Bid Packet & Project Manual

Solicitation, Bid Instructions, Bid Agreement, General Requirements,
Job Specifications, and Supporting Documentation



Pueblo City - County Library
Mechanical Roof Recover

100 E Abriendo Ave
Pueblo, Colorado 81004

By: Daniel J Cupit
Roofing Consultant and Expert
ICC Certified Trainer
NRCA ProCertified Trainer
BECE Civil Engineering

Professional Construction Services
11877 W. 80th Ave. Arvada, CO 80005
Office: 720-340-7530
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11/05/2026

Invitation to Bid

11/05/2026

Owner: **Pueblo City - County Library**
100 East Abriendo Ave
Pueblo, CO 81004

Job Location: **Rawlings Library**
100 E Abriendo Ave
Pueblo, CO 81004

Consultant: Professional Construction Services
Contact: Dan Cupit
720-340-7530 x102 dan.c@pcsden.com

Project Description:

1. **Mechanical Roof:** Recover the existing low slope ballasted EPDM mechanical roof per the job specifications and the scope of work in appendix C. Bid the options listed below.
   Option 1: Remove the existing ballast and recover with 90 mil EPDM using a membrane swap. Install over 1/2-inch wood fiber board or high density polyiso board. Install new 23-1/2-inch ballast pavers in place of rock ballast. Includes all roof flashings.
   Option 2: Remove the existing ballast and membrane and install 90 mil adhered EPDM over mechanically attached 1/2-inch fiberglass reinforced primed gypsum board. Includes all roof flashings.
   Approved membranes include: Carlisle, Johns Manville, Mule-Hide, and Versico
2. **Plaza Deck:** on the West Plaza Deck on the 4th level west side of the main building. Check the membrane. Detach the pavers, install a 90-mil adhered EPDM overlay and reinstall the pavers correcting them to the proper 1/4-inch spacing between pavers.

Warranty: Bidders will need to provide a minimum 5-year company workmanship warranty on the specific work performed along with a 20-year manufacturer's system warranty that covers all manufacturer materials and workmanship for the maximum available warranty.

Type of Bid: Lump sum. Cost of permit and performance bond to be added (not in bid)
Bid Opens: Friday, November 6, 2026
Bid Due: Tuesday December 1, 2026, by 5:00 PM (MST)
Email bids to bri.reyes@pueblolibrary.org and copy dan.c@pcsden.com

Bid Award: T.B.D.

Bid Conference: Thursday November 12, 2026 (2:00 – 3:00 PM) at Rawlings Library, (Room: Bret Kelly B). **Mandatory attendance**
Site Walk Thru: Thursday November 12, 2026 (3:00 – 4:30 PM) or Tues November 17, 2026 (10:00 AM – 12:00 PM). **Mandatory Attendance**

Timeline: Installation timeline is a job start of April 15, 2027, with 45 days for installation.
30 days Substantial completion by May 15, 2027, with final completion by May 30, 2027.

Bidders Qualifications: As outlined below:

Note: Some text is provided in a different color as stated below. Highlighted text is to be reviewed.
Items in blue text are important items to pay attention to.
Items in red text are recent changes.

Qualifications for Bid List

All items listed must be received with the final bid 11/05/2026

1. General Liability Insurance to install commercial roofing with minimum limit of liability of $1 million per occurrence, 2 million aggregate.

2. Workman's Compensation: Policy to cover all employees and/or subcontractors.

3. Licensed: current general contractors or roofing license in Pueblo Regional Building District or ability to obtain a contractor's license in this jurisdiction along with a 2021 or 2024 ICC National Standard Roofing Contractor Certificate for the 2021or newer International Building Code along with the ability to obtain the required license (please provide a copy of your license or certificate).

4. Registered Business within the State of Colorado for a minimum of 5-years or 2-years with concurrent business registration in another state a minimum of 5-years.

5. Industry Affiliation: Qualified contractors must show active membership in one or more of the following associations to show adherence to industry standards: AIA, ASCE, CRA, CSI, IIBEC, NRCA, NWIR.

6. Certified by the manufacturer to install the roofing systems and option/s listed in the project manual and bid packet. Please provide copies of the roof systems you are bidding on and certified to install.

7. Warranty: ability to offer a minimum 10-year workmanship warranty along with the specified manufacturer's warranty and the required wind rating

8. References: Provide a minimum of 3 references for similar projects.

9. Performance Bond*: Contractor guarantees the ability to obtain a performance bond securing their obligation to properly complete the work as specified. Performance Bond is to be secured by Surety Bond Company or Insurance Company with a minimum A+ Superior rating. Include cost of a performance bond for the price offered in the Bid Proposal / Agreement.

10. Bid Bond*: Contractor guarantees the ability to obtain a bid bond securing their obligation to the bid agreement. Bid Bond is to be secured by Surety Bond Company or Insurance Company with a minimum A+ Superior rating. Include cost of a bid bond for the price offered in the Bid Proposal / Agreement.

    * Cost for a Performance and/or Bid Bond will be at an additional cost and is not included in the bid price. *Please provide a letter from your surety indicating your company can be bonded for up to $3 million.*

The qualifications listed are required to bid on this project. Bidder is required to provide the supporting documents to verify these qualifications. Owner may choose to waive one or more of the required qualifications at their choice and without providing justification to other bidders.

Instructions to Bidders:

11/05/2026

1. **DOCUMENTS:**
   A. Bidding Documents include Bidding Requirements and proposed Contract Documents. Proposed Contract Documents consist of:
      1. Contractor's Bid Proposal
      2. Supplementary Conditions
      3. Other documents included by reference
      4. Addenda
   B. Bidding Requirements are those documents identified as such in the Project Manual.
   C. Addenda are written, or graphic documents issued prior to execution of the Contract which modify or interpret the Bidding Documents. They become part of the Contract Documents as noted in the Contractor's Bid Proposal Agreement upon execution of the Agreement by Owner.

2. **BIDDER'S REPRESENTATIONS:**
   A. By submitting a bid proposal, Bidder represents that:
      1. Bidder has carefully studied and compared Bidding Documents. Bidder understands the Bidding Documents and the bid is fully in accordance with the requirements of those documents.
      2. Bidder has thoroughly examined the site and building located thereon, has become familiar with local conditions which might directly or indirectly affect contract work, and has correlated its personal observations with requirements of proposed Contract Documents. Bidder represents the compensation amount in item 4 of the Bid Proposal Agreement based on the scope of work contained in the job specifications and the Bid Packet. Bidder is responsible to verify measurements and scope prior to submitting the final bid.
      3. The Bid price represents the actual material quantities and labor required to complete the Job Specifications in this Project Manual and the Bid Packet. There will be no increase in price if the quantities for scope are more than those represented in the Project Manual.
      4. Bid is based on materials, equipment, and systems required by Bidding Documents without exception.

3. BIDDING DOCUMENTS:
   A. Copies
      1. Owner will provide the Bidding Documents as set forth in the Invitation to Bid.
      2. Partial sets of Bidding Documents will not be issued.
   B. Interpretation or Correction of Bidding Documents
      1. Bidders will request interpretation or correction of any apparent errors, discrepancies, and omissions in the Bidding Documents.
      2. Corrections or changes to Bidding Documents are contained in this project manual and the most recent bid packet.
   C. Substitutions and Equal Products
      1. Equal products may be approved upon compliance with Contract Document requirements.
      2. Base bid only on materials, equipment, systems, suppliers or performance qualities specified in the Bidding documents.
      3. Where a specified product is identified as a "quality standard", products of other manufacturers that meet the performance, properties, and characteristics of the specified "quality standard" may be used without specific approval as a substitute.
   D. Addenda. Addenda will be sent to bidders and to locations where Bidding Documents are on file no later than four days prior to bid opening or by email no later than 48 hours prior to bid opening.

4. BIDDING PROCEDURES

A. Form and Style of Bids
   1. Use Owner's Bid Form titled "Bid Proposal Agreement".
   2. Bid will be complete and executed by authorized representative of Bidder.
   3. Do not delete from or add to the information requested on bid form.

B. Submission of Bids
   1. Submit bid via email to the email address specified in the Invitation to Bid above.
   2. It is Bidder's sole responsibility to see that its bid is received at or before the specified time. Bids received after specified bid deadline may be rejected.

C. Modification or Withdrawal of Bid
   1. Bidder guarantees there will be no revisions or withdrawal of bid amount after 10 days from the bid opening.
   2. Prior to bid opening, bidders may withdraw bid by written request.
   3. Prior to bid opening, bidder may acknowledge any or all Addenda via email.

