. produced: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**BIDDER MUST EXECUTE AND ATTACH THIS AFFADAVIT TO SUBMITTED BID.**

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "B"**  
**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, \_\_\_\_\_, certify that I am the Secretary of the corporation named as Principal in the foregoing; that \_\_\_\_\_, (Authorized Representative of Bidder) who signed the Bond(s) on behalf of the Bidder, was then \_\_\_\_\_ (Title) of said corporation; that I know his/her signature; and his/her signature thereto is genuine; and that said bond(s) was duly signed, sealed, and attested to on behalf of said corporation by authority of its governing body.

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Full Legal Name of Bidder

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before and by me, a Notary Public duly commissioned, qualified and acting personally, being duly sworn upon oath by means of  physical presence or  online notarization, \_\_\_\_\_ (Authorized Representative of Bidder) states that he/she is authorized to execute the foregoing Bid Bond on behalf of the Bidder named therein in favor of St. Johns County, Florida.

Subscribed and sworn to me on this \_\_\_\_ day of \_\_\_\_\_, 2023, by the Authorized Representative of Bidder, who is personally known to me or has produced \_\_\_\_\_ as identification. Type and Number of I.D. produced: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

(Attach Power of Attorney to original Bid Bond and Financial Statement of Surety Company)

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "C"**  
**LICENSE / CERTIFICATION LIST**

Bidder shall list all **current** licenses and certifications held by the firm and/or Key Personnel of the Bidder. Failure to demonstrate any required licenses or certifications which are stated as a minimum qualification, shall be grounds for disqualification and removal from further consideration. A copy of each license or associated document(s) shall be attached to this form and submitted with the Bid.

License Name	License #	Issuing Agency	Expiration Date
State of Florida Business License			
Florida Certified Roofing Contractor (CCC) or Florida Registered Roofing Contractor			

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "D"**  
**LIST OF PROPOSED SUB-CONTRACTORS / SUPPLIER LIST**

Bidder shall submit any and all sub-contractors and/or major material suppliers proposed to perform any portion of the Work for review/approval by the County. Bidder shall attach any and all applicable licenses or certifications held by the proposed sub-contractor/supplier related to the portion of the Work for which they are proposed, as stated below. All subcontractors/suppliers are subject to the approval of the County.

In order to qualify for Local Preference, if the Bidder is NOT a Local Business, and/or is NOT self-performing at least 50% of all Work specified under this solicitation, the Bidder must utilize qualified Local Businesses to complete a minimum of 50% of all Work. Any sub-contractors/suppliers proposed as Local Businesses, must be accompanied by sufficient documentation demonstrating qualification as a Local Business in accordance with Section 16.1 of the SJC Purchasing Policy.

<b>Company Name</b>	<b>Work/Services to be Performed</b>	<b>Primary Contact Name</b>	<b>Contact Number and Email Address</b>	<b>Local Business (Yes/No)</b>	<b>Percentage (%) of Total Work/Services</b>

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "E"**  
**CONFLICT OF INTEREST DISCLOSURE FORM**

Project (BID) Number/Description: Bid No: 23-76 ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT

The term "conflict of interest" refers to situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting a Bidder's professional judgment in completing work for the benefit of St. Johns County ("County"). The bias such conflicts could conceivably impart may inappropriately affect the goals, processes, methods of analysis or outcomes desired by the County.

Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the benefit of the County. Contractors, therefore must there avoid situations in which financial or other considerations may adversely affect, or have the appearance of adversely affecting the consultant's/contractor's professional judgement when completing work for the benefit of the County.

The mere appearance of a conflict may be as serious and potentially damaging as an actual distortion of goals, processes, methods of analysis or outcomes. Reports of conflicts based upon appearances can undermine public trust in ways that may not be adequately restored even when the mitigating facts of a situation are brought to light. Apparent conflicts, therefore, should be disclosed and evaluated with the same vigor as actual conflicts.

It is expressly understood that failure to disclose conflicts of interest as described herein may result in immediate disqualification from evaluation or immediate termination from work for the County.



Please check the appropriate statement:

- I hereby attest that the undersigned Bidder has no actual or potential conflict of interest due to any other clients, contracts, or property interests for completing work on the above referenced project.
- The undersigned Bidder, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts or property interests for completing work on the above referenced project.

