SELECTMEN'S OFFICE
Town of Waterboro

June 24, 2009

Town of Waterboro, Maine

Selectmen's Office
24 Townhouse Road
E. Waterboro, Me 04030
(207) 247-6166 FAX (207) 247-3013

Description

Waterboro Public Library Roof Replacement
Prepared for, and in coordination with the
Town of Waterboro, Me
Request for Bid
Contractor Qualification Document
Asphalt shingle roofing system specifications
Enclosed
Reference: Library Roof

The bid for services will be opened and publicly read,
July 14, 2009 at the Selectmen's Meeting at 6:00 p.m.

June 24, 2009

Town of Waterboro, Maine

Board of Selectmen
Town of Waterboro
24 Townhouse Road
E. Waterboro, Me 04030
(207) 247-6166 FAX (207) 247-3013

REQUEST FOR BID

It is the intent of the Town of Waterboro, Maine to engage the services of a qualified firm to provide the Town with the following product(s) or services for **Waterboro Public Library Roof** an overview with detailed specifications is provided within this Request for Sealed Bids.

Bids must be received no later than 5:00 p.m. on July 14, 2009 to be eligible for consideration by the Town. Each bid must be submitted in a sealed envelope plainly marked indicating, " **Library Roof**"

Bids shall be submitted on company letterhead to the listed minimum specifications. If you find these specifications to be unreasonably restrictive, please contact the Selectmen's Office immediately for clarification or alternate specifications. If no exception is noted, the specifications as written will be considered acceptable.

The Town of Waterboro is Exempt from taxes. State of Maine Permanent Exemption Certificate #E80788

The Town reserves the right to reject any or all bids or any part thereof, to waive any informality in the bidding, and to accept the bid considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. Failure to submit all information may disqualify a bid.

Nancy Brandt

Nancy Brandt,
Town Administrator

June 24, 2009

SPECIFICATIONS
ENCLOSED

SECTION 00431

CONTRACTOR QUALIFICATION DOCUMENT

PART 1 - GENERAL

Contractor Qualification;

A. **Bidding Contractor :** To qualify for this contract, a company shall have a minimum of 5 years demonstratable, successful experience with the installation of roofing of the type and scope found in the Project Documents.

B. **Bidding Contractor :**When submitting the bid package, each bidder shall provide a list of three projects of similar size and scope completed within the past three years and complete full contact information for the owner and/or Architect of each project. Submit this completed form (00431) attached to the bid package.

C. **Bidding Contractor and Employees**: Only employees that are experienced and proficient in the trades of asphalt roofing and sheet metal work, will be permitted to work on those portions of this contract. Prior to commencement of work, the contractor shall submit a contact list that shall include the names and contact information (including cell phone numbers) of the Project Manager and foremen assigned to this project.

D. **Bidding Contractor and Employees:** The Bidding Contractor and its employees shall be familiar with and utilize the "Industry Standards" and "Standard Trade Practices" on this project, as outlined and specified in the following industry publications:

1) National Roofing Contractors Association. *The NRCA Roofing and Waterproofing Manual-Fifth Edition.* Rosemont IL: NRCA, 2006 update.

2) Revere Copper Products. *Copper and Common Sense.* Rome, NY: Revere Copper Products. Eighth Edition, 2005.

3). Copper Development Association.*Copper In Architecture.* New York, New York.

4) Sheet Metal and Air conditioning Contractor's National Association. *SMACNA Manual.* Chantilly VA. SMACNA, 5th Edition 1993 with 1997 Addendum.

E. **Bidding Contractor:** Shall submit documentation of all insurances as required by item #16 of this document, with the bid package.

F. **Bidding Contractor:** Agrees to allow the Design Team to thoroughly investigate and verify all information submitted on this form.
The investigation and verification process shall include but is not limited to:
Contacting all listed project and trade references. Confirmation of acceptable credit status through Dun and Bradstreet, bank and trade references etc.

