

MILAN VOLUNTEER FIRE DEPARTMENT INC.
900 New York State Route 199
Milan, NY 12571

NOTICE TO BIDDERS

Roof Replacement
Milan Volunteer Fire Department
Station One

Bid documents include these specifications, the Instructions to Bidders, General Conditions and the Form of Bid. The Form of Bid is included with the Instructions to Bidders.

Specifications may be obtained on line at www.milanfirerescue.org or by telephone request to (518) 398-1960 between the hours of 9:00AM and 5:00PM, September 16 through 23, 2010.

The building is located approximately one-quarter mile west of the Taconic Parkway on Jackson Corners Road. The exterior may be examined at any time.

Proposals will be received until 7:00PM, September 29, 2010 at the Milan Volunteer Fire Department's Station Two located at 900 NYS Route 199, Milan, NY 12571. Bids will be opened and read at that time. Award will be made at the discretion of the Department's Board of Directors at a date and time selected by them. All bidders will receive a notice concerning the successful bidder or the Board's decision not to award.

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INSTRUCTIONS TO BIDDERS

Proposals must be submitted in duplicate on the bid form provided. All spaces must be filled in appropriately.

Bid prices shall be provided in words and figures, signatures in ink and longhand. Incomplete proposals may be rejected as informal.

The Milan Volunteer Fire Department, Inc., henceforth referred to as the Owner, reserves the right to reject any and all bids.

No oral, telephoned or facsimile machine sent proposals will be considered.

Proposals shall be submitted in a sealed opaque envelope marked with the name of the bidder and the name of the project.

If the proposal is forwarded by mail or delivery service, the above sealed envelope shall be enclosed in another envelope addressed to:

Mr. Charles Schultz, Chairman
Board of Directors
Milan Volunteer Fire Department, Inc.
900 NYS Route 199
Milan, NY 12571

The Department is a tax-exempt organization. Taxes on material shall not be included in the proposal. An exempt certificate will be provided with any award. All other applicable taxes shall be included, and the Contractor agrees that they will be paid as required by law.

The Contractor shall maintain such insurance as will protect him and the Owner from claims under Workmen's Compensation Acts and from claims for damages to property and because of bodily injury, including death, which may arise from and during operations under this Contract, whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them.

(Continued)

The Contractor shall provide, pay for and maintain at all times the following insurance, naming the Owner as additional insured:

Public Liability		
Bodily Injury (not Auto)		
Comprehensive General Form	\$ 200,000, each person	1,000,000, each occurrence
Property Damage (not Auto)		
Comprehensive General Form	\$ 100,000, each person	100,000, each occurrence
Contractor's Protective		
Bodily Injury	\$ 200,000, each person	1,000,000, each occurrence
Property damage	100,000, each person	100,000, each occurrence
Automobile (including Employers non-ownership hired vehicles, independent contractors)		
Bodily Injury	\$ 200,000, each person	200,000, each occurrence.

In addition to the liability imposed by law upon the Contractor on account of bodily injury or death suffered through the Contractor's negligence, which liability is not impaired, or otherwise affected hereby, the Contractor hereby assumes, in cases not embraced within such legal liability, the obligation to save the Owner harmless and indemnify him from every expense, liability or payment (voluntary payments excepted) by reason of any injury to any person or persons, including death, suffered through any act or omission of the Contractor or any subcontractor.

The Contractor agrees to indemnify and save harmless the Owner from any and all liability for damages for injury to the person or property of another and against and from all suits and actions and all costs and damages to which the Owner may be put on account of any injury or alleged injury to the person or property of another resulting from the performance of the work or from failure to guard the same.

The Contractor shall provide certificates of such insurance to the Owner and secure **his** approval prior to commencing the work at the site. He shall include acceptable proof of Workmen's Compensation Insurance.

The Owner, at his option, may obtain additional insurance.

The Owner shall effect and maintain fire insurance upon the entire structure on which the work is to be performed and upon materials in or adjacent thereto and intended for use thereon at least eighty percent (80%) of the insurable value thereof. The loss, if any, is to be adjustable and payable to the Owner as trustee.

The Owner, as trustee, shall upon the occurrence of loss, distribute any money received

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from the Underwriters as the interest of the parties may appear from the adjustment arrived at by the adjuster for the Owner and the adjuster for the assured.

The Contractor shall provide in the spaces provided the date upon which he will start work on the site and the date upon which work will be completed. The work must be completed prior to November 30, 2010.

MILAN VOLUNTEER FIRE DEPARTMENT INC.
900 New York State Route 199
Milan, NY 12571

FORM OF PROPOSAL

CONTRACTOR _____

DATE _____

Mr. Charles Schultz, Chairman
Board of Directors
Milan Volunteer Fire Department, Inc.
900 NYS Route 199
Milan, NY 12571

Re: Roof Replacement
Milan Volunteer Fire Department
Station One

Dear Mr. Schultz,

The undersigned declares that, having examined the Contract Documents as well as the premises, he proposes to provide all labor, material, transportation and equipment to perform all the work shown or required to complete the above referenced work, Roof Replacement for the Milan Volunteer Fire Department's Station One. The work will be performed in accordance with the specifications and all applicable laws, ordinances, codes and regulations for the sum of:

_____ \$ _____
for a shingled roof, or for the sum of:

DATE OF COMPLETION _____

Signed _____

Printed _____

Address _____

GENERAL CONDITIONS

Definitions

Owner

The Milan Volunteer Fire Department, Inc.
900 NYS Route 199
Milan, NY 12571

The Work

Replacement of the roof at Station One on Jackson Corners Road

Contract

The Contract shall be executed on a form provided by the Owner.

