

March 16, 2021  
Bid No. 22-01

**AUGUSTA SCHOOL DEPARTMENT**

**Invitation to Bid**

**“Roof Replacement & Restoration”**

Sealed bids for **“Roof Replacement & Restoration”** for the Augusta School Department, as specified below, in the attached General Specifications, Work Specifications, Proposal/Bid Form, W9 and Agreement will be received by the Director of Building and Grounds, Augusta School Department, 40 Pierce Drive, Suite 3, Augusta, Maine 04330 until **Wednesday, May 5, 2021 at 9:00 AM** at which time they will be publicly opened and read aloud. All bids must be submitted to: **Augusta School Department, Attn: Jon Stonier, 40 Pierce Drive, Suite 3, Augusta, ME 04330.**

Bids shall be submitted on the attached form in sealed envelopes, plainly marked **“Bid No. 22-01”** for **“Roof Replacement & Restoration”** and shall be addressed to the purchasing agent at the above address.

**A mandatory pre-bid meeting will be conducted at the Superintendent’s Office 40 Pierce Drive, on Monday April 5, 2021 starting at 9:00AM.** Before submitting proposals, bidders are required to have attended the pre-bid meeting. Bidders are encouraged to conduct site visits for the purpose of familiarizing themselves with existing conditions, and taking their own measurements. Questions regarding the work specifications and the pre-bid meeting shall be directed to Jon Stonier, Director of Building and Grounds at 207-626-2468 or by e-mail at [jon.stonier@augustaschools.org](mailto:jon.stonier@augustaschools.org).

In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

The Augusta School Department reserves the right to waive all informalities in bids, to accept any bid, or any portion thereof, or to reject any or all bids should it be deemed in its best interest to do so. Except as otherwise required by law or as specifically provided to the contrary herein, the award of this bid shall be governed by the City of Augusta's purchasing ordinance.

Sincerely,

Jon Stonier  
Director of Building and  
Grounds/Purchasing Agent

**Pre-bid Meeting**

A mandatory pre-bid meeting will be conducted at the Superintendent's Office 40 Pierce Drive, on Monday April 5, 2021 starting at 9:00AM. Below lists the buildings and street address for each site included in this RFP. Bidders are encouraged to conduct site visits for the purpose of familiarizing themselves with existing conditions, and taking their own measurements. You will need to contact the Director of Building and Grounds prior to visiting the site.

**NOTE:** Bidders must have a company representative attend the pre-bid meeting to be eligible to participate in this RFP.

<b><u>Location</u></b>	<b><u>Contact person</u></b>	<b><u>Contact number</u></b>
Lincoln Elementary School 30 Lincoln Street	Jon Stonier	626-2468/215-6153
Capital Area Technical Center 40 Pierce Drive	Jon Stonier	626-2468/215-6153

## **AUGUSTA SCHOOL DEPARTMENT**

### **GENERAL SPECIFICATIONS**

The Augusta School Department (hereinafter called the "ASD") invites bids on the attached forms which must be appropriately filled in.

The ASD may consider informal, any bid not prepared and submitted in accordance with the provisions hereof, and may waive any informalities in, or reject, any and all bids. Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof.

#### **PREPARATION OF PROPOSAL**

Proposals must be submitted on the actual form of bid furnished herewith and all information must be filled in before bid can be considered for award. All blank spaces for bid prices must be filled in, in ink, in figures, with the unit price for the item or the lump sum for which the proposal is made.

Proposals shall contain no recapitulation of the work to be done. Each bidder is required to state in their proposal their name and place of residence; the names of all persons interested with them; also that it is made without any connection with any other person making any proposal for the above work.

All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, their address, and the name of the project for which the bid is being submitted. If forwarded by mail, the sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope addressed as specified in the proposal form and preferably by "registered mail".

At the time of the opening of bids, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the Specifications and Contract documents including all addenda. The failure or omission of any bidder to examine the site or to receive any form, instrument, or document shall in no way relieve any bidder from any obligation in respect to his bid.

The Bidder shall make their proposal from their own examinations and estimates, and shall not hold the ASD, its agents, employees or independent engineer or their agents, hired by the ASD, responsible for or bound by any schedule. If any error in any plan, drawing, specification or direction, relating to anything to be done under this contract, comes to their knowledge, they should report it at once to the ASD.

Any item of material, equipment or labor not mentioned in these specifications, but which is required to complete specified project, must be included in the bid by the bidder.

**PRE-BID MEETING**

**A mandatory pre-bid meeting will be conducted at the Superintendent's Office 40 Pierce Drive, on Monday April 5, 2021 starting at 9:00AM.** Before submitting proposals, bidders are required to have attended the pre-bid meeting. Bidders are encouraged to conduct site visits for the purpose of familiarizing themselves with existing conditions, and taking their own measurements. Questions regarding the work specifications and the pre-bid meeting shall be directed to Jon Stonier, Director of Buildings and Grounds at 207-626-2468 or by e-mail at [jon.stonier@augustaschools.org](mailto:jon.stonier@augustaschools.org).

**QUALIFICATION OF BIDDERS**

The ASD may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the ASD all such information and data for this purpose as the ASD may request. The ASD reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the ASD that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. The ASD may require pre-qualification data from bidders unknown to it.

