

## NOTICE TO BIDDERS

Sealed Bids will be received by the Board of Trustees of the Greenville Public School District, Greenville, Mississippi, until 1:00 p.m. on Wednesday, April 5, 2017, in the office of the Business Manager of the Greenville Public School District, 412 South Main Street, Greenville, Mississippi for Bid #944-1 Roofing - Akin Elementary.

At which time and place they will be publicly opened and read. Specifications can be picked up from the Business Office, or bidders can request specifications be sent to them via mail or email by contacting Mechelle Jones at 662-334-3105 or mjones@gville.k12.ms.us. Specifications and other information are open to public inspection at the office of the Business Manager. The Board of Trustees reserves the right to waive informalities and to reject any and all bids.

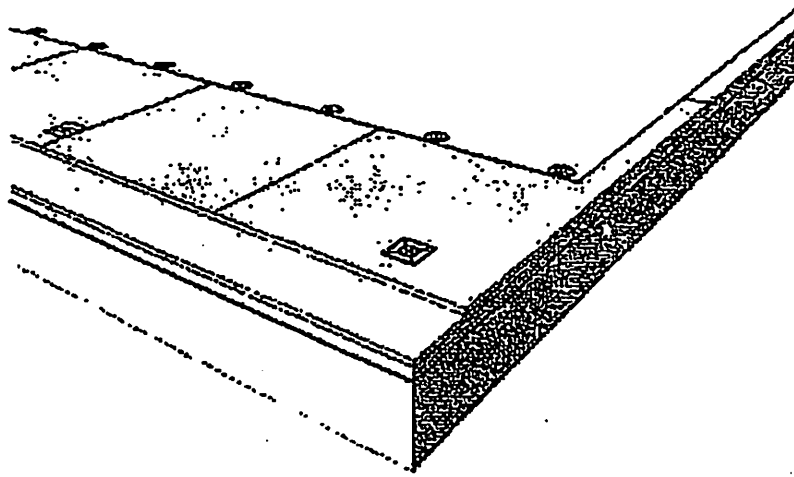
Dr. Janice Monroe

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Acting Superintendent of Schools

INSERT: March 27 and April 5

**Mattie Akin - Classroom Unit "G" and Auditorium**  
361 Bowman Greenville, MS 38701



**Duro-Last Roofing or Equivalent**

- Duro-Last® PVC thermoplastic membrane  
Membrane Thickness: 40 mil Color: White  
Attachment: Attached with mechanical fasteners
- Duro-Guard® EPS Fan Fold  
Thickness: 1/4 inch  
Attachment: Attached with mechanical fasteners
- Single-Ply: PVC
- Cementitious Wood Fiber (Tectum) Roof Deck

**THIS PROPOSAL DOES NOT INCLUDE ANY MOLD INSPECTION OR REMOVAL. IT IS THE RESPONSIBILITY OF THE GREENVILLE PUBLIC SCHOOL TO VERIFY ALL MOLD RELATED ISSUES AND TO GUARANTY A MOLD FREE BUILDING. THE ROOFING CONTRACTOR ACCEPTS NO RESPONSIBILITY FOR MOLD THAT MAY BE IN THE DECKING, ROOFING SYSTEM OR BUILDINGS.**

## PART 1 GENERAL

### 1.1 SECTION INCLUDES

- A. Overlay Single-Ply: PVC.
- B. Duro-Last® PVC thermoplastic membrane attached with mechanical fasteners.
- C. Duro-Guard® EPS Fan Fold, attached with mechanical fasteners.
- D. Prefabricated flashings, comers, parapets, stacks, vents, and related details.
- E. Fasteners, adhesives, and other accessories required for a complete roofing installation.
- F. Traffic Protection.

### 1.2 REFERENCES

- A. NRCA - The NRCA Roofing and Waterproofing Manual.
- B. ASCE 7 - Minimum Design Loads For Buildings And Other Structures.
- C. UL - Roofing Materials and Systems Directory, Roofing Systems (TGFU.R10128).
- D. ASTM C 1289 - Standard Specification for Faced Rigid Cellular Polyisocyanurate Thermal Insulation Board.
- E. ASTM D 751 - Standard Test Methods for Coated Fabrics.
- F. ASTM D 4434 - Standard Specification for Poly(Vinyl Chloride) Sheet Roofing.
- G. ASTM E 108 - Standard Test Methods for Fire Tests of Roof Coverings.
- H. ASTM E 119 - Standard Test Methods for Fire Tests of Building Construction and Materials.

### 1.3 SYSTEM DESCRIPTION

- A. General: Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.
- B. Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.
- C. Physical Properties:
- D. Cool Roof Rating Council (CRRC):
  - 1. Membrane must be listed on CRRC website.
    - a. Initial Solar Reflectance: > 88%
    - b. Initial Thermal Emittance: > 87%
    - c. Initial Solar Reflective Index (SRI): > 111
    - d. 3-Year Aged Solar Reflectance: > 68%
    - e. 3-Year Aged Thermal Emittance: > 84%
    - f. 3-Year Aged Solar Reflective Index (SRI): > 87

#### 1.4 SUBMITTALS

- A. Submit under provisions of Section 01300.
- B. Duro-Last data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
  - 4. Maintenance requirements. ■
- C. Shop Drawings: Indicate insulation pattern, overall membrane layout, field seam locations, joint or termination detail conditions, and location of fasteners.
- D. Verification Samples: For each product specified, two samples, representing actual product, color, and finish.
  - 1. 4 inch by 6 inch sample of roofing membrane, of color specified.
  - 2. 4 inch by 6 inch sample of walkway pad.
    - 1. Termination bar, fascia bar with cover, drip edge and gravel stop if to be used.
    - 2. Each fastener type to be used for installing membrane, insulation/recover board, termination bar and edge details.
- E. Installer Certification: Certification from the roofing system manufacturer that Installer is approved, authorized, or licensed by manufacturer to install roofing system.
- F. Manufacturer's warranties.

