

**Invitation for Bids  
Roofing Replacement  
Moultonborough, NH  
September 25, 2014**



**Jon W. Tolman, Chairman  
Board of Selectmen**

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## TOWN OF MOULTONBOROUGH

### Invitation for Bids

### Roofing Replacement

Sealed bids for the removal and replacement of the existing shingle roof at the Moultonborough Neck Fire Station, located at 948 Moultonboro Neck Road, Moultonborough, NH will be accepted until 2:00 p.m. on Thursday, September 25, 2014 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Bids received after that time will be returned unopened.

The work includes providing all labor, equipment and materials necessary to complete a full service installation of removal and disposal of all existing roofing materials, repair of roof decking on an as needed basis, and the installation of new drip edge, snow & ice and/or felt and roofing shingles together with a daily clean-up. The estimated value of the contract is \$30,000+/- . Special bonding requirements may apply if bids prove to be greater than \$35,000.

A detailed package with information on the services to be provided or items to be supplied by the vendor, the conditions thereof, and bid forms, is available at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) (click on Paid, Volunteer and Contract Opportunities) or said SelectBoard offices during normal business hours. **A pre-bid conference and site inspection will be held at 10:00 a.m. on Tuesday, September 16, 2014 at the subject location.**

Each submitted bid should be in a sealed envelope marked, Town of Moultonborough, Roofing Replacement with the due date clearly marked. If mailed, the bid submission should be in a similarly marked separate sealed envelope to protect against the actual bid being opened in error. Any questions with respect to this invitation must be received, in writing by mail (above address), by email ([cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov)), or fax (603.476.5835) by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on September 18, 2014. It is the bidder's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m. on September 22, 2014.

The town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests.

Jon W. Tolman, Chairman/s/  
Board of Selectmen

Posted: Town Bulletin Boards (7)  
SAU

Advertised: Meredith News & Carroll County Independent 09/04/14 & 09/11/14  
Mailed: Standings & Vendor List(s)

## INVITATION FOR BIDS

### ROOFING PROJECT

#### MOULTONBOROUGH, NEW HAMPSHIRE

##### **Invitation to Bid**

Sealed bids for the removal and replacement of the existing shingle roof at the Moultonborough Neck Fire Station, located at 948 Moultonboro Neck Road, Moultonborough, NH will be accepted until 2:00 p.m. on Thursday, September 25, 2014 in the Offices of the SelectBoard, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 at which time they will be opened and publicly read aloud. Your Bid envelope must be marked with the project, item or service being sought, and the date the Bids are due as indicated below. If you send your Bid by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelop to safeguard against it being opened in error. Any bids received after the specified date and time will be rejected and returned unopened.

The work includes providing all labor, equipment and materials necessary to complete a full service installation of removal and disposal of all existing roofing materials, repair of roof decking on an as needed basis, and the installation of new drip edge, snow & ice and/or felt and roofing shingles together with a daily clean-up. The estimated value of the contract is \$30,000+/- . Special bonding requirements may apply if bids prove to be greater than \$35,000.

The work will be completed at the Moultonborough Neck Fire Station at 948 Moultonboro Neck Road, Moultonborough, NH

##### **IMPORTANT – Pre-Bid & Questions on This Invitation for Bids - IMPORTANT**

**A pre-bid conference and site inspection will be held at 10:00 a.m. on Tuesday, September 16, 2014 at the subject location. Attendance is not mandatory but any questions with respect to this project submitted outside of the conference must submitted be in writing.**

**Any questions with respect to this invitation must be received, in writing by mail (above address), fax (603.476.5835) or email ([cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov)), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on Thursday, September 18, 2014.**

**All answers to any such questions will be issued in the form of an addenda on the Town's web site at the same location as this initial Invitation no later than 4 p.m. on Monday September 22, 2014. It is the responsibility of the bidders to obtain this addenda from the Town's website and account for it in their final bid submission.**

##### **Instructions to Bidders**

1. All Bids must be submitted in the place, time and manner as set forth in the Invitation to Bid.
2. Complete sets of documents must be used in preparing the Bid. Documents shall include: the Bid Form as herein provided and Statement of Bidders Qualifications. Failure to submit any part of the requested information may be deemed by the Town as a non-responsive Bid. The Town does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete documents.

