

REQUEST FOR PROPOSAL

Town of Woodbury-Roof Replacements

At The

Woodbury Town Hall

and

Woodbury Town Offices

Woodbury, Vermont

Date: July 15, 2025

Bids Due: September 4, 2025

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

Mandatory

Site Inspection and Walkthrough

at both locations:

1:00 PM on August 8, 2025 at 1672 Vermont Route 14-Town Offices

2:00 PM on August 8, 2025 at 3675 Vermont Route 14-Town Hall

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Request for Proposal (RFP):

Bids are hereby solicited for the replacement of roofs at the Woodbury Town Offices and Woodbury Town Hall, located in Woodbury, Vermont. The successful bid will include material and labor for both locations. The RFP is open to all interested bidders and shall be advertised in the local press.

The Town of Woodbury reserves the right to reject any or all bids.

Project Owner:

Town of Woodbury
1672 Vermont Route 14, PO
Box 10,
Woodbury Vermont 05681

Contact: Robin Durkee
Town Clerk: 802.456.7051

Project Consultant:

Chris Casey-Primary
caseybuild@gmail.com
Elizabeth Higgins-Alternate
higginsdpg@gmail.com

General Description of Work:

The work involves the removal and replacement of the existing roofing materials installed on the Woodbury Town Offices and Woodbury Town Hall. Please see the detailed scope of work in attachments B & C of this document.

The Woodbury Town Hall is individually listed on the National Register of Historic Places. All work on this building must comply with the Secretary of the Interior's Standards for Rehabilitation. The Standards are guidelines for the treatment of historic buildings and are available online at: www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm

Proposed Format

Submission requirements:

Bids must be submitted *no later than Thursday, September 4, 2025, at 1:00 PM* to:

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

Bidders shall submit their original bid, along with two copies, in a sealed envelope labeled **"Woodbury, Vermont Roofing Bid."** Bids received after the bid close date described above may be rejected at the Owner's discretion.

Electronic submissions will not be accepted.

Bid Form:

Bidders are required to complete the attached Bid Form in accordance with the provided instructions. Supporting documentation, including technical and performance data, product literature, and other relevant materials, shall be attached to the completed Bid Form. Bid opening is scheduled for September 8, 2025, at the Select Board meeting.

Bids should be in ink or typewritten with no erasures and complete. Illegible and incomplete Bids may be rejected at the owner's discretion.

Type of Bid:

The type of bid requested is as follows:

Lump Sum. See Bid Form for specific requirements of all bids.

Inquiries:

Technical questions concerning the RFP may be directed to the Project Coordinator:
Thomas (Skip) Lindsay; Email: catamount.vt@comcast.net

The Town of Woodbury reserves the right to reject any or all Bids, to reconcile differences within Bids as necessary, and to waive formalities, informalities, and minor deviations among Bids.

5. Project Timeline

The winning bidder should be prepared to sign the contracts no later than Monday September 15, 2025, start the projects no later than Monday, September 22, 2025, and complete both projects by Friday, October 17, 2025. Weekend work is allowed.

**Roof Replacement
GENERAL
CONDITIONS**

PART 1 - General Information

1.1 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 Town of Woodbury.

1.2 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. 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.

1.3 CONDITION OF SITE.

- A. The bidders shall visit the site before submitting their bids and understand the field conditions affecting their work. 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 the same in their bids.

1.4 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. If any work is performed by the Contractor or any of his/her sub-contractors before 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.

1.5 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 and neighbors' operations. Upon completion of the job, all unused materials 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 their 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 to the Contractor.

Attachment A

1.6 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 contact the project consultant to schedule the inspection, which shall be made promptly to avoid delay of work.

1.7 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, 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 periodically 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. Rendering any other inspection services which the Owner may designate; and
 - 6. 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 project consultant shall in no way relieve the Contractor of his/her contractual responsibilities.

1.8 MISCELLANEOUS UTILITIES

- A. Electrical power will be furnished by the Owner for small tools only.
- B. The Owner will furnish water for washing and drinking purposes.
- C. After 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 before the commencement of his/her work.

Attachment A

1.9 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:

- 1. By cost plus overhead and project markup percentage per bid

1.10 CORRECTION OF WORK BEFORE 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. 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.