**ADDENDA AND INTERPRETATIONS**

No interpretation of the meaning of the specifications, or other contract documents will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the Purchasing Agent, Augusta School Department, 40 Pierce Drive, Suite 3, Augusta, ME 04330, and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed or faxed to all prospective bidders, at the respective addresses furnished for such purposes, not later than one (1) day prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve any bidder from any obligation under their bid as submitted. All addenda so issued shall become part of the contract documents.

**AWARD OR REJECTION OF BIDS**

The bid will be awarded based on the responses utilizing the evaluation percentages as noted on page 22., to the most responsible bidder complying with the conditions of the Invitation for Bids, provided their bid is reasonable and it is to the interest of the ASD to accept it. The bidder to whom the award is made will be notified at the earliest possible date. The ASD, however, reserves the right to reject any and all bids and to waive any informality in bids received, and to accept any bid whenever such rejection, waiver or acceptance is in the interest of the ASD. The ASD also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid of a bidder who is not in a position to perform the contract. To better ensure fair competition, and to permit a determination of the lowest bidder, bids obviously unbalanced may be rejected by the ASD at its discretion.

**BID SECURITY**

Bid security equal to 5% of the awarded BID will be required for this contract.

**DAMAGES FOR FAILURE TO ENTER INTO CONTRACT**

If the successful bidder fails to sign and return the contract with the required certificate of insurance and within 14 days after notification by the ASD that it is ready for signature, their bid will lapse at the election of the ASD and their bid deposit shall be forfeited and retained by the ASD as an agreed amount of liquidated damages. Should any bidder withdraw their bid prior to contract signing, their deposit will be retained by the ASD as an agreed amount of liquidated damages.

**PERFORMANCE AND PAYMENT BONDS**

Performance bonds equal to 100% of the awarded BID will be required for this project.

**TIME OF COMPLETION**

The work to be performed under this Agreement shall commence on **July 1, 2021** and shall be completed by **November 1, 2021**. If more time is needed due to weather conditions it will need to be approved by the Director of Building and Grounds.

**INSURANCE**

The successful bidder shall agree to save the ASD harmless from all losses, costs or damages caused by their acts or those of their agents and will provide a certificate of insurance for Public Liability and Automobile Liability coverage in the amount of not less than \$1,000,000.00 combined single limit for personal or bodily injury, death and property damage, protecting the contractor and the ASD from all such claims, and Worker's Compensation Insurance. The ASD disclaims any and all responsibility for injury to contractors, their agents or others while examining the job site or at any other time. See Section 8 of attached Agreement.

**EXEMPTION FROM SALES TAX**

Materials and equipment purchased for permanent installation in this project will be exempt from the State sales tax. Each bidder shall take this exemption into account in calculating their bid price for the work.

**PERMITS AND LICENSES**

All permits and licenses necessary for the prosecution of the work shall be secured and paid by the bidder.

**MATERIALS AND APPLIANCES**

The successful bidder shall furnish all labor, materials, and equipment necessary to do this work as specified in a workmanlike and orderly manner and all work shall be performed in accordance with the best trade practice.

**PROTECTION AND RESTORATION OF PROPERTY**

All waste material shall be removed from the site and area left clean upon completion of work. Any equipment or building structure damaged by successful bidder shall be repaired or replaced to the satisfaction of the owner.

**STATUTORY REQUIREMENTS IN GENERAL**

All work to be furnished to the ASD shall be performed with equipment, methods, and use of personnel in conformance with the pertinent Occupational Safety and Health Act Requirements of all existing and future State and Federal laws.

## **“Roof Replacement & Restoration”**

The intent of this RFP is to procure the services of a reputable Commercial Roofing Contractor to provide the Augusta School Department with the services of installing new roofing material at 2 facilities. Documentation of work completed and CAD drawings depicting completed installation are required. The ASD expects that all Commercial Roofing Contractors bidding this RFP, are familiar with the type of roof service that is being requested, possess the staff, knowledge, tools, and equipment necessary to perform the services requested in this RFP, to do so to industry standards, and to manufacturers recommendations related to roofing systems and materials. The ASD does not assume to have included every detail, in this RFP, but has made every effort to provide all bidders with enough information to bid on this RFP.

### SCOPE OF WORK:

The Augusta School Department is looking for a qualified roofing contractor to complete a full roof replacement at the Lincoln Elementary School and a Roof Restoration at the Capital Area Technical Center. The term of the contract will be from July 1, 2021 – November 1, 2021. The selected firm shall not assign the agreement without prior written permission from the ASD.

The selected firm for this contract shall be, qualified roofing contractors versed in the installation and repair of all types of commercial roofs, including but not limited to EPDM, metal, and asphalt shingled. The firm must also be able to conduct infra-red and Troxler (nuclear) scans that are necessary to evaluate the conditions of the current insulation and provide a full report to the ASD. All scans must be completed at least 3 weeks prior to starting the project. Selected firm must have at least 10 years of experience in commercial roofing in the State of Maine.

The selected firm shall provide detailed CAD drawings, photographs, and full reports of all work completed. Each facility must have a folder labeled with the school name and all sections clearly marked.

