



**Invitation to Bid
Roofing Services
Oakland Library/ Bindery
RFP #091825**

The Lee County Board of Commissioners is accepting sealed written bids from qualified contractors to provide all labor, materials and equipment needed for the removal and replacement of the asphalt shingle roof at the Oakland Library and Bindery Conference Center (approximately 24,938 sq. ft.), located at 445 Oakland Parkway West, Leesburg, Georgia 31763. **A five (5) year warranty is required.** Specifications and bid forms are enclosed. Bidders must have a current Lee County Business License.

There will be a **pre-bid meeting on Thursday, September 4, 2025 at 10:00am** in the Bindery at the Oakland Library, located at 445 Oakland Parkway West, Leesburg, Georgia 31763. **All bidders must attend the pre-bid meeting to submit a bid.** Further details on the project will be provided at the pre-bid meeting. Following the pre-bid meeting, further arrangements to view the building will be made.

If you choose to submit a written bid on this service, your sealed bid must be marked **“Oakland Library Roof”** and delivered to the Lee County Clerk’s Office at the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763, **no later than 2:00pm Thursday, September 18, 2025.** All bids will be opened during a **public bid opening at 2:05pm Thursday, September 18, 2025,** in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763. The public is invited to attend this bid opening. No bids shall be withdrawn for a period of 60 days after the bid opening.

The bid results will be presented and subsequently discussed by the Lee County Board of Commissioners at their regularly scheduled work session on **October 14, 2025 at 6:00pm** in the Opal Cannon Auditorium of the T. Page Tharp Building located at 102 Starksville Avenue North Leesburg, Georgia 31763.

Bidders are required to examine the location, all maps, plans, drawings, specifications and data mentioned in the specifications, contracts, or proposals on file with Lee County at 102 Starksville Avenue North Leesburg, Georgia, or at such other location or locations established by Lee County from time to time with respect to such proposed project. No plea of ignorance of conditions that exist or that may exist after the date of these instructions, or of any conditions or difficulties that may be encountered in the execution of the work under any contract issued hereunder, resulting from the bidder’s failure to make the necessary examinations and investigations, shall be accepted as an excuse

for any failure or omission on the part of the successful bidder to fulfill in every detail all requirements of any contract issued hereunder. Nor will such reasons be accepted as a basis for any claims whatsoever for extra compensation, change orders, or an extension of time to complete the required work under the contract issued hereunder.

Any bid submitted unsealed, unsigned, fax transmissions, email transmissions, or received subsequent to the aforementioned date and time, will be disqualified. Contractors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. The submittal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the contractor. Failure to comply with the written requirements for this project may result in disqualification of the submittal by the Lee County Board of Commissioners.

The Board of Commissioners reserves the right to accept or reject any or all bids received and/or disregard informalities or irregularities in the Bids received. **There will be no addendums to the contract once the contract has been accepted and signed, unless initiated by the County.** If additional information is needed, please contact Mike Sistrunk, Public Works Director, at (229) 759-6028. The Lee County Board of Commissioners is an Equal Opportunity Employer.

In the event that any corrections or amendments to this Invitation to Bid are deemed necessary or appropriate, such corrections or amendments shall be issued by the Lee County Board of Commissioners in written addenda issued prior to the due date for proposals. Potential Bidders should not rely on any representations, statements or explanations other than those made in this document or in any addenda to this document. Where there appears to be a conflict between this Invitation to Bid and any addenda issued, the last addenda issued will prevail. Addenda will be published on the Lee County Board of Commissioners' website at www.lee.ga.us. Potential Bidders are encouraged to check such website regularly for immediate access to issued addenda.

All expenses involved with the preparation and submission of the Invitation to Bid to the Lee County Board of Commissioners, or any work performed in connection therewith is the responsibility of the Bidder(s). Submission of any proposal indicates acceptance of the conditions contained in this document unless clearly and specifically noted otherwise in the proposal.

The Lee County Board of Commissioners operates with a five (5) member County Commission. It is anticipated that Bidder(s) may need to make one or more appearances at County Commission meetings to answer questions or present results. The documentation provided herein is intended to provide a common methodology of development and basic technical skills for proposal purposes.

