Palm Beach State College
REQUEST FOR QUOTE
RFQ #1213-01
RFQ Title: Wall Coping System
Date: June 26, 2012

To: All Submitters
From: Purchasing Manager

You are invited to submit sealed quotes subject to the terms, conditions, and specifications contained herein and are hereby made part of this request.

- All quotes must be executed and submitted in a sealed envelope.
- Faxed quotes will not be accepted.
- The face of the envelope shall contain the “Request for Quotes #1213-01”
  - the quote name
  - the company name
  - delivered to:

  Purchasing
  Palm Beach State College
  4200 Congress Avenue, MS #27
  Lake Worth, FL 33461

- All quotes must be received at the address above no later than 3:00 PM.
- Quotes will be opened publicly at that time.
- Quotes received after this date and time will be rejected.
- Quotes will not be evaluated at this time.
- The evaluation date and time is noted in the RFQ document.

With the consent and agreement of the successful quoter, purchases may be made under this RFQ by other community colleges, state universities, district school boards, and by other Florida public entities. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A-14.0734 (2) (d).

Quoters shall note exceptions to the above paragraph, if any.

In order to insure uniformity, all quotes must be submitted on the enclosed forms or exact photo copies and signed by an authorized representative of the company submitting the proposal. Quotes not submitted in accordance with the terms, conditions, specifications, and other instructions contained herein may be subject to rejection.

Direct all inquiries regarding this Request for Quotes (RFQ) to the Purchasing department, in writing, by e-mail: purchasing@palmbeachstate.edu

All inquiries, with responses, will be made available to all vendors on an equal basis without prejudice.
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### GENERAL CONDITIONS

To insure acceptance of the bid, follow these instructions:

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<thead>
<tr>
<th>Section A</th>
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<tbody>
<tr>
<td><strong>SEALPROPOSALS:</strong> All proposal sheets and forms must be executed and submitted in a sealed envelope. Do not include more than one proposal per envelope. Proposals not submitted on the attached form shall be rejected. All proposals are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection. It is the sole responsibility of the proposer to deliver the proposal to the address contained herein on, or before, the closing hour and date indicated. The College is not responsible for delays with postal delivery nor the normal delay in delivery for internal mail procedures. Palm Beach State College will not be responsible for the inadvertent opening of a proposal not properly sealed, addressed or identified.</td>
<td><strong>DEFINITIONS:</strong> [College] refers to Palm Beach State College. [Proposer] refers to the dealer, manufacturer, contractor, or business organization submitting a proposal to the College in response to this request for proposal. [Vendor] refers to the dealer, manufacturer, contractor, or business organization that will be awarded a contract pursuant to the terms, conditions and quotations of the proposal. [Proposer] and [Vendor] will be used interchangeably. [Proposer] and [Bidder] may be used interchangeably throughout this document. [Proposal] and [Bid] may be used interchangeably throughout this document.</td>
</tr>
<tr>
<td><strong>EXECUTION OF PROPOSAL:</strong> Proposals must contain a manual signature of an authorized representative in the space provided on the proposal submittal form. Proposal must be typed or printed in ink. No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the correct figure above it. Corrections must be initialed by the person signing the proposal. Any illegible entries, pencil proposals or corrections not initialed will not be tabulated.</td>
<td><strong>PROPOSAL OPENING:</strong> Shall be public, at the address indicated on the RFP document, on the date and at the time specified on the proposal form. Proposals will not be evaluated nor will questions be fielded at the time of opening. The proposal opening is to determine the vendor pool only. It is the proposer’s responsibility to assure that the proposal is delivered at the proper time and place of the opening. Proposals received after the date and time will be retained, unopened, for the record. Proposals by fax, email or telephone will not be accepted.</td>
</tr>
<tr>
<td><strong>PRICES, TERMS and PAYMENT:</strong> Firm prices shall be quoted, typed or printed in ink, and includes all packaging, handling, shipping charges and delivery to the destination shown herein.</td>
<td><strong>NO BID:</strong> If not submitting a proposal, respond by returning the proposal submission form, marking it &quot;NO BID&quot;, and explain the reason.</td>
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<td><strong>EVALUATION OF PROPOSALS:</strong> The evaluation committee intends to recommend to Palm Beach State College Board of Trustees to authorize College administration to award a contract with the proposer, or proposers, scoring the overall highest evaluation points.</td>
<td><strong>CONDITION AND PACKAGING:</strong> It is understood and agreed that any item offered or shipped as a result of this proposal shall be the new, current model in production available at the time of this proposal. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.</td>
</tr>
<tr>
<td><strong>AWARDS:</strong> In the best interest of the College, the College reserves the right to make award(s) by individual item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received. The College also reserves the right to make awards to one, or more, vendors based upon the recommendations of the evaluation committee.</td>
<td><strong>TAXES:</strong> The College does not pay sales taxes on direct purchases of tangible personal property. Do not include these items on invoices. See exemption number on face of purchase order. Exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of state owned real property as defined in Chapter 192 F.S.</td>
</tr>
<tr>
<td><strong>DISCOUNTS:</strong> Proposers are encouraged to reflect cash discounts in unit prices quoted. Proposers may offer a cash discount for prompt payment; however, discounts for less than 30 days will not be considered in determining the lowest net cost for proposal evaluation purposes. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later.</td>
<td><strong>MISTAKES:</strong> Proposers are expected to examine the specifications, delivery schedule, proposal prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the proposer’s risk. In case of mistake in extension, the unit price will govern.</td>
</tr>
<tr>
<td><strong>CLARIFICATION/ CORRECTION OF BID ENTRY:</strong> The College reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.</td>
<td><strong>COSTS:</strong> The College is not liable for any costs incurred by a proposer in responding to this RFP, including those for presentations, when applicable.</td>
</tr>
<tr>
<td><strong>SAFETY STANDARDS:</strong> Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under. Failure to comply with the condition will be considered as a breach of contract.</td>
<td><strong>UNDERWRITERS’ LABORATORIES:</strong> Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall carry U.L. approval and reexamination listing where such has been established.</td>
</tr>
</tbody>
</table>
**PAYMENT**: Payment will be made by the College after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, be free of damage/defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the proposal. An original invoice should be submitted. Failure to follow these instructions may result in a delay in processing invoices for payment. In addition, the purchase order number should appear on bills of lading, packages, cases, delivery lists and correspondence.

