

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**The Town of Waterford  
Board of Selectmen  
Request for Proposal for**

**COMMUNITY SERVICES BUILDING  
SLATE ROOF REPLACEMENT  
Bid #10-112**

**January 4, 2010**

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Town of Waterford  
Board of Selectmen  
Request for Proposal for:  
**COMMUNITY SERVICES BUILDING SLATE ROOF REPLACEMENT**  
Bid #10-112

The Purchasing Agent will receive sealed bids for the removal of the existing slate roof and installation of a new roof as specified in the bidding documents, for the Waterford Community Services Building located at 200 Boston Post Rd. Bids must be received by 2:00 P.M. on January 29, 2010 at the Finance Office. Bids must be submitted in a sealed envelope and clearly marked bid title, bid number, time of bid opening and date. Bids may be mailed or hand-delivered to the Finance Office, Town of Waterford, 15 Rope Ferry Road, Waterford, CT 06385, where they will be publicly opened in the Louise B. Appleby Room.

Bid Packets are available at <http://www.waterfordct.org/depts/finance/purchasing.htm> as well as at the Finance Office located at 15 Rope Ferry Rd Waterford, Connecticut.

Any questions regarding specifications, policies and procedures are to be directed to the Purchasing Agent at [krotella@waterfordct.org](mailto:krotella@waterfordct.org)

Potential Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates regarding this Bid.

**Pre-Bid Conference:**

**A mandatory, pre-bid meeting will be held at the Waterford Community Services Building (200 Boston Post Rd.), on January 14, 2010 at 10 A.M. Attendance is mandatory.**

The Board of Selectmen reserves the right to reject any or all bids, in whole or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.

Kate Rotella  
Purchasing Agent  
January 4, 2010

**INTRODUCTION AND INFORMATION:**

The Purchasing Agent will receive sealed bids for the removal of the existing slate roof and installation of a new roof as specified below, for the Waterford Community Services Building located at 200 Boston Post Rd Waterford Ct.

**MANDATORY PRE-BID MEETING**

A mandatory pre-bid meeting will be held on January 14, 2010 at 10 am. Representatives of the Town of Waterford will meet prospective bidders in the parking lot of the Waterford Community Services Building 200 Boston Post Rd., Waterford, CT. **Roof inspections are at the discretion and convenience of the owner.**

**BIDDER'S QUALIFICATIONS**

When evaluating a Contractor's qualifications, the Town of Waterford shall evaluate: the skill, ability and integrity of the Contractor in terms of the Contractor's ability to fulfill the Contract obligations; and the Contractor's experience or lack of experience and the Town of Waterford reserves the right to reject any or all such Contractors that the Town of Waterford deems are not qualified to perform the work under this Contract. The Town of Waterford will review Bidder's qualifications and determine if the Bidder:

- A) Have adequate financial resources, or the ability to secure such resources.
- B) Has the necessary experience, organization, technical qualifications, and has, or can acquire, the necessary equipment to perform the proposed contract.
- C) Is able to comply with the required performance schedule or completion date, taking into account all existing commitments.
- D) Has satisfactory record of performance, integrity, judgment, and skills.
- E) Has adequate experience in performing roof removal and replacement.
- F) Has employed adequate safety measures and practices on prior jobs.

**CONTRACT TIME LIMITS**

All work under this Contract will be completed within 90 calendar days after notice to proceed, unless otherwise extended by mutual agreement of the parties and for reasons related to weather in order to allow for the proper application of materials in accordance with manufacturers specifications.

**PROJECT CONDITIONS:**

- A. The contractor shall have limited use of the premises for construction operations and shall confine construction operations to the area immediately adjacent to the portion of the building to be improved as designated by the owner.
- B. Full Owner Occupancy: Owner will occupy site and existing and adjacent buildings during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with Owners day-to-day operations. Maintain existing exits, unless otherwise authorized by the owner.
- C. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.

- D. Do not close or obstruct walkways, corridors, or the occupied or used facilities without written permission from Owner and authorities having jurisdiction. Provide protective barriers between areas of work and walkways to entrances and exits including emergency exits as directed by the owner.
- E. Parking areas and entrances: Keep driveways and parking areas and entrances servicing the premises clear and available to Owner, Owners Employees, Tenant, Visitors and emergency vehicles at all times.
- F. Do not use parking areas for parking or storage of materials, except as designated by the owner. All materials and equipment shall be secured at the end of the day from theft, unauthorized access and vandalism. The Town of Waterford is not responsible for any losses.
- G. Maintain the building in a weather tight condition throughout the construction period. Repair damage to interior or exterior caused by construction operations including but not limited to failure to maintain weather tight conditions. Protect building and its occupants during construction period.
- H. Fire sprinkler and detection systems shall be maintained during construction operations.
- I. Construction operations of any kind shall only occur between the hours of 7 A.M and 9 P.M. Monday through Saturday.

