

Request for Proposals

Roof Repair Services Cape Cod Lighthouse Charter School

195 Route 137, East Harwich, MA 02645

Proposal Due Date: Friday, June 16, 2023

Proposal Due Time: 4:00PM ET

Katie Prchlik
Cape Cod Lighthouse Charter School
195 Route 137
East Harwich, MA 02645
kprchlik@cclcs.info
Phone: 774-408-7994
Fax: 774-237-9041

Introduction

Cape Cod Lighthouse Charter School (“CCLCS”) is requesting proposals for roof repair services at Cape Cod Lighthouse Charter School located at 195 Route 137, East Harwich, MA 02645. Responses are due to Katie Prchlik by 4:00PM ET on Friday, June 16, 2023 at 195 Route 137, East Harwich, MA.

About Cape Cod Lighthouse Charter School

In 1993, the Massachusetts Legislature passed into law the Education Reform Act, mandating the development of Charter Schools. During school year 1993-94, fourteen charter schools were approved, with the Cape Cod Lighthouse Charter School being one of them.

Cape Cod Lighthouse Charter School seeks to provide a supportive and challenging learning environment for middle school students, where teachers foster intellectual development and academic achievement in an atmosphere that celebrates learning as a lifelong pleasure.

Scope of Work

The roof repair services required include:

- Removal and disposal of the existing roof down to the original layer, which includes both layers of EPDM membrane and potentially fiberboard roof insulation.
- Inspection and replacement of any wet or unsuitable isocyanurate insulation as required.
 - Installation of new insulation
 - The potential inclusion of 3/8 insulation board
 - Installation of a new roofing system
- All penetrations, projections, and tie-ins to be properly flashed per manufacturer’s standard details.
- Removal and replacement of existing gutters.
- Installation of new edge metal.
- Installation of a new roof access hatch.
- Replacement of existing shingle roof with new architectural shingles.
- Complete clean-up of all work-related debris.
- Procurement of all necessary permits and compliance with all local codes and regulations.

The following minimum warranties are required:

1. 20-year standard format labor and materials warranty is provided by the manufacturer.
2. 20-year workmanship warranty.

Proposal Submission Guidelines

The proposal price should include everything necessary for the execution and completion of the project. Proposals are to exclude sales tax.

CCLCS is not liable for any costs incurred by the bidder in the preparation of proposals submitted.

Bids should be submitted with 3 customer references. School references are preferred. Commercial references with similar or larger square footage are acceptable.

A pre-bidder’s walk-through of the site will be held on June 05, 2023 at 11am. Attendance at the pre-bidder’s walk-through is not mandatory to submit a bid.

In your proposal, please outline your approach for providing the services noted in the scope of work above. Please indicate whether there are services outlined in the scope that your organization is not prepared to offer at this time to ensure completion of the project by the specified project deadline of Friday, July 31, 2023.

Proposals must be submitted with a signed Bid Submission Sheet.

All proposals should be submitted via email to kprchlik@cclcs.info or mailed/hand-delivered to CCLCS by 4:00PM on Friday, JUNE 16, 2023. **Late bids will not be accepted.**

All questions about scope or site visits should be directed to Katie Prchlik, CCLCS Business Manager, via email at kprchlik@cclcs.info. CCLCS encourages all prospective contractors to submit any questions they may have as soon as possible. Questions should include “Roofing at CCLCS RFP” in the subject line to ensure that we identify the email as relating to this RFP.

Proposal Evaluation

CCLCS reserves the right to reject any and all proposals received as a result of this RFP. The selected proposal will be the most advantageous regarding timing, price, quality of service, qualifications, and capability to provide the specified service, and other factors, which CCLCS may consider.

Scoring Rubric:

RFP Item	Components	Weight
Complete Submission	Bid received before the submission deadline Bid envelope was sealed and properly labeled All required documents and attachments were included in the submission	N/A
Bidder Qualifications	Bidder possesses appropriate licenses, certifications, and insurance	10%

	Bidder has relevant experience in comprehensive roof replacement projects	
Bid Specifications	<p>Proposed scope of work meets the requirements (removal and disposal of two existing roof layers, installation of new insulation and roofing system, proper flashing, gutter replacement, optional roof access hatch and coping cap installation, replacement of existing shingle roof, clean-up)</p> <p>Proposed scope of work includes any required permits and adherence to local codes and regulations</p> <p>Proposal acknowledges exclusions and notes</p> <p>Proposal includes a 20-year standard format labor and materials warranty</p> <p>Proposal includes a 20-year workmanship warranty</p>	40%
Project Management	<p>Bidder demonstrates the ability to meet the project timeline</p> <p>Bidder shows a clear work plan and methodology</p>	10%
Cost	<p>The bid includes a clear and detailed breakdown of costs</p> <p>The total cost is within the project budget</p> <p>The bid provides good value for the cost (consider the balance between cost, quality, and bidder experience)</p>	20%
References	Bidder provides at least 3 satisfactory references from past projects	20%

Additional Requirements

At a minimum, the selected contractor must carry the following insurance for the entire period of the awarded contract and must name CCLCS as an additional Insured:

- Workers' Compensation Insurance at a minimum \$1,000,000 per incident that covers all employees of contractor that works in/on the schools.
- General liability or similar comprehensive insurance policy with a minimum of \$1,000,000 per incident coverage for the following:
 - Property Damage
 - Contractual Liability
 - Personal or Bodily Injury

Bid Submission Sheet

This form must be returned, properly executed, along with three customer referrals and any additional materials. Please use this form as the cover sheet for your bid proposal.

Company: _____

Address: _____

Telephone: _____

Email: _____

Projected Completion Date: _____

(Note: Start Date must be by June 30, 2023)

Bid Price (Labor): _____

Bid Price (Materials): _____

Total Price (Labor + Materials): _____

I, _____, a duly authorized representative of the bidding firm, agree to provide all goods and services included in this bid submittal in accordance with all applicable federal, state and local laws, regulations and ordinances, and further, to hold CCLCS harmless should any judgment be rendered against our firm for violation(s) during the performance of this project. The undersigned does, by his/her signature, indicate he/she has read, understands, and will comply with all requirements and conditions of the specifications.

Name (Please Print): _____

Title: _____

Signature: _____

Date: _____

APPENDIX A

(SPECS/IMAGE/DEPICTION OF ROOF)