

WINNIPESAUKEE RIVER BASIN PROGRAM

202 Water Street - Laconia, NH 03246 - Phone: (603) 528-6746 - Fax: (603)528-5286147

December 28, 2015

RE: Request for Quotation (RFQ) for Standing Seam Metal Roofing on Two Pump Stations

Introduction

The New Hampshire Department of Environmental Services (NHDES), Winnepesaukee River Basin Program (WRBP) owns and operates the regional Wastewater Treatment Collection and Treatment System. The WRBP is soliciting quotations for an overlay of Standing Seam Metal Roof at two of our system's pump stations: the Jewett Brook Pump Station located at 73 Strafford Street, Laconia, NH 03246 and the Ellacoya Pump Station located at 280 Scenic Drive, Gilford, NH 03249.

Description of Existing Structures

Jewett Brook Pump Station (JBPS) 73 Strafford Street, Laconia 03246

The roof on JBPS consists of pre-stressed concrete, roof tees, vapor barrier, 2" of rigid insulation, 2 layers of roofing felt, 2' x 6" blocking around the perimeter, and extruded metal gravel stop edging; with one roof penetration for the obsolete generator exhaust stack.

Ellacoya Pump Station (ELLPS) 280 Scenic Drive, Gilford, NH 03249

The roof on ELLPS consists of pre-stressed concrete, roof tees, vapor barrier, 2" of rigid insulation, 2 layers of roofing felt, 2' x 6" blocking around the perimeter, and extruded metal gravel stop edging; with one vent pipe roof penetration.

Safety

The WRBP operates an active safety program, with an employee safety committee. The selected contractor must comply with all WRBP safety rules, applicable state and federal worker safety laws and regulations. The contractor shall follow all safety procedures relating to these areas including those that are provided by the WRBP staff.

Contacts

All inquiries regarding this request for quotation should be directed to Craig Shippee Monday through Friday between the hours of 7:00 A.M. and 3:30 P.M. at the WRBP maintenance office in Laconia at (603) 528-6746 or contact Sharon McMillin at (603) 934-4032 to arrange for **mandatory site visits to both Pump Station locations**. Any amendments to this RFQ will be posted at:

http://das.nh.gov/purchasing/bids_posteddte.asp?sort=PostedDate DESC

Submission of quotation and supporting documents

Price quotations are to be submitted on Exhibit B. Each page of Exhibit A, B, and C must be initialed and dated and then returned as part of the quotation submission. Five current references, including contact name and phone number should be submitted with the quotation. Quotations and references including completed Exhibits A, B, and C can be mailed to the WRBP Maintenance Shop at 202 Water Street, Laconia NH, 03246 in envelopes clearly marked "**Request for Quotation for Standing Seam Metal Roofing**", faxed to the shop at 603-528-6147, or emailed to craig.shippee@des.nh.gov

All price quotations, exhibits, and references must be received by the Department of Environmental Services, Winnepesaukee River Basin Program, Maintenance Shop, 202 Water Street, Laconia, NH 03246, no later than 2:00 PM on January 22, 2016. It is the sole responsibility of those submitting quotations to confirm receipt before the deadline and to obtain any amendments.

Very truly yours,
Craig Shippee, WRBP

“Exhibit A” Scope of Work

At a minimum, the contractor shall conduct a thorough inspection of the existing roof and sub-structure to determine their condition and recommend any other additional repairs that should be made. If a bidder identifies additional work they think may be necessary to satisfactorily complete the work, they shall immediately notify the WRBP after the site visit and provide their recommendations to the WRBP. If deemed necessary by the WRBP, an amendment to this RFQ will be issued so that a not-to-exceed price quotation for all necessary materials and labor are included in the submitted quotation package. Note that the final quotation shall include all necessary work to satisfactorily complete the project.

It is important to the WRBP that this project be completed as soon after contract approval as conditions at the pump stations allow, but no later than June 30, 2016.

