



**City of Manchester, New Hampshire,  
Department of Aviation**

**Manchester • Boston Regional Airport**

**BID DOCUMENTS**

**for**

**Roofing Replacement**

**AUGUST, 2018  
FY19-805-11**

**LEGAL NOTICE  
MANCHESTER•BOSTON REGIONAL AIRPORT**

**REQUEST FOR BIDS  
ROOFING REPLACEMENT**

**AUGUST 2018**

**FY19-805-11**

Manchester•Boston Regional Airport is seeking bid requests from interested contractors to provide Roofing Replacement Services at Manchester•Boston Regional Airport.

Bids must be received no later than **2:00pm on Friday, August 24, 2018**, at the Manchester•Boston Regional Airport Administration Office. Bids must be in a sealed envelope plainly marked “ROOFING REPLACEMENT”, Attention: OPERATIONS AND FACILITIES.

Bids receivable at the Airport Administration Office, One Airport Rd. Suite 300, Manchester, New Hampshire 03103, Telephone (603) 624-6539.

All requests for information should be directed to John Adams, Manchester•Boston Regional Airport by email: [jadams@flymanchester.com](mailto:jadams@flymanchester.com) or by fax: (603) 665-6801.

Manchester•Boston Regional Airport reserves the right to waive irregularities and to reject any and all submittals on any basis and without a disclosure of reason.

Thomas J. Malafrente, A.A.E.  
Interim Airport Director

# Manchester • Boston Regional Airport

## ROOFING REPLACEMENT

FY19-805-11

**I BIDS REQUESTED:** Manchester • Boston Regional Airport, (hereinafter called the Airport) hereby solicits bids from Contractors who are willing to remove and replace Ethylene Propylene Diene Terpolymer (EPDM) rubber membrane roofing at the Manchester-Boston Regional Airport Manchester, NH. The City of Manchester (City), Manchester • Boston Regional Airport will accept and review Bids from interested Contractors.

Airport retains the right to choose a Contractor based solely upon the submitted bid. The submitted bids must provide sufficient detail and information in a clear and explicit manner. The purpose of the submission is to provide information that shall be evaluated in the selection of a Contractor to provide EPDM rubber membrane roofing replacement.

Additional job scopes, not specified in this document, may be required. Contractors should be aware that there is no guarantee that any work will result from this selection process and that if the assignment is undertaken, in whole or in part, there is no assurance of, nor should Contractors expect to receive further work or assignments.

City reserves the right to reject any and all bids for any reason, to waive information in any bid received, and to accept that bid which will, in its opinion, best serve the public interest.

## **II GENERAL:**

A. **SCOPE OF SERVICES** - The Contractor shall be required to remove and replace flat EPDM rubber membrane roofing material. The Contractor shall also be required to verify work area and required material quantities. The Contractor shall ensure that all Federal and State Laws and Regulations and Local Ordinances and the Airport Rules and Regulations are enforced.

A mandatory Pre-Bid Conference will be held on **Thursday, August 16, 2018 at 1:30 PM.** Please confirm your attendance by contacting the Airport Building Maintenance Superintendent, John Adams, at (603) 624-6593 or 624-6539. Participants will meet at the site at 1 Airport Rd, Third Floor Administration, Suite 300, Manchester, NH at the designated time.

## **SCOPE:**

The general scope of services includes, but is not limited to, the following:

- 1) The Contractor shall properly remove and store all existing roofing, insulation, and flashing and dispose of such material in a safe and proper manner, off Airport property. Disposal container shall be covered to prevent material from being blown around in windy conditions.
- 2) The Contractor shall remove and replace any existing roof drains and properly install each into the new Roofing Material.
- 3) The Contractor shall verify existing thickness of polyiso insulation and replace as needed damaged sections with proper pitch to facilitate the drainage of water from the roof.
- 4) The Contractor shall provide a new Carlisle or approved equal, mechanically attached, .045 reinforced EPDM rubber sheet roof system fastened minimally every twelve inches in the seam.

**NOTE: The new system must be compatible with the existing roofing material.**

- 5) The Contractor shall flash all existing penetrations and walls as per the manufacturer's specifications. This includes pitch pockets, HVAC units, roof drains, roof edges etc.
- 6) The contractor shall take due care in removing existing roof curb caps for reuse. Contractor shall fabricate and install a new roof curb caps to match existing as needed.
- 7) The Contractor shall provide the Airport with plans for safety, site barricades, and other means of site protection.
- 8) The Contractor must supply all necessary labor, material, tools and equipment to complete the work.
- 9) The Contractor shall keep the work site free of any debris and trash. A dust control plan must be in place at all times.
- 10) Signs, caution cones, and tape are required to seal off work areas from the public.
- 11) A storage trailer will be permitted to be placed in the contractor parking lot only, for required supplies or equipment.
- 12) Contractor shall perform all work in accordance with, and shall supply materials that meet or exceed all Federal, State and local regulations or requirements. MSDS sheets shall be kept on-site for all materials used.

