

Bid # 2021-01

Request for Proposals  
Town of Colchester  
Roof and Soffit Repair – Youth Center

BID # 2021-01

Bids shall be addressed to 1st Selectman, Mary Bylone, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. Friday June 4, 2021.**

Bids shall be submitted in a sealed envelope clearly marked, “2021-01 Roof and Soffit Repair Youth Center.” Bid opening shall take place at the Colchester Town Hall, Office of the 1<sup>st</sup> Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:00 P.M. Friday June 4, 2021.**

Any questions concerning this bid may be answered by contacting James Paggioli, Town of Colchester Director of Public Works, at (860) 537-7288.

**No right shall accrue to any person submitting a bid until such bids have been accepted and contract awarded in writing by the duly authorized representative of the Colchester Board of Selectman. The Colchester Board of Selectman reserves the right to reject any and all bids and to accept the lowest responsible bidder, and to waive any informalities, omissions, excess verbiage, or technical defects in the Bidding, if, in the opinion of the Board of Selectman, it would be in their best interest to do so.**

**RFP #2021-01**  
**BID FORM**

BIDDERS: COMPLETE ALL INFORMATION REQUESTED BELOW. BIDDER MUST SIGN BID FORM.

COMPANY NAME & ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ - \_\_\_\_\_

FAX #: \_\_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_

(Name & Title)

**INSTRUCTIONS:** *The undersigned, attesting to be a duly authorized representative of the Bidder, having familiarized himself/herself with the existing conditions of the school and Specifications contained herein affecting the cost of the work, hereby proposes to furnish the Town of Colchester / Colchester Public Schools with all supervision, technical personnel, labor, materials, equipment, tools, appurtenances, permits, fees and services required to perform and satisfactorily complete the work specified, in accordance with said Specifications, for the sums as indicated below.*

**BASE BID**

<u>Item #</u>	<u>Description</u>	<u>Price for Item</u>
1	Lump Sum price for Roof Repair 36 ft. x 32 ft.	_____
2	Lump Sum price for Shingle Side Wall – 4 sides	_____
3	Per Sheet cost for 4x8 Plywood Installed Replacement if required	_____
4	Lump Sum price for Soffit replacement.	_____
5	Corbel Replacement if required – Each.	_____

Total of estimate Amount Written in words ( Items 1, 2 & 4)

\_\_\_\_\_

\_\_\_\_\_  
Bidders Name (print)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Bidders Address:

\_\_\_\_\_  
Bidders Phone

\_\_\_\_\_  
Bidders FAX

The present Town of Colchester Youth Center, previously known as the Old Town Hall and the former Ransom School, and originally as The Wheeler Block, is a historic civic and commercial building at 40 Norwich Avenue in Colchester, Connecticut. Built in 1872, it is a good local example of Second Empire architecture, having seen a variety of civic and commercial uses. The building was listed on the National Register of Historic Places on April 16, 1993.

The building is located in the village center of Colchester, facing north across Norwich Avenue to the town green, at the junction with Hayward Avenue. It is a 2 1/2-story wood-frame structure in the Second Empire style, with a mansard roof, bracketed cornice, and gable-roof dormers with paired round-arch windows. A single-story porch extends across the front, with turned balusters and bracketed square posts supporting a low-pitch hip roof. An ell extends to the left of the main block. The interior is mainly the product of alterations made in the 1930s, when it was converted for use as town hall.

The center block portion of the building was built in 1872 by Joshua Wheeler, a local merchant and Mason. The building originally housed commercial businesses in the ground floor and the local Masonic lodge above. The lodge occupied the building's upper floor until 1970. In 1910 Wheeler's daughter, Emeline Ransom, gave the building to the town, which used it as a schoolhouse until 1936, and as town hall until 1991

### **General Specifications – Instructions to Bidders**

All bids must be submitted on the enclosed "Bid Form" *No Exceptions*. Bidder shall provide information regarding the bidder's qualifications, company history, etc. on separate sheets.