**Additional Information:**

All Questions must be submitted in writing to the purchasing agent via email at [krotella@waterfordct.org](mailto:krotella@waterfordct.org) no later than January 25, 2009.

Potential Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates regarding this Bid.

**TOWN OF WATERFORD**  
**INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS**

1. Sealed bids **(one original and two copies)** on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. Bids must be submitted in a sealed envelope that is clearly marked **SEALED BID FOR Name of Bid with bid number, time of bid opening and date**. Bids may be mailed or hand-delivered to the Finance Office, Purchasing Agent Town of Waterford, 15 Rope Ferry Road, Waterford, CT 06385, where they will be publicly opened.
2. Whenever it is deemed to be in the best interest of the Town, the Board of Selectmen shall have the right to accept or reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Waterford.
3. The award will be on the basis of qualified, lowest, responsible bidder to meet specifications unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. **The envelope enclosing your bid should be clearly marked on its front by bid number, time of bid opening and date.**
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Waterford.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within ninety (90) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the bidder.

10. **THIS ITEM WAIVED** Each bid must be accompanied by a bid bond payable to the Town for five percent (5%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Waterford will not be liable for the accrual of any interest on any certified check submitted.
11. A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. This submission must be received within five days of contract award. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are “doing business as”; Individual - must be signed by the owner and indicated as “Owner”. The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond. The Performance and Payment Bonds will be returned upon completion and acceptance of the job. *At the discretion of the Town, a bank certified check or passbook account held jointly in the name of the awardee and the Town of Waterford may be allowed in lieu of a 100% Performance and Payment Bond. The Town will not be liable for any interest accrued should a bank certified check be used. If a joint passbook account is approved, accrued interest and principal will be returned to the awardee upon successful completion of the project.*
12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes

must not be included in proposal prices. Exemption certificates will be provided upon request.

15. By submitting a proposal, Vendors certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening.
16. **IF APPLICABLE** the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor.
17. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
18. Bidders are responsible for checking the Town of Waterford website at <http://www.waterfordct.org/depts/finance/purchasing.htm> for any addendums and updates to the Bid.

### **Rights Reserved To the Town**

The Town reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior Town contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request The Town also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of the Town will be served.

## **INSURANCE**

The bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.**

**INSURANCE REQUIREMENTS** - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

1. Insurers must have an A.M. best rating of A-VII or better and admitted to conduct business in the State of Connecticut.
2. General Liability:
  - a. Bodily Injury and Property Damage - \$1,000,000/Occurrence
  - b. Products/Completed Operations Aggregate Bodily Injury and Property Damage – \$2,000,000
  - c. Commercial General Liability (1986 Form)
  - d. Products & Completed Operations
3. Automobile Liability:
  - a. \$1,000,000 Combined Single Limit
  - b. Owned, Hired and Non-Owned
4. Workers' Compensation as required by the State of Connecticut
5. Commercial Umbrella - \$2,000,000 Limit
6. Name the Town of Waterford as Additional Insured
7. 30 Days Notice of Cancellation
8. Subcontractors: It is the responsibility of the Contractor to be sure that all their subcontractors procure and maintain the same insurance required of the Contractor.

The bidder shall direct its Insurer to provide a Certificate of Insurance to the Town of Waterford before any work is performed. The Certificate shall specify that the Town of Waterford shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.

## Scope and Specifications:

### **BID ONE: ROOF REPLACEMENT**

#### **OPTION ONE**

##### **BASE BID SPECIFICATIONS: SLATE REPLACEMENT ROOF**

The Base Bid shall include all materials, equipment, and labor to supply and install the improvements as specified herein.

