

**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

**Email:** [adminassistant@andoverct.org](mailto:adminassistant@andoverct.org)

**Prepared by:** Adrian Mandeville

**Date:** 01.28.19

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

**SUBMISSION DEADLINE: 12:00 P.M. - MARCH 4, 2019**

**QUESTION SUBMISSION DEADLINE: 12:00 P.M. - FEBRUARY 21, 2019**

Questions may be submitted in written form no later than noon on February 21, 2019 to:

**RFP Contact Name:** Linda McDonald  
**Contact Address:** 17 School Road, Andover, CT 06232  
**Telephone Number:** 860-742-7305 ext.214  
**Email Address:** [adminassistant@andoverct.org](mailto: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 on the Andover Museum. Approximately 12 squares with allotment

**PROJECT SCOPE AND SPECIFICATIONS**

Contractor will provide upon completion of work a 20 year Labor and Material warranty without dollar limit

**SCHEDULED TIMELINE**

The roof shall be completed as early as weather permits, but no later than April 30<sup>th</sup> 2019

**MILESTONE:**

**DATE:**

## PROJECT SPECIFICATIONS

### EDPM ROOF

- .060 Fully Adhered EDPM roof single ply
- High density ½ inch cover board
- Additional insulation not required
- Mechanically attached to manufactures specifications
- All transitions to manufactures specifications
- Wall tie-ins 8 inches or to manufactures specifications
- .040 edge metal
- Valley per manufactures specifications
- Old low slope roofing removed
- Plywood replaced as need
- Reattach facial as needed
- Replace in kind fascia as needed
- Chimney Flashing reused / terminations per manufactures spec
- 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 12:00 P.M. March 4, 2019 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
- An alternate bid for an overlay may be submitted with a legitimate tear off proposal but will not be factored into the awarding of the contract