

**REQUEST FOR PROPOSAL FOR:  
ROOF REPLACEMENT  
Kensington Fire Department  
May 10, 2010**

**PURPOSE**

The purpose of this REQUEST FOR PROPOSAL is to secure bids for the Kensington Fire Department for Roof Replacement for the fire house located at 880 Farmington Avenue Berlin, CT 06037.

**VENDOR CERTIFICATIONS**

The vendor who is awarded the contract must be duly registered as a contractor authorized to conduct business in the State of Connecticut.

**PAYMENT AND COMPENSATION**

**Payment terms:** 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by Kensington Fire Department.

**SCOPE OF SERVICES**

SUMMARY OF THE WORK: Work of the Project includes the removal of existing roofing material where applicable and reinstallation of Certainteed architectural (or equivalent) roofing shingles on the building.

- Use of protective materials and barriers to prevent damage to window and siding and to collect nails and other debris
- Removal of current asphalt shingles, roofing paper, metal flashing and drip edge
- Provide containers for proper separation of all debris; all debris is to be cleaned up at the end of each day
- Proper disposal of debris at a facility authorized to accept building/roofing debris, documentation of proper disposal via weight slips and receipts are to be provided to Kensington Fire Department along with invoice at completion of work
- Replace all damaged roof decking with a consistent material. Ensure all decking is fastened to rafter in an appropriate manner

- Install appropriate gauge copper flashing in all valleys and 8" metal drip edge
- Install Certainteed Winter Guard (or equivalent) (ice and watershield) in all valleys and two (2) 3' rows to begin each side of roof; the remainder of the roof deck is to be covered by Certainteed Roofers Select 15 lbs felt (or equivalent)
- Installation of Certainteed Landmark T.L. Architectural Shingles (or equivalent) color to be determined at the award of bid
- Installation of ridge vent on all horizontal surfaces
- All exposed roof areas are to be covered with a secure water-proof tarp during inclement weather and each evening
- Once initiated, the work is to continue on contiguous work days until completion of the project, except as necessitated due to inclement weather

#### **MANDATORY PRE-BID MEETING AND SITE VISITATION**

All interested parties are required to attend a ***Mandatory Pre-bid Meeting*** on May 20, 2010 at 6:00PM. Only those contractors that attend the Pre-bid meeting will be allowed to submit a bid.

The meeting will take place at the 880 Farmington Avenue Fire Station and will include scope of project details and a walk-through of the structure. The closing for this RFP will be 4:30PM on June 01, 2010.

#### **ADDITIONAL INFORMATION**

The Kensington Fire Department reserves the right to make a written request for additional information in writing from a Contractor to assist in understanding or clarifying a Bid Proposal.

The Kensington Fire Department reserves the right to accept or reject any or all of the proposals.

Required MSDS's for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed the Kensington Fire Department due to the lack of these regulations being followed will be the responsibility of the successful bidder.

Designated bathrooms are available at the Kensington Fire Department.

### **INSURANCE**

The contractor awarded the contract will need to furnish an insurance certificate per the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the Kensington Fire Department, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per incident.

The policies described above shall be the standard form employed in the State of Connecticut, Issued by underwriters acceptable to the State, and authorized to do business in the State of Connecticut.

### **SUBMISSION OF RFP RESPONSE**

Bids are due on Monday, June 1, 2010 at 2:00pm, and must be submitted on the Roof Replacement Bid Form (Exhibit A). Bids should be mailed to Kensington Fire Department Attention: President Paul Messina 880 Farmington Avenue Kensington, CT 06037. The Kensington Fire Department is not responsible for proposals not received due to mailing delays. Bids will be opened on June 1, 2010 at 6:30PM at the Kensington Fire Department.

EXHIBIT A

KENSINGTON FIRE DEPARTMENT  
ROOF REPLACEMENT BID FORM

Company Name:

State of Connecticut Contractors License Number:

Address:

Telephone Number:

Fax Number:

All labor to complete the project: \$

All materials and equipment to complete the project \$

Allowance for Unforeseen Conditions \$

Project Total \$

Days to Complete Job:

Signature:

Printed Name:

Date:

This bid must be signed by a person authorized to legally bind the bidder.