3. All Bids must be made on the required Bid Form. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid Form must be fully completed and executed when submitted. Only one copy of the Bid Form is required.
4. Bidders are cautioned that it is the responsibility of each individual Bidder to assure that his Bid is in the possession of a responsible representative prior to the stated time and at the place of the Bid Opening. Town is not responsible for Bids delayed by mail and/or delivery services.
5. Once the Bid is submitted and received by the Town, the Bidder agrees that he may not and will not withdraw his Bid within 60 business (excluding Saturdays, Sundays, and legal holidays) days after the actual date of the opening of Bids.
6. The Town may reject Bids which in its sole judgment are incomplete, conditional, obscure, not responsive, which contain additions not called for, erasures not properly initialed, alterations, or other similar irregularities; or the Town may waive such omissions, conditions or irregularities. The Town reserves the right to reject any or all Bids and waive any minor or non-material informalities, should the Town deem it to be in the public interest to do so.
7. If, at the time this contract is to be awarded, all Bids submitted by responsible Bidders exceed the amount of the funds available to finance the contract, the Town may reject all bids or take any other action deemed to be in the best interest of the Town.
8. No award will be made to any Bidder who cannot satisfy the Town that he has sufficient ability and experience in the class of Work to be completed and sufficient capital and plant to enable him to prosecute and complete the Work successfully within the time period specified. The Town's decision or judgment on these matters shall be final, conclusive, and binding. The bidder must show they have been in business for at least five years and they have a minimum of five commercial or government references for jobs of similar or greater complexity. They must submit the current OSHA-10 cert for the workforce project managers.
9. The Town may make such investigations as it deems necessary, and the Bidder shall furnish to the Town, under oath if so required, all such information and data for this purpose as the Town may request.
10. Each Bidder is responsible for inspecting the site. Bidders must satisfy themselves by personal examination of the site of the Work and by such other means as they may wish, as to the actual conditions existing at the site, the character and requirements of the Work, the difficulties attendant upon the execution of the Work, and the accuracy of all estimated quantities stated in the Bid. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligations with respect to his Bid.
11. Any information given to Bidders other than by means of Addenda, is given informally for the convenience of the Bidder only and is not guaranteed. The Bidder agrees that such information shall not be used as the basis of any claim or demand against the Town.
12. Any supplemental instructions and information will be posted on the Town of Moultonborough web site as an Addendum no later than 4:00 p.m. on September 22, 2014. It is the Bidder's responsibility to check and verify any such changes in order to account for them in their bid.

13. The Bidder whose Bid is accepted will be required and agrees to duly execute the Agreement and furnish the required Bonds.
14. The Contractor will not be permitted to start any construction work until he has submitted certificates covering all insurances called for in the Contract Documents.
15. A Pre-Bid Conference will be held at the time and location indicated in the Invitation to Bid. Representatives of the Town will be present to discuss the Project. Oral statements made at the Pre-Bid Conference may not be relied upon and will not be binding or legally effective. Should the Town determine that it is necessary to issue any Addenda as the result of the pre-bid, or for any other reason, they will be posted on the Town web site no later than the date and time specified in the Invitation to Bid.
16. The Town reserves the right to award the contract to a Bidder that is not the lowest responsible and responsive Bidder. Although the Bid price will be a substantial factor in the Town's award, the final award will be based on the Town's determination, in its sole discretion, of which Bid will be in the best interest of the Town.

### **Scope of Work**

The Contractor shall provide all material, labor and equipment required to remove existing roofing and associated materials and install the new materials a required here in. In general the contractor shall:

1. Complete field reconnaissance of the work areas to become fully familiar with the existing conditions.
2. Remove all roofing and associated materials.
3. Remove all waste and excess material and by-products of the work. Clean up the site daily, receiving prior approval from the Town for any staging area of materials, dumpsters and the like. Disposal of materials is permissible at Town of Moultonborough Solid Waste Facility at no charge to contractor during normal hours of Facility operation or by prior arrangement with the Town of Moultonborough.
4. Notify the Town immediately of any damage, rot or other failure of the roof decking, soffit, and the like. Repair cost shall be determined prior to initiating the work and all work shall be approved by the Owner in advance.
5. Furnish and install new drip edge, flashing, and associated roof materials per the specifications.

### **Project Execution**

In general the project will be completed as follows. By submission of a Bid, the Contractor agrees to the terms and conditions as herein stated.

1. Submit all insurance and execute the construction contract.
2. Submit a work plan to the Town for review. The work plan shall include: names of, suppliers and vendors; name and contact information for project supervisor and after-hours response personnel; project schedule; and schedule of values. Project schedule shall be in format as approved by the Town. Additional information may be requested by the Town; Contractor shall promptly respond to request for additional information.
3. Attend a preconstruction meeting to discuss the execution of the project.

4. Attend progress meetings with the Town to discuss project progress as required. Meetings will be scheduled by the Town. It is anticipated that progress meeting will be held on an as-needed basis until design approval and weekly during construction.

### **General Conditions of the Contract**

1. Project Work Identification: The Contractor shall furnish all labor, equipment, materials, and supplies, and do all operations necessary to complete all as specified by the Owner. All supervision, overhead items, protection and precautions, temporary facilities and controls and all other costs, incidental to the Work, complete, and as specified, are included. Contractor shall perform all work necessary to construct the project and to render the project and all its components operational and functionally and legally useable for the intended purpose. A complete working job shall be produced whether or not any particular wording or direction is omitted or not clearly stated.
2. Payment:
  - a. The Application for Payment shall be submitted on a form acceptable to the Owner.
  - b. For lump sum items, the Contractor shall be paid in accordance with the progress schedule and schedule of values on the basis of the percentage of the actual work accepted during the period of construction. After the work for the respective lump sum items is completed, 100% of the lump sum price may be paid, less retained amounts, unless otherwise specified. Partial payment of materials delivered and stored on site shall be as determined by the Owner.
  - c. Any items in dispute shall be held with the balance of the invoice being properly processed.
  - d. For unit price items, the Contractor shall be paid for the actual amount of work accepted during the period of construction. After the work is completed and before final payment is made, the Engineer shall make final measurements to determine the quantities of the various items of work accepted as the basis of final payment.
  - e. Progress payments shall be made in an amount equal to 90 percent of the work completed (with the balance being retainage) but, in each case, less the aggregate of payments previously made and less such amounts as Owner shall determine. The retainage shall be held by the Owner and released only after the Owner has accepted the project.
  - f. Payments are to be made by the Town within 30 days of a properly completed invoice.
  - g. The final application for payment shall be accompanied by:
    - 1) a list of all Claims against Owner that Contractor believes are unsettled; and
    - 2) complete and legally effective releases or waivers (satisfactory to Owner) of all lien rights arising out of or liens filed in connection with the work.
  - h. Any overdue invoices shall be due interest by the Town at the rate of 12% per annum.
3. Bonding: The payment process set forth in Section 2 above assumes the bid prices is below \$35,000. RSA 447:16 requires a contractor to post sufficient security, by bond or otherwise, for all repairs to

