Dear Contractor:

Thank you for your interest in working with the Newburgh Community Land Bank. Attached, you will find detailed specifications for the roofing requirements of 61 Liberty Street WH, Newburgh, NY. We are seeking bids from qualified, licensed, insured contractors with extensive experience to provide high value services. Following roof repair and replacement, the properties will be abated for lead and asbestos (a separate Request for Proposals will be released) and then rehabilitated for the creation of owner-occupied housing. This building has an identified purchaser.

PROPOSALS MUST BE RECEIVED BY SEPTEMBER 16, 2015 AT 5 PM BY EMAIL (MFLETCHER@NEWBURGHCOMMUNITYLANDBANK.ORG) OR MAIL TO: PO BOX 152, NEWBURGH, NY 12550

We invite qualified contractors to view the properties on Friday, September 4th, 2015 at 10 AM at 61 Liberty. Please bring your own ladder for access. Land Bank staff will be available to answer questions and the building will be open and available for inspection. If you are unable to attend this session, please contact us to see if alternative time can be arranged. Please bring your own ladder for access.

The Land Bank is committed to connecting contractors and the high quality, trained workforce in Newburgh. In addition to the information required in the bid specifications attached, the successful contractor will identify, in writing, the number of vacancies, it will need to fill to complete the work within the proposed schedule. If no vacancies are expected, please note whether any existing employees are residents of the City of Newburgh. Workforce Development Institute (WDI), an organization with convenient local offices, maintains an inventory of trained, screened individuals with current certifications who are actively seeking work. The Land Bank will facilitate a mandatory meeting between the selected contractor and the Working in Newburgh (“WIN”) Program Manager to identify appropriate candidates and schedule interviews. Competitively priced, qualified contractors committed to the local hiring process will receive preference.

Contractors must possess a contractor’s license from the State of New York. The contractor must possess a minimum insurance requirement of $1 million per occurrence and $2 million in aggregate. The Land Bank will release additional Requests for Proposals (RFP) for other properties, so if you do not meet the requirements for this project, please email info@newburghcommunitylandbank.org to sign up for our mailing list and specify “RFP Mailing List” in the subject line.

Spanish translation and interpretation services are available if needed; do not hesitate to contact us.
NEWBURGH COMMUNITY LAND BANK

PROJECT MANUAL

ROOF REPAIR AND REPLACEMENT
61 LIBERTY STREET WH
NEWBURGH NY 12550

OWNER:
NEWBURGH COMMUNITY LAND BANK
15 CHAMBERS STREET
NEWBURGH NY 12550
(845) 565 5360

SPECIFICATION DATE:
SEPTEMBER 1, 2015
SECTION 1 - GENERAL

PROJECT DESCRIPTION

1. All work under this contract will be completed, finished, and properly executed in accordance with the specifications, good trade practice, applicable laws, and acceptable to Newburgh Community Land Bank, herein referred to as "the owner." The roofing contractor shall furnish all labor, materials, supervision, services, insurance and equipment necessary to complete all work as described herein, and/or as directed by the owner. Work not indicated, but inferable, to complete work, shall be understood to be included and be a part of the contract.

2. The roofing contractor shall satisfy the requirements for roofing projects issued by the City of Newburgh Codes Department concerning licensing and certification; equipment; removal and disposal procedures; work area preparation; and clean-up procedures.

3. The roofing contractor shall be responsible for the procurement of the building permit and applicable fees to City of Newburgh Codes Department.

4. The scope of work under this contract includes, but is not necessarily limited to the following:

   A. The roof shall be repaired and replaced in accordance with these specifications. The roofing contractor is responsible for field verification of estimated quantities, locations and/or other site conditions that may affect the work.

   B. The project includes a full roof repair/replacement as per specified below. Remove existing roof material, remove any rotted or damaged sub roofing, repair and replace sub roof as necessary, lay new roofing across entire roof.

   C. The roofing contractor will be responsible for the demolition of existing roof components including sub roofing and rotted roof structure in order to repair and rebuild roof as indicated. (Note: historic value components such as cornices and other exterior trim detailing to be left intact/salvaged to be restored)

   D. The roofing contractor will be responsible for repairing any building components, new or existing, damaged in the process.

   E. Concealed conditions that are exposed and may require additional work shall be brought to the attention of the owner immediately. The roofing contractor shall not initiate work on these areas without a written notice to proceed.
6  Building will be turned over to the roofing contractor as is. At that time, all electrical services and HVAC systems in the proposed work areas will be shut down. Electricity and water supply shall be coordinated with the owner for use by the roofing contractor. The roofing contractor is responsible for securing all power in the work area(s) and establishing all temporary GFCI hookups necessary to complete the work.

