

INVITATION FOR BIDS
BLOOMFIELD PUBLIC SCHOOLS
BOARD OF EDUCATION OFFICES
1133 BLUE HILLS AVENUE
BLOOMFIELD, CONNECTICUT 06002

SPECIFICATIONS AND BID FORM
FOR

ROOFING INSPECTION, MAINTENANCE AND REPAIR

ANY INQUIRIES CONCERNING THE SPECIFICATIONS

SHOULD BE DIRECTED IN WRITING TO:

Wayne Casper, Director of Facilities
Fax: 860-769-4235
Email: wcasper@blmfld.org

NO QUESTIONS WILL BE ACCEPTED AFTER JULY 31, 2019

SEALED BIDS WILL BE RECEIVED NO LATER THAN

THURSDAY, AUGUST 8, 2019 AT 11:00 AM

BLOOMFIELD PUBLIC SCHOOLS ADMINISTRATIVE OFFICE

MARK SEALED PROPOSAL ENVELOPE CLEARLY:

ROOFING INSPECTION, MAINTENANCE AND REPAIR

INTRODUCTION

These specifications are for bids from firms or individuals (Contractor) for the following services at the Bloomfield School facilities in Bloomfield Connecticut:

Roof Inspection, Maintenance and Repair

All bids shall be submitted to Bloomfield Public Schools in accordance with these specifications and the conditions as set forth in the proposal request documents. The successful respondent will be required to sign a contract with the School District, which will comply with the terms and conditions hereof.

It is the intention of Bloomfield Public Schools to select a Contractor to provide these services based on factors which include the comprehensiveness and quality of the proposal, the experience of the Contractor, the costs submitted by the Contractor, and factors which, in the opinion of Bloomfield Public Schools, will lead to efficient, cost effective, and well maintained facilities. Price in and of itself will not necessarily be the deciding factor in awarding the contract.

SPECIFICATIONS AND INSTRUCTIONS

1. **Purpose:** The Contractor will efficiently provide its services at Bloomfield Public Schools, Bloomfield, CT. (a description of the work is attached as Exhibit A)

Bloomfield remains responsible for insuring that the facilities are in conformance with state law and shall monitor the Contractor through periodic monitoring and reports. Bloomfield retains control of the quality, and general nature of its facilities. Bloomfield shall be assured by the Contractor that all federal, state and local regulations are being met in performing work under this contract.
2. **Contract:** A contract in the form of a Purchase Order will be issued to the Contractor. The contract shall include the Contractor's proposal as finally accepted and the districts approved purchase order.
3. **Contractor Eligibility:** The Contractor must submit appropriate evidence demonstrating the ability and the resources to provide the specified services. Submittal of this information must include a list of school districts in Connecticut that the contractor has performed work at.
4. **Contractor Responsibility:** It is the responsibility of the Contractor to examine all provisions and visit each and every location where work is to be performed to become fully acquainted with the sites, problems, conditions, and other factors that pertain to the operation. No claim for relief due to mistakes or omissions will be entertained and each Contractor will be held to his proposal. Bloomfield reserves the right to waive errors in proposals, to accept other than the low bidder, and reject any or all proposals at its discretion.
5. **Facilities and Equipment:** The Contractor will be responsible to take proper care of all property, furniture, fixtures, equipment, and facilities of Bloomfield, as applicable, and shall leave them in the condition in which found.
6. **Fiscal Arrangements:** The Contractor shall keep and maintain accounting and billing records for the duration of the contract. Within fifteen (15) working days after the provision of services, Contractor will provide Bloomfield with detailed invoice for all of its costs.
7. **Personnel:** All personnel required to perform under the contract shall be the employees of the Contractor. Salaries and fringe benefits for such employees will be determined and provided solely by the Contractor unless otherwise stated in the bid specifications. The Contractor will make available, staff which, in the opinion of Bloomfield and the Contractor, is adequate for efficient management and to provide supervision.
8. **Social Security Taxes:** The Contractor and each Subcontractor shall pay the taxes measured by the wages of all their employees as required by the Federal Social Security Act and all amendments thereto, and accept the exclusive liability for said taxes. The Contractor and each Subcontractor shall also indemnify and hold the Owner harmless on account of any tax measured by the wages aforesaid of employees of the Contractor and each Subcontractor, assessed against of the Owner under authority of said law.