G. Bidding Contractor: Acknowledges that their bid may be disqualified at the sole discretion of the Owner. Reasons for disqualification may be but are not limited to the following reasons:

1. Any unfavorable, negative credit or reference information obtained by the Design Team as a result of their investigation.
2. Any misrepresentation or inaccurate information provided in this form (00431).
3. Any incomplete sections or other omissions within this form (00431).

H. Bidding Contractor: Acknowledges that the decision to require a surety or performance bond for this project is the sole discretion of the Owner.

I. Signature: By signing this document, the Contractor certifies that he or she is an authorized officer of the bidding firm listed within and that as such, has signatory power and is authorized to execute this document on behalf of the bidding firm. And further, that the Contractor certifies that all information provided is accurate and complete to the best of the Contractor's knowledge.

Signature_____
(Must be an officer with signatory authority of the Applicant Firm)

Print name_____

Title_____

Firm Name_____

Date_____

CONTRACTOR QUALIFICATION

Date:

1. Registered Name of Company:

2. Principal Contact w/Title:

Principal's e-mail Address

3. Company Mailing Address:

Street City State Zip Code

4. Street Address (if different from mailing address):

Street City State Zip Code

5. Telephone:

6. Fax:

7. E-mail:

8. Website:

9. Is your firm a: (check one): __Corporation __Partnership __Sole Proprietorship __ LLC __Other (explain):

10. State of Incorporation: _____

11. Federal Tax I.D. Number: _____

12. List every Firm or person having ownership in the bidding Firm and list any other Firms they have an ownership stake in:

1.
2.
3.

13 Number of Years the Bidding Firm has been in Business: _____

14. Number of Year Around, full time employees: _____

15. Number of Seasonal Employees: _____

16. Insurance and License Information: Copies of the following documents must be submitted with this Application:
- Certificate of Liability Insurance (minimum of $2,000,000).
- Worker's Compensation Certificate.
- Business Licenses for all areas worked (attach copies).
- Copy of your Labor Guarantee.

17. Financial Information and References:
- Bank Reference:

Name of Bank_____Address_____Contact_____Telephone_____

- Bonding Status: Is your Company Bonded? ___Yes ___No
  If yes, provide the name and contact information of the Bonding Company_____

- Dun and Bradstreet number_____

- Has the Applicant Firm or any of its owners, ever filed for bankruptcy protection?
  ___Yes, ___No.
  If yes, please provide the date(s), jurisdiction and details of the filing on a separate sheet of paper and submit with this application.

18. Trade References:
Provide a list of three suppliers that you have been doing business with during the past six months:
1. Name of Company:

Address: Street City State Zip Code
Contact:
Telephone:
Number of years doing business with the Applicant Firm____

2. Name of Company:

Address: Street City State Zip Code
Contact:
Telephone:
Number of years doing business with the Applicant Firm____

3. Name of Company:

Address: Street City State Zip Code
Contact:
Telephone:
Number of years doing business with the Applicant Firm____

19. Client (Project) References:
List three projects of comparable size and scope to this project, that your Firm has completed within the past three years.

1. Owner:
Architect:
Project Address:

Street City State Zip Code
Contact Telephone(s):
Roofing Product Installed:
Number of Squares:
Date Completed:

2. Owner:
Architect:
Project Address:

Street City State Zip Code
Contact Telephone(s):
Roofing Product Installed:
Number of Squares:
Date Completed:

3. Owner:
Architect:
Project Address:

Street City State Zip Code
Contact Telephone(s):
Roofing Product Installed:
Number of Squares:
Date Completed:

20. Bidding Firm Operations Information:

1. Describe the types of work performed by the Bidding Firm, without the use of sub-contractors:_____.

2. Does your Firm use Sub-Contractors to install roofing or siding? ___Yes, ___No.
- If "Yes", provide a list of Sub-Contractors used (attach a separate sheet if necessary):
Name of Firm or Individual:
Address: (Physical address only, no P.O.Boxes): Street City State Zip
Telephone:
Contractor's License Number: _____ State(s):_____