Contractor Responsibilities

The contractor shall provide the following as part of the scope of services:

- **(Jewett Brook Pump Station)** Install approximately 1200 square feet of 24 gauge Standing Seam Metal roofing, over new 2x4 furring fastened to concrete deck @ 2' (two) feet on center over existing roof, with matching drip edge, based on measurements taken during the site visit. Final color in the brown tone range will be determined by the WRBP (contractor to supply sample).
- **(Ellacoya Pump Station)** Install approximately 1400 square feet of 24 gauge Standing Seam Metal roofing, over new 2x4 furring fastened to concrete deck @ 2' (two) feet on center over existing roof, with matching, based on measurements taken during the site visit. Final color in the brown tone range will be determined by the WRBP (contractor to supply sample).

The contractor will be solely responsible for errors or omissions; therefore, **it is mandatory that each bidder visit both pump station locations prior to finalizing their quotation.** This will provide contractors an opportunity to evaluate access to the project and site conditions with respect to their own equipment and evaluate the level of effort needed to complete the project.

The successful bidder shall provide all labor, materials, services, tools, equipment, transportation and facilities to complete the scope of work. It shall be the sole responsibility of the contractor awarded the project to comply with all local, state and federal rules and regulations in the commission of the work requested by this specification.

The contractor shall be responsible for disposal of all debris and waste products in accordance with all local, state and federal rules and regulations for disposal of such waste materials. All work shall be performed in a neat and workman-like manner, in conformance with the best modern trade practices by competent, experienced workers.

The standard operating hours of the WRBP maintenance staff are Monday through Friday 7:00 A.M. to 3:30 P.M. Hours beyond this period on weekdays may be worked by the contractor only upon approval by the WRBP.

Warranty

A minimum 1-year materials and workmanship written warranty is required. Warranty term shall start at final inspection and acceptance of work by the WRBP. Contractor shall be responsible for correcting any defects prior to final acceptance.

WRBP Responsibilities

The WRBP personal shall remove all vehicles and equipment necessary to enable the chosen contractor free access to the site. Should any electrical work be needed, this will be done by WRBP staff electricians upon request.

Basis of Award

The contract will be awarded to the lowest, qualified bidder meeting all the requirements of this solicitation. The WRBP reserves the right to make due diligence inquiries to determine the qualifications of the bidder and waive minor discrepancies in order to award the contract in the best interest of the WRBP.

General Contract Requirements

The chosen contractor will be under contract to the New Hampshire Department of Environmental Services. Attachment "D" is a blank copy of the state service agreement (Form P-37) that will be required for this contract. Exhibit "B" is the "Cost Proposal and Terms of Payment". We suggest you review the general conditions shown in the Agreement including the specific insurance requirements contained in Item #14.

Should your firm be selected to do the work, you will be sent a "Notice of Intent to Award" along with a contract for execution and instructions on the required supporting documents. A Corporate Resolution and insurance certificate naming the NHDES-WRBP as an additional insured will be required. Your firm must be registered and in good standing with the NH Secretary of State - Corporate Division in order to process a contract. A current, original certificate of good standing from this office will be part of the required contract documents. If your firm is not registered at the time of the bid, NHDES-WRBP will allow 14 working days for registration. After which time, the NHDES-WRBP may deem the bid nonresponsive.

When the executed contract documents are returned, they will be processed for approvals by the NHDES Commissioner and the Attorney General's office. The Contract will then require authorization by the Governor and Executive Council of the State of New Hampshire. The entire approval process usually requires several weeks to complete.

Information contained in the State's Request for Quotations dated December 28, 2015 is hereby included in Exhibit A by reference.

Exhibit "B"
Cost Proposal and Terms of Payment

Station #1

I (We) agree to furnish the scope of services specified in Exhibit "A" for the installation of standing seam roofing at **Ellacoya pump station** for the WRBP at the cost of:

Amount in figures

Amount in words

Station #2

I (We) agree to furnish the scope of services specified in Exhibit "A" for the installation of standing seam roofing at **Jewett Brook pump station** for the WRBP at the cost of:

Amount in figures

Amount in words

Total for both Stations #1 and #2

Amount in figures

Amount in words

Company Name

Terms:

1. Contractor is to be paid within thirty (30) days of submission of an invoice at satisfactory completion of work at each location.
2. Approval of this contract does not authorize any expenditure over the contract price limitation.

EXHIBIT "C"
SPECIAL PROVISIONS

None.