

STATE OF NEW HAMPSHIRE
Department of Administrative Services
Division of Procurement and Support Services
Bureau of Purchase and Property
State House Annex
Concord, New Hampshire 03301

Date: November 1, 2019

NOTICE OF CONTRACT

SERVICE: ROOFING REPAIR SERVICES - SECONDARY CONTRACT

CONTRACT NO.: 8002621 NIGP: 910-6600

VENDOR: The Melanson Company VENDOR # VC # 309380
5 Ferry Road
Bow, NH 03304

CONTACT PERSON(S): **Contact:** Bob Hardy
Phone #: 603-224-0444
Email: bhardy@melanson.com

EFFECTIVE FROM: November 1, 2019 through October 31, 2022

PAYMENT & TERMS: Payments shall be made via Procurement Card (P-Card –Visa Credit Card). Orders charged upon delivery/shipment.

The resulting contract has mandatory Procurement Card usage for agencies enrolled in the State P-Card Program.

INVOICING & PAYMENTS: Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

SERVICES/DELIVERY TIME: The Contractor shall respond within forty eight (48) hours of work request and shall commence repair within seven (7) business days (except where asbestos permits are required).

LIMITATIONS: The scope of work is **limited to repair an area of up to 350 square feet.** Repair of multiple areas on one building which exceed this area will not be immediate cause for voiding the terms of this contract.

QUESTIONS: Direct any questions to Jeff Haley, 603-271-2201 or Jeffrey.Haley@DAS.NH.Gov

PRODUCTS & PRICING:

COUNTY	SUPERVISOR HOURLY RATE	APPRENTICE/LABORER HOURLY RATE
BELKNAP	\$97.00	\$85.00
CARROLL	\$140.00	\$115.00
CHESHIRE	\$88.00	\$76.00
COOS	\$140.00	\$115.00
GRAFTON	\$140.00	\$115.00
HILLSBOROUGH	\$96.00	\$84.00
MERRIMACK	\$88.00	\$76.00
ROCKINGHAM	\$98.00	\$78.00
STRAFFORD	\$112.00	\$92.00
SULLIVAN	\$88.00	\$76.00

Item	Spec Sect.	Title	Description
1	7260	Vapor Retarders	Vapor seal for the building enclosure and gaps between adjacent materials forming wall and roof openings.
2	7270	Air Barriers	Air seal for the building enclosure and seal between adjacent materials or components forming wall or roof openings.
3	7311	Asphalt Shingles	Organic mat or glass fiber felt asphalt composition shingles, mineral granule surfaced, over sloped nailable roof deck surface, with eave (ice dam) protection, flashings, and underlayment.
4	7510	Built-Up Bituminous Roofing	Multiple ply built-up roofing of asphalt or coal tar bitumen and felts.
5	7511	Built-Up Asphalt Roofing	Multiple ply built-up roofing of asphalt bitumen and felts.
6	7512	Protected Membrane Built-Up Asphalt Roofing	Multiple ply built-up roofing of asphalt bitumen and felts, placed directly on a structural deck with loose laid insulation; gravel, paver, or concrete ballast over insulation.
7	7515	Built-Up Coal-Tar Roofing	Multiple ply built-up roofing of coal tar bitumen and felts.

8	7530	Elastomeric Membrane Roofing	Single ply roof membranes of various types, fully adhered, loose laid or mechanically attached, with insulation, ballast cover or colored coating finish. To include torch down work if needed.
9	7531	Single Ply Roofing - Fully	Single ply roof membranes of various types, fully bonded to substrate, exposed to view without ballast cover.
10	7532	Single Ply Roofing - Loose Laid Ballasted	Single ply roof membranes of various types, loose laid over insulation surfaces, with aggregate or paver ballast cover.
11	7533	Single Ply Roofing - Mechanically Attached	Single ply roof membranes of various types, placed over insulation surfaces and mechanically attached, with aggregate or paver ballast cover or colored coating finish.
12	7550	Modified Bituminous Membrane Roofing	Single or double ply roofing of reinforced composite membrane of modified asphalt bitumen, adhered over an insulation substrate with a protective covering.
13	7591	Preparation For Re-roofing	Removal of part or all of existing membrane roofing in preparation for replacing the roof membrane system.
14	7610	Sheet Metal Roofing	Metal roofing, formed to flat, standing, or battened seams; metal gutters and downspouts and eave (ice dam) protection.
15	7620	Sheet Metal Flashing and Trim	Sheet metal work, gutters and downspouts, flashings, and trim associated with roofing and waterproofing membranes.
16	7900	Joint Sealers	Gunnable and pourable sealants, compressible foam sealers, and gaskets for sealing static and dynamic joints and joints between differing materials and components.

Contractor shall supply all labor, tools, transportation, materials, equipment and permits as necessary and required to perform services as described herein.

These services shall be for repair to existing roofing only. These services are not for roofing replacement, or new roofing work.

Hourly Rates:

- All rates will start when the Contractor has arrived at the requested work site, and rates will stop when work stops at the work site for the day. Please note the work shall be performed during the daylight hours and shall be between the hours of 8:00 am and 4:00 pm, unless other arrangements are made in advance with the State. Any deviation in work hours shall be pre-approved by the Contracting Officer. The State requires ten-day advance knowledge of said

work schedules to provide security and access to respective work areas. No premium charges will be paid for any off-hour work.

- All rates are inclusive rates and shall include: labor, standard tools, and equipment of the trade, mileage, parking, tolls, transportation, lodging, and meals. Rates are to also include all roofing material disposals. The personnel shall be required to bring the proper tools (hand tools, small power tools, ladders, etc) of the trade and supplies applicable when first arriving at the work site.

Equipment:

- All specialized rental equipment (personnel lifts, scaffolding, cranes, compressors, etc.) required to access the work is to be provided by the Contractor. Contractor is responsible for obtaining equipment at the best possible price and charge the State no more than cost +10%. The Contractor shall supply copies of itemized invoices with its billing to the State for verification of costs. Lack of itemized invoices shall result in the State's refusal to accept Contractor invoices.

Materials:

- Contractor is responsible for obtaining materials at the best possible price and charge the State no more than cost +10%. The Contractor shall supply copies of itemized invoices with its billing to the State for verification of costs. Lack of itemized invoices shall result in the State's refusal to accept Contractor invoices.

The Contractor shall not commence work until a conference is held with each agency, at which representatives of the Contractor and the State are present. The conference will be arranged by the requesting agency (State).

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the Contractor's employees, equipment or supplies. The Contractor shall replace in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

The Contractor or their personnel shall not represent themselves as employees or agents of the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

If **sub-contractors** are to be utilized, Contractor shall provide information regarding the proposed sub-contractors including the name of the company, their address, contact person and three references for clients they are currently servicing. Approval by the State must be received prior to a sub-contractor starting any work.