9. **Unemployment Insurance:** The Contractor and each Subcontractor shall pay unemployment insurance measured by the wages of his employees as required by law and accept the exclusive liability for said contributions. The Contractor shall also indemnify and hold harmless the Owner on account of any contribution measured by the wages of aforesaid employees of the Contractor and each Subcontractor, assessed against the Owner under authority of law.
10. **Occupational Safety and Health Act:** The Contractor and each Subcontractor shall comply with the requirements of the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1969, including all standards and regulations which have been promulgated by the Governmental Authorities which administer such Acts and said requirements, standards and regulations are incorporated herein by reference.

The Contractor and each Subcontractor shall comply with said regulations, requirements and standards and require and be directly responsible for compliance therewith on the part of his agents, employees, and material men and shall directly receive and be responsible for all citations, assessments, fines or penalties which may be incurred by reason of their agents, employees, or material men failing to so comply.

The Contractor and each Subcontractor shall indemnify the Owner and save them harmless from any and all losses, costs and expenses, including fines and reasonable attorney's fees incurred by the Owner by reason of the real or alleged violation of such laws, ordinances, regulations and directives, Federal, State, and Local which are currently in effect or which become effective in the future, by the Contractor, or material suppliers.

11. **Discounts:** Buying and purchasing procedures will be according to state statutes and Bloomfield policy and the Contractor will make every effort to take advantage of all trade discounts and rebates which shall be credited to the cost of operations. The Contractor will practice all feasible economies in the operation of Bloomfield's facilities. No employee, official, manager, or representative of the Contractor shall accept gratuities or "kick-backs" of any sort. In the event of a violation, the personnel shall be immediately dismissed by the Contractor.
12. **Records, Certifications, Etc.:** The Contractor shall keep full and accurate accounts and records in connection with the services covered in this contract. All such records shall be retained by the Contractor for a period of six (6) years and shall be subject to audit by the Bloomfield Schools and by the representative of the Department of Education, at any time during regular working hours and any reasonable place. The records shall be kept in paper and electronic format. Both formats shall be accessible by Bloomfield.

Breach or violation of the contract will be subject to available remedies prescribed by law. The Contractor will be totally and completely responsible for seeing that the operation is in complete conformity with all rules and regulations of the Connecticut Department of Education, Bloomfield, and all other applicable Federal, State, and Local laws, codes or regulations. All assessments to Bloomfield for noncompliance will be paid by the Contractor.

13. **General:** It will be strictly understood that the Contractor and its employees shall at no time bring upon the premises any alcoholic beverages for sale, gifts, or use in any manner whatsoever. No tobacco or drugs in any form are to be used by the Contractor or any of its employees on the premises.
14. **Award:** Award of contract will be to the Contractor that submits a proposal that is determined to be responsive to the invitation and most advantageous to Bloomfield. Such determination will be based upon, but not limited to, the following criteria:
 - A. The demonstrated ability of the Contractor to successfully provide services in a school facilities program of similar size.
 - B. The depth, extent, scope, and availability of support personnel, including the amount of personnel representation, visitation, and coverage by principals of the Contractor.
 - C. The proposed personnel scheduled for the contractor and the proposed cost.
 - D. The Contractor's demonstration of having a complete understanding of the district's facilities and its service requirements, as described in this proposal and all addenda.

It is the responsibility of the Contractor to submit with their proposal, information regarding the above criteria.