public buildings in excess of \$35,000. Therefore, if you're bid price is greater than \$35,000 the Town shall withhold all payments due to the contractor, as security collateral, pending submission of a release by all suppliers and subcontractors used in carrying out the requirements of the project. In lieu thereof, the contractor may provide the Town with a bond in the amount of 100% of the project cost provided the bond instrument and issuing agent is acceptable to the Town. You must include in your base bid the value to you of either this time value of money of these 100% withheld payments or the cost of bonding.

4. **Schedule of Values:** The Contractor shall submit a breakdown of the cost of all lump sum items in the Bid in a manner that may be used as the basis for estimating the value of the work completed to the end of any month. The basis and detail of the breakdown shall meet with the Owner's approval. The schedule of values of all lump sum items in the Bid shall be submitted within seven (7) calendar days from the date of the Notice to Award.
5. **Change in Scope of Work:** The Owner reserves the right to delete any item of work from the Contract without penalty.
6. **Owner Occupancy:** The Owner will occupy the site during the entire period of construction for the conduct of normal operations. The Contractor shall cooperate with the Owner to minimize conflicts and to facilitate Owner's operations. Contractor shall schedule the work to accommodate this requirement.
7. **Work Schedule:**
  - a. The Contractor shall promptly start and continue the work under this Contract with the necessary labor, equipment and materials to properly execute and complete the work within the time specified in the Contract. No cessation of Contractor's operations will be allowed without the approval of the Owner.
  - b. The Contractor shall furnish required crews and equipment necessary to install the work. Prior to utilizing additional crews in other locations of the work, the Contractor shall request permission from the Owner and the allowed actual on-site working time will be adjusted accordingly.
  - c. The rate of progress shall be satisfactory to the Owner. The Owner reserves the right to modify any schedule as required to meet the prevailing conditions.
  - d. Should the prosecution of the work for any reason be discontinued, the Contractor shall notify the Owner at least 48 hours in advance of resuming operations.
  - e. Normal construction activity shall be limited to the hours of 7:00 AM to 7:00 PM, Monday through Friday (except during building occupancy for meetings and holidays) and 8 AM to 8 PM Saturday and Sunday unless otherwise approved by the Owner. Contractor shall coordinate with Owner regarding meeting schedules.
8. **Insurance:**
  - a. Prior to commencing work, and throughout the term of this Contract, the Contractor shall obtain, and maintain, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:
    - i. Workers Compensation: Statutory

- ii. Automobile and Equipment: \$1 Million/\$1 Million
- iii. Property Damage: \$1 Million/\$2 Million
- iv. General Liability: \$1 Million/\$2 Million

- b. The Owner shall be named as certificate holder and shall be included along with officers, employees and agents as named additional insured.
  - c. The Owner shall be notified no earlier than thirty (30) days before any such policy is cancelled, altered or materially changed.
  - d. If a subcontractor or sub-consultant is used for any portion of the work, the Contractor will provide to the Owner a similar certificate, in similar amounts and under similar conditions, from the Subcontractor.
  - e. Should the Contractor fail to maintain such Workers' Compensation insurance, and should the Owner be found liable to principals, officers, employees and agents of the Contractor, the Owner may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.
9. Specific Representations: Contractor, by executing an agreement, and without superseding, limiting, or restricting any other representation or warranty set forth elsewhere, or implied by operation of law, makes the following express representations to Owner:
- a. Contractor and Contractor's sub-consultant(s) are professionally and fully qualified to act as the design professional and the general contractor for the project and are, and will remain, licensed to practice engineering and architecture and general contracting by all public entities having jurisdiction over the Contractor or the project.
  - b. Contractor will maintain all necessary licenses, permits or other authorizations necessary to act as Contractor for the project until Contractor's duties under the contract have been fully satisfied.
  - c. Contractor has the expertise, experience, and knowledge as well as the necessary plant, personnel and financial capability to perform the design services and the work in accordance with the terms of this RFP and the agreement.
  - d. Contractor assumes full responsibility to Owner for the improper acts and omissions of its subcontractors and sub-consultants or others employed or retained by Contractor in connection with the project.
10. Compliance: The Contractor shall be responsible for ensuring the project complies with all local, state and federal regulatory requirements.
11. Warranty: Notwithstanding the manufacturer's warranty terms and conditions, the minimum shingle warranty shall be 40 years and the contractor shall be responsible to repair and/or replace, at no charge to the Town, any defective roofing products for a period of 10 years as of the date of completion. All products to be furnished as part of these bid specifications shall be new and free from defects for a minimum period of 10 years from date of completed installation. Any defects within this warranty period shall be cured in-place by the contractor to the satisfaction of the Town in a prompt and reasonable manner; otherwise the Town shall reserve the right to repair the equipment and pursue all such costs, including collection expenses against the contractor as may be allowed by law. The Contractor shall promptly, without cost to Owner and in accordance with Owner's written

instructions:

- a. Repair such defects; or
- b. Correct such defective work; or
- c. If the defective work has been rejected by Owner, remove it from the project and replace it with work that is not defective, and
- d. Satisfactorily correct or repair or remove and replace any damage to other work, to the work of others or other areas resulting therefrom.

