

Request for Proposal

Bid # 2010 - 001

Roof Replacement

Area: MEZZANINE

For

Corrections Commission of Northwest Ohio

John Nye, Chairman

Bid Opening:

Thursday, October 7, 2010

2:00 p.m.

**Corrections Center of NW Ohio**

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**Corrections Center of NW Ohio  
Bid Invitation**

Bid Request: Roof Replacement – Area: Mezzanine

Bid Number: 2010-001 Mailing/Posting Date: \_\_\_\_\_

Sealed bids will be received until Thursday, October 7, 2010 at 2:00 p.m. (date/time), then publicly opened.

\_\_\_\_\_  
Nancy Werling, Accounts Purchasing Assistant

<b><i>Direct inquiries to:</i></b>		
Nancy Werling	(419) 428-3800, ext. 303	nancy.werling@noris.org

<b><u>Bids should be mailed to:</u></b> Accounts Purchasing Assistant Corrections Center of NW Ohio 03151 County Road 2425 Stryker, OH 43557	<b><u>OR hand carried to:</u></b> Fiscal Office Corrections Center of NW Ohio 03151 County Road 2425 Stryker, OH 43557
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Bid security is attached, when required, in the amount of 5% of the bid not to exceed \$2,500.

**BIDDER INFORMATION**

Vendor Name: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Federal I.D. or Social Security Number: \_\_\_\_\_

Contact Person for Purchases: \_\_\_\_\_

Email address: \_\_\_\_\_

Web site for Internet Purchases: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Toll-free Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

<p><i>I certify that this formal bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same service, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this formal bid for the bidder. I understand that all information included in this bid is public knowledge.</i></p> <p>Authorized Signature: _____</p> <p>Name (typed or printed): _____</p> <p>Title: _____</p>
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**LEGAL NOTICE**  
**REQUEST FOR PROPOSAL**

Sealed proposals will be received by the Corrections Commission of Northwest Ohio (CCNO) facility located at 03151 County Road 2425, Stryker, OH 43557-9418, until 2:00 p.m. on Thursday, October 7, 2010 and opened immediately thereafter for the following:

**Bid # 2010-001 – Roof Replacement – Area: Mezzanine**

The specifications, general conditions and terms of the proposed contract are on file for review during normal business hours and may be obtained from the Corrections Center of NW Ohio at 03151 County Road 2425, Stryker, OH 43557-9418. The specifications, general conditions and terms of the proposed contract may also be obtained from the Corrections Center of NW Ohio website at [www.ccnoregionaljail.org/Bid\\_Projects.htm](http://www.ccnoregionaljail.org/Bid_Projects.htm).

Proposals shall be submitted to the attention of the Fiscal Manager through the above stated date and time. Proposals shall be secured in a sealed envelope with the following clearly marked on the outside of the envelope:

**Bid # 2010-001 – Roof Replacement – Mezzanine**

**Corrections Center of NW Ohio**

There will be a mandatory pre-bid conference and job walk-through held at the above address on Thursday, September 23, 2010 at 9:00 a.m., beginning in the CCNO Administrative Conference Room.

Questions regarding these specifications shall be submitted in writing and directed to Denny Stantz, Maintenance Supervisor @ 419-428-3800, ext. 407.

**PUBLISHED:**

BRYAN TIMES : MONDAY, September 13, 2010

MONDAY, September 20, 2010

## REQUEST FOR PROPOSAL

Sealed proposals will be received by the Corrections Commission of Northwest Ohio (CCNO) facility located at 03151 County Road 2425, Stryker, OH 43557-9418, until 2:00 p.m. on Thursday, October 7, 2010 and opened immediately thereafter for the following:

### **Bid # 2010-001 - Roof Replacement – Mezzanine**

The specifications, general conditions and terms of the proposed contract are on file for review during normal business hours and may be obtained from the Corrections Center of NW Ohio at 03151 County Road 2425, Stryker, OH 43557-9418. The specifications, general conditions and terms of the proposed contract may also be obtained from the Corrections Center of NW Ohio website at [www.ccnoregionaljail.org/Bid\\_Projects.htm](http://www.ccnoregionaljail.org/Bid_Projects.htm).

Proposals shall be submitted to the attention of the Fiscal Manager through the above stated date and time. Proposals shall be secured in a sealed envelope with the following clearly marked on the outside of the envelope:

### **Bid # 2010-001 - Roof Replacement – Mezzanine**

#### **Corrections Center of Northwest Ohio.**

Envelopes shall contain the legal name of the bidder, and a statement that the bidder is a sole proprietor, a partnership, a corporation, or other legal entity. The proposal shall be signed by the person or persons legally authorized to bind the bidder to a contract.

There will be a mandatory pre-bid conference and job walk-through held at the above address on Thursday, September 23, 2010 at 9:00 a.m., beginning in the CCNO Administrative Conference Room.

Prior to 2:00 p.m. on Thursday, October 7, 2010, each bid upon submission must be stamped for the time and date received and placed in the safe. The safe is located in the Fiscal Department – Administrative Offices at the CCNO facility.

Each proposal shall be accompanied by a bond issued by a surety company authorized to do business in Ohio, a certified check, a cashiers check, or a money order drawn upon a solvent bank or savings & loan association, payable to the Corrections Commission of Northwest Ohio, in the sum of 5% of the total amount of the bid but not to exceed \$2,500.00 and conditioned that if the proposal is accepted a contract shall be executed in conformity to the invitation and proposal.

Any exceptions must be noted on the proposal form. An explanation of the exception(s) together with a description of any substitutions shall be contained on separate attached sheets and specified by number.

The Corrections Commission of Northwest Ohio intends to award the contract to the lowest and best bidder. The CCNO has the right to award the contract not necessarily to the bidder with the lowest price but to the bidder who demonstrates the best ability to fulfill the requirements of the proposal and whose proposal is determined to be professionally and technically complete. The Corrections Commission of Northwest Ohio reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to accept any proposal or combination of proposals which is deemed most favorable to the Corrections Commission of Northwest Ohio at the time and under the conditions stipulated. If, after award of contract, the bidder fails to execute a proper contract, the amount of that bidder's bid security (i.e., the bond, check or money order) shall be forfeited to the Corrections Commission of Northwest Ohio, as stipulated for liquidated damages.

The bid security will be returned to unsuccessful bidders when the contract is awarded by the Corrections Commission of Northwest Ohio or the Corrections Commission of Northwest Ohio rejects all bids. The bid security of the successful bidder will be returned upon the filing of the required performance and payment bond.

Questions regarding these specifications should be directed to Denny Stantz, Maintenance Supervisor at 419-428-3800, ext. 407, [denny.stantz@noris.org](mailto:denny.stantz@noris.org).

The CCNO is a governmental entity and therefore, tax exempt.

The bidder agrees to provide a statement certifying that their personal property taxes have been paid, in compliance with the Ohio Revised Code Section 5719.042 – Statement as to delinquent taxes. The Statement will be provided to the CCNO prior to awarding the bid contract.

## **CORRECTIONS CENTER OF NW OHIO**

### **Roof Replacement – Mezzanine**

#### **Bid # 2010 - 001**

#### **General Conditions**

1. The previously stated specifications are a general guide to the Roof Replacement – Mezzanine requested.
2. Proposals shall be submitted in duplicate (one ORIGINAL DOCUMENT and one COPY) in a sealed envelope with the following clearly marked on the outside of the envelope: **Bid # 2010-001 – Roof Replacement – Mezzanine - Corrections Center of Northwest Ohio**. Envelopes shall contain the legal name of the bidder, and a statement that the bidder is a sole proprietor, a partnership, a corporation, or other legal entity. The proposal shall be signed by the person or persons legally authorized to bind the bidder to a contract.
3. Any exceptions must be noted on the bid form. An explanation of the exception(s) together with a description of any substitution(s) shall be contained on separate attached sheets and specified by number.
4. Each proposal shall be accompanied by a bond issued by a surety company authorized to do business in Ohio, a certified check, a cashiers check, or a money order drawn upon a solvent bank or savings & loan association, payable to the Corrections Commission of Northwest Ohio, in the sum of 5% of the total amount of the bid but not to exceed \$2,500.00 and conditioned that if the proposal is accepted a contract shall be executed in conformity to the invitation and proposal.
5. The Corrections Commission of Northwest Ohio (CCNO) intends to award the contract to the lowest and best bidder. The CCNO retains the right to award the contract not necessarily to the bidder with the lowest price but to the bidder who demonstrates the best ability to fulfill the requirements of the proposal and whose proposal is determined to be professionally and technically complete.
6. The Corrections Commission of Northwest Ohio reserves the right to reject any and all proposals, to waive any informality in the proposals received, and to



accept any proposal or combination of proposals which is deemed most favorable to the Corrections Commission of Northwest Ohio at the time and under the conditions stipulated.