## SCOPE OF WORKS

THE SCOPE OF WORKS, WITHOUT LIMITING THE GENERALITY THEREOF, CONSISTS OF FURNISHING ALL LABOR, MATERIALS, EQUIPMENT AND PERFORMING ALL OPERATIONS IN CONNECTIONS WITH ROOFING PER ATTACHED SPECIFICATIONS AND DRAWINGS.

### ROOF REPLACEMENT LINCOLN ELEMENTARY SCHOOL

- A. Provide all labor, material, tools, equipment, and supervision necessary to complete the installation of an .060 inch thick (black) EPDM membrane Fully Adhered Roofing System including flashings and insulation in accordance with the manufacturer's most current specifications and details.
- B. The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- C. The roofing contractor shall confirm all given information and advise the building owner, prior to bid, of any conflicts that will affect their cost proposal.
- D. Perform a moisture scan of the specified roof area at least 3 weeks prior to starting the project. Provide the owner with a detailed report for review with the extent of moisture contamination and additional quote to replace the contaminated materials.
- E. Mark areas of moisture contamination on roof surface.
- F. Flat Roof Sections:
  - 1. Remove & dispose of existing roof ballast (see below), single ply EPDM membrane, flashings, sheet metal sections, vent stack flashing, mechanical systems flashings, and insulation (as defined from Moisture Scans ). Sweep and/or clean all debris off of deck and/ or remaining substrate (including adjacent roofing membrane/materials).
    - a. Roof Ballast: All of the stone will need to be removed and disposed of by the selected contractor.
  - 2. Insulation: replace all sections of wet insulation to the exact height of adjacent insulation as to not allow low lying ponding areas to be

created. Polyisocyanurate Insulation is to be used for all sections of replaced insulation.

- a. Recovery Board: install membrane manufacturer approved 1/2" cover board High Density, Closed Cell, Polyisocyanurate foam mechanically fastened per Wind Uplift requirements mandated by membrane manufacturer for Zones 1-3. Provide photo documentation of installation.
  - b. Drains: install minimum 4'x4' drain sumps around all drains with 1/2" in 12" slope Taper insulation with Polyisocyanurate Insulation and Recovery Board – all fastened as mandated by membrane manufacturer.
3. Membrane: install fully adhered .060" thick (black) EPDM membrane manufactured by Carlisle SynTec or Firestone Building Products per manufacturers recommendation.
- a. Wall terminations: Fasten 6" Russ securement strip at base of walls with screws and seam plates, per manufacturers recommendations.
  - b. Flashing – flash all walls, curbs, vents, etc per manufacturers recommendation. Terminate all flashings with Aluminum Termination Bar and water cut-off mastic.
  - c. Seal all seams with 3" pressure sensitive tape as approved by membrane manufacturer
  - d. Flash newly installed metal edge with 6" minimum pressure sensitive EPDM cover strip
4. Drains:
- a. Prior to drain installation, snake clean the existing roof drains to remove any residual debris
  - b. Install new closest fitting Marathon Aluminator insert drains (~3") with neoprene fitting, or pre-approved equal
5. Metal Edge: install 24 ga coated steel edge metal with a drip edge in color of the Owners selection
- a. To be installed with a continuous cleat fastened 12" on center. Fasteners to be no higher than 1-1/2" up from the cleat "hook". Field Membrane and cleat "hook" to extend a minimum of 1-1/2" below the perimeter wood nailer

## SCOPE OF WORKS...CONTINUED

**ROOF RESTORATION  
CAPITAL AREA TECHNICAL CENTER**

**Note:** no work or staging is allowed on Cony High School roof sections still under warranty.

- A. Perform a moisture scan on the specified roof area at least 3 weeks prior to project start.
- B. Verify areas of moisture contamination with core cuts and repair accordingly.
- C. Mark areas of moisture contamination on roof surface. Report extent of moisture contamination to owner and provide additional quote to replace contaminated materials. See bid totals.
- D. Remove moisture contaminated materials down to the deck and install new polyisocyanurate filler insulation and EPDM membrane in these areas, creating a proper tie-in to the existing EPDM membrane. Thickness of filler insulation to match that of existing materials.
- E. Remove loose, deteriorated flashing materials.
- F. Clean and prime repair areas.
- G. Install new EPDM repair material along perimeter, walls, rooftop equipment curbs and penetrations.
- H. Repair roof drains as required.
- I. The restored details include a 5-year limited watertight warranty from the installer.

**SPECIFICATIONS FOR SERVICES REQUESTED**

**EPDM THERMOSET SPECIFICATION**

**REPLACEMENT: LINCOLN ELEMENTARY SCHOOL**

**1.01 RELATED SECTIONS**

- A. Preparation for Re-Roofing

**1.02 SUBMITTALS**

- A. Prior to starting work, the roofing contractor must submit the following:
  - 1. Shop drawings showing layout, details of construction and identification of materials.
  - 2. Sample of the manufacturer's Membrane System Warranty.
  - 3. Submit a letter of certification from the manufacturer which certifies the roofing contractor is authorized to install the manufacturer's roofing system and lists foremen who have received training from the manufacturer along with the dates training was received.
  - 4. Certification of the manufacturer's warranty reserve.
- B. Upon completion of the installed work, submit copies of the manufacturer's final inspection to the specifier prior to the issuance of the manufacturer's warranty.

**1.03 PRODUCT DELIVERY, STORAGE AND HANDLING**

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.
- B. Comply with the manufacturer's written instructions for proper material storage.