If Contractor does not promptly comply with the terms of Owner's written instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective work corrected or repaired or may have the rejected work removed and replaced. All claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to such correction or repair or such removal and replacement (including but not limited to all costs of repair or replacement of work of others) will be paid by Contractor.

Where defective work (and damage to other work resulting therefrom) has been corrected or removed and replaced, the correction period hereunder with respect to such work will be extended for an additional period of one year after such correction or removal and replacement has been satisfactorily completed.

12. Indemnification: To the fullest extent permitted by Laws and Regulations, Contractor shall indemnify and hold harmless Owner, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of Owner from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any Subcontractor, any Supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the work or anyone for whose acts any of them may be liable .

**General Information:**

1. Each Bidder is expected to examine the work site carefully before submitting a bid. The submission of a bid shall be deemed to be conclusive evidence that a Bidder has investigated and is satisfied with the conditions to be encountered in performing the work required. Bidders must satisfy for themselves as to the quantities of materials that will be necessary to remove and replace the flashing, drip edge, ice and water shield, underlayment, and roof shingles based upon inspection and measurement of the existing building and the specifications herein. In addition, bidders should plan for the removal and replacement of sheathing on an as-needed basis upon exposure and inspection by Town officials. No allowances will be made for loss of anticipated profits or unanticipated expenses due to any errors or inaccuracies in the estimated quantities or project expenses incurred by the contractor.

2. The Town shall provide the contractor with access to electrical power, rest room facilities, and local permits at no charge. The Contractor shall be responsible for all labor and materials necessary to utilize these utilities and apply for the required permits.
3. The contractor shall use every precaution to prevent injury or damage to Town property and private property in the vicinity of the project area. The contractor shall be responsible for all damage and injury to persons and/or property during the execution of the work resulting from any act, omission, neglect, and/or misconduct in the manner or method of performing the work, to include the acts of any subcontractors and work done as part of any warranty service. The contractor shall indemnify, defend, and hold harmless the Town of Gilford, its agents and assigns from any liability, damage, claims, penalties, and/or regulatory agency fines that may arise from the project and warranty work. The contractor shall promptly restore to the satisfaction of the Town, at the contractor's expense, any property that may be damaged during the execution of the work, including warranty work.
4. The contractor shall provide, erect, and maintain all necessary scaffolding, barricades, and other safety devices for the protection of the work, workers, and safety of the public, with the understanding that the Fire Station will be open for business at all times during the project. All work shall be cleaned-up on a daily basis, or more frequently, if necessary, to prevent accidents to the greatest extent practical. Special care will be taken to ensure that fire apparatus and employee vehicles are not prone to tire punctures from nails or other sharp objects coming off the roof.
5. Any changes to the work that result in a cost increase/decrease shall be set forth in a written change order approved by the Town and the contractor prior to being implemented.
6. The contractor will be responsible for all costs incurred by the Town, including legal and inspection fees, in the event that the contractor fails to perform the work in accordance with these project specifications. The Town reserves the right to use monies that may otherwise be due to the contractor, if necessary, to complete the work and/or repair defective work and/or pay any valid claims for damages or unpaid liens arising from the project.
7. It is anticipated that the Board of Selectmen will award this project by accepting the lowest responsible bid at a public meeting scheduled for October 2, 2014. Failure to complete the project on time will result in liquidated damages being assessed against the vendor in the amount of one-half of one percent (0.5%) of the total project costs for every day or portion thereof; unless the contract is extended by mutual written agreement of the parties.
8. Bidders shall assume all costs and expenses associated with the preparation and submission of a bid.
9. The contractor is responsible for protection of the roof from fire and moisture penetration at all times. The wood sheathing must be completely dry before the installation of any materials. Metal surfaces must be completely cleaned of all potentially corrosive materials before the application of shingles or the weather barrier.