**DELIVERY**: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order. Delivery time may become a basis for making an award. Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

**MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS**: Any manufacturers’ names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The proposer may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If proposals are based on equivalent products, indicate on the proposal form the manufacturer’s name and number. Proposer shall submit with his proposal, cuts, sketches, descriptive literature, and complete specifications. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception hereto. Reference to literature submitted with a previous bid will not satisfy this provision. Proposals that do not comply with these requirements are subject to rejection. Proposals lacking any written indication of intent to quote an alternate brand will be considered incomplete with the specifications as listed on the proposal form.

**NONCONFORMANCE TO CONTRACT CONDITIONS**: Items may be tested for compliance with specifications by appropriate testing laboratories. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Chapter 119, Florida Statutes. Items delivered not conforming to specifications may be rejected and returned at vendor’s expense. These items and items not delivered as per delivery date in RFP and/or purchase order may result in proposer being found in default in which event any and all procurement costs may be charged against the defaulting contractor. Any violation of these stipulations may also result in the supplier’s name being removed from the vendor pool.

**PURCHASES BY OTHER ENTITIES**: With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other colleges, universities, school boards, political subdivisions, or state agencies. Such purchases shall be governed by the same terms and conditions stated in the bid/proposal solicitation as provided in State Board of Education Rule 6A-14.0734(2)(d).

**GOVERNMENTAL RESTRICTIONS**: In the event any governmental restrictions may be imposed that necessitate alteration of material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful proposer to notify the College at once, indicating in their letter the specific regulation which required an alteration. The College reserves the right to accept or reject any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the College.

**LEGAL REQUIREMENTS**: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a RFP response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

**LIABILITY**: The supplier shall hold harmless the College, its officers, agents and employees from liability of any kind in the performance of this contract.

**ASSIGNMENT**: Any Purchase Order issued pursuant to this RFP invitation and the moneys which may become due hereunder are not assignable except with the prior written approval of the College.
**SUBCONTRACTORS:** The proposer is fully responsible for all work performed under the Contract resulting from this RFP. The proposer may, upon receiving the written consent from the College’s Purchasing Manager, enter into written subcontract(s) for performance of certain of its functions under the Contract. No subcontract, which the proposer enters into with respect to performance of any work for a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

**DISPUTES:** In case of any doubt or difference of opinion as to the specifications, equivalent products, or items to be furnished hereunder, the decision of the College shall be final and binding on both parties.

**AMERICANS WITH DISABILITIES ACT:** The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor’s non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFP may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

**PUBLIC MEETING NOTIFICATION:** All meetings to judge and/or evaluate this solicitation or to make recommendations for award are held in strict compliance with Florida Statutes as they pertain to Florida in the Sunshine regulations. All meetings are fully open to all proposers as well as the public at-large.

**AMERICANS WITH DISABILITIES ACT:** The contractor shall comply with the Americans with Disabilities Act. In the event of the contractor’s non-compliance with the non-discrimination clauses of the Americans with Disabilities Act, or with any other such rules, regulations or orders, any contract resulting from this RFP may be cancelled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further contracts.

**REJECTION OF PROPOSALS:** The College may reject any and all proposals not meeting mandatory responsiveness requirements, which include terms, conditions or requirements that must be met by the proposer to be responsive to this RFP. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of the proposal.
of its functions under the Contract, shall in any way relieve the proposer of any responsibility for the performance of its duties, including any and all liabilities that may arise out of the subcontractor's work related to the project. All payments to subcontractors shall be made by the proposer.

