



Informal Bid Request (IBR) E123953

Idaho Transportation Department District 5 Montpelier Re-Roof

IDAHO TRANSPORTATION DEPARTMENT

Date of Issuance: 9/9/2016

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Administrative Information

IBR Title:	Idaho Transportation Department District 5 Montpelier Reroof
IBR Project Description:	Remove and Replace existing Idaho Transportation Department Montpelier roof
IBR Lead:	Todd Sorensen- Project Coordinator Idaho Transportation Department 3311 W State Street, Boise, ID 83703 Todd.sorensen@itd.idaho.gov 208.334.8093
Submit sealed bid: BIDS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY ITD PRIOR TO THE CLOSING DATE AND TIME.	Address for Courier 3311 W State Street, Boise, ID 83703 Address for US Mail (if different) PO Box 7129 Boise, ID 83707-1129
Mandatory Pre-Bid Tour: Mandatory Pre-Bid Conference Location:	11:00 a.m. Mountain Time on September 20, 2016 Idaho Transportation Department District 5 Facility, 21762 US HWY 30, Montpelier, ID 83254
Deadline To Receive Questions:	5:00 p.m. Mountain Time on September 23, 2016
IBR Closing Date:	5:00 p.m. Mountain Time on October 11, 2016
IBR Opening Date:	10:00 a.m. Mountain Time on October 12, 2016
Initial Term of Contract and Renewals (service completion):	The service performed under the contract will begin upon ITD's written notice to proceed and must be complete within 30 calendar days.

1 PURPOSE

The purpose of this Informal Bid Request (IBR) is to solicit bids to establish a contract between the Idaho Transportation Department (ITD) and a Contractor for removal of the existing roofing material and replacement with 26 gauge extruded aluminum, with silicone modified polyester paint, on the Idaho Transportation Montpelier shed, located at 21762 US HWY 30, Montpelier, ID 83254.

The Idaho Transportation Department (ITD) is requesting bids from qualified bidders for the removal and replacement of the Montpelier shed roof in accordance with the specifications contained herein.

Public Works Licensing is Required

2 GENERAL INFORMATION, SOLICITATION INSTRUCTIONS AND STANDARD TERMS AND CONDITIONS

This solicitation is issued by the Idaho Transportation Department via: (http://itd.idaho.gov/AdminServices/NonHwyConstructionProjects/bidding_info.htm). The Idaho Transportation Department is the only contact for this solicitation. All correspondence regarding this IBR must be in writing. In the event that it becomes necessary to revise any part of this IBR, addendums will be posted at the website provide above. It is the responsibility of the bidder to monitor this website for any updates or addendums. Any oral interpretations or clarifications of this IBR, will not be relied upon. All changes to this IBR, must be in writing and posted at to the website to be valid. Alternate bids are not allowed.

The current version of the Idaho Transportation Department, Business & Support Management Solicitation Terms and Conditions are incorporated by reference into this solicitation, and any resulting contract, as if set forth in their entirety. This document can be downloaded at <http://itd.idaho.gov/AdminServices/NonHwyConstructionProjects/PDFS/ITD%20BSM%20Solicitation%20Terms%20and%20Conditions%20July%202015.pdf>; or copies obtained by contacting the solicitation's lead (see **Section 3**, Inquiries). Failure by any submitting bidder to obtain a copy of these documents will in no way constitute or be deemed a waiver by ITD of any term, condition, or requirement contained in the referenced documents; and no liability will be assumed by ITD for a submitting bidder's failure to consider the Idaho Transportation Department, Business & Support Management Solicitation Terms and Conditions in preparing its response to the solicitation.

3 INQUIRIES

Questions or other correspondence must be submitted in writing to the ITD contact listed below.

QUESTIONS MUST BE RECEIVED BY 5:00 PM Mountain Time (MT) ON THE DATE LISTED IN THE ADMINISTRATIVE INFORMATION PAGE. Timely received written questions will be answered via an addendum which will be posted to http://itd.idaho.gov/AdminServices/NonHwyConstructionProjects/bidding_info.htm.

IBR Lead: Todd Sorensen-Project Coordinator
Phone: 208.334.8093
Fax: 208.287.3870
E-mail: todd.sorensen@itd.idaho.gov

Any questions regarding the Idaho Transportation Department, Business & Support Management Solicitation Terms and Conditions must also be submitted in writing, by the deadline identified in this subsection. ITD will not consider proposed modifications to these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency);

2. Recommended verbiage for ITD's consideration that is consistent in content, context, and form with ITD's requirement that is being questioned;
3. Explanation of how ITD's acceptance of the recommended verbiage is fair and equitable to both ITD and to the party submitting the question.

Bids which condition the bid based upon ITD accepting other terms and conditions not found in the IBR or which take exception to ITD's terms and conditions, will be found non-responsive, and no further consideration of the bid will be given.

4 SUBMISSION REQUIREMENTS

Your bid submission must consist of the following:

- 4.1.1 Bid Schedule (Attachment-A)**
- 4.1.2 Affidavit: Drug Free Workplace Program (Attachment-B)**
- 4.1.3 Subcontractor Licensing – if applicable (Attachment-C)**
- 4.1.4 Signature Page (Attachment-D)**
- 4.1.5 Documentation of Roofing System Being Offered**

4.2 BID SUBMISSION METHODS

Bids must be submitted manually (via U.S. Mail, courier/hand-delivery) in a sealed envelope/package. Do not fax or e-mail your bid. Your bid must be received at the location and by the date and time specified on the IBR Administrative Information Page. The official time, for bid closing purposes, is ITD's time clock. Alternate bids will not be allowed.