5. CONSIDERATION OF BIDS:

A. See Invitation to Bid.

B. Acceptance of Bid
   1. No bidder will consider itself under contract after award of bid until Owner accepts Contractor's Bid Proposal by executing same.
   2. **Bid selection will be based on "lowest cost", best value for the library district.**
   3. Bidder's past performance, organization, subcontractor selection, equipment, and ability to perform and complete its contract in manner and within time specified, together with amount of bid, will be elements considered in award of contract.

6. FORM OF AGREEMENT BETWEEN OWNER AND CONTRACTOR:

A. Agreement form will be "Contractor's Bid Proposal" provided by Owner.

7. INSPECTION:

A. Detailed scope and photos are provided.

Job Site: **Rawlings Library**
100 E Abriendo Ave
Pueblo, CO 81004

Consultant: Daniel J Cupit 303-885-3969 dan.c@pcsden.com

B. Bid will be based on the information provided in the bid packet including this project manual and all appendices. Scope of work is subject to onsite verification. Any changes in the bid will need to be approved by Owner within 10 days from acceptance of the Bid Proposal Agreement.

Bid Proposal Agreement:

11/05/2026

Pueblo West Library "Owner" and the undersigned Contractor "Contractor" enter into this Contractor Bid Proposal Agreement (Agreement) or (Contract) and agree to the following:

Owner: Pueblo City - County Library District
100 East Abriendo Ave
Pueblo, CO 81004

1. **Project Site.** **Rawlings Library**
   100 East Abriendo Ave
   Pueblo, CO 81004
   Project Name: **Rawlings Library Mechanical Roof and Plaza Deck – Roof Recover**

2. **Scope of Work**. Contractor will furnish all labor, materials, and equipment necessary to complete the Work in accordance with the Contract Documents. The Work is all labor, materials, equipment, construction, and services required by the Contract Documents including but not limited to installation of specified roof covering along with all roofing components and appurtenances as listed in the Job Specifications and the Scope of Work in appendix C that as obtained from the roof diagrams included in Appendix A. This includes Alternates agreed to by Owner. The performance bond, warranty, and permit costs are in addition to the Contract Amount as listed below.

3. **Contract Documents**. Contract Documents consist of:
   a. Construction Contract with Bid Proposal Agreement, General Conditions, and Job Specifications.
   b. Approved Alternates.
   c. All appendices included as part of the bid packet and any materials referred to in the project manual including but not limited to roof diagrams, photos, details, drawings, manufacturer specifications, product information, code references, forms, and other materials.
   d. Addendums
   e. All written Field Changes, written Construction Change Directives and written Change Orders when prepared and signed by Owner and Contractor.

4. **Compensation.** The amount listed below under the Bid Proposal Amount is for the Scope of Work listed in Appendix C installed to meet the general requirements, job specifications, and additional information contained in this Bid Packet and appendices. The Contract Amount is the Bid Proposal Amount/s accepted by owner along with the Permit Cost, the performance bond cost if accepted by owner, and any Alternates also accepted by owner. Contingent items and change orders accepted by owner will be in addition to The Contract Amount.

   Option 1 Bid Proposal Amount $_____ is for a recover of the mechanical roof with 90-mil ballasted EPDM as specified in this document. This option is accepted by Owner as initialed here. (initials _____)

   Option 2 Bid Proposal Amount $_____ is for a recover of the mechanical roof with 90-mil adhered EPDM as specified in this document. This option is accepted by Owner as initialed here. (initials_____)

   The Bid Proposal Amount entered above includes the cover board, flashings, and all roof components listed in the scope or work in appendix C and specified in the job specifications below. The Bid Proposal Amount does not include any of the Alternates which are listed separately below.

   Additional Items to be added to the Contract Amount.
   Permit Cost: Actual cost of permit without taxes and fees for the entire project as specified herein.
   Performance Bond: _____ % of the Contract Amount. Additional coverage over the Contract Amount to

cover contingencies, change orders, and other items will be billed at _____%.

5. Alternates. The following amounts are proposed for Alternates as described below and on page 12.

Alternate No. 1: West Plaza Deck – Detach & reset ballast pavers, install 90-mil adhered EPDM membrane recover with all flashings and roof components $ _____

Alternate No. 2: Install protective mat prior to the ballast pavers $ _____

Alternate No. 3: _____ $ _____

Alternate No. 4: _____ $ _____

6. Contingencies

The List of Contingencies in appendix D are included as part of this agreement. Owner may elect to add one or more of the contingencies for any quantity at the unit price provided by Contractor. These contingencies are to be priced and installed as per the job specifications included below. Contingencies are to be reviewed and approved by Consultant prior to being submitted to Owner for final approval. These contingencies are subject to the terms and conditions listed in **Section 6. Extras and Change Orders** and are to be processed in the same manner. Contingencies can be submitted using the change order form in Appendix G.

7. Payment.

a. Contractor will be paid one-third of the Contract Amount upon start of work and confirmation by owner of delivery of all materials on site. The second one-third of the Contract Amount is due upon substantial completion of the scope of work, as determined and approved by Consultant and Owner. The final one-third of the Contract Amount is due upon final completion. Owner may elect to submit final payment with a percentage held back for retainage if the final scope of work and submittals are not completed or other issues remain. Payment will be processed as outlined in this section.

b. Contractor may submit billing (payment application) for progress payments as work is completed. The payment application must be for completed work that has been verified and approved by Owner. Owner has the option but is not required to make progress payments. Progress payments will be subject to the requirements in section 5-e below. Owner may waive or alter the requirements for progress payments to be less stringent. Progress payments will be applied toward the Contract Amount.

c. Substantial completion of the scope of work is defined as at least 80% of all the listed scope of work being completed. Alternatively, it is defined as 100% of the existing roof covering and flashings being fully completed with no less than 20% of the total scope of work remaining. Consultant and Owner may waive or alter the definition and requirements for substantial completion.

d. Final completion is defined as 100% completion of the scope of work; final inspection and approval of consultant, approval of the governing municipality, and the manufacturers if required for acceptance; and receipt of final submittals including the approved manufacturer's warranties, Contractor warranty, all required lien waivers, maintenance information, and other items required by Consultant for final submittals.

e. Contractor will submit a payment request to Consultant and/or Owner along with a proforma invoice and required documentation prior to issuance of payment by Owner. Owner will pay Contractor within 30 calendar days of payment request providing conditions for payment have been met as stated in this Agreement and as follows:

(1) Contractor's payment request (invoice) for work to date;

(2) Certification by Contractor that Contractor has paid for all labor, materials, and equipment relating to the Work covered by prior payment requests and that Contractor will pay for all labor, materials, and equipment relating to the Work covered by the current payment request;

(3) Lien waiver releasing all mechanics' liens and claims by Contractor for the Work completed to date and covered by current and previous payment requests;

(4) Releases of all mechanics' liens and claims of subcontractors, laborers, or material suppliers who supplied labor and/or materials for Work covered by all previous payment requests and the final payment request.

Owner may modify or reject the payment request if, in Owner's opinion, the Work for which payment is requested is not acceptable or is less complete than represented on the payment request. Contractor may submit a promise to pay form as contained in appendix G in place of lien waivers from all suppliers and contractors for the initial payment of one-third upon delivery and confirmation of all materials. Owner may waive one or more requirements for a payment request at their option. Waiver of a requirement for one or more payment requests does not change the required documentation in this Agreement. *Lien waiver forms can be found in appendix G.*

8. Extras and Change Orders. Owner may order changes in the Work by altering, adding to, or deducting from the Work. In the event of such a change, Contractor's compensation and/or the time of completion will be adjusted to reflect the change. Contractor will not commence work on any change until either: (a) Contractor and Owner have agreed in writing to the amount of the adjustment resulting from the change; or (b) Owner has, in writing, issued an order for the change acknowledging that there is a dispute regarding the compensation adjustment relating to the change. If Contractor proceeds with a change in the Work without complying with the preceding sentence, Contractor agrees that it will not be entitled to any additional compensation for such change. Payment for change orders will be made within the same terms stated herein. Change orders for additional scope for alternates listed above will not exceed the unit price agreed to by Contractor in these contract documents multiplied by the quantity as approved by Consultant as subject to further approval by Owner. Contractor must apply for (invoice) change orders separate from the Bid Proposal Amount. Owner may pay change order applications (invoices) as one lump sum or in incremental payments as provided for in 5-a. *The form for change orders can be found in appendix G.*

Contingent Items approved by Consultant and agreed to by Owner shall be billed using the same process as change orders. The unit price for contingent items must not exceed the pricing provided by Contractor for the contingencies agreed to by Owner as a part of this contract.