Full Legal Name of Bidder: \_\_\_\_\_

Authorized Representative(s): \_\_\_\_\_  
Signature Print Name/Title

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "F"  
DRUG-FREE WORKPLACE FORM**

The undersigned firm, in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
Name of Firm

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the danger of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are described in St. Johns County's request for proposals to provide bond underwriter services a copy of the statement specified in paragraph 1.
4. In the statement specified in paragraph 1, notify the employees that, as a condition of working on the contractual services described in paragraph 3, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893, as amended, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Consistent with applicable provisions with State or Federal law, rule, or regulation, make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

ATTACHMENT "G"  
CLAIMS, LIENS, LITIGATION HISTORY

1. Within the past 7 years, has your organization filed suit or a formal claim against a project owner (as a prime or subcontractor) or been sued by or had a formal claim filed by an owner, subcontractor or supplier resulting from a project dispute?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach additional sheet(s) to include:

- Description of every action Captions of the Litigation or Arbitration
- Amount at issue
- Name (s) of the attorneys representing all parties:
- Amount actually recovered, if any
- Name(s) of the project owner(s)/manager(s) to include address and phone number

2. List all pending litigation and or arbitration.
3. List and explain all litigation and arbitration within the past seven (7) years - pending, resolved, dismissed, etc.
4. Please list all liens (including Federal, State, and Local) which have been filed against your Company within the past seven (7) years. List in detail the type of Lien, date, amount and current status of each Lien. If none, so state.

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5. Have you ever abandoned a job, been terminated or had a performance/surety bond called to complete a job?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, on separate sheet(s), provide an explanation of those instances.

6. For all claims filed against your company within the past five (5) years, have all been resolved satisfactorily with final judgment in favor of your company within 90 days of the date the judgment became final?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, on separate sheet(s), explain why.

7. On separate sheet(s), list the status of all pending claims currently filed against your company. If none, so state.

8. Has a project owner ever withheld retainage, issued liquidated damages or made a claim against any Performance and Payment Bonds?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, on separate sheet(s) explain in detail.



**ATTACHMENT "H"**  
**E-VERIFY AFFIDAVIT**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ ("Affiant"), being duly authorized by and on behalf of \_\_\_\_\_ ("Bidder") hereby swears or affirms as follows:

1. Bidder understands that E-Verify, authorized by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), is a web-based system provided by the United States Department of Homeland Security, through which employers electronically confirm the employment eligibility of their employees.
2. For the duration of Contract No. \_\_\_\_\_ (hereinafter "Agreement"), in accordance with section 448.095, F.S., Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Bidder and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor.
3. Bidder shall comply with all applicable provisions of section 448.095, F.S., and will incorporate in all subcontracts the obligation to comply with section 448.095, F.S.
4. Bidder understands and agrees that its failure to comply with all applicable provisions of section 448.095, F.S. or its failure to ensure that all employees and subcontractors performing work under the Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of the Agreement for which St. Johns County may immediately terminate the Agreement without notice and without penalty. The Bidder further understands and agrees that in the event of such termination, Bidder shall be liable to the St. Johns County for any costs incurred by the St. Johns County resulting from Bidder's breach.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name & Title of Affiant

\_\_\_\_\_  
Full Legal Name of Bidder

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Affiant, who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**ATTACHMENT "I"**  
**LOCAL PREFERENCE**

Bidders must complete and submit **Attachment I**, indicating whether or not the Bidder is submitting for consideration of Local Preference. Any Bidder that meets the criteria of a Local Business, in accordance with Section 16.3.1 of the SJC Purchasing Policy, must submit all documentation required to support consideration as Local Business, for the Bidder as well as any proposed sub-contractors who are submitted for consideration of Local Preference as specified on Attachment I.

Any Bidder submitting for consideration of Local Preference either through their own qualifications, or through that of proposed sub-contractors must also submit documentation to demonstrate that at least fifty percent (50%) of all Work shall be self-performed, or performed by sub-contractors that meet the criteria of a Local Business.