4.2.1 Submission Method Requirements

Seal all required bid submission items in a single envelope or package (be certain to include an original hand-written signature in ink OR an electronic digital I.D. on the Signature Page) and label the outside of the package as follows:

Attn: Todd Sorensen-Project Coordinator
Bidder Name: (Company Name)
IBR Number:
IBR Title:
IBR Closing Date:

Bidders must provide one (1) original copy of their bid

5 AWARD

Award will be made, all or none, to the responsive, responsible bidder with the lowest Total Cost, as provided on **Attachment-A**, Bid Schedule.

6 MANDATORY PRE-BID CONFERENCE

A mandatory pre-bid conference will be held at 11:00 a.m. Mountain Time on September 20, 2016 at the Idaho Transportation Department District 5 Facility, 21762 US HWY 30, Montpelier, ID 83254. All interested parties must attend the mandatory pre-bid conference, at their expense. Parties interested in attending this conference must notify (in writing) the ITB Lead no later than one (1) business day prior to the date of the pre-bid conference. The written request should specify the name and title of each person who will be attending. A

maximum of three (3) persons for each party interested will be allowed to attend in-person. Failure to attend the mandatory pre-bid conference will result in an irregular bid and bid will not be considered.

7 ASBESTOS

Asbestos testing has been performed on this build.

The roof/attic indicated on **ATTACHMENT – E**, Existing Roof has been tested for asbestos. See **Attachment- F**, Asbestos Report.

8 PROJECT LOCATION

The ITD District 5 Montpelier roof is a fully functional and secure facility located at 21762 US HWY 30, Montpelier, ID 83254.

9 POINT(S) OF CONTACT

Administrator and Project Manager for this solicitation and its resulting contract are:

Contract information for ITD's Project Administrator and Project Manager will be provided to the Contractor following award of the contract. The Project Manager will be the Contractor's point of contact for project specific coordination requirements.

10 CONTRACT SPECIAL PROVISIONS

10.1 GENERAL

Materials incorporated into this project must be new and free from defects and of the best commercial quality for the purpose specified.

10.2 GUARANTEE

Excepting where certain portions of the work call for a longer period, all work must be guaranteed for a minimum period of one year after the date of final acceptance; during the guarantee period, any repairs or replacements required because of defective workmanship or material must be at the Contractor's expense.

10.3 SUBLETTING/SUBCONTRACTING

The Contractor will be permitted to sublet / subcontract a portion of the work but must perform with the Contractor's own organization, work amounting to not less than 20 percent of the total original contract cost, per ITD Standard Specifications, Section 108 - Prosecution, Progress and Termination. <http://itd.idaho.gov/manuals/Manual%20Production/SpecBook/SpecHome.htm>

The apparent low, responsive and responsible bidder will be required to complete, sign and submit a WH-5 Public Works Contract Report with their contract documentation, naming all subcontractors, and the amount of the subcontract, who will be used in the commission of this contract. All subcontractors must possess an Idaho Public Works License, and their subcontract amount must qualify within the Bid Limit of their license.

If subcontracting is proposed, the bidder must complete **Attachment C**, Subcontractor Licensing, giving the name, address, and Public Works Contractors License Number for any and all companies who will, in the event the bidder secures the contract, complete the plumbing, electrical, or HVAC work under the contract in accordance with Section 67-2310, Idaho Code.

Companies must possess an appropriate Idaho Public Works Contractors License issued by the State of Idaho Public Works Contractors State License Board covering the contract work classification in which they are named.

Note: Section 67-2310, Idaho Code, also states "No general contractor must name any subcontractor in his bid unless the general contractor has received communication from the subcontractor."

10.4 WARRANTIES, GUARANTEES AND INSTRUCTION SHEETS

Three (3) copies of the manufacturer's warranties, guarantees, instruction sheets, and parts lists for all Contractors' furnished materials must be turned over to ITD upon completion of the project.

10.5 PERMITS

Pursuant to Section 39-4103 Idaho Code, the Division of Building Safety is responsible for the issuance of building permits and building inspections for construction projects owned by the State of Idaho. This is separate from any required state electrical, plumbing, mechanical, or elevator permits. The Contractor must obtain and pay for all licenses and permits and must pay fees and charges for connection to outside services to include, water sewer and electricity and use of public or private property for storage of materials, etc. The Contractor must comply, without additional expense to ITD, with all State, County and Municipal building ordinances and regulations insofar as the same are binding upon the State. ITD will reimburse the Contractor for utility hookup fees at invoice costs.

10.6 CODES

The Contractor, including subcontractors, must submit their bid in accordance with plans and specifications. If plans and specifications do not comply with any codes having jurisdiction in that particular place or construction, the Contractor must notify ITD prior to bidding in writing and faxed to the number stated in the bid document. If prior notification is not given, it must be assumed that the Contractor's base bid includes, to the best of their knowledge and experience, all work necessary to comply with such codes.

