



# Windham School District

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*Roger Preston • Manager of Facilities and Grounds  
19 Haverhill Road  
Windham, New Hampshire 03087  
Phone (603) 425-1976 • rpreston@windhamsd.org*

*School Administrative Unit 95*

## **Bid Invitation**

### **21 Haverhill Road, Windham, NH Roof and Siding Replacement**

The Windham School District is currently inviting bids from qualified individuals or companies, acting singularly or in consortium, for **demolition, renovation, and construction services to install a new roof and siding system. The location for these repairs are 21 Haverhill Road, Windham, NH 03087.**

Specifications may be obtained at the School Administrative Offices, 19 Haverhill Road, Windham, NH, or at <http://sites.windhamsd.org/business/bids-and-rfps>

Bids are due in a sealed envelope clearly marked "Roof and Siding Replacement RFP" by Tuesday, April 25, 2017 at 1:00 PM. and will be awarded by the School Board at a To Be Determined meeting. Bidders are invited to have a representative present at said School Board meeting, if possible.

The District reserves the right in its sole discretion to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to accept any bid even though it may not be the lowest bid; to negotiate with any Bidder submitting a bid; and to otherwise act as shall be determined by the School Board in its sole and absolute judgement to be in the best interest of the District.



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## **Bid Document**

**21 Haverhill Road, Windham, NH  
Roof and Siding Replacement**

### **SECTION I – GENERAL REQUIREMENTS**

A. General Description:

1. The project includes limited demolition and renovation of an existing roof and siding system at 21 Haverhill Road, Windham, NH 03087 as outlined on the attached scope of services sheet “Appendix B”.

B. Bids for 21 Haverhill Road, Windham, NH 03087 Roof and Siding Replacement must be submitted to:

Mr. William Hickey  
Director of Business, Finance, and Operations  
Windham School District  
19 Haverhill Road  
Windham, NH 03087

NOT LATER THAN 1:00 PM. on Tuesday, April 25, 2017.

Bids are to be submitted in a sealed envelope clearly marked **Roof and Siding Replacement RFP**. A Bidder may attach any explanatory materials, brochures, or other documents, which it may feel of use in the presentation of its bid.

Bids will be publicly opened and read at this time by the Director of Business, Finance, and Operations and will be publicly awarded at a To Be Determined School Board meeting.

The District will not be responsible for late mail deliveries and no bid will be accepted if received after the time stipulated above. **NO FAX OR ELECTRONIC BIDS** will be accepted. Any bids submitted late, by fax or electronically will not be opened and will be returned to the Bidder. All inquiries relative to the bid shall be directed to:



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Mr. Roger Preston  
Manager of Facilities and Grounds  
Windham School District  
19 Haverhill Road  
Windham, NH 03087

The District reserves the right to distribute inquiries and their related responses to all Bidders.

The District is a tax exempt organization

- C. All bids shall be valid for at least 60 days from the due date. No bid may be withdrawn prior to 60 days from the due date. The District may request additional information after the bid opening.
- D. The District is seeking a single turnkey bid. However, the District will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility to implement the whole system/system's.
- E. Bidders may submit multiple bids. Each bid will be evaluated separately.
- F. The District reserves the right in its sole discretion to reject any and all bids, either in whole or in part; to waive any defects, informalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to accept any bid even though it may not be the lowest bid; to negotiate with any Bidder submitting a bid; and to otherwise act as shall be determined by the School Board in its sole and absolute judgment to be in the best interest of the District.
- G. A **mandatory** pre-bid walk-thru will be conducted on **April 18, 2017 at 11:00 AM** at 21 Haverhill Road, Windham, NH 03087.
- H. The project is to proceed at an agreed to date with the Owner. The project is to be done on a continual day to day basis. The project must be completed by Friday, June 2, 2017. All work is to commence after an approved date from the Owner. Work must be done Monday through Friday during normal work hours with an alternate price provided for off-hour work.
- I. The Base Bid is the sum stated in the bid for which the Bidder offers to perform the Work described in the Bidding Documents as the base, to which Work may be added or from which Work may be deleted for the sums stated in the Alternate Bids.