7. Upon award of the bid, a performance bond in the full amount of the bid price is required.
8. If, after award of contract, the bidder fails to execute a proper contract, the amount of that bidder's bid security (i.e. the bond, check or money order) shall be forfeited to the Corrections Commission of Northwest Ohio as stipulated for liquidated damages.
9. The bid security will be returned to unsuccessful bidders when the contract is awarded by the Corrections Commission of Northwest Ohio or the Corrections Commission of Northwest Ohio rejects all bids. The bid security of the successful bidder will be returned upon the filing of the required performance and payment bond.
10. Warranty papers and/or cards must accompany all equipment upon delivery.
11. The CCNO is a governmental entity and, therefore, tax exempt. A current Tax Exemption Form will be provided to the bidder upon execution of a contract.
12. The Bidder agrees to provide a statement certifying that their personal property taxes have been paid, in compliance with the Ohio Revised Code Section 5719-042 – Statement as to delinquent taxes. The Statement will be provided to the bidder prior to awarding the bid contract.
13. The Bidder agrees to provide a statement certifying their status as an Independent Contractor, in compliance with the Ohio Revised Code Section 3121.891, which specifies that employers and government entities in the state of Ohio are obligated to report to Ohio Department of Job and Family Services all employees who reside or work in the state of Ohio. The Statement will be provided to the bidder prior to awarding the bid contract.
14. Following award of the contract and agreement on work start date, the bidder agrees to complete the work as stated in Bid Specs – Schedule of Work section unless an extension of time is granted by the CCNO in writing.

(The CCNO and Bidder recognize that the time of completion of the roof replacement is of the essence of the contract and that the CCNO will suffer financial loss if the roof replacement is not completed within the time stated in the contract plus any extensions thereof granted by the CCNO. The CCNO and Bidder also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by the CCNO if the roof replacement is not completed on time. Accordingly, instead of requiring such proof, the CCNO and Bidder agree that, as liquidated damages for delay [but not as a penalty], the CCNO shall have the right to deduct and retain out of such monies which may then be due or which may become due and payable to the contract for the roof replacement, the sum to Two Hundred Dollars and 00/100 (\$200.00) per day for every calendar day beyond the specified time that the roof replacement is delayed in its completion).

15. Questions regarding the specifications must be submitted in writing to Maintenance Supervisor Denny Stantz, via U.S. mail, e-mail to [denny.stantz@noris.org](mailto:denny.stantz@noris.org) or by faxing questions to 419-428-2119.
16. Progress payments will be made based on materials onsite and value of work completed. Final payment will not be made until the Owner receives the written warranty from Firestone. Any liquidated damages for delay of completion shall be deducted and retained out of final payment.
17. Having read the specifications and noted and described any exceptions, the undersigned hereby proposes to furnish the said Roof Replacement – Mezzanine described in the specifications as modified by any exceptions and/or substitutions described on the attached \_\_\_\_\_ (\_\_\_\_\_) sheets, for the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

Questions regarding the specifications for said Roof Replacement – Mezzanine must be directed in writing to:

Denny Stantz, Maintenance Supervisor

Email: [denny.stantz@noris.org](mailto:denny.stantz@noris.org)

419-428-3800, ext. 407

419-428-3800 Fax

8:00 a.m. – 3:00 p.m. Monday – Friday

By mail:

Corrections Center of NW Ohio

Attn: Denny Stantz

03151 County Road 2425

Stryker, OH 43557-9418

**Bid # 2010 - 001**  
**Roof Replacement – Area: Mezzanine**

**This Bid submitted by:**

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_  
Authorized Signature

Typed Signature: \_\_\_\_\_

Bidder is:  Proprietorship  
 Partnership  
 Corporation  
organized under Laws of the State of \_\_\_\_\_

Name of President: \_\_\_\_\_

Names of Individual Members of the Firm:  
\_\_\_\_\_  
\_\_\_\_\_

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

Federal Tax ID: \_\_\_\_\_

Telephone #: \_\_\_\_\_

# **BID SPECIFICATIONS FOR ROOF REPLACEMENT**

## **BID NUMBER 2010-001**

### **CORRECTIONS COMMISSION OF NORTHWEST OHIO**

#### **AREA: Mezzanine**

#### WORK COVERED UNDER THIS SCOPE

Partial tear-off of existing membrane roofing system (existing insulation to remain) and install a new Firestone 45 mil Mechanically Fastened TPO roofing system and provide a fifteen (15) year Firestone Red Shield Warranty on roof area Mezzanine as indicated on roof drawing.

#### INSTRUCTIONS TO BIDDERS

Contractor shall visit the site to ascertain for themselves the existing conditions and requirements in connection with the work specified. A mandatory pre-bid conference with walk-thru will be held on Thursday, September 23, 2010 at 9:00 a.m. beginning in the Administration Conference Room at the Corrections Center of Northwest Ohio.

The bidders shall bring to the attention of the owner any concerns, discrepancies or omissions noted on the specifications and all pertinent documents prior to the bid date.

The contractor is responsible to maintain the integrity of the existing roofs, tie-ins, and new roof during installation. Any damage to the existing property during installation shall be repaired to the satisfaction of the Owner at the expense of the installer.

All dimensions are the responsibility of the contractor.

Each proposal shall be accompanied by a bond issued by a surety company authorized to do business in Ohio, a certified check, a cashiers check, or a money order drawn upon a solvent bank or savings & loan association, payable to the Corrections Commission of Northwest Ohio, in the sum of 5% of the total amount of the bid but not to exceed \$2,500.00 and conditioned that if the proposal is accepted a contract shall be executed in conformity to the invitation and proposal.

Upon award of the bid, a performance bond in the full amount of the bid price is required.

#### INSTALLATION

Roof installation shall be done in a thoroughly workmanlike manner and subject to inspection by owner's and manufacturer's representative.

## PROTECTION

Contractor shall furnish, erect and maintain such barricades, fences, railings, enclosures, guard lights, danger signals and warnings and take such precautions necessary to protect all landscaping, paving, installations and structures in the area of the work, to insure the safety of the public and to avoid damage or injury to any and all persons and property.

When loading roof, Contractor must spread material around roof to avoid overloading roof. It is the responsibility of the Contractor to insure roof can withstand material loading and to evacuate all personnel under area being loaded.

## REGULATIONS

Before submitting a proposal, the bidder shall fully inform himself as to all laws, ordinances and OSHA regulations involving roof installations.

## CLEAN-UP

Materials removed shall not be allowed to accumulate but removed from the site as soon as containers are full. The entire site, after completion, shall be thoroughly cleaned of all debris and the areas left in its original or better condition.

## LAWS AND ORDINANCES

**The work shall be performed in accordance with all Federal, State and Local Laws, Codes and Ordinances, which relate to the work and shall be further subject to inspection, by those having authority for their enforcement.**

## PRE-BID CONTACT SITE VISIT

A mandatory pre-bid conference is scheduled for Tuesday, September 23, 2010 at 9:00 a.m. This is a mandatory pre-bid conference and job walk-through held at the Corrections Center of Northwest Ohio, 03151 County Road 2425, Stryker, Ohio. The pre-bid conference will begin in the administration conference room.

**BID DUE DATE: Thursday, October 7, 2010 at 2:00 p.m. in the Fiscal Office**

**TENTATIVE WORK START DATE: To be agreed upon by CCNO and the successful bidder.**

**BIDS ARE DUE TO: Corrections Commission of Northwest Ohio  
Attention: Roof Replacement Bid #2010-001  
03151 County Road 2425  
Stryker, Ohio 43557-9418**

## SCOPE OF PROJECT OUTLINE (base bid reference attached specification document 07540)

**Roof Area Mezzanine:** Remove the membrane and flashings on existing roofing system (existing insulation to remain), provide and install a new Firestone 45 mil Mechanically Fastened TPO roofing

system and provide a fifteen (15) year Firestone Red Shield Warranty on roof area Mezzanine as indicated on roof drawing.

**Additional Items to include:**

1. Install new metal trims and counterflashings (equipment curbs, wall flashings, etc.) as needed and required for Firestone warranty.
2. Lift units and all other penetrations to flash existing curbs to meet Firestone specifications as needed.
3. Install new treated wood conduit / unit supports where applicable to replace existing.

Progress payments will be made based on materials onsite and value of work completed. Final payment will not be made until the Owner receives the written warranty from Firestone.

***Contractor is responsible for verifying the dimensions, penetrations and layout, etc. Coordination and performance of any subcontractor work is the responsibility of the successful roofing contractor.***

**COMPLIANCE WITH MANUFACTURER'S SPECIFICATIONS**

All new roofing material and accessory installation to be installed in accordance with the manufacturer's current technical requirements for an installation of this scope. Refer to attached specifications and Firestone's current technical manual for installation specifics.

**RESERVED RIGHTS OF OWNER**

The Owner reserves the right to reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general, to make awards in any manner deemed to be in the best interest of the Owner. Owner reserves the right to/may utilize AIA contract documents and forms for the contract.

**PROVIDE THE FOLLOWING BIDS**

**1. Roof Area Mezzanine:**

Base Bid: \_\_\_\_\_ Dollars \$ \_\_\_\_\_

**Schedule of Work:**

Estimated Projected Start Date: **To be agreed upon by CCNO and the successful bidder.**

Required Completion Date: **April 30, 2011**

PLEASE BE ADVISED THAT THE BUILDING OWNER, AT THEIR SOLE DISCRETION, RESERVES THE RIGHT TO ASSESS \$200 / DAY IN LIQUIDATED DAMAGES FOR EVERY DAY THAT THE PROJECT GOES UNFINISHED BEYOND THE SET COMPLETION DATE UNLESS CONTRACTOR HAS BEEN GRANTED AN EXTENSION IN WRITING FROM THE CORRECTIONS CENTER OF NW OHIO.

**BIDS MAY BE SUBMITTED IN PROPOSAL FORM REFERENCING THE ABOVE BASE BID, ALTERNATIVE NUMBERS, UNIT PRICES ALONG WITH SPECIFICATION REQUIREMENTS.**

Submitted:

By: \_\_\_\_\_

Company: \_\_\_\_\_

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

**By submitting a bid and signing the above, you are certifying that you have read and understand the project specifications and scope of work and that you further certify to abide by all the rules, regulations and laws concerning a project of this scope.**



Firestone Building Products Company

FIRESTONE ROOFING SYSTEMS

THIS SPECIFICATION WAS GENERATED USING SPECTOOL v. 2.1. THE SPECIFICATIONS FOR ROOFING SYSTEMS HEREIN DESCRIBED ARE GENERAL GUIDELINES AND NOT TO BE CONSTRUED AS FINAL, BINDING OR AUTHORITATIVE. THE SPECIFICATIONS HAVE BEEN CREATED FROM INFORMATION PROVIDED TO FIRESTONE BUILDING PRODUCTS BY PROJECT SPECIFIERS AND DESIGN PROFESSIONALS AND ARE INTENDED ONLY AS A TOOL TO AID AND ASSIST IN THE PROCESS OF SELECTING ROOFING MATERIALS. THE SPECIFICATIONS GENERATED AND THE MEANS FOR DERIVING THEM ARE NOT INTENDED TO SUBSTITUTE FOR THE EXPERIENCE, KNOWLEDGE AND JUDGEMENT OF PROPERLY QUALIFIED DESIGN PROFESSIONALS, ARCHITECTS, SPECIFIERS, ENGINEERS AND/OR ROOFING CONTRACTORS. THE ULTIMATE SELECTION AND PROJECTION OF A SPECIFICATION FOR ANY PARTICULAR USE REMAINS THE RESPONSIBILITY OF THE BUILDING OWNERS AND THEIR DESIGN PROFESSIONALS.

The Specifications are provided without charge or cost and are provided on an "AS-IS" basis. The User of this Product and the Specifications it generates assumes the entire risk as to results, quality, accuracy and performance of the Specifications. Firestone Building Products does not warrant, guarantee, or make any representations regarding the use of, or the results of the Specification as applied in the field or otherwise.

Firestone Building Products assumes no responsibility or liability for any defects in design or construction of the building, the roofing system selected or the surface over which the roof products are applied. Firestone Building Products assumes no responsibility for the design, engineering, construction or architecture of the roof, roofing system or building and in no way confers its approval of or endorses any specific design, methods or system as a result of the use of this Product or its Specifications.

**Firestone Building Products sells roofing materials that are covered by specific manufacturer's warranties which are incorporated herein by reference and as such are the only warranty provided. ALL OTHER WARRANTIES OF ANY KIND, ORAL OR WRITTEN, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF QUALITY, PERFORMANCE, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED. NO FIRESTONE BUILDING PRODUCTS DEALER OR AGENT IS AUTHORIZED TO MAKE ANY MODIFICATION, EXTENSION OR ADDITION TO THIS WARRANTY. THIS WARRANTY MAY ONLY BE MODIFIED BY AN OFFICER OR DULY AUTHORIZED EMPLOYEE OF FIRESTONE BUILDING PRODUCTS AND ONLY IN WRITING. IN NO EVENT SHALL FIRESTONE BUILDING PRODUCTS BE LIABLE FOR ANY LOSS OF PROFIT OR ANY OTHER COMMERCIAL DAMAGE INCLUDING BUT NOT LIMITED TO SPECIAL, INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES.**

Use of this product does not indicate any endorsement, by Firestone Building Products, of the Product User, the Product User's Company, nor any Specifications generated by or with the use of the Product.

# SECTION 07540

## MECHANICALLY ATTACHED THERMOPLASTIC OLEFIN (TPO) ROOFING SYSTEM

### PART 1 GENERAL

#### 1. GENERAL NOTES

- A. Preceding job start up, contractor shall decide to his satisfaction that all specifications contained herein are workable.
- B. Contractor will perform all work by competent, trained and properly equipped personnel in strict accordance with good roofing practices and applicable industry standards.
- C. Contractor will observe all published safety prevention policies and practices relating to application of roofing system and related work. All federal, state and local codes shall be followed.
- D. Contractor will follow application, safety, etc. information as published in the most current edition of the Firestone ULTRAPLY TPO Roofing System Technical Specification.

#### 1.02 WORK INCLUDED

- A. Work under this section covers the installation of a new Mechanically Attached TPO roofing system on **Roof Area Mezzanine** of the **Corrections Center of Northwest Ohio facility in Stryker, Ohio**. In addition, contractor shall include all related items of work as noted herein or indicated on the drawings or otherwise required to complete the specified elements or work and provide the necessary warranties for this work.
- B. Contractor shall remove the existing membrane roofing system (existing insulation to remain) as well as any wet or otherwise damaged insulation in the existing roof system including all existing base flashings; replacement insulation to match height of existing. Contractor will dispose of all materials properly.

#### 2. SECTION INCLUDES

- A. Substrate preparation
- B. Wood nailer installation.
- C. Membrane installation.
- D. Membrane flashing installation.

#### 3. RELATED SECTIONS

- A. Section 02500 – Selective Demolition.
- B. Section 06100 – Rough Carpentry.
- C. Section 07220 – Roof Insulation.
- D. Section 07600 – Sheet Metal, Flashing and Trim.
- E. Section 07700 – Roofing Specialties and Accessories.
- F. Section 07800 – Skylights.
- G. Section 07900 – Joint Sealers.

H. Section 15400 – Plumbing Specialties.

**4. DEFINITIONS**

- A. Firestone: Firestone Building Products Co., Headquarters, 525 Congressional Blvd., Carmel, IN 46032-5607
- B. American Society for Testing and Materials (ASTM): 1916 Race St., Philadelphia, PA 19103.

**5. SYSTEM DESCRIPTION**

- A. Reinforced THERMOPLASTIC OLEFIN (TPO) sheet roofing, laid loosely over acceptable substrate and held in place with mechanically anchored Barbed Seam Plates.

**6. SUBMITTALS**

- A. Submit copies of Firestone Technical Information Sheets (TIS) for primary products used including roof membrane, splice tape, fasteners and batten strip.
- B. Submit copies of Firestone Material Safety Data Sheets (MSDS) for all products used on this project.

**1.07 SAMPLES**

- A. Submit samples of roof membrane, fasteners and walkway pads.
- B. Application Information
  - 1. Submit copy of job related Firestone details including flashings, base tie-ins roof edges, terminations, expansion joints, penetrations, drains and any other relevant details.
- C. Letter attesting that Firestone currently licenses roofing contractor.
- D. Warranty: Submit warranty sample.
- E. Pre Installation Notice:
  - 1. Submit copy of Firestone Pre Installation Notice (PIN) that has been accepted and approved by Firestone.

**1.08 QUALIFICATIONS**

- A. Manufacturer:
  - 1. Company providing a no dollar limit, single source roof system warranty that is backed by corporate assets in excess of one billion dollars.
  - 2. System supplier must have ISO 9002 certification.
  - 3. Manufacturer must be able to provide the project with the Isocyanurate insulation that it produces in their facilities.
- B. Applicator:
  - 1. Shall be a Firestone Red Shield Licensed Contractor.
  - 2. Shall have a fully staffed office within 100 miles of the job site.
  - 3. Shall have at least five years experience in installing heat welded system.
  - 4. Shall provide payment and performance bond to building owner.

## 1.09 REGULATORY REQUIREMENTS

- A. Conform to applicable local building code requirements.
- B. Underwriters Laboratories, Inc. (UL): Class A Fire Hazard Classification.
- C. Factory Mutual Corporation (FM): Roof Assembly Classification, FM Construction Bulletin 1-28, meeting listed in minimum requirements.

## 1.10 QUALITY INSPECTION/OBSERVATION

- A. Inspection by Manufacturer: Provide a final inspection of the roofing system by a Technical Representative employed by roofing system manufacturer.
  - 1. Technical representative shall not perform any sales functions.
  - 2. Contractor shall complete any necessary repairs required for issuance of warranty.