Your written and sealed bid must include at a minimum:

- ☐ Completed attached bid form with a total cost of services
- ☐ A bid bond, or an irrevocable letter of credit, or a cashier's check in the amount of 5% of the bid amount payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia
- ☐ Written oath stating that the contractor has not restricted competitive bidding with an authorized signature, attached

In addition, the successful contractor shall submit the following items within 10 calendar days of written notification from the county of the bid award:

- ☐ Proof of workers' compensation insurance if required by Georgia law
- ☐ Proof of general liability insurance in the amount of at least \$500,000.00 naming the Lee County Board of Commissioners as an additional insured
- ☐ Proof of automobile liability insurance in the amount of at least \$500,000.00 naming the Lee County Board of Commissioners as an additional insured
- ☐ A performance bond in the amount of the bid will be required should the project cost be determined to be \$100,000.00 or higher. The performance bond shall be payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia.
- ☐ A payment bond in the amount of the bid will be required should the project cost be determined to be \$100,000.00 or higher. The payment bond shall be payable to the Lee County Board of Commissioners from a company authorized to do business in the State of Georgia.

The following items will be provided by the County upon notification of award:

- ☐ Written certification that the contractor operates a drug free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6
- ☐ Completed SAVE Affidavit
- ☐ Completed Contractor's Affidavit
- ☐ Completed Sub-Contractor's Affidavit, if applicable

Once all required forms are received, the County will prepare and provide a contract, which must be signed within 10 calendar days of receipt. Upon completion of said contract, the contractor will receive a notification that they may proceed with project.

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Project Specifications

General

In accordance with County and State Code, the contractor shall provide roofing services to the Oakland Library/ Bindery to include, but not be limited to the following:

- Remove and dispose of all ridge cap shingles;
- Remove and dispose of all existing shingles and felt;
- Remove and dispose of all existing valley flashing;
- Remove existing drip-edge;
- Remove and dispose of all wet damaged decking and replace with new like-kind materials;
- Install universal ice and water weather barrier in all valleys;
- Install universal synthetic roofing felt over entire roof;
- Install new drip edge;
- Install universal true starter course around entire perimeter;
- Install new step flashing along walls or under chimney siding;
- Install new end wall flashing along end walls;
- Install new limited lifetime laminated-comp architectural shingles over entire shingled roof area. Materials to be used should be similar to that of the existing roof in color and style.
- Install new ridge cap shingles on all hips and ridges;
- Remove and replace all pipe jacks with new jacks;
- Coordinate rental agreements for any necessary equipment (e.g. forklifts, scissor lifts, etc.); and
- Provide any and all required labor, as well as incidental parts and pieces not specifically detailed in this specification to provide a complete high quality weather tight roofing system in completion of this contract.

Any potential conflicts between the general specifications listed above and the specifications that follow shall be brought to the County's attention during the pre-bid process for further clarification.

Product Delivery, Storage, and Handling

- Deliver materials with manufacturer's label intact and legible
- Deliver materials in sealed packages with Underwriter's Laboratories, Inc. labels
- Store materials on raised platforms and protect with coverings at outdoor locations
- Do not stack bundles of shingles more than 4 feet high. Store rolled goods on end.

Job Conditions

- Do not install underlayment or shingles on wet surfaces
- Do not apply shingles when air temperature is below 40 degrees
- It shall be the responsibility of the Contractor to protect the building completely, exterior surfaces, interior surfaces, and all equipment and contents at all times from the weather while

roofing work is in progress. Where the building, contents, or surrounding area is damaged by the weather or roofing operations during the roofing period, the Contractor shall be responsible for correcting such damage at his own expense as directed by the County.

Roof Warranty

- Five-year "Contractors Warranty on Roofs" and 30-year limited warranty shall be provided for shingle roofing. Warranty shall be on the form as shown and specified in Exhibit A.
- Prior to demand for payment of retainage, the Contractor shall furnish to the County a five-year warranty written in the language set forth in Exhibit A and in the penal sum of not less than the amount shown as the cost of the roof in the approved initial breakdown.