#### 1.5 QUALITY ASSURANCE

- A. Perform work in accordance with manufacturer's installation instructions.
- B. Manufacturer Qualifications: A manufacturer specializing in the production of PVC membranes systems and utilizing a Quality Control Manual during the production of the membrane roofing system that has been approved by and is inspected by Underwriters Laboratories.
- C. Installer Qualifications: Company specializing in installation of roofing systems similar to those specified in this project and approved by the roofing system manufacturer. |
- D. Source Limitations: Obtain components for membrane roofing system from roofing membrane manufacturer.
- E. There shall be no deviations from the roof membrane manufacturer's specifications or the approved shop drawings without the prior written approval of the manufacturer.

#### 1.6 REGULATORY REQUIREMENTS

- A. Conform to applicable code for roof assembly wind uplift and fire hazard requirements.
- B. Fire Exposure: Provide membrane roofing materials with the following fire-test-response characteristics. Materials shall be identified with appropriate markings of applicable testing and inspecting agency.

1. Exterior Fire-Test Exposure:
    - a. Class A; ASTM E 108, for application and roof slopes indicated.
  2. Fire-Resistance Ratings: Comply with ASTM E 119 for fire-resistance-rated roof assemblies of which roofing system is a part.
  3. Conform to applicable code for roof assembly fire hazard requirements.
- C. Wind Uplift:
1. Roofing System Design: Provide a roofing system designed to resist uplift pressures calculated according to the current edition of the ASCE-7 Specification *Minimum Design Loads for Buildings And Other Structures*.

#### 1.7 PRE-INSTALLATION MEETING

- A. Convene meeting not less than one week before starting work of this section.
- B. Review methods and procedures related to roof deck construction and roofing system including, but not limited to, the following.
  1. Meet with Owner, Architect, Owner's insurer if applicable, testing and inspecting agency representative, roofing installer, roofing system manufacturer's representative, deck installer, and installers whose work interfaces with or affects roofing including installers of roof accessories and roof-mounted equipment.
  2. Review and finalize construction schedule and verify availability of materials, installer's personnel, equipment, and facilities needed to make progress and avoid delays.
  3. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and fastening.
  4. Review structural loading limitations of roof deck during and after roofing.
  5. Review base flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing system.
  6. Review governing regulations and requirements for insurance and certificates if applicable.
  7. Review temporary protection requirements for roofing system during and after installation.
  8. Review roof observation and repair procedures after roofing installation.

#### 1.8 DELIVERY, STORAGE AND HANDLING

- A. Deliver roofing materials to Project site in original containers with seals unbroken and labeled with manufacturer's name, product brand name and type, date of manufacture, and directions for storing and mixing with other components.
- B. Store liquid materials in their original undamaged containers in a clean, dry, protected location and within the temperature range required by roofing system manufacturer. Protect stored liquid material from direct sunlight.
- C. Protect roof insulation materials from physical damage and from deterioration by sunlight, moisture, soiling, and other sources. Store in a dry location. Comply with insulation manufacturer's written instructions for handling, storing, and protecting during installation.
- D. Store roof materials and place equipment in a manner to avoid permanent deflection of deck.

accordance with requirements of local authorities having jurisdiction.

## 1.9 WARRANTY

- A. Contractor's Warranty: The contractor shall warrant the roof application with respect to workmanship and proper application for two (2) years from the effective date of the warranty issued by the manufacturer.
- B. Manufacturer's Warranty: Must be no-dollar limit type and provide for completion of repairs, replacement of membrane or total replacement of the roofing system at the then-current material and labor prices throughout the life of the warranty. In addition the warranty must meet the following criteria:
  - 1. Warranty Period: 15 years from date issued by the manufacturer. I
  - 2. No exclusions for incidental or consequential damages.
  - 3. No exclusion for damage caused by ponding water.
  - 4. No exclusion for damage caused by biological growth.
  - 5. Issued direct from and serviced by the roof membrane manufacturer.
  - 6. Transferable for the full term of the warranty.
  - 7. No additional charge for the warranty.

## PART2 PRODUCTS

### 2.1 MANUFACTURER

- A. Manufacturer: Duro-Last Roofing, Inc., which is located at: 525 Morley Drive, Saginaw, MI 48601. Telephone: 800-248-0280.
- B. All roofing system components to be provided or approved by Duro-Last Roofing, Inc.
- C. Substitutions: Not permitted.

### 2.2 ROOFING SYSTEM COMPONENTS

- A. Roofing Membrane: Duro-Last® PVC thermoplastic membrane conforming to ASTM D 4434, type IV, fabric-reinforced, PVC, NSF/ANSI347 Gold or Platinum Certification, and a product-specific third-party verified Environmental Product Declaration. Membrane properties as follows:
  - 1. Thickness:
    - a. 40 mil.
  - 2. Exposed Face Color:
    - a. White. j
  - 3. Minimum recycle content 7% post-industrial and 0% post-consumer. ■
  - 4. Recycled at end of life into resilient flooring or concrete expansion joints.
- B. Accessory Materials: Provide accessory materials supplied by or approved for use by Duro-Last Roofing, Inc.
  - 1. Sheet Flashing: Manufacturer's standard reinforced PVC sheet flashing.
  - 2. Duro-Last Factory Prefabricated Flashings: manufactured using Manufacturer's standard

reinforced PVC membrane.

