



P.O. Box 581, Rivesville, WV 26588 (304)677-1488

Invitation to Bid

Hello,

I am the Owner and Manager of IDH1, LLC, and I am hereby requesting bids for the replacement of the existing asphalt roof on the Jacob-Hutchinson Warehouse building located at 205 Fairmont Avenue in Fairmont, West Virginia.

This project includes the removal of the existing roofing material, replacement of any decking as required, and the installation of a Duro-Last EPDM roofing system. Several alternate bid items are also requested – including downspout replacement, a skylight above the stairwell, and two roof anchors, etc.

The project completion date is December 31st, 2009 and will be reviewed by the West Virginia State Historic Preservation Office (SHPO).

Contractors will be selected based upon cost, similar experience, proven ability to complete a project. Contractors must comply with the Secretary of Interior's Standards for Rehabilitation.

Funding for the project is partially provided by the WV SHPO and all applicable federal, state, and local regulations apply. The WV Fair Minimum Wage Rates (Prevailing Wage) also apply.

The property will be available by appointment for pre-bid inspection. Please call Sandra Scaffidi at 304-694-5512 to make an appointment. You are encouraged to become fully familiar with the project before bidding.

Please complete the enclosed Bid Form and Bidder's Qualification Form and return with your bid.

All bids must be received no later than Friday October 30th, 2009 at 4 PM. Please send all bids to Clifton Jackson, PO Box 581 Rivesville, WV 26588.

Thank you for your consideration of this project.

Clifton Jackson
Manager, IDH1, LLC



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Bid Form

Project: Roof Replacement for the Jacob-Hutchinson Warehouse Building
Project Address: 205 Fairmont Avenue, Fairmont, West Virginia
Due Date: Bids due at 4:00 PM on Friday, October 2nd, 2009

Describe, in your own words, what you are bidding on (attach additional pages as necessary):

This bid can be broken out by base bid and alternates as follows (include amounts for each):

- | | |
|--|----------|
| 1) Base Bid, Roof replacement, etc.: | \$ _____ |
| 2) Alternate 1, Downspout replacement: | \$ _____ |
| 3) Alternate 2, Roof Anchors: | \$ _____ |
| 4) Alternate 3, Skylight: | \$ _____ |

Total (should total to the amount written below): \$ _____

I hereby make a bid for this project, as described in the SOW received from Clifton Jackson, and also described in my own words above, for all labor, material, and ancillary, the sum of (written amount): _____ dollars.

Submitted by:

Name of firm: _____

Address: _____

Authorized Signature binding bidder to the bid amounts: _____

(seal)



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Bidder's Qualifications Form

Project: Roof Replacement for the Jacob-Hutchinson Warehouse Building
Project Address: 205 Fairmont Avenue, Fairmont, West Virginia

Bidding Firm Information:

Name: _____

Mailing Address: _____

Physical Address: _____

Office Phone: _____ Fax: _____

Website: _____ Owner: _____

Authorized Agent (must have authority to bid and obligate firm): _____

Authorized Agent Cell Phone: _____ Email Address: _____

Provide information regarding your plant/facilities and equipment (attach additional pages as necessary): _____

Project Management Experience:

Describe your firm's project management skills: _____



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Project Manager minimum requirement: must have an individual assigned to the project who has had five years of project management experience on similar projects. Identify the individual's experience by providing the following information for three recent similar projects that the project manager has done (attach additional pages as necessary):

	Project	Description	Address	Client Name and Phone #	Date
1					
2					
3					

Project Management Plan:

Provide a project management plan, in your own words, discussing how you will proceed through the contract requirements to perform the applicable work. Minimum requirement: must provide a plan that addresses the project schedule (attach additional pages as necessary):



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Scope of Work

Project: Roof Replacement for the Jacob-Hutchinson Warehouse Building
Project Address: 205 Fairmont Avenue, Fairmont, West Virginia