**BID FORM**  
**Roofing Replacement**  
**September 25, 2014**

**Name of Bidder:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

\_\_\_\_\_

<b>Telephone</b>	<b>Fax</b>
_____	
<b>Email</b>	

**BID INFORMATION**

- A. This Bid is Submitted To: Town of Moultonborough, New Hampshire (Owner)
- B. Bidder proposes and agrees, if this Bid is accepted, to enter into an contractual agreement with the Owner to perform and furnish all Work as specified or indicated in the Request for Proposals (RFP) for the bid price and within the contract times stated and in accordance with all other terms and conditions of the RFP.
- C. Bidder accepts all of the terms and conditions of the Invitation to Bid, Instructions to Bidders and General Conditions of the Contract as specified in the RFP.
- D. Bidder hereby agrees that this Bid will remain subject to acceptance for sixty (60) business (excluding Saturday, Sunday and legal holidays) days, after the actual date of the opening of the Bid.
- E. Bidder hereby agrees to sign and deliver the required number of counterparts of the Agreement with the required Bonds, Certificates of Insurance and other documents within ten (10) calendar days after the date of Owner's Notice of Award.
- F. Bidder, by submittal of this Bid, agrees with the Owner that the amount of the bid security deposited with this Bid fairly and reasonably represents the amount of damages the Owner will suffer due to the failure of the Bidder to fulfill his agreements as herein provided. Should the Bidder fail to fulfill any of his agreements as herein set forth, it is agreed that the amount stated in the Bid Bond shall be paid as damages to the Owner by the Surety. If a certified check was issued in lieu of a Bid Bond, the Owner shall have the right to retain, as damages, the certified check which shall become the Owner's property.
- G. In submitting this Bid, Bidder further represents and declares the following:

1. Bidder has examined and carefully studied the Bid Documents.
2. Bidder acknowledges receipt of the following Addenda (List Addenda by Addendum Number and Date):

Number	Date

3. Bidder has visited and carefully examined the site of the proposed Work and has become thoroughly familiar with and is fully satisfied as to the conditions that exist at the site, the character, requirements and extent of the proposed Work, and the difficulties in executing the work that may affect cost, progress, performance and furnishing of the Work.
4. Bidder is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
5. Bidder is aware of the general nature of Work to be performed by Owner and others at the site that relates to Work for which this Bid is submitted.
6. Bidder certifies under the penalties of perjury that this Bid is in all respects bona fide, fair and made without collusion or fraud with any other person, firm, joint venture, partnership, corporation or other business or legal entity.
7. Bidder acknowledges that no officer, agent, or employee of the Owner is directly or indirectly interested in this Bid.

**BID**

- A. Bidder must bid on each item. All prices, except item totals, shall be stated in words and figures. In case of discrepancy between price in words and price in figures; the words shall govern. In case of discrepancy between the product obtained by multiplying the estimated quantity by the unit price, and the extended amount, the product obtained shall govern. In case of discrepancy between total of extended amounts and total amount of bid stated, total of items shall govern.
- B. Prices shall be typewritten or written by hand in ink.
- C. The subdivision of the contract price is indicated as follows:

**1. Base Bid:** Inclusive of all labor, material, profit, clean-up and overhead for the base work specified

---

Dollars and Cents (In Words)

\$ \_\_\_\_\_  
(In Figures)

**2. Add Alternate #1 – Substitution of Ice & Water Shield Underlayment for Felt**

I will charge you the following additional pricing above and beyond the pricing set forth in C1 above to substitute Ice & Water Shield wherever I may use felt paper under the base bid..

\_\_\_\_\_ Dollars and Cents (In Words)

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

- D. I will complete this project within \_\_\_\_\_ (in numbers) days of having an executed contract and notice to proceed in hand.
- E. This Bid must bear the written signature of the Bidder or an authorized agent of the Bidder. If the Bidder is a corporation or a partnership, the Bid must be signed by a duly authorized officer of such corporation or by a partner and the title of such office must be stated.
- F. Certification: I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Moultonborough or have a payment agreement in place or have filed an appeal over the same.

Respectfully submitted: \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_  
(Signature and Title of Person Authorized to Sign Bid)

\_\_\_\_\_  
(Name of Bidder)

\_\_\_\_\_  
(Business Street Address)

\_\_\_\_\_  
(City and State)

( ) \_\_\_\_\_  
(Business Telephone Number)

(SEAL – if Bid is by a corporation)

**STATEMENT OF BIDDERS QUALIFICATIONS**

**GENERAL INFORMATION**

A. Name: \_\_\_\_\_

Principal Office Address: \_\_\_\_\_

\_\_\_\_\_

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

B. If a Corporation, answer the following:

When incorporated: \_\_\_\_\_

In what State: \_\_\_\_\_

Director's names (s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

C. If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

State whether partnership is general or limited: \_\_\_\_\_

Name and Address of Partners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE**

A. How many years has your organization been in business as contractor under your present business name? \_\_\_\_\_

B. What are the prior names of your organization? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. How many years of experience does your organization have as a prime contractor in the type of work specified in the Contract Documents? \_\_\_\_\_ As a sub-contractor? \_\_\_\_\_  
\_\_\_\_\_

D. List below the largest projects your organization has completed.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Name and address of references for respective projects listed above:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

E. List other references: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. List below two (2) completed projects which agree most similar to the proposed work.

	<u>Contract Amount</u>	<u>Project Title</u>	<u>Owner</u>	<u>When Completed</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

G. Have you ever failed to complete any work awarded to you? If yes, give name of Owner, name of Bonding Company and circumstances: \_\_\_\_\_  
\_\_\_\_\_

H. State the largest dollar volume of work your organization has completed in any one year and the year that it was completed in: \_\_\_\_\_  
\_\_\_\_\_

### **FINANCIAL REFERENCES**

A. Name one (1) banking institution reference:

Name: \_\_\_\_\_

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

B. Name two (2) credit references other than the bank listed above.

Name: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

\_\_\_\_\_

**Attach your OSHA-10 Certificate**

**CERTIFICATION**

I hereby certify that the information submitted herewith, including any attachment, is true to the best of my knowledge and belief.