- a. Stack Flashings.
- b. Curb Flashings.
- c. Inside and Outside Corners.
- 3. Sealants and Adhesives: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.
  - a. Duro-Caulk® Plus.
  - b. Strip Mastic.
- 4. Slip Sheet: Compatible with roofing system and supplied by Duro-Last Roofing, Inc.
- 5. Fasteners and Plates: Factory-coated steel fasteners and metal or plastic plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening membrane and insulation to substrate. Supplied by Duro-Last Roofing, Inc.
  - a. Auger Fasteners.
- 6. Termination and Edge Details: Supplied by Duro-Last Roofing, Inc.
  - a. Termination Bar.
- 7. Vinyl Coated Metal: Supplied by Duro-Last Roofing, Inc. 24 gauge, hot-dipped galvanized, grade 90 metal with a minimum of 17 mil of Duro-Last membrane laminated to one side.
- 8. Two-Way Roof Vents: Supplied by Duro-Last Roofing, Inc. Install a minimum of 1 vent for each 1,000 ft<sup>2</sup> (93 m<sup>2</sup>) of roof area. ■
- C. Underlayment Board:
  - 1. Duro-Guard® EPS Fan Fold,
    - a. 1/2 inch thick.
- D. Walkways:
  - 1. Provide non-skid, maintenance-free walkway pads in areas of heavy foot traffic and around mechanical equipment.
    - a. Duro-Last Roof Trak® III Walkway Pad.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Verify that the surfaces and site conditions are ready to receive work.
- B. Verify that the deck is supported and secured.
- C. Verify that the deck is clean and smooth, free of depressions, waves, or projections, and properly sloped to drains, valleys, eaves, scuppers or gutters.
- D. Verify that the deck surfaces are dry and free of standing water, ice or snow.
- E. Verify that all roof openings or penetrations through the roof are solidly set.
- F. If substrate preparation is the responsibility of another contractor, notify Architect of unsatisfactory preparation before proceeding.
  - G. Prior to re-covering an existing roofing system, conduct an inspection of the roof system accompanied by a representative of the membrane manufacturer or an authorized contractor.

1. Determine required fastener type, length, and spacing.
2. Verify that moisture content of existing roofing is within acceptable limits.
3. Identify damaged areas requiring repair before installation of new roofing.
4. Conduct core cuts as required to verify information required.

### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Surfaces shall be clean, smooth, free of fins, sharp edges, loose and foreign material, oil, grease, and bitumen.
- D. Re-Roofing Over Existing Single-Ply System:
  1. Remove all loose or high fasteners.
  2. Membrane contaminated with bitumen must be immediately cleaned. If cleaning does not remove the bitumen, the contaminated membrane must be replaced, or covered with both a slip sheet and new membrane.
  3. Blisters, buckles and other surface irregularities must be repaired or removed. If the damage is extensive, an approved rigid board insulation or a cover board must be installed.
  4. When the system is smooth or granular-surfaced, any approved slip sheet, insulation or cover board may be used to provide separation of the roof system and new membrane. Duro-Guard fan folds may be used if the surface is pea gravel or crushed stone which is  $\leq 3/8$  inch in size and has been leveled and maintained at 4 psf. For larger rock/gravel, utilize an approved rigid insulation or cover board.
  5. If rock/gravel surfacing is removed, an approved fan fold, rigid insulation or cover board must be used. If embedded rock/gravel remains that protrudes out of the deck more than wanch, do not use fan fold board. Instead, use an approved cover board or rigid insulation.
  6. When installing polystyrene insulation over coal tar pitch or asphalt-based roof systems, a slip sheet must be used between the insulation and existing roof.

### 3.3 INSTALLATION

- A. Install insulation in accordance with the roof manufacturer's requirements.
- B. Separation Board: Duro-Guard® EPS Fan Fold.
  1. Use only fasteners, stress plates and fastening patterns accepted for use by the roof manufacturer. Fastening patterns must meet applicable design requirements!
    - a. Install fasteners in accordance with the roof manufacturer's requirements. Fasteners that **are improperly installed must be replaced or corrected.**
    - b. Attach boards in parallel courses with end joints staggered 50% and adjacent boards butted together with no gaps greater than 1/4 inch.
- C. Roof Membrane: 40 mil, Duro-Last® PVC thermoplastic membrane.
  1. Use only fasteners, stress plates and fastening patterns accepted for use by the roof manufacturer. Fastening patterns must meet the applicable design requirements.



2. Install fasteners in accordance with the roof manufacturer's requirements. Fasteners that are improperly installed shall be replaced or corrected.
  3. Mechanically fasten membrane to the structural deck utilizing fasteners and fastening patterns that in accordance with the roof manufacturer's requirements.
  4. Cut membrane to fit neatly around all penetrations and roof projections.
  5. Unroll roofing membrane and positioned with a minimum 6 inch overlap.
- D. Seaming:
1. Weld overlapping sheets together using hot air. Minimum weld width is 1 -1/2 inches.
  2. Check field welded seams for continuity and integrity and repair all imperfections by the end of each work day.
- E. Membrane Termination/Securement: All membrane terminations shall be completed in accordance with the membrane manufacturer's requirements.
1. Provide securement at all membrane terminations at the perimeter of each roof level, roof section, curb flashing, skylight, expansion joint, interior wall, penthouse, and other similar condition.
  2. Provide securement at any angle change where the slope or combined slopes exceeds two inches in one horizontal foot.
- F. Flashings: Complete all flashings and terminations as indicated on the drawings and in accordance with the membrane manufacturer's requirements.
1. Provide securement at all membrane terminations at the perimeter of each roof level, roof section, curb flashing, skylight, expansion joint, interior wall, penthouse, and other similar condition.
    - a. Do not apply flashing over existing thru-wall flashings or weep holes.
    - b. Secure flashing on a vertical surface before the seam between the flashing and the main roof sheet is completed.
    - c. Extend flashing membrane a minimum of 6 inches (152 mm) onto the main roof sheet beyond the mechanical securement.
    - d. Use care to ensure that the flashing does not bridge locations where there is a change in direction (e.g. where the parapet meets the roof deck).
  2. Penetrations:
    - a. Flash all pipes, supports, soil stacks, cold vents, and other penetrations passing through the roofing membrane as indicated on the Drawings and in accordance with the membrane manufacturer's requirements.
    - b. Utilize custom prefabricated flashings supplied by the membrane manufacturer.
    - c. Existing Flashings: Remove when necessary to allow new flashing to terminate directly to the pen
  3. Pipe Clusters and Unusual Shapes:
    - a. Clusters of pipes or other penetrations which cannot be sealed with prefabricated membrane flashings shall be sealed by surrounding them with a prefabricated vinyl- coated metal pitch pan and sealant supplied by the membrane manufacturer.
    - b. Vinyl-coated metal pitch pans shall be installed, flashed and filled with sealant in accordance with the membrane manufacturer's requirements.