1. DESCRIPTION:

- a. This work involves the removal and replacement of roof coverings, flashing, tiles, chimneys, sheet metal work, gutters, downspouts, etc. of the three story brick building located at 205 Fairmont Avenue, Fairmont, WV and includes all labor, materials, tools and other equipment, services and supervision required to complete all roof replacement work as indicated.
- b. Base Bid: Provide labor and material price for removal and replacement of roof coverings, wall flashing, parapet flashing, etc. This shall include removal of any penetrations and chimneys no longer needed. This shall include the removal of the ceramic tile parapet cap on the walls and a replacement with two piece compression metal with no exposed fasteners with an architectural bronze color. This shall include the relocation and enlargement of the roof access to above the top landing of the stairway on the third floor and shall include a weather tight 24"x 30" Bilco roof hatch. This shall include the installation of passive turbine air vents according to square footage vent specifications. This shall include replacement of any damage or deteriorated decking material, installation of foam board insulations, and installation of a white, fully adhered, Duro-Last EPDM roofing system. All refuse to be removed from property.
- c. Alternate 1: Provide labor and material price for removal and replacement of rain gutters and downspouts. Downspout currently has a heating element to prevent ice buildup and the new downspout should also have this feature. Downspout should match parapet cap.
- d. Alternate 2: Provide two centrally located, permanent, galvanized or stainless steel, weather-proof, roof anchor points to facilitate hoisting of material, fall arrest anchoring, etc. These shall be rated at no less than 2000 lbs static load each and will require internal wood or steel bracing to sufficiently tie them into the rafters.
- e. Alternate 3: Frame and install a skylight above the stairway to provide natural lighting to this area. Skylight should be curb mount and the framing should extend above the roof decking a minimum of ten inches.
- f. Contractor shall visit the site and become familiar with all the conditions prior to submitting a proposal. Interested parties shall contact building owner or representative to inquire of an opportunity for a Site Visit accompanied by the building owner or a representative.
- g. The building owner estimates there to be (fourteen hundred) 1400 square feet of roofing material to be replaced on this site. This amount is an approximation only.

2. EXISTING CONDITIONS:



- a. Contractor should assume one to two layers of existing composition asphalt roofing throughout site.
- b. Contractor should assume Regulated Asbestos Containing Material (RACM) is present in the roof flashing compound and treated as potential friable asbestos containing material. Any removal or clean up shall be performed in strict accordance with Environmental Protection Agency (EPA) Asbestos Removal requirements.
- c. It will be the Contractor's responsibility to identify potential RACM conditions prior to any repairs. Contractor shall not assume that the building owner is aware of any or all RACM conditions.

3. ENVIRONMENTAL, WASTE MANAGEMENT, AND DISPOSAL REQUIREMENTS:

- a. Perform no roof or sealant installation work when the ambient air and substrate temperature, relative humidity and dew point and substrate moisture content is below or above requirement as stated by the manufacturer.
- b. Install roofing and sealant on dry, clean, and adequately prepared surfaces in areas where dust is no longer generated by construction activities such that airborne particles will not affect the quality of finished surfaces.
- c. Paint, sealant and related materials (thinners, solvents, caulking, empty paint cans, cleaning rags, etc.) shall be regarded as hazardous products. Recycle and dispose of same subject to regulations of applicable authorities having jurisdiction.
- d. To reduce the amount of contaminants entering waterways, sanitary/storm drain systems or into the ground retain cleaning water and filter out and properly dispose of sediments.
- e. Contractor shall monitor local weather conditions and forecasts prior to removal of existing roof surfaces. Contractor shall protect roof deck surfaces from inclement weather and will be responsible for any damage to structure. In no cases shall roof materials be removed when less than three (3) consecutive days are forecasted as inclement weather days.
- f. Contractor shall properly dispose of waste materials at a proper disposal site. If requested, Contractor shall deliver disposal site receipts to the building owner.

4. ROOF DECK PREPARATION:

- a. Remove existing roof covering materials down to existing deck. Replace decking if there is any dry rot or other damage. Contractor shall inspect the decking from below prior to bid submittal and include any decking replacement in the base bid.
- b. Use 6 d common smooth, ring-shanks or spiral thread nails for plywood (half) 1/2 inch thick or less. For plywood more than (half)1/2 inch but not exceeding 1 inch thick, use 8d common smooth, ring-shank or spiral thread nails.
- c. Follow roofing system manufacturer's recommendations for acceptable roof deck materials.
- d. Broom clean deck surfaces prior to roof system application.