1. Store materials, except membrane, between 60°F and 80°F in dry areas protected from water and direct sunlight. If exposed to lower temperature, restore to 60°F minimum temperature before using.
  2. Store materials containing solvents in dry, well ventilated spaces with proper fire and safety precautions. Keep lids on tight. Use before expiration of their shelf life.
- C. Insulation must be on pallets, off the ground and tightly covered with waterproof materials.
- D. Any materials which are found to be damaged shall be removed and replaced at the applicator's expense.

#### **1.04 WORK SEQUENCE**

- A. Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to provide protection for the interior of the building and to ensure water does not flow beneath any completed sections of the membrane system.
- B. Do not disrupt activities in occupied spaces.

#### **1.05 USE OF THE PREMISES**

- A. Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:
1. Areas permitted for personnel parking.
  2. Access to the site.
  3. Areas permitted for storage of materials and debris.
  4. Areas permitted for the location of cranes, hoists and chutes for loading and unloading materials to and from the roof.
- B. Interior stairs or elevators may not be used for removing debris or delivering materials, except as authorized by the building superintendent.
- C. There will be no smoking allowed on School Property.

#### **1.06 EXISTING CONDITIONS**

If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by phone and solicit the manufacturer's approval prior to commencing with the work.

Necessary steps shall be taken to make the building watertight until the discrepancies are resolved.

#### **1.07 PRE-CONSTRUCTION CONFERENCE**

- A. A pre-construction meeting will be held at the job site two (2) weeks prior to the start of work. Contact the owner's representative if there are any questions.

#### **1.08 TEMPORARY FACILITIES AND CONTROLS**

##### A. Temporary Utilities:

1. Water and power for construction purposes are available at the site and will be made available to the roofing contractor.
2. Provide all hoses, valves and connections for water from source designated by the owner when made available.
3. When available, electrical power should be extended as required from the source. Provide all trailers, connections and fused disconnects.

##### B. Temporary Sanitary Facilities

Sanitary facilities will not be available at the job site. The roofing contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

##### C. Building Site:

1. The roofing contractor shall use reasonable care and responsibility to protect the building and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
2. The roofing contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the building.

##### D. Security:

1. Obey the owner's requirements for personnel identification, inspection and other security measures.

## 1.09 JOB SITE PROTECTION

- A. The roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the roofing application.
- B. During the roofing contractor's performance of the work, the building owner will continue to occupy the existing building. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such material may sit into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary temporary enclosures to prevent dust or debris in the construction area(s) from entering the remainder of the building.
- C. Do not overload any portion of the building, either by use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.
- E. Take precautions to prevent drains from clogging during the roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are watertight. Remove strainers and plug drains in areas **where work is in progress**. Install flags or other telltales on plugs. Remove plugs each night and screen drain.
- F. Store moisture susceptible materials above ground and protect with waterproof coverings.
- G. Remove all traces of piled bulk materials and return the job site to its original condition upon completion of the work.

## 1.10 SAFETY

The roofing contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state and federal requirements that are safety related. **Safety shall be the responsibility of the roofing contractor.** All related personnel shall be instructed daily to be mindful of the full time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers and the occurrence of the general public on or near the site.

### **1.11 WORKMANSHIP**

- A. Applicators installing new roof, flashing and related work shall be factory trained and approved by the manufacturer they are representing.
- B. All work shall be of highest quality and in strict accordance with the manufacturer's published specifications and to the building owner's satisfaction.
- C. There shall be a supervisor on the job site at all times while work is in progress.

### **1.12 QUALITY ASSURANCE**

- A. The manufacturer must have a minimum of 20 years of experience in the manufacturing of vulcanized thermal set sheeting.
- B. Unless otherwise noted in this specification, the roofing contractor must strictly comply with the manufacturer's current specifications and details.
- C. The roofing system must be installed by an applicator authorized and trained by the manufacturer in compliance with shop drawings as approved by the manufacturer. The roofing applicator shall be thoroughly experienced and upon request be able to provide evidence of having at least five (5) years successful experience installing single-ply EPDM roofing systems and having installed at least ten (10) roofing application or several similar systems of equal or greater size within one year.
- D. Provide adequate number of experienced workmen regularly engaged in this type of work who are skilled in the application techniques of the materials specified. Provide at least one thoroughly trained and experienced superintendent on the job at all times roofing work is in progress.
- E. There shall be no deviations made from this specification or the approved shop drawings without the prior written approval of the specifier. Any deviation from the manufacturer's installation procedures must be supported by a written certification on the manufacturer's letterhead and presented for the specifier's consideration.
- F. Upon completion of the installation, the applicator shall arrange for an inspection to be made by a non-sales technical representative of the membrane manufacturer in order to determine whether or not corrective work will be required before the warranty will be issued. Notify the building owner seventy-two (72) hours prior to the manufacturer's final inspection.

#### 1.14 JOB CONDITIONS, CAUTIONS AND WARNINGS

Refer to membrane Manufacturers installation manual for Fully Adhered membranes for General Job Site Considerations.