Scope: This contract shall be defined as, but not limited to:

- a. The general scope of the project is as follows: The existing building of Town of Colchester Youth Center at 40 Norwich Avenue is wood framed, wood sided and sloped asphalt shingle – wood underlayment roof building, The roof has developed several ridge lines and slopes overall, however the first area of work is to be he portion of the main building. This area is approximately 36 ft. x 32 ft. and has a single penetration and structures as shown on the attached drawing and picture. This area is envisioned to have EPDM membrane with the EDPM to be wrapped up sidewall and under side shingle roof. Once the membrane has been placed and secured under the sidewall shingles, this main roof will be shingled over with visually identical shingles as the sidewalls.  
The second area involves the sidewall shingle replacement on the four sided of the main building. This will involve stripping off the existing shingles, incorporating the EPDM overlap, and replacing the shingles with visually identical shingles that exist on the building at this date.
- b. Once roofing work is completed, the existing deteriorated soffit shall be removed along the front portion of the building and replaced with like materials and then painted white matching the remaining portion of the building. Any deteriorated corbel supports shall be replaced with identical material and design while installing the new soffits.
- c. Should funds allow or become available, additional work may be added to the project. The Town also reserves the right to deduct estimated work as required. The quantities listed are estimated for the envisioned work at the Youth Center Building only. Other locations on the premises will not be added dependent on available funds.

- d. The Contractor shall consist of furnishing all materials, fall protection, labor, supervision, equipment, tools, supplies, debris removal with proper disposal, and all other expenses in order to conduct the work and/or raise the materials to the work area. All costs shall be included within the Lump Sum price. No additional payments will be considered for these items.
- e. Bidders are required attend any mandatory pre-bid meetings, if any, and to perform onsite inspections of the areas where systems are to be installed in accordance to the instructions here in, and be familiar with the work areas. Site inspections are to be coordinated with staff. No unwarned site inspections shall be permitted. No additional payments shall be made for work that should be apparent to competent installers. Should conflict occur between contractor and project staff in regard to location of equipment, project staff shall have the final determination.
- f. Quality of workmanship shall be in accordance with generally accepted industry standards as a minimum of a 30 year manufacturer's labor and material system warrantee shall be provided to the Town upon completion and acceptance of the work. Contractor shall be aware that the Youth Center is a publicly utilized facility and make a necessary consideration to maintain public access during construction and scheduling of work. Contractor shall coordinate work scheduling and activities with the Director of Public Works in order to maintain the facilities ability to respond to the public during the construction process. Contractor shall also be responsible for the protection of finish work prior to acceptance and opening an area to the public. It is anticipated that the sidewalk area will be closed to public access during working hours and that the contractor will be required to provided and maintain "Sidewalk Closed" signs at the site and prior to the location at crosswalks in order to give pedestrians crossing opportunity prior to the site.
- g. Bidders are to comply with all applicable laws and regulations in regard to construction activities, i.e. OSHA standards, fall protection, Material Protocols, A.D.A. Regulations, C.B.Y.D., etc. and will be solely responsible for any violations.
- h. All Bidders, by signing the Bid Schedule, attests that they, and the employees assigned to perform the work as stipulated, hold a current license to perform the work as described (if applicable).
- i. The bidder should be aware that the Town may employ third party inspectors to monitor the work or may utilize its own staff. Required fall protection is required to be in good working order and the contractor will be required to provide access to the work area during construction.
- j. Contractor shall supply samples of all materials to be used for acceptance by the Town of Colchester and Colchester Historic Commission. Materials not approved by the Town and Commission shall not be used on the job. Once approved, materials utilized shall not deviate from those approved.
- k. The building in located within the Colchester Historic District and also listed on the National Register of Historic Places. Building Permit will be required to be obtained by the Contractor and will be fee will be waived/ paid for by the Owner. A Certificate of Appropriateness may need to be obtained by the Town prior to the start of work.
- l. No materials shall free fall from the work area, chutes and dumpsters shall be located within the parking area of the premises or directly adjacent to the front of the building. Use of the front area is subject to the Connecticut Department of Transportation under the encroachment permit process which the Contractor will apply for and the Town may assist with. The Encroachment Permit is the responsibility of the Contractor to obtain.

### Specific Scope of Work:

The Roof Repair shall consist of the following minimum steps:

- 1) Install all required fall protection.
- 2) Stripping off of existing two courses of asphalt roofing shingles including safe and proper disposal of said roofing materials. Acquisition, Placement of Dumpster and chutes, and disposal shall be included within the Contractor bids.
- 3) Inspection of plywood roofing sheathing and replacement as directed by the Town's project representative. Only full sheets or exact existing sheet dimension of plywood will be allowed for replacement.
- 4) Prepare roof deck for installation of new roofing components in accordance with manufacturer's guidelines / instructions.
- 5) Install EDPM Membrane including up sidewall and over edge to be under sidewall shingles.
- 6) Install Sidewall - Starter Strip or Quickstart Starter Roll shall be utilized. No cutting of 3 tab shingles shall be allowed for starter course.
- 7) Install Shingles over sidewalls, with Enhanced Nailing pattern, as detailed within manufacturer's guides, shall be utilized. Zinc Coated or Aluminum Fasteners only shall be used, sized as detailed in the manufacturer's guides.
- 8) Ridge line shall be shingle as existing.
- 9) Should additional adhesive be required at time of installation of roofing installation, per manufacturer's guides, said work shall occur at no additional charge.
- 10) Remove all required fall protection and debris from site. Repair any damages to owners building and site.
- 11) Supply thirty (30) year manufacturer's material system warrantee documentation and certification that said systems were installed within manufacturer's specifications.

The Soffit Repair shall require

- 1) Identify and remove deteriorated soffit.
- 2) Should any existing corbels be required to be replaced, extreme care shall be used to preserve the corbel and identify material, and exact style for remanufacture.
- 3) String line to ensure ridgeline elevation to be constant.
- 4) Replace soffit and corbels with like materials.
- 5) Primer and paint to match existing white paint of building.
- 6) Remove all fall protection and debris from site.

All Manufacturer's Specifications and Installation guidelines shall be provided with the bid response for all components to be utilized.

### USE OF PREMISES AND REMOVAL OF DEBRIS

The Contractor shall undertake, at his/her own expense:

1. To take every precaution against injuries to persons or damage to property. There may be children and staff present during the hours the Contractor may be working. The Contractor shall be aware at all times that additional safety considerations should be taken. Particular care shall be taken by the Contractor and all those in his/her employ that all tools, equipment, ladders, materials, etc. are not left unsupervised.
2. To store his/her apparatus, materials, equipment and supplies in such orderly fashion at the site of work as will not unduly interfere with the normal operation of the Colchester Youth Center, the progress of the Contractor's work or the work of others.

3. To clean frequently all refuse, scrap, and debris caused by his/her operations and to legally dispose of same away from the site, so that the work site is maintained in a neat, workmanlike appearance.
4. Before final payment, to remove all surplus materials and debris of any nature resulting from his/her operations and to legally dispose of same away from the site, so that the site is left in a neat, orderly, and workmanlike condition.

#### Time for Completion of Work Scope

Work shall be completed within 60 days from date of written Notice to Proceed. All bonds and insurance certificates shall be provided within 10 days of the opening of the bid and prior to a bid award.

Contractor to be aware that there may be weekdays during that period they are unable to conduct work due to Holidays and shall plan work and protection of work accordingly.

Basis of Award: This contract will be awarded to the *lowest responsible qualified bidder* meeting specifications or providing a proposal that at the sole discretion of the Town, meets the needs and performance criteria of the Town.

Bid Award: Once the Lowest Responsible Qualified Bidder has been identified and award of the bid is authorized, the Purchasing Agent shall prepare or cause to be prepared: (1) a purchase order to confirm the bid award or 2) when required a contract. The Purchasing Agent will bring the recommendation forward to the Board of Selectman for approval as required by the Town Charter, State Statutes, and the Town of Colchester Purchasing policy.

#### Bond Requirement and Guarantee

The bidder selected to perform work under this contract is required to provide a Payment and Performance Bond in the full amount of the work awarded. Original signed and sealed copies of bonds shall be provided to the Town prior to the Notice to Proceed being issued.

Attached Drawings, Plans, and Photos: Architectural drawings, plans and photos are attached to this document are to be used for reference only and are not guaranteed to be an accurate depiction of the conditions that exist on the building. These drawings represent the best information that the Town of Colchester has of the building construction plans.

#### Insurance: INSURANCE REQUIREMENTS:

The vendor shall maintain for the life of the Contract the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the State of Connecticut with a rating by AM Best of "A" or better. A certificate of insurance indicating these amounts, and listing the Town of Colchester as additional insured, must be submitted at the time of award.

##### A. Commercial General Liability:

Limits of Liability:-Each Occurrence - \$1,000,000    General Aggregate - 2,000,000  
includes coverage for:

- 1. Products/Completed Operations.
- 2. Contractual Insurance.
- 3.. Broad Form Property Damage.
- 4. Independent Contractors.
- 5. Personal Injury.
- 6. Premises-Operations.