Building Permits

The Contractor shall apply for any necessary permits.

Owner's Use of the Property

The building is an operating fire station. In execution of the Work, the Contractor shall not in any way impede the Owner's use of the building at any time.

Payments

Payments will become due and paid on the Thursday following the second Wednesday of the month. Payment will be made for material delivered prior to the end of a month, if the work is not complete.

Upon substantial completion prior to the end of a month, twice the value of incomplete work will be withheld until completion.

Protection of Persons and Property

The work area shall be protected and maintained to avoid injury to Owner's personnel and the public in use of the building.

The Contractor shall protect all outbuildings, structures and drainage, sewer, water, gas and electric lines from damage when required by the execution of the work.

Stripped areas, installed or previously installed work shall be protected from the weather. The Contractor shall correct any damage caused by weather during progress of the work.

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Changes in the Work

The Contractor shall be compensated for extra work as follows:

1. For work performed directly by the Contractor, the actual cost to the Contractor plus 20% for overhead and profit.
2. For work performed by a subcontractor, the actual cost to the Contractor plus 10% to cover overhead and profit.

Material and labor costs for all items of extra work must be submitted with claims for extra work.

No additional payment will be made for correction of work done not in compliance with the specifications.

Guarantee

Upon completion of the work, the Contractor shall deliver his written guarantee, made out to the Owner, that the Work is free of defective materials, workmanship, appliances, etc., provided under the Contract and to be leak proof and watertight in every particular. His guarantee shall cover a period of one year from the date of acceptance.

In addition, the Contractor is to provide the Manufacturer's warranty for the period specified.

Termination of the Contract

If the work should be halted under the order of any court or public authority through no fault or act of the Owner, the Owner may upon seven days written notice to the Contractor, terminate this Contract.

The loss, damage and profit to which the Contractor shall be entitled under this article shall not exceed that which will have been sustained or accrued up to the time when work shall have been so stopped.

If the Contractor shall refuse or fail to prosecute the work or any part thereof with due diligence, then this shall constitute a cause for terminating the Contract.

Neither an extension of time nor an acceptance of any part of the work shall be deemed to be a waiver of the Owner's right to abrogate this Contract for abandonment or delay.

Use of Premises

That portion of the property that may be used by the Contractor shall be agreed upon with the Owner and clearly designated. Any damage to space allowed for use shall be made good on release of the space.

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Temporary Services

Water and electricity are available at the site. No charge shall be included in the Contract for these services. The Contractor shall provide his own extension cords and hoses as needed.

Temporary toilet facilities for workmen engaged in the Work shall be provided, placed where directed and maintained in a sanitary condition in accordance with the requirements of the NYS Department of Health.

ROOFING, FLASHING AND SHEET METAL

Work Included

The Work shall include all labor, material and services necessary for removal of all existing roofing, felt and flashing, etc., baring the existing roof sheathing, and, for the new roof, to complete all roofing, flashing and sheet metal work, generally as follows:

1. Roofing
2. Metal edge strip
3. Ice and water barrier
4. Roof underlayment (felt)
5. Base flashing
6. Cap flashing
7. Flashing for vent pipes
8. Ridge vent

Demolition/Removal

Removal of the existing roofing shall include its removal from the site and its proper disposal. Care shall be taken to avoid damage to the sheathing and any mechanical or electrical appurtenances attached to or penetrating the roof. Care shall also be taken to avoid scattering debris and nails in lawns and on pavement.

The roof sheathing shall be inspected for damage and deterioration. The Contractor shall include six sheets of CDX plyscore of thickness matching the existing for replacement of damaged roof sheathing. In the event it is not used, it shall be turned over to the Owner.

In addition, the existing roof sheathing is to be cut and removed along the ridge. The cut shall be made 4" on each side of the ridge. The depth of cut shall be set to avoid scoring the rafters/top chords of the trusses. This area shall be protected from the weather until installation of the ridge vent.

The Contractor shall submit all materials, samples where appropriate, intended for use to the Owner for approval prior to placing his order. Colors shall be as selected by the Owner.

Installation of all materials shall be done in accordance with each manufacturer's recommended procedure.

Shingles shall be Fiberglas with starter strip and ridge caps, architectural grade with a 30-year warranty as manufactured by Owens-Corning, GAF or approved equal.

Felt shall be 15 pounds per 100 square feet and shall meet current ASTM Specifications.

(Continued)

Ice and Water Barrier shall be self-sealing applied over the metal edge strip at the edges of the roof, extending six feet wide continuously along the low edges of the roof.

Metal Edge strip, appropriate to the sheathing and its location at the perimeter of the roof, shall be applied to the entire perimeter of the roof.

Fasteners shall be coated to prevent corrosion, of a type specific to roofing and as recommended by the roofing manufacturer. Staples will not be accepted.

Copper Flashing shall be 16 oz. per square foot. Base flashing is required at any vertical surface, including vent piping. Cap flashing is required at plumbing vents and any incidental vertical surface not otherwise protected. Joints in flashing shall be soldered where expansion and contraction will not be affected.