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- J. Unit price bids are to be included as listed on the bid form.
- K. All questions for clarification or interpretation of the Bidding Documents shall be made in writing to the Owner.
- L. **SUBSTITUTIONS AND VOLUNTARY ALTERNATES**
  - 1. The material, products, and equipment described in the bidding documents establish the standard of required function, dimension, appearance, and quality to be met.
  - 2. No substitution will be considered prior to receipt of bids unless a written request for approval has been received by the afore mentioned people at least three days prior to the date for the receipt of bids. The Owners' decision regarding a proposed substitution shall be final.
  - 3. If a substitution is approved prior to bidding, such approval will be set forth in an Addendum. Bidders shall not rely on approvals made in any other manner.
  - 4. Voluntary alternates will not be accepted unless the Owner or the Owner's representative gives prior approval. These may be rejected for any reason.
- M. This bid is not subject to prevailing wage
- N. **BID FORM:**
  - 1. Your bid must be prepared in the Bid Form included with the Bidding Documents; additional copies may be obtained from the Owner.
  - 2. All blanks on the Bid Form must be completed in ink or type.
  - 3. Bids by corporations must be executed in the corporate name by the President or Vice President.
  - 4. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
  - 5. All names must be typed or printed below the signature.
  - 6. The bid shall contain an acknowledgement of receipt of all Addenda.
  - 7. The address and telephone number for communications regarding your bid must be shown.

## **SECTION II – EVALUATION PROCESS**

The evaluation process will include each bid being reviewed by the District. The final recommendations will be submitted to the School Board for its approval



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Bids will be evaluated against specification and conditions as presented in this document. No award will be made to any Bidder who cannot satisfy the School Board that the Bidder has sufficient ability and experience in this class of work and sufficient capital and plan to enable them to perform and complete the services successfully within the time named. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

## **SECTION III – TIME TABLE**

The following schedule shall be adhered to under these specifications:

Bid Period- April 11, 2017 – April 25, 2017 at 1:00 PM.  
Pre-Bid Mandatory Walk-Thru – Tuesday, April 18, 2017 at 11:00 AM.  
Due Date for Bids- April 25, 2017 at 1:00 PM.  
Bid Opening – April 25, 2017 at 1:00 PM.  
Bid Award- School Board Meeting (To Be Determined)  
Commence Construction/Demolition- Thirty-days from bid award, unless negotiated.

## **SECTION IV – PROJECT SPECIFICATIONS**

The project specifications can be found in the attachment labeled **Appendix A**.

## **SECTION V – PAYMENT TERMS**

The successful Bidder will be paid within thirty-days from the completion of the project to the District's satisfaction.

## **SECTION VI – INSURANCE AND INDEMNIFICATION REQUIREMENTS**

- A. WORKER'S COMPENSATION INSURANCE - The Bidder shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the Bidder shall require any subcontractors similarly to provide like insurance for all of the latter's employees to be engaged in such work. The minimum amount of insurance required to be carried by the Contractor is as follows:

Statutory

\$(as required by law)



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Employer's Liability                      \$100,000.00

- B. GENERAL LIABILITY AND PROPERTY DAMAGE INSURANCE - including Premises-Operations Liability, Independent Contractors Liability, Premises Medical Payment Liability (\$5,000.00 minimum limits), XCU Liability, Contractual Liability, Completed Operations Liability, Broad Form Property Damage Liability, Personal Injury and Advertising Liability, and Incidental Medical Malpractice Liability with Limits other than Premises Medical Payment Liability, as follows;

General Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00

The Bidder shall purchase and maintain such general liability and property damage insurance as shall protect it, any subcontractor performing work covered by this bid, and the District from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the District, which may arise from operations under this bid whether performed by the Bidder or any subcontractor or by anyone directly or indirectly employed by the Bidder.