1. Remove all slate roofing, copper flashings, copper gutter liner and miscellaneous patching material down to existing structural wood deck. Disposal of all waste material is the responsibility of the contractor.
2. Inspect wood decking and replace any broken, unsound or deteriorated material on a unit cost basis.
3. Provide self-adhered modified bitumen ice and water barrier for a distance of 6'-0" up roof slope from eave. Remainder of roof area to be covered with non-perforated 30# asphalt saturated roofing felt.
4. Furnish and install new 1/4" - 3/8" thick Semi-Weathering Gray-Green slate 16" long x random widths (10", 11", 12", 14") to match original roof construction.
5. Furnish and install new 20 oz copper built-in gutter liner with soldered joints. Ice and water barrier and rosin sized paper to be installed over substrate prior to installation of liner. Provide outlets thru cornice to match existing.
6. Provide new decorative leader head and downspout at front elevation fabricated from 16 oz copper to match existing.
7. Furnish and install new 16 oz copper ridge rolls at peak of main roof and dormers.
8. Install ice and water barrier for a distance of 18" up both sides of valleys. Provide 16 oz copper valley flashing woven into slate coursing for a closed mitered valley,
9. Furnish and install new 16 oz copper cricket, step flashing and counter flashing at brick chimney- Install new base and stepped cap flashings at entry roof,
- 10. All work to be installed in accordance with the latest specifications and details of the NRCA Steep-Slope Roofing Systems manual dated 2009.**
11. Includes two (2) year Contractor's Warranty on all new work and fifty (50) year Slate Material Warranty.

#### **OPTION ONE: ALTERNATE BID, ALUMINUM GUTTERS**

##### **WITHOUT COPPER GUTTER AND DOWNSPOUT REPLACEMENT.**

1. **GUTTERS & DOWNSPOUTS:** Option 1 Alternate Bid Aluminum Gutters, includes all of Option 1 except that in lieu of replacement of the copper gutters and downspouts as specified in items 5 & 6, fabricate and install new seamless aluminum gutters and downspouts. Work to include all cost associated with removal of existing gutters and

downspouts and filling in of built in gutters with decking to match existing. Price should reflect reduction in ice and water barrier quantities (C & E above). Bidder is to provide diagram of gutter locations and linear quantities of gutters and downspouts along with manufacturer and manufacturer's warranty. Contractor to prepare surface for attachment of gutters and downspouts including removal of existing paint and application of two coats of latex based exterior paint as directed and approved by owner.

## **OPTION 2:**

### **BASE BID SPECIFICATIONS: ARCHITECTURAL/DIMENSIONAL GRADE COMPOSITION SHINGLES**

The Base Bid shall include all materials, equipment, and labor to supply and install the improvements as specified herein.

1. Remove all slate roofing, copper flashings, copper gutter liner and miscellaneous patching material down to existing structural wood deck. Disposal of all waste material is to be done off site, and is the responsibility of the contractor.
2. Inspect wood decking and replace any broken, unsound or deteriorated material on a unit cost basis. Install wood decking to cover built in gutters and seal existing downspouts through roof and cornice.
3. Provide self-adhered modified bitumen ice and water barrier for a distance of 6'-0" up roof slope from eave. Remainder of roof area to be covered with non-perforated 30# asphalt saturated roofing felt.
4. Furnish and install new 40 year Architectural/Dimensional Grade Composition Shingles. Color to match approximately existing slate roof as approved by the owner. Provide samples of colors that can be selected from if bid is awarded. Provide manufacture and manufacturer's specifications and warranties.
5. Fabricate and install new seamless aluminum gutters and downspouts. Bidder is to provide diagram of gutter locations and linear quantities of gutters and downspouts along with manufacturer and manufacturer's warranty. Contractor to prepare surface for attachment of gutters including removal of existing paint and application of two coats of latex based exterior paint as directed and approved by owner.
6. Furnish and install ridge vent at peak of main roof and dormers, including shingles to cap vent. Provide manufacturer and manufacture's specifications for the ridge vent to be installed.
7. Install ice and water barrier for a distance of 18" up both sides of valleys.
8. Furnish and install new step flashing and counter flashing at brick chimney- Install new base and stepped cap flashings at entry roof,
9. All work to be installed in accordance with the latest specifications and details of the NRCA Steep-Slope Roofing Systems manual dated 2009.
10. Includes two (2) year Contractor's Warranty on all new work and fifty (50) year Shingle Material Warranty.

### **OPTION 3:**

#### **BASE BID SPECIFICATIONS: SYNTHETIC SLATE ROOF SHINGLES:**

The Base Bid shall include all materials, equipment, and labor to supply and install the improvements as specified herein.