15. **Insurance:** The successful Contractor will not commence work under the terms of the specifications until it has furnished a Certificate of Insurance to Bloomfield showing that it has Contractor's Public Liability, Property Damage, and Workmen's Compensation insurance providing and including full coverage for all subcontractors, the Bloomfield Schools, its agents, and employees. The minimum limits are: bodily injury, \$500,000 - \$1,000,000; property damage, \$100,000. Insurance policies shall contain a day cancellation and/or modification clause with the requirements of a written notice by the insurance company to the Bloomfield Public Schools.
16. **Indemnity:** The Contractor assumes the entire responsibility and liability in and for any and all damages and/or injuries of any kind or nature whatsoever to all persons, whether employees or otherwise, and to property arising out of or resulting from the services provided as herein set forth and provided for in the contract, and for any and all damages and/or injuries of any kind which shall occur in connection therewith and said Contractor agrees to indemnify, defend and save harmless Bloomfield Public Schools, its agents, servants, and employees for and against any and all losses, expenses, including legal fees and disbursements, damages and/or injuries growing out of or resulting from or occurring in connection with the execution of the work herein provided for including, by way of example and not by way of limitation, any losses, expenses including legal fees and disbursements, damages or injuries occurring in connection with or resulting from the use by the Contractor, its agents or employees, of any equipment, stock, appliance, implements, works, tools or machinery, or any other property owned, rented, borrowed by or assigned to the aforesaid Bloomfield Public Schools arising under any law whatever, which may be in effect in the locality in which the work is situated or otherwise.

17. **Subcontractors:** Bloomfield will recognize only the successful contractor for the proper execution of the entire work under the contract.

18. **Miscellaneous:**

- A. The selection of the Contractor to serve the needs of Bloomfield is an important and complex task. It is recognized that there are probably many persons and/or entities that can provide the services and which would adequately meet these needs. Bloomfield will exercise both objective and subjective rationale in the selection process. The Request for Proposals is intended to provide interested parties with uniform information concerning the requirements for submitting proposals. In responding to this Request for Proposals, proposal requirements and content format indicated herein must be adhered to. Failure to respond to all of the information requested may result in the disqualification of the proposal. The Contractor is free to suggest alternative program variations that would achieve Bloomfield's objectives as stated above.
- B. The submission of a proposal will be construed to mean that the respondent is fully informed as to the extent and character of Bloomfield's requirements, and the respondent represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications.
- C. Once submitted, all proposals become the property of Bloomfield, which reserves the right to reject any and all proposals. Proposals must be firm and may not be withdrawn for 90 days, or until Bloomfield awards the contract, whichever comes first.
- D. Bloomfield shall not be liable for any costs incurred by respondents in preparing or submitting proposals.
- E. Bloomfield reserves the right to accept any item or group of items proposed in any proposal, unless the respondent qualifies its offer by specific limitation. Bloomfield reserves the right to select a respondent who is not the lowest priced respondent as it deems in its best interest.
- F. Bloomfield reserves the right to reject any proposal, in whole or in part, and to waive technical defects, qualifications, irregularities, and omissions, if, in its sole judgment, the best interests of Bloomfield will be served. Each proposal received within the required time frame will be evaluated individually by Bloomfield. Each evaluation will come of necessity, consistent subjective judgments concerning each proposal.
- G. Bloomfield reserves the right to negotiate with any respondent regarding changes to the original proposal which may be deemed to be in the best interests of Bloomfield.

- H. Bloomfield shall consider the successful Contractor to be the sole point of contact with regard to contractual matters including payment to performance of service by the Contractor, its agents and employees.
- I. If it becomes necessary to revise any part of this Request for Proposal or otherwise provide additional information, an addendum will be issued by Bloomfield and furnished to all prospective respondents who have received copies of this original Request for Proposal.

**BLOOMFIELD PUBLIC SCHOOLS
BLOOMFIELD, CONNECTICUT**

LIST OF EXHIBITS

EXHIBIT A	General Specifications for Roof Inspection, Maintenance and Repair
EXHIBIT B	Roofing Manufacturers by Building
ATTACHMENT	Official Proposal Form

EXHIBIT A
General Specifications for Roof Inspection, Maintenance and Repair

Part 1—Special Provisions

1. The contract will be awarded within sixty (60) days of proposal opening.
2. The Board of Education reserves the right to accept or reject any and all bids or to award the contract in a manner that in its opinion; best serves the interest of Bloomfield Public Schools.
3. No proposal will be entertained unless properly completed and signed by the Contractor(s).
4. Should a prospective Contractor(s) need clarification or interpretation of any item in the bid, he/she must request such in writing to the Director of Facilities, Bloomfield Schools, no later than July 31, 2016. The questions of clarification or interpretation requested and the answer by the Director of Facilities shall be in writing and shall be sent or given to all know Contractor(s). The Board of Education or its agents will not be responsible for any alleged oral instructions or interpretations given to Contractor(s).
5. Should the successful Contractor(s) fail to perform at any time, the Board of Education reserves the right to contract with another company. All costs related to the Contractor(s) failure to perform shall be deducted from the Contract award.
6. A Certificate of Insurance with sixty (60) days prior written notice of cancellation naming Bloomfield Public Schools insured must be filed by the successful Contractor(s) with the Director of Business Affairs before the contract is awarded.
7. The successful Contractor(s) shall be liable for any damage to school property, including lawns, sidewalks, curbs, and building exteriors/interiors.

General Specifications for Roof Inspection, Maintenance and Repair

Part 2—Qualification Requirements

- A. Qualifications of the Contractor:
1. License: Licensed to conduct business in the State of Connecticut under the same name for 5 years.
 2. Certification: Approved for installation and repairs by appropriate manufacturers as listed in Exhibit B. Certifications must be included at the time of bid submittal.
 3. Supervisor Qualifications: Minimum 5 years commercial roofing installation and maintenance experience.
 4. Experience: Minimum 5 years as installer or 5 public school installation projects in the State of Connecticut.

- B. **Equipment, Materials, and Labor:** The contractor shall possess and furnish all necessary equipment, materials, and labor to adequately perform the specified services.
1. The contractor shall provide, upon request, documentation which states that its employees have received personal protective equipment training, hazard communication training, and respiratory protection training. The employees must also have been provided the material safety data sheets (MSDS) of the products that they will use on this project.
 2. The contractor shall maintain a copy of all current MSDS documentation and safety certifications at the site at all times, as well as comply with all other site documentation requirements of applicable OSHA programs and this specification.
 3. The contractor shall submit to Bloomfield Schools all MSDS for all chemical products proposed to be used in the performance of the contract.
- C. **Licensing:** The contractor shall provide proof of maintaining the proper license(s), if any, as required to do work in Connecticut. The contractor shall comply with all Federal, state, and local rules, regulations, and licensing agreements.

General Specifications for Roof Inspection, Maintenance and Repair

Part 3— Scope of Work

- A. The following list describes the frequency and nature of the Roofing Inspection and Maintenance requirements at each of the following schools:

Bloomfield Board of Education
1133 Blue Hills Avenue
Bloomfield, CT

Laurel Elementary School
1 Filley Street
Bloomfield, CT

Bloomfield High School
5 Huckleberry Lane
Bloomfield, CT

Metacomet Elementary School
185 School Street
Bloomfield, CT

Global Experience Magnet School
44 Griffin Road South
Bloomfield, CT

Wintonbury Early Childhood
Magnet School
44 Brown Street
Bloomfield, CT

Carmen Arace School
390 Park Avenue
Bloomfield, CT 06002

- B. Frequency – 2 times per year (spring and fall)
- C. Inspect roofs for cracks, blisters and other potential cuts or breaks in the roof membrane. Repair all minor items at time of inspection. Redistribute ballast as necessary.
- D. Inspect flashings, expansion joints, and any other appurtenances for damage. Repair all

minor items at time of inspection.

- E. Check roof drains for any obstructions and clear as needed. Replace missing or damaged covers.
- F. Remove any branches, twigs and miscellaneous debris.
- G. Submit a report on condition to Facilities Director detailing all findings, using the form supplied by the Bloomfield Public Schools (copy attached).

