

SCOPE OF WORK

Roof Maintenance and On-Call Leak Response

DESCRIPTION:

The City of Stockton is seeking proposals from State licensed roofing contractors for annual preventative maintenance, leak response, inspection, repair services, and administration of the duties and responsibilities set forth in this Request for Proposals (RFP), in compliance with all applicable laws, regulations, policies and procedures.

Services to be performed include the furnishing of all labor, materials, tools, equipment, supplies, services, tasks, transportation, incidental and customary work necessary to competently perform preventative maintenance, leak response, inspection, and proposals for repairs for the roofing systems listed in Roofing Systems (Attachment B).

The work will include the provision of the services listed in the Services to be Provided section. The selected proposer will submit quotations and proposals for repairs outside of the scope of Services to be Provided based on the inspection results for each roofing system. This may include repair or replacement as determined by the Contract Administrator. The scope and number of roofs are listed in Attachment B and maybe individually added or removed by the City during negotiations with the selected proposer based on available funding annually.

The Contractor shall leave work areas free of all dirt, litter, or other materials utilized to perform the specified work.

The Contractor shall erect barricades, warning signs, and any other devices to prevent unauthorized access to work areas by the public or unauthorized City staff.

The Contractor shall respond to all requests for leak response services as required, 24 hours per day, 365 days per year, including holidays. All costs for labor and materials for these calls shall be included in the proposal.

The Contractor will be responsible for providing labor, supervision, materials, equipment, transportation, service and the shop facilities necessary to perform high quality work. Contractor will also be responsible for discarding all used materials.

SCOPE OF WORK:

The Contractor shall provide preventative maintenance, leak response, and inspection reporting services to City roofing systems as outlined in this document. All maintenance and work shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, shall meet warranties and be in conformance to all applicable laws, codes and regulations.

SERVICES TO BE PROVIDED:

It is the Contractor's responsibility to provide an appropriate level of staffing and provide appropriate tools, materials, and vehicles necessary to support the scope of this Contract

during hours of operation and for response after normal working hours. The Contractor shall maintain the appropriate licenses and shall comply with all other license, insurance, and permit requirements of the City, State, and Federal governments as well as all other requirements of the law. Annual price shall be all-inclusive of the following:

1. Annual Preventative Maintenance to Roofing Systems shall include:
 - a. Removal of debris (leaves, branches, litter and similar items) from the roof membrane.
 - b. Removal of debris from the roof drains, gutters, and scuppers.
 - c. Metal edge flashing components – incidental tears, splits, and breaks in the membrane flashing shall be repaired with appropriate repair mastics and membranes.
 - d. Incidental tears and slits in the flashing membrane shall be repaired with appropriate repair mastics and membranes. Incidental open or split flashing strip-ins shall be repaired with appropriate repair mastics and membranes.
 - e. Unsecured rooftop equipment shall be secured. Exposed fasteners shall be sealed. Intermittent voids in termination bar and counterflashing's sealant shall be resealed.
 - f. Roof membrane maintenance repairs – incidental tears, breaks and splits in the flashing membrane shall be repaired with appropriate repair mastics and membranes. Incidental splits and blisters that threatened the roof integrity shall be clean, primed and repaired with appropriate repair mastics and membranes. Intermittent voids in the metal projections (hoods and clamps) sealants shall be resealed.
 - g. A weekly report of locations serviced, which includes before and after photographs of repairs made during annual preventative maintenance to roofing systems.
2. Leak Response shall include:
 - a. A 24-hour-a-day number and/or online reporting system to which leaks can be reported.
 - b. Prompt, on-site response by the Contractor within 4 hours of initial contact by the City's Contract Administrator or designee.
 - c. Minor incidental repairs within the scope of Annual Preventative Maintenance to Roofing Systems in this Scope of Work (Section 1.c-f)
 - d. Report of the source, repairs made, photographs of work and follow up recommendations within 3 business days of the leak response.
3. Annual Roof Inspections shall be conducted once per contract year and include:
 - a. One comprehensive electronic copy of inspection results for each roofing system specified by this Contract. Electronic copy shall be editable with Microsoft Office and be convertible to PDF format.
 - b. Number of buildings and roof segments for each building.
 - c. Verified square footage for each building and roof segment.
 - d. Summary of maintenance performed by Contractor.
 - e. Roof general information.

- f. Overall roof condition.
- g. Roof construction type.
- h. Condition of roof perimeter, wall, and coping.
- i. Short (1-3 years) and long (3-10 years) term recommendations.

REPAIR WORK PROPOSALS:

For recommended work beyond the scope of the Services to be Provided section, the Contractor shall provide a detailed recommendation to complete the necessary repairs including a total price for the Contractor to complete the proposed repairs. If the City opts to proceed with the Contractor's quotation, it shall be authorized by City Purchase Order. The City reserves the right to seek additional inspections and bids for the supplied scope of work.

SERVICE AVAILABILITY:

The Contractor shall have leak response service available on a twenty-four hours a day, seven days a week basis with a response time not to exceed 4 hours from the time of the Contract Administrator's initial call.

ADVANCED NOTICE OF WORK:

For routine maintenance and inspection, Contractor must provide at least twenty-four (24) hours –within City's business hours- advance notice to the City prior to commencing work. Contractor shall start work so it is completed before a weekend unless previously approved by the Contract Administrator.

ROOFING SYSTEMS TO BE SERVICED:

See Attachment B.