



ROOF

Boone County Public Library is seeking competitive sealed bids to replace an existing Shingle Roof and EPDM membrane roof on the Florence Branch located at 7425 U.S. 42, Florence, KY 41042. The successful bidder will be contracted directly with the Library.

Title of Project: 2019BCPLFLORENCEROOF

Sealed Bids should be submitted only to:

Carrie Herrmann, Director
Boone County Public Library
7425 US 42
Florence, KY 41042

Sealed Bids due date and time:

No later than Wednesday January 16, 2019, @ 1:30 pm EST:

THIS PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH THE SEALED BID.

Full Legal Name & Address of Offerer:

_____		By: _____
Company's Legal Name		Authorized Representative Signature
_____		_____
Address 1		Printed Name
_____		_____
Address 2		Title
_____		_____
City, State, Zip Code		Email
_____		_____
Phone		Date
_____		_____

BOONE COUNTY PUBLIC LIBRARY

(859) 342-BOOK (2665)

WWW.BCPL.ORG

Main Library
1786 Burlington Pike
Burlington, KY 41005

Florence Branch
7425 US 42
Florence, KY 41042

Scheben Branch
8899 US 42
Union, KY 41091

Walton Branch
21 S. Main Street
Walton, KY 41094

Chapin Memorial Library
6517 Market St.
Petersburg, KY 41080

Scope of Work

The scope of this project consists of all labor, material, tools, equipment, permits, and supervision necessary to remove the existing roofing materials and install a new roofing system, including flashings, decking, and insulation, as detailed in this RFP. Contractors are invited to bid on the following scope of work.

Scope of work for Shingle Roof

1. Set up staging and safety area to include material replacement on roofs, dumpster delivery, and closing off work areas with caution cones and tape. Parking areas adjacent to the facility must be kept clear at all times throughout the project. Temporary closure of parking areas for loading /unloading materials will be permitted, provided proper advance notification is given to Owner.
2. Remove existing roof system. Dispose of insulation and any other roofing materials to expose and inspect wood decking.
3. Replace any deteriorated decking areas if needed. Base bid should include up to 5 sheets. Provide a unit price, per sheet for anything over the 5.
4. Two layers of 2.2" polyisocyanurate insulation are to be installed over the roof deck and mechanically fasten per the manufacturer's requirements.
5. Tapered insulation is to be incorporated into the insulation assembly to help direct water to the roof drains and away from perimeters. The newer portion of the building requires tapered insulation to slope everything to the drain. The older portion of the building has slope built in and will not require tapered insulation, except at cuts around drains.
6. The contractor shall install roofing materials with a 30 year minimum warranty and black in color. These shingles shall be nailed on and not stapled.
7. The existing roof drains are to be inspected and refurbished or replaced as needed, provide new strainers and clamp rings to replace any missing or deteriorated existing. Base bid should include up to 2 drain replacements. Provide a unit price, per drain for anything over the 2.
8. All curb, wall and penetration conditions are to be properly flashed in accordance with the manufacturer's details, specifications, and requirement for warranty.
9. Where not possible to re-use existing metal roof edge and/or flashing and maintain resistance to moisture intrusion or wind uplift, new pre-finished metal roof edge and flashing matching the material, profile, color, and finish type of existing is to be installed. Base bid should include up to 10 linear feet. Provide a unit price, per linear foot for anything over the 10.
10. Walkway pads are requested by the Owner to protect portions of the roof membrane from foot traffic. Walkway pads and related adhesives shall be per membrane manufacturer's recommendations. A Walkway pad must be provided from the roof hatch to the roof windows.
11. Any existing dumpsters on site are for Owner's use only. Provide dumpster(s) to adequately contain all accumulated material from all trades. Remove all

project-related rubbish and waste from Owner's property and legally and dispose of properly and safely.