7  The roofing contractor is responsible for the disposal of waste & the placement of waste containers. Deliveries and storage of equipment must be coordinated with the owner.

Pre-Contract Submittal

1  The roofing contractor shall be required to submit the following and receive the owner’s approval prior to commencing work on this project:

   A  The name, address, social security number and NYS DOL certificate number of the person(s) who will supervise the roofing project.

   B  The following insurance certificates required by law with the owner’s name as certificate holder: 1) Workers Compensation; 2) Disability; 3) Liability

   C  Preliminary schedule - provide a detailed schedule including work dates, work shift times, estimate of manpower to be utilized and the start and completion date for completion of project.

Notifications & Permits

1  The roofing contract shall be required to prepare and submit notifications to the following agencies prior to the commencement of the project:

   Owner(s) :  Newburgh Community Land Bank
               PO Box 152
               Newburgh NY 12550
               Attn: Madeleine Fletcher
               Email: MFletcher@newburghcommunitylandbank.org

2  The notification shall include, but not be limited to, the following information:

   A  Name and address of owner

   B  Name, address and license number of the roofing contractor

   C  Address and description of the building, include size, age, and prior use of building, the amount in square feet of roofing to be repaired or replaced.

3  The roofing contractor shall secure any permits required by the city, town, county or state that may be required and the cost for obtaining the permit shall be included in the base bid.

4  The roofing contractor shall post the permit in a conspicuous location at the work site.
UTILITIES, SERVICE & TEMPORARY FACILITIES

1 THE ROOFING CONTRACTOR SHALL BE RESPONSIBLE FOR THE REQUIRED AMOUNTS OF WATER AND ELECTRICAL POWER, TO PERFORM THE PROJECT, IN ITS ENTIRETY.

2 THE ROOFING CONTRACTOR SHALL PROVIDE, AT HIS OWN EXPENSE, ALL ELECTRICAL, WATER, AND WASTE CONNECTIONS, EXTENSIONS, AND CONSTRUCTION MATERIALS, SUPPLIES, ETC. ALL CONNECTIONS MUST BE APPROVED IN ADVANCE BY THE OWNER AND ALL WORK RELATIVE TO THE UTILITIES MUST BE IN ACCORDANCE WITH THE APPLICABLE BUILDING CODES.

3 THE ROOFING CONTRACTOR SHALL PROVIDE SCAFFOLDING, LADDERS, LIFTS AND STAGING, ETC. AS NECESSARY TO ACCOMPLISH THE WORK OF THIS CONTRACT. THE TYPE, ERECTION AND USE OF ALL SCAFFOLDING, LADDERS, LIFTS AND STAGING ETC. SHALL COMPLY WITH ALL APPLICABLE OSHA PROVISIONS.

SECTION 2 - EXECUTION

MATERIALS & EQUIPMENT

1 GENERAL REQUIREMENTS

A MATERIALS SHALL BE STORED OFF THE GROUND, AWAY FROM WET OR DAMP SURFACES AND UNDER PROTECTIVE COVER TO PREVENT DAMAGE OR CONTAMINATION

B DAMAGE OR DETERIORATING MATERIALS SHALL NOT BE USED AND SHALL BE REMOVED FROM THE PREMISES.

C THE ROOFING CONTRACTOR SHALL MAKE AVAILABLE TO ALL AUTHORIZED VISITORS, LADDERS AND/OR SCAFFOLDS OF SUFFICIENT DIMENSION AND QUANTITY SO THAT ALL WORK SURFACES CAN BE EASILY AND SAFELY REACHED FOR INSPECTION. SCAFFOLDS AND LADDERS SHALL COMPLY WITH ALL APPLICABLE CODES.

2 TOOLS & EQUIPMENT

A SCAFFOLDING - SCAFFOLDING AND LADDERS, LIFTS AND STAGING, AS NECESSARY TO ACCOMPLISH THE WORK OF THIS CONTRACT SHALL COMPLY WITH ALL APPLICABLE SAFETY REGULATIONS.

B OTHER TOOLS AND EQUIPMENT - THE ROOFING CONTRACTOR SHALL PROVIDE OTHER SUITABLE TOOLS FOR THE REMOVAL, STRIPPING, DISPOSAL, REPAIR AND INSTALLATION ACTIVITIES.

C WASTE REMOVAL CONTAINERS - THE ROOFING CONTRACTOR SHALL PROVIDE DUMPSTERS & WASTE DISPOSAL CONTAINERS TO SUFFICIENTLY DISPOSE OF ANY WASTE MATERIAL FOR THE PROJECT.
WORK SPECIFICATIONS

1 SCOPE OF WORK

NOTE: THE ROOFING CONTRACTOR IS EXPECTED TO BE FAMILIARIZED WITH THE CONDITIONS OF THE EXISTING SITE, AND ALL DIMENSIONS SHALL BE VERIFIED BEFORE STARTING ANY WORK.

