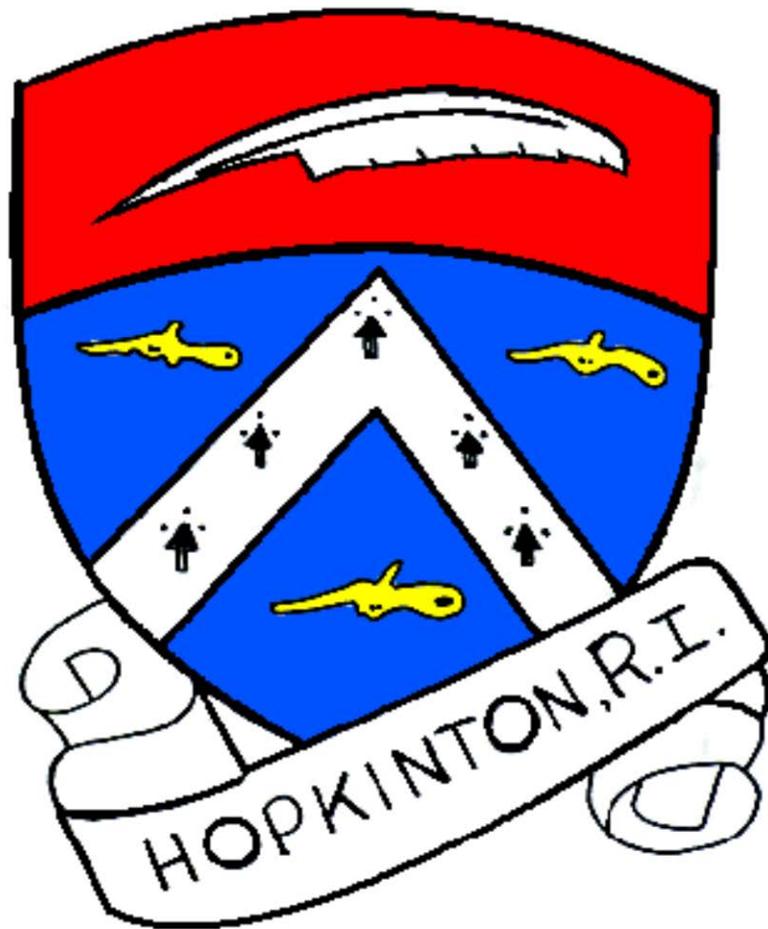


TOWN OF HOPKINTON

REPLACEMENT OF POLICE DEPARTMENT ROOFING SHINGLES (RE-BID)



2017

BID INFORMATION, REQUIREMENTS, INSTRUCTIONS AND SPECIFICATIONS

BID INFORMATION

BIDS DUE BY: *Tuesday, October 3rd, 2017 at 2:00 p.m.*

BID OPENING DATE: *Tuesday, October 3rd, 2017 at 2:15 p.m.*

BID RECEIPT LOCATION:

Town Clerk's Office
Hopkinton Town Hall
1 Town House Road
Hopkinton, RI 02833

BID OPENING LOCATION:

Town Council Chambers
Hopkinton Town Hall
1 Town House Road
Hopkinton, RI 02833

Sealed Envelopes Must Be Marked As Follows:

“REPLACEMENT OF ROOFING SHINGLES RE-BID”

The effective date of AWARD shall be on or about Monday, October 16th, 2017.

