Stewartstown School District

21 Academy Street

Colebrook, NH 03576

(603) 237-5571

September 7, 2023

# Request for Proposal

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

Remove and replace shingled roof on 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: Bridget Cross by October 13, 2023 and no later than 4:00pm. All proposals should be mailed, dropped off in person or emailed to [bridget.cross@sau7.org](mailto:bridget.cross@sau7.org) by October 13, 2023 no later than 4:00pm.

**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 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 Any quote may be withdrawn prior to the scheduled time for the opening of quotes.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. Replace the existing shingle roof with new, black asphalt shingles. Proposal will also include replacement of any damaged or deteriorated areas on the existing deck as well. Roof is approximately 30 x 35. If possible, quote for a water shield/vapor barrier to be installed prior to the shingles. This can be quoted separately if it’s not necessary but will be taken into consideration when approving a proposal.

**Additional Construction Requirements:**

The contractor shall also:

* Clean up workspace and ensure that all tools, materials, equipment and debris are secured daily to ensure safety of staff, students and public who use the premise
* 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.
* **r**estore 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 additional to any technical societies referenced therein.

**Timeline for Work:**

The work to be performed under the contract must be completed no later than June 30, 2024.

**Conditions:**

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, Business Manager, Principal or Head Custodian of the Stewartstown School District.

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

Only as much of the existing roof system as can be replaced in one (1) day shall be removed. The Contractor agrees to take adequate precautions to ensure materials, installed roofing and building interiors are protected from possible moisture damage or contamination.

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.

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. 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 of 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:

1. 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.
2. 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:
   1. Independent Contractors – covering the Contractor for any work performed by subcontractors.
   2. Contractual – covering the above indemnity agreement.
   3. Products – covering any product provided under this contract and include a vendor’s endorsement in favor of the Stewartstown School District.
   4. Completed operations – covering work performed under this contract.
3. Comprehensive Automobile Liability – covering all owned, non-owned and hired vehicles of not less than $1,000,000.00 Combined Single Limit.
4. The certificate(s) of insurance shall name the Stewartstown School District as an additional or co-insured under the general liability and auto coverages.

**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 Stewartstown School District representative. Contractor must provide the school district with the manufacturer’s warranty for the Shingles. Concurrent with the manufacturer’s warranty, the Contractor shall provide his own company warranty for a minimum of (2) years. If the manufacturer of the shingles requires an inspection by the manufacturer in order to guarantee the warranty terms, Contractor will schedule such inspection and notify the Stewartstown SD representative, so they are also present at inspection.

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 onsite visit through the school office, 603-246-7082.

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.

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.

**Payment**:

The Contractor shall submit an invoice for payment when the work is completed. The designated representative of the Stewartstown School District shall review, adjust if necessary and approve all invoices for payment. Payment to the Contractor shall be made within 30 days of approval of the submitted invoice for payment. Retainage, in the amount of 10% of the applied for payment, shall be withheld from each payment.

The Contractor is expected to finance his/her own operations. Request for payments shall include only the materials already on the project site and shall be for the percentage of work completed as of the date of invoice. 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.

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.