



Department of Purchasing & Contract Compliance

Felicia Strong-Whitaker, Director

REQUEST FOR E-QUOTE NUMBER: 16FB100935C

PROJECT TITLE: Roofing Material and Supplies

DEPARTMENT: Department of Real Estate & Asset Management

DUE DATE: February 2, 2016

WILL BE RECEIVED UNTIL: 2:00 P.M.

LAST DAY FOR QUESTIONS: January 29, 2016

BIDDERS MAY SUBMIT REQUESTS FOR CLARIFICATION OR QUESTIONS REGARDING THIS E-QUOTE TO THE PURCHASING CONTACT PERON LISTED BELOW. ANY REQUEST SHALL ONLY BE SUBMITTED IN WRITING (FAX OR EMAIL). ALL RESPONSES TO WRITTEN REQUEST(S) WILL BE DISTRIBUTED AS ADDENDA TO THIS E-QUOTE AND POSTED ON THE FULTON COUNTY WEBSITE AT www.fultoncountyga.gov.

THE COUNTY WILL NOT RESPOND TO REQUESTS RECEIVED AFTER *February 2, 2016* AT 2:00 P.M.

E-QUOTE RESPONSES MUST BE SUBMITTED ONLINE AT www.fultonvendorselfservice.co.fulton.ga.us. BY THE DATE AND TIME INDICATED. You must be a registered vendor in order to respond to E-QUOTES.

ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED ONLY TO THE PURCHASING CONTACT PERSON LISTED BELOW VIA EMAIL ONLY. NO PHONE CALLS WILL BE ACCEPTED. BIDDERS MAY NOT HAVE CONTACT WITH COUNTY OFFICERS, ELECTED OFFICIALS OR COUNTY EMPLOYEES REGARDING THIS BID PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR BID BEING FOUND NON-RESPONSIVE.

CONTACT NAME:
Felicia Brooks

E-MAIL ADDRESS:
Felicia.Brooks@fultoncountyga.gov

FAX NUMBER:
404-612-0351

All information requested on this sheet must be completed. Unless specifications indicate "NO SUBSTITUTE", items determined by Fulton County to be "EQUAL OR BETTER" will be given full consideration. All prices QUOTED must be "FOB DELIVERED" unless otherwise requested, and must be submitted in the format requested. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.

**REQUEST FOR QUOTE
GENERAL TERMS AND CONDITIONS**

The following provisions are hereby made a part of this Request for Quote ("E-QUOTE"). Any contract or purchase order awarded as the result of this request shall be governed by these General Terms and Conditions. By submission of your responses to this e-quote, vendor agrees to furnish the product(s) and/or service(s) pursuant to these conditions.

1. **GENERAL.** These provisions are standard for all County contracts. The County may delete or modify any of these standard provisions for a particular contract or purchase order by indicating a change in the special instructions or provisions. **Any vendor accepting a purchase order award as the result of this request agrees that the provisions included within this Request for E-Quote shall prevail over any conflicting provision within any standard form contract of the vendor.**
2. **METHOD OF SOURCE SELECTION.** This procurement is being conducted in accordance with all applicable provisions of the Fulton County Code of Ordinances and the specific method of source selection for the services required in this bid is Code Section 102-373, Competitive Sealed Bidding.
3. **SUBMISSION OF RESPONSES.** Responses must be submitted for e-quotes on-line via the Vendor Self Service system at <https://fultonvendorservice.co.fulton.ga.us/webapp/VSSPROD/Advantage>. Response to e-quotes must be received no later than 2:00 p.m. on the date indicated.
4. **AMENDMENTS TO THE REQUEST FOR E-QUOTE.** Any amendment to pricing is valid only if in writing and issued by the County.
5. **ADDENDUM.** Revision to the Request for E-Quote issued by the County prior to the receipt of bids.
6. **NON-COLLUSION.** Bidder certifies that this bid is made without prior understanding, agreement or connection with any other corporation, firm or person submitting a bid for the same work, labor or service to be done or the supplies, materials or equipment to be furnished and is in all respects fair and without collusion or fraud. Bidder further understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences and civil damage awards. Bidder agrees to abide by all conditions of this bid and certifies that person signing is authorized to sign this bid or proposal for the bidder.
7. **CONFLICT OF INTEREST.** Vendor states that no County officer or employee, nor any business entity in which they have an interest: a) Has an interest in the contract awarded; b) Has been employed or retained to solicit or aid in the procuring of the resulting contract; c) Will be employed in the performance of such contract without immediate disclosure of such fact to the County.
8. **BASIS OF AWARD.** The County shall award to the overall lowest responsible and responsive vendor complying with the provisions of the Request for E-Quote. The following criteria may be considered by the County in selecting the most advantageous quote: a) Ability to perform the service required within the specified time; b) Conformance to specification; c) The quality of performance in previous contracts; d) Financial ability to perform the contract; e) Item pricing; f) vendor references. The County reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the County.
9. **SAMPLES.** Samples of items when required, must be furnished free of expense to the County and upon request, be returned to the Vendor at the Vendor's expense. Samples of selected items may be retained for comparison purposes.
10. **NEW.** All items bid must be new. Used, rebuilt and refurbished items will not be considered unless specifically authorized by Fulton County in the written specifications.
11. **BRAND NAME SPECIFICATIONS AND APPROVED EQUIVALENTS.** Unless otherwise specified, manufacturer's names, trade names, brand names, information and/or catalog numbers listed in the specifications are intended only to identify the quality and characteristics desired. They are not intended to limit competition. The Vendor may offer any equivalent product which meets or exceeds the specifications. If quotations are based on equivalent products, the quote must: a) Indicate the alternate manufacturer's name and catalog number; b) Include complete descriptive literature and/or specifications; c) Include proof that the proposed equivalent will meet the specifications. The County reserves the right to be the sole judge of what is equal and acceptable to meet its needs in all respects. If Bidder fails to name a substitute, goods identical to the published standard must be furnished.
12. **INDEMNIFICATION.** Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless the County, it's Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions,

