

**Town of Pembroke
Historical Commission
100 Center Street, Pembroke, MA
(781) 354-1170**

REQUEST FOR PROPOSAL

Date Issued: October 1, 2018

Response, in writing, required on/before noon, October 26, 2018 at Pembroke Town Hall, 100 Center Street, Pembroke, MA 02359

The Pembroke Historical Commission invites quotations for the following services at 345 Washington Street, Pembroke, Massachusetts:

1. New roof

SCOPE OF WORK - ROOF

The Commission is seeking pricing for the complete replacement of the roof according to the standards of preservation of the Secretary of the Interior. The roof work is to be conducted as follows:

- Removal of existing asphalt shingles and disposal of same off site.
- Installation of new wood cedar shingle roof
- Exposure: To prevent buckling, use a 5" (12.7 cm) maximum exposure.
- Fasteners: Rust-resistant (galvanized, aluminum or stainless) nails 1 1/4" to 1 1/2" (3.2 to 3.8 cm) long. Fasteners must penetrate at least 1/2" (1.3 cm)
- Ventilation It is important to ensure adequate circulation of air underneath shingles in order to enhance their durability, reduce moisture, and save energy: • Install horizontal wooden laths (1" x 3" or 1" x 4" (2.5 x 7.5 cm or 2.5 x 10.2 cm)), setting them apart by a distance equal to the exposure (centre to centre). Nail shingles directly to them. You may wish to consider using Home Slicker™ (on walls) or Cedar Breather™ (on roofs).
- General Installation Instructions
 - o 1) Always work from the bottom to the top
 - o 2) To calculate the number of courses to be installed: - Measure the surface area to be covered and divide it by the desired exposure. - Adjust the exposure to produce even courses. - Leave at least 4" (10.2 cm) for the last course at the top.
 - o 3) Draw a line or use a board to align shingles horizontally.
 - o 4) For the first row (wall, roof), always lay a double course of shingles and offset them by at least 1 1/2" (3.8 cm) so that joints do not line up. The bottom course should extend at least 1" (2.5 cm) from the top of the foundation or eaves.
 - o 5) Use 2 fasteners per shingle at about 3/4" (1.9 cm) from each edge, and at 1" (2.5 cm) above the butt-line of the overlapping shingle. If shingles are wider than 8" (20.3 cm), use 2 additional fasteners driven 1" (2.5 cm) apart near the center of the shingles.
 - o 6) Leave a gap of approximately 1/8" to 1/4" (0.3 to 0.6 cm) between neighboring shingles to allow for expansion due to moisture.
 - o 7) Joints of successive courses must always be offset by at least 1 1/2" (3.8 cm) to prevent water build-up. Treat shingle imperfections the same way.

- 8) Never allow joints from any 3 consecutive courses to line up.
- Angles, Corners, Openings, Edges Flashing, which comes in various materials, sizes and shapes, is required for all of the above features. It is important to ensure that local building codes are respected. Depending on the risks of seepage, flashing generally extends approximately 4” to 8” (10.2 to 20.3 cm) on either side. In addition to concealing structural cutting imperfections that may occur, appropriate, properly installed flashing is instrumental in preventing rotting, water and insect infiltration.
- When installing flashing, care must be taken to not drive nails near the center, especially in the case of roofs. It is also recommended that joints in infiltration-prone areas be caulked with silicone.
- Wall Corners – two possible methods • Use shingles, by alternating the courses on both walls (weave corners), or • Use boards that completely cover up the corner.
- Existing Construction – two possible methods • Remove existing siding or roofing material and proceed in the same way you would with a new construction, or •
- Install shingles directly on top of the original covering and ensure that nails can be solidly driven into the surface below.
- Hips and Ridges – two possible methods • Choose same-width shingles, specifically, 4” to 5” (10.2 to 12.7 cm). Alternately overlap all shingles on both sides. The first row must be a double course. Using two nails (approx. 2” (5.1 cm) long), install hip and ridge caps; or • Use prefabricated hip and ridge units. Their mitered joints and concealed nail can save considerably on installation time.
- This guide provides only general guidelines for choosing and installing the right cedar shingle. Although its content is accurate, it does not cover all situations. Moreover, since building codes tend to differ from one area to the next, it is always best to consult an expert prior to proceeding.
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- **CONTRACTOR QUALIFICATIONS:**
- The contractor must submit proof of satisfactory completion of at least three projects not more than five years old, similar in work scope and Historic Significance. Attach a list of these projects including references such as owner contacts, names and contact information for any and all subcontractors used,
- Contractor must submit proof of insurance, both liability and workman’s compensation.