9. Correction of Work. Contractor will promptly correct, at its own expense,

a. Any portion of the Work which
   1. fails to conform to the requirements of the Contract Documents, or
   2. is rejected by Consultant and/or the Owner as defective or because it is damaged or rendered unsuitable during installation or resulting from failure to exercise proper protection.
b. Any defects due to faulty materials, equipment, or workmanship which appear within a period of one year from the date of Substantial Completion or within such longer period as may be prescribed by law or the terms of any applicable special warranty required by the Contract Documents.

10. Time of Completion. Contractor agrees to start this project by April 15, 2027, and guarantees final

completion by May 30, 2027. Contractor will have reached substantial completion and have the job ready for Consultant's inspection by May 15, 2027, within thirty (30) calendar days of the start date. Contractor will provide verification of material orders by March 30, 2027. Time is of the essence. If Contractor is delayed at any time in the progress of the Work by any act or neglect of Owner, or by changes in the Work, or by strikes, lockouts, unusual delay in transportation, unavoidable casualties, or acts of nature beyond Contractor's control, then the time for completion will be extended by the time that completion of the Work is delayed. However, Contractor expressly waives any damages for any such delays other than those delays willfully caused by Owner. Contractor will pay owner Five Hundred Dollars ($500.00) per day for each day beyond the final completion date to complete the Work in full.

11. Permits, Surveys, and Taxes. Contractor will obtain and pay for all permits and licenses and pay any applicable taxes. Contractor will also obtain and pay for any surveys it needs to perform the Work. Contractor will conform to all ordinances and covenants governing the Project Site and/or Work.

12. Compliance with Laws. Contractor will comply with all applicable laws, ordinances, rules, regulations, and orders of any public authorities relating to performance of the Work.

13. Payment of Subcontractors, Materials and Equipment. Contractor will promptly pay for all labor, materials, and equipment used to perform the Work.

14. Contractor's Insurance. Prior to performing any work, Contractor will obtain, and maintain during the term of this Agreement the following insurance:

a. Workers Compensation Insurance.

b. Employers Liability Insurance with minimum limits of the greater of $200,000 E.L. each accident, $200,000 E. L. disease-each employee, $1,000,000 E.L. disease-policy limit or as required by the law of the state in which the Project is located.

c. Commercial General Liability Insurance — ISO Form CG 00 01 (12/07) or equivalent Occurrence policy which will provide primary coverage to the additional insured (the Owner) in the event of any Occurrence, Claim, or Suit with:

   1. Limits of the greater of: Contractor's actual coverage amounts or the following:
      A) $2,000,000 General Aggregate;
      B) $2,000,000 Products - Comp/Ops Aggregate;
      C) $2,000,000 Personal and Advertising Liability;
      D) $1,000,000 Each Occurrence;
      E) $2,000,000 minimum Umbrella;
      F) $200,000 Fire Damage to Rented Premises (Each Occurrence).
   2. Endorsements attached to the General Liability policy including additional insured as follows: **Pueblo City & County Library District** 100 East Abriendo Ave. Pueblo, CO 81004

d. Automobile Liability Insurance, with:

   1. Combined Single Limit each accident in the amount of $500,000 or Contractor's actual coverage, whichever is greater; and
   2. Coverage applying to "Any Auto" or its equivalent.

   Contractor will provide evidence of these insurance coverages to Owner by providing an ACORD 25 Form or its equivalent: (1) listing Owner as the Certificate Holder and Additional Insured on the general liability and any excess liability policies, (2) listing the insurance companies providing coverage (all companies listed must be rated in A.M. Best Company Key Rating Guide-Property-Casualty and each company must have a rating of B+ Class VII or higher), (3) attaching the

endorsements set forth above for the Certificate of Liability Insurance, and (4) bearing the name, address and telephone number of the producer and signed by an authorized representative of the producer. (The signature may be original, stamped, or electronic.) Notwithstanding the foregoing, Owner may, in writing and at its sole discretion, modify these insurance requirements.

15. Performance Bond. Contractor guarantees the ability to obtain a performance bond securing their obligation to properly complete the work as specified in this agreement. Performance Bond is to be secured by a Surety Bond Company or Insurance Company with a minimum A+ Superior rating. Contractor agrees to procure this bond as required by owner. The cost of the bond will be in addition to the agreed Bid Proposal Amount

16. Independent Contractor Relationship, the parties expressly agree that Contractor is not an agent or employee of Owner but is an independent contractor solely responsible for all expenses relating to Contractor's business.

17. Indemnity and Hold Harmless.

a. Contractor will indemnify and hold harmless Owner and Owner's representatives, employees, agents, consultants, and Consultant's agents from and against any and all claims, damages, liability, demands, costs, judgments, awards, settlements, causes of action, losses and expenses (collectively "Claims" or "Claim"), including but not limited to attorney fees, consultant fees, expert fees, copy costs, and other expenses, arising out of or resulting from performance of the Work, attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of real or personal property, including loss of use resulting therefrom, except to the extent that such liability arises out of the negligence of Owner, its representatives, agents, and employees. This indemnity includes, without limitation, indemnification of Owner from all losses or injury to Owner's property, except to the extent that such loss or injury arises out of the negligence of Owner, its representatives, agents, and employees. This indemnity applies, without limitation, to include Claims occurring both during performance of the Work and/or subsequent to completion of the Work. In the event that any Claim is caused in part by a party indemnified hereunder, that party will bear the cost of such Claim to the extent it was the cause thereof. In the event that a claimant asserts a Claim for recovery against any party indemnified hereunder, the party indemnified hereunder may tender the defense of such Claim to Contractor. If Contractor rejects such tender of defense and it is later determined that the negligence of the party indemnified hereunder did not cause all of the Claim, Contractor will reimburse the party indemnified hereunder for all costs and expenses incurred by that party in defending against the Claim. Contractor will not be liable hereunder to indemnify any party for damages resulting from the sole negligence of that party.

b. In addition to the foregoing, Contractor will be liable to defend Owner in any lawsuit filed by any Subcontractor relating to the Project. Where liens have been filed against Owner's property, Contractor (and/or its bonding company which has issued bonds for the Project) will obtain lien releases and record them in the appropriate county and/or local jurisdiction and provide Owner with a title free and clear from any liens of Subcontractors. In the event that Contractor and/or its bonding company are unable to obtain a lien release, Owner in its absolute discretion may require Contractor to provide a bond around the lien or a bond to discharge the lien, at Contractor's sole expense.

c. In addition to the foregoing, Contractor will indemnify and hold Owner harmless from any claim of any other contractor resulting from the performance, nonperformance or delay in performance of the Work by Contractor.

d. The indemnification obligation herein will not be limited by a limitation on the amount or type of

damages, compensation or benefits payable by or for Contractor or a Subcontractor under worker's compensation acts, disability benefit acts, or other employee benefit acts.

18. Resolution of Disputes. In the event there is any dispute arising under the Contract Documents which cannot be resolved by agreement between the parties, either party may submit the dispute to the other party and request a dispute resolution conference between the parties. The dispute resolution conference will constitute settlement negotiations, and any settlement proposal made pursuant to the conference will not be admissible as evidence of liability. In the event that the parties do not resolve their dispute pursuant to the dispute resolution conference, either party may commence legal action to resolve the dispute. Any such action must be commenced within the applicable statute of limitations under Colorado law. Submission of the dispute as outlined above is a condition precedent to the right to commence legal action to resolve any dispute. In the event either party commences legal action to adjudicate any dispute without first submitting the dispute for a resolution conference between parties, the other party will be entitled to obtain an order dismissing the litigation without prejudice and awarding such other party any costs and attorney's fees incurred by that party in obtaining the dismissal, including without limitation copy costs, and expert and consultant fees and expenses.

19. Termination of Agreement by Contractor. In the event Owner materially breaches any term of the Contract Documents, Contractor will promptly give Written Notice of the breach to Owner. If Owner fails to cure the breach within fifteen (15) days of the Written Notice, Contractor may terminate the Agreement by giving Written Notice to Owner and recover from Owner the percentage of the Bid Proposal Amount represented by the Work properly completed on the Project site as of the date of termination together with any out of pocket loss Contractor has sustained with respect to materials and equipment as a result of the termination prior to completion of the Work, less any offsets. Contractor will not be entitled to unearned profits or any other compensation or damages as a result of the termination and hereby waives any claim, therefore. Contractor will provide to Owner all warranty, as built, inspection, and other close out documents as well as materials that Contractor has in its possession or control at the time of termination. Without limitation, Contractor's indemnities and obligations as well as all warranties relative to Work provided through the date of termination survive a termination hereunder.

