

INVITATION TO BID TOWN OF Hardwick



Fire Station Roof Replacement

Located at:
165 Petersham Road
Hardwick, MA 01037

IFB #HDWKFD2019

**Bid Documents
February 6, 2019**

SELECT BOARD:

Kenan P. Young

Kelly A. Allen

Julie M. Quink

IFB #HDWKFD2019

**INVITATION FOR BID
HARDWICK FIRE STATION ROOF REPLACEMENT**

To All Interested Bidders

You are invited to submit a formal proposal (bid) to replace the roof and gutter at the Town of Hardwick Fire Station in accordance with the attached General Conditions and Specifications. Please submit one original and three copies of your proposal.

Pre-Bid Meeting will be held on **Friday, February 22, 2019 at 10:00 AM** at the Hardwick Fire Station, 165 Petersham Road, Hardwick, MA 01037.

All questions that arise during the pre-bid meeting or questions not addressed at the Pre-Bid Meeting are due to the Town of Hardwick **by February 27, 2019 by 4:00 PM**. Questions may be submitted to the Town Administrator via email admin@townofhardwick.com or by fax at (413) 477-6703.

All questions that require an addendum will be posted on the Town's website at www.townofhardwick.com no later than **March 1, 2019 by 5:00 PM**. All bidders need to check the Town's website or the Central Register or COMMBUYS by this date to ensure they received all addendums on this project.

Sealed proposals will be received until 5:00 PM, on March 6, 2019. All proposals shall be clearly marked with "Hardwick Fire Station Roof Replacement IFB #HDWKFD2019. The bid will be opened publicly by the Board of Selectmen at their regularly scheduled meeting at 6:30 PM on March 18, 2019 at the Hardwick Municipal Office Building, 307 Main Street, Gilbertville, MA

All sealed proposals must be delivered to the following address:

Town of Hardwick
Attn: Theresa A. Cofske, Town Administrator
Municipal Office Building
307 Main Street
P.O. Box 575
Gilbertville, MA 01031

Proposals will be opened at the time and date, and location indicated above. **Faxed or emailed proposals will not be accepted.** The proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of proposals. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

This bid package consists of:

General conditions
Required forms
Specifications

General Conditions

1. Scope of work

The following are the general conditions for the work to be performed. It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation, of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses (including the Town of Hardwick) necessary for the execution of work shall be secured and paid for by the vendor. The Town of Hardwick permits and/or licenses shall be secured by the vendor, however, no fees will be charged to the vendor. All supplies and material shall be new.

Any work necessary to be performed after regular working hours, such as worked performed on Sundays or legal holidays shall be performed without additional expense to the owner.

2. Existing Conditions

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

3. Insurance

Prior to the commencement of work, the vendor shall furnish to the owner a Certificate of Insurance showing compliance with the following requirements:

- The Vendor agrees to comply with the provisions of Worker's Compensation laws of the State of Massachusetts.
- The Vendor further shall maintain such other insurance (with limits as shown below) as shall to protect the Vendor and the Owner from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the bidder shall furnish. The owner with certificates and policies of such insurance as shown below. All insurance coverage's shall be maintained until the work has been completed by the vendor.

Below are listed the insurance coverage which must be procured by the Vendor at his/her expense. The vendor agrees to follow instructions indicated in each case.

- a) Proof of current workers compensation.
- b) General Liability Coverage - \$1,000,000 coverage
- c) Vendor's Public liability insurance - Personal injury including death-limits of \$200,000.00 for each person and \$500,000.00 for each accident.
- d) Property damage – limits of \$500,000.00 for each accident and \$1,000, 000.00 for the aggregate.
- e) Certificate of insurance with the Town of Hardwick listed as additional insured must be sent to the owner prior to commencement of work. Insurance must be written by a company licensed to do business in the State of Massachusetts.
- f) Payment Bond in the amount of 50% of total project costs.

4. Statement of Vendor's Qualifications.

As part of the proposal, the Vendor must complete the attached "Statement of Vendor's Qualification" form. The Vendor may be required, before awarding of contract, to demonstrate to the complete satisfaction of the Town, that the Vendor has the necessary certifications , licenses, facilities , ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the Town of the Vendor's qualifications for executing the work.