## 7. PRE-INSTALLATION CONFERENCE

- A. Before start of roofing work, attend a conference to discuss the proper installation of materials. Attendees shall include all parties directly affecting work of this Section.

## 8. DELIVERY, STORAGE AND HANDLING

- A. Deliver products in manufacturer's original containers dry, undamaged, seals and labels intact and legible.
- B. Store all materials clear of ground and moisture with weather protective covering.
- C. Keep all combustible materials away from ALL ignition sources.

## 9. ENVIRONMENTAL REQUIREMENTS

- A. Install roofing membrane only when surfaces are clean, dry, smooth and free of snow or ice.
- B. Do not apply roofing membrane during inclement weather or when ambient conditions will not allow proper application. Consult Firestone Technical Specifications on cold weather application.

## 10. WARRANTY

- A. Type/Term:
  - 1. Provide **15 year Firestone Red Shield Roofing System Limited Warranty (Red Shield Warranty)**. Warranty shall include membrane, roof insulation **and membrane accessories**.
- B. Coverage
  - 1. Red Shield Warranty:
    - a. Limit of liability: No Dollar Limitation
    - b. Scope of coverage

Repair any leak in the Firestone TPO Roofing System caused by the ordinary wear and tear of the elements, manufacturing defect in Firestone brand materials, and the workmanship used to install these materials.

**PART 2 PRODUCTS**

**2.01 NAILERS FOR FLANGES AND ROOF ACCESSORIES**

- A. Description: Structural Grade No. 2 or better Southern Pine, Douglas Fir or Exterior Grade plywood. All wood shall be pressure treated for rot resistance.
  - 1. Nailer width: Minimum 3-1/2 in. (nominal) wide or as wide as the nailing flange of each roof accessory.
  - 2. Nailer thickness: Thickness of roof insulation.
- B. Reference Standards:
  - 1. Southern Pines: PS 20; SPIB Grading Rules.
  - 2. Western Woods: PS 20; WWPAA Grading Rules.
  - 3. Plywood: PS 1; APA Grade Stamps.
  - 4. Pressure preservative treatment: AWPB LP2.

**2.02 MANUFACTURERS – MEMBRANE MATERIALS**

- A. Firestone mechanically attached single-ply membrane system: Reinforced ULTRAPLY TPO sheet roofing securely attached to the roof deck with prefabricated Barbed Seam plates and mechanical fasteners.
- B. JP Stevens
- C. GAF

**3. ULTRAPLY TPO SHEET ROOFING AND FLASHING MEMBRANE**

- A. Description: Reinforced, ULTRAPLY TPO synthetic single-ply membrane composed of Thermoplastic Polyolefin polymer and Ethylene Propylene Rubber.
  - 1. Membrane Type: **.045 Reinforced TPO**

Testing	Minimum Values	Typical values (SI Units)
Thickness, min, mm (in.) Sheet-overall	1.0 (0.039)	0.145± 10%
Coating over scrim	0.381 (0.015)	0.018± 10%
Tensile strength, min, MPa (psi)	NA	
Breaking strength, min, kN (lbf)	1.0 (225)	300
Elongation, ultimate, min, %	NA	
Elongation at break, min, %	15 <sup>A</sup>	25 <sup>A</sup>
Tensile set, max, %	NA	
Tear strength, min, kN/m (lbf/in.)	NA	
Tearing strength, min, N (lbf)	245 (55)	245 (55)
Brittleness point, max, °C (°F)	-30 (-22)	-60 (-51)
Ozone resistance, no cracks	Pass	Pass
<b>Properties after heat aging: (retained values)</b>		
Tensile strength, % min	NA	
Breaking strength, % min	90%	90%
Elongation, ultimate, % min	NA	
Elongation at break, % min	90% <sup>A</sup>	90%

Tear strength, % min	NA	
Tearing strength, % min	90%	90%
Weight Change (Mass), max %	±4 <sup>B</sup>	±4 <sup>B</sup>
Linear dimensional change, max, %	±2	-1.0
Water absorption, max, mass %	±4 <sup>B</sup>	+1.0 <sup>B</sup>
Factory seam strength, min, kN/m (lbf/in.)	75% of Sheet strength	75% of Sheet strength
<b>Weather resistance:</b>		
Visual inspection	Pass	Pass
Tensile strength, % min	NA	
Breaking strength, % min	90%	90%
Elongation, Ultimate, % min	NA	
Elongation at break, min, %	90% <sup>A</sup>	90% <sup>A</sup>
PRFSE, min, %	N/A	

#### B. Reference Standards:

- D 412 Test Methods for Vulcanized Rubber and Thermoplastic Rubbers and Thermoplastic Elastomers – Tension
- D 471 Test Method for Rubber Property – Effect of Liquids
- D 573 Test Method for rubber – Deterioration in an Air Oven
- D 624 Test Method for Tear Strength of Conventional Vulcanized Rubber and Thermoplastic Elastomers
- D 751 Test Method for Coated Fabrics
- D 1149 Test Method for Rubber Deterioration – Surface Ozone Cracking in a Chamber
- D 1204 Test Method for linear Dimensional Changes of Non-rigid thermoplastic Sheeting or Film at Elevated Temperature
- D 1822 Test Method for Tensile-Impact Energy to Break Plastics and Electrical Insulating Materials
- D 2137 Test Methods for Rubber Property—Brittleness Point of Flexible polymers and Coated Fabrics
- D 5538 Practice for Thermoplastic Elastomers Terminology and Abbreviations
- G 155 Practice for Operating Light Exposure Apparatus (Xenon-arc Type) With and Without Water for Exposure of non-metallic Materials
- G 154 Practice for Operating Light and Water-Exposure Apparatus (Fluorescent UV Condensation Type) for Exposure of Nonmetallic Materials

## 2.04 ROOF INSULATION COMPONENTS

### A. TOP LAYER

#### POLYISOCYANURATE ROOF INSULATION

- A. Description: Roof insulation consisting of closed cell polyisocyanurate foam core and a perforated black glass reinforced mat laminated to the face.
1. Thickness **1.5 (38.1)**
  2. Nominal Size 48 in x 96 in.

B. Reference Standards:

1. FS HH-I-1972/Gen.
2. FS HH-I-1973/3.
3. ASTM C 209 – Water Absorption.
4. ASTM E 96-Water Vapor Transmission of Materials.
5. ASTM D 1621 – Compressive Strength.
6. ASTM D 1622 – Density.
7. ASTM D 2126 – Dimensional Stability.
8. ASTM E 84 – Flame Spread.

C. Product/Producer: ISO 95+ Polyisocyanurate Insulation by Firestone.

## TOP LAYER INSULATION FASTENERS

1. Description: Heavy-duty threaded fastener with 3-coat waterborne fluorocarbon polymer coating and drill point tip capable of penetrating 20-gauge steel. Fastener shall meet minimum thread size of .260" and 13 threads per inch. Length shall be sufficient to penetrate deck a minimum of ¾" for steel and 1" for wood and concrete. Structural concrete decks must be pre-drilled with a 7/32" carbide drill bit to a depth ½" deeper than the fastener engagement.
2. Reference Standards: SAE 1022, Heat Treated
3. Product/Producer: Heavy-Duty (HD) fasteners by Firestone.

## 2.05 ULTRAPLY TPO SHEET ROOFING SYSTEM COMPONENTS

A. Roof Membrane:

1. Description: .045 ULTRAPOLY TPO membrane (96" maximum sheet width).

B. ULTRAPLY TOP unsupported Flashing:

1. Description: Non-reinforced, TPO, single-ply flashing composed of Thermoplastic Polyolefin polymer and Ethylene Propylene Rubber
  - a. Nominal Thickness: .045 inch

C. UltraPly TPO Bonding Adhesive:

1. Description: Butyl-based, formulated for compatibility with the ULTRAPLY TPO membrane and a wide variety of substrate materials, including masonry, wood, insulation facings.
2. Product/Producer: ULTRAPLY TPO Bonding Adhesive by Firestone.

D. Pourable Sealer:

1. Description: 2-Part urethane, 2-color reliable mixing.

E. Seam Plates:

1. Description: Steel with barbs and a Galvalume coating.
2. Reference Standard: Corrosion-resistant to meet FM-4470 criteria.

F. Termination Bar:

1. Description: 1.3" x 0.10" thick aluminum bar with integral caulk ledge.
2. Product/Producer: Firestone Termination Bar by Firestone.

G. Membrane Fasteners

1. Description: Heavy-duty threaded fastener with 3-coat waterborne fluorocarbon polymer coating and drill point tip capable of penetrating 20-gauge steel. Fastener shall meet minimum thread size of .260" and 13 threads per inch. Length shall be sufficient to penetrate deck a minimum of ¾" for steel and 1" for wood and concrete. Structural concrete decks must be pre-drilled with a 7/32" carbide drill bit to a depth ½" deeper than the fastener engagement.

