

REQUEST FOR PROPOSAL

Town of Woodbury

**Roof Replacement
Woodbury Town Hall**

Woodbury, Vermont

Date: August 26, 2024

Bids Due: 12/9/2024

**Robin Durkee- Town Clerk
1672 Vermont Route 14, PO Box 10 Woodbury,
Vermont 05681**

**Mandatory
Site Inspection and
Walkthrough at
Woodbury Town
Hall
3675 Route 14
Woodbury,
Vermont
05681**

**Town of Woodbury
Request for Proposals
Repair and Re-roofing of the Woodbury Town Hall**

The Woodbury Selectboard and the Town of Woodbury are seeking bids for the repair and re-roofing of the Woodbury Town Hall. The building is located at 3675 Rt. 14, Woodbury, Vermont.

The RFP is open to all interested bidders, and shall be advertised in the local press. Area contractors judged to be potentially qualified may also be invited directly to bid, however, bids will be evaluated solely based on the information submitted by bidders; no advantage is implied or intended for bidders invited by mail. The Town of Woodbury reserves the right to reject any or all bids.

Description of Work: The work is comprised of the removal and replacement of the existing roofing materials installed on the library and the removal and replacement of rotted fascia and soffits. The following details the scope of work:

1. Remove and dispose of existing roofing
2. Ensure the building is properly protected from weather while roofing is replaced.
3. Inspect existing roof decking for structural integrity. Replace any decking in need of
4. repair up to but not exceeding \$500. Contractor should contact Selectboard to have
5. repairs above \$500 approved.
6. Repair/ replace soffits and roof trim as needed
7. Install appropriate metal drip edge and ice and water shield at the eave edge and up 6'
8. Install a synthetic roof underlayment over the remainder of the roof.
9. Replace existing roofing with a galvalume screw down metal roof with appropriate gasketed screws.
10. Install matching ridge cap.

Submission Requirements: Bids must be submitted no later than 1:00 p.m. Monday, October 14, 2024 to:

Robin Durkee-Town Clerk-Town of Woodbury
1672 Vermont Route 14, PO Box 10, Woodbury Vermont 05681

Bidders shall submit their original bid as two copies in a sealed envelope labeled **“Woodbury Town Hall Roof Bid.”** Bids received after the bid close date described above may be rejected at the town’s discretion.

Electronic submissions will not be accepted.

Bid Form: Bidders are required to complete the attached Bid Form. Supporting documentation, including any technical and performance data, product literature, etc. can be attached to the bid form.

Bids should be written in ink or typewritten, with no erasures, and completed. Illegible and incomplete Bids may be rejected, at the town’s discretion. The town requests a “Lump Sum” Bid.

The Bid Form can be found at the end of the RFP.

Project Time Line: The selected bidder should be prepared to complete the project between January 1, 2025 and no later than July 15, 2025.

Questions concerning the bid may be directed to Chris Casey (802-522-6471)

Sealed bids must be received at the Woodbury Town Office, 1672 VT RT 14, P.O. Box 10, Woodbury, Vermont 05681 by September 16, 2024.

Robin Durkee, Woodbury Town Clerk 802.456.7051

Roof Replacement

GENERAL CONDITIONS

PART 1 - GENERAL

1. DEFINITIONS

- A. The contract document consists of the AGREEMENT, the GENERAL CONDITIONS, NON-COLLUSION STATEMENT, SPECIFICATIONS, AND THE BID FORM including all revisions hereto.
- B. The Owner, the Contractor and the Owner's Representative shall be indicated as such throughout these documents. The term Contractor as used herein shall designate the successful bidder to whom the contract is awarded.
- C. The term Owner shall be understood to be the Woodbury School District.

2. OWNER'S REPRESENTATIVE STATUS

- A. The Owner's Representative shall have general Rights of Inspection of the work and is the agent of the Owner in all matters pertaining to the work as provided in the Contract Documents.
- B. The Owner's Representative has the authority to stop work whenever such stoppage may be necessary to ensure the proper execution of the contract and shall have authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.

3. CONDITION OF SITE.

- A. The bidders shall visit the site **BEFORE** submitting their bids and understand the field conditions affecting their work.
- B. In considering the bids, the Owner will assume that the bidders are aware of all items, pertinent to their work and have made allowance for same in their bids.

4. VERIFICATION OF DIMENSIONS AND ELEVATIONS

- A. Before bidding on any work dependent upon the data involved, the Contractor shall field check and verify all dimensions, grades, lines, levels or other conditions of limitations at the site to avoid construction errors.

- B. If any work is performed by the Contractor or any of his/her sub-contractors prior to adequate verification or applicable data, any resultant extra cost for adjustment of work as required to conform to existing limitations, shall be assumed by the Contractor without reimbursement or compensation by the Owner.

5. PROTECTION OF OWNER'S OPERATIONS

- A. The Contractor shall erect such barriers, tarpaulins, doors, etc., as may be necessary to protect the Owner's operations while work is in progress.
- B. Any such openings that are essential to carrying on the work shall be securely closed by the Contractor when not in use to protect the Owner's operations.