3. On an annual basis, what percentage of the Bidding Firm's annual revenue is produced by:
   Asphalt roofing _____% Approximate number of squares _____
   Copper work (including copper roofing and gutters) _____%

4. On an annual basis, what percentage of the Bidding Firm's revenue is produced by:
   Low slope roofing _____% Approximate number of squares? _____

5. Has the Bidding Firm or its Owners ever been found guilty in a Court of Law of fraud, neglect or any other wrong-doing, in connection with roofing or other contracting work?
   ___Yes, ___No.

   - If "Yes", please provide dates, individuals named, Court Jurisdiction and details of the case(s) on a separate sheet of paper and submit with this application.

-Do Not Write Below This Line, For Design Team Use Only-

1. Is the form Complete? ___Yes, ___No.
If "No", list omitted items:

2. Bid Package Approved___

3. Bid Package Rejected___

4. Explanation:

5. Reviewed by: _____ Title: _____ Date: _____

END OF DOCUMENT 00431

SECTION 07311

ASPHALT SHINGLE ROOFING SYSTEM

PART 1 GENERAL

1.1 SECTION INCLUDES

A. Granule surfaced asphalt shingle roofing.

B. Moisture shedding underlayment, eaves, valley and ridge protection.

C. Associated metal flashing.

1.2 RELATED SECTIONS

A. Section 06150 - Wood Decking.

B. Part 2, item 2.3 and Part 3, item 3.3 and 3.4– Sheet Waterproofing.

C. Part 3, item 3.8- Attic space ventilation.

D. Part 2, item 2.4 and Part 3, item 3.6- Flashing and Sheet Metal.

1.3 REFERENCES

A. ASTM B 209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate.

B. ASTM D 226 - Standard Specification for Asphalt-Saturated Organic Felt Used in Roofing and Waterproofing.

C. ASTM D 1970 - Standard Specification for Self-Adhering Polymer Modified Bituminous Sheet Materials Used as Steep Roofing Underlayment for Ice Dam Protection.

D. ASTM D 3161 - Standard Test Method for Wind-Resistance of Asphalt Shingles (Fan-Induced Method).

E. ASTM D 3462 - Standard Specification for Asphalt Shingles Made from Glass Felt and Surfaced with Mineral Granules.

F. ASTM D 4586 - Standard Specification for Asphalt Roof Cement, Asbestos-Free

G. ASTM D 4869 - Standard Specification for Asphalt-Saturated Organic Felt Shingle Underlayment used in roofing.

1.4 SUBMITTALS

A. Submit under provisions of Section 01300 or as requested by Owner.

B. Product Data: Provide manufacturer's printed product information indicating material characteristics, performance criteria, and product limitations from;

CertainTeed Architectural Support Group
P.O. Box 860
Valley Forge, PA 19482
Tel: (800) 233-8990
Fax: (610) 341-7940
www.certainteed.com

C. Manufacturer's Installation Instructions: Provide published instructions that indicate preparation required and installation procedures.

1.5 QUALITY ASSURANCE

A. Contractor; Complete and submit "Contractor Qualification Statement" Section 00431 in bid package. Bids submitted without Section 00431 completed in full, will be disqualified.

B. Maintain one copy of manufacturer's application instructions on project site.

C. Verify that manufacturer's label contains reference to specified ASTM standards.

1.6 ENVIRONMENTAL REQUIREMENTS

A. Take special care when applying ice and watershield, Waterproofing Shingle Underlayment and shingles when ambient or wind chill temperature is below 45 degrees F (7 degrees C). Tack membrane in place if it does not adhere immediately to the deck.