2. Reference Standard: SAE 1022, Heat treated
  3. Product/Producer: Heavy-Duty (HD) fasteners by Firestone.
- H. UltraPly TPO Cut Edge Sealant:
1. Polymeric sealant for use where exposed reinforcement is encountered.
  2. Product/Producer: Firestone UltraPly TPO Cut Edge Sealant by Firestone
- I. Firestone UltraPly TPO General Purpose Sealant:
1. Polymeric one part general purpose sealant
  2. Product/Producer: Firestone UltraPly TPO General Purpose Sealant by Firestone
- J. Firestone UltraPly TPO Coated Metal:
1. Galvanized Steel with Manufacturers bonded TPO Coating.
  2. Product/Producer: Firestone UltraPly TPO Coated Metal by Firestone.
- K. Firestone UltraPly TPO Molded Flashing Accessories:
1. Unreinforced UltraPly TPO membrane Pre-Molded for a variety of flashing details (i.e., Pipe Boots, Inside-Outside corners, etc.)
  2. Product/Producer: Firestone UltraPly TPO Pre-molded Flashing Accessories by Firestone.

## 2.06 METAL FLASHING

- A. Edge Metal and/or Coping:
1. Description: Provide prefabricated **24 gauge Steel with Kynar** finish in manufacturers standard colors to be selected by specifier.
  2. Product/Producer: **Contractor Shop-Fabricated from Unaclad by Firestone Metal Products.**

## 2.07 MISCELLANEOUS

- A. Roof Walkway Pads:
1. Description: Non-reinforced ULTRAPLY TPO Walkway Pads, .130" x 30" x 50' with Patterned traffic bearing surface.
- B. ULTRAPLY TPO Molded inside corners
- C. ULTRAPLY TPO Molded outside corners
- D. ULTRAPLY TPO Molded pipe boots
- E. ULTRAPLY TPO T-Joint Covers

## PART 3 INSTALLATION

### 3.01 EXAMINATION

- A. Examine roof deck to determine that it is sufficiently rigid to support roofers and their mechanical equipment and that deflection will not strain or rupture roof components or deform deck.
- B. Verify that surfaces and site conditions are ready to receive work. Correct defects in the substrate before commencing with roofing work.
- C. Examine roof substrate to verify that it is properly sloped to drains.
- D. Start work with sealants and adhesives at 60° – 80° F.
- E. Fumes from adhesive solvents may be drawn into the building during installation through rooftop intakes. Appropriate measures must be taken to assure that fumes from adhesive solvents are not drawn into the building through air intakes.
- F. For reproofing applications only: remove existing roof system components as specified.



- G. The surface must be clean, dry, smooth, free of sharp edges, fins, loose or foreign materials, oil, grease and other materials that may damage the membrane. All roughened surfaces, which could cause damage, shall be properly repaired before proceeding.
- H. All surface voids of the immediate substrate greater than 1/4" wide must be properly filled with an acceptable insulation or suitable fill material.
- I. All conduit attached to decking will be found and marked by CCNO.

### **3.02 PROTECTION OF OTHER WORK**

- A. Protect metal, glass, plastic and painted surfaces from adhesives and sealants.
- B. Protect neighboring work, property, cars and persons from spills and overspray from adhesives, sealants and coatings and from damage related to roofing work.
- C. Protect finished areas of the roofing system from roofing related work traffic and traffic by other trade.

### **3.03 MATERIAL STORAGE AND HANDLING**

- A. Keep all adhesives, sealants, primers and cleaning materials away from all sources of ignition.
- B. Consult container labels and Material Safety Data Sheets (MSDS) for specific safety instructions.
- C. Deliver materials to job site in their original containers as labeled by the manufacturer.

### **3.04 WOOD NAILER LOCATION AND INSTALLATION**

- A. Total wood nailer height shall match the total thickness of insulation being used and shall be installed with a 1/8" gap between each length and at each change of direction.
- B. Wood nailers shall be firmly fastened to the deck. Mechanically fasten wood nailers to resist a force of 200 lbs. per linear foot.

### **3.05 VAPOR RETARDER**

None.

### **3.06 ROOF INSULATION APPLICATION: GENERAL**

- A. Install only as much insulation as can be covered with the completed roofing system before the end of the day's work or before the onset of inclement weather.
- B. Seal deck joints, where needed, to prevent bitumen drippage.
- C. Lay roof insulation in courses parallel to roof edges.
- D. Neatly fit insulation to all penetrations, projections and nailers. Insulation shall be fit tightly, with gaps not greater than 1/4". All gaps greater than 1/4" shall be filled with acceptable insulation. Under no circumstances shall the roofing membrane be left unsupported over a space greater than 1/4". Tapered insulation shall be installed around roof drains so as to provide proper slope for drainage. Miter roof insulation edges at ridge, valley and other similar non-planar conditions.
- E. When installing multiple layers of insulation, all joints between layers shall be staggered at least 6 in.

### 3.07 INSULATION ATTACHMENT

- A. Top Layer: **Firestone ISO 95+ GL**
  - 1. Top Layer Attachment: **Mechanically Attached**

### 3.08 INSULATION APPLICATION

- A. **TOP LAYER:**
  - 1. Using the Firestone **Heavy Duty** and Firestone insulation plate engage fastener through insulation into **22 ga Steel Deck** at the depth and rate specified in the Firestone Technical Information Manual.

### 3.09 MEMBRANE PLACEMENT AND ATTACHMENT

- A. Starting at the low point of the roof, place the membrane panels without stretching over the acceptable substrate. Position subsequent membrane sheets in the same manner, overlapping the ends of adjoining sheets a minimum of 3" and side laps a minimum of 6". Install panels to insure that laps shed water.
- B. Where UltraPly TPO Membrane has been cut to expose reinforcing membrane, Firestone's UltraPly TPO Cut Edge Sealant or UltraPly TPO General Purpose Sealant must be used to encapsulate exposed edge.
- C. Install each fastener so that it is properly engaged in the deck and not overdriven.

### 3.10 MEMBRANE ATTACHMENT AT PERIMETER

**Mechanically Attached Perimeter:** minimum of two 60" perimeter panels.

- A. Layout perimeter attachment in the pattern designated by the project designer, and to comply with Firestone's minimum requirements.
- B. Install the seam plates using Firestone **Heavy Duty** fasteners 12" on center.

### 3.11 MEMBRANE LAP SPLICING

- A. Lap splice areas that have been contaminated must be wiped down with a dry or damp (water only) clean cloth prior to heat welding and allow to completely dry.
- B. All field and flashing splices on the horizontal surface shall be completed using an automatic heat welder that has been designed for hot air welding of thermoplastic Olefin membranes.
- C. Hand held welders are only to be used on vertical welds or where an automatic welder is not practical or cannot be used.
- D. Seams made with the automatic welder shall be a minimum of 1-1/2" wide. Seams made with hand welders shall be a minimum of 2" wide. Use 2" side silicone or silicone coated steel hand rollers to assure proper mating of surfaces as hand heat welding proceeds.
- E. Probe all completed welds using a slotted screwdriver or cotter pin puller type tool to verify seam integrity. Do not probe welds until they have had time to cool to ambient conditions. Any welds found to be insufficiently welded need to be repaired on a daily basis.

### 3.12 MEMBRANE SECUREMENT

- A. Secure membrane at all locations where the membrane terminates or goes through an angle change greater than 1" in 12" except for round pipe penetrations less than 18" in diameter and square penetrations less than 4" square.
  - 1. Mechanically fasten Firestone Seam Plates with Firestone Fasteners in accordance with Firestone Details.
  - 2. Install UltraPly membrane as flashing.

### 3.13 FLASHING - PENETRATIONS

- A. General:
  - 1. If project is retrofit or Tear-Off remove all existing flashings (i.e., lead, asphalt, mastic, etc.)
  - 2. Flash all penetrations passing through the membrane.
  - 3. The flashing seal must be made directly to the penetration.
- B. Pipes, Round Supports, etc.:
  - 1. Flash with Firestone Pre-Molded UltraPly TPO Pipe Flashings where practical.
  - 2. Flash using UltraPly TPO unsupported Flashing membrane when Pre-Molded Flashing is not practical.
- C. Structural Steel Tubing:
  - 1. Use a field fabricated pipe-flashing detail provided that the minimum corner radius is greater than ¼" and the longest side of the tube does not exceed 12". When the tube exceeds 12", use a standard curb detail.
- D. Roof Drains:
  - 1. If project is Retrofit or Tear-Off remove all existing flashings, drain leads, roofing materials and cement from the existing drain in preparation for membrane Water Block Seal.
  - 2. Provide a clean even finish on the mating surfaces between the clamping ring and the drain bowl.
  - 3. Taper insulation around the drain to provide a smooth transition from the roof surface to the drain. Use pre-manufactured tapered insulation with facer or suitable bonding surface to achieve slope. Slope shall not exceed Firestone recommendations.
  - 4. Position the UltraPly TPO membrane, then cut a hole for the food drain to allow ½" – ¾" of membrane extending inside the clamping ring past the drain bolts.
  - 5. Make round holes in the UltraPly TPO membrane to align with clamping bolts. Do not cut the membrane back to the bolt holes.
  - 6. Place Water Block Seal on top of drain bowl where the clamping ring seats below membrane.
  - 7. Install the roof drain clamping ring and clamping bolts. Tighten the clamping bolts to achieve constant compression.
- E. Pipe Clusters and Unusual Shaped Penetrations:
  - 1. Fabricate penetration pockets to allow a minimum clearance of 1" between the penetration and all sides.
  - 2. Secure penetration pockets per Firestone Details.
  - 3. Fill penetration pockets with Pourable Sealer, so as to shed water.
- F. Hot Pipes:
  - 1. Protect the UltraPly TPO components from direct contact with steam or heat sources when the in-service temperature is in excess of 140° F. In all such cases flash to an intermediate insulated "cool" sleeve per Firestone details.