**INSURANCE REQUIREMENTS:** When performing a service, construction work or any type of installation is required on College property, the successful vendor is required to supply a Certificate of Insurance evidencing coverage during the period the vendor is providing services per the following:

1. Workers compensation and employee's liability in accordance with the laws of the State of Florida.
2. Bodily injury liability, minimum of $1,000,000 per person and $1,000,000 per accident.
3. Property damage liability, minimum of $1,000,000 per occurrence and $2,000,000 aggregate.
4. Umbrella liability with limits of not less than $1,000,000 per occurrence and $2,000,000 aggregate.
5. Contingent coverage for sub-contractors for liability at the site. The bidder must list any sub-contractor that will perform work under this bid. The Certificate of Insurance must be provided to the College prior to the commencement of any work.

In addition, the College may reject any or all proposals containing material deviations. Any bid rejected for failure to meet mandatory responsiveness requirements will not be reviewed.

**PROPOSAL INQUIRIES:** The proposer may examine this RFP to determine if the College's requirements are clearly stated. If there are any requirements that restrict competition, the proposer may request, in writing, to the College that the specifications be changed. The proposer that requests changes to the College's specifications must identify and describe the proposer’s difficulty in meeting the specifications, must provide detailed justification for a change, and must recommend changes to the specifications. Proposer’s failure to request changes shall be considered to constitute proposer’s acceptance of the specifications. The College shall determine what changes to this RFP shall be acceptable to the College. If required, the College shall issue an addendum reflecting the acceptable changes to this RFP, which shall be available to all proposers in order that all proposers shall be given the opportunity of proposing to the same specifications.

**VERBAL INSTRUCTIONS:**
No negotiations, decisions, or actions shall be initiated or executed by the proposer as a result of any discussions with any College employee. Only those communications that are in writing from the College's Purchasing staff identified in this RFP shall be considered a duly authorized expression on behalf of the College. Only communications from the proposer’s representative that are in writing and signed will be recognized by the College as duly authorized expressions on behalf of the proposer.

**TERMINATION AT WILL:**
The Contract resulting from this RFP may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery.

**PROPOSED RULES FOR WITHDRAWAL:**
A submitted proposal may be withdrawn by submitting a written request for its withdrawal to the College, signed by the proposer/contractor, prior to the bid opening date.

**FORCE MAJEURE:**
Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under the Contract resulting from this RFP or interruption of performance resulting directly or indirectly from acts of God, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

**INCLUSION OF SUPPORTING DOCUMENTS:**
All those submitting sealed replies in response to this Request for Proposals understand that the RFP document, the sealed reply, and all documents and/or materials represented in presentation to the committee shall be a complete record and shall be included in the final contract.

**SUBSTITUTION OF KEY PERSONNEL:**
In the event the successful proposer desires to substitute any key personnel submitted with his/her proposal, either permanently or temporarily, the College shall have the right to approve or disapprove the desired personnel change in advance in writing.
Section B

SCOPE OF SERVICES AND REQUIREMENTS

B1. PROJECT SUMMARY
Palm Beach State College is requesting quotes for Wall Coping Systems. The objective of this procurement is to obtain the service of qualified full-service roofing company to furnish and install factory fabricated and finished coping systems.

B2. SCHEDULE: This request for a quote will be governed by the following schedule:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Release of RFQ</td>
<td>June 26, 2012</td>
</tr>
<tr>
<td>Deadline for Written Questions</td>
<td>July 2, 2012</td>
</tr>
<tr>
<td>Answers to Questions posted on Palm Beach State College Purchasing website <a href="http://www.palmbeachstate.edu/purchasing.xml">www.palmbeachstate.edu/purchasing.xml</a></td>
<td>July 10, 2012</td>
</tr>
<tr>
<td>Quotes Due no later than 3:00 pm</td>
<td>July 24, 2012</td>
</tr>
<tr>
<td>Recommendation to Board of Trustees</td>
<td>August 14, 2012</td>
</tr>
<tr>
<td>Contract Signature Deadline</td>
<td>September 17, 2012</td>
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B3. CONTRACT TERM: None, this is a single procurement.

B4. PROJECT STATEMENT OF WORK

Requirements

- Vendor will submit a brief overview of the company’s history and sufficient data to support that the company is financially capable of handling the project as outlined. Vendor shall also disclose any and all litigations closed or pending within the last five (5) years and any contract terminations.
- Vendor will provide at least three (3) references. These references shall include clients with similar projects. Give client’s name, project name, contact name, contact telephone number and contact email address.
- Vendor will provide a description of services the company will offer as it pertains to this project as described under “Project Expectations” in Appendix B.
- Vendor will submit complete pricing information with proposal.
- Vendor will submit Product Design/Shop Drawings with proposal.
- Vendor will state warranty period on all items. Warranty may affect award of bid.
INSTRUCTIONS AND INFORMATION

C1. PROCESS FOR SUBMITTING QUOTES

a) Packaging of Quote
   The quote must be plainly identified as:
   Name of Proposing Company
   RFQ Number: 1213-01
   Due: July 24, 2012 no later than 3:00 p.m.

   Palm Beach State College MS 27
   4200 Congress Avenue
   Lake Worth, FL. 33461

   Outer mailing boxes, envelopes, containers, etc., must display the RFQ number. This includes outer carrier boxes and labels. Palm Beach State College will not be held responsible for quotes that are misdirected or mishandled because of the omission of this number.