6. PROTECTION OF WORK AND PROPERTY

- A. The Contractor shall maintain adequate protection of all their work from damage and shall protect the Owner's and adjacent property from injury or loss arising from this contract. They shall always provide and maintain any danger signs, guards and/or obstructions necessary to protect the public and the workmen from any dangers inherent with or created by the work in progress. They shall hold the Owner harmless from any loss arising due to injury or accident to the public or their workmen, or from theft of materials stored at the job site. All materials will be stored in locations other than on roof surfaces except as necessary and shall then be placed on plywood or other type of material to protect the roof surface at all times.
- B. Before starting any work, the Contractor shall protect all grounds, copings, paving and exterior of all buildings where work will be performed.
- C. In those areas where materials will be raised to the roof area, a protective covering shall be placed from the base of the wall extending up and over the top edge of the roof. This coverage shall be wide enough to assure that the exterior walls do not become stained or soiled during roofing operations.
- D. Any areas of the building or grounds which have become stained or damaged in any way shall be repaired or replaced by the Contractor prior to the final inspections. The method of repair used must be acceptable to both the Owner and the Owner's Representative.

7. MATERIAL STORAGE AND CLEAN-UP

- A. The Contractor shall always keep the premises free from rubbish and shall arrange his/her material storage so as not to interfere with the Owner's operations. At the completion of the job, all the unused material and rubbish shall be removed from the site. The ground shall be raked clean and the building shall be broom cleaned. If the Contractor refuses at any time to remove his/her debris from the premises, or to keep the working area clean, such cleaning will be completed by the Owner and all reasonable costs associated with this cleaning shall be deducted from the balance due the Contractor.
- B. Materials must be delivered with manufacturer's label intact and legible. Labels must be affixed to the outside of the package stating the type of product, name and address of the manufacturer. All materials shall be stored and protected against weather, vandalism, and theft. Any materials found to be damaged or missing shall be replaced by the Contractor at no cost to the Owner.

8. INSPECTION OF WORK

- A. Where the specifications require the inspection and approval of any work in progress by the Owner's Representative, the Contractor shall give that Representative at least 72 hours' notice to allow for scheduling the inspection, which shall be made promptly to avoid delay of work. If work has progressed without the required inspections or approval by the Representative, it shall be uncovered for inspection at the Contractor's expense.
- B. Uncovering of work not originally inspected, or uncovering questioned work may be ordered by the Owner's Representative and it shall be done by the Contractor. If examination proves such work to be incorrectly done or not done in accordance with the plans and specifications, the Contractor shall bear all cost of the reexamination. If the work is proven correctly installed, all such expense shall be borne by the Owner.

9. INSPECTION OF WORK IN PROGRESS AND UPON COMPLETION

- A. Noncompliance with the terms of this specification and ensuing contract can result in either the cancellation of the contract, or complete replacement of the defective areas at the Contractor's expense. In the event of cancellation, the Owner will not be obligated to compensate the Contractor for any work undertaken in a defective manner.
- B. Damages caused by water infiltration resulting from the failure of the Contractor to secure each day's work in a weather tight manner, will be corrected at the Contractor's expense. Included as damages will be all labor costs incurred by the Owner as a result of such water infiltration.

- C. The Owner will require the Owner's Representative to examine the work in progress, as well as upon completion, in order to ascertain the extent to which the materials and procedures conform to the requirements of these specifications and to the published instructions of the Manufacturer.
- D. The authorized Owner's Representative shall be responsible for:
 - 1. Keeping the Owner informed on a periodic basis as to the progress and quality of the work;
 - 2. Calling to the attention of the Contractor those matters he/she considers to be in violation of the contract requirements;
 - 3. Reporting to the Owner any failure or refusal of the Contractor to correct unacceptable practices;
 - 4. Conducting preliminary and subsequent job-site meetings with the Contractor's official job representative;
 - 5. Supervising the taking of test cuts, and the restoration of such areas;
 - 6. Rendering any other inspection services which the Owner may designate; and
 - 7. Certifying, after completion of the work, the extent to which the Contractor has complied with these specifications as well as to the published instructions of the Manufacturing Company.
- E. The presence and activities of the Owner's Representative shall in no way relieve the Contractor of his/her contractual responsibilities.

10. MISCELLANEOUS UTILITIES

- A. Electrical power will be furnished by the Owner for small tools only. All connections to the electrical system will be furnished by the Contractor.
- B. Water for concrete, mortar, washing and drinking purposes will be furnished by the Owner. Any connections to the water system shall be completed by the Contractor.
- C. At the completion of the work, or when the above connections are no longer required, the Contractor shall remove all connections and leave the facilities in a condition at least as satisfactory as prior to the commencement of his/her work.
- D. Toilet facilities will be provided by the Contractor. The Contractor will be responsible for supplying a portable toilet on the job-site. The Contractor's personnel are not permitted to enter the building without proper authorization from the Owner or Owner's Representative.