- A. Safety Data Sheets (SDS) must be on location at all times during the transportation, storage and application of materials.
- B. When positioning membrane sheets, exercise care to locate all field splices away from low spots and out of drain sumps. All field splices should be shingled to prevent bucking of water.
- C. When loading materials onto the roof, the Authorized Roofing Applicator must comply with the requirements of the building owner to prevent overloading and possible disturbance to the building structure.
- D. Proceed with roofing work only when weather conditions are in compliance with the manufacturer's recommended limitations, and when conditions will permit the work to proceed in accordance with the manufacturer's requirements and recommendations.
- E. Proceed with work so new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- F. Provide protection, such as 3/4 inch thick plywood, for all roof areas exposed to traffic during construction. Plywood must be smooth and free of fasteners and splinters.
- G. The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil and grease.
- H. New roofing shall be complete and weather tight at the end of the work day, **THERE WILL BE NO EXCEPTIONS.**
- I. Contaminants such as grease, fats and oils shall not be allowed to come in direct contact with the roofing membrane.

#### 1.15 WARRANTY

- A. Provide manufacturer's 15 (15) year Limited Membrane Warranty covering both labor and material.

- B. Installer will submit a two (2) year warranty to the membrane manufacturer with a copy directly to the ASD – as required by warranting membrane manufacturer.
- B. Pro-rated System Warranties shall not be accepted.
- C. Evidence of the manufacturer's warranty reserve shall be included as part of the project submittals for the specifier's approval.

## PART 2 PRODUCTS

### 2.02 MEMBRANE

Furnish .060 inch thick (black) EPDM (Ethylene, Propylene, Diene Terpolymer) manufactured by Carlisle SynTec or Firestone Building Products in the largest sheet possible. The membrane shall conform to the minimum physical properties of ASTM D4637. When a 10 foot wide membrane is to be used, the membrane shall be manufactured in a single panel with no factory splices to reduce splice intersections.

### 2.03 INSULATION/UNDERLAYMENT

- A. Install one layer of ½" HD cover board insulation, mechanically fastened through the existing materials and into the deck with roof system manufacturer approved screws and plates.
- B. Insulation shall be approved polyisocyanurate. Any areas with Wet insulation per IR Roof Scan report need to be replaced in-kind.
  - 1. Rigid Polyisocyanurate Roof Insulation; ASTM C1289:
    - a. Qualities: Rigid, closed cell polyisocyanurate foam core bonded to heavy duty glass fiber mat facers.
    - b. Thickness: must be installed in-kind to adjacent insulation as to not create an area with ponding water – **NO EXCEPTIONS**
    - c. Compliances: UL, WH or FM listed under Roofing Systems, Federal Specification HH-I-1972, Class 1.
    - d. Acceptable Products:
      - 1) ENRGY-3; Johns Manville
      - 2) Hytherm; Dow
      - 3) EnergyGuard; GAF
      - 4) Approved Equivalent

### 2.04 ADHESIVES AND CLEANERS

- A. Bonding Adhesive: Maine State Code Compliant Neoprene Bonding or Single-Sided Bonding Adhesive
- B. Splicing Cement: Buytl Splicing Cement
- C. Splice Tape and Primer: Splice Tape and Primer Splice Wash.
- D. Cleaning Solvent: Splice Cleaner or Weathered Membrane Cleaner.
- E. External seam sealant: Lap Sealant
- F. Sealer: Pourable Sealer

## 2.05 FASTENERS AND PLATES

To be used for mechanical attachment of insulation and to provide additional membrane securement:

- A. **Fasteners:** A threaded, black epoxy electro-deposition coated fastener used with steel and wood roof decks.
- B. **Pre-Assembled Fasteners:** A pre-assembled 3" diameter Plastic Plate and standard phillips head fastener used for insulation attachment into steel or wood decks. Installed using Olympic Fastening Tools.
- C. **Insulations Fasteners:** A threaded #12 fastener with #3 phillips head used for insulation attachment into steel or wood decks.
- D. **NTB Fasteners:** a non-penetrating, plastic fastener and corresponding 3" diameter plate used with lightweight deck substrates such as cementitious wood fiber, gypsum, and lightweight insulating concrete.
- E. **HP Term Bar Nail-Ins:** A 1-1/4" long expansion anchor with a zinc plated steel drive pin used for fastening the Termination Bar or Seam Fastening Plates to concrete, brick, or block walls.
- F. **Insulation Fastening Plates:** A 3 inch diameter FM approved metal plate used for insulation attachment.
- G. **Seam Fastening Plates:** A 2 inch diameter FM approved metal plate used in conjunction with RUSS or with EPDM membrane for membrane securement.
- H. **SA Perimeter Strip:** A 6 inch wide, 100 foot long strip of reinforced EPDM membrane. The **6 inch wide Perimeter Strip** shall be utilized horizontally or vertically (in conjunction with Seam Fastening Plates)

below the EPDM membrane for additional membrane securement.

## **2.06 METAL EDGING AND MEMBRANE TERMINATIONS**

**Termination Bar:** a 1 inch wide and .098 inch thick extruded aluminum bar pre-punched 6 inches on center; incorporates a sealant ledge to support Lap Sealant and provide increased stability for membrane terminations.