10.7 WORK NOT NOTED, DETAILED OR SPECIFIED

All work required for complete installation or assembly must be included in the bid. Where minor portions of required work are not noted, detailed, or specified, such work must be done in accordance with proven construction practice or accepted industry standards at no additional cost to ITD. The Contractor will be held responsible for verification of existing job conditions prior to bid; no additional cost will be awarded to the Contractor for failure to verify existing field conditions. Discrepancies or questions arising between actual field conditions and contract documents must be submitted in accordance with **Section 3**, Inquiries.

10.8 WORKSITE CLEANUP

Contractor must keep work areas free of waste materials. Upon completion of work, all waste, tools, supplies, and material must be removed from ITD's premises. Any tools and supplies left onsite after work completion must be considered ITD's property.

Contractor must on a daily basis remove debris, rubbish and other materials resulting from construction operations. Debris, rubbish and other materials resulting from construction operations must be covered prior to removal to protect from wind disturbance. Contractor must transport debris material to land fill or other accepted facility and dispose of properly according to all applicable laws, ordinances and regulations. At no time must the contractor be permitted to pile and/or burn construction debris on ITD property or in ITD dumpsters

Contract administrator will designate an area for an enclosed dumpster to be located if the contractor so wishes to have a dumpster at the contractors cost. If the dumpster is not maintained the contract administrator reserves the right to have the dumpster removed at the contractors cost.

10.9 RESTROOM FACILITIES

Contractor must be responsible to furnish restroom facilities for its crew at contractor's expense. Use of ITD's permanent and temporary facilities is prohibited.

10.10 TEMPORARY UTILITIES

The Contractor may use any existing utilities (excluding restroom facilities).

10.11 PROTECTION

The Contractor must, at all times, protect building from damage; remove and replace with new work any work damaged by failure to provide protection. Replacement of damaged work will be at no additional cost to ITD.

10.12 PRIOR APPROVAL

The references made to materials equipment, appliances or fixtures in the plans or specifications, where manufacturers' products or brand names are specified, are made to show standards for comparison only as to type, design character, or quality of the article desired, and are not for the purpose of restricting bidders to these products or brand names. The term "or equal" as used herein must be understood to mean equal to that specified for fulfilling the intended requirements in the judgment of the Contract Administrator. THE BURDEN OF PROVING THE EQUALITY MUST BE THE CONTRACTOR'S RESPONSIBILITY. The Contract Administrator's decision must be final. Shop drawings or manufacturer's literature for the substitute item and for the specified item must be submitted to support the Contractor's requests on all substitutions

All requests for approval of change in design of function of materials specified must allow fourteen (14) days review time, after receipt of all necessary documents, by the Contract Administrator. Approval of submittals must not relieve the Contractor from responsibility for deviations from the plans or specifications, unless they have, in writing, called the Contract Administrator's attention to deviations at the time of submission, and obtained the Contract Administrator's written approval. Approval of submittals does not relieve the Contractor from responsibility for errors in shop drawings or literature.

10.13 SUBMITTALS

A Minimum of one (1) electronic copy submittal is required on all products.

Submittals must contain the Project name and the following information:

1. Date of submission and dates of any previous submissions.
2. The names of the contractor, sub-contractor and manufacturer.
3. Contractors stamp, initialed or signed, certifying to review of submittal.
4. Identification of any deviation from Plans and Specifications.
5. Identify each submittal item by specification section, manufacturer, brand, trade name, number, size, rating, or whatever other data is necessary to properly identify and check materials and equipment. The words "as specified" are not sufficient identification.

The Contractor must submit all required submittals within 30 days of contract signing. Authority to proceed will be given after submittals are approved by the Contract Administrator and returned to the Contractor and construction and material delivery schedules are established.

10.14 AS BUILT DRAWINGS

The Contractor must provide ITD with three (3) complete sets of as-built drawings. As-built drawings must provide detailed and accurate sizes, dimensions and locations of all work items covered under this contract. Contractor must instruct the separate trades to keep accurate measurements and records of their installation, as the work proceeds. No measurement or payment will be made for as-built drawings, but the cost thereof must be considered incidental to the items of work under this contract.

10.15 OPERATION, MAINTENANCE INSTRUCTIONS AND MANUALS

The Contractor must train ITD personnel in the general use and maintenance of all installed on the roof. The Contractor must provide three complete copies of "Operations and Maintenance" manuals for ITD use. The manuals

will identify all parts of equipment and show complete wiring diagrams. The manuals will include copies of warranties for all items.

10.16 DIMENSIONS AND MEASUREMENTS

The Contractor must field verify all dimensions pertaining to the work and must be responsible for the determination of all quantities of materials required for the work and for the accuracy of all dimensions of materials and items fabricated for this project. The Contractor must not rely on the scale drawings in the project drawings for the determination of exact quantities or dimensions.

10.17 COORDINATION AND CONTROL

This work must proceed in an effective sequence so as to eliminate unnecessary work stoppages.

10.18 SUPERINTENDENT

The Contractor must employ a competent Foreman who speaks English and necessary assistants who must be in attendance at the Project site during the progress of work. The Foreman must be satisfactory to the Contract Administrator, and must not be changed except with the consent of the Contract Administrator unless the Foreman proves to be unsatisfactory to the Contractor and ceases to be in their employ. Under this circumstance, the new Foreman must also be satisfactory to the Contract Administrator. The Foreman must represent the Contractor and all communications given to the Foreman must be as binding as if given to the Contractor. Important communications will be confirmed in writing.