- C. Comprehensive Automobile Liability (Owner, Non-Owned and Hired):

- Bodily Injury  
Each Person                      \$1,000,000.00  
Each Occurrence                \$1,000,000.00

- D. Property Damage
- Each Occurrence                \$1,000,000.00

- E. Umbrella-Excess Liability over and Above Items A, B, C, and D:
- Each Claim and Aggregate \$1,000,000.00

- F. CERTIFICATES - The Bidder shall include preliminary certificates with the bid submission showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the School Board. The successful Bidder must provide Certificates of Insurance and policy endorsements naming the District as an additional insured.



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- G. PAYMENT AND PERFORMANCE BOND. If Bidder proposes to use subcontractors, Bidder shall provide a payment and performance bond for 100% of the contract price from a company and in a form acceptable to the District.
- H. The successful Bidder must agree to indemnify and hold harmless the District from and against any and all claims whatsoever arising out of or occurring during the performance of services required by the bid and resulting contract, whether such services be performed by the successful Bidder or anyone directly or indirectly employed by the successful Bidder or any other person or company retained in any way by it to carry on all or a portion of the services necessary to abide by the terms of this Bid and resulting contract and even if caused in whole or in part by any negligent or intentional act or omission of the District.

## **SECTION VII – TERMINATION**

The District may at any time terminate the service and/or contract with the Bidder for the District's convenience and without cause. In case of such termination, the Bidder shall be entitled to receive payment from the District limited to actual documented expenses as of the termination date as its sole remedy. In no event will the District be responsible for lost profits, compensatory or other consequential damages.

## **SECTION VIII – GENERAL BIDDER CERTIFICATIONS AND DISCLOSURES**

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

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

Telephone No.: \_\_\_\_\_ Date of Bid: \_\_\_\_\_

**I. Criminal and Civil History.** By submission of this bid, the Bidder hereby certifies under oath that the Bidder, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is "no", the Bidder shall disclose under oath the following:



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A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the Bidder, or the Bidder's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Bidder and any employee who shall have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury, or material misrepresentation. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Bidder or the Bidder's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.

C. The court, date, docket number and description of any felony convictions whatsoever of the Bidder, as well as the contractor's/Bidder's directors, partners, principal officers or key employees. The term "key employee" includes, but is not limited to, any employee who has an ownership interest in the Bidder and any employee that shall have contact with the schools, including all transportation personnel. The Bidder shall not be required to disclose any conviction which has been annulled by a court.

**II. Creditor Relationships and Business History.** Bidder hereby certifies that it:

A. Has been in business for \_\_\_\_\_ years.

B. Is current on all undisputed business debts.

C. Has not filed for bankruptcy protection. In the alternative, Bidder filed for bankruptcy protection on \_\_\_\_\_.

**III. Equal Opportunity Employer.** Bidder hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes \_\_\_\_\_

No \_\_\_\_\_

**IV. Safety and Licensure.** Bidder certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and meets all applicable safety standards.





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Yes \_\_\_\_\_ No \_\_\_\_\_

**V. Insurances.** Bidder holds all the insurances which shall be required by the District.

Yes \_\_\_\_\_ No \_\_\_\_\_

**VI. Criminal Records and Training.** Bidder complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements.

Yes \_\_\_\_\_ No \_\_\_\_\_

**VII. Contract Performance.** Bidder certifies that it has never had a contract terminated for nonperformance.

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

The District reserves the right, at its sole discretion, to reject any Bid/Proposal which fails to contain the above-referenced certifications or disclosures. The District reserves the right, at its sole discretion, to reject any Bidder on the basis of any criminal history, civil litigation credit history or business record which it deems to be adverse to the interests of the District. The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid.

