

Stewartstown School District
21 Academy Street
Colebrook, NH 03576
(603) 237-5571

April 2, 2022

Request for Proposal

The Stewartstown School District is requesting an RFP for the following project:

Roofing for the garage at the Stewartstown Community School

Stewartstown School District
Stewartstown Community School
60 School Street
West Stewartstown, NH 03597

The proposal is to be submitted in duplicate on your letterhead with signature of an authorized representative. Envelopes should be addressed to the Stewartstown School District, 21 Academy Street, Colebrook, NH 03576, Attn: Cheryl Covill no later than May 2, 2022, at 9:00am.

Request for Proposals (RFP) shall contain:

The RFP submittal must be completed in detail for description and cost figures. The quote shall include all design, labor, materials, tools and equipment necessary and required to complete all work. The School District will provide the disposal containers and bore the cost of removal for all roofing materials.

The following specifications are being submitted to you for your guidance in submitting your quote. Should the quoter find discrepancies in, or omissions from specifications enclosed, or are in doubt to their meaning, they will notify the Superintendent who will send written instructions to all quoters. The Stewartstown School District will not be held responsible for any oral instructions. Quoters are free to suggest alternatives and quote prices to specifications provided alternatives are equal or better. Any deviations must be properly identified and fully explained.

Although price will be a critical factor, the District reserves the right to award the contract to someone other than the lowest bidder as determined to be in the best interest of the District.

The Stewartstown School District reserves the right to reject any or all quotes and to accept that quote that appears to be in the best interest of the District. The Board reserves the right to waive any informalities in, or reject, any or all quotes or any part of any quote. Any quote may be withdrawn prior to the scheduled time for the opening of quotes. Any quote received after the time and date specified shall be considered.

Scope of Work Construction Materials and Execution:

1. Option # 1 Replace the existing roof with metal roofing. Including snow rake on the front of the building and all drip edging. List recommended material, gauge of metal and warranty. Approximately 30 x 35
2. Option # 2 – Roof over the existing decking with metal roofing. Including snow rake on the front of the building and all drip edging. List recommended material, gauge of metal and warranty. Approximately 30 x 35
3. The existing deck shall be inspected for any damaged and/or deteriorated areas by a school representative retained by the Stewartstown School District, who shall then determine and direct areas required to be replaced and/or any repairs and/or replacement found necessary shall be done on a time and material basis and is not included in the Contract price outlined below. Contractor will provide the School District with a written estimate of any additional costs for this work.

Additional Construction Requirements:

The contractor shall also:

- fence the work area at all times.
- obtain and Post all permits.
- comply with OSHA, EPA, State and Federal agency permits and regulations
- minimize impact on the school property and protect any adjoining properties. The renovations to the building and building openings shall be secured by acceptable means to the school district.
- restore any damaged areas as acceptable to all parties involved
- All work must be in compliance with current NFPA Fire and Life Safety Codes
- Work on this project must meet the requirements of all applicable town, local and state codes, laws and ordinances, in addition to any technical societies referenced therein.

Timeline for Work:

The work to be performed under the contract can commence approximately June 16, 2022 or as soon as school closes. The contract shall be completed no later than June 30, 2022

Conditions:

Any proposed deviations from the specifications and plan must be submitted in writing to the School District Superintendent or Business Administrator, and any approval will be returned in writing.

The Contractor acknowledges that a designated representative of the School District will monitor all activities and that the Contractor's work is to be done in a workman like manner. All payments to Contractor must be approved by the Superintendent or Business Administrator of the Stewartstown School District.

All designs, concepts, information and cost saving alternatives presented by the Contractor shall become the property of the School District and shall thereafter be used at the School District's sole discretion.

Contractor shall ascertain the existing square footage, quantities and conditions.

All subcontractors shall be subject to the acceptance of the School District. All subcontractors proposed to be used by the Contractor shall be listed on their bid submittal.