1.11 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. The Contractor shall promptly repair any defects that may arise during this period, including any damage done to the Owner's property due to such defects. The warranty period is outlined in Article 2.9 A.

1.12 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. 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.

1.13 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 the Owner's property when tearing off the existing roof. This is required for removing dirt, silt, and debris to preserve the ecology and protect building surfaces.
- 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 OSHA-approved.
- D. No drugs or alcoholic beverages are permitted on the grounds.

Attachment A

- 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. 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.

1.14 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.
- 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.

1.15 ROOF DECK

- A. 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.

1.16 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 acknowledge that they and their workers have undergone Safety Training and shall always act in compliance with all NRCA recommended safety compliance rules and regulations.

1.17 INSURANCE

- A. 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.

Attachment A

1. 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.
2. 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.

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.

3. In accordance with Section (1.21), the Contractor and subcontractor(s) shall maintain the following insurance:
 - a. 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.
 - b. Comprehensive General Liability Insurance in amounts not less than:

| | |
|-------------------------------|----------------------------|
| i. Personal Injury | \$1,000,000 per person |
| ii. (Including bodily injury) | \$1,000,000 per occurrence |
| iii. Property Damage | \$1,000,000 per occurrence |
 - c. Comprehensive Automobile Liability Insurance in the following minimum amounts:

| | |
|---------------------|----------------------------|
| i. Bodily Injury | \$1,000,000 per person |
| | \$1,000,000 per occurrence |
| ii. Property Damage | \$1,000,000 per occurrence |
4. This insurance shall:

Attachment A

- 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 ensuring the obligation assumed by the subcontractor in this agreement.
 - iv. Liability which the 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.
- C. 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 shall show by specific reference that each of the foregoing items have been provided for.
 - 5. 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.

1.18 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. The tentative schedule for this project is:

Start Date: On Monday, September 22, 2025
Completion Date: On Friday, October 17, 2025

1.19 COMPLIANCE WITH LAWS

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

1.20 SAFETY AND ECOLOGY

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

1.21 ANTI-DISCRIMINATION IN EMPLOYMENT

Attachment A

- 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.

PART 2 - INSTRUCTIONS TO BIDDERS

2.1 WITHDRAWAL OR MODIFICATION OF BID

- A. Any Bidder may withdraw his/her bid at any time before the scheduled closing date of the bid.

2.2 BID OPENINGS

- A. Bids will be opened during the Woodbury Select Board meeting, Monday, September 8, 2025, at 6:30 PM. Notice of award will be made via a phone call.

2.3 QUESTIONS

- 2.3.1 Technical questions regarding this bid can be directed to Chris Casey. Email caseybuild@gmail.com. All questions will be answered, and both questions and answers will be distributed to all known interested bidders in the form of an addendum.

The deadline for questions will be Friday, August 15, 2025, at 5:00 PM

- 2.3.2 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 before submitting their bid.
- 2.3.3 It is the Contractor's responsibility, during the work, to bring to the attention of the Owner's Representative any defective membrane, insulation, or deck that has not been previously identified.

2.4 RESPONSIBILITY FOR MEASUREMENTS AND QUANTITIES

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

2.5 DISCREPANCIES AND ADDENDA

- 2.5.1 Should a Bidder find any discrepancies in the Specifications, or should he or she be in doubt as to their meaning, he/she shall notify the Owner's Representative at once.
- A. No extras will be authorized because of the Contractors failure to include work called for in the Addenda in his/her bid.
- B. Modifications to the specifications (if necessary) will be followed by an addendum; no verbal discussions or agreements shall be recognized.

2.6 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 his/her bid(s):
 - 1. Evidence of collusion among Bidders;

Attachment A

2. Lack of responsibility as revealed by either financial, experience or equipment statements, as submitted;
3. Lack of expertise as shown by past work, and judged from the standpoint of workmanship and performance history;
4. 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
5. Being in arrears on existing contracts, in litigation with an Owner, or having defaulted on a previous contract.

2.7 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.

2.8 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.

2.9 START AND COMPLETION DATE

- A. Work shall start no later than Monday, September 22, 2025
- B. All work shall be completed no later than Friday, October 17, 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, the contractor will guarantee to maintain a full crew on site until work is completed.

