

Town of Colchester
And
Colchester Public Schools
127 NORWICH AVENUE, SUITE 201 & 202
COLCHESTER, CT., 06415-1260

Art Shilosky
First Selectman

(860) 537 - 7220
FAX: 537 - 0547

Jeffrey E. Burt
Superintendent of Schools

(860) 537 - 7208
FAX: 537 - 1252

Bid # 2019-01

Request for Proposals
Town of Colchester
Roof Repair – Town Hall

BID # 2019-01

Bids shall be addressed to 1st Selectman, Art Shilosky, 127 Norwich Avenue, Suite 201, Colchester, Connecticut. 06415 on or before **2:00 P.M. Friday February 22, 2019.**

Bids shall be submitted in a sealed envelope clearly marked, "2019-01 Roof Repair Town Hall"
Bid opening shall take place at the Colchester Town Hall, Office of the 1st Selectman, 127 Norwich Avenue, Suite 201, Colchester, CT. 06415 at **2:00 P.M. Friday February 22, 2019.**

Any questions concerning this bid may be answered by contacting James Paggioli, L.S., Town of

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Any questions concerning this bid may be answered by contacting James Paggioli, L.S., 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.

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RFP #2019-01
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 70 ft. x 40 ft.	_____
2	Per Sheet cost for 4x8 Plywood Installed Replacement	_____

Total of estimate Amount Written in words:

Bidders Name (print)

Authorized Signature

Bidders Address:

Bidders Phone

Bidders FAX

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General Specifications

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 Town Hall at 127 Norwich Avenue is steel framed, brick sided and sloped asphalt shingle – wood underlayment roof building. The roof has developed several ridge lines and slopes overall, however the area of work is to be the center low sloped portion of the main building. This area is approximately 70 ft. x 40 ft. and has penetrations and structures as shown on the attached drawings.
- b. 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 Town Hall only. Other locations on the premises will not be added dependent on available funds.
- c. 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.
- d. 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.
- e. 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 Town Hall 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.
- f. 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.

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- g. 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).
- h. 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.
- i. Contractor shall supply samples of all materials to be used for acceptance by the Town of Colchester. Materials not approved by the Town shall not be used on the job. Once approved, materials utilized shall not deviate from those approved.

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.
- 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 rood deck for installation of new roofing components in accordance with manufacturer's guidelines / instructions.
- 5) Install GAF "Weather Watch" Leak Barrier -Mineral Surface at roof perimeter edges.
- 6) Install Starter Strip or Quickstart Starter Roll shall be utilized. No cutting of 3 tab shingles shall be allowed for starter course.
- 7) Install 3 Tab GAF Marquis Weather Max - Charcoal Color Roofing shingles. 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.

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

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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 Fire Department, 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 45 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 or Elections being conducted 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.

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Attached Drawings: Architectural drawings 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.

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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.

Time for Completion of Work Scope

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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.

B. 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.
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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.

H. Errors and Omissions Insurance – Not less \$1,000,000.

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

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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

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SAMPLE CONTRACT

THIS AGREEMENT made this ____th day of March, 2019, 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 2019-01 Request for Proposals Town of
Colchester Roof Repair – Town Hall 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 | j. Drawings |
| e. Signed Copy of Bid | k. Notice of Award |
| f. General Conditions | j. Proposal Submitted by XXXXXXXX |

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.

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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)