EXHIBIT B

Roofing Manufacturers by Building

Board of Education: **Built-up Bituminous Section: Unknown**
Single Ply: Firestone

Bloomfield High School: **Firestone**
Cafeteria: Garland Modified Bituminous

Carmen Arace School: **Firestone**

Global Experience Magnet School: **Firestone**

Laurel School: **Shingled Roof: GAF Corp.**
Other: Johns Manville

Metacomet School: **Johns Manville**

Wintonbury Early Childhood Magnet School: **Single Ply: Johns Manville**
Shingles: GAF

**BLOOMFIELD PUBLIC SCHOOLS
BLOOMFIELD, CONNECTICUT**

OFFICIAL PROPOSAL FORM

To be delivered by a representative of the Bidder to the Facilities Office, Bloomfield Public Schools, 1133 Blue Hills Avenue, Bloomfield, Connecticut, 06002 before 11:00 AM on Thursday, August 8, 2019.

The undersigned hereby proposes to provide services as defined in the “**General Specifications for Roof Inspection, Maintenance and Repair**” attached hereto. The acceptance of this proposal by Bloomfield Public Schools, in writing, shall constitute the basis for a written contract between the two (2) parties for roof inspection, maintenance and repair. The contract shall be awarded based on the “contractors” qualifications and their demonstrated ability to perform the specified services.

Pricing

Location	One (1) Year	Three (3) Years	Hourly Labor Rate	
			Regular Time	Overtime
Board of Education				
Bloomfield High				
Carmen Arace				
Global Experience				
Laurel Elementary				
Metacomet Elementary				
Wintonbury Magnet				

Name of Bidder _____

Date _____

Name of Company _____

Telephone _____

Address _____

Fax _____

Signature of Authorized Agent _____

SEMI-ANNUAL MAINTENANCE INSPECTION CHECKLIST

Building: _____ **Today's Date** _____

Date of Previous Inspection: _____

Roof Section: _____ **Inspected By:** _____

	Problem			Location, Observation, Action	Date of Repair
	OK	Minor	Major		
I. Evaluation of Exterior Conditions					
Do exterior walls, fascia or soffit show:					
Cracks/Spalling					
Rusting/Efflorescence					
Movement/Damage					
Other					
Do gutters or downspouts show:					
Loose/Missing					
Disconnected/Damaged					
Clogged					
Other					
II. Roof Condition					
A. General Appearance					
General Condition					
Debris					
Ponded Water					
Physical Damage					
New Equipment/Alterations					
Unauthorized, Unnecessary or Improperly installed equipment					
Other					
B. Surface Condition					
Bare Spots in Gravel/ Ballast Displaced					
Alligating/Cracking					
Slippage					
Other					

SEMI-ANNUAL MAINTENANCE INSPECTION CHECKLIST

	Problem			Location, Observation, Action	Date of Repair
	OK	Minor	Major		
C. Membrane Condition					
Blistering					
Splitting					
Ridging/Wrinkling					
Fishmouthing					
Loose Felt Laps/Seams					
Punctures, Fastener Backout					
Securement to Substrate					
Membrane Shrinkage					
Membrane Slippage					
Other					
III Roof Perimeter Edging/ Fascia/Gravel Stop					
Splitting at Joints					
Securement					
Rusting					
Felt Deterioration					
Fastener Blackout					
Punctures					
Other					
IV. Flashing Conditions					
A. Base Flashing					
Punctures or Tears					
Deterioration					
Blistering					
Open Laps					
Attachment					
Ridging, Wrinkling or Sagging					
Other					
B. Counterflashing/ Termination Bars					
Open Laps					
Punctures					
Attachment					
Rusting					
Fasteners					
Caulking					
Other					

SEMI-ANNUAL MAINTENANCE INSPECTION CHECKLIST

	OK	Problem		Location, Observation, Action	Date of Repair
		Minor	Major		
C. Coping					
Open Joints or Fractures					
Punctures					
Attachment					
Rusting					
Drainage					
Fasteners					
Caulking					
Missing					
Other					
D. Walls					
Mortar Joints					
Spalling					
Movement Cracks					
Other					
V. Roof Penetrations/ Rooftop Equipment					
A. Equipment Base Flashing-Curbs					
Open Laps					
Punctures					
Attachment					
Other					
B. Equipment Housing					
Counterflashing					
Open Seams, Missing Covers					
Physical Damage					
Caulking					
Drainage					
Other					
C. Equipment Operation					
Discharge of Contaminants					
Excessive Traffic/Abuse of Roof or Flashings					
Other					