5. Taxes

The Town of Hardwick is a tax-exempt organization. A copy of the Town's tax exempt form will be furnished.

6. Governing Law

All proposals and related documents submitted to the Town of Hardwick by Vendors are governed under the laws of the State of Massachusetts and local ordinances, polices and regulations.

7. Procurement Schedule

IFB Available:	Thursday, February 14, 2019
Pre-Bid Meeting:	Friday, February 22, 2019 at 10:00 AM
Questions Submitted:	By Wednesday, February 27, 2019
Questions Answered:	By Friday, March 1, 2019
Bids Due:	Monday, March 6, 2019 by 5:00 PM
Bid Opening:	Monday, March 18, 2019 at 6:30 PM
Notice of Award:	Monday, April 1, 2019 (no later than)

8. Addenda

If any questions arise from the IFB, the bidder may submit them in writing to the Town Administrator, Theresa A. Cofske, at admin@townofhardwick.com. All questions shall be submitted via email or Fax (413) 477-6703 no later than **February 27, 2019**. All questions that arise that require an addendum will be posted to the Town of Hardwick website no later than **March 1, 2019 by 5:00 PM**. All bidders need to check the Town's website www.townofhardwick.com or the Central Register or COMMBUYS by this date to ensure they received any/all addendums on this project.

The Town of Hardwick will not be responsible for any other explanations or interpretations. The Town of Hardwick reserves the right to extend the due date if such information significantly amends this solicitation (substantial revisions to the scope of the project) or makes compliance with the original due date impractical. The Town of Hardwick reserves the right to reject any or all proposals and waive technicalities and informalities.

9. Proposal Form and Format

Proposals should be submitted in the format specified within this document, contain information required by the IFB, and be submitted in a sealed envelope addressed to:

Town of Hardwick
Attn: Town Administrator, Theresa A. Cofske
307 Main Street
P.O. Box 575
Gilbertville, MA 01031

Sealed proposals will be received until **5:00 PM, March 4, 2019**. All proposals shall be clearly marked with "Town of Hardwick Fire Station Roof Replacement IFB

#HDWKFD2019". The bids will be opened publicly by the Board of Selectmen at their regularly scheduled meeting at **6:30 PM Monday, March 4, 2019** at the Municipal Office Building, 307 Main Street, Gilbertville, MA 01031.

10. Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the Town of Hardwick as being the lower price, unless the bidder requested in writing a corrections or withdrawal of proposal prior to the date and time set for opening.

Any proposal withdrawal or modification received after the established due date at the place designated for receipt of proposals is late. No late proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The Town of Hardwick reserves the right to reject any or all proposals. It further reserves the right to waive technicalities and formalities in proposals as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interest of the Town of Hardwick. The Town will be the sole judge as to whether proposals submitted meet all requirements contained in the solicitation.

11. Affidavits

Before acceptance of the proposal by the Town, the Vendor will be required to furnish affidavits on the enclosed forms.

12. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless;

- (a) The Vendor makes a request in writing to the Town prior to the time set for opening of proposals or;
- (b) The Town fails to accept a bid within thirty (30) days after the bid opening date.

13. Award of Contract

Award of contract will be made to the most responsive/responsible bidder meeting the requirements of the Town of Hardwick within 14 days of the bid opening date. This solicitation does not commit the Town of Hardwick to award a contract, to pay any costs incurred in the preparation of the proposal. The Town may accept any proposal offered

on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Town.

14. Contract Form

Upon contract award, the Town and vendor will have a signed contract prior to commencement of work.

15. Change in Contract

The Owner will not be responsible for any change in the work (via change order) involving extra cost unless approval in writing is furnished and approved by the Town of Hardwick *before* such work is begun.

16. Indemnification

The Vendor agrees to hold the Town of Hardwick harmless and to indemnify the Town from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the owner of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the Vendor or Subcontractor.

17. Installation

The Town anticipates issuing a notice to proceed no later than **March 18, 2019** following award. The successful bidder shall complete installation within 90 calendar days from the date of the Notice to Proceed.