Materials

- Shingles shall be asphalt fiberglass mat, fungus resistant, conforming to ASTM Specifications ASTM D3161 and ASTM D3018, Type 1. Shingles shall be UL Class "A" Fire Resistant, rated for wind resistance, and have a 30-year limited warranty. Each shingle shall have factory applied sealing strip. Shingles shall be GAF, Certainteed, or equal. Basis of requirement shall be GAF Timberline 30. Color(s) from manufacturer's standard colors shall be selected by the County.
- Felt or Underlayment:
 - Felt (Option #1): For shingle underlayment shall be 30 pounds 36" wide asphalt saturated unperforated organic felt meeting Federal Specification HH-R-595B.
 - Underlayment (Option #2): The Contractor has the option to use synthetic roofing underlayment RhinoRoof U20 or equal. Installation shall be the same as specified herein for 'felt underlayment'.
- Roofing cement shall be Asphaltic Cement, complying with ASTM D2822 and mixed to proper consistency at the factory and delivered in sealed containers
- Nails for fastening shingles shall be 12 gauge, 3/8" head, galvanized roofing nails, with barbed or threaded shanks of sufficient length to penetrate at least 3/4" into solid decking, or to penetrate through plywood decking. For securing felts they shall be driven with minimum 32 gauge 1-5/8" diameter standard tin caps.
- Ridge and Hip shingles shall be pre-cut manufacturer's standard or job-cut
- Mineral surface roll roofing shall conform to Federal Specification SS-R-630D with intermediate amendment No. 2. Smooth surface roll roofing for valleys shall weigh 43 pounds per square minimum.

Installation

- Removal of existing roofing: Contractor shall remove all layers of existing roofing, roofing felts, roofing nails, flashing caps, loose nails in wood decking, plumbing vent flashing, and roof accessories. Loose nails or nails protruding above surface of wood decking shall be removed. Debris shall be removed daily from the project site as the work progresses. Re-nail all loose wood roof decking using a minimum 8d common nail. Cover large cracks, loose and pitchy knots, and knot holes with 26 gauge sheet metal.
- Roof surfaces shall be smooth, even, firm, sound, dry, free from high spots and depressions, and broom-cleaned before any roofing is applied. Application of the roofing will be considered as evidence of acceptance of the roof deck and approval by the Contractor as an acceptable base for roofing and flashing.

- Apply felt horizontally over entire surface, lapping succeeding courses 19" minimum and fastening with sufficient washer-headed nails to hold in place until shingle application. A full width sheet of felt underlayment shall be applied over the starter strip. Succeeding sheets of felt underlayment shall be lapped 19" (17" exposure) over the preceding sheet. End laps shall be a minimum of 6". The felts shall be back-nailed under the laps only as necessary to hold felt in place until the shingle application. Laps shall be sealed as required with asphaltic plastic cement as require.
 - Low Slope Application: Where roof slope is less than 4" and greater than or equal to 2", the decking shall be covered with two layers of felt or underlayment in accordance with manufacturer's specifications.
- Starter Strip: Apply 9" minimum wide mineral surfaced roll roofing even with lower edge of eaves or use shingles with tabs cut off as a starter strip. Starter strip shingles shall overhang the eaves and rake by 1/2". Nail starter strip using same spacing as for shingles, and locate nails about 3" up from the bottom edge. Avoid nailing where cut-outs will occur on the first course of shingles.
- Shingle Application: Lay shingles to true horizontal and vertical lines with at least double coverage at all points and not more than 5" exposure nor less than 2" headlap. Extend roof shingles 1/2" beyond metal edge drip along eave and rake. Each shingle shall be sealed to the under course by means of a factory applied adhesive. Shingles at rakes shall be cut smooth, uniform, and in true alignment with edges. Shingle tab shall not be cut and installed less than 3". Weave each shingle course with stepped flashing conditions.
- Fastening: Each shingle shall be fastened to wood decking with four roofing nails having sufficient length to penetrate through decking. Nails shall be placed 5/8" above the top of the cut-outs and located horizontally, one 1" back from each end and one nail on the center line of each cut-out. When a nail fails to penetrate solid decking, an additional nail shall be used in a new location. Ridge shingles shall be secured in place with one nail in each side of each shingle, 5-1/2" back from the exposed end and 1" up from the edge. No exposed nail heads will be accepted. Shingles on both sides of ridges shall be cut in uniform, true and straight lines with a maximum clearance of 1/4" and then covered by ridge shingles.
- Valleys shall be closed cut valleys or woven type
- Hips and Ridges: Ridges shall be formed by using manufacturer's standard preformed hip and ridge shingles or cut neatly from field shingles having equal exposure to not less than 5" on each side with 2" headlap. In cold weather shingles shall be warmed until flexible to prevent cracking.
- Plumbing vents shall be flashed with 4 lb. sheet lead turned down into vent minimum of 1"