- c. Pitch pans shall not be used where prefabricated or field fabricated flashings are possible.
- G. Roof Drains:
  - 1. Coordinate installation of roof drains and vents specified in Section 15146 - Plumbing Specialties.
  - 2. Remove existing flashing and asphalt at existing drains in preparation for sealant and membrane.
  - 3. Provide a smooth clean surface on the mating surface between the clamping ring and the drain base.
- H. Edge Details:
  - 1. Provide edge details as indicated on the Drawings. Install in accordance with the membrane manufacturer's requirements.
  - 2. Join individual sections in accordance with the membrane manufacturer's requirements.
  - 3. Coordinate installation of metal flashing and counter flashing specified in Section 07620.
  - 4. Manufactured Roof Specialties: Coordinate installation of copings, counter flashing systems, gutters, downspouts, and roof expansion assemblies specified in Section 07710.
- I. Walkways:
  - 1. Install walkways in accordance with the membrane manufacturer's requirements.
  - 2. Provide walkways where indicated on the Drawings.
  - 3. Install walkway pads at roof hatches, access doors, rooftop ladders and all other traffic concentration points regardless of traffic frequency. Provided in areas receiving regular traffic to service rooftop units or where a passageway over the surface is required.
  - 4. Do not install walkways over flashings or field seams until manufacturer's warranty inspection has been completed.
- J. Water cut-offs:
  - 1. Provide water cut-offs on a daily basis at the completion of work and at the onset of inclement weather.
  - 2. Provide water cut-offs to ensure that water does not flow beneath the completed sections of the new roofing system.
  - 3. Remove water cut-offs prior to the resumption of work.
  - 4. The integrity of the water cut-off is the sole responsibility of the roofing contractor.
  - 5. Any membrane contaminated by the cut-off material shall be cleaned or removed.

### 3.4 FIELD QUALITY CONTROL

- A. The membrane manufacturer's representative shall provide a comprehensive final inspection after completion of the roof system. All application errors shall be addressed and final punch list completed.

### 3.5 PROTECTION

- A. Protect installed roofing products from construction operations until completion of project.
- B. Where traffic is anticipated over completed roofing membrane, protect from damage using durable materials that are compatible with membrane.

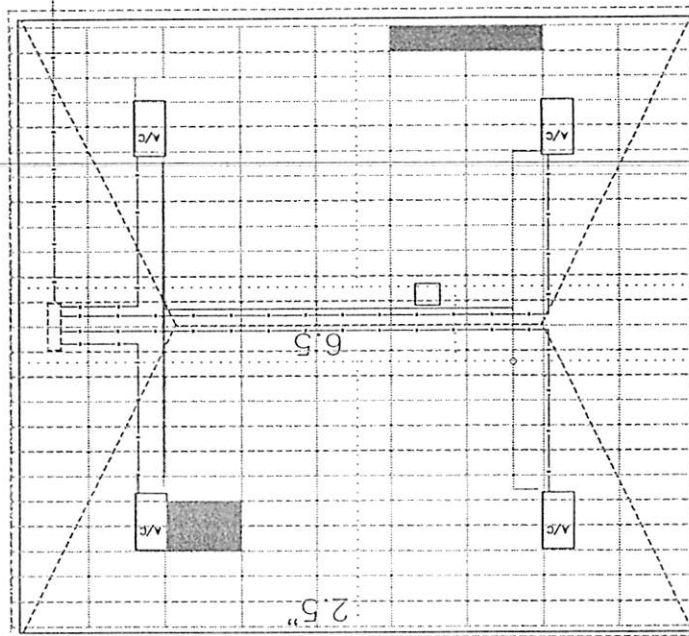
Repair or replace damaged products after work is completed.

END OF SECTION

PROJECT NO.
DATE
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PROJECT NO.

PROVIDE METAL COUNTER  
FLASHING AT ALL ROOF TOP  
HVAC UNITS  
CONTRACTOR  
MUST FIELD VERIFY  
ALL DIMENSIONS  
AND EXISTING  
ROOFING CONDITIONS

65'-6"



ROOF PLAN UNIT "G"

EXISTING ROOF IS  
A SINGLE-PLY OVER  
TAPERED ISO INSUL.  
6.5" TO 2.5"  
INCLUDE IN ROOFING  
PROPOSAL THE  
REPLACEMENT OF  
4 PIECES OF CEMENT  
FIBER ROOF DECKING  
ON CLASSROOM UNIT G

79'-2"

EXISTING ROOF IS  
A SINGLE-PLY OVER  
1.5" ISO INSUL.

48'

INCLUDE IN ROOFING  
PROPOSAL THE  
REPLACEMENT OF  
4 PIECES OF CEMENT  
FIBER ROOF DECKING

ON CANOPY

ENTRY CANOPY 42'

12'

ROOF PLAN - AUDITORIUM & ENTRY CANOPY

PROJECT NO.  
DATE  
DESIGNER  
DRAWN BY  
PLOT DATE  
SCALE  
CHECKED BY



This drawing is not to be used for making any  
reproduction thereof, or for constructing any  
building without first obtaining the written  
authorization of BENTLEY & BONE

revision  
no. date change

general notes

drawing title

drawing title

drawing no.