Only as much of the existing roof system as can be replaced in one (1) day shall be removed. The Contractor agrees to not apply roofing materials during precipitation or in the event there is a probability of precipitation during application, and to take adequate precautions to ensure materials, installed roofing and building interiors are protected from possible moisture damage or contamination. Any and all roof components found to be wet in the new roof system shall be removed and replaced at the contractor's expense.

The School District reserves the right to investigate the financial responsibility of the Contractor to determine the ability of the Contractor to assure service throughout the term of the Contract.

A complete set of "as built" drawings, specifications and documentation of all changes must be supplied to the School District upon completion of the work and before final payment.

The Contractor shall be responsible for obtaining and paying for all necessary permits and/or details, as required by the governing building authorities, for the performance of work. The Contractor shall submit three (3) copies of all proposed material data sheets and samples. Additionally the Contractor shall submit shop drawings for all detail conditions with a correlated roof plan. Associated with the material data sheets, the Contractor shall supply three (3) sets of Material Safety Data Sheets (MSDS). The Contractor agrees to furnish a labor force that will work in harmony and accord with all other labor groups taking part in or concerned with this facility.

The roof installation shall comply with the latest written application instructions of the manufacturer and shall be in compliance with the recommendations contained in the latest edition of the National Roofing Contractors Association Handbook of Accepting Roofing Knowledge.

INSURANCE AND INDEMNIFICATION:

As used herein, the job to be done pursuant to this Agreement is called the "Work"; the concern doing the work is called the "Contractor"; and the site where the Work is being done is called the "Premises".

The Contractor shall be solely responsible for all loss, expense (including attorney's fees), and damage and shall defend, indemnify and hold harmless, the Stewartstown School District, School Board members and employees against all claims, demands and judgments made or recovered

against Stewartstown School District because of personal injuries, including death at any time resulting there from, and/or because of damage to property, from any cause whatsoever, arising out of, incidental to, or in connection with the Work, whether or not caused by negligence of the Contractor, any subcontractor or his or their employees, servants or agents; provided that said indemnification and save harmless obligation shall not apply to circumstances resulting solely from negligence of the Stewartstown School District, its employees or servants, as finally so determined by a court of competent jurisdiction.

Compliance by the Contractor with the following insurance provisions shall not relieve the Contractor from liability under this provision.

INSURANCE TO BE CARRIED BY CONTRACTOR:

Prior to commencement or work under this contract, Contractor will provide the Stewartstown School District with Certificates of Insurance, in companies acceptable to the Stewartstown School District, evidencing:

- I. Worker’s Compensation – in accordance with the laws of all jurisdictions (State, province, Federal) which may apply to work being performed and including coverage for Employer’s liability with a limit of not less than \$ 100,000.00 Each Accident / \$500,000 Disease-Policy Limit / \$100,000 Disease-Each Employee. In case any such work is subcontracted, Contractor shall require the subcontractor to provide Workers Compensation insurance in the amount required by law.
- II. Comprehensive General Liability – with Limits of not less than \$1,000,000.00 per occurrence. Umbrella – with Limits of not less than \$1,000,000.00 per occurrence. The insurance will include the following hazards and the certificates will so indicate:
 - a) Independent Contractors – covering the Contractor for any work performed by subcontractors.
 - b) Contractual – covering the above indemnity agreement.
 - c) Products – covering any product provided under this contract and include a vendor’s endorsement in favor of the Stewartstown School District.
 - d) Completed operations – covering work performed under this contract.
- III. Comprehensive Automobile Liability – covering all owned, non-owned and hired vehicles of not less than \$1,000,000.00 Combined Single Limit.
- IV. The certificate(s) of insurance shall name the Stewartstown School District as an additional or co-insured under the general liability and auto coverage’s.

These certificates will indicate that the Stewartstown School District will be advised not less than thirty (30) days prior to any change or cancellation. Such insurance will be maintained for the duration of this contract. Completed operations coverage, where applicable, will be maintained for not less than three (3) years after end of operations under this contract.