G. Flexible Penetrations:

1. Provide a weather tight gooseneck set in Water Block Seal and secured to the deck.
2. Flash in accordance with Firestone Details.

H. Scuppers:

1. Remove existing scupper and provide a new welded watertight scupper or clean the existing scupper for reuse.
2. Set welded watertight scupper in Water Block Seal and secure to the structure.
3. Flash in accordance with Firestone Details.

I. Expansion Joints

1. Install as shown on roof drawings in accordance with Firestone details.

**3.14 FLASHING – WALLS, PARAPETS, MECHANICAL EQUIPMENT CURBS, SKYLIGHTS, etc.**

- A. General: Using the longest pieces practical, flash all walls, parapets, curbs, etc., a minimum of 8" high per Firestone details.
- B. Evaluate Substrate: Evaluate the substrate and overlay per Firestone specifications as necessary.
- C. If project is Retrofit or Tear-Off remove all flashings.
- D. Remove excessive asphalt to provide a smooth, sound surface for new flashings.
- E. Apply UltraPly TPO Bonding Adhesive at about the same time to both the membrane flashing and the surface to which it is being bonded so as to allow approximately the same drying time. Apply Bonding Adhesive by rolling the adhesive on to the mating surfaces evenly, avoiding globs or puddles.
- F. Allow UltraPly TPO Bonding Adhesive to flash off until tacky. Touch the Bonding Adhesive surface with a clean, dry finger to be certain that the adhesive does not stick or string. As you are touching the adhesive, pushing straight down to check for stringing, also push forward on the adhesive at an angle to ensure that the adhesive is ready throughout its thickness. If either motion exposes wet or stringy adhesive when the finger is lifted, then it is not ready for mating. Flash off time will vary depending on ambient air conditions.
- G. Roll the flashing into the adhesive evenly and carefully so as to minimize wrinkles.
- H. To ensure proper contact, compress the flashing to the substrate with a stiff push broom.
- I. Complete the splice between membrane flashing and the main roof sheet by hot air welding. Provide lap splices in accordance with Firestone Details.
- J. Provide termination directly to the vertical substrate as shown in Firestone Details.
- K. Install UltraPly TPO T-Joint covers at field and flashing splice intersections as required by Firestone.
- L. Install intermediate flashing attachment as required by Firestone Specifications and Details.

**3.15 FLASHING – GRAVEL STOPS OR ROOF EDGE METALS**

- A. Flash all gravel stops or roof edges using as outlined in Firestone Details.

**3.16 TEMPORARY CLOSURE (NOT WARRANTED BY FIRESTONE)**

- A. Temporary closures, which ensure that moisture does not damage any completed section of the new roofing system, are the responsibility of the roofing contractor. Completion of flashings, terminations, and temporary closures shall be completed as required to provide a watertight condition.

### **3.17 ROOF WALKWAYS**

- A. Walkways may consist of Firestone UltraPly TPO Walkway material. Heat weld the perimeters of the walkway material to the UltraPly TPO membrane per Firestone specifications.

### **3.18 SHEET METAL WORK**

- A. Field inspection and testing will be performed as required by the manufacturer.
- B. Correct identified defects or irregularities.

### **3.19 FIELD QUALITY CONTROL**

- A. Field inspection and testing will be performed as required by the manufacturer.
- B. Correct identified defects or irregularities.

### **3.20 CLEAN-UP**

- A. Clean all contaminants from building and surrounding areas.
- B. Remove trash, debris, equipment from project site and surrounding areas.
- C. Repair or replace damaged building components or surrounding areas to the satisfaction of the building owner.

**END OF SECTION**

## Prevailing Wage Determination Cover Letter

**County:** WILLIAMS  
**Determination** 09/07/2010  
**Date:**  
**Expiration Date:** 12/07/2010

THE FOLLOWING PAGES ARE PREVAILING RATES OF WAGES ON PUBLIC IMPROVEMENTS FAIRLY ESTIMATED TO BE MORE THAN THE AMOUNT IN O.R.C. SEC. 4115.03 (b) (1) or (2), AS APPLICABLE.

Section 4115.05 provides, in part: "Where contracts are not awarded or construction undertaken within ninety days from the date of the establishment of the prevailing wages, there shall be a redetermination of the prevailing rate of wages before the contract is awarded." The expiration date of this wage schedule is listed above for your convenience only. This wage determination is not intended as a blanket determination to be used for all projects during this period without prior approval of this Department.

Section 4115.04, Ohio Revised Code provides, in part: "Such schedule of wages shall be attached to and made a part of the specifications for the work, and shall be printed on the bidding blanks where the work is done by contract..."

The contract between the letting authority and the successful bidder shall contain a statement requiring that mechanics and laborers be paid a prevailing rate of wage as required in Section 4115.06, Ohio Revised Code.

The contractor or subcontractor is required to file with the contracting public authority upon completion of the project and prior to final payment therefore an affidavit stating that he has fully complied with Chapter 4115 of the Ohio Revised Code.

The wage rates contained in this schedule are the "Prevailing Wages" as defined by Section 4115.03, Ohio Revised Code (the basic hourly rates plus certain fringe benefits). These rates and fringes shall be a minimum to be paid under a contract regulated by Chapter 4115 of the Ohio Revised Code by contractors and subcontractors. The prevailing wage rates contained in this schedule include the effective dates and wage rates currently on file. In cases where future effective dates are not included in this schedule, modifications to the wage schedule will be furnished to the Prevailing Wage Coordinator appointed by the public authority as soon as prevailing wage rates increases are received by this office.

"There shall be posted in a prominent and accessible place on the site of work a legible statement of the Schedule of Wage Rates specified in the contract to the various classifications of laborers, workmen, and mechanics employed, said statement to remain posted during the life of such contract." Section 4115.07, Ohio Revised Code.

**A**

Apprentices will be permitted to work only under a bona fide apprenticeship program if such program exists and if such program is registered with the Ohio Apprenticeship Council.

Section 4115.071 provides that no later than ten days before the first payment of wages is due to any employee of any contractor or subcontractor working on a contract regulated by Chapter 4115, Ohio Revised Code, the contracting public authority shall appoint one of his own employees to act as the prevailing wage coordinator for said contract. The duties of the prevailing wage coordinator are outlined in Section 4115.071 of the Ohio Revised Code.

Section 4115.05 provides for an escalator in the prevailing wage rate. Each time a new rate is established, that rate is required to be paid on all ongoing public improvement projects.

A further requirement of Section 4115.05 of the Ohio Revised Code is: "On the occasion of the first pay date under a contract, the contractor shall furnish each employee not covered by a collective bargaining agreement or understanding between employers and bona fide organizations of Labor with individual written notification of the job classification to which the employee is assigned, the prevailing wage determined to be applicable to that classification, separated into the hourly rate of pay and the fringe payments, and the identity of the prevailing wage Coordinator appointed by the public authority. The contractor or subcontractor shall furnish the same notification to each affected employee every time the job classification of the employee is changed."

Work performed in connection with the installation of modular furniture may be subject to prevailing wage.

**THIS PACKET IS NOT TO BE SEPARATED BUT IS TO REMAIN COMPLETE AS IT IS SUBMITTED TO YOU. (Reference guidelines and forms are included in this packet to be helpful in the compliance of the Prevailing Wage law.)**

wh1500

B

## PREVAILING WAGE THRESHOLD LEVELS

### Important Notice

In accordance with **ORC Section 4115.034**, before advertising for bids, contracting, or undertaking construction with its own forces, to construct a public improvement, the **Public Authority** shall have the Ohio Department of Commerce determine the prevailing rates of wages for workers employed on the public improvement. The wage determination must be included in the project specifications and printed on the bidding blanks where work is done by contract.