\_\_\_\_\_  
Firm Name

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 07 3113 - ASPHALT SHINGLES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Asphalt shingles.
  - 2. Underlayment.

#### 1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples: For each exposed product and for each color and blend specified.
- C. Maintenance data.
- D. Warranties: Sample of special warranties.

#### 1.3 WARRANTY

- A. Special Warranty: Standard form in which manufacturer agrees to repair or replace asphalt shingles that fail in materials or workmanship within specified warranty period.
  - 1. Material Warranty Period: 30 years from date of Substantial Completion, prorated, with first three years (minimum) non-prorated.

### PART 2 - PRODUCTS

#### 2.1 GLASS-FIBER-REINFORCED ASPHALT SHINGLES

- A. Laminated-Strip Asphalt Shingles: ASTM D 3462, laminated, multi-ply overlay construction, glass-fiber reinforced, mineral-granule surfaced, and self-sealing.

Manufacturers: Subject to compliance with requirements, provide products by one of the following:

- a. CertainTeed Corporation.
  - b. GAF Materials Corporation.
  - c. Owens Corning.
- 2. Color and Blends: As selected by the Owner from manufacturer's full range. IKO shingles will not be considered as a substitution for the town building roofs.

- B. Hip and Ridge Shingles: Manufacturer's standard units to match asphalt shingles or site-fabricated units cut from asphalt shingle strips. Trim each side of lapped portion of unit to taper approximately 1 inch.

## 2.2 UNDERLAYMENT MATERIALS

- A. Felt: ASTM D 226 or ASTM D 4869, Type I and II as indicated, asphalt-saturated organic felts, non-perforated.
- B. Self-Adhering Sheet Underlayment, Polyethylene Faced: ASTM D 1970, minimum of 40-mil-thick, slip-resisting, polyethylene-film-reinforced top surface laminated to SBS-modified asphalt adhesive, with release paper backing; cold applied.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Carlisle Coatings & Waterproofing, Inc.
    - b. Grace, W. R. & Co. - Conn.
    - c. Owens Corning.
  - 2. IKO ice and water shield self-adhering underlayment will not be considered as a substitution for the town building roofs.

## 2.3 RIDGE VENTS

- A. Rigid Ridge Vent: Manufacturer's standard, rigid section high-density polypropylene or other UV-stabilized plastic ridge vent with nonwoven geotextile filter strips; for use under ridge shingles.

## 2.4 ACCESSORIES

- A. Asphalt Roofing Cement: ASTM D 4586, Type II, asbestos free.
- B. Roofing Nails: ASTM F 1667; aluminum, stainless-steel, copper, or hot-dip galvanized-steel wire shingle nails, minimum 0.120-inch- diameter, sharp-pointed, with a minimum 3/8-inch-diameter flat head and of sufficient length to penetrate 3/4 inch into solid wood decking or extend at least 1/8 inch through OSB or plywood sheathing.
  - 1. Where nails are in contact with metal flashing, use nails made from same or compatible metal as flashing.
  - 2. **STAPLES ARE NOT PERMITTED.**
- C. Felt Underlayment Nails: Aluminum, stainless-steel, or hot-dip galvanized-steel wire with low-profile capped heads or disc caps, 1-inch minimum diameter.

## 2.5 METAL FLASHING AND TRIM

- A. General: Comply with requirements in Division 07 Section "Sheet Metal Flashing and Trim."
- B. Fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of the item and as follows:
  - 1. Apron Flashings: Fabricate with lower flange a minimum of 4 inches over and 4 inches beyond each side of downslope asphalt shingles and 6 inches up the vertical surface.
  - 2. Step Flashings: Fabricate with a head lap of 2 inches and a minimum extension of 4 inches over the underlying asphalt shingle and up the vertical surface.
  - 3. Cricket Flashings: Fabricate with concealed flange extending a minimum of 18 inches beneath upslope asphalt shingles and 6 inches beyond each side of chimney and 6 inches above the roof plane.
  - 4. Drip Edges: Fabricate in lengths not exceeding 10 feet to match profile of the Lamb & Ritchie Company, Inc. Positive "Right Flow" roof edging, [www.lambritchie.com](http://www.lambritchie.com).

## EXECUTION

### 2.6 UNDERLAYMENT INSTALLATION

- A. General: Comply with underlayment manufacturer's written installation instructions applicable to products and applications indicated unless more stringent requirements apply.
- B. Single-Layer Felt Underlayment: Install on roof deck parallel with and starting at the eaves. Lap sides a minimum of 2 inches over underlying course. Lap ends a minimum of 4 inches. Stagger end laps between succeeding courses at least 72 inches. Fasten with felt underlayment nails, for alternate #02.
  - 1. Install felt underlayment on roof deck not covered by self-adhering sheet underlayment. Lap sides of felt over self-adhering sheet underlayment not less than 3 inches in direction to shed water. Lap ends of felt not less than 6 inches over self-adhering sheet underlayment.
  - 2. Install fasteners at no more than 36 inch o.c.
- C. Self-Adhering Sheet Underlayment: Install, wrinkle free, on roof deck. Comply with low-temperature installation restrictions of underlayment manufacturer if applicable. Install at entire roof for base bid and at locations indicated in the specification for deduct alternate #02, lapped in direction to shed water. Lap sides not less than 3-1/2 inches. Lap ends not less than 6 inches staggered 24 inches between courses. Roll laps with roller. Cover underlayment within seven days. Install as indicated on Drawings or, if not indicated, as follows:
  - 1. Eaves: Extend from edges of eaves 72 inches beyond interior face of exterior wall.
  - 2. Rakes: Extend from edges of rake 72 inches beyond interior face of exterior wall.
  - 3. Valleys: Extend from lowest to highest point 36 inches on each side.
  - 4. Hips: Extend 36 inches on each side.
  - 5. Ridges: Extend 36 inches on each side without obstructing continuous ridge vent slot.
  - 6. Sidewalls: Extend beyond sidewall 36 inches, and return vertically against sidewall not less than 18 inches.