proceedings, or investigations in respect thereof and any outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by contractor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection with its acceptance, of the performance, or nonperformance, of its obligations under this agreements.

13. **TAXES.** Fulton County is exempt from the State of Georgia sales tax and exemption certificate will be furnished upon request.
14. **DELIVERY.** All prices must be FOB Destination, unloaded inside and assembled unless otherwise indicated.
15. **RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT.** If any item furnished by the Vendor fails to conform to specifications, or to the sample submitted by the Vendor, the County may reject it. Upon rejection, the Vendor must promptly reclaim and remove such item without expense to the County, and shall immediately replace all such rejected items with others conforming to such specification and samples. If the Vendor fails to do so, the County has the right to purchase in the open market a corresponding quantity of any such items and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual cost to the County. If the Vendor fails to make prompt delivery of any item, the County has the right to purchase such item in the open market and to deduct from any monies due the Vendor the difference between the prices named in the purchase order and the actual replacement cost to the County. The rights and remedies of the County identified above are in addition to any other rights and remedies provided by law or under the purchase order.
16. **INVOICES AND PAYMENT TERMS.** All invoices must include the purchase order number or master agreement number. Failure to comply may result in delayed payments. The County payment terms are Net 30 days unless a cash discount is allowed for payment within not less than twenty (20) days. The payment term shall begin on the date the merchandise is inspected, delivered and accepted by the County and the correct invoice is received by Accounts Payable.

Submittal of Invoices: Invoices shall be submitted as follows:

Via Mail:

Fulton County Government
141 Pryor Street, SW
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable

OR

Via Email:

Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

- 1) Vendor Information
 - a. Vendor Name
 - b. Vendor Address
 - c. Vendor Code
 - d. Vendor Contact Information
 - e. Remittance Address
 - 2) Invoice Details
 - a. Invoice Date
 - b. Invoice Number (uniquely numbered, no duplicates)
 - c. Purchase Order Reference Number
 - d. Date(s) of Services Performed
 - e. Itemization of Services Provided/Commodity Units
 - 3) Fulton County Department Information (needed for invoice approval)
 - a. Department Name
 - b. Department Representative Name
17. **LEGAL REQUIREMENTS.** Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of quote and disputes about quotes. Lack of knowledge by any Vendor about applicable law is not a defense.