12. All materials and workmanship shall be guaranteed for to be free from defect for not less than two (2) years following the Owner's acceptance of the completed installation, unless otherwise specified for a longer period within the terms of the material manufacturer's warranty for said specified material.
13. All materials shall be new, unless otherwise noted.
14. All equipment, materials, and workmanship on this project shall conform to applicable federal, state, and local codes.
15. Contractor shall pay all fees associated with permits, licenses, certificates, local inspections, and other fees as required by the work.
16. Any and all permits as required by authorities having jurisdiction, whether local, state, county, and/or federal, are the complete responsibility of the Contractor and must be obtained prior to commencement of work. Any and all expense/cost related to obtaining required permits is the sole responsibility of the Contractor.
17. Exact dates are TBD, but final completion shall be no later than April 15, 2019, subject to manufacturer's restrictions regarding weather conditions.
18. The bid shall include all necessary components to provide a fully functional system.
19. Work can occur during normal business hours, Monday through Friday. Work can also occur before or after hours if necessary. Hours of work are open to negotiation, depending on when access into the building is required. Contractor shall work with the Owner in developing a schedule and work sequence that will be coordinated ahead of time, particularly for any activities which impact the building's occupants.
 - a. If a full shut-down is required, the Library must have at least 2 months of notice from the installing contractor.
20. Contractor is advised that the building is occupied, and the contractor is cautioned to make every effort to protect and maintain it in a weather-tight manner while executing the roofing work. The contractor will be held liable for any damage caused to the buildings, its contents, and/or injury to its occupants, project grounds or landscape resulting from the execution of the work and/or from not exercising proper precautionary measures. Any cost of repair or replacement resulting from damages shall be at the contractor's expense.
21. Bids will be awarded on best value and not necessarily lowest price. The Library reserves the right to accept or reject any bid based on factors such as pricing, work history, work references, and/or ability to meet schedule requirements.
22. **Bids are due no later than January 16th, 2019 at 1:30 p.m. EST. Bids should be submitted to Carrie Herrmann, Director, at the Florence Branch (7425 US 42, Florence, KY 41042) and will be read aloud in the Meeting Room.**
23. Questions should be directed to Jeff West at jwest@bcpl.org

24. Pre-bid contractor walk-throughs are available upon request and must be scheduled with Jeff West.

Scope of work for EPDM Roof

1. Set up staging and safety area to include material replacement on roofs, dumpster delivery, and closing off work areas with caution cones and tape. Parking areas adjacent to the facility must be kept clear at all times throughout the project. Temporary closure of parking areas for loading /unloading materials will be permitted, provided proper advance notification is given to Owner.
2. Remove existing roof system. Dispose of insulation and any other roofing materials to expose and inspect wood decking.
3. Replace any deteriorated decking areas if needed. Base bid should include up to 5 sheets. Provide a unit price, per sheet for anything over the 5.
4. Two layers of 2.2" polyisocyanurate insulation are to be installed over the roof deck and mechanically fasten per the manufacturers requirements.
5. Tapered insulation is to be incorporated into the insulation assembly to help direct water to the roof drains and away from perimeters. The newer portion of the building requires tapered insulation to slope everything to the drain. The older portion of the building has slope built in and will not require tapered insulation, except at cuts around drains.
6. A separation sheet (where insulation manufacturer recommends or requires) is to be installed over insulation before applying the singly ply EPDM membrane per Boone County Building Code.
7. Install 60 mil EPDM roofing membrane system complete with incidentals so as to provide a warranted weatherproof roofing system is to be fully adhered to the prepared substrate. All field seams are to be heat welded. Basis of design is TNT Roofing a Firestone product.
8. The existing roof drains are to be inspected and refurbished or replaced as needed, provide new strainers and clamp rings to replace any missing or deteriorated existing. Base bid should include up to 2 drain replacements. Provide a unit price, per drain for anything over the 2.
9. All curb, wall and penetration conditions are to be properly flashed in accordance with the manufacturer's details, specifications, and requirement for warranty.
10. Where not possible to re-use existing metal roof edge and/or flashing and maintain resistance to moisture intrusion or wind uplift, new pre-finished metal roof edge and flashing matching the material, profile, color, and finish type of existing is to be installed. Base bid should include up to 10 linear feet. Provide a unit price, per linear foot for anything over the 10.
11. Walkway pads are requested by the Owner to protect portions of the roof membrane from foot traffic. Walkway pads and related adhesives shall be per membrane manufacturer's recommendations. A Walkway pad must be provided from the roof hatch to the roof windows.
12. Any existing dumpsters on site are for Owner's use only. Provide dumpster(s) to adequately contain all accumulated material from all trades. Remove all

project-related rubbish and waste from Owner's property and legally and dispose of properly and safely.

