

HOPE-JACKSON FIRE CO., HOPE, RHODE ISLAND
INVITATION TO BID

PROJECT: HOPE-JACKSON FIRE CO. ADMINISTRATION BUILDING ROOF REPLACEMENT, LOCATED AT 116 MAIN STREET, HOPE, RHODE ISLAND

BID NUMBER: HJFD01

Sealed bid proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the Town Clerk addressed to:

Town of Scituate, Purchasing Agent
195 Danielson Pike
North Scituate, RI 02857

until **9/15/2022 @ 1pm** (EDT). The bid proposals will be opened and read aloud at **9/16/2022@1pm**. Individuals requesting interpreter services for the hearing impaired should call the Town Clerk at 401-647-2822, 72 hours in advance of the bid opening.

Any bid proposal received after said date and time, whether delivered by hand, submitted via United States Postal Service, or submitted via any other delivery service, shall be declared invalid. All bids must be placed in a sealed envelope that is plainly marked **“BID PROPOSAL FOR: HOPE JACKSON FIRE CO. ADMINISTRATION BUILDING ROOF, LOCATED AT 116 MAIN STREET, HOPE, RHODE ISLAND.”**

The bid award and signing of contract conditions are set forth in the enclosed specifications. Additional copies of the Contract and Specifications may be obtained from the Town Clerk at 401-647-2822.

THE HOPE-JACKSON FIRE CO. RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PARTS THEREOF; TO WAIVE INFORMALITIES AND TECHNICALITIES; AND, TO ACCEPT THAT BID WHICH THE HOPE-JACKSON FIRE CO. AND EMA DIRECTOR DEEM TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.

SCOPE OF WORK AND PROJECT SPECIFICATIONS

1. The Town of Scituate, herein after referred to as “The Town”, located in the county of Providence, State of Rhode Island is seeking proposals from qualified and certified vendors to replace the **Hope Jackson Fire Co. Administration building Roof** located at 116 Main Street, Hope, Rhode Island.
2. **A mandatory pre-bid site visit is required. To schedule a site visit, call the EMA Director at 401-647-3000.**
3. Project specifications for replacing the Hope-Jackson Fire Co. Administration Roof are as follows:
 - Strip old roof, remove and dispose of all material. Any asbestos must be abated per Rhode Island State Building Code and Department of Health regulations;
 - Install ice and water per building code;
 - Install 8” aluminum drip edge to periphery of roof to rakes and fascia;
 - Install 30lb felt paper, 18” between rows;
 - Prepare roof and install new, 30-year architectural shingles;
 - Install 7/16” plywood sheeting, if needed (price separately);
 - Contractor will protect/maintain chimney flashing, if possible;
 - Contractor is responsible for debris removal;
 - Contractor is responsible for cleaning work area, including but not limited to gutter cleanup and magnet sweep for roofing nails;
 - All construction must comply with Rhode Island State Building Codes; and
 - Building permit is required, but permit fee is waived.

TOWN OF SCITUATE, RHODE ISLAND
BID CONDITIONS AND CONTENT

1. A **mandatory** pre-bid site visit must be scheduled with the EMA Director. All meetings will take place at the site location, Hope Jackson Fire Co. Administration Building, **116 Main Street, Hope, Rhode Island**. Appointments may be scheduled by calling (401) 647-3000. In order for the proposal to be considered, a vendor representative must have met with the EMA Director.
2. Bids shall be signed by a duly authorized agent or official of the contractor/vendor who has legal authority to bind the company and must clearly identify the scope of services and proposed time frame for completion. Incomplete bid forms may be cause for disqualification of the bid.
3. Bids that are renumbered or re-sequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to re-word or re-format the enclosed documents should do so in an addendum identifying the pages or sections to be changed.
4. Bids must be submitted with three (3) complete copies.
5. Bids must be submitted in a sealed envelope clearly marked, so as to guard against opening prior to the appointed time with the:

NAME OF THE BIDDER
ADDRESS OF THE BIDDER
WORDS: "HOPE-JACKSON FIRE CO. ADMINISTRATION BUILDING ROOF
REPLACEMENT - LOCATED AT 116 MAIN STREET, HOPE, RHODE ISLAND"
DATE OF THE BID