2.10 PAYMENT

- A. 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 payment schedule is 50% of the contracted amount when the materials are on-site and 50% when the job is completed.
- B. 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.
- C. Upon completion of the job, the project consultant and the Contractor will make final inspection of the work done, and the project consultant will sign a completion report authorizing final payments.
- D. Final payment shall be made to the Contractor no later than thirty (30) days after job approval.

Attachment A

2.11 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 subcontractors and/or suppliers for labor and materials as stipulated in the contract documents; and
 - 3. Is guilty of a 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.

2.12 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

3.1 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 concerning Social Security, old age benefits, unemployment benefits, withholding taxes, and sales taxes.
- B. The Contractor acknowledges that the owner is tax-exempt from sales tax. The Owner will supply the Contractor with a tax-exempt certificate.

3.2 CONTRACTOR'S LICENSE

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

3.3 BUILDING PERMITS

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

3.4 JOB COORDINATION

- A. Forty-eight hours before the start of the project and/or delivery of materials, the Contractor shall notify: Chris Casey: caseybuild@gmail.com and Skip Lindsay: catamount.vt@comcast.net

3.5 CLEAN-UP

- A. Accumulated debris shall be removed periodically to assure maximum safety and

Attachment A

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.

3.6 INSPECTIONS

- A. The Contractor and the project consultant shall conduct a final inspection upon being notified of completion of specified work and clean-up.

PART 4 - STATEMENT OF POLICY

4.1 ACCEPTABILITY OF COMPLETED WORK

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

4.2 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.

4.3 LEAD LIMITATIONS

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

Material Specifications and Scope of Work

PART 1: JOB CONDITIONS

1.1 WEATHER CONDITIONS

- A. Proceed with work only when existing and forecasted weather conditions permit work to be performed following the roofing manufacturer's recommendations.

1.2 WATERTIGHTNESS

- A. Provide a minimum 20-year warranty.

PART 2: PRODUCTS

Minimum Specifications and Requirements for Standing Seam Roof Replacement

2.1 Metal Roofing

- A. The minimum standing seam roof sheathing to be 24-gauge metal.
- B. Standing seam panel length is approximately 35 feet for the longest run. Panels to run the full length of the run. No cross seams and end joints are allowed.
- C. Panel width to be 12 inches wide and to be a flat, smooth panel.
- D. Roof color is to be Grey, and all trim metal is to match the roof color.
- E. Roof finish to be Kynar 500/Hylar 5000 PVDF.
- F. Metal roofing system to have a UL850 Class 90 wind uplift rating.
- G. Each metal roofing panel is to have a continuous interlock for improved performance and wind resistance. Peterson Snap Clad System or approved equal.
- H. Roof panel to have a factory-applied sealant bead for improved weather resistance.
- I. Roof metal to be a clip-style system with concealed fasteners, bearing plates, and floating clips for thermal expansion.

2.2 Scope of Work

- A. The contractor will remove and demo the existing metal roof, underlayment, fascia, and drip edge down to the roof deck.
- B. The contractor is responsible for all materials, labor, and equipment to perform the roof replacement. The contractor is responsible for all debris removal.
- C. Verify the deck is dry, sound, clean, and smooth, free of depressions, waves, and projections.
- D. The contractor will replace damaged or compromised decking with new material.
- E. The contractor will inspect the wood trim at the eaves and soffits for signs of deterioration. Replace any deteriorated boards with matching dimensions and profile of the original boards. New wood should be primed on both sides.

Attachment B

- A. The contractor will install a new ice and water shield underlayment to the entire roof deck. The underlayment must have a minimum thickness of 40 mils and be capable of sealing around fasteners.
- B. Contractor will install new pipe boots, drip edge, and fascia board.
- C. The contractor will install a new standing seam roof and accessories in accordance with the manufacturer's recommendations, including starter strips, roof panels, valleys, hip and ridge caps, and a ridge cap.