10.19 ITD USE OF BUILDING

ITD reserves the right to occupy and/or use the building or portions thereof, including portions during the construction period and prior to final acceptance. Such occupancy and/or use must not constitute acceptance of the Work or any part thereof. The contractor must take special care to insure that no unnecessary disruptions or normal routines will occur at the project work site. Access to and egress from buildings, grounds, services areas, drives, and streets must be maintained at all times. Temporary disruptions of building services, equipment, etc. must be scheduled with ITD. Normal functions must be restored as quickly as possible.

10.20 CHANGE ORDERS

The Contractor agrees that the amount allowed for overhead and profit on any Change Order is limited to the amounts indicated below.

1. For total changes of \$10,000 or less in direct cost, the amount allowed for overhead, profit, bonds and insurance for the Contractor and all subcontractors of any tier combined must not exceed twenty percent (20%) of direct costs;
2. For total changes exceeding \$10,000 in direct cost, the amount allowed for overhead, profit, bonds and insurance for the Contractor and all subcontractors of any tier combined must not exceed fifteen percent (15%) of direct costs; or
3. The Contractor will determine the amount of overhead and profit to be apportioned between the Contractor and its subcontractor of allowable amounts of overhead, profit, bonds and insurance.
<http://itd.idaho.gov/manuals/Manual%20Production/SpecBook/SpecHome.htm>

11 SCOPE OF WORK

The scope of work includes but is not limited to furnishing all labor, materials, and equipment to perform all roofing work necessary for a complete, finished, watertight, clean and guaranteed roofing system in accordance with the specifications and manufacturers specifications.

Owner will occupy building during construction project. Conduct work in a manner that will minimize disruption of Owners normal operations.

Do not interrupt existing utilities serving occupied facilities, except when authorized by the ITD Contract Administrator.

11.1 DEMOLITION

Demolition of the existing metal roof system must include complete tear off of existing roofing materials, insulation, vapor barrier and miscellaneous flashings down to the existing deck. Tear off only as much roofing as can be completely reroofed in one day.

Promptly remove debris, rubbish and other materials resulting from demolition operations. Transport demolished materials to land fill or other accepted facility and dispose of properly according to all applicable laws, ordinances and regulations.

Promptly repair damages caused to adjacent facilities by demolition procedures at no cost to ITD.

If suspected hazardous materials are encountered, do not disturb; immediately notify the Contract Administrator. Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.

11.2 DETAILED SCOPE OF WORK

Install 26 gauge extruding aluminum metal roofing, which must be length of the roof from ridge to drip edge so as to prevent as many seams as possible

Furnish and install new decking where damaged decking needs replacement.

All drip edge, underlay, vent stacks and pipes must be installed and flashed in accordance with manufacturer's detail drawings.

Provide owner with two copies of submittals for all products used on project and manufacturers detail drawings. Provide planned work schedule.

Contractor must provide manufacturer's workmanship warranty.

11.3 ACCESS TO WORK SITE AND WORK HOURS

Contractor will have limited use of Project site for construction operations and a designated staging consisting of the location of which will be identified prior to the start of construction.

Use of Site:

Limit use of Project site to areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to ITD, ITD's employees, and emergency vehicles at all times.

Do not use these areas for parking or storage of materials.

- a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
- b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

Condition of Existing Building:

Maintain portions of existing building affected by construction operations in a weather tight condition throughout construction period. Repair damage caused by construction operations.

COORDINATION WITH OCCUPANTS

Full ITD Occupancy:

ITD will occupy site and project building(s) during entire construction period. Cooperate with the ITD during construction operations to minimize conflicts and facilitate ITD usage. Perform the Work so as not to interfere with day-to-day operations. Maintain existing exits unless otherwise indicated.

1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from the ITD and approval of authorities having jurisdiction.
2. Notify ITD not less than 48 hours in advance of activities that will affect ITD operations.

On-Site Work Hours:

Normal work hours in the existing building are Monday through Friday from 6:30 AM through 3:00 PM, except Saturdays, Sundays, and State recognized legal holidays.

Existing Utility Interruptions: Do not interrupt utilities unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:

1. Notify ITD not less than 48 hours in advance of proposed utility interruptions.
2. Obtain ITD written permission before proceeding with utility interruptions.
3. Nonsmoking Facility: Smoking is not permitted within the ITD building.
4. Employee Identification: Contractor and subcontractor employees must wear work an article of clothing identifying their company at all times.
5. Fraternalization: Contractor and subcontractor must not fraternize with ITD staff.

11.4 WORK NOT NOTED, DETAILED, OR SPECIFIED

All work required for complete installation or assembly must be included in the bid. Where minor portions of required work are not noted, detailed, or specified, such work must be done in accordance with proven construction practice or accepted industry standards at no additional cost to ITD. The Contractor will be held responsible for verification of existing job conditions prior to bid; no additional cost will be awarded to the Contractor for failure to verify existing field conditions. Discrepancies or questions arising between actual field conditions and contract documents must be submitted in accordance with **Section 3, Inquiries**.