1.7 EXTRA MATERIALS

A. Furnish under provisions of section 01700.

B. Provide 100 square feet (1 square) of extra shingles of each color specified.

1.8 WARRANTY

A. Manufacturer's Warranty: Furnish shingle manufacturer's warranty for product(s) of this section as follows:

1. ASPHALT/ FIBER GLASS SHINGLES;
CertainTeed Landmark 30: 30-year limited warranty.

B. Warranty Transferability Clause: Make available to Owner, the shingle manufacturer's standard option for transferring warranty to a new owner.

C. Labor Warranty: Contractor shall provide the Owner a written two year warranty on all Workmanship and Labor. If any Project problems occur within two years of the date of final project completion that are not related to material failures, the Contractor shall provide remediation at no cost to the Owner for Labor or materials.

1.9 PUBLIC PROTECTION

A. The Library will maintain normal hours of operation throughout the duration of the project. Every effort shall be made to protect pedestrians and employees utilizing the building while work is in progress.

B. Specific pedestrian walkways shall be designated and clearly marked.

C. Solid, protective platforms with netting shall be constructed over public points of entry and egress, to ensure that pedestrians and employees are protected from falling tools, equipment and construction debris.

PART 2 PRODUCTS

2.1 MANUFACTURER

A. Provide products manufactured by CertainTeed Corporation, Architectural Support Group, P.O. Box 860, Valley Forge, PA 19482. Tel: (800) 233-8990, Fax: (610) 341-7940.

B. Substitutions: Not permitted.

2.2 ASPHALT/ FIBER GLASS SHINGLES

A. **CertainTeed Landmark 30**: Conforming to ASTM D 3018 Type I - Self-Sealing; UL Certification of ASTM D 3462, ASTM D 3161/UL997 70-mph Wind Resistance, and UL Class A Fire Resistance; glass fiber mat base, ceramically colored/UV resistant mineral surface granules across entire face of shingle; two-piece laminated shingle.

1. Weight: 240-245 pounds per square (100 square feet) (12.0 kg/sq m).
2. Color: As selected by Owner from manufacturer's standards.

2.3 SHEET MATERIALS

A. Ice and Watershield: CertainTeed "WinterGuard"; ASTM D 1970 sheet barrier of self-adhering rubberized asphalt membrane shingle underlayment having internal reinforcement, and "split" back plastic release film; provide material with warranty equal in duration to that of shingles being applied.

1. Substitutions: W.R. Grace Co. Ice and Watershield, or W.R. Grace Co. "Ultra".

B. Underlayment: ASTM D 226, 30 lb, asphalt saturated, organic, roofing felt (non-perforated).

2.4 FLASHING MATERIALS

A. Sheet Flashing: ASTM B 209; 0.025 in (0.63 mm) thick aluminum, mill finish.

B. Sheet Flashing: ASTM B 370; cold rolled copper; 16 ounces per square foot (0.55 mm); natural finish.

2.5 ACCESSORIES

A. Nails: Standard round wire type roofing nails, corrosion resistant; hot dipped zinc coated steel, aluminum, or chromated steel; minimum 3/8 inch (9.5 mm) head diameter; minimum 11 or 12 gage (2.5 mm) shank diameter; shank to be of sufficient length to penetrate through roof sheathing or 3/4 inch (19 mm) into solid wood, plywood, or non-veneer wood decking.

B. Asphalt Roofing Cement: ASTM D 4586, Type I or II.

C. Sealant, Caulking manufacturers;
1. Sono Lastic NP-1.
2. Sikaflex.

2.6 FLASHING FABRICATION

A. Form flashing to profiles in accordance with Standard Trade Practices as indicated in the SMACNA and/or NRCA Roofing and Waterproofing Manuals, to protect roofing materials from physical damage and shed water.

B. Form sections square and accurate to profile, in maximum possible lengths, free from distortion or defects detrimental to appearance or performance.

