

STATE OF MAINE
COUNTY OF PENOBSCOT
COURT OF COUNTY COMMISSIONERS



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COURTHOUSE
97 Hammond Street – Bangor, Maine 04401-4998

Request for Proposals for Remove/Replace Post Office Roof

1. Statement of Service requirements and Special Conditions

1.1. Introduction and Background

The Penobscot County Post Office is located at 73 Hammond Street Bangor, Maine.

1.2. Our Intent

It is the intent of the Penobscot County Commissioners to solicit proposals from qualified vendors to remove/replace the Roof at 73 Hammond Street

1.3. Scope of Work and Service

- Complete removal and disposal of existing roofing (including stone ballast).
- Attach mechanically one layer of 2” polyisocyanurate Insulation.
- Install 1/8”/ft. slope tapered polyisocyanurate insulation with crickets between drains, mechanically attached with stress plates and concrete pins.
- Install Firestone or equal .060 fully adhered EPDM membrane per manufactured specifications.
- Properly flash roof perimeter, all roof penetrations, mechanical equipment curbs.
- Roof Contractor shall keep site clean on daily basis and work with Facilities Manager to maintain safe operations of Post Office and Public.
- Estimated area of roof removal/repair is 11,500 sq. ft. Roofing **contractor is responsible to measure and verify all area dimensions.**
- Warranty on labor will be for a minimum of five years.
- Roof material manufacturers to provide a 20 year watertight warranty.
- Roof Contractor shall install walk mats around roof mechanical equipment.
- Roof Contractor shall adhere to local and state building and wind codes.
- Roof Contractor shall be prepared to begin roof project within 30 days of bid acceptance.
- Bid pricing will include any bad roof penetrations, pitch boxes or any that are no longer in use to be repaired, replaced or removed at customer discretion.

Request for Proposals for Removal/Replacement Post Office Roof Pg. 2.

1.4 Time and Place of Work

Installation will occur at 73 Hammond Street .We are an operating business with normal business hours of 7:30 a.m. and 4:30 p.m. Monday through Friday excluding holidays. Coordinate your work schedule with maintenance prior to starting..

1.5 Necessary Equipment

The Contractor shall possess necessary equipment to perform this job

1.6 Right to Subcontract

The Contractor shall not subcontract the installation work without the express permission of the County. In the event that such approval is granted this does not relieve the Contractor of liability or responsibility under this agreement.

1.7 References

The Contractor will provide a minimum of three references of similar projects performed. Including the dollar amount contracted; location of the work performed; a point of contact and telephone number of the reference

1.8 Insurance

1. Contractor shall maintain, at his own expense, insurance in the amount set below. Certificates of insurance, evidencing this coverage is required at bid. Certificates naming the County as additional insured' shall be furnished to the County Finance Director within ten days of notification of the receipt of this award.
2. Workers Compensation in accordance with the laws of the State of Maine.
3. Liability Insurance:
 - Comprehensive General Liability Insurance including contractual insurance in the amount of \$1,000,000 each occurrence and,
 - Automobile liability insurance in the amount of \$ 1,000,000 each occurrence and property damage Insurance of \$ 1,000,000.00 each occurrence.

1.9 Payment/Taxes

1. Penobscot County is exempt from sales tax.
2. The County Facility Director must sign off on completed work before payment is approved.

1.10 Pricing –

The Contractor shall submit a firm fixed price for the removal/replacement on the Post Office Roof.
See Attached Pricing Sheet

Request for Proposals for Removal/Replacement of Post Office Roof Pg. 3.

1.11 Termination for Cause

Penobscot County reserves the right to terminate contractor for failure to comply with the terms of this agreement or cause.

1.12 Submission/Inquiries

Written proposals shall be submitted in writing in a sealed envelope marked “**RFP**”; and received no later than 4:30 pm July 10, 2017. Proposals shall be submitted to:

William Collins, Penobscot County Administrator
97 Hammond Street, Bangor, Maine 04401 (207) 942-8535

Inquiries as to clarification of required services or questions as to terms of the RFP shall be submitted to:

Cap Ayer, Facilities Director
Penobscot County
97 Hammond Street, Bangor, Maine 04401 (207) 944-5447

Removal/Replacement Post Office Roof Pricing Sheet
Penobscot County Commissioners

Vendor Name: _____

Date: _____

\$ _____

Signed _____ /Dated _____

*If a vendor is unable to perform all aspects of this request for proposal said limitations shall be noted in the submitted proposal as stated on an attached document. **Penobscot County reserves the right to accept/reject any and all offers which it deems is in the Best Interest of the County.***

PENOBSCOT COUNTY ROOFING AGREEMENT

This agreement is made this day of _____, 2017 between Penobscot County, 97 Hammond Street, Bangor, Maine and _____ a company with its principal place of business at _____ - Penobscot County Commissioners desire to retain the services of _____ to remove/replace Post Office Roof at 73 Hammond Street, Bangor, Maine as outlined in the Request for Proposal.

- 1.) The Contractor agrees to comply to the Scope of work and terms, requirements and special conditions in the Request for Proposal for the sum bid freely and contained on the pricing page.
- 2.) The contractor shall provide all of the materials as specified, equipment, tools and labor and perform all of the work as necessary to perform under this agreement.
- 3.) Contractor shall also provide duly qualified workmen and supervisors as is necessary to carry out the work requested in this proposal.
- 4.) Contractor agrees to the timeline requested in this proposal.
- 5.) Change orders, alterations or deviations from the Scope of Work and Services that involve extra cost will be executed only upon the parties entering into a written change order agreement.
- 6.) Resolution of disputes: If a Dispute arises concerning the provisions of this agreement or the performance by the parties, the parties agree to settle this dispute by jointly paying for binding arbitration as regulated by the Maine Uniform Arbitration Act with the Parties agreeing to accept as final the Arbitrators Decision.
- 7.) Warranty: The contractor warrants that the work will be free from faulty materials, workmanship and constructed according to the standards of the Building Code applicable for this location, constructed in a skillful manner and fit for habitation. The Warranty Rights and remedies set forth in the Maine Uniform Commercial Code Applies to this Agreement.
- 8.) Penobscot County shall keep during the period of construction the building fully insured. The Contractor shall provide builders risk insurance in the amount specified in the Scope of Work in the Request for Proposal.
- 9.) Proposer warrants that he/she maintains all licenses, certifications to perform this type of work. All necessary Permits shall be obtained and purchased by the Contractor.

In Witness Whereof the Parties Hereto have set their Signature:

Dated _____

Contractor

Penobscot County Administrator

REFERENCES

The Contractor will provide a minimum of three reference for similar work performed:

1.) _____ / _____ / _____
Job Location Dollar Amount Point of Contact

Telephone Number

2.) _____ / _____ / _____
Job Location Dollar Amount Point of Contact

Telephone Number

3.) _____ / _____ / _____
Job Location Dollar Amount Point of Contact

Telephone Number

4.) _____ / _____ / _____
Job Location Dollar Amount Point of Contact

Telephone Number

5.) _____ / _____ / _____
Job Location Dollar Amount Point of Contact

Telephone Number