5. CONDITIONS AND PREPARATION OF SURFACES:



- a. The condition and preparation requirements for all surfaces shall be in accordance with manufacturer's recommendation.

6. ROOF COVERING MATERIALS:

- a. Duro-Last EPDM, 60 mil, reinforced membrane.
- b. Color: White.
- c. Algae resistant.
- d. Underlayment: as recommended by manufacturer.

7. FLASHING:

- a. Sheet Flashing: ASTM A 361/A 361M; 26 gage (0.45 mm) steel with minimum G115/Z350 galvanized coating or aluminum.
- b. Form flashing to match existing profiles, and to protect roofing materials from physical damage and shed water.
- c. Form sections square and accurate to profile, in maximum possible lengths, free from distortion or defects detrimental to appearance or performance.
- d. Weather-lap joints minimum four (4) inches.
- e. Seal work projecting through or mounted on roofing with recommended roofing cement and make weather-tight.

8. GUTTERS AND DOWNSPOUT:

- a. Provide and install aluminum downspout, installed per manufacturer's recommendation.
- b. Provide heating element to deter build up of ice.

9. INSTALLATION:

- a. Install roofing system in accordance with manufacturer's instructions for product type and application specified.
- b. Roofing material shall extend up the walls, skylight curb, etc, then over and down a minimum of 3".

10. MATERIAL DELIVERY AND STORAGE:

- a. Contractor shall only deliver and store roofing materials on the day installation commences. Roofing materials may be stored on previously prepared roofing deck and all materials shall be secured to prevent damage to existing site and buildings, and to prevent injury to residents and pedestrians.
- b. Deliver and store all supplies and materials in sealed, original labeled containers bearing manufacturer's name, brand name, materials content in strict accordance with manufacturer requirements.
- c. No unsecured stored material will be allowed on site. Secured storage containers may be allowed with prior approval by the Building owner.
- d. Contractor shall prevent damage to building, grounds and landscaping during delivery and handling activities. Damage will be charged to the Contractor, whether willful or accidental.



11. HANDLING OF MATERIALS:

- a. Remove salvage and debris from site as it accumulates. Do not store, sell, or otherwise dispose of debris on the site. Remove materials in such a manner as to prevent spillage. Keep streets, pavement and areas adjacent to and leading from the site clean and free of mud, dirt and debris at all times.
- b. Removal of existing roof materials shall be executed in a manner to prevent damage to structures, landscaping and walkways. Use plywood to protect structures and tarpaulin covers to collect debris. Thoroughly clean surrounding grounds and surfaces of spillage of roofing materials and debris.

12. SUBSTITUTIONS:

- a. Any substitutions shall be presented to the Building owner prior to bid submission for approval. Substitutions shall meet or exceed specifications, and no changes or substitutions will be allowed after bid submission unless it is determined that product is obsolete or is not readily available.

13. SCHEDULING:

- a. Contractor shall provide the Building owner with a written work schedule at a minimum notice of 72 hours before beginning any work. The Contractor shall be given a Notice to Proceed by the Building Owner, acknowledging and accepting the work schedule before beginning.
- b. Once the work has been started, the Contractor will finish the work in a timely manner according to the work schedule provided.

14. REGULATORY REQUIREMENTS:

- a. Conform to work place safety regulations and requirements of those authorities having jurisdiction for roof replacement and related construction activities.

15. SUBMITTALS:

- a. Submit to building owner samples of all materials proposed for this work and, in the case where there is an aesthetic choice, such as color or texture; allow enough lead time for a decision to be made without interruption of project schedule.
- b. Submit manufacturer specifications and recommended installation procedure for materials used.
- c. If requested, submit an invoice list of all supplies and materials ordered for project work to the building owner indicating manufacturer, types and quantities for verification and compliance with specification and design requirements.
- d. Submit two sets of Material Safety Data Sheets (MSDS) prior to commencement of work for review and for posting at job site as required.
- e. At project completion, provide an itemized list complete with manufacturer's label used for the building owner's later use in maintenance.