Single Point of Contact: All requests for information related to this bid package shall be directed to:

**William A. McGarry
Town Manager
1 Town House Road
Hopkinton, Rhode Island 02833**

Email Address: townmanager@hopkintonri.org

BID REQUIREMENTS

1. Sealed bids will be accepted in the Town Clerk's Office until 2:00 p.m. on Tuesday, October 3rd, 2017.
2. Sealed bids will be opened in the Town Council Chambers at 2:15 p.m. on Tuesday, October 3rd, 2017.
3. Sealed envelopes must be marked "**REPLACEMENT OF ROOFING SHINGLES RE-BID**" and submitted to the Town Clerk's Office.
4. Proposals shall be for the replacement of asphalt roofing shingles on both sides and rear section (approximately 48 squares of shingle area, 100 feet of ridge vent and 760 feet hip and ridge), along with any other required materials, for the Hopkinton Police Department building, 406 Woodville Road, Hopkinton, Rhode Island, 02833.
5. Proposals shall be submitted on the attached bid sheet, and bidders are required to submit complete manufacturers' specifications with their bids.
6. **There will be a mandatory pre-bid meeting in the Hopkinton Police Department conference room followed by an inspection of the roof on Monday, September 18th, 2017, beginning at 10:00 a.m.**
7. **A signed copy of the Bid Instructions shall be submitted to the Town Clerk's Office at the time the bid is submitted.**
8. No bid bond is required.
9. Bidders are required to submit four (4) copies of their bids.
10. Bids are to be submitted on or before the date and time due and signed by a person authorized to represent the bidder.
11. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.
12. Contracts may be competitively negotiated when it is determined, in writing, by the Town Manager that the bid prices received by competitive sealed bidding either are unreasonable as to all or part of the requirements or were not independently reached in open competition.
13. The Town of Hopkinton shall award the bid to the responsible bidder whose proposal is determined, in writing, to be the most advantageous to the Town. The award shall be made on the basis of the lowest evaluated or responsive bid price.
14. The successful bidder must furnish a Performance Bond to the Town of Hopkinton, within fifteen (15) calendar days after the bid award date.

15. If the successful bidder subcontracts any of the work, the bidder must furnish a Labor and Material Bond for the full bid price within fifteen (15) calendar days after the bid award date.
16. The successful bidder shall furnish a Certificate of Liability Insurance within fifteen (15) days after the Hopkinton Town Council awards the bid.
17. The successful bidder must enter into a Contractual Agreement with the Town of Hopkinton, within fifteen (15) days after the bid award date.
18. The successful bidder shall execute Notice of Award and Notice to Proceed forms within fifteen (15) days after the Hopkinton Town Council awards the bid.
19. **All work shall be completed to the satisfactory of the Town within sixty (60) days after the Hopkinton Town Council awards the bid, unless otherwise mutually agreed to, in writing, by both parties.**
20. The Town of Hopkinton reserves the right to reject any or all bids and to accept the bid that is most acceptable.
21. The Town of Hopkinton specifically reserves the right to cancel the contract or any portion thereof providing, in its opinion, the services supplied by the vendor are unsatisfactory or inconsistent with the terms of the contract.
22. Bidders may be asked to appear before a committee comprised of Town officials to present their proposals and qualifications.
23. There are no price escalation clauses included in this RFP.
24. The Town of Hopkinton is exempt from Federal excise taxes and State sales taxes.
25. All requests for information related to this bid package will be directed to the Single Point of Contact. Requested information, including answers to questions, will be posted on the Town's website as addendums to the original RFP, as quickly as practicable.
26. Contact Town Manager William A. McGarry at (401) 377-7761, with any questions regarding this bidding process.

STANDARD INSTRUCTIONS TO BIDDERS

THESE ARE STANDARD INSTRUCTIONS FOR BIDS ISSUED BY THE TOWN OF HOPKINTON

1. Receipt and Opening of Bids

Bids will be accepted in the Hopkinton Town Hall until the time indicated on the advertisement for bids, for the commodities, equipment or services designated in the specifications and will then be publicly opened and read.

2. Form of Bids

Bids must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein. Bids must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions or contain irregularities of any kind may be rejected.

3. Submission of Bids

- a. Envelopes containing bids must be sealed, submitted to the Town Clerk's Office and marked "**Replacement of Roofing Shingles Re-bid.**"
- b. The Town Clerk will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for bid opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days after the date of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Bids received prior to the time of opening will be securely maintained by the Town Clerk. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

4. Prices

Bidders shall list the proposed price(s) as designated on the Bid Sheet. In the event that there is a discrepancy between the unit prices and the totally bid price, the unit prices shall govern.

