

# REQUEST FOR PROPOSAL

Westshire Elementary School

**Shingle Roof Replacement**

**West Fairlee, Vermont**

**Date: Friday, February 7, 2025**

**Bids Due: Friday, March 7, 2025, by 4:00 PM**

**Public Bid Opening: Monday, March 10, 2025, at 1:00 PM at District Office**

**Bruce Taylor**

**Rivendell Interstate School District**

**10 School Drive**

**PO Box 271**

**Orford, NH 03777**

**[btaylor@rivendellschool.org](mailto:btaylor@rivendellschool.org)**

**603-353-2170 x2102**

## **Recommended**

Site Inspection and Walkthrough, at  
Westshire Elementary School

**Thursday, February 20, 2025, at 3:00 PM**

CONTENTS

1. Request For Proposal.....	3
2. Project Owner & Coordinators.....	3
3. General Description of the Work.....	3
4. Proposal Format.....	3
a. Submission Requirements	3
b. Bid Form	4
c. Type of Bid	4
d. Inquiries	4
5. Project Timeline.....	4
6. Specifications.....	5
6.1 General Conditions	Attachment A

Bids are hereby requested for replacement at Westshire Elementary School, West Fairlee, VT. The RFP is open to all interested bidders, and shall be advertised in the local press. Area contractors judged to be potentially qualified may also be invited directly to bid, however, bids will be evaluated solely on the basis of the information submitted by bidders; no advantage is implied or intended for bidders invited by mail.

School reserves the right to reject any or all bids.

**Project Owner:**

Rivendell Interstate School District  
10 School Drive  
PO Box 271  
Orford, NH 03777  
Attn. Bruce Taylor  
Director of Facilities and Operations  
603-353-2170 x2102  
btaylor@rivendellschool.org

**General Description of Work:**

Remove the existing asphalt shingle roofing system down to the wood sheathing.  
Dispose of all debris according to State, Federal, and Local Building Regulations.  
Replace any rotted sheathing as needed in order to provide a solid, safe substrate.  
Reflash skylights as needed.  
Install ice & weather shield with mechanical fasteners to wood deck as needed.  
Install new metal drip edge at all eaves, valleys, and rakes.  
Install new 30 year roofing shingles.

**Proposed Format**

Submission requirements:

Bids must be submitted *no later than 4:00 PM on Friday, March 7, 2025* to:

**Bruce Taylor  
Rivendell Interstate School District  
10 School Drive  
PO Box 271  
Orford, NH 03777**

Bidders shall submit their original bid with two copies in a sealed envelope labeled **“Westshire Elementary School Roofing Proposal.”** Bids received after the bid close date described above may be rejected at the Owner’s discretion.

**Facsimile or other electronic submissions will be accepted. It is the contractors’ responsibility to make sure said electronic bids are received and are readable.**  
**Fax: 603-353-2189 or email: btaylor@rivendellschool.org**

Bidders are required to complete the attached bid form. Supporting documentation, including technical and performance data, product literature, etc. shall be attached to the completed bid form.

Proposals should be in ink or typewritten with no erasures and complete. Illegible and incomplete proposals may be rejected, at the owner's discretion.

Type of Bid:

The type of bid requested is as follows:

***Lump Sum.***

Inquiries:

Questions concerning the RFP may be directed to the Project Coordinator:

Bruce Taylor  
603-353-2170 x2102  
btaylor@rivendellschool.org

Rivendell Interstate School District reserves the right to reject any or all proposals, to reconcile differences within proposals as necessary, and to waive formalities, informalities, and minor deviations among proposals. Rivendell Interstate School District does not guarantee that a bidder will be selected or that the project will be completed.

**5. Project Time Line**

The winning bidder should be prepared to begin the project on or about June 28, 2025 and be substantially complete by August 15, 2025. Weekend work will be allowed.

**6. Specifications**

See enclosed:

6.1 General Conditions – Attachment A

Rivendell Interstate School District  
BID FORM

Company Name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Type of Bid: (check one)

**Time and materials**

The contractor is paid for their time and expenses.

**Lump sum or Fixed price**

The Project Owner and Contractor agree on a fixed price for the project.

**Unit price**

The project's required work is broken into units, and the contractor is paid for each unit.

**Cost plus fixed percentage**

The contract has a predetermined fee, plus accumulated costs. The fee can be a dollar amount, a percentage of the total project cost, or another form of payment.

Proposal Summary: (Please include amount of bid, timeline and materials to be used)

Please attach supporting documentation, including technical and performance data, product literature, etc.

Submitted By: \_\_\_\_\_

Signature of Business Owner