12 COST

Provide your fully burdened Total Cost on **Attachment A, Bid Schedule**.

13 ACCEPTANCE

Final acceptance of the project will be issued after final approval inspection by the ITD Project Manager.

14 PAYMENT & BILLING

The Contractor must submit invoices to the ITD billing location provided below, for the quantity delivered and accepted. ITD will render payment for a properly executed invoice NET thirty (30) days from the date of the invoice, for pay items accepted by ITD.

Invoices must include the following information:

- Contract Number (and name of project/product, if appropriate)
- Identification of Billing Period.
- Total amount billed for the billing period.
- Detailed description of services/products provided and associated # of hours/\$ amounts, as appropriate.
- Name of authorized individual/contact information for Contractor

Invoices must be submitted to:
D5accountspayable@itd.idaho.gov

15 CONTRACT MONITORING

If a formal and written complaint is registered with the Contractor in respect to unsatisfactory work performance, the Contractor will have seventy-two (72) hours in which to respond in person to the complaint, to remedy the problem(s). Failure to respond in the prescribed time to the complaint or to remedy the problem may result in termination of the contract as provided in the Idaho Transportation Department, Business & Support Management Solicitation Terms and Conditions.

If ITD is not satisfied with the results and remediation of the complaint, periodic and joint inspections with the Contractor may be required to discuss and point out Contractors violations. Failure of the Contractor to attend these inspections may result in termination of the contract.

16 SURETY BOND REQUIREMENTS

The apparent successful bidder must furnish a performance bond and a payment bond each in the amount of the contract, within fifteen (15) calendar days upon receipt of the contract from ITD.

Performance and Payment Bonds must be submitted on the most current version of The American Institute of Contract Administrators (AIA) Document 312, signed by the bidder and their surety company. Power of Attorney for the person who executes the bond on behalf of the surety as Attorney-In-Fact must accompany the bonds.

Guarantees submitted via any other obligation will NOT be accepted.

The Bonding Surety must be registered and licensed with the Idaho Department of Insurance. Performance and Payment bonds will not be accepted if the Surety is not registered and licensed in Idaho, and the contract will not be executed by ITD.

17 DRUG-FREE WORKPLACE PROGRAM

Bidders must submit an affidavit (see **Attachment-B**), certifying compliance with Section 72-1717, Idaho Code, requiring the Contractor and its subcontractors at the time of bid to provide a drug-free workplace program and to maintain such program throughout the duration of the Contract.

18 LICENSING OF CONTRACTORS

The Contractor, and any subcontractors, must possess the appropriate public works contractor license in accordance with Title 54, Chapter 19, Idaho Code, as amended.

The Contractor, and any subcontractors required to be listed in the bid proposal must possess the license by the date and time of bid submission.

19 COMPLIANCE WITH

19.1 2012 ITD Standard Specifications for Highway Construction

The 2012 ITD Standard Specification for Highway Construction and the most current Quality Assurance Manual are incorporated by reference where applicable to this solicitation.

The 2012 ITD Standard Specification for Highway Construction is available for \$30.00 plus tax. Contact ITD at 334-8430 to purchase, or visit: <http://itd.idaho.gov/manuals/ManualsOnline.htm>, to download both the 2012 ITD Standard Specification for Highway Construction and the Quality Assurance Manual.

19.2 ITD POLICY COMPLIANCE

The following ITD policies apply to this contract when the Contractor is performing work at an ITD facility or when using ITD equipment or other property. These policies will remain in force for the duration of the contract:

5055	Harassment in the Workplace policy
5523	Alcohol and Drug-free Workplace policy
5510	Computer, E-Mail, and Internet Usage policy
5033	Workplace Violence Policy

These policies are provided

at: <http://itd.idaho.gov/AdminServices/NonHwyConstructionProjects/PDFS/ITD%20Policy%20Compliance%20Dec%202015.pdf>, and incorporated in this agreement. It is the Contractor's responsibility to read, understand and comply with these policies; one hundred percent (100%) compliance is mandatory. Furthermore, Contractor is responsible for ensuring that all their employees and subcontractors adhere to these policies. ITD reserves the right to remove from its premises, at any time, any Contractor or his/her employee or subcontractor that fails to follow these policies. ITD also reserves the right to remove its property, at any time, from any Contractor or his/her employee or subcontractor that fails to follow these policies.

All Contractor's employees and subcontractors are required to wear identification badges at all times while on the ITD's premises. The Contractor and its employees or subcontractors are not employees of ITD, but ITD retains the right to control its own work place and the use of its property.

20 INSURANCE REQUIREMENTS

Within five (5) calendar days of notification of award (or such other time as designated by the Purchasing Activity), the apparent successful bidder must provide certificates of insurance required herein and must maintain the insurance during the life of the Contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the five (5) calendar day period may be cause for your bid to be declared non-responsive or for your contract to be cancelled.

The Contractor must carry liability and property damage insurance that will protect it and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them.

The Contractor cannot commence work under the Contract until it obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. All insurance policies and certificates must be signed copies. After work commences, the Contractor must keep in force all required insurance until the contract is terminated.

1.1 Commercial General and Umbrella Liability Insurance. Contractor must maintain Commercial General Liability (CGL) and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it must apply separately to this Contract.