20. Termination of Agreement by Owner for Cause. Should Contractor make a general assignment for the benefit of its creditors, fail to apply enough properly skilled workmen or specified materials to properly prosecute the Work in accordance with Contractor's schedule, or otherwise materially breach any provision of the Contract Documents, then Owner may, without any prejudice to any other right or remedy, give Contractor Written Notice thereof. If Contractor fails to cure its default within ten (10) days, Owner may terminate this Agreement by giving Written Notice to Contractor, take possession of the premises and all materials, tools, and appliances thereon, and finish the Work by whatever method Owner deems expedient. In such case, Contractor will not be entitled to receive any further payment until the Work is finished. If the unpaid balance of the Bid Proposal Amount exceeds the expense of finishing the Work, including compensation for additional administrative, architectural, consultant, and legal services (including without limitation attorney's fees, expert fees, copy costs, and other expenses), such excess will be paid to Contractor. If such expense exceeds the unpaid balance, Contractor will pay the difference to Owner. Contractor will provide to Owner all warranty, as built, inspection, and other close out documents as well as materials that Contractor has in its possession or control at the time of termination. Without limitation, Contractor's indemnities and obligations as well as all warranties relative to Work provided through the date of termination survive a termination hereunder.

21. Termination of Agreement by Owner for Convenience. Notwithstanding any other provision contained in the Contract Documents, Owner may, without cause and in its absolute discretion, terminate the Agreement at any time. In the event of such termination, Contractor will be entitled to recover from Owner

the percentage of the Bid Proposal Amount equal to the percentage of the Work which Owner and/or its Consultant determines has been completed on the Project site as of the date of termination together with any out of pocket loss Contractor has sustained with respect to materials and equipment as a result of the termination prior to completion of the Work, less any offsets. Contractor will not be entitled to unearned profits or any other compensation as a result of the termination and hereby waives any claim, therefore. Contractor will provide to Owner all warranty, as built, inspection, and other close out documents as well as materials that Contractor has in its possession or control at the time of termination. Owner may, in Owner's sole discretion, take legal assignment of subcontracts and other contractual rights of Contractor. Without limitation, Contractor's indemnities and obligations as well as all warranties relative to Work provided through the date of termination survive a termination hereunder.

22. Amendment. This Contract may be amended, altered, or modified only by written instrument executed by both parties hereto.

23. Assignment of Contract. The parties hereto will not assign any rights or obligations under this Agreement without the prior written consent of the other party.

24. Integration Clause. The Contract Documents reflect the full agreement of the parties with respect to the Project and the Work and supersede all prior discussions, agreements, and representations regarding the subject matter of the Contract Documents. The Contract Documents may be amended only in a written document signed by both parties hereto.

25. Applicable Law. The parties acknowledge that the Contract Documents have substantial connections to the State of Colorado. The Contract Documents will be deemed to have been made, executed, and delivered in Pueblo Colorado. To the maximum extent permitted by law, (i) the Contract Documents and all matters related to their creation and performance will be governed by and enforced in accordance with the laws of the State of Colorado, excluding conflicts of law rules, and (ii) all disputes arising from or related to the Contract Documents will be decided only in the courts of Pueblo County, Colorado and not in any other Court or State. Toward that end, the parties hereby consent to the jurisdiction of the Courts of Pueblo County, Colorado and waive any other venue to which they might be entitled by virtue of domicile, habitual residence, place of business, or otherwise.

26. Enforcement. In the event either party commences legal action to enforce or rescind any term of the Contract Documents, the prevailing party will be entitled to recover its attorney's fees and costs, including without limitation all copy costs and expert and consultant fees and expenses, in that action and on all appeals, from the other party, in addition to any other relief to which such party is entitled.

27. Bid Proposal/Agreement. Contractor's submission to Owner of this agreement signed by Contractor will constitute Contractor's offer and bid proposal to perform the Work described in this agreement according to the terms thereof. Owner's signing of this agreement and delivery to Contractor of the signed copy thereof will constitute acceptance of Contractor's offer and will convert this document to a binding agreement.

28. Effective Date. The effective date of this Agreement is the date indicated by the Owner's signature.

OWNER:
Pueblo City - County Library District
100 East Abriendo Ave. Pueblo, CO 81004

By: _____ Date: _____

Print Name: _____

By: _____ Date: _____

Print Name: _____

CONTRACTOR:

_____

Address: _____

Telephone: _____

FIEN: _____

By: _____ Date: _____

Print Name: _____

By: _____ Date: _____

Print Name: _____

Alternates:

1. Section Includes But is Not Limited To:
    a. Administrative and procedural requirements to prepare and process Alternates.
2. With its bid, Contractor has provided prices for following alternate products, materials, equipment, systems, methods, units of work, or major elements of The Work. Any of these Alternates may, at Owner's option, be selected for The Work in placed of corresponding requirements of Contract Documents.

    Alternate No. 1: West Plaza Deck – Detach & reset existing ballast pavers, install 90-mil adhered EPDM membrane recover along with all flashings and roof components**.** Reinstall the ballast pavers on the existing pedestals with the correct 1/4-in spacing between pavers. This will require trimming the inside or outside pavers

    Alternate No. 2: Install protective mat prior to the ballast pavers being installed. The protective mat shall comply with the Job Specifications and be of a type approved by the manufacture for the roof system warranty specified.

    Alternate No. 3:

    Alternate No. 4:

3. Contractor acknowledges that description for each Alternate is incomplete and abbreviated, but that it implies that each Alternate will be complete for scope of work affected.

4. Contractor will coordinate related work and modify surrounding work as required to properly integrate with work of each Alternate selected by Owner.

General Requirements:

11/05/2026

1. SUMMARY

Provisions contained in General Requirements apply to all other sections of the Bid Packet. All instructions contained in the Job Specifications are directed to Contractor. Unless specifically provided otherwise, all obligations set forth in the Job Specifications are obligations of Contractor. Contractor will comply with applicable laws and regulations.

2. WORK RESTRICTIONS

A. During construction period, Contractor will have use of premises for construction operations. Contractor will ensure that Contractor, its employees, subcontractors, and employees comply with following requirements:

1. Confine operations to areas within Contract limits shown on Drawings. Do not disturb portions of site beyond Contract limits.
2. Coordinate parking and staging for the roofing process with Owner.
3. Do not access the inside of the buildings at any time without permission from and being signed in by an authorized representative of Owner.
4. Do not allow alcoholic beverages, illegal drugs, or persons under their influence on Project Site.
5. Do not allow use of tobacco in any form on Project Site.
6. Refrain from using profanity or being discourteous or uncivil to others on Project Site or while performing the 'Work.
7. Wear shirts with sleeves, wear shoes, and refrain from wearing immodest, offensive, or obnoxious clothing, while on Project Site.
8. Do not allow playing of obnoxious and loud music on Project Site. Do not allow playing of any music within existing facilities.
9. Do not build fires on Project Site.
10. Do not allow weapons on Project Site, except those carried by law enforcement officers and/or other uniformed security personnel who have been retained by Owner or Contractor to provide security services.

B. Hours of construction:

1. Contractor will comply with restrictions for the days and hours of construction within the applicable jurisdiction.
2. Contractor will operate between the hours of 7 AM and 6 PM daily unless otherwise directed by Owner.
3. Contractor will operate during the week, Monday through Saturday and will cease operations on Sundays unless prior approval is obtained in writing from owner. There will be no construction on observed government holidays.

3. ADMINISTRATIVE REQUIREMENTS

A. Coordinate construction activities to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations that are dependent upon each other for proper installation, connection, and operation. Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

4. PROJECT MANAGEMENT AND COORDINATION

A. Multiple Contract Coordination:

1. Contractor shall be responsible for coordination of Temporary Facilities and Controls, Construction Waste Management and Disposal services, and Final Cleaning for the Project unless directed otherwise by Owner's Representative for those who perform work on Project from Notice to Proceed to date of Substantial Completion.

B. Preconstruction Conference:

1. Attend preconstruction conference and organizational meeting and/or pre-job walk through scheduled by Consultant at Project site or other convenient location.
2. Be prepared to discuss items of significance that could affect progress, including such topics as: a. Construction schedule, equipment deliveries, general inspection of tests, preparation of record documents and O&M manuals, project cleanup, security, safety, shop drawings, samples, use of premises, work restrictions, and working hours.

C. Installation:

1. Contractor will coordinate installation and execution of the job with Consultant. Contractor will cooperate and comply with requirements directed by Consultant to ensure proper completion of the project.
2. Provide necessary access and assist Consultant with inspection of the jobsite and installation as needed.
3. Comply with the direction, guidelines, specifications, installation methods and procedures provided by Consultant in keeping with the job specifications, addendum and manufacturers installation instructions.
4. Consultant may provide training and information on materials and installation methods to Contractor, Employees and Subcontractors to ensure proper installation of the project. Contractor will ensure the availability and compliance of employees and subcontractors.
5. Provide weekly progress reports that include the date, scope of work completed, action items, photos, and additional documentation. A sample progress report is provided in Appendix G.

