

**CITY OF ROCHESTER, NH**  
**31 Wakefield St. Rochester, NH 03867**  
**INVITATION TO BID**

City of Rochester, NH is soliciting a competitive bid;

1. **BID: Bid 23-14 Community Center Roof Maintenance**
- 2.
3. **BID Submission Options-Hardcopy, or Electronically:**
  - a) Submit Hardcopy via USPS, FEDEX, or UPS: City of Rochester, NH, Purchasing Agent **31 Wakefield St. Rochester, NH 03867**. Reference **Bid 23-14** on package. In person drop offs are to go to the **Finance Office at City Hall, 31 Wakefield Street, Rochester, NH 03867**.
4. **Bid Receipt Date & Time:** No later than **September 28, 2022 at 5:00pm**.
5. **Bid Opening Date & Time:** **September 29, 2022 at 2:30pm**. Opening will be conducted in person in Council Chambers, 31 Wakefield Street, Rochester, NH 03867.
6. **Bid Specifications, Questions & Addendums (Q&A):** Can be obtained by visiting <https://rochesternh.net/bids> see **OPEN BIDS** section. Or contact City of Rochester, NH Purchasing Agent 31 Wakefield St. Rochester, NH 03867, [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net), 603-335-7602. Note Q&A updates will end one week prior to bid opening.
7. **Bid Results:** Results can be obtained at <https://rochesternh.net/bids>, in **CLOSED BIDS** section. Select the specific bid to see all results, or contact Purchasing Agent.

**A mandatory site visit to review the requirements for the proposed Community Center Roof Maintenance will be held on Thursday September 15, 2022 at 9:00 am at The James Foley Memorial Community Center, 150 Wakefield Street Rochester, NH 03867.**

**All prospective Bidders are required to attend.**

## **SCOPE OF WORK**

The James W. Foley Memorial Community Center at 150 Wakefield St. is a two-story structure with a EPDM membrane roof that was installed approximately 2000. The roof is flat with parapets along the perimeter. The footprint exists on two levels. The size is approximately 100,000 square feet. There are multiple existing penetrations for air handling units. The condition of the roof is good.

Scope of work consists of the execution of a silicone roof coating restoration system (RCR). Contractor shall provide all materials, labor and equipment required for the installation of the RCR system over the entire existing EPDM roof. Work shall include moisture survey, adhesion tests, surface preparation and installation of the RCR system. Restoration shall provide a 20 year manufacturer's warranty.

Contractor shall have a minimum of 10 years of roof coating installation and experience applying at least 500,000 square feet of product.

Contractor shall have documented experience in installing or restoring EPDM roofing to host roof-mounted, ballasted solar panel applications.

Product shall be Progressive Materials RCR system Pro-EcoSil HS 3200 Series Silicone Coating or equivalent. Contract shall be certified by manufacturer for installation. RCR shall be applied at a S3200 layer thickness to meet the 20 year warranty standards. High visibility walkway pads shall be roll applied around serviceable units.

Provide manufacturer's literature on RCR system and all safety data sheets. Literature shall be product certificates signed by the manufacturer certifying the material is in compliance with the specified performance characteristics, criteria and physical requirements. Provide submittal drawings which show the intended work sequence, schedule, extent of roofing, intersections with adjacent surfaces, details of expansion joints, counterflashing, and system lay-out. Cleaners, primers, tape, caulking, flashing sealant, fabric and any other materials needed shall conform to the requirements of the manufacturer. Contractor shall furnish a certified warranty upon completion. Provide maintenance data including manufacturer literature.

Staging and delivery areas shall be in the immediate area and determined by the City. Contractor is responsible for securing all materials from damage and theft.

All unused products, materials, equipment, shall be removed from City property at project completion.

Restrooms are available in the Community Center.

Contractor shall maintain daily logs of environmental conditions such as temperature, wind speed and humidity/rainfall. No work shall be done in rain. Product shall not be installed when ambient temperature is below 35F or at temperatures less than 5F above dewpoint.

Contractor shall apply spray skillfully and any overspray onto surfaces shall be removed using manufacturer approved cleaning agents.

Any existing quantities of damaged or worn flashing or set insulation shall be identified and replaced at unit cost for each.

Contractor shall arrange for a final inspection with the City and the manufacturer present. Report of inspection shall be certified by Contractor and the manufacturer and submitted to the City. Contractor shall notify owner at least 48 hours in advance. Final payment shall not be issued until the certified inspection report and certified warranty are received by the City.

\*Bid proposal to be submitted is on page 8.

**INSTRUCTION TO BIDDERS**

- I. PREPARATION OF BID PROPOSAL**
- II. IRREGULAR PROPOSALS**
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- V. WITHDRAWAL OF BID PROPOSAL**
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- XIII. INSURANCE & LEGAL BUSINESS ENTITY**
- XIV. DEFAULT & TERMINATION OF CONTRACT**
- XV. OPENING BID RESULTS**
- XVI. BID FORM**

## **I. PREPARATION OF BID PROPOSAL**

1. The Bidder shall submit her/his proposal upon the form(s) furnished by the City (attached). The bidder shall specify a unit price for each pay item. All figures shall be in ink or typed.
2. If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
3. The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown, by a partnership the name and post office address of each partnership member must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.
4. All questions shall be submitted in writing to and received by the Purchasing Agent at the above address, a minimum of 7 days prior to the scheduled bid opening. The Purchasing Agent, will then forward both the question and the city's response to the question to all known prospective bidders.