PART 3 EXECUTION

3.1 EXAMINATION

A. Verify existing site conditions under provisions of Section 01700.

B. Verify that roof penetrations and plumbing stacks are in place and flashed to deck surface.

C. Verify roof openings are correctly framed prior to installing work of this section.

D. Verify deck surfaces are dry and free of ridges, warps, or voids.

3.2 ROOF DECK PREPARATION

A. Follow shingle manufacturer's recommendations for acceptable roof deck materials.

B. Broom clean deck surfaces under eave protection and underlayment prior to their application.

3.3 INSTALLATION - ICE DAM PROTECTION

A. Place eave edge and gable edge metal flashing tight with fascia boards. Weather-lap joints 2 inches (50 mm). Secure flange with nails spaced 8 inches (200 mm) on center.

B. Apply Ice and Watershield Waterproofing Underlayment as ice dam protection in accordance with manufacturer's instructions and in the following areas:
1. At all eaves, a minimum of six feet up-slope from the eave.
2. At all valleys, a minimum of three feet on each side of the valley, up slope from the center of the valley.
3. At the dormer, cover dormer roof, sides and face with membrane. Extend out onto the roof deck a minimum of three feet from the dormer.
4. North elevation, low slope roof (below chimney), cover entire roof deck.
5. Chimney, turn membrane three inches up onto the chimney on all sides and extend out onto the roof a minimum of three feet.

3.4 INSTALLATION - PROTECTIVE UNDERLAYMENT

A. Roof Slope 4:12 or Greater: Install one layer, 30 lb, asphalt felt, shingle underlayment perpendicular to slope of roof and lap minimum 4 inches (100 mm) over all roof deck surfaces not covered by Ice and Watershield..

3.5 INSTALLATION - VALLEY PROTECTION

A. Use "closed-cut," or "woven," valleys. Follow instructions of shingle and waterproofing membrane manufacturer.

3.6 INSTALLATION - METAL FLASHING

A. Weather-lap joints minimum 2 inches (50 mm).

B. Seal work projecting through or mounted on roofing and make weather-tight.

C. Chimney: Cut reglets a minimum of one inch deep in mortar joints only (do not cut reglets into brick). Fabricate and install "step style" counterflashing, aprons, crickets and step flashing, from 16 oz. cold rolled copper. "Let" counterflashing a minimum of 1" into reglet and fill reglet with approved sealant, matching the mortar color. Solder all joints and corners as required for a waterproof installation.

D. Plumbing Vents: Install aluminum vent pipe flashing with neoprene collars on all vent pipes.

E. Dormer: Fabricate and install new step flashing and aprons from 0.025 mill finish aluminum.

F. Drip edge: Install 8" aluminum drip edge at all eaves.

3.7 INSTALLATION - ASPHALT SHINGLES

A. Install shingles in accordance with manufacturer's instructions for product type and application specified.

3.8 INSTALLATION-VENTILATION

A. Ridge Vent: Prepare ridge in accordance with the manufacturers' recommendations and install a "rigid" ridge vent system, along the full length of the ridge.

B. Soffit Vent: Prepare soffit in accordance with the manufacturers' recommendations and install a continuous, white coated aluminum strip type soffit vent on all soffit surfaces. Verify that airflow through the soffit vent and into the attic is completely unobstructed and is not impeded in any way by insulation or other obstructions.

C. Gable Vent: On the West gable of the North elevation (rear) lower roof, install a wood frame gable vent to match the vent currently in the East gable, in both size and type.

3.8 FIELD QUALITY CONTROL

A. Field inspection will be performed at the Owner's discretion.

B. Visual inspection of the Work will be provided by Owner. If conditions are unacceptable or do not conform to the Project Specifications or Standard Trade Practices, Owner will notify the Contractor, who shall at no expense to the Owner, provide remediation to the Owner's satisfaction.

3.9 PROTECTION OF FINISHED WORK

A. Coordinate all roof work with the masons, insulation contractors and carpenters, so that work by other trades is complete prior to installation of the finished roofing in all affected areas.

B. Clean and protect the job site daily.

C. Remove and dispose of all roofing debris and project related trash, off site.

D. Protect all finished work.

E. Do not permit traffic over finished roof surface.

-END OF SECTION-