7. Dormers, Chimneys, Skylights, and Other Roof-Penetrating Elements: Extend beyond penetrating element 36 inches, and return vertically against penetrating element not less than 36 inches.
8. Roof Slope Transitions: Extend 36 inches on each roof slope.

## 2.7 METAL FLASHING INSTALLATION

- A. General: Install metal flashings and other sheet metal to comply with requirements in Division 07 Section "Sheet Metal Flashing and Trim."
  1. Install metal flashings according to recommendations in ARMA's "Residential Asphalt Roofing Manual" and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Apron Flashings: Extend lower flange over and beyond each side of downslope asphalt shingles and up the vertical surface.
- C. Step Flashings: Install with a head lap of 2 inches and extend over the underlying asphalt shingle and up the vertical surface. Fasten to roof deck only.
- D. Cricket Flashings: Install against the roof-penetrating element extending concealed flange beneath upslope asphalt shingles and beyond each side.
- E. Rake Drip Edges: Install rake drip edge flashings over underlayment and fasten to roof deck.
- F. Eave Drip Edges: Install eave drip edge flashings below underlayment and fasten to roof sheathing.
- G. Pipe Flashings: Form flashing around pipe penetrations and asphalt shingles. Fasten and seal to asphalt shingles as recommended by manufacturer.

## 2.8 ASPHALT SHINGLE INSTALLATION

- A. General: Install asphalt shingles according to manufacturer's written instructions and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Distribute load of shingle bundles across roof so as not to create any point loads on roof framing.
- C. Install starter strip along lowest roof edge, consisting of an asphalt shingle strip with tabs removed with self-sealing strip face up at roof edge.
- D. Install first and remaining courses of asphalt shingles stair-stepping diagonally across roof deck with manufacturer's recommended offset pattern at succeeding courses, maintaining uniform exposure.
- E. Fasten asphalt shingle strips with a minimum of six roofing nails located according to manufacturer's written instructions. Do not puncture shingles with nails.

1. When ambient temperature during installation is below 50 deg F, seal asphalt shingles with asphalt roofing cement spots.
- F. Closed-Cut Valleys: Extend asphalt shingle strips from one side of valley 12 inches beyond center of valley. Use one-piece shingle strips without joints in valley. Fasten with extra nail in upper end of shingle. Install asphalt shingle courses from other side of valley and cut back to a straight line 2 inches short of valley centerline. Trim upper concealed corners of cut-back shingle strips.
- G. Ridge Vents: Install continuous ridge vents over asphalt shingles according to manufacturer's written instructions. Fasten with roofing nails of sufficient length to penetrate sheathing.
- H. Ridge and Hip Cap Shingles: Maintain same exposure of cap shingles as roofing shingle exposure. Lap cap shingles at ridges to shed water away from direction of prevailing winds. Fasten with roofing nails of sufficient length to penetrate sheathing.
1. Fasten ridge cap asphalt shingles to cover ridge vent without obstructing airflow.
- END OF SECTION 07 3113

## SECTION 07 6200 - SHEET METAL FLASHING AND TRIM

### PART 3 - GENERAL

#### 3.1 SUMMARY

##### A. Section Includes:

1. Formed steep-slope roof sheet metal fabrications.

#### 3.2 SUBMITTALS

##### A. Product Data: For each type of product indicated.

1. Include identification of material, thickness, weight, and finish for each item and location in Project.

#### 3.3 QUALITY ASSURANCE

##### A. Sheet Metal Flashing and Trim Standard: Comply with SMACNA's "Architectural Sheet Metal Manual" unless more stringent requirements are specified or shown on Drawings.

### PART 4 - PRODUCTS

#### 4.1 SHEET METALS

##### A. Aluminum Sheet: ASTM B 209, alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required.

##### 1. Exposed Coil-Coated Finishes:

- a. Siliconized Polyester: Epoxy primer and silicone-modified, polyester-enamel topcoat; with a dry film thickness of not less than 0.2 mil for primer and 0.8 mil for topcoat.
- b. Color: As selected by the Owner from manufacturer's full range.

2. Concealed Finish: Pretreat with manufacturer's standard white or light-colored acrylic or polyester backer finish, consisting of prime coat and wash coat with a minimum total dry film thickness of 0.5 mil.