In order to qualify for local preference Bidder must provide sufficient documentation to demonstrate:

- A physical, brick and mortar place of business located within the geographic boundaries of St. Johns County, with a valid mailing address, in an area zoned for the conduct of such business, from which the Bidder has operated or performed business on a day-to-day basis that is substantially similar to those specified in the solicitation for a period of at least one (1) calendar year prior to the issuance of the solicitation. No PO Boxes shall be accepted.
- Local address above must be registered as the Bidder's principal place of business with the Divisions of Corporations Florida Department of State for at least one (1) calendar year prior to the issuance of this RFQ.
- Submit current and valid Local Business Tax Receipt, and must have Local Business Tax Receipts issued by the St. Johns County Tax Collector from at least one (1) calendar year prior to issuance of this RFQ.
- Must qualify as a local business as shown above **AND** self-perform a minimum of fifty percent (50%) of all services under the awarded Contract, or must have a minimum of fifty percent (50%) of all services performed by qualified local businesses as sub-contractors.

Bidder is a Local Business as defined in Section 16.3.1, SJC Purchasing Policy \_\_\_\_\_

If Bidder selects this option, by signing below, Bidder certifies that the firm qualifies as a local business in accordance with the requirements stated above, OR certifies that the submitted local business proposed as sub-contractors meet the requirements for local preference AND that a minimum of fifty percent (50%) of all services shall be performed by local businesses as proposed.

Bidder is not a Local Business as defined in Section 16.3.1, SJC Purchasing Policy \_\_\_\_\_

If Bidder selects this option, Bidder is not seeking consideration for local preference, and is not required to submit the documentation provided above.

\_\_\_\_\_  
Signature – Authorized Representative

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date of Signature

**BID NO: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT**

**BID BOND**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_ (Full Legal Name of Bidder) as Principal, at \_\_\_\_\_ (Address) and \_\_\_\_\_ as Surety, hereby hold and firmly bind ourselves, our heirs, executors, administrators, and successors and assigns, jointly and severally, by these presents, unto St. Johns County, Florida, as Obligee, in the penal sum of five percent (5%) of the Lump Sum Bid Price, or \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) lawful money of the United States.

WHEREAS, the Principal has submitted a Bid for **Bid No: 23-76; ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT** dated \_\_\_\_\_, 2023:

- (a) If the Principal shall not withdraw said Bid within ninety (90) days of the opening of Bids by the Owner, and shall enter into a written Contract with the County within ten (10) business days after prescribed forms are provided to Principal for signature, in accordance with the Bid Documents, and give Bond with good and sufficient Surety or Sureties, as may be required, for the faithful performance and proper fulfillment of such Contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and effect.
- (b) In the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give such Bond within the time specified, the Principal shall pay the County the lesser of the following amounts: 1) the amount of this bond as hereinabove set forth, of 2) the difference between the amount specified in the Principal's Bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid including the administrative costs to effect such contract, then this obligation shall be void and of no effect, otherwise to remain in full force and effect.

IN WITNESS WHEREOF, the above bound parties have signed and sealed this instrument under their several seals, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the name and corporate seal of Principal and Surety being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

**BID NO: 23-76**

WITNESSES:

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**PRINCIPAL:**

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Full Legal Name of Principal

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Signature of Authorized Officer

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Printed Name & Title of Signing Officer

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Mailing Address

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City, State, Zip Code

---

Email Address of Signing Officer

**SURETY:**

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Full Legal Name of Surety

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Signature of Authorized Surety Agent

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Mailing Address of Local Agency

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City, State, Zip Code

---

Email Address of Surety Agent

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Attorney-In-Fact Signature

**SEALED BID MAILING LABEL**

<b>SEALED BID • DO NOT OPEN</b>	
IFB NO.:	<b>23-76</b>
IFB TITLE:	<b>ST. JOHNS COUNTY COURTHOUSE AND SERVICE CENTER ROOF REPLACEMENT</b>
SUBMITTAL DEADLINE:	<b>By 2:00PM – September 13, 2023</b>
SUBMITTED BY:	Company Name
	Company Address
	Company Address
DELIVER TO:	St. Johns County Purchasing Division 500 San Sebastian View St. Augustine FL 32084



**END OF DOCUMENT**