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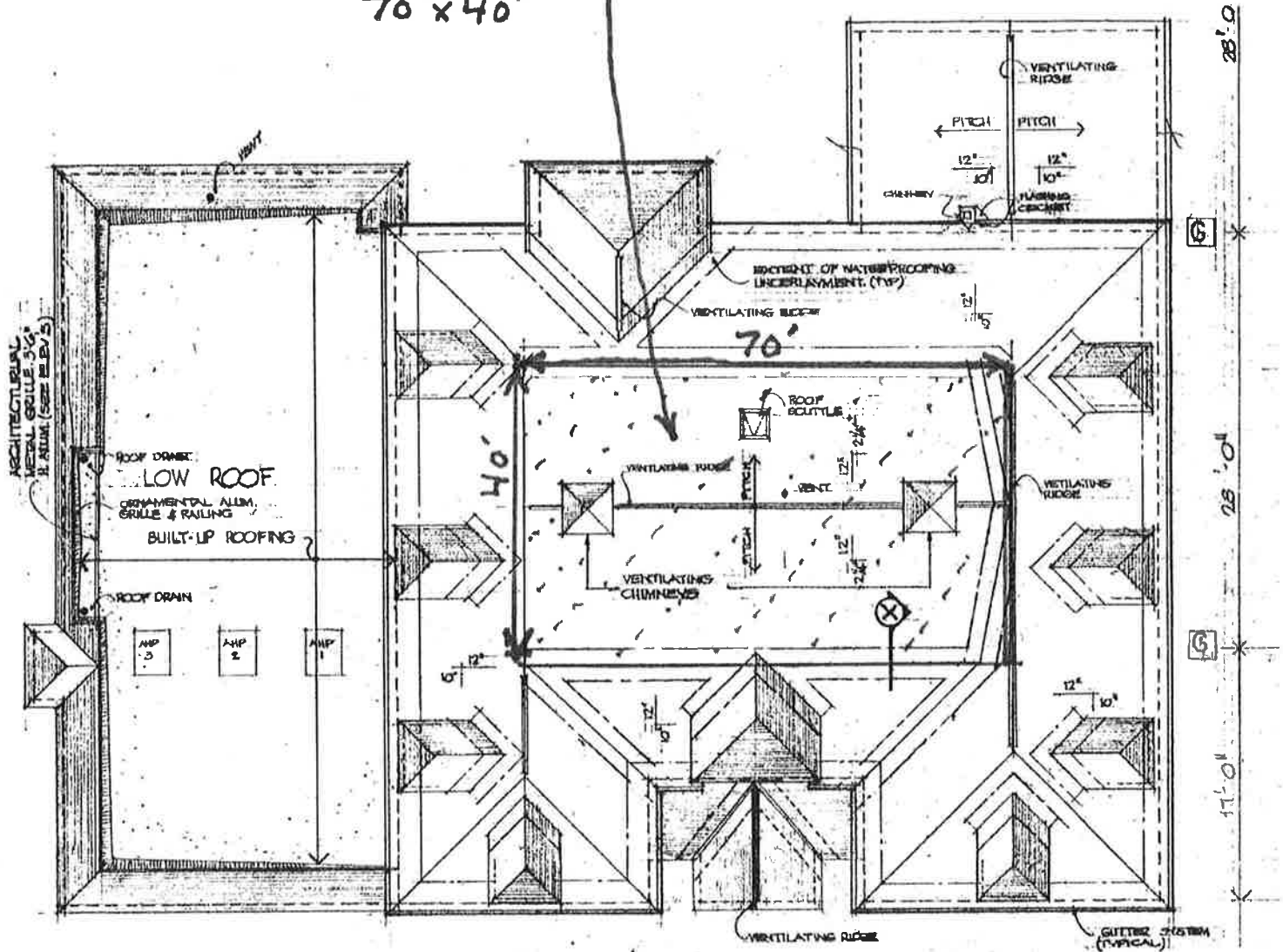
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Attached Reference Drawings

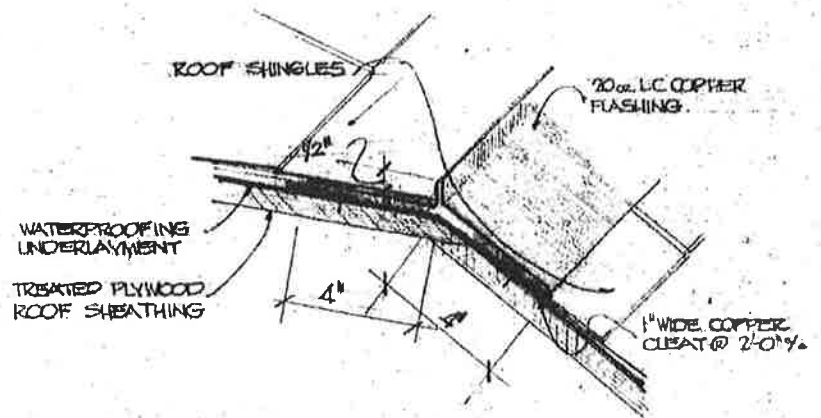
PROPOSED
WORK AREA
70' x 40'



ROOF PLAN

SCALE: 1/16" = 1'-0"

NOTE: REFER TO ALTERNATE N°1.
FOR INFORMATION ON METAL ROOFING



ROOF DETAIL

NO. 3 SCALE