Bidder's Name: \_\_\_\_\_

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

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

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



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## **APPENDIX A**

### **PROJECT SPECIFICATIONS**

- A. Project Location:  
21 Haverhill Road  
Windham, NH 03087
- B. Demolition Requirements: Bidder is to provide demolition and removal services per the attached specifications. Bidder is to perform this work according to all Federal, State, and local requirements.
- C. Construction Requirements: Bidder is to provide construction services to repair/replace the identified scope of services for 21 Haverhill Road, Windham, NH 03087 as outlined on the attached sheet Appendix B.
- D. Bidder will be required to provide shop drawings for all design/build components along with the bid that detail in outline format how the bidder will complete the renovation. All shop drawings and design documents shall be the property of the Owner.
- E. Bidder is required to obtain any/all required permits, licenses, etc. that are required to perform said work.
- F. Bidder is required to provide an add alternate price to perform all work after 3:00 PM during the week and during the weekend.
- G. The District will be responsible for removing all items from the site that the District wishes to keep after the demolition.
- H. Bidder is required to haul away all material and debris from the site.**
- I. Bidder will be required to sign within 5 days of the award of the bid a contract provided by the District in modified AIA A105 format.
- J. When the Successful Bidder delivers the executed Agreement to owner, it must be accompanied by the required Performance and Payment Bonds. This requirement may be waived by Owner.



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## **APPENDIX B**

### **SCOPE OF SERVICES**

#### **21 Haverhill Road**

##### **(Roof Replacement)**

- Remove all roofing, underlayment, and flashings down to the wood structural deck
- Re-secure wood decking as required
- Replace damaged or deteriorated wood decking on a unit cost basis
- Install shingle manufacturers Ice and Water shield over the entire roof surface, 100% coverage
- Install manufacturers synthetic underlayment over Ice and Water shield
- Install Certain Teed Landmark Premium shingles in accordance with manufacturers requirements for warranty
- Install shingles with six (6) nails per shingle
- Install Shingle Vent II ridge vent with manufacturers Hip and Ridge Shingles
- If non vented hips are in place use manufacturers Hip and Ridge Shingles
- Install all new step flashing, front and rear pans at all chimneys curb or other penetrations .040 aluminum minimum
- Utilize manufacturers approved pipe boot for pipes
- Haul away all material and debris from the site, which was removed during roof renovation

##### **(Siding Replacement)**

- Install siding manufacturers insulating backer board on all exterior walls over existing clapboards
- Install all new window, door, and house trim to be covered with .019 aluminum minimum
- Install Certain Teed Monogram siding in accordance with manufacturers requirements for warranty
- Existing louvers to be replaced with vinyl louvers
- Garage door trim to be replaced with ¾" PVC trim
- Light blocks to be installed at all light locations
- Replace deteriorated eave fascia as needed
- Replace back door of building with new commercial grade exterior metal door
- Haul away all material and debris from the site, which was removed during siding renovation



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## **Roof and Siding Replacement**

To: Mr. William Hickey  
Director of Business, Finance, and Operations  
Windham School District  
19 Haverhill Road  
Windham, NH 03087

FROM  
BIDDER: Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

A. The undersigned proposes to furnish all labor, materials and equipment required for the Roof and Siding repairs at 21 Haverhill Road, Windham NH in accordance with accompanying specifications for the contracted price specified below, subject to additions and deductions accruing to the terms of the specifications.

B. This base bid for the above-described work includes addenda numbered, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ for project.

C. The total base bid contract price for all the various work covered by these specifications.

<b>Base Bid Selections</b>	<b>Bid Price</b>
Roofing System	
Siding System	

1. \$ \_\_\_\_\_

(Written in Words)



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D. Please Provide Separate Corresponding Unit Prices For:  
(These are to be selected as Add/Deduct Alternates by Owner. Don not include in your base bid.)

1. Furnish a Payment and Performance Bond (%) (\_\_\_\_\_)
2. Add alternate cost for work to be performed off hours between 3:00 PM and 7:00 AM  
(\$\_\_\_\_\_)
3. Cost per hour for labor rate (\$\_\_\_\_\_)

E. Earliest start Date to Begin Project: \_\_\_\_\_

F. Estimated number of days to Complete Project: \_\_\_\_\_

The undersigned further certifies under penalty of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. "Person" meaning any natural person, joint venture, partnership, corporation or any other legal entity.

COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

BY: \_\_\_\_\_  
(Printed Name or Title)

ADDRESS: \_\_\_\_\_  
(City, State, Zip)