

**INVITATION TO BID AND CONTRACT DOCUMENTS FOR
THE CITY OF EVART**

EVART CITY HALL ROOF REPLACEMENT

**CITY OF EVART
EVART, MI 49631**

October 10, 2016

CD-1

**CITY OF EVART
NOTICE TO BIDDERS: ACCEPTING BIDS FOR:
CITY HALL ROOF REPLACEMENT**

INVITATION TO BID

The City of Evart is requesting bids from Contractors for the replacement of the City Hall Roof. The City is interested in having this work completed as soon as possible. Work associated with this contract includes the removal and replacement of the City of Evart City Hall Roof system. All interested bidders are encouraged to visit and inspect the City Hall Building during normal City Hall office hours.

PROJECT DESCRIPTION

The City of Evart is requesting bids for the replacement of the roof system on their City Hall building. The existing single story shingle roof is placed over a wood deck. There may be areas of leaks within the existing roof system. Gutters and downspouts are limited to non-existent. The eaves and trim are deteriorating. Roof pitch is approximately 5/12. Minimal penetrations exist. One brick chimney and at least one plumbing vent stack. Work is to be completed as soon as possible. A Contractor will be chosen based on the bid prices, qualifications, and references. Payment method and specifications associated with each item of work are included with this invitation to Bid.

SCHEDULE

Work will be completed as soon as possible, within fourteen (14) days (weather permitting) from the date that authorization is given to proceed or upon receipt of signed contract, whichever is later. A contract is expected to be awarded soon after bids are received.

Prior to the commencement of work, the contractor shall provide a schedule for the work to be completed.

INSTRUCTIONS TO BIDDERS

Complete bids are to be submitted on the attached Bid Form and must be completely legible in ink. Bid document packet can be obtained at City Hall or found online at www.evart.org. In the case of a discrepancy between the unit price and the extended amount, the unit price shown shall govern. Bids should be accompanied by a statement of qualifications and include references for recent similar work performed. Complete bids must be submitted in a sealed envelope.

Any questions should be directed to Zack Szakacs, City Manager at (231) 734 - 2181. Bids will be received by mail or hand delivered at the address below by 3:00 pm local time, on Thursday, October 20, 2016.

The City of Ewart reserves the right to accept any bid, reject any or all bids, to waive informalities and make the award in any manner deemed in the best interest of the City of Ewart.

City of Ewart
Attn: Zackary Szakacs, City Manager
200 S. Main St.
Ewart, MI 49631
zackary.szakacs@ewart.org
Phone: 231 – 734 – 2181

CONTRACTOR RESPONSIBILITIES

In submitting the Bid, Bidder represents that the Bidder:

- Is familiar and satisfied with the potential site conditions that may affect cost, progress, and performance of work.
- Is familiar and satisfied with all applicable federal, state, and local laws and regulations
- Has given written notice of all potential conflicts, errors, ambiguities, or discrepancies discovered in the Invitation to Bid documents
- All required permits and permit costs are the responsibility of the Contractor and will be reimbursed as part of the Mobilization pay item.
- The Contractor shall complete work during standard working hours, 7 am to 6 pm Monday through Saturday. Sunday work or Nighttime work, if necessary, could be completed with prior city approval.
- Acknowledges that the quantities provided in the Bid Form are only estimates, and in some cases included in order to establish a unit price in the event the work is necessary, and that actual quantities may increase, decrease, or be zero based on actual work required.
- Site Safety will be provided by the Contractor when the safety of the workers, City Staff or the public requires such protection. Site Safety shall be in accordance with applicable State and Local standards.
- Contractor shall provide protection for any and all exposed roof during the construction process

TECHNICAL SPECIFICATIONS

Specifications for the following pay item:

Mobilization

1. Includes:

- a) Preparatory work and expenses incurred prior to beginning work onsite.
- b) Transport materials, personnel, and equipment to the job site.
- c) Establish temporary onsite construction facilities.
- d) Provide insurance, bonds, and other costs associated with the project in general and not included in other pay items.
- e) All required submittals.
- f) Maximum amount of mobilization shall be 10% of total of all other items.

1. Unit of Measure:

- a) Lump sum.
- b) 50% payment will be made after 5% of the original contract amount is earned.
- c) Final 50% payment will be made after 25% of the contract amount is earned.

