

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

August 15, 2013

Dear Bidder:

The City of Auburn is accepting bids for Auburn Electrical Building Roof Replacement. The City reserves the right to accept or reject any or all proposals in whole or in part, and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, quality of equipment, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Where applicable, all proposals must include FOB to Auburn, Maine unless otherwise specified. Where applicable, be sure to include warranty information.

A **mandatory** pre-bid meeting to review the work site is scheduled for Thursday, August 29, 2013 at 9 AM at the Auburn's Electrical Building, 20 Library Ave. Auburn, Maine. Please contact Hal Barter (333-6601 x 1332) by August 27th to confirm participation.

Proposals will not receive consideration unless submitted in accordance with the following instructions. Please mark envelopes plainly **Electrical Building Roof Replacement – Bid #-2014-008**.

Please submit your proposal in a sealed envelope to the City of Auburn by **2:00 p.m. September 5, 2014**. Proposals must be received by **Derek Boulanger, Facilities Manager/ Purchasing Agent, 60 Court Street, Auburn, Maine 04210** on or before the date and time appointed. Proposals will be opened at 2:00 PM at Auburn Hall in the Community Development Conference room. The City will not accept late bids.

On behalf of the City of Auburn, I thank you for your time and consideration of this bid specification.

Sincerely,

Derek Boulanger
Facilities Manager/
Purchasing Agent

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Introduction

The City of Auburn, Maine (hereinafter “the City”) is soliciting proposals for Roof Replacement at the Auburn Electrical Building.

Organizing and point person for this project for the City is A. Hal Barter, Housing Coordinator, (333-6601 x 1332). All questions with regard to this project shall be directed to the point person. Prior to responding, the City may require the question(s) to be made in writing, which then may or may not be distributed to other known bidders.

Scope of Work

The City intends to contract with a qualified firm for the purpose of replacing approximately 1,500 square feet of the existing roof at the Auburn Electrical Building.

Specifications

The following are minimum requirements:

1. Removal and disposal of existing roof system, including membrane, insulation and any other material(s) to existing roof deck. Asbestos Containing Roofing Materials (ACRM) is not known to be present.
2. Contractor shall check and verify all dimensions and conditions in field continuously during construction. Contractor shall be solely responsible for inaccuracies in work due to failure to comply with this requirement.
3. The work shall be performed under the general observation of the City of Auburn’s authorized representative and is subject to inspection by this representative to ensure compliance with contract documents.
4. Provide installed roofing membrane and base flashings that remain watertight; do not permit the passage of water; and resist specified uplift pressures, thermally induced movement and exposure to weather without failure.
5. Provide EPDM roofing membrane: non-reinforced uniform, flexible sheet made from EPDM, and as follows:
 - a. 60 mils. Thick nominal.
 - b. Exposed face color – black.
 - c. Fire retardant roofing membrane.
 - d. 6” seam tape.
 - e. Auxiliary materials recommended by the roofing system manufacturer for intended use and compatible with membrane roofing.

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- f. Membrane adhesive as recommended by manufacturer for particular substrate and project conditions, formulated to withstand
6. When not otherwise specified all sampling and testing shall be in accordance with the methods prescribed in the current standards of the ASTM, as applicable to the class and nature of the article of the materials considered. However the City of Auburn reserves the right to use any generally accepted system of inspection that in the opinion of the City of Auburn will ensure that the quality of workmanship is in full accordance with the contract documents.
 7. Contractor shall provide schedule and perform the work in such a manner as to cause the least amount of disruption to normal operation of the Auburn Electrical Department's activities.
 - a. Contractor shall provide schedule of work for approval to City of Auburn's authorized representative prior to beginning work.
 8. Examine substrates, areas and conditions and report to City of Auburn's authorized representative any conditions effecting performance of roofing system.
 - a. Verify roof openings and penetrations are in place and set or braced and that roof drains are securely in place.
 9. Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacturer based on testing and field experience.
 10. Provide roofing membrane, base flashings, and component materials that comply with requirements listed in FMG's "Approval Guide" for noncombustible construction as applicable.
 11. Submit drawings for roofing system approved by the manufacturer showing roof configuration, sheet layout, seam locations, details at perimeter, penetration flashing details and special conditions.
 - a. Base flashing and membrane terminations.
 - b. Layout of tapered insulation and cricket materials, including slopes.
 - c. Insulation fastening patterns
 12. Submit installer certificate signed by roofing system manufacturer certifying that installer is factory trained and licensed by manufacturer to install roofing system.
 13. Submit the manufacturer's standard form without monetary limitation, in which the manufacturer agrees to repair or replace components of membrane roofing system that fail in materials or workmanship within 25 years from date of project completion. Warranty shall include roofing membrane, base flashings, roofing membrane accessories, roof insulation, fasteners, cover boards, substrate boards, walkway products, edge metal system and other components of membrane system.

