INVITATION TO BID
TOWN OF
NEW BRAINTREE

Town Hall Roof Replacement

Located at:
20 Memorial Drive
New Braintree, MA 01531

IFB #NBTH0819

Bid Documents Due
September 23, 2019

SELECT BOARD:
Randy Walker
William Howland
Joseph Chenevert
INVITATION FOR BID
NEW BRAINTREE TOWN HALL ROOF REPLACEMENT

To All Interested Bidders

You are invited to submit a formal proposal (bid) to replace the existing shingled roof at the Town of New Braintree Town Hall in accordance with the attached General Conditions and Specifications. Please submit one original and three copies of your proposal.

Pre-Bid Meeting will be held on Friday, September 13, 2019 at 10:00 AM at the New Braintree Town Hall, 20 Memorial Drive, New Braintree, MA 01531.

All questions that arise during the pre-bid meeting or questions not addressed at the Pre-Bid Meeting are due to the Town of New Braintree by September 17, 2019. Questions may be submitted to the Select Board via email selectboard@newbraintree.org or by fax at (508) 867-6316.

If an addendum is required, it will be posted on the Town’s website at www.newbraintreema.us no later than September 19, 2019 by 4:00 PM. All bidders need to check the Town’s website or the Central Register or COMMBUYS by this date to ensure they received all addendums on this project.

Sealed proposals will be received until 7:00 PM, on September 23, 2019. All proposals shall be clearly marked with "New Braintree Town Hall Roof Replacement IFB #NB0819. The bids will be opened publicly by the Select Board at their regularly scheduled meeting at 7:00 PM on September 23, 2019 at the New Braintree Town Hall, 20 Memorial Drive, New Braintree, MA.

All sealed proposals must be delivered to the following address:

Town of New Braintree
Attn: Select Board
Town Hall
20 Memorial Drive
New Braintree, MA 01531

Proposals will be opened at the time and date, and location indicated above. Faxed or emailed proposals will not be accepted. The proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of proposals. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.
This bid package consists of:

General conditions
Required forms
Specifications

General Conditions

1. Scope of work

The following are the general conditions for the work to be performed. It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation, of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses (including the Town of New Braintree) necessary for the execution of work shall be secured and paid for by the vendor. The Town of New Braintree permits and/or licenses shall be secured by the vendor, however, no fees will be charged to the vendor. All supplies and material shall be new.

Any work necessary to be performed after regular working hours, such as worked performed on Sundays or legal holidays shall be performed without additional expense to the owner.

2. Existing Conditions

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

3. Insurance

Prior to the commencement of work, the vendor shall furnish to the owner a Certificate of Insurance showing compliance with the following requirements:

- The Vendor agrees to comply with the provisions of Worker's Compensation laws of the State of Massachusetts.
- The Vendor further shall maintain such other insurance (with limits as shown below) as shall to protect the Vendor and the Owner from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and the bidder shall furnish. The owner with certificates and policies of such insurance as shown below. All insurance coverage's shall be maintained until the work has been completed by the vendor.
Below are listed the insurance coverage which must be procured by the Vendor at his/her expense. The vendor agrees to follow instructions indicated in each case.

a) Proof of current workers compensation.

b) General Liability Coverage - $1,000,000 coverage

c) Vendor's Public liability insurance - Personal injury including death-limits of $200,000.00 for each person and $500,000.00 for each accident.

d) Property damage-limits of $500,000.00 for each accident and $1,000,000.00 for the aggregate.

e) Certificate of insurance with the Town of New Braintree listed as additional insured must be sent to the owner prior to commencement of work. Insurance must be written by a company licensed to do business in the State of Massachusetts.

f) Bid Bond in the amount of 5% of total project costs.


As part of the proposal, the Vendor must complete the attached "Statement of Vendor's Qualification" form. The Vendor may be required, before awarding of contract, to demonstrate to the complete satisfaction of the Town, that the Vendor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the Town of the Vendor's qualifications for executing the work.

5. Taxes

The Town of New Braintree is a tax-exempt organization. A copy of the Town's tax exempt form will be furnished.

6. Governing Law

All proposals and related documents submitted to the Town of New Braintree by Vendors are governed under the laws of the State of Massachusetts and local ordinances, polices and regulations.
7. Procurement Schedule

IFB Available: Tuesday, August 6, 2019
Pre-Bid Meeting: Friday, September 13, 2019 at 10:00 AM
Questions Submitted: By Tuesday, September 17, 2019
Questions Answered: By Thursday, September 19, 2019 by 4:00 PM
Bids Due: Monday, September 23 by 7:00 PM
Bid Opening: Monday, September 23, 2019 at 7:00 PM
Notice of Award: Monday, September 30, 2019 (no later than)

8. Addenda

If any questions arise from the IFB, the bidder may submit them in writing to the Select Board at selectboard@newbraintree.org. All questions shall be submitted via email or Fax (508) 867-6316 no later than September 17, 2019. All questions that arise that require an addendum will be posted to the Town of New Braintree website no later than September 19, 2019 by 4:00 PM. All bidders need to check the Town's website www.newbraintreema.us or the Central Register by this date to ensure they received any/all addendums on this project.

