



Chittenden Solid Waste District

ADMINISTRATIVE OFFICE
1021 Redmond Road
Williston, VT 05495

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To: All interested parties
From: Tim Shea, Project Manager
RE: RFB No. 20210209 Roof Replacement at Environmental Depot
Date: February 9, 2021

The Chittenden Solid Waste District (District) is hereby requesting the submission of bids for the replacement of the commercial roof at the District Environmental Depot facility at 1011 Airport Parkway, South Burlington, VT, RFB No. 20210209 Roof Replacement at Environmental Depot.

Proposed Project Schedule

February 9 th	RFB Released
March 12 th 2:00 PM	RFB Submission Deadline
March 19 th	Bid Selection
March 24 th	CSWD Approval

LATE SUBMITTALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES

Bid packages must be sealed and marked clearly with the Respondent's name and with the phrase "RFB No. 20210209 Roof Replacement at Environmental Depot". Respondents are to adhere to all submittal requirements; failure to do so could result in disqualification.

The District sincerely appreciates each party's efforts in responding to this RFB and looks forward to receiving your submittals.

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REQUEST FOR BID NO. 20210209 Roof Replacement at Environmental Depot

1.0 **BID INSTRUCTIONS**

One copy of the written Bid must be delivered to the District no later than 2:00 PM on March 12th, 2021. Bids received after this time will not be considered and will be returned unopened to the Respondents. Bid containers must be sealed and clearly and conspicuously marked on the outside with the Respondent's name and identified as follows: **RFB No. 20210209 Roof Replacement at Environmental Depot. Emailing a bid is an acceptable and preferred form of submission; please include the bid reference in the subject line.** No blame shall be attached to any District employee for opening any Bid not so marked. Bids should be addressed to:

Josh Tyler, Director of Operations
jtyler@cswd.net
Chittenden Solid Waste District
1021 Redmond Road
Williston, VT 05495

There will be no public opening or reading of responses received. Bids can be physically left on site in the entrance way of the District Administrative Office as the office is closed to the public due to COVID19. Bids may also be emailed to jtyler@cswd.net.

The Bids shall be considered valid for a period of at least ninety (90) days and must contain a statement to that effect. The Bid must contain the name, address, and telephone number of an individual or individuals with authority to commit to all provisions of this RFB during the period in which the District is evaluating the Bids. The Respondent shall bear all costs related to this RFB.

Any proposed deviations from the Specifications must be clearly noted.

The bid shall include costs, specifications, and documentation for replacing the aging roof at the Environmental Depot, that meet the Specifications.

All bids received will be held confidential until a vendor is selected.

Bids must include the following sections in the following order:

- I. Cover Letter
- II. Statement of Authorization
- III. Statement of Service and Proof of Insurance
- IV. Statement of Delivery
- V. Proposed Cost Estimate
- VI. Minimum of Three Commercial References

Bids must be complete and marked clearly with the name of Respondent. The District considers straightforward and simple Bids to be most effective. Elaborate and extraneous materials are strongly discouraged. In keeping with the District's mission, please double side the Bid wherever practical.

1.1 Cover Letter

The cover letter must contain:

- Respondent's name, Company name and location, and contact information;
- An acknowledgment of receipt of this RFB, all RFB addenda (if any), and a statement that it is understood that all conditions contained in this RFB can be incorporated into any resulting contract;
- A statement that the Bid will remain in effect for sixty (60) days after receipt by the District;
- A statement affirming that all information contained in Respondent's Bid is factual and is exact (deliberately misrepresenting facts will be grounds for dismissal from consideration on this RFB); and
- The signature of an individual who is authorized to bind the Respondent contractually.

1.2 Statement of Authorization

This section of the Bid should contain a statement verifying the Respondent is an authorized dealer of the scope being bid.

1.3 Statement of Service and Proof of Insurance

The District Environmental Depot is a drop-off center and warehouse facility that accepts household and small business hazardous waste. This section of the Bid should contain a statement verifying the Respondent can provide certified service and proof of insurance for the scope you are bidding including the warranty provisions for the product proposed to be installed.

1.4 Statement of Delivery

This section of the Bid should contain a statement indicating the expected time frame of installation upon award of purchase for the service and should note any anticipation of delays and cause of such delays.

1.5 Proposed Cost Estimate

The Cost Estimate must be comprehensive, including the following:

- Price of installation proposed
 - The Bid price shall include all costs and fees; upon award of purchase the Bid price will be the amount paid.
 - Optional pricing for heat tape scope
- Include all municipal discounts in conjunction with any and all dealer or factory incentives or discounts
- CSWD is a tax-exempt municipality

1.6 Appendices

Respondents may include any information not solicited that the Respondent believes to be relevant and important to the understanding of the Bid. Unnecessary attachments are strongly discouraged.

2.0 EVALUATION AND SELECTION PROCESS

2.1 Evaluation Criteria

The following factors will be considered by the District regarding award of this RFB. Although some factors are more important than others, all factors are considered necessary:

- Installation Schedule 10%
- Quality of References 10%
- Warranty of Proposed Installation 10%
- Bid Cost 70%

3.0 ROOFING SPECIFICATIONS

3.1 Requirements

The roof being replaced is twenty-five (25) years old. The existing roof is showing signs of surface rust on the standing seam construction. The slope pitch is 1”/12” with approximately 8,000 sf feet of surface space. We prefer to keep the existing roof intact adding new insulation and roof membrane. All products shall be installed per industry standard materials with a life expectancy of a minimum of twenty years.