#### 4.2 UNDERLAYMENT MATERIALS

##### A. Polyethylene Sheet: 6-mil- thick polyethylene sheet complying with ASTM D 4397.

- B. Felt: ASTM D 226 or ASTM D 4869, Type I and II as indicated, asphalt-saturated organic felts, non-perforated.
- C. Self-Adhering Sheet Underlayment, Polyethylene Faced: ASTM D 1970, minimum of 40-mil-thick, slip-resisting, polyethylene-film-reinforced top surface laminated to SBS-modified asphalt adhesive, with release paper backing; cold applied.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. Carlisle Coatings & Waterproofing, Inc.
    - b. Grace, W. R. & Co. - Conn.
    - c. Owens Corning.
  - 2. IKO ice and water shield self-adhering underlayment will not be considered as a substitution for the town building roofs.
- D. Slip Sheet: Building paper, 3-lb/100 sq. ft. minimum, rosin sized.

#### 4.3 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and recommended by manufacturer of primary sheet metal unless otherwise indicated.
- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal.
  - 1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.

#### 4.4 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, geometry, metal thickness, and other characteristics of item indicated. Fabricate items at the shop to greatest extent possible.
  - 1. Obtain field measurements for accurate fit before shop fabrication.
  - 2. Form sheet metal flashing and trim without excessive oil canning, buckling, and tool marks and true to line and levels indicated, with exposed edges folded back to form hems.
  - 3. Conceal fasteners and expansion provisions where possible. Exposed fasteners are not allowed on faces exposed to view.
- B. Sealed Joints: Form non-expansion but movable joints in metal to accommodate elastomeric sealant.

- C. Expansion Provisions: Where lapped expansion provisions cannot be used, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with butyl sealant concealed within joints.
- D. Seams: Fabricate nonmoving seams with flat-lock seams. Tin edges to be seamed, form seams, and solder.

## PART 5 - EXECUTION

### 5.1 UNDERLAYMENT INSTALLATION

- A. Felt Underlayment: Install felt underlayment with adhesive for temporary anchorage. Apply in shingle fashion to shed water, with lapped joints of not less than 2 inches, for alternate #02.
- B. Self-Adhering Sheet Underlayment: Apply primer if required by manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation. Apply at locations indicated, wrinkle free, in shingle fashion to shed water, and with end laps of not less than 6 inches staggered 24 inches between courses. Overlap side edges not less than 3-1/2 inches. Roll laps with roller. Cover underlayment within seven days.
  - 1. Refer to Division 07 Section "Asphalt Shingles."

### 5.2 INSTALLATION, GENERAL

- A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement so that completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight. Use fasteners, solder, welding rods, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
  - 1. Install sheet metal flashing and trim true to line and levels indicated. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
  - 2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
  - 3. Install exposed sheet metal flashing and trim without excessive oil canning, buckling, and tool marks.
  - 4. Torch cutting of sheet metal flashing and trim is not permitted.
- B. Metal Protection: Where dissimilar metals will contact each other or corrosive substrates, protect against galvanic action by painting contact surfaces with bituminous coating or by other permanent separation as recommended by SMACNA.
  - 1. Underlayment: Where installing metal flashing directly on cementitious or wood substrates, install a course of felt underlayment and cover with a slip sheet or install a course of polyethylene sheet.
- C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or

intersection. Where lapped expansion provisions cannot be used or would not be sufficiently watertight, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with sealant concealed within joints.

- D. Fastener Sizes: Use fasteners of sizes that will penetrate wood sheathing not less than 1-1/4 inches for nails and not less than 3/4 inch for wood screws.
- E. Seal joints as shown and as required for watertight construction.

### 5.3 ROOF FLASHING INSTALLATION

- A. General: Install sheet metal flashing and trim to comply with performance requirements and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, set units true to line, and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
  - 1. Fabricate all exposed-to-view flashing from continuous enameled aluminum, unless otherwise indicated. Fabricate concealed-from-view flashing from aluminum.
- B. Roof Edge Flashing: Anchor to resist uplift and outward forces according to recommendations in SMACNA's "Architectural Sheet Metal Manual" and as indicated. Interlock bottom edge of roof edge flashing with continuous cleat anchored to substrate at staggered 3-inch centers.
  - 1. Fabricate drip edges from enameled aluminum.
- C. Pipe or Post Counterflashing: Install counterflashing umbrella with close-fitting collar with top edge flared for elastomeric sealant, extending a minimum of 4 inches over base flashing. Install stainless-steel draw band and tighten.
- D. Counterflashing: Coordinate installation of counterflashing with installation of base flashing. Insert counterflashing in reglets or receivers and fit tightly to base flashing. Extend counterflashing 4 inches over base flashing. Lap counterflashing joints a minimum of 4 inches and bed with sealant.
- E. Roof-Penetration Flashing: Coordinate installation of roof-penetration flashing with installation of roofing and other items penetrating roof. Seal with clamp flashing to pipes that penetrate roof.

### 5.4 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean off excess sealants.

END OF SECTION 07 6200

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## FR8W

Drip Edge Aluminum White Rite-Flow 8" .013 Gauge

<b>Manufacturer</b> Lamb & Ritchie Company	<b>Part Number</b> 3516	<b>Retail UPC</b> Unknown
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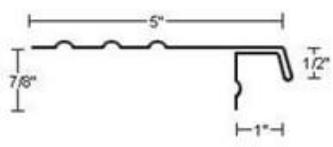
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