11. CHANGES OR EXTRA WORK

- A. The Owner may, without invalidating the original contract, order such changes or additions as may from time to time be deemed desirable. In so doing, the contract price shall be adjusted, as stated below, with all work being done under the conditions of the original contract except for such

adjustments in extension of time as may be acceptable to the Owner. The value of such extra work shall be determined by:

- B. By cost plus overhead and project markup percentage per bid
- C. For all change orders, the Contractor shall keep and compile a correct amount of the cost together with such vouchers, etc., as may be necessary to substantiate same for presentation to the Owner. The Owner's Representative shall have authority to make minor job changes or additions as may be necessary to expedite the job providing such changes do not involve additional material cost. No major change or addition shall be made except upon receipt by the Contractor of a signed order from the Owner authorizing such a change. No claims for an extra to the contract price shall be valid unless so authorized.
- D. All work covered by unit prices submitted by the Contractor in his/her proposal must be covered by a written work order. The Owner's Representative will prepare the work order in triplicate covering the quantity of work and the total cost of the work. The work order which will be written at the end of each day will be signed by the Owner's Representative and the Contractor's foreman and/or superintendent.

12. CORRECTION OF WORK PRIOR TO FINAL PAYMENT

- A. The Contractor shall promptly remove any work that does not meet the requirements of the specifications or is incorrectly installed or otherwise disapproved by the Owner or the Owner's Representative as failing to meet the intent of the plans and specifications.
- B. The Contractor shall promptly replace any such work without expense to the Owner and shall bear the cost of making good all work of other contractors, or the Owner, destroyed or damaged by such removal or replacement.

13. CORRECTION OF WORK AFTER FINAL PAYMENT

- A. The Contractor shall guarantee all materials and workmanship for one (1) year from date of final payment of the contract by the Owner. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to the Owner's property due to such defects.
- B. The warranty period is outlined in Article 2.9 A.

14. DEDUCTION FOR UNCORRECTED WORK

- A. If the Owner deems it unacceptable to have the Contractor correct work which has been incorrectly done, a deduction from the contract price shall be agreed upon therefore.
- B. Such a deduction from the contract price shall in no way affect the Contractor's responsibility for defects which may occur nor his/her ability for correcting them, and damage caused by them.

15. JOB CONDITIONS

- A. All surfaces to be covered shall be smooth, dry, and free from dirt, debris, and foreign material before any of this work is installed. The Contractor shall be responsible for guarding against fires, and shall provide suitable fire extinguishers conveniently located at the site. Competent operators shall be in attendance at all times equipment is in use. Materials shall be stored neatly in areas designated by the Owner and dispersed to present a minimum fire hazard. Loads placed on the roof at any point shall not exceed the safe load for which the roof is designed.
- B. The Contractor should be aware of Owner's property when tearing off the existing roof. This is required for removal of dirt, silt, debris, in order to preserve the ecology and protect building surfaces. Specific locations will be discussed at the pre-bid site visit.
- C. Ladders: Any ladders used on this project must be in good condition. The ladder must always also be secured at the roof line while in use. All ladders must be O.S.H.A. approved.
- D. No drugs or alcoholic beverages are permitted on the grounds.
- E. The Contractor shall place necessary barriers and/or protection around or under all work areas where his/her operations involve risk of injury to plant personnel.
- F. The Contractor will also protect the building structure from damage in the progress of the job. If damage does occur to any property or equipment, or the Owner's work in process, notification must be made within two (2) working days of the incidents to the Owner and Owner's Representative.
- G. During the progress of the job, if waste material and rubbish are found or damage resulting from the Contractor's operations is found, or the Contractor does not comply with the requirement by keeping the premises free of accumulations and correct the damage, it shall be the Owner's prerogative to hire personnel to do so; and the cost of this work will be deducted from the balance due the Contractor.
- H. The Contractor is responsible for protecting all materials from the elements. If any material, such as insulation, becomes wet, it cannot be installed and must be replaced at the Contractor's expense. The Owner's Representative will reject any covering method or material which does not adequately protect roofing materials.
- I. Anyone guilty of willful destruction or unlawful removal of school property will be dismissed from the job and is subject to prosecution by law.
- J. Any lawns damaged by Contractor vehicles will be restored with a stand of grass at the Contractor's expense. Any damaged pavements will likewise be

restored and at the Contractor's expense.

- K. The Contractor must verify that all materials can be installed to accommodate the building design, pertinent codes and regulations, and the manufacturer's current recommendations.
- L. The Contractor will ensure that all substrates are clean, dry, sound, smooth, and free of dirt, debris, and other contamination before any materials are supplied.

17. WORKMANSHIP

- A. All materials will be securely fastened and placed in a watertight, neat and workmanlike manner. All workmen shall be thoroughly experienced in the particular class or work upon which they are employed. All work shall be done in accordance with these specifications and shall meet the approval of the Owner or Owner's Representative. The Contractor's representative or job supervisor shall have a complete copy of specifications and drawings on the job-site at all times.
- B. Contractor shall plan and conduct the operations of the work so that each section started on one day is complete and thoroughly protected before the close of work for that day.

18. INSULATION: Not Applicable as insulation is in the attic space

19. ROOF DECK- As part of this contract, all existing deck will be inspected and deteriorated deck will be removed and replaced per the square foot price called out on the bid form.