   Any additional information sent separately from the quote package or at a later date (i.e. addendums, clarifications, quote withdrawal requests, etc.) must be received by the quote due date and the RFQ number clearly identified on the outside of the package.

b) Number of Quote Copies
   Submit one original and 1 PDF copy on a USB drive.

   Each submission must contain the following separated labeled tabbed dividers:
   (a) Submission Response Form
   (b) Professional Certification/Licenses
   (c) Company Overview
   (d) Description of Services
   (e) Shop Drawings
   (f) Price
   (g) Warranty
C2. EVALUATION CRITERIA

The evaluation of quotes received on time will be conducted in the following two phases:

a) Administrative Review Phase

The quotes will be reviewed for the following administrative requirements:
1. Quote was submitted by the due date and time
2. All documents (originals and copies) requiring a signature have been signed
3. Correct number of quote copies have been submitted
4. The quote that passes the administrative review will be reviewed for completeness to ensure that all mandatory requirements are addressed satisfactorily in Appendix A.

Failure to adhere to the above administrative requirements may result in the rejection of the submitted quote.

b) Quality Review Phase

The proposals that pass the requirements review will be reviewed for quality and completeness and can receive a maximum of 100 points. The following listing provides you with the maximum points available for each factor in the evaluation:

(a) Company Overview – 10 points
(b) Company References – 20 points
(c) Description of Services – 20 points
(d) Shop Drawings – 20 points
(e) Price – 20 points
(f) Warranty – 10 points
Purchasing Department
Palm Beach State College
4200 Congress Avenue MS#27
Lake Worth, FL 33461

This is to certify that I (authorized representative) have read and understood the terms, conditions, specifications and other instructions contained in this Request, and further, that the items of materials and/or services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or persons submitting a quote for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I am authorized to sign this quote for the bidder.

<table>
<thead>
<tr>
<th>RFQ</th>
<th>1213-01</th>
<th>Wall Coping System</th>
</tr>
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<tbody>
<tr>
<td>Vendor Name</td>
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</tr>
<tr>
<td>Bidding As (check one)</td>
<td>Corporation</td>
<td>Individual</td>
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<td>Representative Title</td>
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<tr>
<td>Signature</td>
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PROJECT SPECIFIC BACKGROUND

Purpose

The Palm Beach State College Facilities Department is seeking qualified contractors to Furnish and Install Factory Fabricated Finished Wall Coping Systems. This project requires a Permit. The successful bidder must follow all appropriate OSHA Guidelines, Florida Building Codes, including High Velocity Hurricane Zone requirements, as well as Palm Beach State College building standard for this project.

- Furnish and install 6” peel n stick to all seams on existing aluminum coping metal.
- Furnish all material for a Wall Coping Systems for each location
- Furnish all labor for a Wall Coping Systems for each location
- Proposed areas will be: ETA, ETB, ETC AND ETD Complex; Humanities Bldg and the Duncan Theatre, all located on our Lake Worth Campus.
- Lightning Rod System will be removed and reinstalled by a qualified contractor – not a part of this scope of work.

Project Expectations

Palm Beach State College requires the following services and deliverables for this project:

**INSPECTION OF FACILITIES:**
Vendors wishing to inspect the facilities on campus where the Wall Coping Systems are to be installed must make an appointment by contacting Terry Bernhardt at bernhart@palmbeachstate.edu or 561-868-3442.

It is the successful bidder’s responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including possible interferences from academic or other College activities.

It is the successful bidder’s responsibility to collaborate with the Palm Beach State College, Facilities Department – Terry Bernhardt to verify that other trades with related work are complete before commencing work.

**PROTECTION OF PROPERTY:**
The successful bidder shall at all times guard from damage or loss to the property of the College or of other vendors or contractors. The College may withhold payment or make such deductions as it might deem necessary to insure reimbursement for loss or damage to property through negligence of the successful bidder or his agents.

**DEBRIS:**
Vendor shall be responsible for the prompt removal of all debris, which is a result of the project and/or delivery of materials.

**INSPECTION AND ACCEPTANCE:**
All material and workmanship will be subject to a physical and final inspection. Bidder will be responsible for any and all noted and identified concerns or issues related to the material and workmanship of the project and must comply with the terms herein, and be fully in accordance with the specifications of the highest quality.
PRODUCT DESIGN DRAWINGS:
Product Design drawings must be submitted with proposal. Drawings must show profiles, joining method, accessories location, anchorage and flashing details, adjacent construction interface and dimensions.

High performance coping shall be CERTIFIED by C Buck Incorporation Engineering to meet performance design criteria according to the following test standards. The coping has been designed and/or manufactured to comply with Florida Building Codes, including High Velocity Hurricane Zone.