Part 3: Product Information

The proposer will provide the following information regarding the roofing product in their proposal:

Roofing Manufacturer: _____

Product: _____

Panel Width: _____

Rib Height: _____

Base Metal Grade and Coating: _____

Finishes and Coatings: _____

Ice and Water Shield Roofing Underlayment: _____

Warranty

Labor: _____ Years

Roof Panel Paint:

Color Fade: _____ Years

Chalking: _____ Years

Cracking, Flaking or Peeling: _____ Years

Watertightness: _____ Years (Minimum of 20 Years is Required)



Metal Roof Color Choices

TOWN OF WOODBURY
Town Offices
Roof Replacement Bid Form

TO: TOWN OF WOODBURY
ATTN: Robin Durkee
1672 VERMONT ROUTE 14
PO BOX 10
WOODBURY, VT 05681
ROOF REPLACEMENT PROJECT

Bids are Due in the Town Clerk's Office: Thursday, September 4, 2025

For Town Offices

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

Cost to Replace Roof: _____ (\$ _____)

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

Cost to repair roof trim if needed: _____ (\$ _____)

Change Orders (if any): _____ (\$ _____)

By signing below, the bidder, if awarded a contract, agrees to guarantee the start date on September 22, 2025, and guarantees to complete the work on October 17, 2025. Once on the job, the contractor will guarantee that a full crew is maintained on site every day, weather permitting, until all work is complete. The payment schedule is as follows: 50% of the contracted amount upon receipt of the materials on-site, and 50% upon completion of the job.

Sign Here: _____

Printed Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Date: _____

TOWN OF WOODBURY
Town Hall
Roof Replacement Bid Form

TO: TOWN OF WOODBURY
ATTN: Robin Durkee
1672 VERMONT ROUTE 14
PO BOX 10
WOODBURY, VT 05681
ROOF REPLACEMENT PROJECT

Bids are Due in the Town Clerk's Office: Thursday, September 4, 2025

For Town Hall

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

Cost to Replace Roof: _____ (\$ _____)

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

Cost to repair roof trim if needed: _____ (\$ _____)

Change Orders (if any): _____ (\$ _____)

By signing below, the bidder, if awarded a contract, agrees to guarantee the start date on September 22, 2025, and guarantees to complete the work on October 17, 2025. Once on the job, the contractor will guarantee that a full crew is maintained on site every day, weather permitting, until all work is complete. The payment schedule is as follows: 50% of the contracted amount upon receipt of the materials on-site, and 50% upon completion of the job.

Sign Here: _____

Printed Name: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Date: _____

TOWN OF WOODBURY

Contract Agreement for Town Offices Roof Replacement

This agreement is dated as of the _____ day of _____ in the year 2025, by and between the Town of Woodbury and the contractor's name here __

The Town of Woodbury and the Contractor for the considerations herein after named agree as follows:

ARTICLE 1 -- WORK

The Contractor shall furnish all labor, materials, and equipment to complete all work as called for in the Town of Woodbury Request for Proposal (RFP), including GENERAL CONDITIONS, SPECIFICATIONS, and BID. The RFP including all its attachments are incorporated into and are a part of this Agreement.

ARTICLE 2 -- TIME OF COMPLETION

Work is to begin on September 22, 2025

Work is guaranteed to be complete on October 17, 2025

The Contractor guarantees a full crew on site once started until completion.

ARTICLE 3 -- THE CONTRACT SUM

The Town of Woodbury shall pay the Contractor for the performance of the Contract, subject to additions and deductions provided by approved Change Orders, the sum of:

\$ _____

SIGNED:

Date

For the Town of Woodbury

Date

For the Contractor

TOWN OF WOODBURY
Contract Agreement for Town Hall Roof Replacement

This agreement is dated as of the _____ day of _____ in the year 2025, by and between the Town of Woodbury and **the contractor's name here**__

The Town of Woodbury and the Contractor for the considerations herein after named agree as follows:

ARTICLE 1 -- WORK

The Contractor shall furnish all labor, materials, and equipment to complete all work as called for in the **Town of Woodbury Request for Proposal (RFP)**, including **GENERAL CONDITIONS, SPECIFICATIONS, and BID**. The RFP including all its attachments are incorporated into and are a part of this Agreement.

ARTICLE 2 -- TIME OF COMPLETION

Work is to begin on September 22, 2025

Work is guaranteed to be complete on October 17, 2025

The Contractor guarantees a full crew on site once started until completion.

ARTICLE 3 -- THE CONTRACT SUM

The Town of Woodbury shall pay the Contractor for the performance of the Contract, subject to additions and deductions provided by approved Change Orders, the sum of:

\$ _____

SIGNED:

Date

For the Town of Woodbury

Date

For the Contractor