Specifications for the following pay item:

Shingle Roof System

1. Remove existing shingle layer(s) to existing wood deck.
 - a. Inspect wood deck both from the top and underside (attic) for evidence of leaks.
2. Replace any wood decking that has evidence of leaks and/or deterioration (dry rot).
 - a. Replacement decking should be of exterior grade plywood (not OSB) of same thickness as removed decking.
 - b. All replacement decking edges to be framed to existing wood trusses.
 - c. Provide "H" clips between abutting decking in the up/down direction of roof slope.
3. Install not less than 280# shingle per manufacturer's recommendations in color and pattern of owner's preference.
 - a. Obtain at least a 30-year material warranty from shingle manufacturer.
4. Install self-adhered ice-guard flashing along each eave (length of building).
 - a. Extend flashing to at least 36 inches beyond interior side of exterior wall.
5. Install 36-inch-wide ice guard flashing along each gable edge.
6. Install either 1 layer of 30# roof felt lapped 12 inches or two layers of 15# roof felt lapped 18 inches over balance of roof deck.
7. Install perimeter drip flashing (deep profile style) along the entire edge of the roof.

8. Install step flashing into the joints of the chimney. Metal step flashing recommended.
9. Provide protection for any and all exposed roof during the construction process.
10. Install prefinished aluminum seamless gutter system with downspouts.
 - a. Downspouts should be spaced 25 ft to 35 ft on center.
 - b. Extend downspouts at least 10 ft from building perimeter and to grade that drains away from building.
11. This pay item is paid by lump sum. Under this item the Contractor is required to furnish all materials, labor, equipment, power maintenance, etc. to replace the roof system.

Specifications for the following pay item:

Wood Decking Plywood

1. Intent: Under this item the Contractor is required to furnish all materials, labor, equipment, power maintenance, etc. to replace any necessary roof wood decking.
2. Replace any wood decking that has evidence of leaks and/or deterioration (dry rot). Replacement decking should be of exterior grade plywood (not OSB) of same thickness as removed decking. All replacement decking edges to be framed to existing wood trusses. Provide “H” clips between abutting decking in the up/down direction of roof slope.
3. This pay item is to be paid by the square foot. The exact quantity is unknown. There is currently an allowance of up to 640 square feet. If the contractor determines that this quantity is inadequate, then the City must be notified immediately. The City will then evaluate and determine if additional wood decking is necessary. The bid unit price will be used for any additional wood decking needed.

Specifications for the following pay item:

Eave, Fascia & Gable Trim

1. Remove all fascia and gable end boards.
 - a. Inspect for deteriorated truss tails. Remove any portion of wood truss tail that indicates deterioration.
 - b. Replace wood truss tail with “sistered” 2x framing of similar profile of the tail.
2. Install fascia and gable board of same pattern and size as boards removed.
 - a. Use cement board (I.E. Hardie Board) in 1 x profile section in lieu of wood.
 - b. Install cement board in strict adherence to manufacturer’s instructions.

- c. Paint cement board if required. (Note: some cement boards come pre-finished).
3. This pay item is paid by lump sum. Under this item the Contractor is required to furnish all materials, labor, equipment, power maintenance, etc. to replace all Eave, Fascia and Gable Trim necessary.

Specifications for the following pay item:

Ventilation System & Soffit Vent System

1. The attic will need to be vented. There are two methods to ventilation, each of which depend upon adequate soffit vents.
2. One method involves a continuous ridge vent and the other requires vent hoods.
 - a. Ridge vents are the preferred method.
3. The ventilation system will require an on-site inspection of the existing insulation and vent ways.
4. This may also mandate replacement of the existing soffit system.
5. If no soffit vents exist, install new soffits vents per applicable code.
6. These pay items, (**Ventilation System and Soffit System**), are paid by lump sum. Under this item the Contractor is required to furnish all materials, labor, equipment, power maintenance, etc. to provide or replace all necessary building ventilation and soffit vents.

BID FORM

The undersigned Bidder proposes and agrees, if the Bid is accepted, to enter into an Agreement with the City of Evert to perform the work, for the prices and times specified in this Bid and Request for Bid. Bidder accepts all terms and conditions of the Invitation for Bid. The City of Evert reserves the right to accept any Bid, and to waive defects or irregularities in any Bid for any reason or no reason at all. The City of Evert also reserves the right to award some, none, or the entire contract.

Bidder will complete the work outlined in the Request for Bid for the following prices:

**BID FORM
For
EVERT CITY HALL ROOF REPLACEMENT**

Item	Description	Estimated Qty.	Unit	Unit Price	Amount
1	Mobilization	1	LS	\$	\$
2	Shingle Roof System	1	LS	\$	\$
3	Wood Decking Plywood	620	SFT	\$	\$
4	Eave, Fascia & Gable Trim	1	LS	\$	\$
5	Ventilation System	1	LS	\$	\$
6	Soffit Vent System	1	LS	\$	\$
TOTAL BASE BID					\$

Submitted on _____, 20_____

Name (Typed or Printed): _____

By: _____ Company: _____
(Individual's Signature)

Business Address: _____

Phone No: _____ Email: _____

Fax: _____

Return Signed Bid Form to Zackary Szakacs, City Manager; 200 S. Main St., Evert, MI 49631