## **2.07 WALKWAYS**

Protective surfacing for roof traffic shall be adhered to the EPDM membrane roof with Splice adhesive or Splice Tape. Walk pads are not to extend over any seams (splices are factory)

# **PART 3 EXECUTION**

## **3.01 GENERAL**

- A. Comply with the manufacturer's published instructions for the installation of the membrane roofing system including proper substrate preparation, jobsite considerations and weather restrictions.
- B. Position sheets to accommodate contours of the roof deck and shingle splices to avoid bucking water.

## **3.02 INSULATION PLACEMENT**

- A. Install one layer of ½" HD cover board insulation over the substrate with boards butted tightly together with no joints or gaps greater than 1/4 inch. Stagger joints both horizontally and vertically if multiple layers are provided. Mechanically fastened through the existing materials and into the deck with roof system manufacturer approved screws and plates.
- B. Secure insulation to the substrate with the required mechanical fasteners or Insulation Adhesive in accordance with the manufacturer's specifications and Wind Uplift requirements.

## **3.03 MEMBRANE PLACEMENT AND BONDING**

- A. Unroll and position membrane without stretching. Allow the membrane to relax for approximately 1/2 hour before bonding. Fold the sheet back onto itself so half the underside of the membrane is exposed.
- B. Apply the Bonding Adhesive in accordance with the manufacturer's published instructions, to both the underside of the membrane and the

substrate. Allow the adhesive to dry until it is tacky but will not string or stick to a dry finger touch.

1. Roll the coated membrane into the coated substrate while avoiding wrinkles. Brush down the bonded half of the membrane sheet with a soft bristle push broom to achieve maximum contact.
  2. Fold back the unbonded half of the membrane sheet and repeat the bonding procedure.
- C. Install adjoining membrane sheets in the same manner, overlapping edges approximately 4 inches. Do not apply bonding adhesive to the splice area.

### **3.04 MEMBRANE SPLICING (Adhesive Splice)**

- A. Fold the top sheet back and clean the dry splice area (minimum 3 inches wide) of both membrane sheets by scrubbing with clean natural fiber rags saturated with Splice Cleaner or Primer/Splice Wash.
- B. Apply Splice Adhesive in accordance with the manufacturer's specifications and roll the top sheet onto the mating surface.
- C. Roll the splice with a 2 inch wide steel roller and wait at least 2 hours before applying Lap Sealant to the splice edge following the manufacturer's requirements.

### **3.05 MEMBRANE SPLICING (Tape Splice)**

- A. Overlap adjacent sheets and mark a line 1/2 inch out from the top sheet.
- B. Fold the top sheet back and clean the dry splice area (minimum 2-1/2 inches wide) of both membrane sheets with Sure-Seal Primer as required by the membrane manufacturer.
- C. Where Splice Tape to bottom sheet with the edge of the release film along the marked line. Press tape onto the sheet using hand pressure. Overlap tape roll ends a minimum of 1 inch.
- D. Remove the release film and press the top sheet onto the tape using hand pressure.
- E. Roll the seam toward the splice edge with a 2 inch wide steel roller.
- F. Install a 6 inch wide section of Pressure-Sensitive Flashing over all field splice intersections and seal edges of flashing with Lap Sealant.

- G. The use of Lap Sealant with tape splices is optional except at tape overlaps and cut edges of reinforced membrane where Lap Sealant is required.

### **3.06 FLASHING**

- A. Wall and curb flashing shall be cured EPDM membrane. Continue the deck membrane as wall flashing where practicable.
- B. Follow manufacturer's typical flashing procedures for all wall, curb, and penetration flashing including metal edging/coping and roof drain applications.

### **3.07 WALKWAYS**

- A. Install walkways at all traffic concentration points (such as roof hatches, access doors, rooftop ladders, etc.) and all locations as identified on the specifier's drawing.
- C. Adhere walkways pads to the EPDM membrane in accordance with the manufacturer's specifications.

### **3.08 EPDM ROOF RESTORATION**

- A. Single Ply Roof Restoration Renovation: work includes:
  1. Surface preparation: Remove membrane chalking, dust, dirt, and debris.
  2. Fascia Edges: Inspect and make repairs to membrane
  3. Parapets and Vertical Surfaces: Inspect and make repairs to any splits or membrane deterioration.
  4. Metal Flashings: Repair/Replace metal flashings, pitch pockets, etc.
  5. Roof Repairs: Replace wet insulation in-kind, repair blisters, stressed or cracked membrane. Cut back, patch with new membrane

### **3.09 DAILY SEAL**

- A. On phased roofing, when the completion of flashings and terminations is not achieved by the end of the work day, a daily seal must be performed to temporarily close the membrane to prevent water infiltration.
- B. Use Pourable Sealer or other acceptable membrane seal in accordance with the manufacturer's requirements.

### **3.10 CLEAN UP**

- A. Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.
- B. Prior to the manufacturer's inspection for warranty, the applicator must perform a pre-inspection to review all work and to verify all flashing has been completed as well as the application of all caulking.

**END OF SECTION**

**Warranty Service**

If there is a failure of the product installed the selected firm will respond to any calls made by the ASD that day. This will continue until the warranty period is complete. The ASD will be held harmless if there are any defects in the product and will not have to pay for any repairs.

**NOTE:** This contract is fully applicable, and will be conducted, as per the City of Augusta Purchasing Ordinance.

**Evaluation**

The "ASD" will review all the requested and any additional provided materials and may select the most qualified firm based solely on the information provided.