Quotation Requirements:

A Certificate of Insurance demonstrating that Liability and Worker’s Compensations Insurance is in force for the term of the contract with (1) minimum limits, (2) special items and (3) Certificate Holder specified per in accordance with State and Local Regulations.

B. Bid must be submitted in writing. Rates Quoted must, at a minimum, meet the *prevailing wage rates* established by the Massachusetts Department of Labor and Workforce Development). Vendor must comply with Mass General Law C149, 27B and provide all required payroll reporting. Advise Contract number, if your firm is on the State Bid List. Advise exemptions, if any.

D. Permit fees, Bid Deposit, Performance and Payment Bond, Certificate of DCAM non-debarment must be included where applicable. A five percent (5%) bid deposit is required with your bid. The selected bidder must furnish a payment bond of at least 50% of the contract award price

within ten (10) days of the notice of contract award.

- Bids are subject to the provisions of M.G.L., Chapter 30, Section 39M and Chapter 149, Section 44A to H inclusive.
- Wages are subject to minimum wage rates as per M.G.L., Chapter 149, Section 26 through 27D as amended.
- The Massachusetts General Law c.149 requires, in part, all persons hired by competitive bidding to engage in construction, reconstruction, installation, demolition, maintenance, or repair of a building, with a project cost exceeding \$10,000, to have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration.
- Standard terms and conditions required by the Town of Pembroke include \$1,000,000 per occurrence \$2,000,000 aggregate Liability coverage, and an Umbrella Policy with \$1,000,000 coverage as well.
- The Town of Pembroke must be named as Additional Insured on the contractor (s) policies.
- \$1 million general liability insurance, and certification of Workman's compensation insurance.
- All work is governed by Purchase Order. No Change Orders will be accepted without prior notice, discussion and written approval of the Pembroke Historical Commission.

If the selected contractor fails to execute the contract or furnish the required bonds in the time allowed, the Awarding Authority should award the contract to the next lowest responsible and eligible bidder. Building Repair Permit Fee must be part of Bid price.

RULE FOR AWARD

The work will be awarded to the vendor who is deemed qualified and responsive and provides the best 'rule for award' price for all required work listed on the bid response form. This Project is Grant Funded and is subject to Public Bid laws and regulations.

Value of work may not exceed \$50,000.00

The Town of Pembroke reserves its right to accept any quotation and to reject any and all quotations, and to waive any informality if it is deemed in the best interest of the Town of Pembroke.

Pembroke does not discriminate on the basis of race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, or handicap in its admission or access to, or treatment or employment in its programs and activities

Bids must be submitted by mail on company letterhead. Oral, faxed or E-mailed bids will not be accepted. ***Bids are due no later than 12 P.M, Friday October 26, 2018.***

Questions about the specifics of the project should be sent in writing to the contact listed below:
Elizabeth A. Bates, Chair – Pembroke Historical Commission, 100 Center Street, Pembroke, MA 02359

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

Persons submitting a bid or proposal to provide supplies or services to Pembroke Public Schools, or to

purchase supplies from Pembroke Public Schools, must submit a certification of non-collusion and tax compliance.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes.

Signature of person signing bid or proposal

Name of business

Date