PARAPET COPING SYSTEM:
- COPING: Metal coping cap with stainless steel anchor cleats for capping all exposed parapet walls.
- The system shall be watertight, maintenance free, and not require exposed fasteners or sealant.
- Joints shall be butt type with concealed splice plates.
- Coping sections shall expand and contract freely while mechanically locked in place on anchor cleats.
- Coping sections shall lock to anchor cleats.
- All coping cover joints shall be underplayed with watertight sealant.
- Metal: 24 gauge stainless steel.
- Coping Cap: Length of 10’-0”(3048mm); width of (12”-18”). Custom widths will be by request only.
- Coping vertical face and back leg: standard 4”(100 mm) nominal. Custom width will be by request only.
- Internal splice plates: 22 gauge stainless steel anchor cleat. Mechanically fastened as indicated and detailed.
- Fasteners: Shall be stainless steel screw type with a minimum pull-out resistance of 240#(109 kg) as supplied by the manufacturer per substrate application. No exposed fasteners shall be permitted.
- Finishes: Shall be standard mill finish stainless steel.
- Accessories: Corners, end caps, pier caps, etc. Shall be fabricated by the coping manufacturer.
- Joint assembly shall maintain watertight integrity.

PERMIT:
This Project requires a permit. The shop drawings and related documents required for this project will be reviewed for compliance with Palm Beach State College Building Standards for Design and Construction. When approved, the permit will be issued by Palm Beach State College Facilities Planning Construction Department. It shall be the responsibility of the bidder to procure, assemble and submit all required documentation to the Facilities Planning and Construction Department as a complete submittal prior to review and processing. Work cannot commence until the permit and project related documents are approved by Palm Beach State College Building and Inspection Department. Upon Issuance of permit an additional written authorization to proceed will come from Palm Beach State Facilities Planning Department for this project.

Below is an example of what is expected for our permitting procedure. The successful bidder will have to adhere to typical College construction standards including:

1. Permit application - subcontractor/vendor information
2. Submission of pre-construction documents:
   - NOAs – Notice of Acceptance
   - Specialty engineering documents – signed and sealed
   - Shop drawing and material submittals
3. Construction inspections
4. Final inspections, punch list
5. Final close-out, certificate of completion

NOA – Notice of Acceptance is a Certification of product acceptance indicating that a product or system has been tested and approved for us in hurricane zones for wind and impact resistance.
Palm Beach State College
Vendor Permit Criteria Checklist

Purpose:
The intent of this Checklist is to clarify and identify those Purchase Orders (PO) or Events requested by various departments which may be required to comply and conform to PBSC Facilities “Permit Requirements”. Any POs issued by the PBSC Purchasing Department for items which may be installed on or within any PBSC District Facility – Building or Interior, are required to be reviewed for compliance with PBSC Building Standards for Design and Construction and may be issued a Permit for Construction by the PBSC Building Department.

Applications:
1. **All** Electrical, Mechanical, Plumbing installations.
2. **All** Low Voltage, Data, Telephone, Cable TV, Wireless cabling and infrastructure installations.
3. Audio/Video wiring and equipment installations - TVs, projectors, speakers, mounting brackets, supports, etc.
4. IT – Computer Switching equipment installations.
5. Fire alarm, security wiring and device installations.
6. Kitchen/Food Service equipment and installations.
7. Furniture, fixtures and equipment, including floor coverings and paint.
8. Exterior Canopies, Signage, Banners, etc.
9. Athletic equipment, bleachers and structures.
10. Specialized academic program equipment – particularly vocational/trade programs.
11. **All** exhibition or assembly events other than those intended for the express use of the facility utilized – Job Fairs, Tent events, etc.

Procedures:
1. Contact PBSC Facilities Planning and Construction Campus Construction Manager:
   - Kirk Stetson – Manager of Facilities Planning and Construction – Lake Worth.
   - James Storms – Construction Manager – Boca Raton, Belle Glade Campuses.
   - Debra Holliday – Construction Manager Palm Beach Gardens Campus.
   - Paul Cassidy – Chief Building Official – all campuses.
2. Campus Construction Manager will confirm Permit applicability in writing to applicant:
   - No Permit required.
   - Review required.
   - Permit required.
3. No Permit required:
   - Proceed with PO and installation – no application required
4. Review required:
   - Building or Fire Official will review and confirm installation.
5. Permit required:
   - Assemble and submit to designated Campus Construction Project Manager - all required documentation identified on the Vendor Application Checklist for review, approval and issuance of a Permit for installation.
VENDOR PERMIT or ANNUAL MAINTENANCE PERMIT APPLICATION CHECKLIST

Review and complete the Checklists below as a guide for submission of required documents and certifications necessary to be reviewed and approved by the PBSC Building and Fire Officials prior to issuance of a Permit for installation or event approval. It shall be the responsibility of the applicant to procure, assemble and submit all required documentation to the Facilities Planning and Construction Department as a complete submittal prior to review and processing.

______Date _________________________________________________________________

______Campus __________________________________________________________________

_____PBSC Facilities construction specialist contacted _________________________________

_____Building number _____Room number _____Location (floor, wall, ceiling)

_____Type of work, item or event_________________________________________________

_____PBCC Department Applicant – Name, telephone, e-mail

____________________________________________________________________________

____________________________________________________________________________

_____PBSC Applicant Supervisor approval - Name, telephone, e-mail

_____Sub/Contractor _____Vendor _____Fabricator _____Installer _____Supplier

____________________________________________________________________________

Company Name

License Qualifier or Contact

____________________________________________________________________________

Address

Telephone/Fax Numbers

License Type and Number

_____PBSC Vendor Application approval

_____Manufacturer’s Product literature, specifications indicating all utility requirements, sizes and connections – electrical, data, water, sanitary sewer, gas, HVAC, etc.

