



TOWN OF AUBURN

PUBLIC NOTICE REQUEST FOR PROPOSALS

The Town of Auburn is soliciting proposals for the re-roofing of the Griffin Free Public Library located at 22 Hooksett Road.

Due to the Library being a customer service facility, access to the building has to be maintained throughout the project.

Sealed bids marked "LIBRARY ROOF" will be accepted at the Selectmen's Office until 2:00 PM on Friday, June 10, 2016. All proposals will be provided to the Trustees of the Library and the Board of Selectmen for consideration at the next meeting of the Board of Selectmen, which would likely be held on Monday, June 20, 2016.

Specifications for the project are available at the Town Hall or online at the Town of Auburn web site (www.auburnnh.us) under "Requests for Proposals".

The Board of Selectmen reserves the right to accept or reject any or all proposals in the best interest of the Town of Auburn.

**TOWN OF AUBURN
BOARD OF SELECTMEN**

May 9, 2016

TOWN OF AUBURN

SPECIFICATIONS FOR LIBRARY ROOF

The Town of Auburn is soliciting bids for the re-roofing of the Griffin Free Public Library, 22 Hooksett Road, Auburn, New Hampshire. The project also includes the installation of a gutter and drainage pipe on the southern side of the west wing of the building.

SCOPE OF WORK

Work that is anticipated to be done as part of this project includes:

- ✓ Strip down the existing shingles to roof boards and replace up to 100 (sf) of boards or plywood.
- ✓ Install an ice and water shield six-feet (6-feet) up on eaves, valleys, walls and around any roof penetrations.
- ✓ Install 30 lb. roofing felt paper on remaining roof areas.
- ✓ Install eight-inch (8") drip edge on outside perimeter of roofs.
- ✓ Install new boots on sanitary pipes.
- ✓ Install flashing on chimneys & walls as needed.
- ✓ Install lifetime ARC shingles (color to be determined).
- ✓ Install Cobra ridge vent on roof cap so roof can breathe properly.
- ✓ Install one section (approx. 25') of seamless aluminum gutter along the southern side of the west wing, closest to the road. The gutter downspout must be located on the southwestern most corner. The downspout shall include an adaptor to allow connection to a vertical 6" SDR-35 underground drain pipe.
- ✓ Clean & clear all debris from roof.
- ✓ Provide five (5) year workmanship warranty.
- ✓ As a separate item for consideration and possible additional cost item – the Library Trustees have historically had to have heat cables installed on the

front areas of the road to prevent icing on the front steps. The Trustees are seeking guidance from the chosen vendor on solutions to their historic issue and, if heating cables are the answer, whether they should be installed as part of this project or handled separately after the project is completed.

The Town is looking for this work to commence no earlier than August 8, 2016 and to be completed by September 30, 2016.

Due to this facility being a customer service orientated facility, access to the building will need to be maintained during the roofing project. For planning purposes, the hours of operation for the Griffin Free Public Library are as follows:

Monday: Closed
Tuesday: 10:00 am to 6:00 pm
Wednesday: 1:00 pm to 8:00 pm
Thursday: 10:00 am to 6:00 pm
Friday 10:00 am to 5:00 pm
Saturday: 10:00 am to 2:00 pm
Sunday: Closed

The Library is hosting a special outdoor program on Saturday, August 13th, which would have to be a date work on the roof could not take place.

The successful contractor shall clean-up all materials on a daily basis, and will be allowed to maintain a disposal container on site for this purpose.

As part of the proposal, contractors are encouraged to estimate the total time frame that is anticipated to be need for the completion of the project.

Interested contractors wishing to view the job site shall contact the Griffin Free Public Library during business hours, or shall advice Library personnel of their presence on site before commencing their inspection and estimating activity.

If subcontractors or contracted services are anticipated to be used by a contractor for this project, if at all possible, utilization of local Auburn vendors, services or contractors is urged.

PAYMENT

Payment will be made with-in two weeks once all work is satisfactory completed and all surrounding grounds are clear of all debris. There will be no advancement of any funds. Final payment terms will be worked out between the chosen contractor and the Town.

PROFESSIONAL AND GENERAL LIABILITY INSURANCE

Contractor shall file with the Town of Auburn evidence of professional liability and general liability insurance certifying coverage contained therein or, in the alternative, provide documentation of a self-insured program. Such insurance

shall provide protection against professional and personal injury liability. The Certificate of Insurance shall identify the insurer and the Contractor, the type and amount of insurance, the location and operations to which the insurance applies, and the effective and expiration dates of the policies of insurance. Further, the contractor shall advise the Town of Auburn of any changes of insurance company, coverage, limits of liability and notices of cancellation of insurance. Limits of liability shall be not less than: General Liability \$500,000 combined single limit and Worker's Compensation \$100,000 Statutory insurance. Such insurance shall be maintained throughout the term of this contract and may not be canceled without providing at least thirty (30) days advance notice of such cancellation to the Town of Auburn.

INDEMNIFICATION

The Contractor agrees to hold harmless and indemnify the Town of Auburn against any and all claims, suits, damages, costs, or legal expense as a result of bodily injury or property damage resulting from the negligence of the Contractor.

PRE-AWARD CONSIDERATIONS

The Town of Auburn shall consider the capabilities and resources of the potential vendor, and will review references of clients having similar requirements as set forth in this specification. Reference checks shall be an integral part of the final analysis of an award of contract. NOTE: Negative reference feedback may cause the bidder to be judged non-responsible and may result in rejection of the apparent low bid.

AWARD

The Town of Auburn reserves the right to award this contract in the best interests of the Town of Auburn. Proposals will be received by the Selectmen's Office until 2:00 P.M. on June 10, 2016.

Proposals will initially be shared with both the Board of Selectmen and the Trustees of the Library. They will be including on the agenda of the Board of Selectmen meeting at their next regularly scheduled meeting, which is anticipated to be on Monday, June 20, 2016. The awarding of the project contract shall follow a decision by the Board of Selectmen.

Questions may be directed to William G. Herman, Town Administrator, Town of Auburn, P.O. Box 309, Auburn, NH 03032, telephone (603) 483-5052 between the hours of 8:00 A.M. and 4:30 P.M.

The Town reserves the right to reject any or all proposals, or any part thereof; to waive any information in the bidding and to accept the proposal; considered to be in the best interest of the Town.