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Contract Information

The Contractor Shall:

- 1) Verify the quantities of materials needed.
- 2) Include the cost for all time and materials required to purchase, prep, and complete the installation of roofing, with a **five (5) year warranty**. Project to include replacing existing shingle roof with a new shingle roof per the referenced specifications and repair and/or replace damaged decking, drip edges, flashing, and other roof associated pieces, as necessary for the following County building:
Oakland Library/ Bindery
 - 445 Oakland Parkway West, Leesburg, Georgia 31763
 - Approximately 24,938 sq. ft.
- 3) Maintain all aspects of the project including the removal and proper disposal of current roofing, any necessary signage, and the installation of new roofing.
- 4) Assist staff with the selection of roofing products and upon request, provide three full-size shingles of color selected for approved job.
- 5) Conform with requirements contained in the latest edition of the Asphalt Roofing Manufacturer's Association (ARMA) "Residential Asphalt Roofing Manual" or "The National Roofing Contractor's Association (NRCA) Steep Roofing Manual" and the manufacturer's specification, as applicable to designated roofs and specified herein.
 - Snap chalk lines to guide application and maintain level lines parallel with the eaves and ridge.
 - All nails and fasteners shall be concealed.
 - Shingle bundles of same color shall be mixed to minimize variation of different color runs.
- 6) Replace damaged or defective shingles; replace shingles with excessive color variation.
- 7) Use a magnetic rod each day and upon completion of roofing to pick up all nails from the ground at job site. Each site shall be free of all loose nails at the end of each working day.
- 8) Provide plans and written schedules to the Public Works Director prior to work commencing.
- 9) Be responsible for cleaning up respective areas upon completion of installation, including cleaning excess roofing materials, debris, and scraps from site.
- 10) Begin work on this project within 90 calendar days of written notification from the County to proceed.

- 11) Perform all work on this project in accordance with County standards and building codes as well as obtain all necessary permits, inspections, and approvals for work performed prior to concealment of same.
- 12) Maintain all aspects of the project including the purchase of materials, all prep work, roof installation, cleanup, and disposal until the Board of Commissioners accepts the project.
- 13) Repair any damage done to roof, walls, building structure, or grounds created during the course of work.
- 14) Use only the attached bid form.
- 15) Complete all work on this project by 5:00pm 90 calendar days from the time the contractor begins work or liquidated damages of \$100.00 per day will be assessed against the contractor. An extension of time may be granted by Lee County, in its sole and absolute discretion, beyond the deadline for project completion, in the event that, during the course of the performance of the contract, the work required by the contract cannot be performed as a direct result of inclement weather. No liquidated damages will be charged or payable with respect to any day that Lee County determines that the contract work cannot be performed due to inclement weather, and the date for completion shall be extended day for day for each day that it is determined that the contractor is unable to perform due to inclement weather.

The County Shall:

- 1) Pay the contractor in monthly payments in accordance with voucher reports. A five percent retainage of the bid amount will be withheld from the contractor until the Board of Commissioners accepts the project. This contract shall not exceed the contractor's bid amount without prior written approval from the Board of Commissioners. All extra work approved by the Board of Commissioners shall be paid on the basis of unit price as stated in the contractor's bid.

Bid Form
Roofing Services
Oakland Library/ Bindery
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Name of Bidder/ Vendor: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____

Email: _____

It is agreed by the undersigned bidder that the signature and submission of this bid represents the bidder's acceptance of all terms, conditions, and requirements of the bid specifications and, if awarded, the bid will represent the agreement between the parties. No addendums will be allowed unless initiated by the County.