5. SUBMITTAL PROCEDURES

A. Coordination preparation and processing of submittals with performance of construction activities. Transmit each submittal before performance of related construction activities to avoid delay.

B. Allow sufficient review time so installation will not be delayed by time required to process submittals.

C. Package each submittal appropriately for transmittal and handling. *A submittal form is included in appendix G.*

6. QUALITY REQUIREMENTS

A. Product information and installation guidelines are provided. Contractor is responsible to comply with these guidelines, the job specifications and contract requirements.

B. Conflicting Requirements: If compliance with two or more specifications or standards is specified and standards establish different or conflicting requirements, minimum quantities, or quality levels, comply with most stringent requirement.

C. Quality Levels: Quality level shown or specified shall be the minimum provided or performed. Actual installation may match or exceed the minimum quality standard specified.

D. Quality Assurance: Activities, actions, and procedures performed before and during execution of the work to verify compliance and guard against defects and deficiencies and to substantiate that proposed construction will comply with requirements.

E. Notify Owner immediately if asbestos-containing materials, lead paint, or other hazardous materials are encountered while performing the Work.

F. Submit to Owner permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records establishing compliance with standards and regulations bearing upon performance of the Work.

7. QUALITY ASSURANCE - QUALIFICATIONS

A. Qualifications: Qualifications in this Section establish minimum qualification levels required.

1. Supervisor Qualifications: Contractors' supervisor and/or foreman are experienced with the installation, erecting, or assembling of the materials required for installation of the products specified; and in compliance with the manufacturer's specifications, applicable building codes, standards, and safety regulations.
2. Installer Qualifications: Contractors' installers are experienced with installation, erecting, or assembling of the materials required for installation of the specified products; and in compliance with the manufacturer's specifications and installation instructions along with safety regulations.

2. Manufacturer Authorized Service Representative: Contractor will comply with requirements from authorized representative/s of the manufacturers as long as those requirements do not conflict with the job specifications and/or instructions from Consultant.

4. Supplier Qualifications: Contractor will ensure that suppliers of materials used are able to meet the product service and delivery requirements in this agreement and to provide the proper materials as specified.

8. TEMPORARY FACILITIES AND CONTROLS

A. Owner will provide electric power for construction activities within limits available at existing facility. Power will be in the form of normal 110 / 120 Volt outlets from 15 to 20 amps per outlet not to exceed a total of 60 amps. Contractor shall be prepared to provide a portable generator for power requirements beyond this or in the case when power is not available.

B. Exercise caution to avoid fire damage. Do not build fires on site.

C. Existing lighting system may be used by Contractor.

D. Contractor will use existing water supply for construction purposes to extent of existing facilities. Contractor will provide their own hoses for water distribution.

E. Provide and maintain temporary sanitary toilet.

F. Erect adequate barricades, warning signs, and lights necessary to protect persons from injury or harm.

G. Contractor is responsible for security of materials, tools, and equipment. Do not permit others to use building keys provided by Owner. Safeguard building and contents while the Work is being performed and secure building when the Work is finished for day.

H. Protect existing trees and plants. Remove and replace vegetation that dies or is damaged beyond repair due to construction activities. Do not drive on grass without proper protection approved in advance by Consultant.

I. Provide temporary enclosures at exterior building openings for security and protection from weather, theft, and vandalism. Erect and maintain dust-proof partitions and enclosures as required to prevent spread of dust and fumes to occupied portions of building.

J. Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and reduce possibility that air, waterways, and subsoil might be contaminated or polluted, or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near site. Protect the Work, materials, apparatus, and fixtures from injury due to weather, theft, and vandalism.

9. PRODUCT REQUIREMENTS

A. Provide products that comply with Contract Documents, are undamaged, and, unless otherwise indicated, are new and unused at time of installation. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and for intended use and effect:

10. PRODUCT OPTIONS

A. Product selection is governed by Contract Documents and governing regulations, not by previous Project experience. Procedures governing product selection include: 1. Substitutions and Equal Products:

   a. Generally speaking, substitutions for specified products and systems, as defined in Uniform Commercial Code, are not acceptable unless approved by Consultant in writing prior to use. Equal products may be approved by Consultant upon compliance with Contract Document requirements.

   b. Approved Products / Manufacturers / Suppliers / Installers:

      1) Consultant has established relationships with manufacturers and suppliers and is experienced with the materials specified.

      2) Follow specified procedures to preserve relationships between Consultant and specified manufacturers / suppliers and to ensure products and materials are installed and utilized as intended by Consultant.

   c. Acceptable Products / Manufacturers / Suppliers / Installers:

      1) Use specified products / manufacturers unless approval to use other products / manufacturers has been obtained in writing from Consultant prior to use of those products. No substitutions or equal products will be allowed on this Project without prior express written consent of Consultant.

11. DELIVERY, STORAGE, AND HANDLING REQUIREMENTS

A. Deliver, store, and handle products according to manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.

B. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.

C. Deliver products to site in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.

D. Inspect products upon delivery to ensure compliance with Contract Documents, and to ensure that products are undamaged and properly protected.

E. Store products at site in a manner that will simplify inspection and measurement of quantity or counting of units.

F. Store heavy materials away from Project structure so supporting construction will not be endangered.

G. Store products subject to damage by elements above ground, under cover in weather tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

12. EXECUTION REQUIREMENTS

A. Design, furnish, and install all shoring, bracing, and sheathing as required for safety and for proper execution of the Work and, unless otherwise required, remove same when the Work is completed.

B. Require installer of each major component to inspect both substrate and conditions under which the Work is to be done. Notify Consultant and Owner in writing of unsatisfactory conditions. Do not proceed until unsatisfactory conditions have been corrected.

C. Provide attachment and connection devices and methods necessary for securing the Work. Secure the Work true to line and level. Allow for expansion and building movement.

D. Recheck measurements and dimensions before starting each installation. Contractor agrees to the quantities provided in the Scope of Work. Changes to that scope must be confirmed and agreed to by Consultant.

E. Completion Inspection:

1. Upon 80 percent completion of Project, Contractor will request Substantial Completion Inspection.
2. Consultant will conduct Substantial Completion Inspection in presence of Contractor and approve project for Substantial Completion.
3. Upon 100 percent completion of Project, Contractor will request Final Completion and Punch List Inspection.
4. Consultant will conduct Final Completion and Punch List Inspection in presence of Contractor and furnish list of items to be corrected.
5. Contractor will notify Consultant in writing when items have been corrected. Project will not be final until all Punch List Items are completed and approved by Consultant and Closeout Submittals have been completed and forwarded to Consultant with verification of receipt. Owner may withhold the allowable retainage until the project is approved as Final by Consultant.

13. CLEANING AND WASTE MANAGEMENT

A. Disposal of Waste:

1. Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in landfill or incinerator acceptable to authorities having jurisdiction:
   a. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.

b. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.

2. Burning: Do not burn waste materials.

3. Disposal: Transport waste materials off Owner's property and legally dispose of them.

B. Progress Cleaning:

1. Keep premises broom-clean during progress of the Work.
2. During handling and installation, protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from soiling, damage, or deterioration until Substantial Completion.
3. Clean and maintain completed construction as necessary throughout construction period.
4. Remove waste materials and rubbish caused by employees, subcontractors, and contractors under separate contract with Owner and dispose of legally.

C. Final Cleaning:

1. Clean each surface or unit to condition expected in normal, commercial-building cleaning and maintenance program. Comply with manufacturer's instructions. Remove all rubbish from under and about building and leave building clean and habitable.
2. In addition to the general cleaning noted above, perform cleaning for all trades at completion of the Work in areas where construction activities have occurred.
3. If Contractor fails to clean up, Owner may do so and charge cost to Contractor.

14. CLOSEOUT SUBMITTALS

A. The following Closeout Submittals will be provided upon completion of the project. The project will not be considered as final until the required submittals have been received and approved by Consultant and Owner.

