Ottawa National Wildlife Refuge
Roof Replacement Project
Scope of Work

I. GENERAL CONDITIONS

A. The Contractor shall provide all labor, materials, equipment, and supervision required to remove the existing roofing system and install a complete new asphalt shingle roof system at the Ottawa National Wildlife Refuge, 14000 W. State Route 2, Oak Harbor, OH 43445.

B. The work includes the complete replacement of the asphalt shingle roof located at 12155 Veler Road, Curtice, OH 43412 (Housing Unit 002).

C. The Contractor shall be responsible for installing an asphalt roof according to the scope of work (Section 3 below). The Contractor shall also be responsible for providing and installing all required appurtenances, including but not limited to building paper, ice guard, pipe flashing or boots, drip edge, and reinstalling gutters or downspouts and other items removed during the project.
The Contractor is responsible for confirming final square footage of the project. The government provides an estimate of 3,800 square feet.

D. The Contractor shall comply with all OSHA, EPA, and local regulation including having all certificates and licenses required by law for the execution of the work, and shall comply with all federal, state, and local laws, ordinances, rules, regulations, and codes relating to the performance of the work.

Safety

1. The Contractor shall assume full responsibility and liability for compliance with all applicable Federal, State, and local regulations pertaining to the protection of workers, visitors to the site, and persons occupying areas adjacent to the site, including the provisions of 29CFR1910 and 29CFR1926 of the Code of Federal Regulations. The Contractor shall hold harmless the Government for failure to comply with any applicable safety or health regulations on the part of himself, his employees, or his subcontractors.

2. Every Contractor employee shall be responsible for complying with applicable safety requirements, wearing prescribed safety equipment, and preventing avoidable accidents and property damage.

3. The Contractor shall provide and maintain a basic first aid kit for use of the workers. The kit shall contain first aid supplies in type and quantity

commensurate with type and size of project and the work force, with items necessary for first aid treatment of all injuries. The Contractor shall advise all workers of the location of first aid supplies.

II. WORK SITE CONDITIONS

A. The site of the work is at 12155 Veler Road, Curtice, OH 43445, which is approximately 8 miles northwest of Oak Harbor, OH.
B. Prospective bidders are urged to visit the site and become familiar with existing conditions and ascertain the conditions which affect the work. Failure of the successful bidder to visit the site prior to submitting a bid or proposal on this work will not relieve the successful bidder from completing the project at the bid price.
C. Contractors shall verify site conditions prior to project start, protect surrounding structures and habitat areas, and remove debris daily. All disturbances must be restored to pre-construction conditions.
D. Delivery and Storage: Material shall be delivered to the site in a dry and undamaged condition and stored out of contact with the ground. Materials shall be covered with weather tight covering and kept dry. Storage accommodations should provide good air circulation and protection from surface staining, when appropriate.
E. There is electricity at the job site. There are no restroom facilities at the job site.

III. SCOPE OF WORK

A. Contractors shall remove all existing roof coverings, inspect roof decking, replace decking as needed per industry standards, install Top Shield Ice Guard or equivalent, synthetic underlayment, aluminum drip edge, starter strip shingles, or lift time shingle, hip and ridge shingles, new pipe flashings and boots, and ventilation components.
B. Contractor shall inspect all roof-structure truss supports for visible discoloration or staining associated with prior water intrusion. Any affected areas shall be cleaned using an appropriate wood-safe, non-corrosive cleaner such as a diluted oxygenated bleach solution or an approved commercial mold/mildew remover. Cleaning shall be performed in accordance with the product manufacturer's safety guidelines, including the use of proper ventilation, protective gloves, and eye protection.
C. Refuge Manager shall pick the color of all exposed materials including the shingle color.

Manufacturers Warranty is to be submitted to Refuge Manager.

IV. ENVIRONMENTAL REQUIREMENTS

A. Contractors shall abate and control all environmental pollution arising from construction activities by complying with all the applicable Federal, State, and local laws and regulations. The Refuge Manager, or his designee, will inspect the site for compliance.
B. Contractors must prevent contamination of refuge habitat, comply with noise and dust control requirements, and maintain safe work zones for workers, visitors, and residents.
C. The contractor's construction activities shall be performed by methods that will prevent entrance or accidental spillage of solid and/or liquid matter, contaminants, debris, and other objectionable pollutants and wastes into streams, flowing or dry watercourses, lakes, ponds, and underground water sources.
D. At the completion of construction, the Contractor shall remove and dispose of all pollutants, wastes, and objectionable material at a site located off the Government property.
E. The Contractor is responsible for the proper disposal of such materials in accordance with applicable local, State, and Federal regulations. All non-hazardous waste will be disposed of in an EPA approved landfill. All disposal receipts are to be submitted to the Refuge Manager.

V. PERFORMANCE REQUIREMENTS

A. All work must follow manufacturer specifications, industry standards, and ensure exposed deck is always protected. Coordination with Refuge management is required.
B. The Contractor shall coordinate the construction start date with the Contracting Officers Representative. The project shall be completed and available for use within 60 calendar days from the date the Notice to Proceed (NTP) is issued. Additional time will be allowed, if needed, to obtain permits. Construction will not continue Saturdays, Sundays, or Federal Government holidays without prior permission of the Contracting Officers Representative.
C. The Contractor shall be liable for damages to roads, utilities, structures, and property, due to any act, omission, neglect, or misconduct during the period of performance of the services of this contract.
D. The Contractor is responsible for completing the job to the specifications outlined in this document. The presence of an inspection does not preclude the Contractor from following this document and the specifications outlined.

VI. WARRANTY

A. Contractor shall provide the standard protection warranty to the Refuge Manager for the asphalt shingle used and a workmanship warranty. Any leaks or issues that develop during the warranty period shall be the responsibility of the contractor.

B. The Contractor shall submit manufacturer's warranties, guarantees, and certificates to the Refuge Manager for all installed equipment listed on the Project Submittal List.
   1. General Construction Warranty: The Contractor shall provide a one-year warranty from the substantial completion date for failure of materials due to workmanship. Material warranty matches manufacturer's warranty.

   2. Finish Warranty: Finish warranty will match manufacturer's warranty.

   3. Watertight Warranty: The Contractor shall provide a 1-year warranty from the substantial completion date for any seams that do not maintain water tightness.

VII. FINAL INSPECTION & CLEANUP

A. Contractor will request final inspection, provide warranty documents, and remove all waste and materials from the refuge property.
B. Upon completion of the work, the Contractor shall restore, at their expense, all damages to exterior structures, vegetation, gutters, downspouts, and any other damages resulting from the negligence of the Contractor or their representatives.
C. Following completion of the project, the Contractor shall ensure all roofing debris is removed from around the house including using a magnet to remove nails, screws, or other metal objects.

VIII. PAYMENT

Total project cost: No payment due before job start. Balance due upon completion. Contractor will be required to submit their invoice through http://www.ipp.gov following the guidance from the Contracting Officer and as outlined in the award.

END OF STATEMENT OF WORK