

**Town of Weathersfield Vermont  
Request for Bids (RFB)  
Town Garage Roof Replacement  
483 Stoughton Pond Rd. Perkinsville, VT**

**1. GOAL**

- 1.1 It is the goal of this project to replace the existing rubber membrane roof with a similar rubber membrane roof system at the Town Garage.

**2. SCOPE OF WORK**

- 2.1 Remove existing rubber membrane roof system.
- 2.2 Use a minimum 2” rigid foam board insulation under the epdm (rubber) membrane roof.
- 2.3 Replace roof with a similar rubber membrane roof system.

**3. GENERAL CONDITIONS**

- 3.1 The contractor will specify in their proposal any material or process used where it differs or enlarges upon the materials and processes included in this specification.
- 3.2 The Town will order a dumpster for this project. The awarded roofing contractor shall determine the recommended size.
- 3.3 The contractor will specify the range of dates in which they expect the work will commence and be completed.

**4. OTHER CONSIDERATIONS**

- 4.1 It is our intent to move forward with this project after winter.
- 4.2 Bids will be received for both a 2” & 4” rigid foam board insulation. Decision will be made prior to commencement of work.
- 4.3 Inspector has found gaps and soft spots in the substrate.

**5. INDEMNIFICATION AND INSURANCE**

- 5.1 The chosen contractor shall comply with the following requirements
- 5.2 The contractor agrees to defend and save harmless the Town of Weathersfield, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the Agreement, including personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the consultant, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.
- 5.3 The contractor shall carry Comprehensive Broad Form General Liability Insurance in the amount shown below including protection for bodily injury and property damage.

- 5.4 The contractor shall also maintain Automobile Liability Insurance providing limits prescribed by the Town and Umbrella or Excess Liability Insurance in the amount shown below. The Workers' Compensation Insurance shall provide coverage pursuant to V. S. A. Title 21, Section 600 et seq.
- 5.5 Prior to the commencement of the work, Certificates of Insurance shall be supplied to the Town by the contractor detailing the required coverage. These Certificates shall be issued by a carrier authorized to do business within the State of Vermont. The State of Vermont and the Town of Weathersfield shall also be named as an additional insured.
- 5.6 The contractor shall have and require all sub-consultants to have and maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.
  - 5.6.1 General Liability-\$1,000,000 per occurrence
  - 5.6.2 Product Liability-\$1,000,000 per occurrence
  - 5.6.3 Property Damage-\$1,000,000 per occurrence
  - 5.6.4 Personal Injury-\$1,000,000 per occurrence
  - 5.6.5 Automotive Liability-\$500,000 per occurrence
  - 5.6.6 Worker's Compensation-Statutory Requirement

## **6. INSTRUCTIONS TO BIDDER**

### **6.1 PRE-BID CONFERENCE**

There will be a Pre-Bid Conference on October 19, 2022, at 9:30am prevailing time at the Town Garage located at 483 Stoughton Pond Rd. Perkinsville, VT. This conference is recommended for roofing contractors wishing to bid on this project. Specific project site visits may be scheduled if needed prior to the completion of the Pre-Bid Conference.

### **6.2 QUESTION PERIOD**

The Question Period ends on October 20, 2022, at 1pm. Any questions received past this date will not be answered. The purpose of the question period deadline is to ensure all questions asked and answered are provided to all contractors prior to the bid due date.

### **6.3 NOTES & ADDENDA**

Any important notes and/or changes resulting from the Pre-Bid Conference and/or questions asked and answered, will be sent to all interested roofing contractors no later than October 21, 2022. Please be sure you are added to the plan holders list to receive the most up to date information in regard to this project. To be added to the plan holders list please contact Olivia Savage at [osavage@weathersfield.org](mailto:osavage@weathersfield.org). Specify the projects you would like to be updated on.

#### **6.4 BID SUBMISSION**

- 6.4.1 All Bids must be submitted on the provided bid form. The bid form must be filled out in its entirety and signed/dated. An incomplete bid form results in automatic disqualification.
- 6.4.2 If multiple bids are submitted, only the last one submitted prior to the bid due date and time shall be considered.
- 6.4.3 Bids must be sealed, labeled "Town Garage Roof Bid," & submitted to the attention of the Town Manager, Brandon Gulnick. Bids may either be mailed to PO BOX 550, Ascutney, VT 05030 OR delivered in person to 5259 US Route 5, Ascutney, VT 05030. If bids are mailed, we recommend mailing them well in advance to ensure the bid is received prior to the public bid opening and bid award. Late bids will not be accepted, even in the case the envelope is post marked prior to the due date.
- 6.4.4 Bids must be submitted no later than November 3, 2022, at 2pm.

#### **6.5 PUBLIC BID OPENING/ BID AWARD**

- 6.5.1 A Public Bid Opening will take place in the Conference Room at Martin Memorial Hall on November 3<sup>rd</sup> at 3:10pm. Bids will be unsealed, read aloud, and logged at this date/time.
- 6.5.2 Bids will be analyzed, and a recommendation will be made by the Town Manager to the Selectboard on Monday, November 7, 2022, at 6:45pm. The awarded & rejected roofing contractors will be notified on Tuesday, November 8, 2022, by 4pm.

#### **6.6 SELECTION CRITERIA**

- 6.6.1 The project will be awarded to the most responsible contractor whose bid represents the best value for the Town of Weathersfield.
- 6.6.2 All bids will be received & reviewed based on the information provided on the bid form.

#### **7. THE TOWN RESERVES THE RIGHT:**

- 7.1 To accept or reject any or all bids and to accept other than the lowest price proposal.
- 7.2 To amend, modify, or withdraw this Request for Bids
- 7.3 To require supplemental statements or information from proposers
- 7.4 To extend the deadline for responses to this Request for Bids
- 7.5 To waive or correct any irregularities in bids received
- 7.6 To negotiate separately with competing bidders.
- 7.7 To allow or disallow entry into the pre-bid conference for any potential bidder arriving after the start of the pre-bid conference.

## **8. CALENDAR**

- 8.1 Request for Bids posted 09/29/22.
- 8.2 Pre-Bid Conference on 10/19/22 at 9:30am.
- 8.3 Question Period ends on 10/20/22 at 1pm.
- 8.4 Notes & Addenda emailed to plan holders no later than 10/21/22 (if any).
- 8.5 Bids Due: 11/3/22 at 2pm.
- 8.6 Public Bid Opening on 11/3/22 at 3:10pm.
- 8.7 Bid Award: 11/7/22 at 6:45pm.
- 8.8 Contractor Notification: 11/8/22 by 4pm.

**TOWN OF WEATHERSFIELD, VERMONT**  
**BID FORM**  
**TOWN GARAGE ROOF REPLACEMENT PROJECT**

**Instructions:** Please fill out this bid form in its entirety.

Bidders Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please list three similar roof replacement projects.

- 1.
- 2.
- 3.

Lump sum contract bid:                      \$ \_\_\_\_\_

Estimated project completion date: \_\_\_\_\_

In developing this Bid, I have followed all instructions set forth by the Town of Weathersfield and hereby certify that the work to be performed will fully conform to conditions stipulated as part of the Town's request for bids. I have read the bid documents and agree to adhere to all of the provisions. The bid price includes any and all administrative costs, fuel costs.

Furthermore, I certify that the price in this bid has been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such price with any other bidder or with any competitor.

Signature of bidder: \_\_\_\_\_                      Date: \_\_\_\_\_