



TOWN OF EXETER, RI

Lynn M. Hawkins, CMC

Town Clerk
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TOWN OF EXETER

REQUEST FOR PROPOSALS TOWN CLERK'S OFFICE: ROOF REPLACEMENT

Sealed bid proposals for the above will be accepted in the Office of the Town Clerk, 675 Ten Rod Road, Exeter, RI 02822, until 2:00 p.m. on Friday, June 21, 2024.

All bid proposals must be sealed and labeled, "Bid Proposal: Town Clerk's Office: Roof Replacement." Specifications can be found attached to this notice on the Town's Website or obtained by emailing the Town Clerk, clerk@exeterri.gov, or phoning, (401) 294-3891, Ext. 9, or by emailing Exeter Director of Public Works at dpwsuper@exeterri.gov, or phoning, (401) 864-1980.

Bids will be publicly opened and read aloud by the Town Clerk at 2:00 p.m., on Friday, June 21, 2024, in Council Chambers, Town Clerk's Office, 675 Ten Rod Road, Exeter, Rhode Island. Copies of the bids submitted will be made available for review.

The bids received will be considered during the Regular Meeting of the Exeter Town Council on Monday, July 1, 2024, at 7:00 p.m., in Council Chambers, at the address above.

The bid will be awarded on the basis of the lowest qualified bid price or the lowest evaluated or responsive bid price. The Town of Exeter reserves the right to reject any or all proposals or any parts thereof, to waive any informalities and/or technicalities in same, or to accept any proposal deemed to be in the best interest of the Town, whether or not it is the lowest bid.

Lynn M. Hawkins, CMC
Exeter Town Clerk

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TOWN OF EXETER, RHODE ISLAND
REQUEST FOR PROPOSALS
TOWN CLERKS OFFICE: ROOF REPLACEMENT

INFORMATION FOR BIDDERS

Sealed proposals/bids for replacing the roof of the Exeter Town Clerk's Building (aka Exeter Town Hall), 675 Ten Rod Rd., Exeter, RI will be accepted in the Office of the Town Clerk, 675 Ten Rod Road, Exeter, RI 02822, until 2:00 p.m. on Friday, June 21, 2024. Bids will be opened and read by the Exeter Town Clerk on Friday, June 21, 2024, at 2:00 p.m. in the Town Council Chambers, Exeter Town Clerk's Office, 675 Ten Rod Road, Exeter, RI 02822. It is anticipated that the award will be made at the July 1, 2024 monthly Town Council Meeting.

BACKGROUND

The Town of Exeter is seeking a qualified contractor to replace the roof on the Town Clerk's Office building (aka Town Hall), 675 Ten Rod Rd. The project includes any and all materials and labor to provide for the replacement of approximately 4,600 square feet of shingle roof.

I. Proposal/Bid Requirements

1. A brief background of the bidding company and proven experience. Three references that match the work proposal submitted from past or present customers.
2. Proof of current insurance coverage.
3. Work Plan:
 - a) Provide information on warranties for workmanship and equipment manufacturers.
 - b) Specifications of work to be performed including materials, material options by quality, color, style, warranty, etc., contractor recommendations, and methods to be used.
 - c) An estimated time schedule for completing each area bid on.
 - d) Include a timetable for payment.
5. Include total cost of work and itemized list detailing costs for each proposed area of work, to include labor, materials, demolition/debris removal, and all other costs.

II. Scope of Work:

The Town of Exeter is seeking single contractor bids to provide the replacement of approximately 4,600 square feet of roof of the Exeter Town Clerk's Office. The scope of work for this project includes, but may not be limited to:

1. Providing all materials, labor and equipment to perform all roof replacement work. Specifications for materials used must be provided.
2. Remove and replace shingles with new shingles similar in color and style and rated for 25 years or greater. Installation must be completed according to the manufacturer's specifications to the highest warranty criteria. All new flashing, unlay boots, ridge vents etc. should also be included.
3. Replace any damaged or rotten roof decking as necessary.
4. Provide cleanup and removal of all construction debris.

Details that Apply to All Work Areas:

- All work shall be performed to comply with all state and local building codes.
- Contractor will maintain clean work areas at all times,
- The Contractor shall coordinate all parking and material storage with town staff prior to the beginning of work.
- Town Hall must remain open during the project. Coordination of the project to ensure continued operations is essential.
- Contractor shall coordinate inspections with the town as required.
- Upon completion of work, all construction areas shall be left clean and free of debris.

Warranty

Provide all labor, material, and equipment warranties to the Tow prior to project closeout.

Submittals

The Contractor shall submit for approval the manufacturer's cut sheets for materials utilized for the project prior to commencing work.

Permitting

The Contractor will be responsible for obtaining all applicable permits as well as provide the Town of Exeter verification of current and applicable licenses prior to the start of the project.

Potential bidders may contact the Town Clerk's Office to view the project site, the site conditions, and to take measurements for this project. Respondents must clearly identify in the response a detailed description, including unit prices and timelines for completion, for each proposed activity.

III. Scoring:

1. Technical Review = 80 points.
 - a. A minimum total of 60 technical review points must be attained by any proposal. Proposals that do not attain at least 60 points will be considered non-responsive and cost proposals will not be evaluated.
 - b. Technical aspects of the proposals will be scored according to the following:
 - Experience and ability to perform required work = 40 points.
 - Proposed work plan = 30 points
 - Proposed timetable = 10 points
2. Cost Proposal = 20 points

Interested parties may view the building at their own convenience but access to the interior is limited. Please call the Town Clerk's Office (401) 295-7500 to schedule an appointment.