_____Four (4) sets of Shop Drawings - scaled, dimensioned fabrication/installation plans, details and routing

_____Material flame spread ratings

_____Mounting hardware sizes, types, devices and support backing
ALL work which is governed by the State Requirements for Educational Facilities (SREF) or the Florida Building Code (FBC 2006) will require documents prepared by a licensed Florida Architect or Engineer to be submitted, reviewed and approved for Permit, in addition to the Vendor information requested above.

_____ Architect   _____ Engineer – Civil, Structural, Specialty, Mechanical, Electrical

Company Name  
License Qualifier or Contact  
Address  
Telephone/Fax Numbers  
License Type and Number – State/Palm Beach County  
PBCC Vendor Application approval

_____ Four (4) sets of technical documents and specifications, signed and sealed by the applicable design professional (Architect/Engineer).

_____ Four (4) sets of NOA (Notices of Acceptance for compliance with Hurricane Wind and Impact requirements) applying to all exterior building cladding and component elements, signed and sealed by both the Specialty Engineer and Architect/Engineer of Record.

_____ Manufacturer’s Product literature, specifications indicating all utility requirements, sizes and connections – electrical, data, water, sanitary sewer, gas, HVAC, etc.

_____ Four (4) sets of Shop Drawings - scaled, dimensioned fabrication/installation plans, details and routing

_____ Material flame spread ratings

_____ Penetration/Sealing of Fire or Smoke partitions

_____ Mounting hardware sizes, types, devices and support backing

_____ Performance and Payment Bond

_____ Cost of Work

_____ Purchase Order number   _____ Funding source   _____ Departmental approval

_____ Required Schedule for Completion
INSTALLATION:

Product Design drawings must have approval from CBuck Inc. Engineering prior to fabrication. It will be the responsibility of the successful bidder to comply with the coping manufacturer’s installation guide and/or the Engineering specs and the Florida Building codes when setting copings. It will be the responsibility of the successful bidder to check as-built conditions and verify the manufacturer’s coping details for accuracy to fit the wall assembly prior to fabrication.

ROOF WIND PRESSURE & ATTACHMENT DESIGN:

Enclosed in this proposal is the Roof Wind Pressure and Attachment Design Document. It includes the Roof Wind Design Pressure data, Coping Cap Engineering Data, the Attachment Calculations and the Attach Coping Cap Assembly.

NOTE:
All components must be #316 Stainless Steel only. #304 Stainless Steel will not be accepted.
ROOF WIND PRESSURE & ATTACHMENT DESIGN

PROJECT: PALM BEACH STATE COLLEGE

PROJECT ADDRESS:
4200 CONGRESS AVENUE
LAKE WORTH, FL 33461
PALM BEACH COUNTY

COPING CAP DESIGN FOR:
- AUDITORIUM / THEATRES (AU)
- EDUCATION & TRAINING CENTERS
  (ETA, ETB, ETC, & ETD)
- HUMANITIES (HU)

MULTIPLE BUILDINGS & HEIGHTS
DESIGN TO MOST CONSERVATIVE

PROJECT DESIGN DATA:

DESIGN HEIGHT: $z := 45$ FT.
BLDG. CLASS. CATEGORY: 3
IMPORTANCE FACTOR: $I := 1.15$
REGION: HURRICANE PRONE ZONE
WIND VELOCITY: $V := 140$ MPH
EXPOSURE: C
TOPO. FACTOR: $\frac{H}{L_h} < 0.05$
USE $K_{ef} := 1.0$

PROJECT DATA BASED ON INFORMATION PROVIDED BY CLIENT

DESIGN CRITERIA:
FLORIDA BUILDING CODE 2007
WITH 2009 SUPPLEMENT
COMPLIANCE WITH SECTION 1609.1.1
WIND DESIGN per ASCE 7-05
Method 2: Analytical Procedure

DESIGN SCOPE:
STRUCTURAL ATTACHMENT DESIGN OF
ROOF COMPONENT SYSTEM

NOT IN SCOPE:
JOB SITE INSPECTIONS

Youri Demosthenes
PROJECT MANAGER

CBUCK, Inc.
1334 S. Killian Dr., Suite 4
West Palm Beach, FL 33403
Phone: (561) 491-9927
Fax: (561) 491-9928
Website: www.cbuckinc.net

CBUCK, Inc. FL Cert. of Authorization# 8064

Page 1
DATE: 10 / 28 / 10
#:C10-186-CCap

CALCULATION CONTENTS
PAGES 1 thru 7

APPROVED

CHIEF BUILDING OFFICIAL
BU-1115

James L. Buckner, P.E.
Florida P.E. # 31242
11/2/10

PAGES 1 thru 7
ROOF WIND DESIGN PRESSURES

DIRECTIONAL FACTOR ANALYSIS:

COMBINATION OF LOADS:

BASIC COMBINATIONS PER ASCE 7-05 SEC. 2.4.1
MOST UNFAVORABLE EFFECT ON ROOF (7)
IS WIND UPLIFT, W
(7) 0.6 D + W + H
USE D = 0
H = 0
DESIGN WIND UPLIFT = W

Kd := 0.85 PER TABLE 6-4

PRESSURE COEFFICIENT

\[ K_z := 2.01 \left( \frac{z}{900} \right) \]

Kz = 1.07 PSF

CALCULATE VELOCITY PRESSURE

\[ q_z := 0.00256 K_z \cdot K_d \cdot V^2 - I \]

qz = 52.47 PSF

COMPONENTS & CLADDING
EXTERNAL PRESSURE COEFFICIENT: G Cp

FBC 2007, SEC. 1504.5
AND ANSI/SPRI, ES-1 2003 TABLE 3

ROOF EDGE DESIGN PRESSURES:

\[ P := q_z \cdot G Cp \]

HORIZONTAL OUTWARD

P2O := qz - 1.1
P2O = -57.717 PSF

VERTICAL UPWARD

P2U := qz - 1.8
P2U = -94.445 PSF
## COPING CAP ENGINEERING DATA

**DATE:** 10/28/10

### PROPOSED COPING CAP COMPONENTS INFORMATION:

<table>
<thead>
<tr>
<th>Component</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1) HOOK CLEAT ASSEMBLY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>A) HOOK CLEAT</strong></td>
<td>Location: Both side of wall or beam support; Type: Continuous; Material: Stainless steel; Thickness: 22 GA.</td>
</tr>
<tr>
<td><strong>B) SUPPORT</strong></td>
<td>Cleat anchored to: Concrete wall or beam support; Compressive strength: 3,000 PSI minimum (Assumed)</td>
</tr>
<tr>
<td><strong>C) FASTENER</strong></td>
<td>Type: 1/4&quot; Stainless steel Tapcon per NOA 07-1126.10; Location: Refer to drawing</td>
</tr>
<tr>
<td><strong>2) TOP HAT CHANNEL ASSEMBLY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>A) TOP HAT CHANNEL</strong></td>
<td>Location: Top of wall or beam support; Type: Continuous; Material: Stainless steel; Thickness: 22 GA.</td>
</tr>
<tr>
<td><strong>B) SUPPORT</strong></td>
<td>Hat anchored to: Concrete wall or beam support; Compressive strength: 3,000 PSI minimum (Assumed)</td>
</tr>
<tr>
<td><strong>C) FASTENER</strong></td>
<td>Type: 1/4&quot; Stainless steel Tapcon per NOA 07-1126.10; Location: Refer to drawing</td>
</tr>
<tr>
<td><strong>3) COPING CAP</strong></td>
<td>Material: Stainless steel; Thickness: 24 GA.</td>
</tr>
<tr>
<td>Nominal Dimension:</td>
<td>Front vertical face: 4&quot;; Deck side face: 4&quot;; Top face: Varies (13&quot; or 18&quot;)</td>
</tr>
<tr>
<td>Cap attachment to cleats:</td>
<td>Front side &amp; back side (Snap on)</td>
</tr>
</tbody>
</table>
RESISTANCE CRITERIA:

BASED ON FLORIDA BUILDING CODE (FBC) 2007, SECTION 1504.5
AND ROOFING APPLICATION STANDARD (RAS) 111

SELECT FASTENER DESIGN VALUES: (REFER TO NOAA 07-1128.10)

USE MOST CONSERVATIVE VALUES

- FASTENER PULLOUT VALUE: \( F_{po} = -466 \) LBF
- FASTNER SHEAR VALUE: \( F_{sh} = -189 \) LBF

(1) CALCULATE THE MAXIMUM FASTENER SPACING FOR CLEAT ATTACHMENT
DUE TO WIND FORCE IN UPWARD DIRECTION AND WIND FORCE IN OUTWARD DIRECTION:

USE WIDTH FACTOR \( w_f = 1.5 \) TO CONVERT PSF TO PLF

TRIAL CALCULATION USING RAS 111

- UPWARD FORCE RESISTED BY FASTENER ON HOOK CLEAT

\[
F_{SCI} := \left( \frac{F_{sh}}{P2U \cdot w_f} \right) \cdot 12 \quad F_{SCI} = 16.099
\]

- OUTWARD FORCE RESISTED BY FASTENER ON HOOK CLEAT

\[
F_{SC2} := \left( \frac{F_{po}}{P2O \cdot w_f} \right) \cdot 12 \quad F_{SC2} = 64.592
\]

THEREFORE, ATTACH HOOK CLEAT TO VERTICAL WALL OR BEAM SUPPORT USING FASTENER SPACING = 18 IN O.C.
ATTACHMENT CALCULATIONS (CONTINUED)

(2) CALCULATE THE MAXIMUM FASTENER SPACING FOR HAT CHANNEL ATTACHMENT:

HAT CHANNEL IS NOT PART OF THE WIND UPLIFT LOAD CHAIN

SECURE HAT CHANNEL TO TOP OF WALL OR BEAM WITH FASTENER 36 IN. O.C. STAGGERED

THEREFORE, ATTACH HAT CHANNEL TO TOP OF WALL OR BEAM SUPPORT USING FASTENER SPACING = 36 IN O.C. ON BOTH FLANGE & STAGGERED. REFER TO DRAWING.

