

**SCOPE OF SERVICES  
ROOF SYSTEM REPLACEMENT  
LEESBURG OPERATIONS  
1405 THOMAS ROAD, LEESBURG, FL 34748  
FIN. NO. 446735-1-52-01  
CONTRACT E-5L30  
LAKE COUNTY**

**A. PURPOSE:**

1. The Contractor shall provide re-roofing services, material, and labor, in accordance with the attached Contract Plans and Technical Special Provisions.
2. In addition to the Contractor's Proposal, the items within the Contract Plan and Technical Special Provisions, shall be incorporated and become part of the Contract Agreement.

**B. WORK SITE CONDITIONS:**

1. Prior to the start of work, the Contractor and Department Representatives shall identify on site locations for the staging of material, trash disposal bins, portable sanitary facilities, and break area for workers. The Contractor shall be responsible to maintain these areas in a neat, orderly, and safe fashion during the entire project. (see section (B-17) Non-Technical Specifications).
2. The Contractor shall follow all applicable safety practices on this job. Occupational Safety and Health Administration (OSHA) regulations shall apply.
3. The Contractor shall maintain a full-time Supervisor/Foreman on the job site during all work hours. The Supervisor shall be qualified and experienced with the materials and application process being installed.

**C. CONTRACT TIME:**

1. The Contractor shall have (60) Calendar Days from issuance of Notice to Proceed to complete the project. (reference (A-22) Non-Technical Specifications).
2. The Contractor shall notify the Department in writing on days of inclement weather where work cannot be performed. Inclement weather days shall not count against the calendar work-day time.
3. The Contractor shall maintain a full-time Supervisor/Foreman on the job site during all work hours. The Supervisor shall be qualified and experienced with the materials and application process being installed.

**D. WORK HOURS:**

1. Primary work on this project shall be performed during the weekday hours which Monday - Friday 8:00 am to 5:00 pm. The contractor shall request and receive the Departments approval for any project activity outside of the weekday hours listed above.

**E. ADDITIONAL DOCUMENTS:**

The Contractor shall submit the following documents with the executed Contract Agreement Package.

1. A copy of current State of Florida Business License.
2. Documentation from the Product Manufacturer indicating the Contractor is an Approved Installer of the product and Roof System being proposed.
3. Certificate of Insurance. (reference (B-3) Non-Technical Specifications).

**F. WARRANTY:**

1. As per proposal, upon Contract completion the Contractor shall provide a written two (2) year labor/installation warranty on their work and a Twenty (20) year Manufacturer Material Warranty.

**G. METHOD OF COMPENSATION:**

1. Compensation shall be paid in accordance with Section B-21 (Progress Payments) and Section B-22 (Final Payment) of the Non-Technical Specifications.

**H. CONTACTS:**

1. All correspondence for this project should be directed to:

Dee Zinck  
FDOT Project Manager  
Fixed Capital Outlay Coordinator  
(386) 943-5512 - Office  
(386) 956-3590 - Cell  
[dee.zinck@dot.state.fl.us](mailto:dee.zinck@dot.state.fl.us). - e-mail

2. Site Representative

Ed Petersen  
Maintenance Program Manager  
(352) 326-7729 - Office  
(352) 409-1845 - Cell  
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