Notwithstanding the details presented in these specifications, it is the responsibility of the bidder to verify the completeness of material and suitability of products and services to meet the intent of the specifications. Any added materials or service required, even if not mentioned herein, shall be provided by the bidder without claims for additional payment.

3.2 General Specifications

- Keep the existing roof installed as is
- Overlay an infill over flutes at a minimum of 2” polyisocyanurate on existing roof surface
- Mechanically attach to the metal deck per the roof manufacturers requirements
- Fully Adhered 60 mil EPDM minimum roofing product
- Transition overhang roof on the northern side with new roof material to finish edge
- Bid price shall include setup, delivery, labor, and safety provisions including all documentation of installed products
- Scope does not include any rain gutter work except optional pricing of heat tape relocation

3.3 Extent of Work

- Provide all labor, material, tools, equipment, safety measures, and supervision necessary to complete the installation of EPDM roofing system including flashings and insulation as specified herein and in accordance with the manufacture’s most current specifications and details.

- 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.
- The roofing contractor shall be bonded and fully insured and shall meet Chittenden Solid Waste District's requirements included within these bid documents.
- The roofing contractor is responsible for attaining applicable local and state permits for all described work (if applicable).
- The roofing contractor shall follow OSHA's fall protection standard, §1926.501(b)(10) for roofing work on a low-sloped roof. Strict adherence to this standard is required at all times when completing this scope of work.

Optional to be quoted separately:

- Relocate the existing heat tape from the overhang gutter to the outer edge gutter. The existing controller and tape can be reused as determined by a licensed electrician. This is the roofing contractor's scope to relocate and confirm the system is in working order prior to completion of the project.

Any deviations, which do not meet these minimum specifications, must be noted in the bid

Bids shall include:

- Manufacturer's specifications
- Description of condition and cost to installation per specifications
- Delivery schedule
- One original full bid package
 - Roofing specification pricing
 - Optional pricing for heat tape scope
- Three commercial references for similar scope of work being proposed
- Warranty provisions of installed system

4.0 TERMS AND AGREEMENTS

4.1 DISTRICT RIGHTS

This RFB does not commit the District to contract with any Vendor nor does it commit the District to an exclusive agreement with the Vendor for these services. The District reserves the following rights:

- To withdraw this RFB at any time;
- To reject any and all Bids or Respondents;
- To modify the RFB or to issue subsequent RFBs at the District's sole discretion;
- To postpone award of the contract;
- To accept the Bid that the District finds to be the most advantageous and/or beneficial to the District;
- To negotiate the Bid to further refine, clarify, amend, or expand any and all aspects of the Bid;

- To accept Bids that do not offer the lowest cost;
- To waive any informalities or technicalities in any Bid; and
- To apply any additional rights as may be allowed under applicable purchasing laws and rules.

4.2 CONFLICT OF INTEREST

A Respondent submitting a Bid thereby certifies that: No officer, agent, or employee of the District has a pecuniary interest in the Bid or has participated in contract negotiations on the part of the Respondent; that the Bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same call for Bid; and, the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm. Further, no person or firm who is listed as a Subcontractor shall be eligible to become a qualified Respondent in the same solicitation.

4.3 BILLING PROCEDURES

Billing Procedures shall be one lump sum payment with a minimum, 30-day term to be processed upon completed installation and final acceptance of work performed. All workmanship shall be inspected by the District and will not be approved until required specifications are verified. Payment will be processed upon delivery and acceptance of equipment verification.

4.4 LIABILITY WAIVER

The Respondent must agree to waive any and all claims against the District for any loss or injury incurred while on the District's property during the period of the contract.

4.5 INSURANCE COVERAGE

The Respondent, prior to contract execution, will be required to submit a valid, currently dated Certificate of Insurance satisfactory to the District as evidence that the Contractor is adequately insured throughout the period of the contract by a recognized and responsible insurer authorized to do business in Vermont. Minimum limits include:

- Comprehensive General Liability, \$2,000,000 Combined Single Limit; and
- Errors and Omissions, \$1,000,000; and
- Workers' Compensation Coverage as required by Vermont State law.

The Certificate of Insurance should name the District as an additional named insured. Any exclusions or exceptions to the types of claims and amounts which may be collected against a legitimate claim must be clearly delineated. The insurer will be required to provide the District with notification of any cancellation or change in the insurance coverage during the period of the contract between the Contractor and the District. Such notification must be made not less than thirty (30) days prior to date said cancellation or change becomes effective.

Failure to maintain the insurance required may be cause for immediate termination of the contract by the District.

5.0 RFB QUESTIONS AND WALKTHROUGH

Any questions concerning the Specifications must be received in written form and will be accepted until 4:30 P.M. on March 5th. All written questions should be addressed to:

Tim Shea, Project Manager
(802) 872 -8100 ext. 215
tshea@cswd.net
Chittenden Solid Waste District
1021 Redmond Road
Williston, VT 05495

Written questions may be transmitted by mail, however, **please note e-mail is the preferred method of question submission.** The District will not be responsible for information that is not received, and it is Respondent's responsibility to confirm our receipt of the questions. Please note that questions will not be answered over the telephone. Written responses to all substantive questions will be sent to all prospective Respondents in advance of the submittal deadline.

A walkthrough appointment can be scheduled of the District Environmental Depot by contacting Tim Shea. The walkthrough should be scheduled no later than March 5th. The respondent is responsible for supplying all equipment necessary to safely inspect the roof. Ground access only is required.