1. Remove all slate roofing, copper flashings, copper gutter liner and miscellaneous patching material down to existing structural wood deck. Disposal of all waste material is to be done off site, and is the responsibility of the contractor.
2. Inspect wood decking and replace any broken, unsound or deteriorated material on a unit cost basis. Install wood decking to cover built in gutters and seal existing downspouts through roof and cornice.
3. Provide self-adhered modified bitumen ice and water barrier for a distance of 6'-0" up roof slope from eave. Remainder of roof area to be covered with non-perforated 30# asphalt saturated roofing felt.
4. Furnish and install synthetic slate roof. Color to match approximately existing slate roof as approved by the owner. Provide samples of colors that can be selected from if bid is awarded. Provide manufacture and manufacturer's specifications and warranties.
5. Fabricate and install new seamless aluminum gutters and downspouts. Bidder is to provide diagram of gutter locations and linear quantities of gutters and downspouts along with manufacturer and manufacturer's warranty. Contractor to prepare surface for attachment of gutters including removal of existing paint and application of two coats of latex based exterior paint as directed and approved by owner.
6. Furnish and install ridge vent at peak of main roof and dormers, including shingles to cap vent. Provide manufacturer and manufacture's specifications for the ridge vent to be installed.
7. Install ice and water barrier for a distance of 18" up both sides of valleys.
8. Furnish and install new step flashing and counter flashing at brick chimney- Install new base and stepped cap flashings at entry roof,
9. All work to be installed in accordance with the latest specifications and details of the NRCA Steep-Slope Roofing Systems manual dated 2009.
10. Includes two (2) year Contractor's Warranty on all new work and a minimum fifty (50) year Shingle Material Warranty.

**UNIT PRICING**

**WOOD DECKING:** Unit price in square feet to purchase and install wood decking to replace any broken, unsound or deteriorated material as directed by the owner.

**Allowance for wood decking, (same for Base and Alternate Bid Options)**

\$\_\_\_\_\_ / SQUARE FOOT

**BID 2: PAINTING**

This bid shall include all materials, equipment, and labor to supply and install the improvements as specified herein.

- A. Remove all loose paint from all exterior surfaces
- B. Provide one coat of primer on all wood surfaces
- C. Provide two coats of a latex exterior grade paint on all exterior wood surfaces
- D. Colors to be as close to existing as possible as approved by the owner.

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**COMMUNITY SERVICES BUILDING SLATE ROOF REPLACEMENT  
Bid #10-112**

\_\_\_\_\_  
VENDOR NAME AND ADDRESS

\_\_\_\_\_  
PRINTED NAME AND TITLE OF COMPANY AUTHORIZED AGENT

\_\_\_\_\_  
PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**BID 1**

**OPTION 1:**

AMOUNT OF BASE BID: \$ \_\_\_\_\_

AMOUNT ALTERNATE BID OPTION 1: \$ \_\_\_\_\_  
*ALUMINUM GUTTERS*

**OPTION 2:**

AMOUNT OF BID OPTION 2 \$ \_\_\_\_\_

**OPTION 3:**

AMOUNT OF BID OPTION 3 \$ \_\_\_\_\_

**UNIT PRICING**

Allowance for wood decking, (same for all Options \$ \_\_\_\_\_/SQUARE FOOT

**BID 2**

AMOUNT OF BASE BID, PAINTING: \$ \_\_\_\_\_

**CONTRACTOR INFORMATION SHEETS**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**ESTABLISHED:** \_\_\_\_\_

*(Month) (Year)*

State of Connecticut Demolition Contractor License# \_\_\_\_\_

Asbestos Abatement Contractor Certification License# \_\_\_\_\_

Licensed Environmental Professional \_\_\_\_\_

Licensed Asbestos Inspector /EPA/OSHA Competent Air Quality Monitor \_\_\_\_\_

**TYPE OF ORGANIZATION: (Circle One)**

A) Individual

B) Partnership

C) Corporation

D) Joint Venture

E) Other \_\_\_\_\_

*(Specify If Applicable)*

**FORMER FIRM NAME(S) YEARS IN BUSINESS**

\_\_\_\_\_

**YEARS OF WORK IN A RELATED FIELD:**

*(Described Any Related Work)*

\_\_\_\_\_

**USE OF SUBCONTRACTORS:**

To provide all the services listed in the specifications, would any services be handled by Subcontractors \_\_\_\_\_ Yes/No If "Yes", please explain:

\_\_\_\_\_

**Subcontractor Name(s) and License # (s):**

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**PROJECT MANAGER:**

Will your company be providing a single project manager for this work?

\_\_\_\_\_ Yes/No Name: \_\_\_\_\_ Credentials: *(Please list)*

Title: \_\_\_\_\_

**REFERENCES:** List 3 clients who have had work meeting (or similar to) the Specifications:

**COMPANY ADDRESS CONTACT PHONE**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**EQUIPMENT:** List equipment, owned by the company to be used while completing the job:

\_\_\_\_\_