

Town of Andover
REQUEST FOR PROPOSAL

Andover Museum Roof Replacement

Project Location: 1 Hebron Road, Andover, CT

Town of Andover
17 School Road
Andover, CT 06232
Phone: 860-742-7305 ext. 214 **Fax:** 860-742-7535
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Prepared by: Raelene Asselin
Date: 08.23.18

REQUEST FOR PROPOSAL
Andover Museum Roof Replacement
Andover – 1 Hebron Road

SUBMISSION DEADLINE: September 26th, 2018

ONSITE VISIT MEETING: September 12th, 2018 from 1:30pm-2:00pm

QUESTION SUBMISSION DEADLINE: September 19th, 2018

Questions may be submitted in written form no later than **September 19th, 2018** to:

RFP Contact Name: Raelene Asselin

Contact Address: 17 School Road, Andover, CT 06232

Telephone Number: 860-742-7305 ext.214

Email Address: adminassistant@andoverct.org

INTRODUCTION

The Town of Andover invites and welcomes proposals for their Andover Museum Roof Replacement project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the “SUBMISSION DEADLINE.”

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for museum roof replacement which is located at 1 Hebron Road, Andover, Connecticut 06232.

PROJECT OBJECTIVE

Replace the low sloped roofing at the Andover Museum.

PROJECT SCOPE AND SPECIFICATIONS

Contractor will guarantee roof against leaks & defective workmanship for a minimum of 5 years

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

PROJECT SPECIFICATIONS

Metal Roof

- Tear off rolled roof material down to the deck
- Remove shingles at low pitch roof connection.
- Repair any rotted wood as necessary and replace in kind
- Install new drip edge to roof perimeter
- Install new fully adhered non-granular ice and water shield to entire deck
- Install new minimum 26 gauge metal roof panels including trim and accessories
- Install new valley pan at shingle and low pitch roof connection
- Install new shingles to roof connection
- Install new boots & necessary flashings
- Install new lead at chimney penetration
- Building to be protected with mesh net during tear off
- Ground to be tarped under stripping areas
- Roof to be left water tight and site cleaned each day
- Clean up and haul away debris to a proper waste receiving approved location
- Magnet will be run as part of clean up
- Permits & inspections included

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Andover shall award the contract to the proposal that best accommodates the various project requirements. Andover reserves the right to award any contract prior to the proposal deadline stated within the “scheduled Timeline” or prior to the receipt of all proposals, award the contract to more than one bidder, and refuse and proposal or contract without obligation to either Andover or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Andover no later than **September 26th, 2018 at 4:00pm** for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder’s ability to provide and deliver qualified personnel having the knowledge and skills required to effectively execute proposed services.

- Overall cost effectiveness of the proposal.

Andover shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name, Address, Contact Information
- Evidence of legal authority to conduct business in Connecticut (e.g. Business license number).

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- Contractor must provide 1099 information for payment services
- Contractor must provide proof of Business insurance

Proposed Outcome

- Summary of timeline and work to be completed.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Costs for deck plywood replacement should be broken out as a separate line item in bid
- Brief summary of the total cost of the proposal