If presentations are determined to be necessary the "ASD" will notify those finalists under consideration and schedule the presentation.

This bid will be awarded based on the responses utilizing the evaluation percentages as noted.

Price	50%
Question 1	20%
Question 2	20%
Question 3	<u>10%</u>
TOTAL	100%



Please provide a list of at least 5 references, including contact person, phone number, and e-mail address for similar assignments, which your firm has successfully completed.

Company \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Company \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

**SECTION B – School Buildings**

- |                                  |                 |                          |
|----------------------------------|-----------------|--------------------------|
| 1. Capital Area Technical Center | 40 Pierce Drive | adhered EPDM             |
| 2. Lincoln School                | 30 Lincoln St.  | ballasted EPDM, shingles |

**Invoicing shall be sent to:**

Augusta School Department  
40 Pierce Drive, Suite 3  
Augusta, Maine 04330

**NOTE:** This contract will be awarded to the contractor that suits the needs of the ASD based upon the criteria as set forth within this RFP and by the information provided by the contractor.

**PROPOSAL/BID FORM**

The **UNDERSIGNED** having examined the job sites, hereby proposes to perform the work, including all labor, materials and equipment necessary to complete the work in a manner satisfactory to the ASD, in accordance with the attached Invitation to Bid, General Specifications and Work Specifications, and at the above listed price:

**“Roof Replacement or Restoration”**

1. Lincoln School Replacement (Section 1)    \$ \_\_\_\_\_
  2. Capital Area Tech Center Standard EPDM Restoration (Section 1)  
   \$ \_\_\_\_\_
  3. Price to replace contaminated insulation \$ \_\_\_\_\_ /sq. ft.
- 

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

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

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

Zip Code: \_\_\_\_\_ Date \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.

**AUGUSTA SCHOOL DEPARTMENT**

**AGREEMENT**

THIS AGREEMENT is made this \_\_\_ day of \_\_\_, 2021 by and between the AUGUSTA SCHOOL DEPARTMENT, a municipal corporation existing under the laws of the State of Maine and located in the County of Kennebec, State of Maine (hereinafter "ASD"), and \_\_\_\_\_ (hereinafter "CONTRACTOR"),

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the ASD and the CONTRACTOR agree as follows:

**SPECIFICATIONS:**

1. The CONTRACTOR shall furnish all of the material and perform all of the work as per described in the specifications entitled: "**Roof Replacement & Restoration**" and CONTRACTOR'S proposal dated \_\_\_\_\_ which are attached hereto and made a part hereof, and the CONTRACTOR covenants that it shall do everything required by this Agreement, the Special Provisions of the Agreement, and the Specifications in return for payment as provided herein.

**COMPLETION DATE:**

2. The work to be performed under this Agreement shall commence **July 1, 2021** and shall be continuous until **November 1, 2021**.

**CONTRACT PRICE:**

3. The ASD shall pay the CONTRACTOR for the performance of the Agreement the sum of \$ \_\_\_\_\_ based on the total of the accepted prices listed on page 26. The CONTRACTOR shall, invoice the Augusta School Department after the work has been completed at each individual site.

**GUARANTEE:**

4. The CONTRACTOR shall guarantee their work is completed per all applicable laws, rules, and regulations.

**PERMITS AND LICENSES:**

5. Permits and licenses necessary for the prosecution of the work shall be secured and paid by the CONTRACTOR.

**ASD's RIGHT TO TERMINATE CONTRACT:**

6. If the CONTRACTOR should be adjudged a bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on

account of its insolvency, or if it should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workforce or proper materials, or if it should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, and ordinances, or otherwise be guilty of a substantial violation of any provision of the Agreement, then the ASD when sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the CONTRACTOR, and their surety, seven (7) days written notice, terminate the employment of the CONTRACTOR and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case the CONTRACTOR shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Agreement price shall exceed the expense of the finishing the work, including compensation for additional architectural, managerial and administrative services, such excess shall be paid to the CONTRACTOR. If such expense shall exceed such unpaid balance, the CONTRACTOR shall pay the difference to the ASD.

**CONTRACTOR’S LIABILITY INSURANCE:**

7. The CONTRACTOR shall not commence work under this Agreement until they have obtained all insurance required under this paragraph and, such insurance has been approved by the ASD, nor shall the CONTRACTOR allow any subcontractors to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved.

(a) **Commercial General Liability** to include products and completed operations, and blanket contractual. The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Per Project Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Medical Payments	\$10,000

(b) **Business Automobile Liability**

The CONTRACTOR shall maintain and cause all sub-contractors and lower tier contractors to maintain business automobile liability insurance covering all owned, non-owned, leased, rented or hired automobiles (symbol 1). The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
-----------------------------------	-------------

Automobile physical damage coverage shall be at the option of the CONTRACTOR, all subcontractors and lower tier contractors. The ASD shall not

be liable for physical loss or damage to any owned, non-owned, leased, rented or hired automobile.

**(c) Workers' Compensation Insurance**

The CONTRACTOR shall maintain and cause all subcontractors and lower tier contractors to maintain Workers' Compensation and Employers Liability in accordance with the laws and regulations of the State of Maine. The limits of liability provided shall be as follows:

Coverage A: Statutory  
Coverage B: \$100,000/\$500,000/\$100,000

**(d) Professional Liability**

If the CONTRACTOR is an Architect, Engineer or Surveyor, they shall maintain a policy of insurance to pay on their behalf whatever amounts that may become legally required to pay on account of an error, omission or negligent act.