## INSTRUCTIONS TO BIDDERS

The Board of Trustees of Greenville Public School District (hereinafter referred to as "GPSD") is soliciting sealed, written formal bid proposals from qualified vendors (hereinafter referred to as "Vendor") for the purchase of furniture, equipment, supplies, materials, labor or services as outlined in the following specifications. Sealed bids shall be received by GPSD, in the Office of the Business Manager of the Greenville Public School District, 412 South Main Street, P. O. Box 1619, Greenville, Mississippi 38702-1619, until the time specified on the Formal Bid Proposal sheet (front page of the formal bid document), at which time all bids shall be publicly opened and read aloud. Neither dating of the bid form nor placing the bid in the mail by this date shall meet legal requirements; the formal bid document must be received in the Office of the Business Manager of the Greenville Public School District on or before the date and time specified.

GPSD reserves the right to reject any and all bids received and to waive any and all informalities. Vendors are encouraged to very carefully read all sections of this bid document prior to submitting a bid proposal.

It is the basic philosophy of GPSD to extend to all responsible Vendors equal consideration and the assurance of unbiased judgment in determining whether their product or service meets specifications and the educational needs of the school district. GPSD shall fairly evaluate all formal bid proposals submitted and base all decisions on the "lowest and best" bid concept, purchasing only those products and/or services which meet the specifications as written. All decisions rendered shall strive to achieve the greatest value from every tax dollar expended. GPSD shall make no discrimination on the basis of race, sex, color, creed, religion or national origin, in either the product evaluation process or in transacting business with Vendors or Vendor representatives.

GPSD reserves the right to award the order, if awarded, within forty-five (45) calendar days from the date of the bid opening, unless otherwise indicated in the written specifications which follow. Consequently, the Vendor agrees not to request permission to withdraw the quotation after bids have been publicly opened for this period of time.

The individual signing this Formal Bid Proposal shall be a responsible agent of the company and shall be authorized to sign on behalf of the company.

## GENERAL INSTRUCTIONS AND CONDITIONS

### Preparation of Bid Proposal

Vendors shall adhere to all of the General Instructions and Conditions as contained in this section of the bid as well as all other sections of these bid specifications; failure to do so may result in rejection of any and/or all portions of the bid.

The entire bid proposal, including Bid Proposal Form, General Instructions and Conditions, Detailed Specifications and any other information contained herein must be returned to GPSD. Any items the Vendor does not wish to bid on should be marked as "No Bid."

All bid proposals must be completed in ink or typewritten; all bids must be manually signed. No erasures shall be permitted; mistakes may be crossed out and corrections inserted adjacent. All corrections (including "white-out") must be initialed in ink by the person signing the bid proposal. The proposal must be signed with the firm or corporate name and by a responsible agent of the firm.

Vendors should respond by using the proposal form and all other sections of this bid document without alterations, where information is requested. For every item proposed, the "Unit Price", "Total Price" (where requested), and "Quoting On" lines must be completed. All information concerning warranties, delivery dates, etc., where requested must be completed by the Vendor; all "Checklists" must be completed and submitted with the bid, if required in the specifications.

Prices must be stated in units specified herein; i.e. in the units of measure indicated (per each, , dozen, case, etc.) GPSD reserves the right to contact Vendors for information concerning the units of measure for which prices are given. Each bid proposal shall indicate the contact person for the Vendor.

### Submission of Bid Proposals

Bids, once completed should be placed in an opaque envelope with the Vendor name, bid number and statement "Bid on \_\_\_\_\_" as they appear on the Bid Proposal Form, written on the envelope. A responsible agent of the Vendor must sign the attached Formal Bid Proposal, in order for the bid to be valid and acceptable. A bid which is not signed is not binding on the part of the Vendor and therefore does not constitute an informality which may be waived by GPSD.

### Modification and Withdrawal of Bids and Late Bids

Bid proposals should be verified before submission for accuracy and correctness, since GPSD shall not be responsible for any errors for which the Vendor is responsible. Bids may be modified or withdrawn by written notice or in person by the Vendor, if received in the Office of the Business Manager prior to the time set for opening as given in the Formal Bid Proposal. No oral telephone withdrawals shall be accepted. Any and all bids received after the bid opening date and time indicated on the Formal Bid Proposal shall be refused and marked "Late Bid" and returned to the Vendor, unopened. No formal bid proposals may be "faxed."

### Acceptance and Award of Bid Proposals

The Vendor's bid proposal, once submitted and accepted as a valid bid by GPSD, shall be deemed by both parties to constitute a legal and binding offer on the part of the Vendor to sell to GPSD as per the terms of the bid specifications, all products and/or services contained therein. Bid proposals are subject to acceptance by GPSD at any time within forty-five (45) calendar days following the bid opening date. Consequently, all price quotations shall be effective for a minimum of forty-five (45) calendar days and for a maximum period as indicated on the Formal Bid Proposal. GPSD reserves the right to reject any bid containing price quotations for a period of time less than that indicated on the Formal Bid Proposal.

Award of contract shall be made to the responsible Vendor whose bid, conforming to specifications, is deemed to be the lowest and best to GPSD, price and all other factors considered. The Vendor acknowledges the right of GPSD to reject the bid, in part or in total, if the Vendor fails to submit the data required in the specifications, or if the bid is in any way incomplete or irregular. Under no circumstances may a Vendor deliver, install or perform any service as specified in these specifications without written authorization from GPSD (i.e. a duly authorized and issued purchase order or signed contract). All formal bid proposals shall be approved by the Board of Trustees prior to the award of the bid.

The Vendor shall be issued a duly authorized purchase order, which shall be deemed acceptance of the bid proposal offer made by the Vendor, for any items and/or services approved by the Board of Trustees and awarded as a result of this bid. However, if in the opinion of GPSD a contract document is required to authorize the award of the bid, Vendor agrees to sign all such contract documents as may be required in the written specifications. NOTE: If Vendor policy requires that GPSD sign vendor contract documents, a sample of all such documents shall be included with the bid proposal and shall become a part of the Vendor's bid proposal. Any such sample shall be clearly marked "Sample." GPSD reserves the right to modify any provisions of any Vendor contract documents.