- f. At project completion, leave any unused materials of significant proportion with the building owner for later use in maintenance.

16. QUALITY ASSURANCE:

- a. Contractor shall have a minimum of five (5) years proven satisfactory experience and shall maintain a qualified crew of installers throughout the duration of the work. Contractor shall be a licensed Roofing Contractor, in good standing with the West Virginia State Licensing Board.
- b. Only qualified journeypersons, as defined by local jurisdiction shall be engaged in roof replacement. Apprentices may be employed provided they work under the direct supervision of a qualified journeyperson in accordance with trade regulations.
- c. Please complete the Bidder's Qualification Form that is enclosed with this SOW.

17. FIELD QUALITY CONTROL:

- a. Installations considered lacking uniformity, soundness and good workmanship by the building owner shall be made good at the expense of the Contractor.

18. DUST CONTROL:

- a. The amount of dust resulting from any demolition shall be controlled to avoid creation of a nuisance in the surrounding area. Use of water will not be permitted when it will result in, or create, hazardous or objectionable conditions such as flooding and pollution.

19. PROTECTION OF SITE:

- a. Existing work to remain shall be protected from damage. Work damaged by the Contractor shall be repaired or replaced with matching.
- b. Cover items to remain, as necessary, to protect from dust and damage.
- c. Erect and maintain temporary bracing, barricades, warning signs and guards necessary to protect persons from injury and existing improvements to remain from damage.

20. SAFETY:

- a. All workers using heat producing devices in conjunction with flammable materials will have a portable fire extinguisher within five feet of them when using such devices.

21. EXAMINATION:

- a. Contractor shall verify all dimensions and conditions at the site. Any variation that requires physical changes shall be brought to the attention of the Building owner.
- b. Contractor shall verify that any remaining roof penetrations and plumbing stacks are in place and flashed to deck surface.
- c. Contractor shall verify roof openings are correctly framed prior to installation and that deck surfaces are dry and free of ridges, warps, or voids.

22. FINAL INSPECTION:



- a. Building Permits shall be acquired by the Contractor and all inspections will be scheduled by and attended to by the Contractor and the Building Owner/Designee. Contractor shall schedule a Final Building Inspection and provide an original Final "Hard Card" to the Building owner prior to acceptance.
- b. Upon receipt of written notice from the Contractor that the project is ready for final inspection and acceptance, the Building owner and Contractor shall promptly make a joint inspection of the project and note deficiencies, if any. When noted deficiencies have been removed and the building owner finds the Work to be complete according to the Contract Documents, the Owner will file a Notice of Completion.
- c. The Notice of Completion shall be recorded. The Completion Date in the Notice of Completion will start the Guarantee period.

23. RELEASE:

- a. The acceptance of the final payment shall constitute a waiver of all claims by Contractor for things done or furnished in connection with the work and for every act and neglect of Owner relating to or arising out of the work except those timely claims or requests for change orders previously submitted in writing in accordance with General Conditions for which no final decision has been rendered. No payment, final or otherwise, shall operate to relieve the Contractor or his sureties from any obligation under Contract Documents, the Performance or Payment Bonds or shall constitute a waiver of claims for defective or nonconforming work or of rights arising under the Contract Documents or law. This Scope of Work will be a part of the Contract for this job.

24. WARRANTY:

- a. Manufacturer warranty shall be for thirty (30) years. Warranty is for defects in materials, workmanship, and deterioration of material including performance.
- b. Installation warranty shall be three (3) years from date of completion.
- c. Within the warranty period, Contractor shall repair or replace defective materials, and when notified by owner, Contractor shall promptly investigate and address deficiencies.
- d. Provide manufacturer's supplemental warranty to cover labor and materials in the event of a material defect to cover the first five (5) year after completion of application of shingles.

End of Section