1. Final Punch List Completion: Provide photos and information required by Consultant to verify completion of final punch list items.
2. Permit Final: Copy of final signed permit with approval from the applicable building department.
3. Warranties: Copy of Material Warranty and all of the applicable Manufacturer’s Warranty Certificates to include the effective date, expiration date and conditions for the warranties.
4. Maintenance Requirements: A list of maintenance requirements with specific procedures to be performed along with the required intervals for periodic inspections and maintenance work. Contractor is to provide a cost for service to Owner including the cost for applicable labor along with the markup for any materials required.
5. Materials and Equipment: Verification that all materials and equipment have been removed from the jobsite and that any material to remain has been stored onsite.
6. Access Requirements: Conditions required to access and maintain the completed roof, components, and apprehensions for maintenance to ensure the warranties remain in effect.
7. Lien Waivers and Releases: Unconditional lien waiver with final payment, lien releases from subcontractors and major suppliers.

15. WEATHER

A. Care should be taken to secure the jobsite from weather including rain, snow and high wind. The contractor is responsible to protect the property from damage due to weather.

B. If the contractor is working under winter conditions with the presence of snow and ice it is their responsibility to carefully and safely remove snow and ice without damaging the roof and/or any

part of the property. If work is being done within the timeline of the contract snow and ice removal by the contractor will be billable at rate to be agreed on prior to the work being completed. If the contractor is working past the deadline to complete their work the removal of snow and ice in order to be able to continue working will be their responsibility and at their own cost.

16. SAFETY

A. Contractor is to comply with all applicable safety requirements including OSHA Safety Guidelines. Contractor is to provide a comprehensive Safety Plan to Consultant prior to start of any work.

17. JOB SUPERVISION: Contractor is to have the following qualified company employees onsite at all times during installation: field supervisor or foreman. These personnel are to be available to meet with Consultant onsite and are to follow Consultant's direction regarding the project. In addition to these company employees, Contractor will assign a project manager to administer the job and ensure compliance with the project manual along with a Logistics Manager and Safety Manager. These company personnel will be available to correspond with and meet Consultant and/or owner, and their agents onsite as needed and also via phone and email. The minimum employees listed above are to be on site at all times during the construction process. The employees specified are required to perform the following minimum responsibilities:

A. Field Supervisor: is responsible for the jobsite and execution of proper installation procedures to meet the job specifications contained in the project manual and the manufactures installation instructions. They are to correspond with Consultant and Owner and comply with requirements specified by Consultant. The field supervisor is to be on the jobsite no less than 50% of the time the jobsite is active and is to meet with Consultant as required to inspect the installation.

B. Foreman/Roofing Technician: is to direct and work with the installers during the construction process to ensure proper installation to job specifications, manufactures installation instructions and directions from consultant. The foreman is to be on the jobsite at all times during construction.

C. Logistics Manager: is responsible for traffic control, jobsite equipment, materials being removed and disposed of, and materials being supplied and loaded onto the roof as needed. This person is to be on the jobsite as required to keep up with material handling and to meet with Consultant as required.

D. Safety Manager: is responsible for jobsite safety including material handling. The Safety Manager is to be qualified to administer and monitor the project safety plan. This person is to be on the jobsite as required to keep up jobsite safety and to meet with Consultant as required.

E. Project Manager: is responsible for this project and its proper completion in compliance with the project manual.

The Project Manager, Logistics Manager, and Safety Manager responsibilities can be performed by the same individual or more than one individual as long as they are qualified to perform the required responsibilities.

Job Specifications

11/05/2026

The following job specifications are to be followed in conjunction with the manufacture's installation instructions and the applicable building codes. Where there is a difference or conflict the more stringent requirement will apply. Any changes to these specifications must be verified and approved by both the manufacturer and the roofing consultant to ensure both the long-term integrity of the roof system and the manufacturer's full warranty. It is the contractors' responsibility to ensure that the installation method used meets the manufactures warranty requirements.

A. SITE PREPARATION AND CONDITIONS

1. **Jobsite Access, Preparation, and Storage:**
    a. **Jobsite Access** Is limited during normal hours of operation and must be coordinate with the Pueblo County Library Maintenance Division.
    b. **Roof Access:** Roof access is through the interior freight elevator and interior walkways.
    c. **Access Plan:** Contractor is required to provide an Access Plan for loading materials and offloading debris. This plan is to be approved by Consultant. Clearly mark access areas on the plan and include the size and details. Access must be coordinated with onsite management.
    d. **Storage:** Store equipment and materials in secure area as approved by Owner. Secure area from access by unauthorized personnel. Limited space is available on the roof and elsewhere onsite. Offsite storage may be required for some materials.
    e. **Dumpster:** locate dump trailer or dumpster as designated by Owner.
    f. **Debris Chute**: Install debris chute, as needed to contain and effectively transfer debris. A lift may be used in place of a debris chute to transport debris. Is a debris chute is not required, utilize heavy traps and plywood to protect the existing and adjacent structures along with all landscaping.
    g. **Roof Loading:** Load roofing materials onto roof from approved access areas. Arrange the dates and times for loading the roof with Owner.
    h. **Notice**: Provide written notice of work schedule and access requirements at least 10 days prior to commencement of work.

2. **Safety:**
    a. Provide a written safety plan and procure the necessary materials required onsite to meet OSHA safety guidelines and requirements. A copy of the written safety plan must be provided to Consultant prior to start of the project.
    b. Install perimeter safety to secure the loading and unloading areas. Block off any areas that are not to be accessible by tenants and the public. Coordinate with onsite management.
    c. Install roof anchors as required to safely navigate and work on the roofs while meeting OSHA requirements. Ensure the existing anchors and safety line support a minimum worker weight of 310 lbs. with a minimum breaking strength of 5,000 lbs. per worker. Repair anchors and safety line, as needed. If using existing roof anchors, they need to be tested to meet requirements.

d. Follow proper safety procedures from start to finish as per industry standard and to meet OSHA regulations while working on this project including but not limited to proper fall protection procedures to meet current OSHA Safety Guidelines.
e. All workers are to be secured with safety harnesses properly secured to meet OSHA fall protection guidelines. Safety harnesses are not to be used as the only means of fall protection. Workers must have backup fall protection such as toe boards, guard rails, boom lifts, etc.
f. Use proper safety procedures to protect everyone on and around the jobsite.
g. Contractor is responsible for following OSHA safety guidelines and safety procedures required to ensure the safety of all workers and any personnel on or around the roof during construction. Owner, Consultant, and their representatives are not responsible for roof safety or fall protection.

3. **Equipment and Material Storage and Handling:**
   a. Carefully stage and secure materials for this project onsite so they are protected from damage or theft. Contractor is responsible for any damage or theft of materials in their charge.
   b. Carefully stage and secure any and all equipment being used for this project to protect from damage or theft. Contractor is responsible for damage or theft of their own equipment including rental equipment in their charge.

4. **Permit:** Contractor is responsible to obtain all applicable permits and meet the requirements of the Pueblo Regional Building District. **PERMIT COST WILL BE PAID SEPERATLEY** and is not a part of the bid amount for this project. Contractor will apply for any applicable **Rebate Programs** to offset permit costs. **Permit cost includes permit and review fees but does not include taxes.**

5. **Pre-roof Inspection:** Contractor is to have a pre-roof inspection with Roofing Consultant to review the roof installation, job specifications, code, access and safety plan. Notify Consultant of any issues or discrepancies prior to or at the pre-roof inspection so they can be resolved.

6. **Code and Installation Requirements:** Contractor is responsible to meet all governing code requirements, Industry standards, and manufacture installation instructions and requirements.

7. **Jobsite Supervision:** Contractor is to have the following qualified company employees onsite at all times during installation and a qualified project manager available to coordinate and meet with Consultant as specified in item 16 on page 20 of the General Requirements.

B. ROOF RECOVER (BALLASTED OPTION)

The low slope membrane ballasted EPDM roof membrane and accessories are to be installed per these specifications and/or the manufacture's installation instructions whichever is more stringent.

1. **Prepare Drains**
   a. Check roof drains and overflow drains to ensure they are free of debris and drain properly.
   b. All drains are to be cleaned and snaked to ensure proper eater floe, prior to roofing.
   c. Cover drains in areas being roofed during reroof activity to protect from debris. Remove covers at the end of each day or if rain, snow or other moisture occurs. DO NOT leave drains covered overnight.

2. **Remove Ballast:**
   a. Move existing rock ballast from the areas being reroofed.
   b. Roof areas should be a minimum of 400 sq. ft. and a maximum of 1,000 sq. ft.

c. Clean up all dirt and debris generated to prevent unwanted distribution.

3. Prepare Existing Membrane

a. Cut existing membrane at a minimum of 10-foot widths and at the perimeter to ensure it lays flat.
b. Lift membrane as needed to inspect insulation.
c. Alternatively remove and dispose of the roof membrane as the new membrane is installed (membrane swap).

4. Insulation

a. Inspect the existing insulation to ensure it is not water soaked or damp.
b. Replace any wet insulation with like kind.
c. Replacement or addition of any insulation is to be approved by Consultant prior to installation and will be priced as a change order using preapproved unit pricing.