20. SAFETY

- A. Contractor shall conform to requirements as designated by the United States Federal Government (O.S.H.A.). Contractor shall abide by all regulations as outlined in the O.S.H.A. handbook and shall have a handbook on location at all times including ladders see Article 1.16 D.
- B. Contractors hereby acknowledged that they and their workers have undergone Safety Training and shall always act in compliance with all NRCA recommended safety compliance rules and regulations.

21. INSURANCE

The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by Contractors for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

A. THE CONTRACTOR AGREES TO INDEMNIFY AND SAVE THE OWNER AND OWNER'S REPRESENTATIVE HARMLESS FROM AND AGAINST ANY AND ALL COSTS, LOSS AND EXPENSE, LIABILITY DAMAGES, OR CLAIMS FOR DAMAGES, INCLUDING COST FOR DEFENDING ANY ACTION, ON ACCOUNT OF ANY INJURY TO PERSONS (INCLUDING DEATH) OR DAMAGE TO OR DESTRUCTION OF PROPERTY OF THE OWNER, ARISING OR RESULTING FROM THE WORK PROVIDED FOR OR PERFORMED, OR FROM ANY ACT, OMISSION, OR NEGLIGENCE OF THE CONTRACTOR, SUBCONTRACTOR AND THEIR AGENTS OR EMPLOYEES. THE FOREGOING PROVISIONS SHALL IN NO WAY BE DEEMED RELEASED, WAIVED OR MODIFIED IN ANY RESPECT BY REASON OF ANY INSURANCE OR SURETY PROVIDED BY THE CONTRACTOR.

B.

All sub-contractors are required to file Certificates of Insurance properly completed and signed by an authorized insurance company representative before their work commences on the job or job site. No monies will be paid until the acceptable certificates are on file with the Contractor. Such certificates shall provide that there will be no cancellation, reduction or modification of coverage without thirty (30) days prior written notice to the Contractor. In the event such certificates are not provided to the Contractor prior to commencement of work, Contractor's failure to demand such certificates shall not be deemed a waiver of Subcontractor's requirement to obtain the subject insurance.

C. The Contractor shall provide and maintain standard fire, extended coverage perils, vandalism and malicious mischief insurance to protect the interest of both the Contractor and the Owner for materials brought into the job or stored on the premises. Such insurance shall be for 100% of the insurable value of the work to be performed including all items of labor and materials incorporated therein, materials stored at the job-site to be used in completing the work, and such other supplies and equipment incidental to the work as are not owned or rented by the Contractor, the cost of which are included in the direct cost of the work. This insurance shall not cover any tools, derricks, machinery, tar buckets, ladders, engines, workmen's quarters, boilers, pumps, wagons, scaffolds, forms, compressors, shanties, or other items owned or rented by the Contractor, the cost of which is not included in the direct cost of the work.

D. In accordance with Section (1.21), the Contractor and subcontractor(s) shall maintain the following insurance:

1. Workmen's Compensation and Employer's Liability Insurance affording:

- i. Protection under the Workmen's Compensation Law of the State of Vermont; and
- ii. Employer's Liability protection subject to a minimum limit of \$1,000,000.

2. Comprehensive General Liability Insurance in amounts not less than:

- a. Personal Injury \$1,000,000 per person
- b. (including bodily injury) \$1,000,000 per occurrence
- c. Property Damage \$1,000,000 per occurrence

3. This insurance shall:

- a. Include coverage for the liability assumed by the Contractor under this section (section 1.21.A.1) (Indemnity);
- b. Include coverage for:

- i. Premises, operations and mobile equipment liability.
- ii. Completed operations and products liability.
- iii. Contractual liability insuring the obligation assumed by the subcontractor in this agreement.
- iv. Liability which subcontractor may incur as a result of the operations, acts or omissions of subcontractors, suppliers or material men and their agents or employees; and
- v. Automobile liability including owned, non-owned and hired automobile.

A. All coverage will be on an occurrence basis and on a form acceptable to the Contractor.

- 1. Include completed operation coverage which is to be kept in force by the Contractor for a period of not less than one year after completion of the work provided for or performed under these specifications;
- 2. Not be subject to any of the special property damage liability exclusions commonly referred to as the exclusions pertaining to blasting or explosion, collapse or structural damage and underground property;
- 3. Not be subject to any exclusion of property used by the insured or property in the case, custody or control of the insured or property as to which the insured for any purpose is exercising physical control; and
- 4. The Certificates of Insurance furnished by the Contractor as evidence of the Insurance maintained by him shall include Woodbury Town School District as an additional insured and loss payee.
- 5. The Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for.
- 6. The Certificates of Insurance furnished by the Contractor as evidence of the Insurance maintained by him shall include a clause obligating the Insurer to give the Owner thirty (30) days prior written notice or cancellation of any material change in the insurance.