1.1.1 CGL insurance must be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and must cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

1.2 Commercial Automobile and Commercial Umbrella Liability Insurance. The Contractor must maintain Commercial Automobile Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance must cover liability arising out of any auto (including owned, hired, and non-owned autos).

1.2.1 Bidders may request a waiver from providing Commercial Automobile and Commercial Umbrella Liability Insurance in its bid if the bidder will not use any owned, hired or non-owned vehicles to conduct business under the contract, if it is awarded the contract, and the State of Idaho will consider the request. If the bidder submits a request to waive the provision of Commercial Automobile and Commercial Umbrella Liability Insurance after the due date and time for receipt of bids or proposals, the State of Idaho may not consider the request.

1.3 Workers Compensation Insurance and Employer's Liability. The Contractor must maintain workers compensation and employer's liability. The employer's liability must have limits not less than \$500,000 each accident for bodily insurance by accident or \$500,000 each employee for bodily injury by disease.

1.3.1 The Contractor must provide either a certificate of workers compensation insurance issued by a surety licensed to write workers compensation insurance in the State of Idaho, as evidence that the Contractor has in effect a current Idaho workers compensation insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

1.4 State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract must include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under this Contract.

1.4.1 The Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing endorsements to the liability insurance policies showing the State of Idaho, the (agency) and its divisions, officers and employees as additional insured. The endorsements must also show the policy numbers and the policy effective dates.

1.4.2 If a liability insurance policy provides for automatically endorsing additional insured when required by contract, then, in that case, the Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing copies of the policy pages that clearly identify the blanket endorsement.

1.5 Notice of Cancellation or Change: The Contractor must ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the ITD in accordance with the policy provisions.

1.6 The Contractor must further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, will not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.

1.7 Acceptable Insurers and Deductibles: Insurance coverage required under the Contract must be obtained from insurers rated A-VII or better in the latest Bests Rating Guide and in good standing and authorized to transact business in Idaho. The Contractor must be financially responsible for all deductibles, self-insured retention's and/or self-insurance included hereunder. The coverage provided by such policy will be primary to any coverage of the State on or related to the contract and must provide that the insurance afforded applies separately to each insured against whom a claim is made, except with respect to the limitation of liability.

Waiver of Subrogation: All policies must contain waivers of subrogation. The Contractor waives all rights against the State and its officers, employees, and agents for recovery of damages to the extent these damages are covered by the required policies. Policies may contain deductibles but such deductibles will not be deducted from any damages due to the State.

ATTACHMENT A-BID SCHEDULE

IBR# E123953 ITD D5 Montpelier Shed Reroof

Company Name of Bidder: _____

Contact Name/Phone: _____

Contact E-mail: _____

Provide your fully burdened Total Cost for the ITD District 5 Montpelier Shed Reroof as specified in this solicitation:

ITEM	DESCRIPTION	TOTAL COST
1	<i>Removal and Replacement of Existing ITD D5 Montpelier Shed Roof</i>	\$ _____

THIS ATTACHMENT MUST BE COMPLETED AND RETURNED WITH RESPONSE

Signature

Date

Printed Name

Title

ATTACHMENT B-AFFIDAVIT: DRUG FREE WORKPLACE PROGRAM

IBR # E123953 ITD D5 Montpelier Shed Reroof

STATE OF _____

COUNTY OF _____

The undersigned being duly sworn upon oath deposes and says that _____
(Contractor Name)

complies with the provisions of Section 72-1717 Idaho Code (Drug Free Workplace program); that

_____ provides a drug-free workplace program that complies with the
(Contractor Name)

provisions of Idaho Code, Title 72, Chapter 17 and will maintain such program throughout the life this contract

and that _____ will subcontract work only to
(Contractor Name)

subcontractors meeting the requirements of Idaho Code, section 72-1717(1)(a).

Name of Contractor

Address

City and State

By: _____
(Signature)

Subscribed and sworn to before me this _____ day of _____, in the year _____.
Commission expires: _____

NOTARY PUBLIC, residing at

THIS ATTACHMENT MUST BE COMPLETED AND RETURNED WITH RESPONSE

ATTACHMENT C-SUBCONTRACTOR LICENSING

IBR # E123953 ITD D5 Montpelier Shed Reroof

Provide the names, addresses, public works contractor license numbers, and contract amounts of the Contractor or Subcontractor(s) who will do the plumbing, electrical, or HVAC work under the contract.

A. **Plumbing work by:** _____ *residing at:*
_____, *whose Idaho Public Works Contractors License No. is:* _____,
whose State Plumbing Bureau License No. is: _____. *Amount: \$* _____

B. **Electrical work by:** _____ *residing at:*
_____, *whose Idaho Public Works Contractors License No. is:* _____,
whose State Electrical Bureau License No. is: _____. *Amount: \$* _____

C. **HVAC work by:** _____ *residing at:*
_____, *whose Idaho Public Works Contractors License No. is:* _____,
whose HVAC License No. is: _____. *Amount: \$* _____

THIS ATTACHMENT MUST BE COMPLETED AND RETURNED WITH RESPONSE IF SUBCONTRACTING

ATTACHMENT D-SIGNATURE PAGE



Idaho Transportation Department
3311 W State Street
Boise, ID 83703

SIGNATURE PAGE for Use with a Submitted Informal Bid Response

Bids and pricing information must be typewritten or handwritten in ink and must be signed in ink. Originals and copies of the bid must be submitted in accordance with the solicitation documents. Submitted bids must include this signature page with the ORIGINAL signature of an authorized representative of the submitting Contractor.