5. Rhode Island Sales Tax

The Town is exempt from the payment of R.I. Sales Tax under the 1956 General Laws of Rhode Island, 44-18-30, Paragraph 1, as amended.

6. Federal Excise Taxes

The Town is exempt from the payment of Federal excise taxes. The price bid must be exclusive of taxes and will be so construed.

7. "Or Equal" Bidding

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the bid standard in describing an item this description is used to indicate quality, performance and other essential characteristics of the article required. If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer's name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town Manager or by person or persons designated by him in his or their sole discretion, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared "No Bid" in so far as the item in question is concerned.

8. Notice Forms

Unless otherwise specified, the Town reserves the right to make an award by item or items, or by total, as may be in the best interest of the Town. Notice of Award and Notice To Proceed forms will be provided to the successful bidder.

9. Delivery

When applicable, all prices must be on the basis of F.O.B. 406 Woodville Road, Hopkinton, Rhode Island. Deliveries must consist only of new merchandise or equipment and shall be made between the hours of 8:30 a.m. and 3:00 p.m., Monday thru Friday.

10. Affirmative Action

Any firm providing services to or doing business with the Town of Hopkinton, R.I. shall adhere to the Town's Affirmative Action Plan for Equal Employment.

11. Towns Right to Reject

The Town reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable in the best interests of

the Town. The Town reserves the right to terminate the Agreement. Failure of the Contractor to perform any work under this Agreement for a period of ten (10) days following its commencement without the consent of the Town shall constitute a breach of the Agreement and the Town may at its option, by written notice, terminate his/her obligations hereunder and contract for or otherwise effect the completion of the work uncompleted by the Contractor, and may offset against the contract price herein set forth, the cost and expense of completing such work, or in the event the Town has at the time of such breach and termination paid to the Contractor an amount in excess of the fair value of the work then completed, the Contractor shall refund to the Town promptly upon demand, an apportioned amount of the total sum thereto paid by the Town.

12. Insurance/Bonds

A. No bid bond is required.

B. The successful bidder shall provide the following insurances/bonds:

Certificate of Liability Insurance

Commercial General Liability Insurance in the amount of one million dollars (\$1,000,000).

Performance Bond

Performance Bond in the full amount of the bid submitted as security for faithful performance of the work.

Labor and Materials Payment Bond

If the successful bidder subcontracts any of the work, the bidder must furnish a Labor and Materials Payment Bond for the full value of the bid price.

13. Labor Regulations

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these Specifications:

- A. The successful bidder shall not discriminate in employment practices and conform with Executive Order No. 11246.
- B. Bidders must, if required, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award.
- C. Successful bidders shall submit to the Hopkinton Town Manager a list of all subcontractors who will perform work on the project, and written signed statements from authorized agents of labor pools with which they will or may deal with for employees on the work, together with any information to the effect that

such labor pools practices or policies are in conformity with Executive Order No. 11246; that they will affirmatively cooperate in or offer no hindrance to the recruitment, employment, and equal treatment of employment, and equal treatment of employees seeking employment and performing work under this contract; or a certification as to when such agents or labor pools have failed or refused to furnish them, prior to award of the contract.

14. Wage Rates

This is a prevailing wage project. Attention of the bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the contract. In conformity with the provisions of Chapter 13 of Title 37, General Laws, Rhode Island, 1956, as amended, the minimum wages for a days work paid to craftsmen, teamsters and laborers shall not be less than the customary and prevailing rate of wages for a day's work in the locality where the work is undertaken. Such a schedule of wages has been established on a minimum hourly basis and is on file in the office of the State Department of Labor and Training.