### Bid Preference

In accordance with Section 31-7-47 of the Mississippi Code of 1972, Annotated, any Vendor domiciled in a state having laws granting preference to local contractors is required to include as part of the bid proposal, any bid preference-law which would be applied to a Mississippi company bidding in the domicile of the Vendor. Resident contractors actually domiciled in Mississippi, be they corporate individuals or partnerships, shall be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state or domicile of the nonresident. GPSD reserves the right to reject the bid or terminate any contractual obligations to the Vendor for the failure of the Vendor to include bid preference information as a part of the bid proposal. In the event of such rejection of bid or termination of contractual obligations, the Vendor shall be liable for any costs associated with the failure to notify GPSD of any bid preference.

### No Response to Bid Proposals

Any Vendor not responding in writing to bid proposals shall be removed from the list of bid vendors. Any Vendor wishing to remain on the list of bid vendors but who does not wish to bid on the current bid proposal should return only the Formal Bid Proposal (first page of the bid information) marked "NO BID ~ Please Leave Name on List of Bid Vendors."

### Rejection of Bid Proposals

GPSD reserves the exclusive right to reject the bid of any Vendor in part or total for reasons deemed appropriate, such as a documented past experience(s) in which the Vendor failed to perform according to stated specifications once awarded the bid, improper financial responsibility of the Vendor, instances in which Vendor offered references were checked with resulting negative connotations, etc. GPSD reserves the right to accept the "lowest and best" bid; which in their judgment, assures GPSD the product(s) or service(s) having the best performance and the highest level of function, quality and value. GPSD reserves the right to reject any item on which the Vendor does not indicate on the "Quoting On" line the item on which a quotation is submitted, exactly what is being offered, due to the fact that what is being offered may not be clearly identified and comparable to what is specified.

### Approved Equal

It is the intent of this document to clearly define "open" and competitive product or service bid specifications. All items on this bid are to be as specified or GPSD approved equals-, GPSD shall reserve the exclusive right to determine products and/or services which are approved as equal to those specified herein. Reference in these specifications to and the use of the name and model number of any article, product, material or item of furniture or equipment by proprietary name, manufacturer or manufacturer's model or catalog number in describing an item, is intended to establish a standard of type, quality and design, and is therefore not intended to limit competition. Vendors may submit bid proposals for products which are of a different manufacturer and model number from that which is specified, provided the herein procedure is adhered to exactly. - However, Vendors are encouraged to offer products of those manufacturers and model numbers specified, if at all possible.

For any item(s) which is proposed, which is other than as specified (brand name and number), it is the responsibility of the Vendor to submit with the bid proposal a sample of the proposed item. In the event submission of a sample is not possible, a manufacturer's published description, catalog or other descriptive document, explaining in detail exactly what is being proposed shall be included. Likewise, any sample or support literature for any item(s) proposed which is other than as specified (manufacturer and model number), shall be clearly labeled as to the Vendor's Name, the Item Number as it appears in the specifications and the Item Name. It shall be the responsibility of the Vendor to insure that a detailed technical description is provided for all items which shall allow for an accurate comparison to the item specified. All such support documentation shall be submitted with the bid proposal and shall be organized in one of the following manners:

- (a) Bound Volume of Pages - for each item, a picture and detailed product specifications (for the exact manufacturer and model number proposed) shall be posted on an 8 1/2" x 11 " sheet of paper bound in a cover with the Vendor's Name on the outside of the cover. The item number and item name as listed in the Detailed Specifications shall be indicated at the top of each page. The support literature shall be organized in a bound volume in order by item number. Preferable, only one item shall be placed on each page.
- (b) Published Catalog— it shall be permissible to submit with the bid, a general or manufacturer's product catalog clearly indicating the detailed product information concerning the proposed product; however, if this method is utilized, it shall be the responsibility of the Vendor to place beside the product manufacturer and model number on the "Quoting On" line the correct page number and Vendor item number (if applicable) in the catalog corresponding to the item being proposed. GPSD shall not research catalog table of contents or indexes attempting to locate items which are offered on this bid.

In addition, it shall be the responsibility of the Vendor to clearly define any deviations that exist from specifications, if any, between what is proposed and what is specified, for each item offered, which is other than as specified. All such information relating to product deviations may be placed in the bid proposal either on the page below the item specification or on a separate sheet. If a separate sheet is utilized, the page shall be entitled "Proposed Product Deviations" and each item shall be clearly labeled as to item number and name as they appear in the Detailed Specifications. Failure to provide such documenting evidence to support any such item offered and/or any significant product deviations may result in rejection of and/or all of the items bid.

#### Alternate Items

Vendors are discouraged from offering alternate items for bid in lieu of specifications. "Alternate Items" shall be defined for purposes of this bid to be those products which do not differ from what is specified simply because of a manufacturer and model number which is other than as specified, but rather those products which generally are non-characteristic of the product as specified. Consequently, bid proposals for "Alternate Items" as defined herein shall not be given consideration.

#### Vendor Preference

Where applicable, for the products and/or services to be provided in the specifications, preference shall be granted to those Vendors which offer local sales and services, parts inventories, user training orientation, etc. In the case of "tie bids", all factors being equal, the local Vendor shall be recommended to the Board of Trustees for approval.

#### Taxes

Vendor pricing shall not include any- taxes (unless specified), since GPSD is tax exempt therefrom. Federal Excise Tax Exemption evidence shall be executed where required upon request by the Vendor.

