

INVITATION TO BID

ROOF REPLACEMENT PROJECT

CENTRAL ELEMENTARY SCHOOL
750 TOMLINSON AVENUE
MOUNDSVILLE, WV 26041

APRIL 5, 2017

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Attachments-Original Roof Specifications

Section

INTRODUCTION

The Marshall County Board of Education requests professional services from a contracting/roofing firm for the roof replacement project at Central Elementary School.

The Board of Education, Marshall County, West Virginia and its Agencies and Commissions are Affirmative Action-Equal Opportunity employers. Respondents to the bid agree and warrant that in the performance of the work on this project they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, or physical disability.

Michael Hince
Superintendent of Schools

1.0 General

- 1.1 The Board of Education, Marshall County, West Virginia is soliciting bids from contractors/roofing firms (hereinafter referred to as the “Firm”) for the replacement of approximately 44,000 square feet of roof at Central Elementary School located at 750 Tomlinson Avenue, Moundsville, WV 26041.
- 1.2 The Firm shall obtain and maintain, at the Firm’s expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The apparent low bidder shall, within five (5) days of the bid opening, provide proof of this insurance.
- 1.3 The Firm shall obtain and maintain, at the Firm’s expense, such insurance as will protect the Firm from claims under Worker’s Compensation and Comprehensive General Liability Insurance that will protect the Board of Education, Marshall County, West Virginia from all claims of bodily injury, death or property damage which may arise from the performance of the Firm or the Firm’s employees in their functions and services to the Board of Education. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers’ Compensation shall be in accordance with West Virginia Statutes. The apparent low bidder shall within five (5) days of the bid opening, provide proof of this insurance.
- 1.4 The Board of Education intends to award the bid to the lowest responsible qualified bidder. The Board shall evaluate the Firm’s Scope of Work proposed and its experience in similar areas. The Board may waive this provision for good cause if the total bid is less than \$10,000.
- 1.5 The Board of Education reserves the right to reject any and all bids and to waive any informalities in the bidding process. It shall be understood that the award made by the Building Committee shall be final and conclusive and without recourse or appeal by the remaining Firms.
- 1.6 Pursuant to Chapter 21-Article 11 of the “West Virginia Contractor Licensing Act” of 1991, all contractors doing business in West Virginia must be licensed to perform work in the State; a copy of West Virginia Contractor’s License as well as current Business License must be affixed to all submitted construction bids.

2.0 Scope of Work

The Firm will provide all material, labor, equipment, and insurances necessary to perform the following scope of work:

Scope of Work – Approximately 32,300 square feet

1. Remove the existing roof system down to the deck.
2. Provide and install 4” of new polyisocyanurate roof insulation.
3. Provide and install new tapered polyisocyanurate roof insulation around roof drains.
4. Provide and install a new .060 fully adhered EPDM rubber roofing system.
5. Flash watertight all existing roof penetrations.
6. Fabricate and install a new metal trim around the perimeter of the roof areas.
7. Provide a 20 year manufacturer’s warranty upon completion of the project.
8. All work will be completed within strict accordance to the manufacturer’s specifications.
9. Organize and clean-up project at the completion of each day.
10. All debris will be removed from site and hauled to an approved landfill at the completion of the project.

Scope of Work – Approximately 11,600 square feet

1. Remove the existing EPDM membrane, leaving the existing polyisocyanurate roof insulation in place.
2. Provide and install a new ½” coverboard over the existing polyisocyanurate roof insulation.
3. Provide and install new .060 fully adhered EPDM rubber membrane.
4. Flash watertight all existing roof penetrations.
5. Fabricate and install a new metal trim around the perimeter of the roof areas.
6. Provide a 20 year manufacturer’s warranty upon completion of the project.
7. All work will be completed within strict accordance to the manufacturer’s specifications.
8. Organize and clean-up project at the completion of each day.
9. All debris will be removed from site and hauled to an approved landfill at the completion of the project.

All work can begin by May 29, 2017. Work must be completed no later than August 15, 2017.

3.0 Method of Payment

- 3.1 Services will be paid for as the contract progresses. The bid submitted should include an outline of the payment schedule with percentage of contract amount due at each timeline. The Firm will then be required to submit and invoice, and upon acceptance of the Superintendent, payment will be made. Such payments shall be subject to all technical and procedural requirements of the City of Moundsville and the State of West Virginia School Construction Grant Process.
- 3.2 The successful bidder will be expected to execute a standard AIA contract or other contract as approved by the City of Moundsville and the State of West Virginia School Construction Grant Process.

4.0 Documentation

- 4.1 Submittal letter

The Firm shall submit a cover letter addressed to Nan Hartley, Business Manager, signed by an authorized principal or agent of the Firm, which Provides an overview of the Firm's bid, as well as the name, title, phone and fax numbers, and email address of the person to whom the Board of Education may direct questions concerning the request for qualifications.

- 4.2 History of the Firm

- a) Firm size and organization
- b) Length of time the Firm has been in business
- c) Products and services offered
- d) Key individuals that will be assigned to this project

- 4.3 Key Issues and Experience

The Firm must demonstrate:

- a) Relevant West Virginia public school experience
- b) Previous work consistent with roof replacement projects
- c) Strength and experience of the consultant team assigned to the project

4.4 Qualifications

The Firm must demonstrate knowledge of the following:

- a) Experience and expertise in the construction, design, and renovation of school facilities as well as the ability to evaluate the physical condition of roofs.
- b) Knowledge of state and federal laws pertaining to school buildings such as state and federal requirements, life safety requirements including the abatement of all hazardous materials and air quality issues, and other laws, regulations, and rules that provide for a healthy school environment.
- c) Ability to provide full services to the project including engineers, architects, and consultants that will focus on delivering a comprehensive report on the replacement of the roof.
- d) Experience in engaging the Board of Education in the roof replacement process, including educating them and seeking their input during the entire process.

4.5 References

A list of at least (5) current schools for which the Firm has completed such projects.

5.0 Responses to Bid

- 5.1 The Firm shall provide six (6) copies of their bid and may be required to meet with the Board of Education members to discuss their bid.
- 5.2 The Firm is required to submit a bid that contains all costs associated with the roof replacement project. The bid is to include the development of drawings as well as the development of bid specifications for the project. The Firm shall include in its bid the fees and total cost relative to the services they propose to provide as identified in the bid. A complete list of those items that will be considered reimbursable expenses must be included with the bid.

- 5.3 The Firm shall mail their bids in a sealed envelope to the following address: Please mark the front of the envelopes Bid Roof Replacement.

Marshall County Board of Education
Attn: Nan Hartley, Business Manager
214 Middle Grave Creek Road
Moundsville, WV 26041

- 5.4 The Board of Education will receive bids until 1:00 p.m. on May 1, 2017 at the Marshall County Schools Administrative Offices. Interested parties are invited to attend. Bids will be opened publicly and read aloud immediately after the specified bid closing time.

- 5.5 No bid may be withdrawn within thirty (30) days of the bid opening.

- 5.6 If you have any questions, contact the Business Manager:

Nan Hartley
Business Manager
214 Middle Grave Creek Road
Moundsville, WV 26041
Phone: 304-843-4400 x321
Fax: 304-843-4863
Email: nhartley@k12.wv.us