22. WORK HOURS AND DAYS

A. When the bid is awarded, the Contractor will contact the Owner's Representative to arrange the work schedule and the hours of the day that the workmen may be on the building. The job is to be bid under the assumption that all work will be performed on a straight time basis. Tentative schedule for this project is:

1.23 COMPLIANCE WITH LAWS

A. The Contractor shall give notices, pay all fees, permits and comply with all laws, ordinances, rules and regulations bearing on the conduct of work.

24. OWNER'S RULES

A. The Contractor and all his/her personnel/agent(s) shall abide by all rules created by the Owner as outlined under Article 1.16. The Contractor must contact the Owner's Representative for specific information regarding the rules governing all operations of the project.

B. The Contractor shall properly notify all employees of conditions relating to roof areas with very poor condition and which will be worked on. After such notification, the Contractor must take all necessary precautions to ensure the safety of his/her employees as well as the building personnel.

25. SAFETY AND ECOLOGY

A. The Contractor(s) shall conform to the requirements as designated by the United States Federal Governments (e.g., O.S.H.A.).

26. ANTI-DISCRIMINATION IN EMPLOYMENT

A. Contractors and subcontractors shall not discriminate against any employees or applicant for employment, to be employed in performance of his/her contract, with respect to his/her hire, tenure, terms, conditions or privileges of employment because of his/her race, color, gender, sexual preference, religion, national origin, or ancestry.

1. WITHDRAWAL OR MODIFICATION OF BID

A. Any Bidder may withdraw his/her bid at any time before the scheduled closing date of the bid by appearing in person or by sending an authorized representative of the Bidder. An appointment should first be scheduled by calling the Owner's Representative. The Bidder or his/her representative shall be asked to sign, in writing that the bid was returned to him/her. After the withdrawal from the contract, the Bidding Contractor may not resubmit them.

2. BID OPENINGS

Bids will be opened during the Woodbury Select Board meeting, October 14, 2024 at 6:30 PM. Notice of award will be made by written correspondence.

3. QUESTIONS

A. Technical questions regarding this bid can be directed to: **Chris Casey at 802-522-6471 or via email at caseybuild@gmail.com**

B. If the Contractor feels a conflict exists between what is considered good roofing practice and these specifications, he/she shall state in writing all objections prior to submitting their bid.

C. It is the Contractor's responsibility, during the course of the work, to bring to the attention of the Owner's Representative any defective membrane, insulation or deck discovered which has not been previously identified.

4. RESPONSIBILITY FOR MEASUREMENTS AND QUANTITIES

A. The Bidding Contractors shall be solely responsible for all accuracy of all measurements and for estimating the material quantities required to satisfy these specifications.

5. DISCREPANCIES AND ADDENDA

- A. Should a Bidder find any discrepancies in the Specifications, or should he be in doubt as to their meaning, he/she shall notify the Owner's Representative at once, who will send a written Addendum to all Bidders concerned. Oral instructions or decisions, unless confirmed by Addenda, will not be considered valid, legal or binding.
- B. No extras will be authorized because of the Contractors failure to include work called for in the Addenda in his/her bid.
- C. It shall be the responsibility of all Bidders to call to the Owner's Representative's attention at the pre-bid meeting, any discrepancies which may exist between or with any of the contract documents, or any questions which may arise as to their true meaning.
- D. Modifications to the specifications (if necessary) will be followed by an addendum; no verbal discussions or agreements shall be recognized.

6. DISQUALIFICATION OF BIDDERS

- A. Any one or more of the following causes may be considered enough for the disqualification of a Bidder and the rejection of their bid(s):
 - 1. Failure to attend the pre-bid site visit and meeting;
 - 2. Evidence of collusion among Bidders;
 - 3. Lack of responsibility as revealed by either financial, experience or equipment statements, as submitted;
 - 4. Lack of expertise as shown by past work, and judged from the standpoint of workmanship and performance history;
- 5. Uncompleted work under other contracts which, in the judgment of the Owner, might hinder or prevent the prompt completion of additional work if awarded; or
 - 6. Being in arrears on existing contracts, in litigation with an Owner, or having defaulted on a previous contract.

7. NOTICE OF AWARD

A. The award of this contract for the work is contingent upon receipt of an acceptable bid. Any part of or all bids may be rejected. All bids shall be good for a period of sixty (60) days following the date the bids are due. The bid shall be deemed as having been awarded with an executed Contract of Service.

8. WARRANTY

A. Contractor will supply;

1. A one (1) year workmanship warranty is required from the Contractor for all work done under the terms of this contract.
2. The manufacturer will provide a 50 Year prorated shingle warranty.

9. START AND COMPLETION DATE

A. Work may begin as early as January 1, 2025.

B. All work as required in these specifications and drawings shall be completed by July 15, 2025.

C. The Contractor is **responsible for supplying trained workmen in proper numbers** and for scheduling and laying out his/her work, so that it will be started and completed in a professional manner within the time period indicated on his/her Proposal form.

D. Once on the job, contractor will guarantee to maintain a full crew on site until work is completed.

2.10 PAYMENT

Payment for materials shall only be made after the material has been delivered to the job site. An invoice for the material must be presented to the Owner for payment. Materials are not to be delivered to the job site until the project is ready to begin. The Contractor must provide a release of lien from the Material Manufacturer. Subsequent requests for payment can be made monthly. Final payment for the project will be made following completion, after the final inspection has been made and an invoice presented to the Owner. Retainage of 10% shall be held until delivery of the warranty.