NO LIABILITY WILL BE ASSUMED BY THE IDAHO TRANSPORTATION DEPARTMENT FOR A CONTRACTOR'S FAILURE TO OBTAIN THE TERMS AND CONDITIONS AND ANY PROPERLY ISSUED SOLICITATION ADDENDUMS IN A TIMELY MANNER FOR USE IN THE CONTRACTOR'S RESPONSE TO THIS SOLICITATION OR ANY OTHER FAILURE BY THE CONTRACTOR TO CONSIDER THE TERMS, CONDITIONS, AND ANY ADDENDUMS IN THE CONTRACTOR'S RESPONSE TO THE SOLICITATION.

Send your bid package to: Idaho Transportation Department
ATTN: Todd Sorensen
OR PO Box 7129 Boise, Idaho 83442

FedEx, UPS, or other Couriers:

Idaho Transportation Department
ATTN: Todd Sorensen
3311 W State Street
Boise, Idaho 83703

This Informal Bid response is submitted in accordance with all documents and provisions of the specified Bid Number and Title detailed below. By my signature below I accept the CONTRACT TERMS AND CONDITIONS and the SOLICITATION INSTRUCTIONS TO CONTRACTORS in effect at the time this IBR was issued, as incorporated by reference into this solicitation. As the undersigned I certify I am authorized to sign and submit this Informal Bid response for the Bidder. I further acknowledge I am responsible for reviewing and acknowledging any addendums that have been issued for this solicitation.

