

# Town of Atkinson, New Hampshire

## INVITATION TO BID

### Community Center Roof and Gutter Replacement

Issued: September 4, 2013

The Town of Atkinson invites qualified contractors to bid on the replacement of the roof and gutters of the old section of the Atkinson Community Center located at 4 Main Street, Atkinson New Hampshire 03811. Specifications for the bid are included below, are available at Atkinson Town Hall and on the Town web site - <http://www.town-atkinsonnh.com/>. Sealed bids should be received at the Selectmen's office, clearly labeled "Town of Atkinson – Community Center Roof" at or before 12:00 PM on September 27, 2013, to be opened and read in public on September 27, 2013 at 12:30 PM. For further information, please contact Bill Innes, Town Administrator at 603-362-1060, Dave Weymouth at 603-234-0664 or Barbara Snicer at 603-362-5266; by e-mail at [townadmin@atkinson-nh.gov](mailto:townadmin@atkinson-nh.gov). All bids will be taken under advisement pending review and recommendation by the Town Administrator. The selectmen reserve the right to reject any or all bids and to negotiate with the successful contractor in the best interest of the Town. A pre-bid submission meeting and walk-through will be held on September 18, 2013 at 10:00 AM, or by appointment, at the Community Center. Bids shall be in a sealed envelope, plainly marked "Town of Atkinson – Community Center Roof" and addressed to:

Town of Atkinson Selectmen  
21 Academy Avenue  
Atkinson, New Hampshire 03811

#### SCOPE OF WORK

- Remove the existing slate roof down to the roof deck including the existing roof shingles, nails, felt or membrane underlayment, metal drip edge, existing ridge vents, etc. and legally dispose of all debris. Verify that the existing sheathing is in good condition. Should there be areas of sheathing or framing deterioration, please provide unit pricing (cost per sq. ft.) for repair
- Gutters and downspouts are to be removed
- Install eight inch (8") drip edge to all rakes and eaves (white in color)
- Apply ice and water shield underlayment, per manufactures recommendation, to six feet (6') up the roof from the edge
- Apply premium underlayment to the balance of the exposed wood deck
- Re-flash all plumbing stack pipes and any other roof penetrations as required and dictated by good roofing practices to ensure a water tight roof
- Install new 50 year architectural limited lifetime architectural shingles (color TBD). Nailing is to be hurricane compliant.
- Furnish and install a new ridge vent
- Provide manufactures guarantee and contractor workmanship 10 year guarantee
- Replace gutters and down spouts with five inch (5") seamless gutters and two inch ( by three inch (2" X 3") downspouts with three feet (3') extensions to direct water away from building

## **QUALITY ASSURANCE**

- Requirements of Regulatory Agencies; Perform demolition work in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities, and in accordance with the requirements of public utility corporations having jurisdiction over the work.

## **PREPARATION AND PROTECTION**

- The Atkinson Community Center will be occupied at all times during this process.
- Provide, erect and maintain catch platforms, lights, barriers, weather protection, warning signs and other items as required for the protection of the workers engaged in demolition operations, public, adjacent construction and occupants of the building.
- Do not close or obstruct streets or sidewalks without the proper permit. Conduct operations with minimum traffic interference.
- The Atkinson Community Center shall have at least one unobstructed means of egress at all times. The contract shall sequence the Work to insure this at all times.
- Protect property on the job site, including landscaping, vents, utility lines, streets, sidewalks, light standards, etc.
- Provide and maintain temporary protection of the existing structure designated to remain where demolition and removal work is being done, connections made, materials handled or equipment moved, including but not limited protecting areas where roofing has been re-moved and new work has not be made the existing weather tight.

## **DEMOLITION**

- Perform demolition and removal work as indicated.
- Remove from the Town's property and legally dispose of materials or items demolished and not designated to become the property of the Town.

## **REFERENCES**

Please supply three (3) references for similar type work

## **PLYWOOD**

- Sheathing: Exterior Type, Standard Grade with exterior glue; thickness to match the existing sheathing. Note: 4 ply southern yellow pine plywood is not acceptable

## **CONDITION OF SURFACE**

- Examine substrates, adjoining construction, and conditions under which the work is to be installed. Notify the Owner of any deteriorated condition. Do not proceed with the work until unsatisfactory conditions detrimental to the proper and timely completion of the work have been corrected.
- Whenever rough carpentry is fitted to other work, obtain measurements of such other work, verify dimensions shown and the shop drawing details.

## **JOB CONDITIONS**

- Weather Conditions: Proceed with shingle work only when weather conditions are in compliance with manufacturer's recommendations and, when substrate is completely dry. No work will be done in the rain or when the temperature is below 32 degrees F.

### **REQUIRED DOCUMENTATION**

In addition the Contractor shall provide the Owner with:

- The Shingle Manufacturer's standard warranty for both labor and materials including rip off and replacement for a period of Fifty (50) years, and the contractor's warranty of one (1) year from date of substantial completion
- A copy of the Bill of Sale for the Shingles clearly indicating the product, quantity, purchase date, and a note indicating the project for which the product is intended;
- A list of materials used and manufacturers' description and warranty, if any;
- "As-build" sketches/diagrams, as appropriate;
- Satisfactory delivery of documentation shall be precedent to final 10% payment.

## Proposal Response Form

To: The Town of Atkinson

The undersigns proposes to furnish all labor and materials and or services required for the repair of the Community Center roof and gutters located at 4 Main Street in the Town of Atkinson in accordance with the Contract Documents and/or RFP for the Contract price below:

This proposal includes addenda numbers \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.

The proposed Contract Price for the \_\_\_\_\_ is: \$ \_\_\_\_\_.  
\_\_\_\_\_ dollars and \_\_\_\_\_ Cents.

Unit prices (if any) are as follows:

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

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

Add Alternates (if any) are as follows:

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

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

The undersigned agrees that, if he is selected as the lowest responsible contractor, he will within thirty (30) calendar days begin construction or provide the service contracted for. Contractor also agrees that all work will be completed (weather permitting) within thirty (30) consecutive business days excluding weekends and legal holidays, after beginning construction.

The undersigned hereby certifies that he is able to furnish any and all such labor, materials and or services required under this proposal.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned agrees that all areas of Town property shall be properly protected and kept "safe" at all times. The Contractor shall keep the premises clean of debris at all times and shall remove such from site on a daily basis or place in a dumpster to be located on the site at a pre approved location at the Contractors expense.

The undersigned agrees that Certificates of Insurance must be filed with Selectmen's Office prior to beginning any work.

The undersigned agrees to supply Current Certificates of Liability and Workers' Compensation Insurances.

The undersigned agrees that, if required, all personnel, technicians, vendors and subcontractors of the contractor who work on this project shall be required to submit to a background check. Only individuals who successfully pass the background check will be permitted access to this project.

Agreed to, Acknowledged and Accepted:

By: \_\_\_\_\_  
Company

\_\_\_\_\_  
Printed Name of Authorized Signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
e-mail