A COMPLETE REMOVAL OF EXISTING THREE (3) LAYERS OF OLD ROOFING AT THE MAIN FLAT ROOF AREA. REMOVE THE ENTIRE AREA OF ROOFING TO THE POINT OF EXPOSING EXISTING ROOF DECKING BELOW.

B REPLACE OLD ROTTED, DAMAGED OR DETERIORATED DECKING AS REQUIRED WITH 3/4" DECKING

C INSTALL MIN. 3" FULL ROOF DRAIN, LOCATION TBD BY OWNER AND CONTRACTOR AND NEW MIN. 3" GALVANIZED LEADERS FOR REAR GUTTER SYSTEM

D INSTALL FLASHING ON EXISTING SEWER ROOF VENTS AND AROUND CHIMNEYS

E INSTALL 1/2" HIGH DENSITY BOARD TO ENTIRE EXTENT OF ROOF

F REPLACE AND INSTALL NEW DISCHARGE DRAIN IN EXISTING LOCATION

G INSTALL NEW 0.060MM EPDM ROOFING MATERIAL AS PER MANUFACTURER’S SPECIFICATIONS

H INSTALL NEW FLASHING AS REQUIRED ALONG ROOF EDGE

I INSTALL NEW FLASHING AT SIDE PARAPET WALL AND CHIMNEYS, INSTALL NEW FLASHING SEAMS BETWEEN ADJACENT ROOFING AREAS WITH TERMINATION BARS.

J IF CONCEALED CONDITIONS THAT BECOME EXPOSED REQUIRE ADDITIONAL WORK, SUCH AS STRUCTURAL COMPONENTS THAT NEED TO BE REPAIRED OR REPLACED, THESE SHALL BE BROUGHT TO THE ATTENTION OF THE OWNER IMMEDIATELY.
LUMP SUM PRICING SHEET

SUBJECT TO THE ACCEPTANCE OF CLIENT,

VENDOR NAME

AGREES TO PERFORM THE WORK DESCRIBE IN THE ATTACHED DOCUMENT, SPECIFICATIONS, AND/OR FORM OF AGREEMENT AT THE FOLLOWING LUMP SUM PRICING.

LUMP SUM PRICING PROVIDED BELOW SHALL INCLUDE ALL COSTS ASSOCIATED WITH THIS PROJECT, INCLUDING BUT NOT LIMITED TO INSURANCE, LABOR, MOBILIZATION, MATERIALS, NOTIFICATION FEES, TRANSPORTATION AND DISPOSAL COST TO COMPLETE THE ITEMS IN COMPLIANCE WITH ALL RULES AND REGULATIONS.

LUMP SUM COST SHALL BE BASED ON THE PERFORMANCE OF THE WORK MONDAY THROUGH FRIDAY 8:00AM TO 5:00PM.

1  LUMP SUM BASE QUOTE
   SCOPE: AS PER SPECIFICATION SECTION #2 "WORK SPECIFICATIONS" ITEMS A-J

EST DURATION OF WORK COMPLETED IN ________________ CALENDAR DAYS

LUMP SUM QUOTATION AMOUNT: $ __________________

LUMP SUM QUOTATION AMOUNT: (WRITTEN OUT) ________________________________

VENDOR NAME ________________________________________________________________

SIGNATURE OF PRINCIPAL ___________________________ DATE __________________________

PRINT NAME OF PRINCIPAL & TITLE ________________________________

2  UNIT PRICING FOR ADDITIONAL OR DELETED WORK
   SHALL INCLUDE ALL LABOR, MATERIALS, SERVICES, WASTE DISPOSAL AND EQUIPMENT NECESSARY
   FOR THE COMPLETION OF ANY ADDITIONAL WORK REQUESTED TO BE PERFORMED ON THIS PROJECT.
   THIS UNIT PRICING SHALL BE UTILIZED TO ADJUST (E.G. INCREASE OR DECREASE) THE CONTRACTOR’S
   BASE QUOTE FOR ADDITIONS AND DELETIONS TO THE BASE QUOTE WORK SCOPE

   3/4” DECKING - PER SQUARE FOOT $ __________________
   1/2” HIGH DENSITY BOARD - PER SQUARE FOOT $ __________________
   ROOF FLASHING - PER LINEAR FOOT $ __________________
   3” GALVANIZED LEADERS - PER LINEAR FOOT $ __________________
   0.060MM EPDM ROOFING - PER SQUARE FOOT $ __________________
   DISCHARGE DRAIN - PER UNIT $ __________________
   OTHER - (PLEASE SPECIFY) $ __________________