Bid Number: _____ Bid Title: _____

Bidder (Company Name): _____

ADDRESS: _____

CITY, ST, ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

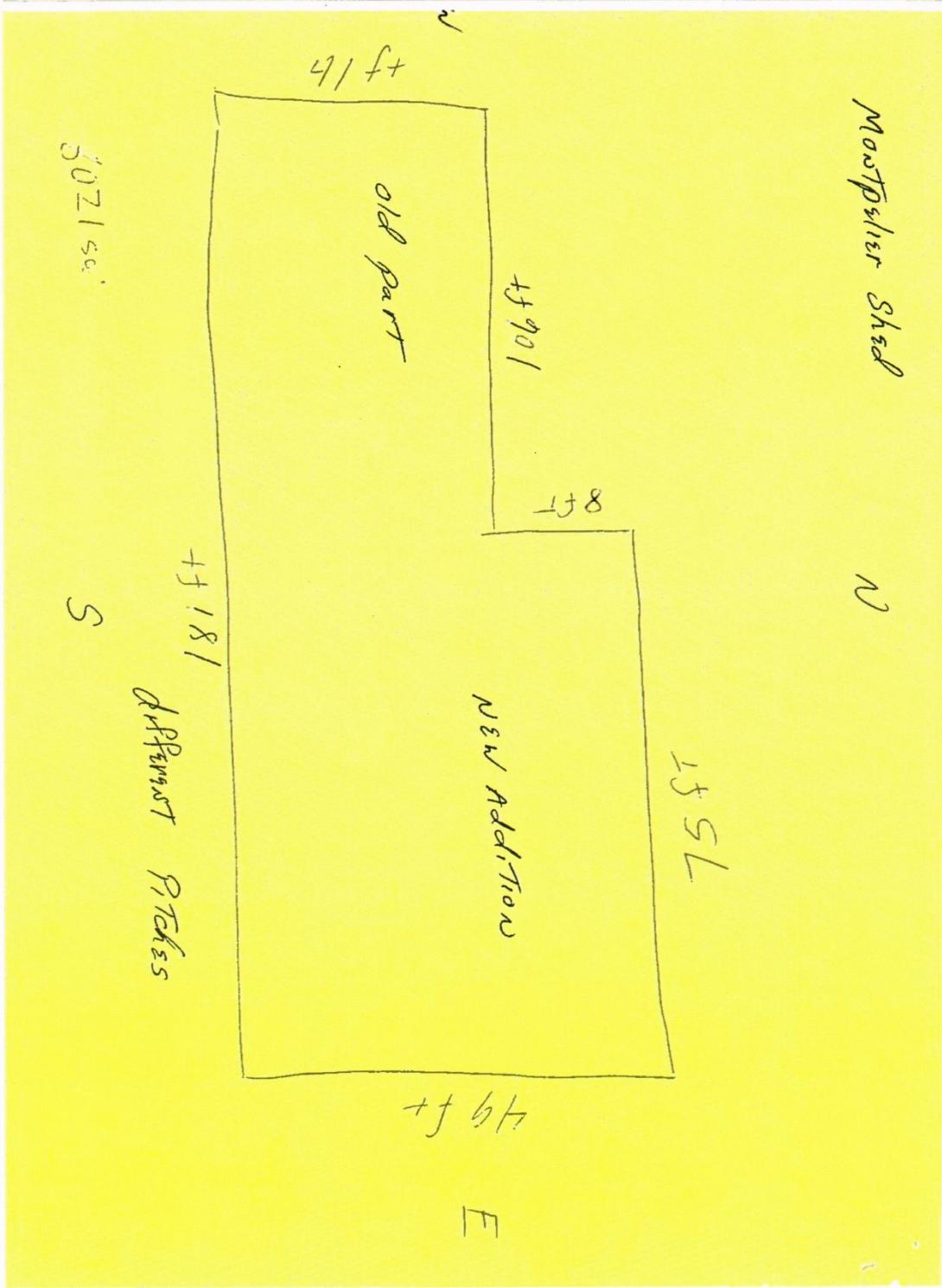
PUBLIC WORKS LICENSE NO _____

THIS SIGNATURE PAGE MUST BE SIGNED WITH AN ORIGINAL HANDWRITTEN SIGNATURE (PREFERABLY IN BLUE INK) AND RETURNED WITH YOUR BID FOR YOUR BID TO BE CONSIDERED.

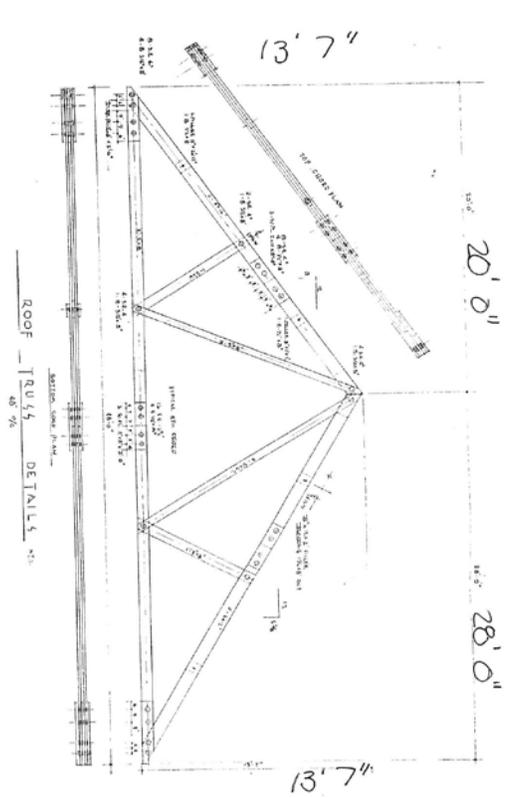
Signature

Date

ATTACHMENT E-EXISTING ROOF DRAWING



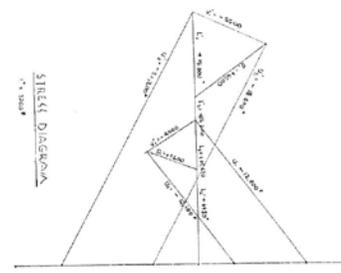
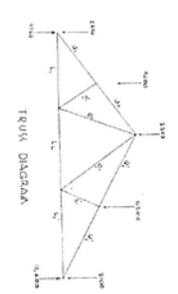
ATTACHMENT E-EXISTING ROOF DRAWING CONTINUED



CONSTRUCTION DETAIL

SECTION E-20-31

ROOF TRUSS DETAILS



STATE AND COUNTY	STATE AND COUNTY	DATE	DATE
DESIGNED BY	DRAWN BY	CHECKED BY	APPROVED BY

CONSTRUCTION DETAIL

SECTION E-20-31

ROOF TRUSS DETAILS

DATE: 10/1/11

SCALE: 1/8" = 1'-0"

PROJECT: 1111111111

1111111111

ATTACHMENT E-EXISTING ROOF DRAWING CONTINUED



ATTACHMENT F-ROOF ASBESTOS REPORT



**MATERIALS
TESTING &
INSPECTION**

PAGE # 1 OF 1

August 16, 2016

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roof replacement, montpelier, id - acm\b161074e - cover letter acm.docx

- Environmental Services Geotechnical Engineering Construction Materials Testing Special Inspections

Ms. WHITNEY FENWICK
ITD – DISTRICT 5
5151 S. 5th Avenue
Pocatello, Idaho

Project: **ITD, Montpelier**

Ms. Fenwick:

Materials Testing and Inspection, Inc. (MTI) has conducted a client directed survey of the ITS facility in Montpelier, Idaho prior to the replacement of the roof. The analysis results are attached. At the time of the survey, the building was occupied and furnished and portions of the structure may not have been accessible, specifically the exterior access to roof and roof penetrations. Our survey did not identify Asbestos Containing Materials (ACM) in the samples collected.

MTI was able to perform some limited destructive sampling, which included exposing walls, ceilings, removing floor coverings, etc. However, MTI cannot guarantee that hidden ACM is not still present in the building without complete deconstruction of the structure. Additional sampling may be necessary if demolition or renovation activities expose previously unidentified ACM. During demolition or renovation activities, a National Emission Standard for Hazardous Air Pollutants (NESHAP) Competent Person must be on site in the event additional ACM is discovered and/or disturbed as outlined in Environmental Protection Agency (EPA) regulations 40 CFR Part 61.

MTI is pleased to have this opportunity to serve you and looks forward to a continuing relationship as your environmental consultant. If you have any questions regarding this letter or the attached analysis result please feel free to contact MTI at **(208) 376-4748**.

Respectfully submitted,

Jennifer Babione
Environmental Services Asst. Manager

