

**Nesmith Library
8 Fellows Road
WINDHAM, NH 03087
Invitation to Bid**

Roof Replacement at Nesmith Library

The Board of Trustees of the Nesmith Library is currently inviting bids from qualified individuals or companies, acting singularly or as consortium, to replace the roof of the Nesmith Library.

Specifications may be obtained at www.nesmithlibrary.org, www.windhamnh.gov or at Nesmith Library, 8 Fellows Road, Windham, NH 03087.

Bids are due by Tuesday, April 10, 2018 at 2:00 PM, and will be considered for award by the Board of Library Trustees at their meeting of April 10 at 7 p.m. Bidders may have a representative present if they wish.

The Library reserves the right to reject any and all bids, to award bids in whole or in part, waive technicalities or informalities, and to accept any bid deemed to be in the best interests of the Nesmith Library and the Town of Windham.

BID SPECIFICATIONS
Roof Replacement at Nesmith Library

SECTION I: GENERAL REQUIREMENTS:

- A) Bids should state how all roofing products are warrantied.
- B) Bids for this project must be submitted to the Library Director, Nesmith Library, 8 Fellows Road, Windham, NH 03087, by Tuesday, April 10, 2018 at 2:00 PM. Bids are to be submitted in a sealed envelope, clearly marked **Roof Project**. A bidder may attach any explanatory materials, brochures, or other documents, which may be of use in the presentation of the bid.

Bids will be publicly opened and read at this time by the Library Director or designee, and will be considered for award at a Library Board of Trustees meeting, which will held Tuesday, April 10, 2018 at 7:00 PM

The Nesmith Library will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. No facsimile bids will be accepted. Any unopened bids will be returned to the vendor. All inquiries relative to this bid shall be directed to:

Carl Heidenblad, Director
Nesmith Library
8 Fellows Road
Windham, NH 03087
(603) 432-7154

The Library is a tax-exempt organization.

- B) All bids shall be valid for at least 120 days from the due date. No bid may be withdrawn prior to 120 days from the due date. The Library may request additional information after the bid opening.
- C) The Library is seeking a single turnkey bid. However, the Library will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility for the entire contract. The Library may request references for any bidders and/or subcontractors. Insurance certificates for bidders and subcontractors shall be provided in accordance with Section VII.
- D) Vendors may submit multiple bids. Each bid will be evaluated separately.
- E) The Nesmith Library reserves the right to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid

responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Board of Trustees to be in the best interest of the Library and the Town of Windham.

SECTION II: EVALUATION PROCESS:

The evaluation process will include each bid being reviewed by the Library Director and the Head of the Town of Windham's Maintenance Department. The final recommendations will be submitted to the Nesmith Library Board of Trustees for their approval.

Vendors' bids will be evaluated against specifications as presented in this document. No award will be made to any vendor who cannot satisfy the Board of Trustees that it has sufficient ability and experience in this class of work and sufficient capital and plan to enable them to execute and complete delivery of the services successfully within the period defined herein. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

SECTION III: TIME TABLE:

The following schedule shall be adhered to under these specifications:

Bid Due Date/Opening -	Tuesday, April 10, 2018 at 2:00 PM
Bid Award -	Tuesday, April 10, 2018 at 7:00 PM at Trustees' Meeting
Job Start and Completion -	ASAP after bid is awarded

SECTION IV: SCOPE OF WORK: Roof Replacement at Nesmith Library

The Nesmith Library is located at 8 Fellows Road, Windham, NH 03087.

The work under these specifications includes all labor, materials, staging, and equipment required to do the work that is specified, or reasonably implied in this document. The work to be performed shall be completed as follows:

Scope of work:

1. Provide all necessary materials, labor and equipment to complete installation of new asphalt shingles on the entirety of the Nesmith Library.
2. Tarp building to protect shrubs and siding from damage during the removal of existing shingles.
3. Remove existing roof down to wood decking.
4. Remove and replace any broken or rotten decking. Re-nail existing plywood or other boards where needed.
5. Apply two rows of ice shield (six feet) up from the eave of roof, around chimney, pipes and other necessary areas.
6. Supply and install synthetic paper over the remaining exposed roof.
7. Supply and install 8" drip edge along the eaves and up the rakes.
8. Supply and install all new, high quality, architectural shingles, preferably GAF, Ultra HD, Camelot-Williamsburg Slate or similar color approved by the Nesmith Library Board.
9. Supply and install new ridge cap if needed.
10. Re-flash all walls, pipes, and chimney.
11. Install all material to manufacturer's specifications.
12. Remove all job related debris daily.
13. Supply a labor warranty for the term of not less than (10) ten years.
14. Supply a lifetime warranty from the shingle manufacturer. The length of the warranty must be 40 years or greater and the non-prorated period must be 20 years or greater.

15. Perform all areas of work in a timely and professional manner.

16. Contractor shall keep work area neat at the end of each workday and contained through the duration of the job.

Bidders are strongly encouraged to visit the site and take appropriate measurements and to evaluate the existing system; contact Carl Heidenblad, Director @ 603-432-7154 to arrange a site visit.

SECTION V: PERFORMANCE BOND:

The Library will require the vendor to post a one-year performance bond, at the time of bid award, for the full value of the contract if it exceeds \$35,000. This cost shall be included in the total bid price.

SECTION VI: PAYMENT TERMS:

The Nesmith Library and the Town's Maintenance Director will pay the successful bidder within thirty days of the date the project is completed and accepted, or other mutually agreed upon terms.

SECTION VII: PENALTY:

If, for any reason, the vendor fails to fulfill the terms of the bid, including the timeframes for completion, the Library shall have the right to impose penalties of up to \$100 per day.

SECTION VIII: INSURANCE:

1. **WORKER'S COMPENSATION INSURANCE** - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work. The Library and the Town of Windham will both be named insureds.
2. **PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE** - The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them, any subcontractor performing work covered by this bid, and the Library from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or

personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor. The Library and the Town of Windham will both be named insureds.

3. CERTIFICATES - The vendor shall file preliminary certificates with the bid submission showing that the above insurance has been purchased, for both the primary bidder and any subcontractors that will be conducting the work. The adequacy of protection shall be subject to the approval of the Board of Trustees. The Library and the Town of Windham will both be named insureds.

SECTION IX: REFERENCES:

A list of references may be requested for review by the Library.

SECTION X: NON-COLLUSION CLAUSE:

"The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid."

FIRM: _____ SIGNATURE: _____

_____ NAME (PRINT): _____

_____ TITLE: _____

TELEPHONE: _____ DATE: _____

BID FORM

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Itemized Costs to complete the tasks outlined in the Scope of Work section
above for **Roof Replacement at Nesmith Library**

Please note any exceptions or exclusions to the Scope of Work section above:

