

**VILLAGE OF ELBERTA REQUEST FOR BID**  
**NEW ROOF FOR MUNICIPAL PROPERTY AT 704 FRANKFORT AVE, ELBERTA**  
**MICHIGAN 49628 AKA "LIBRARY BUILDING"**

**November 13, 2015**

**Project Summary**

The Village is seeking bids to remove and replace the roof of the Village Library Building at 704 Frankfort Avenue in Elberta

**Material:** The replacement roofing material has not been set and will be determined by selection of the winning bid. Regardless of material, the roof shall be warranted for a minimum of 20 years and installed in accordance with the manufacturer's recommended procedures.

**Structure/pitch:** The new roof will utilize the existing roof structure and match the existing roofline; there is no intent to change the roof pitch.

**Schedule:** The roof is actively leaking so schedule is as much a factor as cost in the winning bid selection. The Village will entertain options to provide temporary cover for the roof for the winter with work commencing next year if the overall bid is deemed advantageous for the Village.

**Bid Requirements**

The bid shall include the following information. Failure to include all of the required information may result in disqualification of a bid.

- A. A not-to-exceed price for the removal, disposal, and replacement of the Village Library building roof.
- B. Proposed schedule for the work, including the earliest possible date to perform the work and estimate duration.
- C. Proposed roof material including any material or labor warranties and guarantees.
- D. Contractor's Qualifications, years in business, and experience with in providing the services being bid.
- E. Copy of insurance certificate or affidavit of insurance
- F. At least three (3) current references name, contact name and phone number.

**Question and bids are to be addressed to:**

Cathy Anderson ,Clerk  
Village of Elberta  
PO Box 8  
Elberta, MI 49628  
tel - 231-352-7201      e-mail: [clerk@villageofelberta.com](mailto:clerk@villageofelberta.com)

## Elberta Library Building Roof Request for Bid

To visit/inspect the worksite, please call to set up an appointment.

Bids may be submitted via US mail, in person at 151 Pearson St, or e-mailed to [clerk@villageofelberta.com](mailto:clerk@villageofelberta.com).

Only bids received at the Village Office by 5 pm on November 27 will be considered. Bids must be good for a minimum of 60 days.

The winner be selected from qualified bidders based on:

1. Cost
2. Schedule, both starting date and expected duration
3. Overall bid
4. References

The selection of the winning bid will take place as quickly as practicable within Village laws and policies

### **General Work Specifications**

**Roof Details** - *All measurements above should be field verified. Accuracy is not guaranteed.*

Total Roof Area = approximately 1500 square feet

Pitch on front of building = 4:12

Pitch on back of building < 1:12

Number of Stories = 1

Number of penetrations = 2

Gutter, over main entrance and utility wing

Existing roof is a steel frame with sheet metal base. The sheet metal has been covered with wood to support rolled roofing. There is at least one layer of rolled roofing.

### **Roof Removal**

Tear off, haul and dispose of roof material down to the layer that best supports contractor's new roof material. A minimum of all rolled roofing and damaged plywood sheathing shall be removed and properly disposed of.

Contractor to provide dumpster(s) for the project. Dumpster to be removed within 48 hours of job completion.

### **Roof Replacement - General Requirements**

- A. Replace any damaged plywood sheathing
- B. Replace and Install ice and water shield along gutter lines, valleys, and any areas where there is to be metal flashing including but not limited to chimneys and where the roof meets the wall.
- C. Install plumbing/pipe jack flashing
- D. Replace the gutter over the main door and utility wing of the building
- E. Regardless of material, roof shall have a medium to dark grey, non-metallic, finished surface.

**Cleanup**

The building is currently used as municipal offices for Gilmore Township. Work schedule, staging, and immediate area protections should accommodate access and use of the building by Township Staff.

- A. Contractor to provide protection for pedestrians and vehicles in the immediate vicinity
- B. Upon completion of work, parking lots, sidewalks, grass, and planting beds shall be cleaned and cleared of any remaining roofing material including but not limited to shingles, roofing felt, plywood, and nails.
- C. Clean-up shall conform to all federal, state and local construction waste management laws and regulations.

**Insurance Requirements**

The Contractor will maintain at its own expense the following insurance:

- A. Workers' Compensation insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
- B. Commercial General Liability insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage.

Contractor shall furnish the Village Clerk with satisfactory certificates of insurance.

**Compliance with Laws and Regulations**

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA requirements and the Americans with Disabilities Act.

**Changes in Scope or Schedule**

Any changes in scope or schedule shall be mutually agreed upon. The Village Clerk is the only representative of the Village of Elberta authorized to change the scope and schedule of the work.