Warranty:

All warranty periods shall commence upon the date of final completion of the project.

At the completion of the roofing, the Contractor shall schedule for a final inspection with the IKO manufacturer and the Stewartstown School District. State the manufacturer's warranty for the IKO Shingles. Concurrent with the manufacturer's warranty, the Contractor shall provide his own company warranty for a minimum of (2) years. The Contractor shall notify the Stewartstown School District of the manufacturer's warranty inspection, as the Stewartstown School District or their designated representative will be required to be in attendance for the manufacturer's warranty inspection.

No work shall commence on the project until a safety plan has been received and approved.

Proposals to be entitled for consideration must be made in accordance with the following instructions:

The Contractors, before submitting their proposals, shall carefully examine the existing roof conditions and all other conditions at the site, which could affect the work. Schedule the on site visit through the SAU office, 237-5571.

The competency, responsibility, experience, reputation and financial standard of the Quoters will be considered in making the award. The School District reserves the right, at its sole discretion, to reject any and all quotes, wholly or in part, to waive any informalities or any irregularities therein, to accept any quote even though it may not be the lowest quote, to call for re-quotes, to negotiate with any Quoter, and to make an award which, in its sole and absolute judgment, will best serve the School District's interest. Quoters shall quote to the specification; any exceptions and associated price adjustments must be noted separately.

A Quoter filing a proposal thereby certifies that the proposal is made in good faith without fraud, collusion or connection of any kind with any other Quoter for the same work; and that the Quoter is competing solely on his/her behalf, without connection with or obligation to, any undisclosed person or firm.

The School District reserves the right to investigate the financial responsibility of any and all Quoters to determine the ability of the Contractor to assure service throughout the term of the Contract.

No quote shall be withdrawn after the date of submission.

Any quote received after the time and date specified shall not be considered.

The Contractor will be required to enter into an Agreement between Owner and Contractor, Stipulated Sum and conditions.

The Quoter shall submit a statement with the quote, which states:

1. Company name, address and brief history and description of the firm
2. A listing of projects (public and private) that you have been involved with and a brief description of your role in the project.

The Contractor shall be responsible for obtaining and paying for all necessary permits and/or details, as required by the governing building authorities, for the performance of work. The Contractor shall submit one (1) copy of all proposed material data sheets and samples. Additionally the Contractor shall submit shop drawings for all detail conditions with a correlated roof plan. The Contractor agrees to furnish a labor force that will work in harmony and accord with all other labor groups taking part in or concerned with this facility.

The roof installation shall comply with the latest written application instructions of the manufacturer and shall be in compliance with the recommendations contained in the latest edition of the National Roofing Contractors Association Handbook of Accepting Roofing Knowledge. All related metal work should comply with the recommendations contained in the latest edition of the Architectural Sheet metal Manual as published by the Sheet metal and Air Conditioning Contractors National Association, Inc. (S.M.A.C.N.A.)

Payment:

Prior to commencement of the work, the Contractor shall provide the Stewartstown School District with a schedule of values and estimated monthly requisition amounts for the project.

The Contractor shall submit an application for payment at the end of the month in which the work is completed. The designated representative of the Stewartstown School District shall review, adjust if necessary and approve all applications for payment. Payment to the Contractor shall be made within 21 days of approval of the submitted application for payment. Retainage, in the amount of 10% of the applied for payment, shall be withheld from each payment. Accumulated retainage shall be paid to the Contractor upon 100% final completion of the work and receipt of warranties by the Stewartstown School District.

Prior to final payment of monies for the contract, the Contractor shall provide to the Stewartstown School District all required warranties, full and final discharges of liens from major material suppliers, subcontractors and himself and the completion of all punch list items.

The Contractor is expected to finance his/her own operations. Request for payments shall include only the materials on the project site and shall be for the percentage of work completed as of the date of application. The Contractor shall be responsible for obtaining and paying for all necessary permits and/or details, as required by the governing building authorities, for the performance of work.