18. **ASSIGNMENT.** Any purchase order awarded shall not be assignable by the Vendor without the express written approval of the County, and shall not become an asset in any bankruptcy, receivership or guardianship proceedings.
19. **REJECTION OF BID.** Bids may be considered irregular and may be rejected if they show omissions, alternations of form, additions not called for, conditions, limitations, unauthorized alternate bids or other irregularities of any kind. The County reserves the right to waive minor technicalities or irregularities of bid.
20. **TERMINATION.** In the event any of the provisions of the purchase order are violated, the County may serve written notice of its intention to terminate the purchase order. Such notice will state the reason(s) for such intention, and unless within ten (10) days after serving notice upon the contractor, such violation has ceased and satisfactory arrangements for correction made, the purchase order shall, upon expiration of ten (10) days, be terminated. Further, the County reserves the right to terminate for its convenience any purchase order in whole or in part upon giving thirty (30) days prior written notice to the other party.
21. **DEBARMENT.** If a Bidder is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency which prohibits your firm from participating in any procurement, the Bidder must provide the County with that information as part of its response to this solicitation. Failure to fully and truthfully provide the information required, may result in the disqualification of your bid from consideration or termination of the purchase order, once awarded.
22. **RIGHT TO PROTEST.** Any actual bidder or offeror that has submitted a bid/proposal for a particular procurement and is aggrieved in connection with the solicitation or award of the contract shall protest in writing to the purchasing agent after the date that the specific bid or proposal is submitted. No protest will be accepted or considered prior to the date the specific bid or proposal is submitted; it will be considered untimely. All protests shall set forth in full detail the factual and legal bases for the protest and specific relief sought by the protestor. Protests arising from factual or legal bases that the protestor knew or should have known prior to the submission of the bid/proposal must be submitted within three business days of the submission of the bid/proposal. Protests arising from factual or legal bases that the protestor knew or should have known subsequent to the date the bid/proposal was submitted must be submitted within ten business days after the protestor knew or should have known of such bases, but in no event shall any protest be submitted more than ten business days after the award of the contract. Untimely protests will not be considered by the purchasing agent and will be simply denied as untimely. Decisions on timeliness by the purchasing agent are not appealable. An oral protest or a protest to an official, employee, User Department, or other person apart from the Director of Purchasing & Contract Compliance does not comply.
23. **BINDING AUTHORITY.** The individual submitting this E-QUOTE must have binding authority to submit contracts on behalf of the responding company. By submitting a response, vendor agrees that their quote is an offer to sell. All bidders shall comply with all Fulton County purchasing laws, policies, and procedures, as well as relevant state and federal laws, including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.

REQUEST FOR E-QUOTE SPECIFICATIONS

Roofing Material & Supplies Department of Real Estate & Asset Management

1. DESCRIPTION

The Fulton County Department of Purchasing & Contract Compliance is soliciting e-quotes from qualified vendors to provide Roofing Material & Supplies for the Department of Real Estate & Asset Management.

2. CONTACT PERSON

Please contact Felicia Brooks, Procurement Officer by e-mail Felicia.Brooks@fultoncountyga.gov or Fax (404) 612-0351 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the County will be provided in writing to all Bidders by addendum. No verbal responses shall be authoritative.

3. TERM OF AGREEMENT

This is a twelve (12) month contract from issuance of purchase order.

4. PRODUCT/SERVICE SPECIFICATIONS

The successful vendor shall provide roofing materials and related supplies, on an "if and when needed" basis.

4.1 GROUP A – GLASS FIBERED ROOF COATING (Non-asbestos, fibrated Asphalt Emulsions)

All materials shall comply with ASTM DI 227 and be tested in accordance with ASTM D2939.

Minimum Requirements:

- A. Asphalt emulsion containing fiberglass filaments and no volatile organic compounds
- B. Minimum shelf life of one year after delivery
- C. Weight per US Gallon: Min 8.2 lbs., Max 9.0 lbs.
- D. Residue by evaporation: Min 45%, Max 55%
- E. Ash content of residue: Min 5%, Max 25%
- F. Water content: Minimum shall be within 2 percentage points of the difference between 100 and the percentage residue by evaporation, subject to a maximum of 55%
- G. Service temperature: 40°F or higher
- H. Firm set maximum 24 hrs. However material must be dry to touch within 8 hours
- I. Heat Test: In accordance with ASTM D2939
- J. Flexibility of cured coat: In accordance with ASTM D2339

4.2 GROUP B – ELASTOMERIC ROOF COATINGS

All material offered under this category must comply with the testing requirements of ASTM D3105, Paragraph 4.4.4, Section 5.

Minimum Requirements:

- A. Drying time: At 70° F and 50% relative humidity, the material must be able to sustain foot traffic within 3 hours of application
- B. Minimum application temperature: 45° F
- C. Coverage: 100 sq. ft. per gallon, drying with a minimum thickness of 10 mils per Coat.
- D. Tensile properties: In accordance with ASTM D412.

4.3 GROUP C – OTHER MATERIALS

A. SHINGLES

All materials in this category shall comply with ASTM D3018, Type I; ASTM D3161, Type I and ASTM 3462.