- 13) Contractor shall provide a plan, methods, and schedule to accomplish said work. The said plan, method, and schedule are subject to prior approval by the Airport.
- 14) Contractor shall only remove an amount of material that can be reinstalled in a day so as not to leave the roof subjected to foul weather and allow entry of moisture.

**B. PERSONNEL** - The Contractor will provide workers in sufficient numbers to meet the requirements of the schedule agreed upon with the Airport. The Contractor shall also provide a list of work where a Sub-Contractor may be utilized. The Sub-contractor performance shall be the sole responsibility of the Contractor with whom the Airport has contracted. The Contractor shall be required to act in a user friendly manner while performing the work, remembering always that they are, in effect, representing the Airport to its users.

**C. INSURANCE** - Contractor must supply Liability, Workers Compensation coverage, and all other insurance coverage necessary (see Exhibit "A"). Contractor must certify this requirement for any sub-contractor utilized on a project.

**D. WARRANTY** - Selected Contractor shall be responsible to supply a twenty year material and a ten year labor warranty to the Airport.

**E. DISSEMINATION OF INFORMATION** - No statement, press release, plans or other information regarding the Airport, its operation, or this agreement, shall be released to the public without the express written consent in advance by the Airport Director.

**F. EQUIPMENT** - The Contractor shall supply all equipment necessary to perform the required work to meet the specifications.

**G. PERFORMANCE AND PAYMENT BONDS** – The successful bidder shall provide to the Airport prior to execution of the contract, Performance Bond and Payment bonds. Such Performance and Payment bonds shall be effective as of the starting date hereof and shall be maintained by contractor throughout the term of this contract in the amount of the awarded contract amount. Such Performance and Payment bonds shall guarantee the contractor's faithful performance of all its obligations under this contract. Any Performance and Payment bonds provided by the contractor under this agreement shall be in a form approved in advance in writing by the Director and shall be written by a company licensed to do business in the State of New Hampshire. In the event any Performance and Payment bonds provided hereunder shall be for a period of less than the full term of this contract, the contractor shall provide renewal or replacement bonds which comply with the requirements of this section at least thirty (30) days prior to the date on which the previous bonds expire.

**H. RESPONSIBILITY FOR BID:** Each bidder is responsible for carefully examining each and every one of the terms and conditions set forth in this document and for making inspections of the work or otherwise judging for itself all the circumstances and conditions affecting the Bidder's Bid. Such Bidder proprietary information only must be identified and marked accordingly. Submission of a Bid shall be conclusive evidence that the Bidder has made such examinations and investigations.

Failure on the part of the Bidder to make such examination and to investigate fully and thoroughly, shall not be grounds for any declaration that the Bidder did not understand the conditions of the Bid.

**I. PROPRIETARY DATA:** City requires that Bidders handle in confidence any information or data received from the Airport which may be construed as proprietary to the City's ownership and management of the Airport. Additionally, such information or data may be security sensitive and should be viewed only by Bidder's staff during Bid preparation and by workers during all phases of work, after award of the contract. No information or data may be forwarded to any person(s), without the written consent of the Airport unless necessary to prepare the Bid.

**J. PRICING:** The Contractor shall submit pricing to be inclusive of all requirements of the bid specifications based on square foot.

**K. PROHIBITED ACTS:** The Contractor shall:

- 1) Conduct its activities in an orderly and proper manner so as not to annoy, disturb or be offensive to others;
- 2) Commit no nuisances while on Airport property, and shall not do or permit to be done anything which may result in the creation or commission or maintenance of a nuisance thereon;
- 3) Not conduct its activities in a manner that deprives the public of its rightful, equal and uniform use of the Airport;
- 4) Not conduct its operations so as to interfere with reasonable use by others of Manchester-Boston Regional Airport;
- 5) Not conduct its operations in such a way as to hinder police, fire fighting, or other emergency personnel in the discharge of their duties or so as to constitute a hazardous condition that would increase the risks normally attendant upon the activities contemplated in this Agreement.