5. Taper and Crickets

a. Replace any water soaked or damp taper with new taper of like kind.
b. Install new 1/4" slope crickets at all curbs over 30-inches in width.
c. Install new 1/4" slope taper or crickets at corners and wall transitions as needed to ensure proper flow around walls and from the roof and into the roof drains. Crickets shall be a minimum of 4 feet wide.

6. Roof Deck

a. Inspect the existing Roof Deck in areas where the insulation is water soaked.
b. Replace damaged or severely rusted roof decking with like kind and fasten or weld the seams.
c. Surface rust that does not affect the integrity of the roof deck shall be properly cleaned and primed with a rust inhibitive primer prior to being recovered.

7. Coverboard

a. Install new 1/2" fiberboard or 1/2-inch-high density polyiso board as specified by the EPDM manufacturer. Submit anything other than the cover boards specified to consultant for approval.

8. Membrane

a. Install new 90 mil EPDM membrane at the seams over the field, all curbs, walls and parapet walls.
b. Allowable membranes are as follows:
    i. Johns Manville 90 mil Ballasted EPDM Membrane.
    ii. Carlisle Sure-Seal 90 mil Ballasted EPDM Membrane.
    iii. Versico VersiGard Ballasted 90 mil EPDM Membrane.
    iv. Mule-Hide 90-mil EPDM Membrane.
c. Terminate the membrane at the base of the concrete walls at 12-inches above the roof plane using 1-inch term bar and counterflashing as specified below.
d. Use manufacturer approved materials for all flashings, sealants, roof components and appurtenances that are part of that roof system in order to obtain the full manufacturers system warranty.
e. Follow the manufactures installation details in conjunction with the specifications in this manual. If there is a conflict use the installation method that is more conservative or stringent

9. Warranty

a. The installed roof system is to comply with the manufacturers' requirements for a minimum 20-year full system warranty.

10. Parapet Walls:

a. Terminate the membrane 12-inches up the parapet walls at the perimeter.
b. Fully adhere EPDM membrane onto all parapet walls using rubber to rubber adhesive.
c. Install a 1-inch termination bar at the top of the termination fastened at a maximum of 12-inches on center.
d. Counter flash the installed termination bar with 1-part 24-gauge counterflashing that is a minimum of 4-inches high to cover and seal the termination at all curbs where the membrane is not terminated up and over the top. The counter flashing will be properly secured and caulked to provide a continuous seal between the flashing and the wall.
e. Follow the manufactures installation details in conjunction with the specifications in this manual. If there is a conflict use the installation method that is more conservative or stringent

11. Curbs:

a. Install membrane up and over curbs where possible. Membrane should extend a minimum of 6-inches onto the roof deck. Fully adhere and terminate 2-inches or more inside the curb.
b. Install the membrane to the top of any curb where the cap cannot be removed to allow installation over the top and terminate using a standard termination bar.
c. Fully adhere EPDM membrane on all curbs.
d. Counter flash termination bar that is not covered by a minimum 2-inch built-in drip edge on the curb cap. Counter flashing will be a 1-part and a minimum 4-inches high to cover and seal the termination at all curbs where the membrane is not terminated up and over the top. The counter flashing will be properly secured and caulked to provide a continuous seal between the flashing and the curb wall.
e. For curbs with flanges that extend from the mechanical units over the curb and do not allow the installation of counter flashing install a C-flashing that extends onto the face of the curb and laps the membrane by at least 2-inches and also extends over the bottom of the flange and the outer edge. This C-Flashing should have a minimum ½-inch kick and can be attached to the flange or the curb. Ensure that fasteners are properly sealed.
f. Follow the manufactures installation details in conjunction with the specifications in this manual. If there is a conflict use the installation method that is more conservative or stringent

12. Counter Flash

a. Counter flash all wall termination that uses a reglet or use two-part counter flashing to match existing or the manufacturers installation instructions.
b. Counter flash all curbs where the membrane cannot be installed over the top of the curb. Counter flashing should be a minimum of 2-inches wide with a hemmed kickout. C-Flashing with a kickout can also be used to secure the membrane tight against the curb where flanges for HVAC units prevent proper attachment and waterproofing of standard counter flashing.

13. Roof Drains

a. The existing roof drain bowls are to be reused if in good working condition.
b. Drains and/or drain flanges that are cracked, rusted or damaged in any way are to be replaced with a new roof drain and billed at the accepted contingent rate.
c. Replace missing or damaged dome strainers with new ones. New dome strainers will be billed at the accepted contingent rate.

d. Properly install the new EPDM membrane to the drain secure under the flange and seal as necessary.
e. All drains should be sumped so that the top of the flange is below the lowest roof level.
f. Follow the manufactures installation details when installing new membrane at the roof drains.

14. Overflow Scuppers

a. Flash existing overflow scuppers with new 90-mil EPDM membrane to meet the manufacturer installation instructions.
b. Seal the ends with specified lap sealant.

15. Penetrations:

a. Install new membrane flashings at all roof penetrations including flue vents and stacks, pipe vents and all other penetrations.
b. Flashing should extend a minimum of 8-inches up onto the penetration.
c. Install Panduit bands or clamps at the top of all roof penetrations and tighten to ensure the membrane fits tight.
d. Seal the top of all flashings with sealant or water stop as specified by the manufacturer.
e. Membrane should extend a minimum of 6-inches onto the roof deck.
f. Install Storm Collars over the joints on roof vents where the flashing meets the vent duct.
g. On heat stacks that conduct temperatures in excess of 120 degrees install heat resistant fiberglass insulation at the base of the flashing and use high temperature sealants at the stack.
h. Follow the manufactures installation details along with the specifications in this manual.

16. Ballasted Curbs

a. Detach and reset ballasted curbs as necessary to install the new membrane.

17. Supports

a. Detach and reset 9-inch square supports for HVAC duct.

18. Pipe Stands

a. Reuse and/or install new pipe stands using one of the following methods:
    i. Remove existing pipe stands not being used.
    ii. If there are pipe stands for new electrical, reuse them and install walk pad underneath. This will be an additional cost item or change order.
b. If additional pipe stands are required and approved by Consultant, they will be billed as per Alternate No. 10.

19. Electrical Lines:

a. Electrical lines are to be detached and reset by a licensed electrician if required for reroofing. They should be disconnected prior to roofing. This is the responsibility of the Contractor should it be necessary.

20. Gas and Coolant Lines:

a. Contractor is responsible to disconnect and reconnect any gas and/or coolant lines required for reroofing. These should be disconnected by a licensed HVAC and/or plumbing contractor prior to roofing.

21. Protective Mat (Alternate 2)

a. Install minimum 1/16-inch or 60z per square yard UV resistant protective mat over the new EPDM roof membrane prior to the installation of the ballast pavers.
b. Approved protective mat options are as follows:
    i. Carlisle Sure-Seal HP Protective Mat: A UV-resistant, 0.065-inch-thick polypropylene needle-punched fabric (approx. 6 oz/sq yd).
    ii. JM EPDM Protective Stone Mat: A UV-resistant polypropylene fabric (approx. 7 oz/sq yd)
    iii. Mule-Hide HP Protective Mat: A UV-resistant polypropylene needle-punched fabric (approx. 6 oz/sq yd).
    iv. Verisco HP Protective Mat: A UV-resistant polypropylene needle-punched fabric (approx. 6 oz/sq yd).

22. Ballast

a. Existing rock ballast is to be permanently removed.
b. The new roof membrane is to be covered with ballast pavers in the field, perimeter, and corners to the manufacture's specifications. Ballast pavers are to be installed with an approximate 2-inch gap between pavers. This gap can vary up to 6-inches at various locations to allow the pavers to fit between curbs and appurtenances. The pavers should be cut to fit as necessary in areas with a tight fit.

23. Pavers

a. Ballast pavers are to be 1-1/4 to 1-1/2-inch-thick x 23-1/2 inch square ballast pavers weighing approximately 15 lbs.

C. ROOF RECOVER (ADHERED OPTION)

The low slope adhered membrane ballasted EPDM roof membrane and accessories are to be installed per these specifications and/or the manufacture's installation instructions whichever is more stringent.

Follow the specifications in items 1 through 23 above in addition to or except for the specifications listed below.