15. Remedies

Except as may be otherwise provided, all claims, counterclaims, disputes and other matters in question between the Town and the successful bidder arising out of or relating to this agreement or the breach thereof will be decided in a court of competent jurisdiction within the State of Rhode Island.

16. Indemnity

The successful bidder shall at all times indemnify and save harmless the Town, its servants and agents, from any and all claims and from any suits, litigation, damages, losses or the like arising out of injuries sustained or alleged to have been sustained by any persons or damage to property in connection with the contract work, caused in whole or in part by acts or omissions of the successful bidder, his subcontractors, material persons, or anyone directly or indirectly connected with the contract work.

17. General Guarantee

Neither the final certificate of payment nor any provision in the contract documents nor any partial or entire occupancy of the premises by the Town shall constitute an acceptance of work not done in accordance with the contract documents or relieve the successful bidder of liability with respect to any express warranties or responsibility for faulty workmanship or materials. The successful bidder shall remedy any defects in the work and pay for any damage to other work resulting there from, which shall appear within a period of two (2) years from the date of final acceptance of the work, unless a longer period is specified by the Town and/or by virtue of any specific product guarantees and/or warranties. The Town will give final notice of observed defects with reasonable promptness.

I hereby certify that I have read and agree to these Bid Instructions.

A signed copy of the Bid Instructions shall be submitted to the Town Clerk's Office at the time the bid is submitted.

Date

Name

Company Name

Company Street Address

City/Town/State

BID SPECIFICATIONS

This Request for Proposals has been issued by the Town of Hopkinton to solicit bids for **the replacement of asphalt roofing shingles on both sides and rear section of the Hopkinton Police Department (approximately 48 squares of shingle area, 100 feet of ridge vent, and 760 feet of hip and ridge total), along with any other required materials.**

Bidders should carefully examine the specifications and fully inform themselves of all language that could in any way affect the equipment or the cost. All prospective bidders are encouraged to visit the sites to ensure that proper access is available for deliveries. Should the bidders find discrepancies, omissions in the specifications, or question their interpretation, they should notify the Town Manager's office and obtain clarification, prior to submitting any proposal. Failure to obtain clarification of any issue does not relieve the bidder from any responsibility in the bidding process, which meets the needs of the Town of Hopkinton. The successful bidder is responsible for submitting a bid which meets the following specifications:

PERMIT

- The successful bidder must obtain a building permit from the Town's Building/Zoning office, prior to performing any work.

DEMOLITION

- Remove shingle materials such as felt paper, nails, etc. from all roofing areas down to plywood sheathing.
- Remove aluminum drip edge from eaves and rakes.
- Remove and replace flashing and rubber boots from all through roof vents.
- Broom roof surface clean of all debris.
- Provide dumpsters large enough to contain all project demolition materials and excess construction materials.

ROOFING

- Renail any loose plywood sheathing.
- Present any damaged sheets of plywood to the Public Works Director and, if approved, replace such sheets.
- Install ice and water barrier shingle waterproofing underlayment 6 feet wide on rakes, eaves, valleys, and roof penetration.
- Install 15 lb. of felt paper over plywood sheathing.
- Install 8 inch drip edge on rakes and eaves.
- Install new flashing on all through roof vents.
- Install architectural shingles, such as GAF Barkwood, with a 30-year warranty, color to be selected by the Police Chief.
- Install shingles using one and one-half (1 ½) inch roofing nails, with an application rate of 6 per shingle.
- Install cobra vents on ridges of roof.

CLEAN UP

- The jobsite shall be cleaned of all materials and debris on a daily basis.

