

**DOCUMENT 00 0020 - INVITATION TO BIDDERS**

SEALED Bids for the furnishing of the necessary materials and construction of the:

**PORTAGE COUNTY RECORD CENTER – ROOF RETROFIT  
7988 Infirmary Road, Ravenna, Ohio 44266**

**ADHERED EPDM ROOF SYSTEM: 20-YEAR WARRANTY**

**CONTRACTOR RESPONSIBLE FOR ALL MEASUREMENTS**

**CONTRACTOR MUST VISIT JOB SITE BEFORE SUBMITTING BID**

**CONTRACTOR BID SELECTION WILL BE BASED ON 1) BEST AND 2) LOWEST PRICE**

Bids will be received by Portage County Internal Services at their offices located at 449 S. Meridian Street, Room 114, Ravenna, Ohio 44266 until 3:00 p.m. on September 28, 2022. A public bid opening will be held immediately following the deadline. All bids will be opened, read, and documented into public records at the Portage County Internal Services department located at the same address.

The work will consist of roof recover over the original 2-Ply BUR roof system. Contractor to remove all perlite and polyisocyanurate insulation within each ~10' wide drainage valley down to concrete deck, torch down vapor barrier directly to the concrete deck, adhere two layers of 2.6" Energy 3 ISO in drainage valleys and adhere 060 mil black EPDM single-ply membrane. Contractor to include in base bid to remove wet areas of perlite and insulation within field, perimeter, and corner locations down to the concrete deck, torch down vapor barrier directly to the concrete deck, and adhere two layers of 1.5" ISO to match existing system in field, perimeter, and corner locations. Adhere new ½" CGF HD coverboard over all remaining BUR and over any 1.5" ISO infill areas for uniform substrate. Adhere 060 mil black EPDM single-ply membrane to new coverboard. Contractor to provide 20-year NDL manufacturer's warranty. Additional work to include shingle replacement over existing employee entrance canopies, and the removal of approximately 75LF of brick parapet wall (to be subcontracted by roofer).

The estimate of probable cost for this project is \$623,000.00. Bidders shall not be responsible for paying sales taxes on materials incorporated into the structure.

The contract documents, including plans and specifications, are on file at the office of the Engineer – Kleinfelder, Inc. located at 435 Independence Ave, Ste C, Mechanicsburg, PA 17055. Documents may be viewed and ordered online from Becker Impressions, 4646 Angola Road, Toledo, Ohio 43615, telephone 419-385-5303, [www.pdgplanroom.com](http://www.pdgplanroom.com), for the cost of reproduction to be paid to the printing company at the time the drawings are ordered. Shipping and tax charges are the bidder's responsibility and payable directly to Becker Impressions.

All Requests for Information (RFI) and questions must be e-mailed to [mschlusser@kleinfelder.com](mailto:mschlusser@kleinfelder.com). No telephone calls. A copy of our RFI form is included in the specification manual.

All bids must be signed and submitted on copies or originals of the blanks which are bound in the contract documents. Bids must state the prices in the blanks provided and be enclosed in a sealed envelope marked "PORTAGE COUNTY RECORD CENTER – ROOF RETROFIT" by September 28, 2022, on or before 3:00 pm. Bids received after the scheduled bid opening date and time, or not accompanied by a satisfactory bid bond or check, will neither be read nor considered.

Portage County Record Center  
7988 Infirmary Road  
Ravenna, OH

Roof Retrofit  
20-Year Warranty for 060 Mil Black EPDM Membrane  
Kleinfelder Project No.: 20230821.001A

The bid guaranty may be of two forms:

1. A Bid Guaranty and Contract Bond using the form in the Contract Documents. (The amount of the bid does NOT have to appear on this form.)
2. A certified check, cashier's check, or letter of credit in favor of the Portage County, in the amount of ten percent (10%) of the bid. If the contract is awarded a Contract Bond will be required, which is a one hundred percent (100%) payment and performance bond.

Bidders shall submit with their bid the affidavit required under the Ohio Revised Code, Section 5719.042 that the bidder was not charged with any delinquent personal property taxes in Portage County, Ohio.

The successful bidder will be required to pay not less than the minimum wage rates established by the Department of Commerce, Division of Industrial Compliance, Bureau of Wage and Hour Administration of the State of Ohio in accordance with all provisions of the Prevailing Wage Act of the State of Ohio, ORC Sections 4115.03 and 4115.16 and related requirements.

The Owner reserves the right to reject any and all bids and to waive any irregularity in any bid and to determine the lowest and best bidder. In no case will an award be made until all necessary investigations are made as to the qualifications of the bidder to whom it is proposed to award the contract.

No bidder may withdraw his bid for a period of sixty (60) days after the scheduled closing time for the receipt of bids.

**A MANDATORY PRE-BID MEETING WILL BE HELD AT THE SITE ON SEPTEMBER 21, 2022, BEGINNING AT 9:00 AM EST.**

By Order of the: Portage County

Advertise: 09/13/2022  
09/20/2022

Furnish Affidavit