



## Town of Derry, New Hampshire

---

### REQUEST FOR PROPOSALS

(#09-110)

February 25, 2009

The Town of Derry, New Hampshire seeks proposals for:

### **Roof Replacement Derry Police Department**

**Offered by:  
Derry Public Works**

**RFP Process Coordinated by:  
Ronald Robinson, Building Specialist  
Department of Public Works  
(603) 432-6144**

The Town of Derry is seeking proposals from qualified contractors to furnish and install a new shingled roof at the Derry Police Department located at 1 Municipal Drive.

#### Scope of work:

Provide all necessary materials, labor and equipment to complete installation of new asphalt shingles according to the following scope:

- Install approximately 100 squares of 30-year architectural shingles to roof.
- Install ice/water shield underlayment on entire building roof.
- Strip one layer of shingles from entire roof. Town will supply a 50 yard open top container on site for construction debris. The Town will also transport and dispose of these shingles.
- Install new drip edges and replace all water diverters.
- Install ridge vent for entire roof and add new pipe flanges.
- Three gable vents will be rebuilt with new vinyl siding and gable vents to match existing color. All material will be maintenance free.

- Contractor will submit building material specifications list and color options for shingles. A price list for extras not specified above, such as plywood, etc., must also be included.
- Contractor shall keep work area neat at end of each work day and contained throughout the duration of the job.
- Contractor shall minimize impact to the public using the front entrance while removing shingles. The contractor shall perform shingle removal on a **Saturday** in the area nearest to the front entrance. Shingle removal may be performed on the other sections without restriction provided there is no possibility of injuring the public.
- Contractor will not be allowed to use the bathroom facilities of the Police Department building. Contractors may use the adjacent maintenance restroom or furnish a portable toilet.
- The Contractor is advised that the flat roof section is not part of this project. The Contractor shall minimize traffic across the flat section and shall minimize staging of materials on the flat section. Access to the roof shall be from the exterior of the building only.

Submission Information:

Proposers must comply with the following submission procedures:

1. Sealed proposals shall be submitted marked “Derry Police Department – Asphalt Shingles” on the outside of the envelope, addressed to:

Michael A. Fowler, P.E.  
 Director, Derry Municipal Center  
 14 Manning Street  
 Derry, New Hampshire 03038

Proposals will be accepted until 4:00 p.m. on March 20, 2009. Proposals received after this time will be returned unopened. Faxed proposals will not be accepted.

2. **AUTHORIZATION:** The proposal must be signed in ink by an authorized signer, or by an agent of the proposer legally qualified and acceptable to the proposer, and contain the printed names, titles, and business and post office address of both parties, if applicable.
3. **WITHDRAWAL OF PROPOSALS:** A proposer will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening of the proposals.
4. **OPTIONAL SITE VISIT:** All prospective bidders may obtain a tour of the property by contacting Ron Robinson at (603) 432-6144. Prospective bidders shall not enter the site without receiving **PRIOR** permission.

5. **DISQUALIFICATIONS OF PROPOSERS:** A proposer may be disqualified and the proposal rejected for either of the following reasons: 1) evidence of collusion among proposers or 2) failure to supply complete information as requested by this Request for Proposals.
6. **RESERVATION OF RIGHTS:** The Town of Derry reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of Town.
7. **WARRANTY** – The contractor shall submit a copy of the manufacturer’s warranty indicating duration of said warranty.
8. **SPECIFICATIONS** – The bidder shall furnish information related to the specifications of the products to be used.
9. **COST/SCHEDULE** – The bidder shall furnish a cost proposal and schedule as part of the package. The Contractor shall begin work by April 20, 2009 and complete the work within two (2) weeks or no later than May 1, 2009.
10. **SEPARABILITY** – The Town of Derry will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
11. **INSURANCE** – A copy of applicable insurance certificate(s) must accompany bids. Minimum insurance coverage is \$1,000,000 per occurrence, \$2,000,000 aggregate on general liability; Worker’s Compensation Coverage in compliance with State Law.
12. **BONDING** – Pursuant to New Hampshire State Law, a 100% performance bond is required upon execution of the contract. The cost of bonding shall be included in the proposal cost.