18. Warranty

All materials and labor provided and installed by the Vendor shall provide a warranty by the manufacturer of the roofing material for the roofing material and a vendor warranty for the installation labor.

19. Application for Payment

Application(s) for payment shall be mailed to:

Town of Hardwick
Attn: Town Administrator, Theresa A. Cofske
307 Main Street
P.O. Box 575
Gilbertville, MA 01031

20. Payments

A single payment will be made to the Vendor when all aspects of the contract have been completed to the Owner's satisfaction. The Town will consider other reasonable arrangements should they be requested by the Vendor.

21. Liquidated Damages

Liquidated damages in the amount of \$100 per day from each calendar day after the 30 day project timeline will be charged to the Contractor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the Town will consider all other reasonable requests associated with delays.

22. Construction – Hours of Fire Station Operation

Work shall be performed in a manner not to impede the day to day function of the Hardwick Fire Station unless scheduled and approved by the Hardwick Fire Chief.

23. Weather

The Fire Station roof shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the Fire Station through any roof openings.

24. Staging

An allotted area at the Fire Station will be allowed for material storage and a site dumpster. The exact extents and limits of the staging area need to be coordinated and approved by the Fire Chief to any material or dumpster placement.

25. Cleanup Site

All outside and inside areas of the Fire Station and the grounds around the Fire Station shall remain clean and free of any construction debris.

26. Damage

Any existing pavement, curb, grass, landscaping, utilities and existing building damaged due to construction activities shall be restored to original or better condition by the contractor at no additional costs to the Town.

27. Personal Protection Equipment (PPE)

Vendor shall comply with all OSHA Requirements and shall be responsible for required PPE of all employees.

28. Construction Waste

Vendor shall supply an approved dumpster for construction waste. Construction waste shall be disposed of at an approved waste facility. Contract shall include all haul-off expenses in the bid.

29. Sanitation

Vendor shall supply a minimum of one on-site portable restroom.

**PROPOSAL FORM
ROOF REPLACEMENT-TOWN OF HARDWICK FIRE STATION
NO LATER THAN
5:00 PM ON MARCH 4, 2019**

DELIVER TO:

Town of Hardwick
Attn: Theresa A. Cofske, Town Administrator
307 Main Street
P.O. Box 575
Hardwick, MA 01351

Name of Firm:

Having carefully examined the proposal requirements including the General Conditions, and the Invitation for Bid #HDWKFD2019 for the Town of Hardwick Fire Station Roof Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties and delivery of specified in the attached proposal for the total sum not to exceed:

GRAND TOTAL \$ _____

Submitted,

Name of Firm: _____

Address: _____

Signature: _____

Name: _____

Title: _____

Vendor's Representative: _____

Telephone: _____

Email: _____

STATEMENT OF VENDOR'S QUALIFICATION

*To accompany proposals submitted for installation of Roof Replacement Town of
Hardwick Fire Station*

Name of Vendor: _____

Telephone Number: _____

Please Provide Three References;

REFERENCE 1:

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 2:

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 3:

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

PROPOSAL CHECKLIST FOR THE TOWN OF HARDWICK

BIDDERS

Name of Firm: _____

YOU ARE REQUIRED TO COMPLETE AND INCLUDE IT WITH YOUR PROPOSAL.

YOUR PROPOSAL PACKAGE MUST INCLUDE ONE ORIGINAL AND THREE COPIES OF THE FOLLOWING ITEMS IN THE ORDER SPECIFIED:

- ____ 1. SIGNED PROPOSAL CHECKLIST
- ____ 2. SIGNED PROPOSAL FORM
- ____ 3. COMPLETE STATEMENT OF VENDOR'S QUALIFICATIONS
- ____ 4. CERTIFICATE OF TAX COMPLIANCE
- ____ 5. PROOF OF INSURANCE
- ____ 6. WARRANTY INFORMATION
- ____ 7. 50% PAYMENT BOND
- ____ 8. NAME OF PARTNER CONTRACTORS/SUBCONTRACTORS (LIST BELOW ON LINES PROVIDED):

NAME: _____

ADDRESS: _____

PHONE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

YOUR SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,
_____, authorized signatory for _____, do hereby
certify under the pains and penalties of perjury that said contractor has complied with all
laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees
and contractors, and withholding and remitting child support.

