ATTACHMENT A

SCOPE OF WORK

1. INTRODUCTION

The TRIBE is requesting bids from qualified contractors to provide gutter and downspout installation services to the Tribal Community Development office building located at 5700 Griffin Road in Davie, Florida, in accordance with the specifications listed in this solicitation.

2. PROJECT DETAILS

The existing gutters at the center sections of the north and south side of the building should be examined, and any damaged areas repaired or replaced. Any loose fasteners shall be made secure. Seams shall be resealed if necessary.

2.1. FABRICATION/INSTALLATION OF GUTTERS:

BIDDER shall include the costs in *Exhibit A – Schedule of Values* to fabricate and install new gutters as follows:

- New gutters shall be installed at all eaves at the perimeter of the entire building, excluding areas with existing gutters and gable ends.
- All new gutters and downspouts shall be minimum twenty-four (24) gauge Galvalume.
- New gutters shall match the existing box gutters in size, profile, and finish. Gutter and downspout profiles are shown in *Attachment C – Box Gutter and Downspout Profiles*.
- All seams, corners, end caps, and downspout connections shall be sealed with an appropriate, professional-grade sealant. Any seams that are loose (or have the potential to become loose) shall be attached with mechanical fasteners. Miters shall be screwed or riveted to the adjoining section and properly sealed.
- CONTRACTOR shall verify that all gutters are correctly sloped to drain properly. Refer to *Attachment D – Roof Drainage Plan*.
- All downspouts shall terminate a minimum of twenty-four inches (24”) away from the building wall and must be provided with splash blocks. Splash blocks must be sloped to drain away from the exterior walls.
- There will be a total of twelve (12) new leaders/downspouts, located as per *Attachment D – Roof Drainage Plan* and *Attachment E – Roof Plan* provided by the TRIBE.
- There will be approximately four-hundred-and-twenty linear feet (420’) of new gutter required.
- CONTRACTOR shall verify locations where any existing landscaping vegetation needs to be removed to make space for downspouts and splash blocks and mark these locations with stakes so the TRIBE can have the materials removed. These areas must be marked at least two (2) weeks before the installation of downspouts to allow time for removal of plant materials.
- All replaced material shall be new, not reconditioned products.

2.2. ADDITIONAL CONTRACTOR RESPONSIBILITIES:

- BIDDER shall investigate the project site and verify the quantity of material and labor needed. The opportunity to visit the buildings will be provided at the Pre-Bid Conference.
- Work can be done during the business hours of 8:00 AM to 5:00 PM (ET), Monday through Friday, except holidays. Arrangements shall be made with the TRIBE's Facility Manager, as needed. The TRIBE's Project Manager shall be notified of the work schedule in advance.
- CONTRACTOR shall maintain a full work force from start to the completion of the project. A qualified English-speaking supervisor shall be on the jobsite at all times. CONTRACTOR shall make sure all employees are fully and properly clothed in identifiable uniforms while working on the premises or when entering any part of the work area.
- CONTRACTOR shall make arrangements with the TRIBE for parking, material storage, and proper access to the areas where work is to be performed.
- CONTRACTOR shall remove and dispose of all debris and remove equipment from the site in a timely manner. No removed materials may be stored on the site.
- CONTRACTOR shall supply all materials, equipment, and labor necessary for the total completion of the required Scope of Work.
- CONTRACTOR shall be responsible for, and use care in, the protection of the TRIBE's property and shall protect other areas not in this Scope of Work from dirt or damage. If such damage occurs, CONTRACTOR shall be solely responsible for the restoration of such damages as the result of CONTRACTOR's or any employees of CONTRACTOR.

2.2.1. SAFETY AND PUBLIC CONVEYANCE:

- CONTRACTOR shall rope off and erect warning signs in areas where work is being performed or where any chance of damage or injury could occur.
- CONTRACTOR shall be responsible for job safety administration, including tools, equipment, and work methods), and must comply with applicable Occupational Safety and Health Administration (OSHA) safety regulations.

2.2.2. PERMIT REQUIREMENTS:

- CONTRACTOR shall acquire all Permits, Inspections, etc. required for permitting through the Town of Davie. All work shall be performed in accordance with Florida Building Code requirements i.e.: any engineering, testing, permits. The TRIBE has provided engineering plans for permitting via *Attachment D – Roof Drainage Plan* and *Attachment E – Roof Plan*, but CONTRACTOR shall obtain the permits.
- All work performed under the resultant agreement shall be in strict compliance with the Florida Building Code, industry standards, OSHA regulations, and local municipalities.
- CONTRACTOR shall be responsible for timely obtaining all necessary permits and inspections through appropriate agencies. Contact the Town of Davie Building Division for requirements.

- CONTRACTOR shall produce all necessary State, County, and local licenses, where applicable.

3. WARRANTY

CONTRACTOR shall provide a two (2) year installation warranty covering improper workmanship or installation errors (minimum).

4. IMAGE

The following image is of the Tribal Community Development (TCD) building requiring the services described in this solicitation:

5. TRIBE'S RESPONSIBILITIES

- The TRIBE will provide water and electric service for CONTRACTOR's use, where possible.
- The TRIBE will remove or protect loose objects in the work area that are not included in this Scope of Work. If such items are not removed, CONTRACTOR shall exercise due diligence to protect any such items.

6. LOCATION OF SERVICES

All equipment, materials, and installation included in this solicitation **must be transported and installed** at the address listed below:

LOCATION	ADDRESS
STOF Tribal Community Development (Office Building)	5700 Griffin Road, Davie, FL 33314

7. PERIOD OF PERFORMANCE

All services described in the Scope of Work must be completed within sixty (60) calendar days of permit issuance, or as otherwise determined by State, County, or local officials.