A. Thresholds are to be adjusted biennially (every two years) by the Director of Ohio Department of Commerce.

### NEW CONSTRUCTION

As of January 1, 2010

**\$78,258.00**

B. Reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting threshold level has been changed to:

As of January 1, 2010

**\$23,447.00**

Information on this site is believed to be accurate but is not guaranteed. The State of Ohio disclaims any liability for any errors or omissions.

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**Department of Commerce**

**Division of Industrial Compliance & Labor**

Bureau of Labor and Worker Safety  
6606 Tussing Road, PO Box 4009  
Reynoldsburg, OH 43068-9009  
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www.com.ohio.gov  
An Equal Opportunity Employer and Service Provider

Ted Strickland, Governor  
Kimberly A. Zurz, Director

**Affidavit Of Compliance**

**PREVAILING WAGES**

I, \_\_\_\_\_  
(Name of person signing affidavit) (Title)

do hereby certify that the wages paid to all employees of

\_\_\_\_\_  
(Company Name)

for all hours worked on the

\_\_\_\_\_  
(Project name and location)

project, during the period from \_\_\_\_\_ to \_\_\_\_\_ are in  
(Project Dates)

compliance with prevailing wage requirements of Chapter 4115 of the Ohio Revised Code. I further certify that no rebates or deductions have been or will be made, directly or indirectly, from any wages paid in connection with this project, other than those provided by law.

\_\_\_\_\_  
(Signature of Officer or Agent)

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public)

**The above affidavit must be executed and sworn to by the officer or agent of the contractor or subcontractor who supervises the payment of employees. This affidavit must be submitted to the owner (public authority) before the surety is released or final payment due under the terms of the contract is made.**

## **PREVAILING WAGE CONTRACTOR RESPONSIBILITIES**

### Wages And Hours On Public Works (Prevailing Wage)

#### ORC Chapter 4115: Wages And Hours On Public Works (Prevailing Wage)

#### General Information

Ohio's prevailing wage laws apply to all public improvements financed in whole or in part by public funds when the total overall project cost is fairly estimated to be more than \$78,258 for new construction or \$23,447 for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting.

Thresholds are to be adjusted biennially (every 2 years) by the Director of the Ohio Department of Commerce.

#### Penalties For Violation

Violators are to be assessed the wages owed, plus a penalty of 100% of the wages owed.

#### Intentional Violations

If an intentional violation is determined to have occurred, the contractor is prohibited from contracting directly or indirectly with any public authority for the construction of a public improvement. Intentional violation means "a willful, knowing, or deliberate disregard for any provision" of the prevailing wage law and includes but is not limited to the following actions:

Intentional failure to submit payroll reports as required, or knowingly submitting false or erroneous reports.

Intentional misclassification of employees for the purpose of reducing wages.

Intentional misclassification of employees as independent contractors or as apprentices.

Intentional failure to pay the prevailing wage.

Intentional failure to comply with the allowable ratio of apprentices to skilled workers as required by the regulations established by Ohio Department of Commerce, Wage and Hour Bureau.

Intentionally employing an officer, of a contractor or subcontractor, that is known to be prohibited from contracting, directly or indirectly, with a public authority.

#### Responsibilities

- A. Pay the prevailing rate of wages as shown in the wage rate schedules issued by the Ohio Department of Commerce, Wage and Hour Bureau, for the classification of work being performed.
  - 1. Wage rate schedules include all modifications, corrections, escalation's, or reductions to wage rates issued for the project.
  - 2. Overtime must be paid at time and one-half the employee's base hourly rate. Fringe benefits are paid at straight time rate for all hours including overtime.
  - 3. Prevailing wages must be paid in full without any deduction for food, lodging, transportation, use of tools, etc. unless, the employee has voluntarily consented to these deductions in writing. The public authority and the Chief of Wage and Hour Bureau must approve these deductions as fair and reasonable. Consent and approval must be obtained before starting the project.
- B. Use of Apprentices and Helpers cannot exceed the ratios permitted in the wage rate schedules.
  - 1. Apprentices must be registered with the Ohio State Apprenticeship Council.

2. Contractors must provide the Prevailing Wage Coordinator a copy of the Apprenticeship Certification for each apprentice on the project.
- C. Keep full and accurate payroll records available for inspection by any authorized representative of the Ohio Bureau of Wage and Hour or the contracting public authority, including the Prevailing Wage Coordinator. Records should include but are not limited to:
1. Time cards, time sheets, daily work records, etc.
  2. Payroll ledger\journals and canceled checks\check register.
  3. Fringe benefit records must include program name, address, account number, and canceled checks.
  4. Records made in connection with the public improvement must not be removed from the State for one (1) year following the completion of the project.
  5. Out-of-State Corporations must submit to the Ohio Secretary of State the full name and address of their Statutory Agent in Ohio.
- D. Prevailing Wage Rate Schedule must be posted on the job site where it is accessible to all employees.
- E. Prior to submitting the initial payroll report, supply the Prevailing Wage Coordinator with your project dates to schedule reporting of your payrolls.
- F. Supply the Prevailing Wage Coordinator a list of all subcontractors including the name, address, and telephone number for each.
1. Contractors are responsible for their subcontractors' compliance with requirements of Chapter 4115 of the Ohio Revised Code.
- G. Before employees start work on the project, supply them with written notification of their job classifications, prevailing wage rates, fringe benefit amounts, and the name of the Prevailing Wage Coordinator for the project.
- H. Supply all subcontractors with the Prevailing Wage Rates and changes.
- I. Submit certified payrolls within two (2) weeks after the initial pay period. Payrolls must include the following information:
1. Employees' names, addresses, and social security numbers.  
Corporate officers/owners/partners and any salaried personnel who do physical work on the project are considered employees. All rate and reporting requirements are applicable to these individuals.
  2. Employees' work classification.  
Be specific about the laborers and/or operators.  
For all apprentices, show level/year and percent of journeyman's rate.
  3. Hours worked on the project for each employee.  
The number of hours worked in each day and the total number of hours worked each week.
  4. Hourly rate for each employee.  
The minimum rate paid must be the wage rate for the appropriate classification. The Department's Wage Rate Schedule sets this rate.  
All overtime worked is to be paid at time and one-half for all hours worked more than forty (40) per week.
  5. Where fringes are paid into a bona fide plan instead of cash, list each benefit and amount per hour paid to program for each employee.

F

When the amount contributed to the fringe benefit plan and the total number of hours worked by the employee on all projects for the year are documented, the hourly amount is calculated by dividing the total contribution of the employer by the total number of hours worked by the employee.

When the amount contributed to the fringe benefit is documented but not the total hours worked, the hourly amount is calculated by dividing the total yearly contribution by 2,080.

6. Gross amount earned on all projects during the pay period.
  7. Total deductions from employee's wages.
  8. Net amount paid.
- J. The reports shall be certified by the contractor, subcontractor, or duly appointed agent stating that the payroll is correct and complete; and that the wage rates shown are not less than those required by the O.R.C. 4115.
- K. Send a Final Affidavit to the Prevailing Wage Coordinator upon the completion of the project.

Information on this site is believed to be accurate but is not guaranteed. The State of Ohio disclaims any liability for any errors or omissions.

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## INSTRUCTIONS FOR PREPARING CERTIFIED PAYROLL REPORTS

### General

Contractors and subcontractors are required by law to submit certified payroll reports for work on projects covered by Ohio's Prevailing Wage Law. This form meets the reporting requirements established by Ohio Revised Code Chapter 4115. The use of this form is not mandatory, employers may submit their own forms provided that all of the required information is included. This form may be reproduced, or additional copies obtained from:

**Ohio Department of Commerce  
Division of Industrial Compliance and Labor  
Bureau of Labor & Worker Safety  
6606 Tussing Rd.  
PO Box 4009  
Reynoldsburg, OH 43068-9009**

**(614) 644-2450, ADA# 1-800-750-0750**

### Certified Payroll Heading

#### **Employer Name and Address:**

Company's full name and address. Indicate if the company is a subcontractor, if so list the name of the General or Prime.

#### **Project:**

Name and location of the project, including county.

#### **Contracting Public Authority:**

Name and address of the contracting public authority.

#### **Week Ending:**

Month, day, and year for last day of reporting period.

#### **Payroll # :**

Indicates first, second, third, etc. payroll filed by the company for the project.

#### **Page Indicator:**

Number of pages included in the report.

#### **Project Number:**

Determined by the public authority. If there is no number leave blank.

## Payroll Information By Column

### 1. Employee Name, Address and Social Security number:

This information must be provided for all employees that perform physical labor on the project. Corporate officers, partners, and salaried employees are considered employees and must be paid the prevailing rate. Individual sole proprietors do not have to pay themselves prevailing rate but must report their hours on the project.

### 2. Work Class:

List classification of work actually performed by employee. If unsure of work classification, consult the Ohio department of Commerce, Wage and Hour Bureau. Employees working more than one classification should have separate line entries for each classification. Indicate what year/level for Apprentices. Be specific when using laborer and operator classifications; for example, Backhoe Operator or Asphalt Laborer.

