

# Requirements for Reroofing Side-by-Side Villas in the Monterey Villas Condominium Association

San Vista Circle, Naples FL 34109

Updated 11/6/18

Reroofing of villas in Monterey Villas Condominium Association, San Vista Circle, Naples FL 34109; requires adjoining villa homeowners to work together in this process to replace the entire building's roof at the same time.

**Board Notification:** To ensure compliance with current roofing requirements, owners must use the *MVCA Architectural Review Board Application of the Monterey Villas Condominium Association, Inc.* (San Vista Circle) via the Property Management prior to reroofing their villas.

**Roofing Work:** The reroofing work – on the side-by-side villas – involves removal and disposal of all existing tile roofing, underlayment, flashing, etc. The decking will be inspected, and any damaged or non-compliant wood will be replaced. The deck will be re-nailed, and new underlayment, flashing, and new concrete tile will be installed.

**Gutters:** All costs of repairs and/or replacement of gutters are the responsibility of the homeowner.

**Contractor Selection:** Together, adjoining homeowners shall engage in the contractor selection process. Roofing contractors must be Better Business Bureau (BBB) accredited and can be found using this link: <http://www.bbb.org/west-florida/accredited-business-directory/roofers/naples-fl>.

**Bids and Payment:** Obtaining bids is the responsibility of the adjoining homeowners, and bids must be submitted to the homeowners using the following "Contractor Supplementary Bid Form." The adjoining homeowners have the right to award the contract to whomever they choose, as long as the contractor is BBB accredited. The adjoining homeowners and the contractor shall negotiate the cost of work and payment terms.

**Roof Tile and Metal:** Adjoined homeowners shall use the ***ONLY*** tile and metal, as defined and approved by the Monterey Villas Condominium Association, Inc. (San Vista Circle) Board of Directors.

**Tile:** Delcrest Tan, White Antique (S-DCTA-BU 1017) by BORAL Roofing, (239)-594-0530  
[www.BoralAmerica.com](http://www.BoralAmerica.com)

**Risers and Drip Edge:** Sahara Tan (SR .41 E .86) 26-gauge Galvalume by D.C.S.M (Dan's Custom Sheet Metal, Inc), 5700 Washington Street, Naples, Florida 34109, (239) 594-0530  
[www.dcsm.net](http://www.dcsm.net)

**MONTEREY VILLAS CONDOMINIUM ASSOCIATION**  
**ROOFING CONTRACTOR SUPPLEMENTARY BID FORM**

**Updated 11/6/18**

Proposal for the reroofing of (adjoining Villa Numbers) \_\_\_\_\_ San Vista Circle, Naples FL 34109  
Having carefully inspected the premises and conditions affecting the work, the Undersigned proposes  
to furnish everything called for by and in accordance with the said documents, for the sum of  
\_\_\_\_\_dollars.

**Contractor Commitments:**

1. Our company is Better Business Bureau (BBB) accredited.
2. Our company will comply with all applicable codes and regulations.
3. Our company will obtain all permits and pay all fees, as required.
4. Our company will keep a copy of the job specifications at the job site at all times.
5. Our company will supply the adjoining homeowners with the name and phone number(s) of a designated person to contact in case of emergencies on a 24-hour-per-day/7 days-a-week basis.
6. Our company will have an English-speaking person at the job site at all times. This person will be a fluent speaker of English in order to prevent miscommunications.
7. Our company will use subcontractors for the roofing work only with written permission of the adjoining homeowners. Adjoining homeowners have right to deny request.
8. Our company agrees that any labor subcontractors will not have the right to lien the property.
9. Our company will present all warranties (underlayment, tile, contractor, etc.) to the homeowners, as part of the bid.
10. Prior to the start of the project, our company will provide a Certificate of Insurance naming the adjoining homeowners as insured parties; it shall be the following type of insurance with these minimum limits noted as follows:

A. Worker's Compensation Insurance - \$500,000 Each Occurrence, \$1,000,000 aggregate

B. General Liability, Completed Operations, and Automobile Liability Insurance - During the life of the contract, the Contractor shall provide the following insurance coverage:

General Liability Aggregate	\$1,000,000
General Liability Each Occurrence	\$ 500,000
Products-Completed Operations	\$ 500,000
Automobile Liability-Bodily injury	\$ 500,000
Automobile Liability-Property Damage	\$ 500,000

C. Subcontractors - including service companies, crane companies, etc. - will supply adjoining homeowners with the above-specified insurance coverage and worker's compensation.

11. Our company's workers will either be in uniforms or in company logo/name tee shirts, and they shall wear shirts at all times.
12. Our workers will not smoke nor play loud music at the job site.
13. Our company will not start the project until all necessary ground protection is in place.
14. Our company will - at the end of every working day, and, if necessary, for safety reasons during working hours - make sure the roof and grounds have been cleaned of all debris, trash, food wrappers, cans, etc.
15. Our company agrees to follow all safety procedures as set by OSHA.
16. When necessary, our company will provide a portable toilet on or near the job site.
17. Our company will place suitable covers (i.e.: tarps, etc.) in all work areas to protect the buildings, walkways, and grounds.
  - A. Our company will protect all landscaping from falling debris.
  - B. Our company will protect all air conditioning condenser units during tear-off and Tile installation phases.
  - C. Our company will properly cordon off, protect, and mark all areas on the ground where the contractor will have equipment, materials, dumpsters etc.
18. Our company will not leave loose tiles on the ground, except in designated storage areas.
19. Our company will not drive equipment on the grass or on the sidewalks.
20. Our company will park dump trucks in driveways, while providing complete protection of the driveway and surrounding areas.
21. Our company is responsible for repair (or replacement) at our cost of any and all damage to the grounds, walls, driveways, parking areas, shrubs, ground cover, or other parts of the building, as a result of our work.

22. Our company will, as part of the close-out process, walk the grounds with the adjoining homeowners to inspect the premises and identify any repairs that may be required.

23. Our company will send all final job paperwork - including warranties, release of liens, etc. - to adjoining homeowners before approval of final payment.

With the below-authorized signature, I have read, understand, and will abide by the twenty-three contractor commitments listed above. And, if my company is notified of the acceptance of this proposal, I agree to execute a Contract for the work.

\_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name of Bidder

\_\_\_\_\_  
Title

\_\_\_\_\_  
Corporate Name of the Roofing Contractor

\_\_\_\_\_  
Florida Roofing Contractor #