The purchase, removal, preparation, and installation of a new asphalt shingle roof for the Oakland Library and Bindery Conference Center (approximately 24,938 sq. ft.), located at 445 Oakland Parkway West, Leesburg, Georgia 31763, per the specifications contained herein.

Labor (inclusive of removal of old roof and installation of new): _____

Materials (inclusive of all required components): _____

Warranty (five (5) year minimum): _____

Total Bid Amount = _____

Project will be completed in an estimated _____ days of receipt of the official Notice to Proceed from Lee County.

Authorized Signature: _____ Title: _____

Name Printed: _____ Date: _____

Lee County, Georgia
Non-Collusion Certification

The undersigned bidder certifies that I have not directly or indirectly entered into any agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this submitted bid.

Authorized Signature: _____

Name Printed: _____

Name of Company: _____

Date: _____

FIVE-YEAR WARRANTY: Prior to demand for payment of retainage, the General Contractor shall furnish to the Owner a five-year warranty written in the language set forth hereinbelow and in the penal sum of not less than the amount shown as the cost of the roof(s) in the approved initial breakdown.

CONTRACTOR'S WARRANTY ON ROOFS

STATE OF GEORGIA

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENTS, that we _____
(General Contractor)

_____ as Principal, are held and firmly bound unto the _____

_____ in the sum of _____
(Owner)

DOLLARS (\$_____) for the payment of which well and truly to be made and one, we bind ourselves our executors and administrators, our successors and assigns, jointly and severally, by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas _____

_____ has entered into a Contract with the _____
(General Contractor)

_____ dated _____
(Owner)

for the construction of _____
(Name of Project)

WHEREAS, the said _____
(General Contractor)

warrants with respect to the said work that for a period of five years from the date of the execution of the Certificate of Completion of the Architect, the roofs of the building (or buildings) and roofs of covered passages, including but not limited to material used as a roof shingles or roofing materials, or any other work on the surface of the roof, flashing, base flashing, counterflashing, or metal work shall be absolutely watertight and free from all leaks. At no expense to the Owner, the Contractor will make repairs to any defects which may develop in the work including but not limited to: damaged or defective shingles, exposed felts, ridges, wrinkles, splits, loose or unsecured nails and loose flashing, in a manner compatible to the system and acceptable under industry standards and in accordance with the construction specifications, provided, however, that the following are excluded from this warranty:

- a) Defects or failures resulting from abuse by the Owner.
- b) Defects in design which the said _____
(General Contractor)
shall have brought to the attention of the Owner in writing prior to installation of the

work, except, however, that the _____
(General Contractor)
shall not be responsible, insofar as liability under this warranty is concerned, for bringing
to the attention of the Owner defects in design involving failure of:
- 1) Structural frame
 - 2) Load bearing walls
 - 3) Foundations
- nor shall the _____ be
(General Contractor)
responsible for correction of leaks resulting from said failure.
- c) Damage caused by fire, tornado, hail, hurricane, acts of God, wars, riots, or civil commotion.
- d) The Contractor is not an insurer nor is he a guarantor of the suitability or adequacy of design.
Any other provisions of this warranty to the contrary notwithstanding, the Contractor shall
not be required to remedy any unsuitable or inadequate design.

WHEREAS the said _____ agrees
(General Contractor)

should any leaks or defects occur in the roofs of the said _____
a _____
(Name of Project)

the said _____ will promptly remedy the said leaks or
(General Contractor)
defects and pay for any damage to other work of said improvement or project resulting therefrom.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH that if the said

(General Contractor)

shall in all things promptly and

faithfully perform and comply with the terms and conditions hereinbefore set forth, then this
obligation shall be null and void; otherwise it shall remain in full force and effect.

CONTRACTOR'S WARRANTY ON ROOF

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed, this

_____ day of _____, _____.

WITNESS

(Principal)

_____ By _____ (Seal)

_____ Title _____

Warranty: In addition to the five-year warranty the Contractor shall furnish to the Owner a thirty (30) year limited warranty covering the shingle materials in the standard form and style of the roofing manufacturer whose materials were used.