### 3. Hours Worked, Day & Date:

In the first row of column 3 enter days of pay period. For example: M T W TH F S S. The second row is for the date that corresponds with each day for the pay period. In the employee information section enter the number of hours worked on the prevailing wage project and which day(s) the hours were worked. Separate rows are labeled for (ST) straight time hours and (OT) overtime hours. All hours worked beyond 40 hours must be paid at the appropriate overtime rate.

### 4. Project Total Hours:

Total the hours entered for pay period.

### 5. Base Rate:

Enter actual rate per hour paid to the employee. The overtime hourly rate is time and one-half the base rate listed in the prevailing wage schedule plus fringe benefits at straight time rate. The prevailing wage schedule lists the base rate plus fringe benefit amounts. These amounts added together equal the total prevailing wage rate.

Employers must pay this total amount in one of three ways:

Total rate may be paid in entirety in the base rate to the employee; in which case, the cash designation will be checked for fringe benefits.

Total rate may be paid as listed in prevailing wage rate schedule with total fringe amounts paid approved plans.

Total rate may be paid with a combination of base rate and fringe payments to approved plans in amounts other than those listed in schedule.

### 6. Project Gross:

Enter total gross wages earned on the project for straight time and overtime. Project hours multiplied by base rate should equal project gross.

### 7. Fringes:

If fringe benefits are paid in the hourly base rate, indicate this by marking the cash space. If fringe benefits are paid to approved plans as listed in the prevailing wage rate schedule, mark the space for Approved Plans. If fringe benefits are paid partially in the base rate and partially to approved plans, mark the space for Cash & Approved **I**

plans. List the hourly amount paid to approved plans for each fringe. If payments are not made on a per-hour basis, calculate the hourly fringe credit by dividing the yearly employer contribution by the lesser of: hours actually worked in the year (these must be documented) or 2080. Fringe benefits include: Employer's share of health insurance, life insurance, retirement plan, bonus/profit sharing, sick pay, holiday pay, personal leave, vacation, and education/training programs.

**8. Total Hours All Jobs:**

Total all hours worked during the pay period including non-prevailing wage jobs.

**9. Total Gross All Jobs:**

Gross amount earned in the pay period for all hours worked.

**10. Self explanatory.**

**11. Self explanatory.**

**12. Self explanatory.**

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J

# Prevailing Wage Rate Skilled Crafts

Name of Union: Roofer Local 134

**Change # : LCN01-2010mmLoc134**

**Craft : Roofer Effective Date : 09/10/2010 Last Posted : 09/10/2010**

		Fringe Benefit Payments									
		BHR	H&W	Pension	App Tr.	Vac.	Annuity	Other	Total PWR	Overtime Rate	
<b>Classification</b>											
Roofer		\$23.86	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$38.71	\$50.64	
Yardman		\$12.50	\$6.05	\$2.14	\$0.00	\$0.00	\$0.00	\$0.00	\$20.69	\$26.94	
Helper (1st 1000 hours)		\$10.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.74	\$16.11	
Helper (under 3 years)		\$10.74	\$6.05	\$1.41	\$0.33	\$0.00	\$0.00	\$0.00	\$18.53	\$23.90	
Helper (over 3 years)		\$10.74	\$6.05	\$2.14	\$0.33	\$0.00	\$0.00	\$0.00	\$19.26	\$24.63	
<b>Apprentice</b>	<b>Percent</b>										
1st 6 months	50.00	\$11.93	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$26.78	\$32.75	
2nd 6 months	55.00	\$13.12	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$27.97	\$34.53	
3rd 6 months	60.00	\$14.32	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$29.17	\$36.32	
4th 6 months	65.00	\$15.51	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$30.36	\$38.11	
5th 6 months	70.00	\$16.70	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$31.55	\$39.90	
6th 6 months	75.00	\$17.89	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$32.75	\$41.69	
7th 6 months	80.00	\$19.09	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$33.94	\$43.48	
8th 6 months	85.00	\$20.28	\$6.95	\$7.57	\$0.33	\$0.00	\$0.00	\$0.00	\$35.13	\$45.27	



**Special Calculation Note :** No special calculations for this skilled craft wage rate are required at this time.

**Ratio :**

1 Journeymen to 1 Apprentice  
Roofer Helper Ratio 1 Helper for every  
Journeymen on the job.

**Jurisdiction ( \* denotes special jurisdictional note ) :**

DEFIANCE, FULTON, HANCOCK,  
HENRY, PAULDING, PUTNAM,  
WILLIAMS.

**Special Jurisdictional Note :**

**Details :**

L

## 2010 Ohio Minimum Wage

The 2010 Ohio Minimum Wage is as follows:

- \$7.30 per hour
- \$3.65 per hour for tipped employees (plus tips)

The Ohio Minimum Wage is \$7.25 per hour for:

- Those employees whose employers gross \$267,000 or less
- 14 & 15 year olds



STATE OF OHIO  
**MINIMUM WAGE**

OHIO DEPARTMENT OF COMMERCE  
 DIVISION OF INDUSTRIAL COMPLIANCE & LABOR

TED STRICKLAND  
 Governor

KIMBERLYA ZURZ  
 Director

[www.com.ohio.gov](http://www.com.ohio.gov)

**NON-TIPPED EMPLOYEES**

**A Minimum Wage of  
 \$7.30** per hour

"Non-Tipped Employees" includes any employee who does not engage in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips from patrons or others.

"Employers" who gross under \$267,000.00 shall pay their employees no less than the current Federal Minimum wage rate.

"Employees" under the age of 16 shall be paid no less than the current federal minimum wage rate.

"Current Federal Minimum Wage" is \$7.25 per hour

**TIPPED EMPLOYEES**

**A Minimum Wage of  
 \$3.65** per hour PLUS TIPS

"Tipped Employees" includes any employee who engages in an occupation in which he/she customarily and regularly receives more than thirty dollars (\$30.00) per month in tips from patrons or others. The tips are proven if indicated by the employee's declaration for the purposes of the federal insurance contribution act including when tips are added to the employee's wage, his/her hourly pay cannot be less than the regular minimum wage of \$7.30 prescribed by law

**OVERTIME (ORC 4111.03)**

1. An employer shall pay an employee for overtime at a wage rate of one and one-half times the employee's wage rate for hours in excess of forty hours in one work week, except for employers grossing less than \$150,000 per year.
2. Hospitals and Nursing Homes are permitted time and one-half in excess of eighty hours in a two week period and also in excess of eight hours a day.

**PERMANENT RECORDS TO BE KEPT BY THE EMPLOYER (ORC 4111.08 & 4111.14(F))**

1. Each employer shall keep permanent records for at least three years, available for transcription and inspection by a duly authorized Deputy of the Division, showing the following facts concerning each employee:
  - A. Name
  - B. Address
  - C. Occupation
  - D. Rate of Pay
  - E. Amount paid each pay period
  - F. Hours worked each day and each work week
2. Determinations of compliance. The records may be opened for inspection or copying at any reasonable time and no employer shall hinder or delay authorized Deputies of the Division in the performance of their duties.

**HANDICAPPED RATE (ORC 4111.06)**

To prevent the curtailment of opportunities for employment and avoid undue hardship to individuals whose earning capacity is affected or impaired by physical or mental deficiencies or injuries a sub-minimum wage may be paid, as provided in the rules and regulations set forth by the Administrator.

**INDIVIDUALS EXEMPT FROM MINIMUM WAGE (ORC 4111.14 (B))**

1. Any individual employed by the United States;
2. Any individual employed as a baby-sitter in the employer's home, or a live-in companion to a sick, convalescing, or elderly person whose principal duties do not include housekeeping;
3. Any individual employed as an outside salesman compensated by commissions or in a bona fide executive, administrative, or professional capacity, or computer professionals.
4. Any individual who volunteers to perform services for a public agency which is a State, a political subdivision of a State, or an interstate government agency, if
  - (i) the individual receives no compensation or is paid expenses, reasonable benefits, or a nominal fee to perform the services for which the individual volunteered; and
  - (ii) such services are not the same type of services which the individual is employed to perform for such public agency
5. Any individual who works or provides personal services of a charitable nature in a hospital or health institution for which compensation is not sought or contemplated;
6. Any individual in the employ of a camp or recreational area for children under eighteen years of age and owned and operated by a non-profit organization or group of organizations.
7. Employees of a solely family owned and operated business who are family members of an owner.

This summary does not include all of the requirements for minimum and overtime wages. Persons should refer to ORC 4111 for specific requirements applicable to them.

**POST IN A CONSPICUOUS PLACE**

For further information about minimum wage issues, please contact: The Ohio Department of Commerce, Division of Industrial Compliance & Labor, 6606 Tussing Road, Reynoldsburg, Ohio 43068. Phone: (614) 644-2239. TTY/TDD: 1-800-750-0750.



An Equal Opportunity Employer and Service Provider

(REV. 09/29/09)