#### **L. SECURITY AND BACKGROUND INVESTIGATIONS**

All personnel will be required to obtain an Airport Security ID badge and will be responsible for adhering to all Airport Security and Transportation Security Administration rules and procedures.

Personnel seeking an Airport Security I.D. badge must undergo a fingerprint based criminal history records check and a Security Threat Assessment administered by the Transportation Security Administration (TSA). Disclosure of a criminal offense, as defined by TSA security regulations or Airport rules, will disqualify a candidate from receiving an Airport Security I.D. Badge, which is required for this work. Security I.D. Badge applicants will also be required to attend an Airport Security Briefing, which is held weekly.

The Contractor will be responsible for any security related violations or penalties levied against the Contractor or Manchester • Boston Regional Airport by TSA or other agency, as a result of negligence on the part of the Contractor or its agents.

**III** **BID FORM:** Attached bid form must be completed and submitted.

**IV** **ACCEPTANCE OF CONTRACT TERMS:**

A copy of the intended contract agreement is attached to Bid Documents.

**V** **QUESTIONS:** Questions regarding any aspect of the Invitation to Bid must be submitted in writing to John Adams, Airport Building Maintenance Superintendent no later than **3:00 PM on Monday, August 20, 2018.** No verbal questions will be addressed. Submitted questions and answers will be made available in writing to all potential Contractors.

**VI** **SUBMITTALS:** Bids must be submitted in a sealed envelope plainly marked **Bid – Roofing Replacement - Attn: Operations and Facilities,** and will be **received until 2:00 PM EDT, Friday, August 24, 2018** directed to:

John Adams  
Airport Building Maintenance Superintendent  
Manchester • Boston Regional Airport  
One Airport Road, Suite 300  
Manchester, New Hampshire 03103  
(603) 624-6539

# Manchester • Boston Regional Airport

## ROOFING REPLACEMENT

**August, 2018**

**FY19-805-11**

### AGREEMENT

This AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the MANCHESTER-BOSTON REGIONAL AIRPORT/CITY OF MANCHESTER (hereinafter called the OWNER), and \_\_\_\_\_ (hereinafter called the VENDOR).

1. The VENDOR agrees to provide Roofing Replacement in accordance with the Specifications. The VENDOR further agrees to perform this work in strict accordance to the following:
  - A. The VENDOR will supply and deliver all services and equipment as requested in strict accordance with the technical requirements, specifications and instructions contained in the Request for Qualifications, the Bid Specifications, and as set forth in the Bid and Contract Documents.
  - B. VENDOR shall supply manpower with the appropriate training, equipment, and material, to perform services as outlined within the Bid Specifications.
  - C. The VENDOR shall submit written certification attesting that the roofing material being provided and installed meets or exceeds the required specifications.
  - D. The OWNER shall not be responsible for supplies and equipment left on site by the VENDOR.
  - E. The VENDOR shall immediately clean-up, store in appropriate containers and remove from the Owners premise any solvents, adhesives, or hazardous chemical spilled in the course of this contract.
  - F. The VENDOR shall be responsible for the storage and immediate removal of any hazardous material from the OWNERS property. The Vendor shall be responsible for proper and immediate cleanup of any materials spilled. Materials must be disposed of in a manner consistent with good maintenance practices and in accordance with all applicable local, state, and/or federal guidelines and/or regulations.
  - G. The VENDOR shall maintain a clean and obstruction free work area and comply with the OWNERS safety requirements at all times.



H. The contract may be terminated by the OWNER at any time upon written notice to the VENDOR.

I. Payment shall be made by the OWNER to the VENDOR when the VENDOR has completed the required replacement. Provided an invoice for payment is received by the OWNER not later than the 20th day of a month, the OWNER shall make payment to the VENDOR no later than the 16th day of the following month. If the OWNER receives the invoice after the invoice date fixed above, the OWNER shall make payment no later than 55 days after the OWNER received the invoice for payment.

J. The AGREEMENT consists of the Legal Notice – the Specifications which are incorporated herein by reference and made a part hereof, Company Questionnaire, Bid Form, Exhibit A, Exhibit B, Letter of Award, and any other addenda attached hereto, issued before execution of this AGREEMENT, and any amendments duly executed by both parties.

\*\*\*\*\*

IN WITNESS WHEREOF, the parties hereto have executed this contract Agreement for Construction Services as of the year and day first mentioned.