E. When the job in progress is interrupted for two (2) weeks or longer by causes beyond the Contractor's control such as a strike, weather,

acts of God, etc., the Owner agrees to pay, upon request of the Contractor, a price equivalent to the percentage of work completed at that time less retainage. Regular progress payments shall be made for labor and/or materials.

- F. Each invoice shall be accompanied by a schedule of values detailing the amounts and values of labor expended and materials purchased up to the last day of the preceding month. The amount of the invoice shall not exceed ninety percent (90%) of the labor and material values estimated for the preceding month as agreed upon by the owner's representative.
- G. Such payments shall be viewed by both parties as progress payments and shall not in any way relieve the Contractor of performance obligations under this contract, nor shall such payments be viewed as approval or acceptance of work performed under this contract.
- H. Final payment shall be withheld until all provisions of the specifications are met, including all necessary cleanup, and the Owner receives written verification of completion.
- I. Upon completion of the job, the Owner, the Owner's Representative, and the Contractor will make final inspection of the work done, and the Owner's Representative will sign a completion slip authorizing final payments.
- J. Final payment shall be made to the Contractor no later than forty-five (45) days after job approval, providing the Contractor submits waivers of lien with his/her final invoice indicating that all suppliers have been paid.

11. TERMINATION BY THE OWNER FOR CAUSE

A. The Owner may terminate the contract and finish the work by whatever reasonable method he/she deems expedient if the Contractor:

- 1. Persistently or repeatedly refuses to supply specified materials or to provide enough skilled workers to ensure the project will be completed within the time period indicated on his/her Proposal form;
- 2. Fails to make payment to sub-contractors and/or suppliers for labor and materials as stipulated in the contract documents; and
- 3. Is guilty of substantial breach of a provision of the contract documents.

- B. When the Owner terminates the contract for any of the above reasons, the Contractor shall not be entitled to receive further payment until the work is finished. If the unpaid balance of the contract sum exceeds the cost of finishing the work, it will be paid to the Contractor. If the cost to finish the work exceeds the unpaid balance, the Contractor shall pay the difference to the Owner.

12. COMPLIANCE WITH LAWS

- A. The Contractor shall give notices, pay all fees, permits and comply with all laws, ordinances, rules and regulations bearing on the conduct of work.

PART 3- CONTRACTOR'S INSTRUCTIONS

1. TAXES

- A. Contractor must comply with all state, federal and local taxes. The Contractor shall accept sole and exclusive responsibility for any and all state and federal taxes with respect to Social Security, old age benefits, unemployment benefits, withholding taxes and sales taxes.
- B. The Contractor acknowledges the owner is tax exempt from sales tax. Owner will supply Contractor with a tax-exempt certificate.

2. CONTRACTOR'S LICENSE

- A. All pertinent state and local licenses will be required.

3. QUALIFICATION OF BIDDERS

- A. All contractors should have a minimum of 10 years' experience in roofing.

4. BUILDING PERMITS

- A. The acquisition of the applicable permits and associated costs to obtain said permits will be the responsibility of the successful Contractor.

5. JOB COORDINATION

A. Contractor is responsible for daily communication with the Owner or Owner's Representative relating to areas of roof work in order that the Owner may adequately protect tenant's personal belongings, and the people themselves against possible damage or injury. Contractor is also responsible for policing and protecting areas involving removal and replacement of roof projections, defective decking or other work involving deck penetration.

B. Twenty-four hours prior to starting of the project and/or delivery of materials, the Contractor shall notify **Chris Casey** 802-522-6471. **caseybuild@gmail.com**

6. CLEAN UP

A. Accumulated debris shall be removed periodically to assure maximum safety and sanitation at all times. At completion of work, the Contractor shall remove all excess material and debris from the site and leave all roof surfaces free from accumulations of dirt, debris and other extraneous materials. The Contractor shall also remove any and all drippage of bituminous materials from the face of the buildings, floor, window, ladders and other finished surfaces.

7. SUPERINTENDENT

A. The Contractor shall keep a competent superintendent, satisfactory to the Owner and Owner's Representative, on the job at all times when work is in progress. The superintendent shall not be changed without notifying the Owner and the Owner's Representative unless the superintendent ceases to be in the employ of the Contractor. Superintendent may be owner/part owner of contractor.

B. The superintendent shall represent the Contractor in his/her absence and all directions and instructions given to the superintendent shall be as binding as if given directly to the Contractor.

- C. The superintendent shall be responsible for the conduct of all the Contractor's employees on the premises and shall promptly take necessary measures to correct any abuses called to his/her attention by the Owner.

8. INSPECTIONS

- A. Before any material applications are made, the Owner or his/her representative and the material supplier representative shall be available to ensure a complete understanding of the specification.
- B. The accepted Material Manufacturer will verify compliance with the specifications, answer questions that may arise and provide on-going inspection services to ensure warranty of materials / workmanship.
- C. A final inspection shall be conducted by Owner, Contractor, and the Owner's Representative upon being notified of completion of specified work and clean-up.