13. All materials and workmanship shall be guaranteed for to be free from defect for not less than two (2) years following the Owner's acceptance of the completed installation, unless otherwise specified for a longer period within the terms of the material manufacturer's warranty for said specified material.
14. All materials shall be new, unless otherwise noted.
15. All equipment, materials, and workmanship on this project shall conform to applicable federal, state, and local codes.
16. Contractor shall pay all fees associated with permits, licenses, certificates, local inspections, and other fees as required by the work.
17. Any and all permits as required by authorities having jurisdiction, whether local, state, county, and/or federal, are the complete responsibility of the Contractor and must be obtained prior to commencement of work. Any and all expense/cost related to obtaining required permits is the sole responsibility of the Contractor.
18. Exact dates are TBD, but final completion shall be no later than April 15, 2019, subject to manufacturer's restrictions regarding weather conditions.
19. The bid shall include all necessary components to provide a fully functional system.
20. Work can occur during normal business hours, Monday through Friday. Work can also occur before or after hours if necessary. Hours of work are open to negotiation, depending on when access into the building is required. Contractor shall work with the Owner in developing a schedule and work sequence that will be coordinated ahead of time, particularly for any activities which impact the building's occupants.
 - a. If a full shut-down is required, the Library must have at least 2 months of notice from the installing contractor.
21. Contractor is advised that the building is occupied, and the contractor is cautioned to make every effort to protect and maintain it in a weather-tight manner while executing the roofing work. The contractor will be held liable for any damage caused to the buildings, its contents, and/or injury to its occupants, project grounds or landscape resulting from the execution of the work and/or from not exercising proper precautionary measures. Any cost of repair or replacement resulting from damages shall be at the contractor's expense.
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25. Pre-bid contractor walk-throughs are available upon request and must be scheduled with Jeff West.

Qualifications

1. All potential bidders must have experience installing similar products and must provide substantial history (minimum of 3 references from similar projects) of satisfactory performance in the roofing field.
2. Where the specifications pertain to a specific brand or model of equipment, BCPL will evaluate any bidder proposed alternate with emphasis on design, construction, dimensions, materials, maintenance, required parts, stocking, operator controls, and performance. To be considered an approved equal, the alternate equipment will, in the sole opinion of BCPL, meet or exceed all of the listed criteria when compared to the specific brand and model.
3. Sealed bids submitted as specified, received by the correct time and date, shall be opened and publicly read aloud. The proposal envelope must have the Project Name, Contractor's Name, and date on the outside.
4. Submittals shall be made on 8 ½" X 11" portrait format, and placed in a sealed, opaque envelope. Qualifications are to be submitted by mail, courier, or delivered in person to: Carrie Herrmann, Library Director/Boone County Public Library/1786 Burlington Pike/Burlington, KY 41005 by 2:00 p.m. EST on or before the deadline for submission.
5. This Request for Proposal and any addenda are available on the Boone County Public Library website (www.bcpl.org). The link which contains the Request for Proposal information is on the home page.
6. Respondents are reminded that changes to the Request for Proposal, in the form of addenda, are often issued between the issue date and within four (4) days before the closing of the Request for Proposal. Respondents are solely responsible for checking the website to insure they have the most current information regarding the Request for Proposal.
7. Respondents are requested to refrain from contact with Library Board Members and Library Staff prior to a selection announcement, except as described in this document.
8. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility.
9. All responses, inquiries, or correspondence relating to this RFP will become the property of the Library when received.
10. Boone County Public Library District has sole discretion and reserves the right to reject any and all responses received with respect to this Request for Proposal and to cancel the process at any time prior to entering into a formal agreement.
11. The Library reserves the right to request additional information or clarification of information provided in the response without changing the terms of the Request for Proposal.
12. In addition to evaluating the Respondent's proposal as submitted, the Library may make such reasonable investigations and evaluations as deemed proper

- and necessary to determine the ability/capability of the Respondent to perform the services/furnish the goods.
13. Any proposal received after the proposal due date and time as detailed in this document will not be accepted or considered.
 14. If the Library declares a weather emergency closing, scheduled receipt of proposals will be extended to the next business day.
 15. Oral proposals or proposals delivered by electronic means such as fax and email will not be considered.
 16. Provide a summary letter of the information contained in the proposal, including, but not limited to:
 - a. All firms proposed for the project, including the organizational and contractual relationship between the project firm and associate firms;
 - b. Summary of proposed and tentative Project Schedule;
 - c. Total Proposed cost of project, inclusive of all related costs.
 17. Provide a detailed breakdown of all costs associated with this project.
 18. Provide the following information about the proposed team's relevant commercial roofing experience:
 - a. Provide no less than three (3) and no more than ten (10) examples of past relevant work, including libraries and other public buildings, as well as any other projects that demonstrate your team's experience; and
 - b. List professional consultants outside your firm you propose as part of your team that will provide services not available in your firm. Provide no less than three (3) and no more than ten (10) total examples of any additional professionals documenting their work on similar projects.
 19. Boone County Public Library intends to award contracts based upon the best evaluated bid. The Library reserves the right to accept the bid deemed to be in its best interest, not necessarily the least expensive bid; the right to disqualify bids from bidders not deemed to be qualified; the right to disqualify bids deemed to be defective; the right to waive defects on bids where such defects are not deemed significant; and the right to waive any and all formalities to reject any and all bids.