## **II. IRREGULAR PROPOSALS**

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

1. If the proposal is on a form other than that furnished by the Owner or if the form is altered or any part thereof is detached.
2. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite or ambiguous as to its meaning.
3. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
4. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alternate pay items.

## **III. DELIVERY OF BID PROPOSALS**

When sent by mail, the sealed proposal shall be addressed to the City of Rochester, Purchasing Agent, 31 Wakefield Street, Rochester, NH 03867. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable please see coversheet for instructions on emailed bids.

**IV. ELECTRONIC BIDS:** Due to Covid-19 the City of Rochester has incorporated an electronic bid process. If an electronic format is to be utilized specific submission instructions will be identified in the bid cover page.

**V. WITHDRAWAL OF BID PROPOSALS**

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

**VI. PUBLIC OPENING OF BID PROPOSALS**

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

**VII. DISQUALIFICATION OF BIDDERS**

Either of the following reasons may be considered as being sufficient for the disqualification of a bidder and the rejection of her/his bid proposal(s):

1. Evidence of collusion among bidders.
2. Failure to supply complete information as requested by the bid specifications.

**VIII. CONSIDERATION OF PROPOSALS**

1. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.
2. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.
3. Bid results will be available on the website at [www.rochesternh.net](http://www.rochesternh.net) within 48 hours of the bid opening.

**IX. AWARD OF CONTRACT**

The City holds the right, in its judgment, to award the contract to the bidder, which it feels is in the best interest of the City. If a contract is to be awarded, the Contractor/Vendor selection shall be based in part on possession of the necessary experience, organization, technical and professional qualifications, skills and facilities, reference checks, project understanding, approach, ability to comply with proposed or required time to completion or performance, licensing or certification, in good standing with Federal, State and Local agencies, possession of satisfactory record of performance, cost and to a responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids without the consent of the City of Rochester. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

**X. CANCELLATION OF AWARD**

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability or other claim against the City.

**XI. BID EVALUATION**

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

1. The bidder's ability, capacity, and skill to perform within the specified time limits.
2. The bidder's experience, reputation, efficiency, judgment, and integrity.
3. The quality, availability and adaptability of the supplies and materials sold.
4. The bidder's past performance.
5. The sufficiency of bidder's financial resources to fulfill the contract.
6. The bidder's ability to provide future maintenance and/or services.
7. Any other applicable factors as the City determines necessary and appropriate (such as compatibility with existing equipment).

**XII. LAWS, PERMITS AND REGULATIONS**

1. The Contractor shall obtain and pay for all licenses and permits as may be required of him by law, and shall pay for all fees and charges for connection to outside services, and use of property other than the site of the work for storage of materials or other purposes.
2. The Contractor shall comply with all State and Local laws, ordinances, regulations and requirements applicable to work hereunder, including building code requirements. If the Contractor ascertains at any time that any requirement of this Contract is at variance with applicable laws, ordinances, regulations or building code requirements, she/he shall promptly notify the City of Rochester in writing.

**XIII. INSURANCE & LEGAL BUSINESS ENTITY**

1. Contractor and any related subcontractors will carry appropriate liability insurance, and be a legal business entity authorized to conduct business in the State of New Hampshire.

**XIV. DEFAULT AND TERMINATION OF CONTRACT****If the Contractor:**

1. Fails to begin work under Contract within the time specified in the notice to proceed; or
2. Fails to perform the work with sufficient workers and equipment, or with sufficient materials to assume prompt completion of said work; or
3. Performs the work unsuitably or neglects or refuses to remove materials or to perform anew such work as may be rejected as unacceptable and unsuitable; or
4. Discontinues the prosecution of the work; or
5. Fails to resume work, which has been discontinued, within the time frames included in specifications; or
6. Becomes insolvent or has declared bankruptcy, or commits any act of bankruptcy or insolvency; or
7. Makes an assignment for the benefit of creditors; or

8. For any other causes whatsoever, fails to carry on the work in an acceptable manner the City of Rochester will give notice, in writing, to the Contractor for such delay, neglect, and default.

If the Contractor does not proceed in accordance with the Notice, then the City of Rochester will have full power and authority without violating the Contract to take the prosecution of the work out of the hands of the Contractor. The City of Rochester may enter into an agreement for the completion of said Contract according to the terms and conditions thereof, or use such other methods as in the City's opinion will be required for the completion of said Contract in an acceptable manner.

All extra costs and charges incurred by the City of Rochester as a result of such delay, neglect or default, together with the cost of completing the work under the Contract will be deducted from any monies due or which may become due to said Contractor. If such expenses exceed the sum which would have been payable under the contract, then the Contractor shall be liable and shall pay to the City of Rochester the amount of such excess.

#### **XV. OBTAINING BID RESULTS**

Bid results will be available on the website at [www.rochesternh.net](http://www.rochesternh.net) within 48 hours of the bid opening.



### Bid Form

Business Name: \_\_\_\_\_ Representative \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Roof Restoration Amount**

\$ \_\_\_\_\_

**Insulation Replacement (per square foot):**

\$ \_\_\_\_\_

**Flashing Replacement (per square foot):**

\$ \_\_\_\_\_