BID SHEET

Replacement of Police Department Roofing Shingles Re-bid

Price for replacement of roof shingles
and materials for both sides and rear
of the Hopkinton Police Department:

\$ _____

Price of replacement of plywood sheets,
if necessary, per sheet:

\$ _____

Any Additional Fees:

\$ _____

TOTAL BID PRICE:

\$ _____

**THIS PROJECT SHALL BE COMPLETED NO LATER THAN SIXTY (60) DAYS
AFTER THE HOPKINTON TOWN COUNCIL AWARDS THE BID.**

PROPOSAL BY:

Company Name

Street Address

City/Town, State, Zip

Name

Title

Date

Telephone Number

Email Address

NOTICE OF AWARD

TO: _____

**REPLACEMENT OF POLICE DEPARTMENT
ROOFING SHINGLES RE-BID**

The Town has considered the bid submitted by you, dated _____,
for the above-referenced purchase in response to its Request for Proposals (RFP).

You are hereby notified that your bid has been accepted in the amount(s) shown on the Bid Sheet.

Dated this _____ day of _____, 2017

TOWN OF HOPKINTON, RHODE ISLAND

BY: _____
William A. McGarry

TITLE: _____
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged on this _____ day of _____, 2017.

BY: _____

TITLE: _____

COMPANY NAME: _____

NOTICE TO PROCEED

TO: _____

DATE: _____

**REPLACEMENT OF POLICE DEPARTMENT
ROOFING SHINGLES RE-BID**

You are hereby notified to commence WORK on or after September 5th, 2017. The project is to be completed no later than sixty (60) days after September 5th, 2017.

TOWN OF HOPKINTON, RHODE ISLAND

BY: _____
William A. McGarry

TITLE: _____
Town Manager

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged on this _____ day of _____, 2017.

BY: _____

TITLE: _____

COMPANY NAME: _____

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT, made and executed this ____ day of _____, 2017 by and between the Town of Hopkinton, a municipality located within the State of Rhode Island, by its Town Council duly constituted, and without personal liability for the individuals signatory hereto, herein termed the TOWN, and _____ doing business as a corporation, hereinafter termed the VENDOR.

WITNESSETH: That the parties to this Contract have agreed, and by these presents do hereby agree, the TOWN, for itself, and the VENDOR for himself/herself and his/her heirs, executors, administrators, successors, and assigns, as follows:

That the VENDOR has informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done and other circumstances affecting the work;

That the VENDOR has obtained all the information he/she needs to enable him/her to estimate fully and fairly the costs of the work herein contemplated.

That the VENDOR shall furnish all plant, labor, materials, supplies, tools, equipment, and other facilities and things necessary to commence work within the time interval stated in the bid proposal, provided he/she shall have been notified by the Town to do so, and complete everything required of him/her under the Contract no later than the time stated in the bid proposal.

That the VENDOR agrees to accept all of the terms and conditions incorporated into this Invitation to Bid, Bid Information and Requirements, Standard Instructions, Special Instructions, Site Plan Set, and all other related information and requirements identified in the Bidding Documents.

That the TOWN shall pay and the VENDOR shall receive, as full compensation for fulfilling everything required of the VENDOR under the Contract, the total bid price recorded in the Bid Sheet.

That the VENDOR shall give to the TOWN, the sum of \$500, per day, as liquidated damages, for each day that the work remains uncompleted, as determined by the Department of Public Works Director, after November 5th, 2017.

TOWN:

Town of Hopkinton, Rhode Island

By: _____

Title: _____

Date: _____

VENDOR:

Name: _____

Address: _____

By: _____

Title: _____

Date: _____

Telephone Number: _____

Email Address: _____

The Town of Hopkinton, RI is currently seeking sealed bids for:

REPLACEMENT OF POLICE DEPARTMENT
ROOFING SHINGLES RE-BID

A complete document package may be obtained from the Clerk's Office, 1 Town House Road, Hopkinton, RI from 8:30 am - 4:30 pm, M-F, and available on the Town's website www.hopkintonri.org.

A mandatory pre-bid meeting will be held on September 18, 2017 at 10:00 am at the Hopkinton Police Department.

Sealed bids will be accepted at the Clerk's Office until October 3, 2017 at 2:00 pm and opened at 2:15 pm.

William A. McGarry
Town Manager