SCOPE OF WORK

FINANCIAL PROJECT No.: 448219-1-52-01

COUNTY: HENDRY

CONTRACT NO.: F1A04

PROJECT DESCRIPTION: LABELLE OPERATIONS ROOF REPLACEMENT AT 880 W COWBOY WAY, LABELLE, FL 33935

EXHIBIT "A"
LaBelle Operations Roof Replacement
HENDRY COUNTY
Financial Project Number: 448219-1-52-01
Contract: F1A04

I. OBJECTIVE:

The Florida Department of Transportation (FDOT) District One hereafter referred to as the "Department" seeks the service of a licensed, qualified and experienced contractor to furnish and install all equipment, material, supplies, labor, and hardware to remove and replace the center section of roof on the Shop at LaBelle Operations Center, 880 W Cowboy Way, LaBelle, FL 33935.

II. SERVICES TO BE PROVIDED

A. PROJECT DESCRIPTION:

The work described herein includes furnishing all labor, materials, and equipment necessary to replace the existing roofing system on the center section of the LaBelle Operations Shop.

1. The contractor responsibilities include:
    a. Reviewing the existing conditions, to be coordinated by the Department.
    b. Conduct a pre-installation conference; coordinate with the Department.
    c. Remove existing roofing system
    d. All electrical and or conduit are to remain. The Contractor is responsible for any necessary movement of any of the existing conduits, electrical and or communication wires during construction.
    e. Install new R Panel roofing system in like kind (including new gutters and vents)
    f. The new roof is to match existing roof color on the building
    g. Install insulation
    h. Protect building interior and all contents during the entire construction period
    i. Deliver, store and handle installation materials and components to preclude any damage and as directed by the Department.
    j. Completed construction is to result in a watertight and weather resistant installation.

B. Submittals:

Before any work is begun, diagrams, equipment, materials list and schedules shall be submitted to the Department for approval.

C. Deliveries

Deliveries must be made between 8:00 am to 5:00 pm, Monday through Thursday, excluding state holidays, unless otherwise stated herein. Coordination for weekend deliveries must be coordinated through the Department's Project Manager.

D. Damaged Goods

The vendor shall be responsible for filing, processing, and collecting all damage claims. The Department will not be responsible for any of the following:

1. Record any evidence of visible damage on all copies of the delivery carrier's Bill of Lading.
2. Report damage (visible or concealed) to the carrier and contract supplier, confirming such reports, in writing, within fifteen (15) days of delivery, requesting that the carrier inspect the damaged merchandise.
3. Retain the item and its shipping container, including inner packing material, until inspection is performed by the carrier and disposition given by the contract supplier.
4. Provide the vendor with a copy of the carrier's Bill of Lading and Damage Inspection Report.

E. TRADE NAMES

Any manufacturer's names, trade names, brand names, or catalog numbers used in specifications contained in this bid are for the purposes of the describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality level of item(s) listed unless otherwise indicated. An alternate product sample may be required by the Department for review prior to acceptance.

III. SERVICES/MATERIALS PROVIDED BY THE DEPARTMENT

The Department's Project Manager is identified below. She or her designee shall perform the following on behalf of the Department:

1. Review, verify, and approve receipt of services/deliverables from the vendor
2. Submit requests for change orders/amendments/renewals, if applicable

3. Review, verify, and approve invoices from the vendor; and, if applicable, the Certificates of Partial Payment requests, and the Certificate of Contract Completion form.
4. Maintain an official record of all correspondence between the Department and the vendor.
5. The Department will provide a staging area for the Vendor until completion of the work.

The Department's Project Manager is: Raigan Watkins, Building Superintendent

IV. VENDOR QUALIFICATION

The Vendor shall maintain and keep in force throughout the life of the contract, the requirements specified below. Failure of the Vendor to comply with these requirements will be sufficient grounds for Department to declare the contract in default and terminate the agreement in accordance with the terms of B-28 Termination for Cause and Mutual Agreement of the FCO Non-Technical Specifications.

1. The Vendor shall be currently licensed by the State of Florida as a General Contractor or Licensed Roofing Contractor.
2. The organized business enterprise (e.g. corporation, LLC or sole proprietorship) shall have experience in performing the type of work required for this contract for a minimum of three (3) years.
3. The Vendor shall have a current and valid Occupational License/Business Tax Receipt which states the name of the Vendor, street address of the business and the type of work that the Occupational License/Business Tax Receipt is issued for (which must be for the same type of services required in the contact).

V. GENERAL INFORMATION

1. All work shall be done in accordance with the current state and County codes.
2. The Vendor shall be responsible for maintaining a safe and secure worksite for the duration of the work. The Vendor shall maintain all work and staging areas in a neat and presentable condition. Upon completion of assigned work, the Vendor shall daily collect and remove all debris and trash caused by the work and dispose of it properly. Cleanup shall be performed to the satisfaction of the Department. The area around the worksite shall be kept clean and free from debris daily during the progress of work. The Vendor shall immediately notify the Department of any damages to the facilities as a result of the Vendor's operations.
3. The Vendor shall be solely responsible for furnishing all labor, materials,

equipment, tools, transportation and supervision and for performing all work as required to complete the work of this project as described. The Vendor, sub-vendors or any of their employees shall not perform any work that is beyond their technical capabilities or for which they are not licensed or certified.

4. At the conclusion of the project, provide a written certification to the Department that all work has been provided in accordance with the Contract Documents and a written warranty against the occurrence of defective materials and workmanship. All standard manufactures and installation warranties apply.
5. The Vendor shall provide the Department with contact information for all key personnel directly related to the project. The Department shall be notified immediately orally or written of any changes to the contact information.
6. The contractor will need to provide portable restrooms for their crews during the project.
7. The contractor is responsible for making all repairs to and demolition needed to complete this job.
8. This is a turnkey project all materials and labor are to be included to complete this project.

VI. WARRANTY:

Contractor is responsible for providing a warranty on all materials and labor for the first year, as well as assisting in any manufactures warranty on all material.

1. All leaks will be recorded and submitted to the contractor when they are discovered. The contractor is responsible for contacting the manufacture and assisting in resolving any issues that may occur.

VII. WORK AUTHORIZATION: No work will be done until a Notice to Proceed (NTP) is issued by the Project Manager.

VIII. BASIS OF PAYMENT:

Partial payments may be made for percentages or stages of work completed upon approval of Project Manager. See Non-Technical Specifications and Exhibit “B” Method of Compensation for other terms of payment.