Signature: _____

Name: _____

Title: _____

PROJECT DESCRIPTION AND SPECIFICATIONS

The Town of Hardwick is seeking proposals to removal of all layers of roofing down to the structural roof deck before installing any combined insulation and additional roofing at the Town of Hardwick Fire Station at 165 Petersham Road, Hardwick, MA 01037.

The roof as it exists presently is composed of two layers of roofing: mechanically fastened 40 mil white Duro-Last PVC membrane with 1" wood fiberboard over the original built up roofing with 1 ½" fiberglass insulation board on a metal deck.

Statement of Vendor Qualifications must detail the following:

1. A list of references.
2. Installer must be a certified roofing contractor for the roofing system to be installed.
3. Contractor must use OSHA required equipment for the duration of roofing project.
4. Contractor employees working on this project must be OSHA certified.

SUCCESSFUL BIDDER WILL PROVIDE THE FOLLOWING PER THE MANUFACTURES RECOMMENDATIONS:

Specifications

Work Site:

- Work site must remain clean and free of all trash and debris at all times
- Town to provide adequate location for dumpsters on property.

PVC Membrane Specifications:

- Removal of all layers of roofing down to the structural roof deck per code
- Obtain local roofing permit. (Fees waived by Town of Hardwick)
- Provide current prevailing wage rate labor.
- Load materials by means of crane. Customer to provide adequate location for crane.
- Properly remove and dispose of entire existing roof systems down to roof deck.
- Furnish and install three (3) layers of 2"x6" wood blocking and one (1) layer of 6" wide strips of ¾" plywood at roof edges where required. *Parapet wall on front side of building does not require blocking.*
- Furnish and install Duro-Last 40 mil reinforced, mechanically fastened white PVC membrane at field of roof. Seams and details to be heat welded.

Penetrations:

- Properly flash the following existing equipment:
 - One (1) pipe penetration
 - One (1) exhaust fan curb

Insulation:

- Furnish and install two (2) layers of 2.6" (R15, combined R30) 20 psi polyisocyanurate at field of roof.
- Insulation to be mechanically attached to roof deck using #14 screws and poly plates.

Drainage:

- Furnish and install two (2) Duro-Last drain boots with CDR rings and dome strainer.
- Properly flash no (0) overflow roof drains
- Properly flash no (0) scuppers.

Edge Treatment:

- Furnish and install 7" face two-piece compression style gravel stop at roof edges.
- Furnish and install white .024 aluminum fascia wrap break metal at wood bump out below roof edge.
- Fascia metal to run up and attach behind two-piece compression metal.
- Unless noted otherwise, all metal work shall be 24 ga galvalume with standard Kynar color manufactured by Duro-Last.

Shingles:

- Removal and proper disposal of existing single layer roof system, to consist of asphalt shingles, underlayment, and drip edges.
- Existing copper vents and cupola to remain.
- Furnish and installation of white .019 aluminum F8 metal drip edge at eaves and rakes.
- Installation of GAF WeatherWatch leak barrier according to the schedule below:
- Eaves to ensure leak barrier extends at least 2' inside of the warm wall.
- Additional leak barrier to be used at penetrations and other areas required by GAF.
- Installation of GAF Shingle-Mate underlayment on the balance of main roof deck.
- Furnish and installation of .032 aluminum step and headwall flashings.
- Furnish and installation of GAF ProStart starter strips at all eaves and rakes.
- Furnish and installation of GAF Timberline HD shingles, storm nailed (6 per shingle). *Valleys shall be of closed cut construction.*
- Furnish and installation of GAF TimberTex hip and ridge shingles on all hips and ridges (color to match shingles)
- Furnish extended material and workmanship warranty.
- Minimum of a 2 Year Workmanship Warranty.

- Removal of associated construction debris - magnetically sweep job site - premises to be left in broom clean condition.

The proposal must be consistent with compliance of the following:

- **Standard OSHA**
- **IBC code**
- **Roofing Industry Practices.**

Base Bid:

Must include a breakdown of materials and labor costs for this project.