PART 4 - STATEMENT OF POLICY

1. GUARANTEES

- A. A roofing material guarantee is available for review from the Material Manufacturer for the roofing systems published in these specifications. The guarantee will be issued only upon completion of all the guarantee requirements by an approved Contractor. Such guarantees cannot be altered or amended, nor may any other warranties, guarantees or representations be made by an agent or employee of the Material Manufacturer unless such alteration, amendment or additional representation is issued in writing and is signed by a duly authorized officer of the Material Manufacturer, and sealed with the Material Manufacturer seal. This guarantee does not cover cosmetic deficiencies.

The Contractor will warranty the roof to the Material Manufacturer per article 2.9.

2. APPROVED CONTRACTORS

A. The roof systems must be applied only by those contractors who are capable of Material Manufacturer installations. No guarantees will be issued when installation has been performed by a non-approved contractor.

3. ROOFING SEQUENCE

A. Phase roofing is not acceptable. Any insulation or base layers laid in any one day must be covered with the properly installed roof system that same day. Failure to do so will void any warranties and no guarantee will be issued for the roofing system.

4. ACCEPTABILITY OF COMPLETED WORK

A. The acceptability of completed roofing work will be based on its conformance to the contract requirement.

5. ASBESTOS IDENTIFICATION

A. The Contractor must immediately stop all work should asbestos materials be identified in the old shingles. The Contractor must inform the Owner's representative of the asbestos contamination.

6. LEAD LIMITATIONS

A. The contractor is responsible for lead safety training if any lead or lead containing substance is found on the roof.

END OF GENERAL CONDITIONS

1. DELIVERY, STORAGE, AND HANDLING

A. Store products in manufacturer's unopened labeled packaging until ready for installation.

- B. Store products in a covered, ventilated area, at temperature not more than 110 degrees F (43 degrees C); do not store near steam pipes, radiators, or in sunlight.
- C. Store bundles on flat surface to maximum height recommended by manufacturer; store rolls on end.
- D. Store and dispose of solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

2. WEATHER CONDITIONS

Proceed with work only when existing and forecasted weather conditions will permit work to be performed in accordance with roofing shingle manufacturer's recommendations.

WARRANTY – Provide manufacturers Pro-rated Warranty

PART 2: PRODUCTS

- A. Roofing - Galvanized Steel: 26 gauge hot-dip galvanized steel sheet, complying with ASTM A 653/A 653M, G90/Z275.
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5. LEAK BARRIER

7. ROOF ACCESSORIES

- A. Paint: Exterior acrylic rust resistant aerosol roof accessory paint matching the roof color.
- B. Compression Collars: UV stable solid molded PVC compression collar, Kynar PVDF coated

24-gauge galvanized flange, Ultimate Pipe Flashing by Lifetime Tool.

A. Screws: Gasketed screws recommended by manufacturer of metal. Length must be enough to penetrate solid wood at least 3/4 inch (19mm) or through plywood or oriented strand board by at least 1/2 inch (12.7mm).

9. METAL FLASHING

B. Galvanized Steel: 26 gauge hot-dip galvanized steel sheet, complying with ASTM A 653/A 653M, G90/Z275.

B. Aluminum: 0.032-inch (0.8mm) aluminum sheet, complying with ASTM B 209.

PART 3: EXECUTION

1. EXAMINATION

A. Do not begin installation until roof deck has been properly prepared and inspected by the Owner's representative.

B. If roof deck preparation is the responsibility of another installer, notify the building owner of unsatisfactory preparation before proceeding.

2. REMOVAL OF EXISTING ROOFING

A. Remove all existing roofing down to the roof deck.

B. Verify that deck is dry, sound, clean and smooth, free of depressions, waves and projections.

C. Replace damaged deck with new materials.

D. Examine wood trim at the eaves and/or soffit for deterioration. Replace in kind matching the dimensions and profile of the original boards. New wood should be primed on all sides before installation.

E. Replace damaged deck with new materials.

F. Clean deck surfaces thoroughly prior to installation of eaves protection membrane and underlayment.

G. Examine wood trim at the eaves and/or soffit for deterioration. Replace in kind matching the dimensions and profile of the original boards. New wood should be primed on all sides before installation.

3. PREPARATION OF SUBSTRATE

A. Clean deck surfaces thoroughly prior to installation of leak barrier and roof deck protection.

B. At areas to receive leak barrier, fill knot holes and cracks with latex filler.

C. Chimneys: Install crickets on the upslope side of any chimney located in the north, on a roof steeper than 6:12, or wider than 24 inches (610 mm).

4. INSTALLATION OF UNDERLAYMENT

A. Install using methods recommended by manufacturer in accordance with local building code. When local codes and application instructions are in conflict, the more stringent requirements shall take precedence.

B. Eaves:

1. Place eave edge metal flashing tight with fascia boards; lap joints 2 inches (50 mm) and seal with plastic cement; nail at top of flange.