#### Grouping of Items

No grouping of items shall be allowed unless otherwise defined in the Detailed Specifications. Items are to be offered for bid on an "individual" basis and shall be awarded accordingly. However, certain circumstances may arise in which it is to the advantage of GPSD to group items offered for bid. All items in each such grouping shall be purchased from one Vendor. In order to be eligible for consideration for award of the bid for any group of items, a price quotation must be offered for all items in the grouping; award of the bid shall be made following careful analysis of the "lowest and best" bid offered for the entire group of items. Failure to offer a quotation for all items in a group may constitute a "No Bid" for the entire group of items.

### Payment and Invoicing

Unless otherwise indicated in the detailed specifications of this bid document, it is mutually understood that GPSD shall make remittance in a single lump sum payment following satisfactory delivery of all items listed on the purchase order or following satisfactory delivery of all items listed on the purchase order or following satisfactory performance (final inspection) of all services as specified in the contract. GPSD remits by "completed purchase order" only; remittance shall not be made upon receipt of partial shipments or performance, or the receipt of invoicing for same, but only after all items included on the purchase order or contained in the contract are delivered and/or satisfied.

Consequently, Vendors agree to submit a single itemized invoice (original and duplicate) to GPSD, Office of the Business Manager, Post Office Box 1619, Greenville, Mississippi 38702-1619, following the delivery of all items and/or performance of services as indicated on the purchase order or contract. Multiple invoice documents (numbers) for the same purchase order or contract shall not be acceptable; following satisfactory delivery of items and/or performance of services, only one invoice shall be submitted per purchase order or per contract, which shall be for all items and/or services contained on the order or in the contract.

Following satisfactory invoices as defined above and after receipt of all items on the purchase order and/or full performance of all services specified, payment shall be made in full to the Vendor within forty-five (45) calendar days from either the date of delivery or the receipt of satisfactory invoicing in the Office of the Business Manager for the complete order or contract, whichever occurs last.

### Delivery Instructions

Unless otherwise indicated in the Detailed Specifications, delivery is to be made to multiple locations within, the school district. Vendor agrees to adhere to delivery schedules, as may be requested in the Detailed Specifications.

### Default and Delays

Upon failure of the Vendor to deliver all of the items ordered or to render service, within the time set or allowed, the successful Vendor shall be considered in default, in which case GPSD reserves the right to terminate the purchase order or contract and to purchase similar supplies, services, or furniture and equipment, on the open market or from the next highest bidder; such decision shall be solely at the discretion of GPSD.

### Damage to School Property

Any damage or loss to GPSD property as a result of any action by the Vendor in the delivery, execution or performance of any item or service stated in these specifications, shall be repaired or replaced to the satisfaction of designated GPSD personnel, at full cost to the Vendor, within a reasonable time.

### Assemble and Set in Place

It shall be the Vendor's responsibility to furnish, deliver, completely assemble, set in place and where specified to completely install and make ready for operation to the satisfaction of GPSD all items offered for bid in these specifications, at the expense of the Vendor. All Vendor personnel shall be legally licensed and fully qualified in the performance of the various areas of installation expertise.

### Removal of Debris

Where applicable, Vendor must maintain the premises free from accumulations of waste, debris and rubbish caused by the execution of the contract, as a result of this bid. Upon completion of all work, crates, boxes and packing material shall be removed from the point of work or delivery by the Vendor, at Vendor expense, and the premises are to be left free of debris.

### Complying With Specifications

All material furnished must be in conformity with the specifications and shall be subject to inspection and approval by GPSD following delivery. The right is reserved to reject and return at the risk and expense of the Vendor such portion or the entirety of any shipment which may be deemed defective or fail to comply with specifications. If rejected, it shall be held for disposition at the expense and risk of the Vendor. Vendors shall be required to replace that defective portion or the entire order according to specifications without additional cost to GPSD. Any items which may be lost or damaged in transit from the manufacturer to GPSD shall be replaced or restored to the original good condition by the Vendor at no additional cost to GPSD, to the satisfaction of GPSD.

### Insurance

It shall be the responsibility of the Vendor once awarded the contract, to procure and maintain at Vendor expense, any insurance coverage equal in coverage to the minimum requirements applicable to the nature and scope of the project set forth in these specifications. Vendor shall insure the delivery of all products delivered as a result of this bid until such time as all products are received by GPSD, inspected and approved.

### Liability and Relationship of Parties

The Vendor shall, and hereby does, indemnify and hold harmless GPSD from any and all claims, suits, actions, judgments, settlements, damages, awards, costs and expenses of any kind or nature whatsoever arising from or out of any assertion or complaint by a third party or parties of any injury or damage resulting from the performance of this agreement by the Vendor. Without limiting the generality of the foregoing sentence, as it related to this bid document and any succeeding document(s) as a result of this formal bid, the Vendor (which shall include the vendor of award, the product manufacturer whom the Vendor represents, any subcontractor(s) or either, or any other party acting as an agent of the Vendor or manufacturer) shall hold GPSD, its officers, agents, servants and employees harmless from liability of any nature or kind whatsoever against the publisher or author, manufacturer or agent for the use by GPSD of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article, environment-sensitive material, or appliance furnished or used under this bid proposal.

Any architect, consulting engineer or other defined agents acting in behalf of GPSD with regard to this formal bid, shall be deemed to extensions of GPSD and therefore all terms and conditions in this bid document shall equally apply to said third parties to the same extent as they do GPSD.

Neither this bid nor any succeeding document(s) as a result of this formal bid, shall constitute nor create a partnership or joint venture between GPSD (or any agent acting in behalf of GPSD) and the Vendor, nor does it create a business relationship between the parties other than that specifically provided for by the terms of this agreement.

### Non-Mentioned Items

Any standard manufacturer's parts, components, other equipment or related accessories not specifically mentioned by name or included in these specifications but which are normally a part of the equipment and furnishings necessary to complete the installation or insure the performance of the item, which are normally advertised and sold as part of the "total product," shall be deemed to be included in the bid and shall therefore be furnished by the Vendor under the framework of this bid, at no additional cost to GPSD.