14. Submit roofing installer's warranty signed by installer covering work including all components of membrane roofing system for a period of two years from date of project completion.
15. Clean substrate of dust, debris, moisture and other substances detrimental to roofing installation according to roofing system manufacturer's written instructions. Remove sharp projections.
16. Provide factory coated steel fasteners and metal or plastic plates designed for fastening membrane to substrate and acceptable to membrane roofing manufacturer.
17. Provide miscellaneous accessories such as sealers, preformed cone and vent sheet flashings, preformed inside and outside corner sheet flashings, in-seam sealants,
18. Provide Polyiso type roof insulation board with a minimum thickness of 1 1/2" No minimum R-value will be required.
19. Provide tapered insulation to where required to provide positive drainage to existing roof drain structures. Same manufacturer of board insulation shall manufacture tapered insulation. All tapered roof system will maintain 1/4" per foot slope.
20. Provide preformed saddles, crickets, tapered edge strips and other insulation shapes where needed for sloping to drains.
21. Provide flexible walkways; factory formed, nonporous, heavy duty, solid rubber, slip resisting, surface textured walkway pads. Approximately 3/16" thick and acceptable to membrane roofing system manufacturer.
22. Prevent materials from entering and clogging roof drains and conductors and from spilling or migrating onto other surfaces.
23. Arrange for roofing system manufacturer's technical representative to inspect roofing installation on completion and submit report to City of Auburn's authorized representative.
 - a. Notify City of Auburn's authorized representative 72 hours prior to time of inspection.
 - b. Repair or remove and replace components of membrane roofing system where test results or inspections indicate that they do not comply with specified requirements.
 - c. Additional testing and inspecting at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.
24. Protect roofing system from damage and wear during construction period.
25. The Contractor shall be responsible for acquiring all necessary permits.

Evaluation of Proposals

Proposals will be evaluated upon the contractor's qualifications, references, pricing, experience, financial standing with the City, warranties, bonding (if necessary), delivery date, service agreements, etc. Each proposal will be reviewed by the project organizers and a recommendation made to the City Manager who makes the final decision.

Bid Instructions

Those submitting bids should include complete copy/set of the proposal, and all related documentation.

Subcontracting

Any subcontracting proposed as a portion of this bid must be disclosed and first approved by the City before any contract award is made. Subcontractors will be held to the same standards outlined within this bid specification.

Miscellaneous

Insurance: After the bid award, though prior to entering into a contract, the successful contractor has five days to submit proof of insurances and workers compensation suitable to the City. A Certificate of Insurance shall be filed with the City's finance office prior to contract award with limits and coverage suitable to the City and listing the City as an additional insured. The insurance limits to be carried by the contractor shall include the following:

- General Liability: (\$1,000,000)
- Automobile: (\$1,000,000)
- State Statutory Workers Compensation and Employers Liability Insurance (\$500,000 min.)

Agreement: All terms, conditions, and specifications outlined within shall also become part of the final agreement should a contract be agreed upon.

Proposal Costs: The entire cost of preparing and submitting a proposal and site visitations, will be borne by the bidder.

Starting and Completion Date: The Contractor agrees to begin work within 15 days of the contract agreement, and to complete the entire project within 45 days. The Contractor further agrees that a penalty of \$200 (Two Hundred Dollars) per day shall be assess for each day the project extends beyond the completion date without written approval thru a change order process by the City.

Bid Submission Form

Bid # 2014-008

The undersigned proposes to furnish all materials and labor to the City of Auburn as defined in the Scope of Work as follows:

Lump Sum Price: \$ _____

State Warranty: _____

State Commence Date: _____

State Completion Date: _____

Authorization

The undersigned individual/firm/business guarantees the above information. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature _____ Name (print) _____

Title _____ Company _____

Legal Name

Address _____

Telephone No. _____ Fax No. _____

Email Address: _____

Federal Tax ID Number: _____

STATE OF MAINE
_____, SS.

Date: _____

Personally appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public

Print Name

Commission Expires _____