24. Coverboard

a. Install new 1/2" fiberglass reinforced gypsum cover board. Submit anything other than the cover boards specified to consultant for approval.
b. Fasten the cover board to the existing metal roof deck with manufacturer approved plates and screws.
c. Fastening pattern shall be sufficient to meet the 115 MPH Vasd design wind speed with exposure B as specified by the City of Pueblo. The fastening pattern in the field, perimeter, and corners is to be obtained from the manufacturer and is based on the pull-out strength of the manufacturer specified fastener into 22-gauge metal B-Deck.
d. Accepted brands: Georgia-Pacific (GP) 1/2-inch DensDeck Prime, United States Gypsum (USG) SecureRock Gypsum-Fiber Roof Board (Primed)

25. Membrane

a. Install new 90 mil EPDM adhered membrane using the manufacturers approved adhesive and installation instructions for a minimum 20-year warranty.
b. Allowable membranes are as follows:
    i. Johns Manville 90 mil Ballasted EPDM Membrane.

ii. Carlisle Sure-Seal 90 mil Ballasted EPDM Membrane.
iii. Versico VersiGard Ballasted 90 mil EPDM Membrane.
iv. Mule-Hide 90-mil EPDM Membrane.

c. Terminate the membrane as specified in option B above for the ballasted EPDM membrane installation.
d. Use manufacturer approved materials for all flashings, sealants, roof components and appurtenances that are part of that roof system in order to obtain the full manufacturers system warranty.
e. Follow the manufactures installation details in conjunction with the specifications in this manual. If there is a conflict use the installation method that is more conservative or stringent

26. Warranty

a. The installed roof system is to comply with the manufacturers' requirements for a minimum 20-year full system warranty.

27. Ballast

a. There will be no ballast or ballasted pavers installed on this adhered EPDM membrane.

28. Walkway Pads

a. Install heavy rubber mats or walk pads around all curbs.
b. Approved walkway pads are as follows:
    i. Carlisle Sure-Seal EPDM Pressure-Sensitive Molded Walkway pads
    ii. Johns Manville 3/8-in x 30-in x 30-in solid rubber walkway pads.
    iii. Rubber-Cal 0.75 in x 48-in x 72-in black heavy duty rubber flooring mat.
    iv. Mule-Hide EPDM Pressure-Sensitive Molded Walkway pads with tape
    v. VeriGard Black EPDM Quick-Applied Molded Walkway pads

D. WEST PLAZA DECK (ALTERNATE 1)

The Recover of the east plaza deck is to be completed per these specifications and/or the manufacture's installation instructions whichever is more stringent.

29. Ballast Pavers

a. Detach and reset the existing 1-13/16-inch-thick x 23-1/2-inch square ballast pavers in sections as the underlying membrane is prepared and recovered.
b. Mark the pedestals and keep them in order so that they can be relocated to the same position at which they were removed.
c. Adjust all pedestals to account for the additional thickness of the 1/2-inch cover board and 90-mil membrane (590 mils).
d. Reinstall ballast pavers onto the pedestals with the proper 1/4-inch gap between pavers. They are currently installed incorrectly with zero to 1/8-inch gaps.
e. Cut the pavers at the inside or outside walls (not both) to account for the proper 1.4-inch gap between pavers.
f. Match the existing floor height at the door thresholds.
g. Replace damages pedestals with like kind.
h. Replace damaged ballast pavers with like kind and finish.

30. Prepare Drains

a. Check roof drains and overflow drains to ensure they are free of debris and drain properly.
b. All drains are to be cleaned and snaked to ensure proper eater floe, prior to roofing.
c. Cover drains in areas being roofed during reroof activity to protect from debris. Remove covers at the end of each day or if rain, snow or other moisture occurs. DO NOT leave drains covered overnight.

31. Prepare Existing Membrane

a. Cut existing membrane at a minimum of 10-foot widths and at the perimeter to ensure it lays flat.
b. Lift membrane as needed to inspect insulation.
c. Alternatively remove and dispose of the roof membrane as the new membrane is installed (membrane swap).

32. Insulation

a. Inspect the existing insulation to ensure it is not water soaked or damp.
b. Replace any wet insulation with like kind.
c. Replacement or addition of any insulation is to be approved by Consultant prior to installation and will be priced as a change order using preapproved unit pricing.

33. Taper and Crickets

a. Replace any water soaked or damp taper with new taper of like kind.
b. Install new 1/4" slope crickets at all curbs over 30-inches in width.
c. Install new 1/4" slope taper or crickets at corners and wall transitions as needed to ensure proper flow around walls and from the roof and into the roof drains. Crickets shall be a minimum of 4 feet wide.

34. Roof Deck

a. Inspect the existing Roof Deck in areas where the insulation is water soaked.
b. Replace damaged or severely rusted roof decking with like kind and fasten or weld the seams.
c. Surface rust that does not affect the integrity of the roof deck shall be properly cleaned and primed with a rust inhibitive primer prior to being recovered.

35. Coverboard

a. Install new 1/2" fiberglass reinforced gypsum cover board. Submit anything other than the cover boards specified to consultant for approval.
b. Fasten the cover board to the existing metal roof deck with manufacturer approved plates and screws.
c. Fastening pattern shall be sufficient to meet the 115 MPH Vasd design wind speed with exposure B as specified by the City of Pueblo. The fastening pattern in the field, perimeter, and corners is to be obtained from the manufacturer and is based on the pull-out strength of the manufacturer specified fastener into 22-gauge metal B-Deck.
d. Accepted brands: Georgia-Pacific (GP) 1/2-inch DensDeck Prime, United States Gypsum (USG) SecureRock Gypsum-Fiber Roof Board (Primed)

36. Membrane

a. Install new 90 mil EPDM membrane at the seams over the field, all curbs, walls and parapet walls.
b. Allowable membranes are as follows:
    i. Johns Manville 90 mil Ballasted EPDM Membrane.
    ii. Carlisle Sure-Seal 90 mil Ballasted EPDM Membrane.
    iii. Versico VersiGard Ballasted 90 mil EPDM Membrane.
    iv. Mule-Hide 90-mil EPDM Membrane.

c. Terminate the membrane at the base of the concrete walls at 12-inches above the roof plane using 1-inch term bar and counterflashing as specified below.
d. Use manufacturer approved materials for all flashings, sealants, roof components and appurtenances that are part of that roof system in order to obtain the full manufacturers system warranty.
e. Follow the manufactures installation details in conjunction with the specifications in this manual. If there is a conflict use the installation method that is more conservative or stringent

37. Warranty

a. The installed roof system is to comply with the manufacturers' requirements for a minimum 20-year full system warranty.

38. Parapet Walls:

a. Terminate the membrane 12-inches up the parapet walls at the perimeter.
b. Fully adhere EPDM membrane onto all parapet walls using rubber to rubber adhesive.
c. Install a 1-inch termination bar at the top of the termination fastened at a maximum of 12-inches on center.
d. Counter flash the installed termination bar with 1-part 24-gauge counterflashing that is a minimum of 4-inches high to cover and seal the termination at all curbs where the membrane is not terminated up and over the top. The counter flashing will be properly secured and caulked to provide a continuous seal between the flashing and the wall.
e. Follow the manufactures installation details in conjunction with the specifications in this manual. If there is a conflict use the installation method that is more conservative or stringent

39. Counter Flash

a. Counter flash all wall termination that uses a reglet or use two-part counter flashing to match existing or the manufacturers installation instructions.

40. Roof Drains

a. The existing roof drain bowls are to be reused if in good working condition.
b. Drains and/or drain flanges that are cracked, rusted or damaged in any way are to be replaced with a new roof drain and billed at the accepted contingent rate.
c. Replace missing or damaged dome strainers with new ones. New dome strainers will be billed at the accepted contingent rate.
d. Properly install the new EPDM membrane to the drain secure under the flange and seal as necessary.
e. All drains should be sumped so that the top of the flange is below the lowest roof level.
f. Follow the manufactures installation details when installing new membrane at the roof drains.

41. Overflow Scuppers

a. Flash existing overflow scuppers with new 90-mil EPDM membrane to meet the manufacturer installation instructions.
b. Seal the ends with specified lap sealant.

42. Protective Mat (Alternate 2)

a. Install minimum 1/16-inch or 60z per square yard UV resistant protective mat over the new EPDM roof membrane prior to the installation of the ballast pavers.
b. Approved protective mat options are as follows:

i. Carlisle Sure-Seal HP Protective Mat: A UV-resistant, 0.065-inch-thick polypropylene needle-punched fabric (approx. 6 oz/sq yd).
ii. JM EPDM Protective Stone Mat: A UV-resistant polypropylene fabric (approx. 7 oz/sq yd)
iii. Mule-Hide HP Protective Mat: A UV-resistant polypropylene needle-punched fabric (approx. 6 oz/sq yd).
iv. Verisco HP Protective Mat: A UV-resistant polypropylene needle-punched fabric (approx. 6 oz/sq yd).

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