Agreement Date: \_\_\_\_\_

City of Manchester, Department of Aviation:

By: \_\_\_\_\_  
Airport Director

By: \_\_\_\_\_  
Contractor/Vendor

By: \_\_\_\_\_  
Airport Witness

By: \_\_\_\_\_  
Contractor/Vendor Witness

**Manchester • Boston Regional Airport  
ROOFING REPLACEMENT**

**August, 2018**

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**EXHIBIT “A”**

**CONTRACT AGREEMENT  
INDEMNIFICATION AND INSURANCE REQUIREMENTS**

Highlights of the insurance requirements include the following:

- During the installation period, the Company and all subcontractors must maintain \$1,000,000 of insurance coverage for injury or death in any one occurrence and for damage to property in any one accident.
- \$1,000,000 of comprehensive commercial general liability insurance is required throughout the term of the service contract.
- \$1,000,000 of excess liability insurance is required throughout the term of the service contract.
- Worker’s compensation or employer’s liability insurance is required throughout the term of the contract, as applicable.
- \$1,000,000 of comprehensive automobile liability insurance for all owned, non-owned and hired vehicles used by Company is required throughout the term of the contract.
- An indemnification of the City and Manchester•Boston Regional Airport is required.
- The City of Manchester and the Manchester•Boston Regional Airport must be named as additional insured on all insurance certificates with cancellation notification.

The City expressly reserves the right to alter, amend, or modify the terms of this contract without prior notice and the right to revoke its intent to enter into any legal agreements with prospective Companies.

**Manchester • Boston Regional Airport  
Roofing Replacement**

**August, 2018  
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**Bid Form**

The UNDERSIGNED, does hereby certify that the material to be furnished to the Manchester-Boston Regional Airport meets all of the specifications and requirements.

The UNDERSIGNED, hereby certifies that no employee, officer or agent of the City, nor any member of their immediate family has any interest in the award of a contract herein; nor, is any such employee, officer or agent employed by or about to become an officer or employee of any person, firm, partnership or corporation which may benefit from the award of the contract herein.

This agreement is based on the foregoing as well as the attached Exhibit A and Company Questionnaire issued before execution of this Agreement, and any amendments hereafter to be made.

The UNDERSIGNED must be familiar with all aspects of the facilities, and be familiar with the condition of the work and the site.

Manchester-Boston Regional Airport will award contract for the provision of ROOFING REPLACEMENT to the lowest responsible bidder.

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ITEM I. All inclusive price, per square foot, for Roofing Replacement at Manchester-Boston Regional Airport according to the specifications contained herein:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

ITEM II. All inclusive price, per square foot, for Roofing Polyiso Insulation at Manchester-Boston Regional Airport according to the specifications contained herein:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

(Unit price is to be shown in both words and figures. In case of discrepancy, the unit price in words will govern.)

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

By: \_\_\_\_\_

(Its): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**Manchester • Boston Regional Airport  
Roofing Replacement**

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**Exhibit “B”**

**BIDDER understands, agrees, and warrants that:**

1. Bidder has carefully read and fully understands all requirements of the Bid Documents and the form of the Agreement for providing Roofing Replacement;
2. Bidder has full knowledge of the improvements and the rights and privileges and limitations covered by the Bid Documents and Agreement for Roofing Replacement;
3. Bidder does hereby certify that the services to be furnished to Manchester • Boston Regional Airport meet all requirements of the specifications;
4. Bidder has the capability to successfully undertake and complete the responsibilities and obligations of the Bid Documents and Agreement to provide Roofing Replacement;
5. This Bid may be withdrawn at any time prior to the time and date of the bid opening as stated in these specifications, but it may not be withdrawn after such time.
6. After receipt of notification of the acceptance of this Bid by the Airport and receipt of the Agreement for Roofing Replacement, Bidder will execute and return the said Agreement within five (5) working days. The work must be completed by sixty (60) calendar days from the date of the airport’s approval for Roofing Replacement.
7. Airport reserves the right to reject any and all bids for any reason, to waive information in any bid received, and to accept that bid which will, in its opinion, best serve the public interest.
8. It is understood that Bidder is bound by this Bid until the award of Roofing Replacement by the Airport and execution of the Agreement for Roofing Replacement, or until ninety (90) days after the actual date of opening bids.

Bidder's shall supply the Airport with required documents that guarantee the successful Bidder will:

- a. Enter into an Agreement to provide Roofing Replacement;
- b. Furnish the Performance Bond or Letter of Credit, Payment Bond and proof of Insurance required by said Agreement;
- c. Apply for and obtain all applicable licenses and permits.