The Town of New Braintree will not be responsible for any other explanations or interpretations. The Town of New Braintree reserves the right to extend the due date if such information significantly amends this solicitation (substantial revisions to the scope of the project) or makes compliance with the original due date impractical. The Town of New Braintree reserves the right to reject any or all proposals and waive technicalities and informalities.

9. Proposal Form and Format

Proposals should be submitted in the format specified within this document, contain information required by the IFB, and be submitted in a sealed envelope addressed to:

Attn: Select Board
Town of New Braintree
Town Hall
20 Memorial Drive
New Braintree, MA 01531

Sealed proposals will be received until 7:00 PM, September 23, 2019. All proposals shall be clearly marked with "Town of New Braintree Town Hall Roof Replacement IFB"
10. Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the Town of New Braintree as being the lower price, unless the bidder requested in writing a corrections or withdrawal of proposal prior to the date and time set for opening.

Any proposal withdrawal or modification received after the established due date at the place designated for receipt of proposals is late. No late proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The Town of New Braintree reserves the right to reject any or all proposals. It further reserves the right to waive technicalities and formalities in proposals as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interest of the Town of New Braintree. The Town will be the sole judge as to whether proposals submitted meet all requirements contained in the solicitation.

11. Affidavits

Before acceptance of the proposal by the Town, the Vendor will be required to furnish affidavits on the enclosed forms.

12. Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless;

(a) The Vendor makes a request in writing to the Town prior to the time set for opening of proposals or;

(b) The Town fails to accept a bid within thirty (30) days after the bid opening date.

13. Award of Contract

Award of contract will be made to the most responsive/responsible bidder meeting the requirements of the Town of New Braintree within fourteen (14) days of the bid opening date. This solicitation does not commit the Town of New Braintree to award a contract, to pay any costs incurred in the preparation of the proposal. The Town may accept any
 proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Town.

14. Contract Form

Upon contract award, the Town and vendor will have a signed contract prior to commencement of work.

15. Change in Contract

The Owner will not be responsible for any change in the work (via change order) involving extra cost unless approval in writing is furnished and approved by the Town of New Braintree before such work is begun.

16. Indemnification

The Vendor agrees to hold the Town of New Braintree harmless and to indemnify the Town from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the owner of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the Vendor or Subcontractor.

17. Installation

The Town anticipates issuing a notice to proceed no later than September 30, 2019 following award. The successful bidder shall complete installation within 90 calendar days from the date of the Notice to Proceed.

18. Warranty

All materials and labor provided and installed by the Vendor shall provide a warranty by the manufacturer of the roofing material for the roofing material and a vendor warranty for the installation labor.

19. Application for Payment

Application(s) for payment shall be mailed to:

Attn: Select Board
Town of New Braintree
Town Hall
20 Memorial Drive
New Braintree, MA 01531
20. Payment

A single payment will be made to the Vendor when all aspects of the contract have been completed to the Owner's satisfaction. The Town will consider other reasonable arrangements should they be requested by the Vendor.

21. Liquidated Damages

Liquidated damages in the amount of $100 per day from each calendar day after the 30 day project timeline will be charged to the Contractor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the Town will consider all other reasonable requests associated with delays.

22. Construction - Hours of Town Hall Operation

Work shall be performed in a manner not to impede the day to day function of the New Braintree Town Hall and Police Department, unless scheduled and approved by the New Braintree Police Chief and a Select Board member.

23. Weather

The Town Hall roof shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the Town Hall through any roof openings.

24. Staging

An allotted area at the Town Hall will be allowed for material storage and a site dumpster. The exact extents and limits of the staging area need to be coordinated and approved by the Police Chief and a Select Board Member to any material or dumpster placement.

25. Cleanup Site

All outside and inside areas of the Town Hall and the grounds around the Town Hall shall remain clean and free of any construction debris.

26. Damage

Any existing pavement, curb, grass, landscaping, utilities and existing building damaged due to construction activities shall be restored to original or better condition by the contractor at no additional costs to the Town.
27. **Personal Protection Equipment (PPE)**

Vendor shall comply with all OSHA Requirements and shall be responsible for required PPE of all employees.