6. If mailed, the sealed envelope containing the proposal shall be marked as stated above and shall be enclosed in another envelope properly addressed for mailing.
7. Within a reasonable time after the bid opening, the HOPE-JACKSON FIRE CO., 116 MAIN STREET, HOPE, RHODE ISLAND, shall act on the award of a contract for the project.
8. The HOPE-JACKSON FIRE CO. reserves the right to withdraw this request at any time based on available funding.
9. The HOPE-JACKSON FIRE CO. shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.
10. **THE HOPE-JACKSON FIRE CO. RESERVES THE RIGHT TO REJECT ANY, OR PART, OF ALL BID PROPOSALS; WAIVE ANY INFORMALITIES AND TECHNICALITIES; AND TO ACCEPT THAT BID WHICH THE TOWN COUNCIL DEEMS TO BE IN THE BEST INTEREST OF THE TOWN OR THE HOPE-JACKSON FIRE CO., WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.**
11. Proposals submitted in unmarked envelopes, which are opened by the HOPE-JACKSON FIRE CO. in its normal course of business, will not be accepted. If time permits, the proposal may be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.

12. Bid prices shall not include any sales, excise or other taxes for which the HOPE-JACKSON FIRE CO. is not liable. All bidders shall honor their properly submitted bid for a period of sixty (60) days subsequent to date of bid opening, without escalation.

13. Tax Compliance – Successful bidder shall be required to submit a current W-9 form in conformance with the attached sample, affirming current reporting compliance with all relevant jurisdictions.

14. Consideration in the awarding of the CONTRACT will be given to price, experience and competence of the bidder, the nature and size of the bidder's organization, and quality of similar projects it has performed and completed in the past and a determination by the HOPE-JACKSON FIRE CO. that the COMPANY has the ability to complete the work.

15. Insurance – Before commencement of the contract services, the Contractor shall obtain and maintain throughout the term of this contract, the following insurance written by a company qualified to do business in the State of Rhode Island and satisfactory to the HOPE-JACKSON FIRE CO..

The Contractor agrees to defend, indemnify, protect, save and keep harmless the HOPE-JACKSON FIRE CO. from any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the Contractor in undertaking this project. Proof of insurance must be supplied to the HOPE-JACKSON FIRE CO. thirty (30) days prior to the beginning of the term of contract, and then on an annual basis throughout the remainder of the contract's terms. All insurers of the Contractor shall be notified that a copy of any notice of cancellation shall be sent to the HOPE-JACKSON FIRE CO.

a. **General Liability** - The Contractor will maintain in full force at all times during this engagement General Liability (including products and completed operations) insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. If the Contractor's General Liability Policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. The Contractor will provide evidence of its General Liability policy to the Town of Scituate naming **the Hope-Jackson Fire Co** .as an additional insured to the policy.

b. **Auto** - The Contractor will maintain in full force at all times during this engagement Auto Liability insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage. The Contractor will provide evidence of its Auto Liability policy to the HOPE-JACKSON FIRE CO. naming **the Hope-Jackson Fire Co** .as an additional insured to the policy.

c. **Workers' Compensation** -The Contractor will maintain in full force at all times workers' compensation insurance for all labor employed on the project. Workers' Compensation coverage must meet the statutory obligations of the State and Employer's Liability coverage shall be provided at \$500,000/\$500,000/\$500,000. Contractor shall supply evidence of the same to the HOPE-JACKSON FIRE CO..

d. **Professional Liability** -The Contractor will maintain in full force at all times during this engagement Professional Liability insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. If the Contractor's Professional Liability Policy is subject to an Annual Aggregate, said Aggregate must be in multiples of

the per occurrence limit of liability. The Contractor will provide evidence of its Professional Liability policy to the **Town of Scituate and the HOPE-JACKSON FIRE CO.**

16. **SURETY BOND REQUIRED:** YES: XX NO:

If required, the COMPANY shall, to secure the faithful intent of this bid, furnish to the HOPE-JACKSON FIRE CO. surety, in the amount of five per cent (5%) of the total dollar bid in the form of a Bid Surety Bond or a Certified Check made payable to the “HOPE-JACKSON FIRE CO.”. If a Bid Bond is submitted, it shall be issued by a company authorized to issue such surety bond in the State of Rhode Island and acceptable to the HOPE-JACKSON FIRE CO. .

17. **PERFORMANCE BOND REQUIRED:** YES: XX NO:

The Successful Bidder shall furnish to the HOPE-JACKSON FIRE CO. a Performance Surety Bond in the amount of the CONTRACT, which bond shall be issued by a reputable bonding company authorized to do such business in the State of Rhode Island and acceptable to the HOPE-JACKSON FIRE CO.. Said bond shall be in the form satisfactory to and approved by the HOPE-JACKSON FIRE CO.. The performance bond shall be delivered to the Town prior to the commencement of work. The bond shall include the appeal requirements of these PROJECT SPECIFICATIONS.