Minimum Requirements:

Shingles in this category include Organic felt or Glass mats saturated or impregnated and coated on both sides with a hot asphaltic material and completely surfaced on the weather side with mineral granules embedded in the coating. The reverse side shall be covered with a suitable material to prevent the shingles from sticking together. Type I shingles shall have factory applied adhesive that will seal the shingles together after application. Color selection shall be specified at the time of ordering.

B. PRIMERS

Material under this category shall be suitable for damp proofing and waterproofing below and above ground level and for application to concrete and masonry surfaces. Material shall be fully compatible with all other manufactured products for roofing.

1. Asphalt primers shall comply with ASTM D41, be asbestos free with a minimum application rate of ½ to 1 gallon per 100 sq. ft., supplied in 5 Gallon containers.
2. Coal Tar Primers shall comply with ASTM D43, be asbestos free with a minimum application rate of ½ to 1 gallon per 100 sq. ft., supplied in 5 Gallon containers.

C. MASTICS

All material under this category shall be certified to be asbestos free by the manufacturer. The application rate shall be between 2 - 4 gallons per 100 sq. ft., with a film thickness of 1/16" to 1/8", as supplied by manufacturer.

1. Asphalt roof mastic: Shall comply with ASTM D4586 and be formulated for use in flashing, stripping or for use in setting beds for metal accessories.
2. Tar roof mastics: Shall comply with ASTM D4022 and be suitable for general installation and repair of coal tar pitch built-up roof systems.

D. INSULATION:

All material under this category must comply with ASTM C728. Packaging: As recommended by manufacturer.

Minimum Requirements:

1. Thickness: 9.5"
2. Product Dimension: 24X48"
4. Thermal resistance (R-value)
5. Nominal weight: 27 lbs per batt

E. CEMENTS

All material covered under this category shall comply with ASTM D2822, Type I, Class II. The material shall be designed for use in construction of professional roof assemblies and flashing. It must adhere to wet or dry surfaces.

Minimum Requirements:

1. A consistency that will allow spreading readily and troweling smooth coatings 1/16 to 1/4 inch thick on prepared roof, felt and metal surfaces at ambient temperatures above 50°F.
2. The cement shall show no signs of blistering at 140° F, and sag or slide shall not be greater than 1/4". At 32°F there shall be no cracking or separation of the cement from metal. Asphalt roof cement complying with this specification must have the following characteristics also.
3. Water Max. 1%
4. Nonvolatile matter: minimum 70%
5. Asbestos and other mineral stabilizers: Max. 15%
6. Asphalt: Min. 30%, Max. 60%
7. Mineral matter based on original mass of insoluble residue: Min 80%

F. MODIFIED BITUMEN ROLL ROOFING

All materials in this category must meet or exceed the testing requirements of ASTM D5147. The material must be suitable for use for new construction as well as re-roofing installations. Packaging shall be in rolls.

Minimum requirements:

1. Softening point: 230 °F or greater.
2. Tensile strength: (MD/XD) 94/66 lbs/sq. inch (Min)
3. Elongation: (MD/XD): 6%/7%
4. Dimensional stability (MD/XD): 5%/3% (Min)

5. PRICING SHEETS

LINE	DESCRIPTION	Estimated Usage	Manuf./ Product Code #	Unit Price
1	Elastomeric roof coating white, 5 Gal containers	20	Henry 287 or equal	\$_____/ per 5gal
2	Elastomeric Roof Coating Mule A350 5 Gal containers	20	Mule Hide or equal	\$_____/ per 5gal
3	GAF Rubberoid Torch White, per roll	20	Geocel 2300 or equal	\$_____/ per roll
4	Geocel 2300 Black Trypolymer Sealant, per tube	150	Geocel 2300 or equal	\$_____/ per tube
5	Geocel 2300 White Trypolymer Sealant, per tube	150	Geocel 2300 or equal	\$_____/ per tube
6	Geocel 2300 Clear Trypolymer Sealant, per tube	150	Geocel 2300 or equal	\$_____ per tube
7	NP- 1 Black, One Part Polyurethane Sealant, per tube	150	NP- 1 or equal	\$_____/ per tube
8	NP-1 Clear, One Part Polyurethane Sealant, per tube	150	NP- 1 or equal	\$_____/tube
9	NP-1 White, One Part Polyurethane Sealant, per tube	150	NP- 1 or equal	\$_____/ per tube
10	Flashing Cement Karnack 19Ultra, per gallon	60	Karnack or equal	\$_____/ per 3gal
11	Asphalt Rubberized Karnak 229 AR Brush Grade, per gallon	120	Karnack or equal	\$_____/ per 5gal
12	Eterna Prime Surface Preparer, ETBOPQ1C, per quart	24	Eterna Bond or equal	\$_____/ per qt
13	Tar Roof Mastic, per gallon	25	Geocel 2315 or equal	\$_____/5gal
14	Eterna Clean, 14 oz. aerosol can	24	Eterna Bond or equal	\$_____/ per can
15	Eterna Bond Roof & Leak Repair Tape, RSW-4-50, per roll	12	Eterna Bond or equal	\$_____/ per roll
16	7" Roof Brush, 100% pure Tampico bristles	50	Tough Guy 1YXC1 or equal	\$_____/ea
17	Insulation, Roll R-30 square ft. Kraft Faced 16X48"	50	Owens Corning or equal	\$_____ / per Batt
18	Roofing Shingles Bundle	50	GAF or equal	\$_____ / per Bundle
19	Roll Roofing	10	GAF or equal	\$_____ / per Roll