### Quantities To Be Purchased

If applicable, all quantifies indicated in this bid are projections based on an estimated need and are stated in "good faith" by GPSD and represent known quantifies which may be purchased via this bid. However, no information contained in .this bid shall obligate GPSD to purchase quantities listed.

Should questions arise or ambiguities exist regarding any part or parts of the specifications as published, the Vendor shall notify the Office of the Business Manager, (601) 334-7000, at least five (5) calendar days prior to the published bid opening date, in order that a written clarification (addendum) from the Office of the Business Manager can be made known to all Vendors participating in the bid. No addendum concerning clarification of published specifications shall be issued following five (5) calendar days prior to the published bid opening date, unless it is to extend the bid opening date. Interpretations of and subsequent modifications to these specifications shall be made by addenda only; GPSD shall not be responsible for any interpretation of the documents other than as set forth in these specifications or in GPSD authorized written and published addenda.

Should ambiguities exist between the bid General Instructions and Conditions and the Detailed Specifications which follow, the Detailed Specifications shall prevail and shall be taken to be the correct interpretation for this bid.

Exception To The General Instructions and Conditions and/or Detailed Specifications

The Vendor when through a voluntary and independent action, places the signature on the proposal fully agrees to accept and comply with all General Instructions and Conditions and all other requirements defined in the Detailed Specifications. Should the Vendor take exception with any part(s) of these General Instructions and Conditions, or any part(s) of the Detailed Specifications which follow, it is the responsibility of the Vendor to so acknowledge such differences in detail on a separate sheet(s), and attach and submit said sheet(s) with the bid; all such exceptions shall become a part of this bid.

**Mechelle Jones - D&B data updated. Duplicate DUNS found. Case #18285349**  
**[ ref: \_00D306len. \_500a01IxYS7:ref ]**

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**From:** Govt CCR Email <govtccremail@dnb.com>  
**To:** "mjones@gville.k12.ms.us" <mjones@gville.k12.ms.us>  
**Date:** 3/24/2017 7:42 PM  
**Subject:** D&B data updated. Duplicate DUNS found. Case #18285349  
 [ ref: \_00D306len. \_500a01IxYS7:ref ]  
**Attachments:** CVG KM 575 Refresh Button-How to Accept D&B Data into SAM.doc

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Hello Ms Jones,

Thank you for sending D&B's Government Customer Response Center the required documents. I have updated the DUNS number as you requested and the update will be ready to use on Tuesday morning in SAM. However, I also found a duplicate DUNS number for the Greenville Public Schools Inc. located at the same address. Please verify with the administrators as to which DUNS number should be used and call Dun & Bradstreet to eliminate the duplicate. The following instructions will help you refresh your SAM registration. Please wait until Tuesday before using refreshing in SAM:

1. Go to [www.sam.gov](http://www.sam.gov) and login with your SAM username and password
2. Click "Register/Update Entity" and then "Complete Registrations" (if you started your update earlier, click on "Incomplete Registrations")
3. In the Entity List panel, click on the Entity you want to update/renew
4. Click the Update Entity button in the "Registration Details" Panel
5. Complete Purpose of Registration (You only have to do this once)
6. Validate/Update "Core Data"
7. Validate/Update "Assertions" (not required to be eligible for Grants only)
8. Validate/Update "Representations and Certifications" (not required to be eligible for Grants only)
9. Validate/Update "Points of Contact", including optional POCs. If you no longer wish to have the optional POCs, please delete all data in these fields.
10. If you qualify as a small business, validate/update your information in SBA's Dynamic Small Business Search (DSBS) or apply for a small business certification on the "SBA Supplemental" page.
11. Click Submit.

Please note if your update/renewal requires IRS or CAGE revalidation, it will take 3-5 business days for it to become active and replace your previous registration.



Thank you for choosing Dun & Bradstreet.

Sincerely,

Kevin P.

D&B's Government Customer Response Center

ref:\_00D306len.\_500a01IxYS7:ref

Subject: Import changes from customer's D&B data into their SAM registration

Thank you for calling D&B's Government Customer Response Center.

Registrants may update their D&B information by going to <http://fedgov.dnb.com/webform>.

Changes should be visible in SAM 24 hours after they have been made at D&B. If, after 24 hours, you do not see the changes; you may "manually update" your information by following the steps below:

1. Go to the SAM homepage: [www.sam.gov](http://www.sam.gov).
2. Enter your username and password, and then click the "Log In" button.
3. Select "Complete Registrations" under Manage Entity in the left navigation pane.
4. Select the entity record that you want to update and click the "Update" button.
5. Click the "Refresh D&B" button on the "Verify DUNS" page to view and accept your D&B information.

**Registration Overview**

**Purpose of Registration**

Please review the information returned from Data & Business (D&B) for accuracy. If you click "Save & Continue," the information from D&B will appear in your entity's registration. If the information returned is incorrect, please click "Cancel" and make the necessary updates in D&B.

**Status Indicators**

Core Data:  
DUNS Data/AAIC:  
Name:  
Address:

**Details Entered by the user**

DUNS: 001110642  
Name:  
Legal Business Name: SMALL BUSINESS  
Address:  
Address Line: 40 WESTERN AVE  
City: AUGUSTA  
State: ME  
ZIP/Postal: 04320-4525  
Country: UNITED STATES

**Details returned from D&B**

DUNS: 001110642  
Name:  
Legal Business Name: SMALL BUSINESS  
Address:  
Address Line: 40 WESTERN AVE  
City: AUGUSTA  
State: ME  
ZIP/Postal: 04320-4525  
Country: UNITED STATES

**BACK TO USER DASHBOARD**

**Note:** If it has been more than 24 hours since you received confirmation from D&B that your DUNS record has been modified and the "manual update" did not provide the correct information, please contact D&B at 866-705-5711 (U.S. only) or [samhelp@dnb.com](mailto:samhelp@dnb.com) (International registrants).

D&B's Government Customer Response Center



Decide with Confidence