18. The COMPANY must bid the project as outlined in the CONTRACT and PROJECT SPECIFICATIONS. If the COMPANY proposes to perform any optional work or to substitute any part of the PROJECT SPECIFICATIONS, such options and/or substitutions must be explained in detail and the amount of additional or reduction in cost must be listed.

19. The following items shall also be included with the bid:

- Personnel Roster
- Client list for past five (5) years including current projects
- Statement of Qualifications
- Name and resume of project manager
- Non-Collusive Bid Statement

20. Each bidder must inform themselves of the conditions relating to the specifications of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of this CONTRACT. At the time of opening of the bids, each bidder will be presumed to have read, and to be thoroughly familiar with, the plans and CONTRACT documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to this bid.

21. The bidder’s attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over performance of the project shall apply to the CONTRACT throughout, and they will be deemed to be included in the CONTRACT the same as though herein written out in full.

22. **Prevailing Wage** – For all construction and public works projects, the successful bidder shall be required to furnish completed certificate guaranteeing payment of prevailing wage and indemnifying the Town of Scituate, Rhode Island from any loss whatsoever arising from failure to pay prevailing wage in conformance with the attached sample (if required). NOTE: Davis Bacon (Prevailing Wage) is NOT

REQUIRED FOR THIS PROJECT, which is being fully funded by the American Rescue Plan Act of 2021.

23. COMPLETION DATE AND TIME SCHEDULE:

A. Awarding of Contract

Within a reasonable time after the opening of the bids, the HOPE-JACKSON FIRE CO. shall award a contract for the project. **The HOPE-JACKSON FIRE CO. reserves the right to reject any and all bids as previously stated.**

B. Signing the Contract

Within thirty (30) days after the receipt of notice of acceptance by the HOPE-JACKSON FIRE CO. of its proposal, the COMPANY shall execute with the Hope Jackson Fire Co. a CONTRACT upon the basis of these specifications.

The COMPANY shall commence work within thirty (30) days of the signing of said CONTRACT.

TOWN OF SCITUATE, RHODE ISLAND

BID FORM

PROJECT: ROOF REPLACEMENT, LOCATED AT 116 MAIN STREET, HOPE, RHODE ISLAND

The undersigned duly authorized agent for the **COMPANY** submitting this bid affirms and declares:

1. That this bid is executed with full knowledge and acceptance of the **PROJECT SPECIFICATIONS** enclosed with the **INVITATION TO BID** on the subject project.
2. IF REQUIRED, that should this bid be accepted in writing by the **HOPE-JACKSON FIRE CO.**, said **COMPANY** will furnish the services for which this bid is submitted as the dollar amount indicated and in full compliance with the provisions of said **PROJECT SPECIFICATIONS**.
3. IF REQUIRED, that the bid is accompanied by surety in the amount of five percent (5%) of the dollar bid.
4. That all items, documents, statements and other information as required by the **PROJECT SPECIFICATIONS** have been submitted herein.
5. That the **COMPANY** understands and accepts that although the dollar amount of this bid is a major factor for consideration, the **HOPE-JACKSON FIRE CO.** reserves the right to award the **CONTRACT** to other than the **COMPANY** submitting the lowest dollar bid after careful analysis of additional factors outlined in the **CONTRACT** and **PROJECT SPECIFICATIONS**.
6. That the **COMPANY** proposes to furnish the services and materials required to complete the aforesaid **PROJECT SPECIFICATIONS** at the hourly rate below.

BID AMOUNT:

Respondent will provide a total amount to perform the requested services, in one lump sum figure. Price to include all labor, equipment, and materials to complete the installation of the Hope-Jackson Administration Building Roof located at 116 Main Street, Hope, Rhode Island.

Total Not to Exceed Dollar Amount: \$ _____

Written Not to Exceed Dollar Amount: _____

Price per sheet for 7/16" plywood sheeting: _____

By: Name and Title: _____

Signature: _____

Business address: _____

Telephone Number: _____

E-mail Address: _____

**HOPE-JACKSON FIRE CO., RHODE ISLAND
NON-COLLUSIVE BID STATEMENT**

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition,

And

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

Company

Date