6. SPECIAL CONDITIONS/INSTRUCTIONS

A. INVENTORY

Full inventory of roofing materials shall be available within a two (2) hour round trip drive of the Fulton County Government Center, 141 Pryor Street, Atlanta, Georgia 30303

Location of inventory:
(Vendor shall enter this information in the comment section of the vendor self service system.)

Fulton County Facilities & Transportation Services Department reserves the right to reject any bidder who does not maintain an inventory within a two (2) hour round trip drive of the Fulton County Government Center located at 141 Pryor St., Atlanta, Georgia 30303. The bidder understands that having the material/supplies named above in stock for prompt delivery will be used in selecting the successful bidder.

B. APPROVED EQUIVALENTS

1. Vendors offering items other than the specified item must submit, upon request, and at no cost to Fulton County, one sample of the item(s) quoted. Failure to submit samples within ten (10) days will be grounds for rejection. Samples will be properly marked with vendor's name and item number(s) as specified.
2. If an equivalent product is quoted, vendors must include literature on the product. Failure to submit the required product literature and information with quote will be cause for rejection of the quote.

C. DELIVERY

Delivery requirements will be determined on a situational basis by the Material Management Manager. The Vendor will be required to respond to requests in accordance with the following criteria on as needed, when needed basis.

1. Emergency requests: Delivery within eight (8) hours.
2. High Priority requests: Delivery within seventy-two (72) hours.
3. Routine requests: Delivery within five (5) days.

Failure to adhere to this delivery schedule can be grounds for termination.

D. AWARD

Award will be made to the lowest, most responsive and responsible vendor, valid from date of the award continuing for a period of one (1) year.

Fulton County reserves the right to delete any item from the award.

1. Photocopies of manufacturer's price lists and/or computer printouts must be clear and legible. Blurred copies and distributor inventory price lists are not acceptable.
2. Pencil, typewritten, or pen and ink changes in price lists will not be acceptable.
3. The successful vendor(s) must furnish additional copies of above price lists and supplements of all superseding manufacturer's published price lists during the contract to Fulton County Facilities & Transportation Services Department upon request at no charge to the County.

4. If during the period of award, the parties cannot mutually agree on the extent of any change in the price lists, Fulton County reserves the right to terminate the purchase order without prejudice. Such changes must be requested and must be approved by Fulton County General Services Department ten (10) business days prior to the effective date shown on the price list.
5. Such changes will be effective the date shown on the price list. If the vendor fails to submit the revised price list in accordance with paragraph 5 above, prices will become effective on the date of approval by Fulton County.

E. DISCOUNTS

Discounts from price list are firm for the Purchase Order period of one (1) year; however, prices are subject to adjustment according to manufacturer's superseding published price lists and supplement.

F. INVOICING

Invoices must include the Purchase Order number, item number(s) and description(s), list prices, applicable discounts and net prices. The vendor may be required at times to furnish items not designated in this quote. Under this circumstance, the invoice must indicate the applicable price list(s) for this item(s). If this price list(s) was not previously supplied the vendor will include it with the submission of the invoice. Failure to submit this information may result in the invoice being rejected for payment.

Invoices will be returned unpaid to the Vendor if the list price on the invoice does not correspond to the latest price.

Invoices for payment will be sent to the following address only to facilitate prompt payment:

Postal Mail:

Material Management
Department of Real Estate and Asset Management
3929 Aviation Circle, Bldg. C.
Atlanta, GA 30336