2. On roofs with slope between 2:12 and 4:12, and on all roofs in the north, install leak barrier up the slope from eave edge to 36 inches from the edge or at least 24 inches (610 mm) beyond the interior face of the warm exterior wall, whichever is greater; lap ends 6 inches (150 mm) and bond.

C. Valleys:

1. Install leak barrier at least 36 inches wide centered on valley; lap ends 6 inches (150 mm) and seal.
2. Where valleys are indicated to be "open valleys", install metal flashing over leak barrier before roof deck protection is installed; DO NOT NAIL THROUGH metal flashing; secure by nailing at 18 inches (457 mm) on center just beyond edge of flashing so that nail heads hold down edge.

D. Hips and Ridges:

1. Install leak barrier along entire lengths. If ridge vents are to be installed, position the leak barrier so that the ridge slots will not be covered.

E. Roof Deck:

1. Install one layer of roof deck protection over entire area not protected by eave or valley membrane; run sheets horizontally lapped so water sheds; nail in place.
2. On roofs sloped at more than 4 in 12, lap horizontal edges at least 2 inches (50 mm) and at least 2 inches (50 mm) over eave protection membrane.
3. On roofs sloped between 2 in 12 and 4 in 12, lap horizontal edges at least 19 inches (480 mm) and at least 19 inches (485 mm) over eave protection membrane.
4. Lap ends at least 4 inches (100 mm); stagger end laps of each layer at least 36 inches (915 mm).
5. Lap roof deck protection over valley protection at least 6 inches (152 mm).

F. Penetrations:

1. At vent pipes, install a 24 inch (610 mm) square piece of leak barrier lapping over roof deck protection; seal tightly to pipe.
2. At vertical walls, install leak barrier extending at least 6 inches (150 mm) up the wall and 12 inches (305 mm) on to the roof surface lapping over roof deck protection.
3. At skylights and roof hatches, install leak barrier up the sides of the frame and 12 inches (305 mm) on to the roof surface on all sides, lapping over roof deck protection.
4. At chimneys, install leak barrier around entire chimney extending at least 6 inches (152 mm) up the wall and 12 inches (305 mm) on to the roof surface lapping over roof deck protection.
5. At rake edges, install metal edge flashing over leak barrier and roof deck protection; set tight to rake boards; lap joints at least 2 inches (50 mm) and seal with plastic cement; secure with nails.
6. At hips and ridges, install leak barrier along entire lengths.

5. INSTALLATION OF SHINGLES

A. Install in accordance with manufacturer's instructions and requirements of local building code.

1. Avoid breakage of shingles by avoiding dropping bundles on edge, by separating shingles carefully (not by "breaking" over ridge or bundles), and by taking extra precautions in temperatures below 40 degrees F (4 degrees C).
2. Handle carefully in hot weather to avoid damaging shingle edges.
3. Secure with 4 to 6 nails per shingle; use number of nails required by manufacturer or by code, whichever is greater. Nails must be long enough to penetrate through plywood or OSB, or 3/4 inch (19 mm) into dimensional lumber.

- B. Install hip and ridge shingles as required by the manufacturer. At ridges, install hip and ridge shingles over ridge.
- C. Make valleys using "open valley" technique:
 - 1. Snap diverging chalk lines on metal flashing, starting at 3 inches (75 mm) each side of top of valley, spreading at 1/8 inch per foot (9 mm per meter) to eaves.
 - 2. Run shingles to chalk line.
 - 3. Trim last shingle in each course to match chalk line; do not trim shingles to less than 12 inches (305 mm) width.
 - 4. Apply 2 inches (50 mm) wide strip of plastic cement under ends of shingles, sealing to metal flashing.
- D. All penetrations are to be flashed according to ARMA and NRCA application instructions and construction details.
- E. For skylights, consult the manufacturer of the skylight or roof hatch for specific installation recommendations. Skylights and roof hatches shall be installed with pre-fabricated metal flashings specifically designed for the application of the unit.

6. PROTECTION

- A. Stage work progress so that traffic is minimized over completed roofing.
- B. Protect installed products until completion of project

END OF SPECIFICATIONS SECTION

TOWN OF WOODBURY
Woodbury Town Hall Roof Replacement
BID FORM

PO BOX 10
WOODBURY, VT 05681
TOWN HALL ROOF REPLACEMENT

Bids Due : 12/9/2024

Having carefully examined the description of the work to be accomplished, as contained in the Scope of Work, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following sum of money:

METAL ROOF REPLACEMENT (\$_____)

Cost per installed sq. ft. to replace decking (if any) (\$_____)

~~~~~

~~~~~ CHANGE ORDERS (if any)      Cost Plus ( \_ %)

By signature below, the bidder, if awarded a contract, agrees to guarantee a start date after January 2, 2025 and guarantees to complete the work by July 15, 2025. Once on the job, contractor will guarantee to maintain a full crew on site every day the weather allows until all work is complete. Contractor will invoice owner for materials, then 75%, 100% completion and upon delivery of warranty.

SIGN HERE:

NAME OF BIDDER _

ADDRESS OF BIDDER _

DATE: _