(3) COPING CAP ANALYSIS PER RAS 111 TABLE 2:

PROPOSED COPINGS CAP DIMENSIONS:

THICKNESS: 24 GA.
VERTICAL LEG LENGTH: 4 IN. NOMINAL

MAXIMUM ALLOWABLE VERTICAL LEG LENGTH FOR 24 GA. COPING CAP IS 6 IN.

PROPOSED 4 IN. > MAXIMUM ALLOWABLE 6 IN O.K.

THEREFORE, ATTACH COPING CAP BY SNAPING ONTO CLEATS LOCATED ON BOTH SIDES OF WALL OF BEAM PER RAS 111.
CONCLUSION

ATTACH COPING CAP ASSEMBLY AS FOLLOWS: (REFER TO COMPONENT INFORMATION)

(1) HOOK CLEAT ASSEMBLY

A) HOOK CLEAT
   LOCATION: BOTH SIDE OF WALL OR BEAM SUPPORT
   TYPE: CONTINUOUS
   MATERIAL: STAINLESS STEEL
   THICKNESS: 22 GA.

B) SUPPORT
   CLEAT ANCHORED TO: CONCRETE WALL OR BEAM SUPPORT
   COMRESSIVE STRENGTH: 3,000 PSI MINIMUM

C) FASTENER
   TYPE: 1/4" STAINLESS STEEL TAPCON PER NOA 07-1126.10
   EMBEDMENT: 1-3/4 IN. MINIMUM
   EDGE DISTANCE: 2 IN. MINIMUM
   LOCATION: REFER TO DRAWING
   FASTENER SPACING: 16 IN. O.C.

(2) TOP HAT CHANNEL ASSEMBLY

A) TOP HAT CHANNEL
   LOCATION: TOP OF WALL OR BEAM SUPPORT
   TYPE: CONTINUOUS
   MATERIAL: STAINLESS STEEL
   THICKNESS: 22 GA.

B) SUPPORT
   HAT ANCHORED TO: CONCRETE WALL OR BEAM SUPPORT
   COMRESSIVE STRENGTH: 3,000 PSI MINIMUM

C) FASTENER
   TYPE: 1/4" STAINLESS STEEL TAPCON PER NOA 07-1126.10
   EMBEDMENT: 1-3/4 IN. MINIMUM
   EDGE DISTANCE: 1 IN. MINIMUM
   LOCATION: REFER TO DRAWING
   FASTENER SPACING: 36 IN. O.C. STAGGERED (REFER TO DRAWINGS)

(3) COPING CAP

   MATERIAL: STAINLESS STEEL
   THICKNESS: 24 GA.
   NOMINAL DIMENSION: FRONT & BACK VERTICAL FACE: 4"
                   TOP FACE: VARIES (13" OR 18")
   CAP ATTACHMENT TO CLEATS: - FRONT SIDE & BACK SIDE (SNAP ON)
Coping Cap Assembly

Structural Concrete Support

22 Ga. SS Continuous Cleat

22 Ga. SS Hat Channel

24 Ga. SS Cap

Title: Coping Cap Assembly Drawings

Project: Palm Beach State College
ADDRESS: 4200 Congress Ave
Lake Worth, FL 33461
CLIENT: Tropical Roofscapes

DATE: 11/2/10
PAGE #: 7 OF 7
DRAWING #: 10-186-DWG1
DRAWN BY: YD
NOT TO SCALE
### FORM FOR SUBMITTING WRITTEN QUESTIONS

<table>
<thead>
<tr>
<th>Written Questions for RFQ No.</th>
<th>1213-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Title</td>
<td>Wall Coping System</td>
</tr>
</tbody>
</table>

**Company Name**

**Date**

**Deadline for Questions**

Type your questions in the section below. Leave the answer section blank. You are not limited to 10 questions. All questions should be sent via email to: purchasing@palmbeachstate.edu before the deadline.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers [leave blank]</th>
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<tbody>
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</tbody>
</table>

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**Appendix C**
STATEMENT OF NO BID

<table>
<thead>
<tr>
<th>RFQ No.</th>
<th>1213-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ Title</td>
<td>Wall Coping System</td>
</tr>
</tbody>
</table>

Palm Beach State College
Purchasing Department
4200 Congress Avenue MS#27
Lake Worth, FL 33461

Attn: Purchasing Manager

We, the undersigned, have declined to bid on your bid number 1213-01 for a(n) Wall Coping System for the following reason(s):

___________ We do not offer this product / service.

___________ Our current workload would not afford us the time to devote to your project.

___________ Unable to meet specifications.

___________ Unable to meet insurance / bond requirements.

We understand that if the “No Bid” is not executed and returned that our name may be removed from the list of qualified bidders for Palm Beach State College.

Company Name ______________________________________________________________________________________

Signature ___________________________________________________________________________________________

Company Address ____________________________________________________________________________________

Telephone Number ___________________________________________________________________________________