28. **Construction Waste**

The Town of New Braintree shall supply an approved dumpster for construction waste. Construction waste shall be disposed of at an approved waste facility.
PROPOSAL FORM
ROOF REPLACEMENT-TOWN OF NEW BRAIN TREE TOWN HALL
NO LATER THAN
7:00 PM ON September 23, 2019

DELIVER TO:

Town of New Braintree
Attn: Select Board
Town Hall
20 Memorial Drive
New Braintree, MA 01351

Name of Firm:

Having carefully examined the proposal requirements including the General Conditions, and the Invitation for Bid #NBTH0819 for the Town of New Braintree Town Hall Roof Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties and delivery of specified in the attached proposal for the total sum not to exceed:

GRAND TOTAL$______________________

Submitted,

Name of Firm: ____________________________
Address: __________________________________

Signature: ________________________________
Name: ____________________________________
Title: _____________________________________
Vendor's Representative: _______________________
Telephone: _________________________________

_________________________________________ Ema
il: ________________________________
STATEMENT OF VENDOR'S QUALIFICATION
To accompany proposals submitted for installation of Roof Replacement Town of New Braintree Town Hall
Name of Vendor: ___________________________________________
Telephone Number: ________________________________________

Please Provide Three References:

REFERENCE 1:
NAME: ________________________________________
ORGANIZATION: ______________________________________
TITLE: _____________________________________________
AFFILIATION: ________________________________________
PHONE NUMBER: ____________________________________

REFERENCE 2:
NAME: _____________________________________________
ORGANIZATION: ______________________________________
TITLE: _____________________________________________
AFFILIATION: ________________________________________
PHONE NUMBER: ____________________________________

REFERENCE 3:
NAME: _____________________________________________
ORGANIZATION: ______________________________________
TITLE: _____________________________________________
AFFILIATION: ________________________________________
PHONE NUMBER: ____________________________________
PROPOSAL CHECKLIST FOR THE TOWN OF NEW BRAINTREE

BIDDERS
Name of Firm: ________________________________

YOU ARE REQUIRED TO COMPLETE AND INCLUDE IT WITH YOUR PROPOSAL.

YOUR PROPOSAL PACKAGE MUST INCLUDE ONE ORIGINAL AND THREE COPIES OF THE FOLLOWING ITEMS IN THE ORDER SPECIFIED:

1. SIGNED PROPOSAL CHECKLIST
2. SIGNED PROPOSAL FORM
3. COMPLETE STATEMENT OF VENDOR’S QUALIFICATIONS
4. CERTIFICATE OF TAX COMPLIANCE
5. PROOF OF INSURANCE
6. WARRANTY INFORMATION
7. 5% PAYMENT BOND
8. NAME OF PARTNER CONTRACTORS/SUBCONTRACTORS (LIST BELOW ON LINES PROVIDED):

NAME: ______________________________________
ADDRESS: ______________________________________
PHONE: ______________________________________

NAME: ______________________________________
ADDRESS: ______________________________________
PHONE: ______________________________________

YOUR SIGNATURE: ______________________________________
NAME: ______________________________________
TITLE: ______________________________________
DATE: ______________________________________
CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, __________________________, authorized signatory for ______________________, do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature: __________________________
Name: __________________________
Title: __________________________
PROJECT DESCRIPTION AND SPECIFICATIONS
The Town of New Braintree is seeking proposals to remove all layers of roofing down to the structural roof deck before installing any additional roofing at the Town of New Braintree Town Hall at 20 Memorial Drive, New Braintree, MA 01531.

Statement of Vendor Qualifications must detail the following:

1. A list of references.
2. Installer must be a certified roofing contractor for the roofing system to be installed.
3. Contractor must use OSHA required equipment for the duration of roofing project.
4. Contractor employees working on this project must be OSHA certified.

SUCCESSFUL BIDDER WILL PROVIDE THE FOLLOWING PER THE MANUFACTURES RECOMMENDATIONS:

Specifications

- Obtain local roofing permit. (Fees waived by Town of New Braintree)
- Provide current prevailing wage rate labor.

Work Site:
- Work site must remain clean and free of all trash and debris at all times
- Town to provide adequate location for dumpsters on property.

Penetrations:
- Properly flash the existing equipment.
Shingles:
- Color of shingles to be chosen and approved by town
- Removal and proper disposal of existing single layer roof system, to consist of asphalt shingles, underlayment, and drip edges.
- Furnish and installation of white aluminum metal drip edge at eaves and rakes.
- Installation of ice and winter leak barrier according to the schedule below:
- Eaves to ensure leak barrier extends at least 2’ from edge of roof.
- Additional leak barrier to be used at penetrations, valleys and other areas required.
- Installation of HD underlayment on the balance of main roof deck.
- Furnish and installation HD shingles, storm nailed. *Valleys shall be of closed cut construction.*
- Furnish and installation of hip and ridge shingles on all hips and ridges (color to match shingles)
- Furnish extended material and workmanship warranty.
- Minimum of a 2 Year Workmanship Warranty.
- Removal of associated construction debris - magnetically sweep job site - premises to be left in broom clean condition.

The proposal must be consistent with compliance of the following:
• Standard OSHA
• IBC code
• Roofing Industry Practices.

Base Bid:

Must include a breakdown of materials and labor costs for this project.