B. Auto Liability - Combined Single Limit \$1,000,000

C. Owners Contractors Protective Liability (OCP) in the name of The Town of Colchester:

Each Occurrence - \$1,000,000

General Aggregate - \$1,000,000

E. Worker's Compensation - Statutory

F. The Town of Colchester shall be listed as additional insured on Commercial General Liability policies.

G. The contract of insurance shall provide for notice to the Town of cancellation of insurance policies thirty (30) days before such cancellation is to take effect.

The contractor shall defend, save harmless and indemnify the Town of Colchester, its officers, agents, employees, and assigns from any damages resulting from any challenge to the legality of the bid process or any of the documents used here, including, but not limited to, the Request for Proposals or Contract Agreements. In addition, the contractor agrees to indemnify and hold harmless the Town of Colchester and each of their respective members, employees, officers and agents from and against any claims, demands, losses, costs or liabilities for personal injury or property damage or any other loss which may result from the contractor's performance or lack of performance of the Contract. Such "losses" shall include all reasonable attorney's fees and costs incurred in the representation of the Town, or any of their respective members, officers, employees, sub-committees of the Town or agents in any suit or claim arising from the contractor's performance or lack of performance of the Contract or arising from the enforcement of this provision.

Damages: Successful bidder shall be held responsible for any damages to existing structures, systems, or equipment caused by vendor due to negligence. Any subsequent repair shall be done at no additional cost to the Town.

Invoicing: Contractor shall prepare invoicing for payment for completed work that has been inspected and accepted by the First Selectman or his designee, either at the completion of all work that has been completed, inspected and approved as above.

References: Vendor must supply three (3) references where similar work was performed within the last 5 years.

## SAMPLE CONTRACT

THIS AGREEMENT made this \_\_\_\_<sup>th</sup> day of June \_\_, 2021, by and between  
\_\_\_\_\_ herein after called the "Contractor", and the Town of Colchester.

WITNESSETH, that the Contractor and the Town of Colchester for the bid sum of XXXXX  
XXXXXXXXX dollars (\$ XXXXXXXX) and considerations stated herein mutually agree to  
provide for roofing services as described in RFP 2021-01 Request for Proposals Town of  
Colchester Roof and Soffit Repair Youth Center and submitted response by the contractor. :

Article 1.      Statement of Work. The Contractor shall furnish all supervision, technical  
personnel, labor, materials, machinery, tools, equipment and service, including utility and  
transportation service, and perform and complete in an efficient and workmanlike manner all  
work required for the Professional services in strict accordance with the Contract Documents,  
including all Addenda, thereto, all as prepared by the Town of Colchester. It is recognized that  
the general and specific scope of the project is outlined within the Proposal documents.

Article 2.      The Contract Price. The Town of Colchester will pay the Contractor for the  
performance of the Contract in current funds for the total quantities of work performed at the unit  
prices or lump sum prices stipulated in the Bid for the several respective items of work  
completed subject to additions and deductions as provided in the section.

Article 3.      Contract Documents: The executed contract documents shall consist of the  
following:

- |                               |                                    |
|-------------------------------|------------------------------------|
| a. This Agreement & Bonds     | g. Supplemental Conditions         |
| b. Addenda                    | h. Special Provisions              |
| c. Invitations for Bids       | i. Technical Specifications        |
| d. Instruction to Bidders RFP | j. Drawings                        |
| e. Signed Copy of Bid         | k. Notice of Award                 |
| f. General Conditions         | j. Proposal Submitted by XXXXXXXXX |

THIS AGREEMENT, together with other documents enumerated in this Article 3, which said  
other documents are as fully a part of the Contract as if thereto attached or herein repeated, form  
the Contract between the parties thereto. In the event that any provision in any component part  
of this Contract conflicts with any other component part, the provision of the component part  
first enumerated in this Article 3, shall govern, except as otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in four  
(4) original copies on the day and year first above written.



TOWN OF COLCHESTER:

Attest: \_\_\_\_\_ By: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

CONTRACTOR:

Attest \_\_\_\_\_ By: \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Title)

Certification of Corporate Contractor

I, \_\_\_\_\_, certify that I am the \_\_\_\_\_  
of the corporation named as Contractor herein; that \_\_\_\_\_ who  
signed this Agreement on behalf of the contractor, was then \_\_\_\_\_ of said corporation;  
that said Agreement was duly signed for and on behalf of said corporation by authority of its  
governing body, and is within the scope of its corporate powers.

Corporate  
Seal

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Corporation)

Attached Reference Drawings and Photos: GIS Site Plan, Building Elevation Photos, Historic Wheeler Block Photo.