Limits of Liability shall be as follows:

\$1,000,000 per occurrence and in the aggregate site specific.

It is a requirement that this policy be maintained for a period of three (3) years following completion of the project.

**(e) Certificates of Insurance**

Certificates of insurance of the types and in the amounts required shall be delivered to the ASD prior to the commencement of any work by the CONTRACTOR, subcontractor or lower tier contractor or any person or entity working at the direction or under control of the CONTRACTOR. The CONTRACTOR shall assume the obligation and responsibility to confirm insurance coverage for all subcontractors or lower tier contractors who will participate in the project.

**(f) Notice of Cancellation**

The Certificate of Insurance and the policies of insurance shall include a sixty (60) day notice to the ASD of cancellation, non-renewal or material change in coverage or form.

**(g) Additional Insured**

It is recommended that the ASD be named as an Additional Insured on the General Liability and Automobile Liability policies.

**(h) Hold Harmless**

The CONTRACTOR and their surety shall indemnify and save harmless the ASD, their officers and employees from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the said CONTRACTOR; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in construction of the work; or because of any act or omission, neglect, or misconduct of said CONTRACTOR; or because of any claims or amounts recovered from any infringements or patent trademark, or copyright; or from any claims or amounts arising or recovered under the "Workmen's Compensation Act" or of any other law, ordinance, order or decree; and so much of the money due to the said CONTRACTOR under and by virtue of their contract as shall be considered necessary by the ASD for such purpose, may be retained; or in case no money is due, their surety may be held until such suit or suits, action or actions, claim or claims, for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the ASD.

**(i) Waiver of Subrogation**

Payment of any claim or suit including any expenses incurred in connection therewith by the ASD, or any insurance Company on behalf of the ASD shall not constitute a waiver of subrogation against the CONTRACTOR, subcontractors or any lower tier contractors in the event that such claim or suit was caused by or contributed to as a result of the negligent acts of the CONTRACTOR, any subcontractors or lower tier contractor.

**(j) Construction Agreement**

The CONTRACTOR shall and does hereby agree to indemnify, save harmless and defend the ASD from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property, caused by the CONTRACTOR, their employees, agents or subcontractors or in any way attributable to the performance and execution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and suppliers, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, costs of investigation and defense. It is the intention of this paragraph to hold the CONTRACTOR responsible for the payment of any and all claims, suits, or liens, of any nature character in any way attributable to or asserted against the ASD, or the ASD and the CONTRACTOR, which the ASD may be required to pay. In the event the liability of the CONTRACTOR shall arise by reason of the sole negligence of the ASD and/or the sole negligence of the

ASD agents, servants or employees, then and only then, the CONTRACTOR shall not be liable under the provisions of this paragraph.

**DAMAGES:**

8. The CONTRACTOR shall defend, indemnify and save harmless the ASD and all persons acting for or in behalf of it against all claims for injuries (including death), loss or damage, arising out of the performance out this contract.

**LIENS:**

9. Neither the final payment nor any part of the retained percentage shall become due until the CONTRACTOR, if required, shall deliver to the ASD a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed; but the CONTRACTOR may, if any SUBCONTRACTOR refuses to furnish a release or receipt in full, furnish a bond satisfactory to the ASD to indemnify it against any lien. If any lien remains unsatisfied after all payment are made, the CONTRACTOR shall refund to the ASD all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

**ASSIGNMENT:**

10. Neither party to the Agreement shall assign the Agreement or sublet it as a whole without the written consent of the other, nor shall the CONTRACTOR assign any moneys due or to become due to it hereunder, without the previous written consent of the ASD.

**SUBCONTRACTS:**

11. The CONTRACTOR shall not sublet any part of this Agreement without the written permission of the ASD. The CONTRACTOR agrees that it is as fully responsible to the ASD for the acts and omissions of its subcontractor's and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

**USE OF PREMISES:**

12. The CONTRACTOR shall confine its apparatus; the storage of materials and operations of its workers to limits indicated by law, ordinance and permits and shall not otherwise unreasonably encumber the premises with its materials. If any part of the project is completed and ready for use, the ASD may, by written and mutual consent, without prejudice to any of its rights or the rights of the CONTRACTOR, enter in and make use of such completed parts of the project. Such use or occupancy shall in no case be construed as an acceptance of any work or materials.

**CLEANING UP:**

13. The CONTRACTOR shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its employees or work, and at the completion of the work it shall remove all its rubbish from and about the project. In case of dispute, the ASD may remove the rubbish and charge the cost to the CONTRACTOR.

**PAYMENTS:**

14. The ASD shall make payments on account of the Agreement as follows:

**Payment shall be made after each scheduled project has been completed, and upon receipt of an invoice.**

Within 20 to 30 days upon satisfactory completion and acceptance by the ASD and receipt of bill for all work covered by the contract.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

AUGUSTA SCHOOL DEPARTMENT, AUGUSTA, MAINE

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Witness James N. Anastasio  
Superintendent

CONTRACTOR

BY: \_\_\_\_\_ BY: \_\_\_\_\_  
Witness