



# COUNTY OF GLENN

Department of General Services- Facilities  
453 E. County Road 49 1/2  
Willows, CA 95988  
Phone: 530-934-6545  
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## REQUEST FOR INFORMATION (RFI)

**Solicitation Description:** North County Admin Roof Upgrade

Solicitation Opening Date, Time: Wednesday, November 1st, 2023 at 10:00 a.m.

Location: Glenn County General Services  
453 E. County Road 49 1/2  
Willows, CA 95988

RFI Number: 001

RFI Date: Wednesday, October 25, 2023

Contact: Joe Bettencourt, Supervising Staff Services Analyst- General Services  
Ricardo Valdez, Facilities Operation Manager- General Services  
[Facilities2@countyofglenn.net](mailto:Facilities2@countyofglenn.net), (530) 934-6545

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Return one properly executed copy of this RFI with bid response or prior to the Bid Opening Date/Time listed above.

1. Question: What is the time frame of the project?
1. Response: 60 calendar days from the Notice to Proceed
  
2. Question: When is the project to be approved and execution of contract taking place?
2. Response: Authority to execute the contract is scheduled for 11/07/2023 The contract will be executed upon the County receiving all necessary documents from contractor.
  
3. Question: What type of license is required?
3. Response: Department of Industrial Relations registration is required and an active Contractor's License that is of the appropriate class to complete work.
  
4. Question: Is there a scheduled timeline for each phase?
4. Response: No.
  
5. Question: What are the existing layers that need to be removed?
5. Response: There are two layers of composite shingle and two layers of flat roof.
  
6. Question: Is demo to be done all at the same time or in sections?
6. Response: County to discuss with Contractor based off timing and weather, considerations will be to limit damage to interior of building and HVAC.
  
7. Question: Will unused antennas and dishes need to be removed?
7. Response: Yes
  
8. Question: Whose liability is it to keep building water tight once demoed, if weather gets bad?
8. Response: Contractor

9. Question: Are HVAC units being replaced?  
9. Response: No
10. Question: Who is taking care of HVAC removal off the roof?  
10. Response: Contractor
11. Question: Where can the HVAC units be stored?  
11. Response: In Staging Area as shown in bid documents.
12. Question: How old are the HVAC units and are they different brands?  
12. Response: Approximately 6-14 years of age and they are an assortment of brands and sizes.
13. Question: Are equipment screens to be removed and replaced?  
13. Response: They are to be demolished and replaced with curbs.
14. Question: How is dry rot to be handled?  
14. Response: Provide price per square ft in attachment A
15. Question: Are we replacing the head wall flashing and if so, what are the specifications?  
15. Response: Yes, per manufacturer's specifications and installation in accordance with local building codes.
16. Question: Who's painting the flashing?  
16. Response: Flashing is not being painted.
17. Question: Will HVAC ducting have to be extended due to HVAC platforms being raised?  
17. Response: Yes.
18. Question: What are the options for the gutters?  
18. Response: Gutters to remain in place
19. Question: What are the acceptable hours of construction?  
19. Response: Per specifications *1. Limit conduct of construction noise, malodorous, and dusty exterior Work to the hours of 7:00 a.m. to 7:00 p.m. daily, unless otherwise authorized by County.*
20. Question: Will there be any extensions due to weather?  
20. Response: Yes, in accordance with the bid documents.
21. Question: Unit storage while the re-roof is completed. The pictures show an unsecured area near the parking lot. The discussion during the walk lead us to believe it would be in a County yard next door. Please clarify which is correct and who is responsible for the units security during the project?  
21. Response: The staging area shall be as shown in the bid document, within the fence line of the North County Admin Building. Contractor is responsible for security of the units during the project.
22. Question: The existing units are in a side charge configuration with exposed ductwork and the potential for water leaks over time. When we install the new roof curbs are they to be side discharge or in a down discharge configuration that will greatly reduce the potential for water leaks? Down flow will also require new economizers.  
22. Response: The units are to be re-installed in their current configuration.
23. Question: Condensate drains. There are currently both PVC and copper. What is the final project use, PVC or copper?  
23. Response: Replace like for like
24. Question: Where will the condensate drain termination be? Into the gutters or into the roof vent? There are both at this time.  
24. Response: Into the roof vent
25. Question: Existing electrical disconnects and gas flex connectors or new?  
25. Response: Use existing unless damaged

26. Question: The existing controls will be used?  
26. Response: Yes

This RFI has been emailed to interested vendors as well as posted here: <http://www.countyofglenn.net/govt/bids>  
**Failure to acknowledge receipt of this RFI may result in rejection of the response.**

## Attachment A

Item	Description	Quantity	Unit	Total Bid Item Price Dollars
1.	Dry Rot Repair	1	Square Ft.	