



# Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · [www.merrimacknh.gov](http://www.merrimacknh.gov)

March 20, 2024

## REQUEST FOR PROPOSAL SLATE ROOF REPAIRS AT THE MERRIMACK PUBLIC LIBRARY

Sealed proposals will be received by the Town of Merrimack until two o'clock PM (local time) on Friday, April 19, 2024 to repair the slate roof at the Merrimack Public Library. The slate roof is original to the 1925 building.

Time and effort spent for bid preparation is the responsibility of the bidder. The act of submitting a bid is considered to be full acknowledgement that the bidder has inspected the sites and is familiar with the conditions.

**A mandatory walk through will be held on Friday, April 5, 2024 at 10:00AM** located at 470 Daniel Webster Hwy., Merrimack NH 03054. Please contact Yvette Couser at (603) 424-5021 or [ycouser@merrimacklibrary.org](mailto:ycouser@merrimacklibrary.org) for directions or additional information.

Please include in your proposal:

### **Project Specifications:**

- Assess current slate roof, underlayment, and the seams with 1979 roof and addition.
- Assess attic space under slate roof.
- Make a recommendation for repairs to any leaks
- Make a recommendation for repairs relating to slate, slate alternative materials
- Make a recommendation for any insulating of attic space under slate
- Take into consideration the Energy Report performed by S.E.E.D.S. (Sustainable Energy Education Demonstration Services) in 2022 that notes efficiency problems with the slate roof that have led to ice damming and resulting water damage
- Serve as project manager
- Contract with an engineer to create shop drawings
- Hire crew to complete repairs to leaks, attic space, insulation, roof and sub roof, ceiling and slate
- Provide timeline and scope of work for project

Please list in the proposal:

- Name, address, phone number, and website of company.
- Contact person
- List of three references for similar jobs completed in the last five years.
- Warranty information.
- Total price included on proposal form

Three copies of the proposal shall be submitted; including the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The bid price shall be quoted F.O.B. Town of Merrimack, 6 Baboosic Lake Rd, Merrimack, NH 03054.

Bidders will not be required to furnish a bid bond. The successful bidder will be required to furnish a Performance Bond and a Payment Bond each in the amount of 100% of the Contract Price.

Bids shall include all associated costs of liability insurance, supervision, labor, materials, tools, and travel to complete the work. All work shall be performed in accordance with the NH State Building Code. The Town reserves the right to reject any or all proposals, to waive irregularities in the proposals, and to accept the proposal which best serves the interest of the Town.

The successful bidder will be required to provide an insurance certificate confirming the following insurance coverage: worker's compensation insurance as required by the State of New Hampshire; broad-form comprehensive general liability insurance in an amount no less than \$1,000,000 combined single limit per occurrence; and motor vehicle insurance to include bodily injury, property damage, uninsured motorist, and employer's non-ownership coverage in an amount no less than \$1,000,000 combined single limit per occurrence. The Town of Merrimack shall be named as an additional insured on all policies.

The successful bidder must also agree in writing to indemnify the Town of Merrimack from any and all liability, loss or damage, including but not limited to bodily injury, illness, death, or property damage, which the Town becomes legally obligated to pay as a result of claims, demands, costs, or judgment against the Town arising out of the contractor's actions or omissions relating to this project.

The related award will be based on price, and the Town's evaluation of the quality of the proposed materials and bidder's experience and reputation. Since our evaluation may require discussions with former customers, bidders shall identify on the Bid Form three customers for whom comparable projects have been completed in the last five years.

The Town of Merrimack and Library Trustees reserves the right to reject any or all bids, to waive irregularities in the bids, and to accept the bid which best serves the interest of the Town.

Proposals must be sealed and marked "Proposal for Slate Roof Project at the Merrimack Public Library" and be delivered to the Town of Merrimack Finance Department, 6 Baboosic Lake Rd, Merrimack, NH 03054 by the time specified above when they will be read aloud.

The Town of Merrimack's Purchasing Policy is available on the Town's website: [http://www.merrimacknh.gov/town/departments/finance/bid\\_opportunities](http://www.merrimacknh.gov/town/departments/finance/bid_opportunities); a copy may be obtained by contacting the Purchasing Agent.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

For additional information call Kelly Valluzzi, Purchasing Agent, at (603) 424-7075.



**TOWN OF MERRIMACK, NEW HAMPSHIRE**

**FINANCE DEPARTMENT**  
**6 Baboosic Lake Road**  
**Merrimack, NH 03054**

**Tel: 603-424-7075**  
**Fax: 603-424-0516**

---

**Slate Roof Repairs at the Merrimack Public Library**  
**Proposal - Bid Form**  
*Due by 2:00PM on Friday, April 19, 2024*

Slate Roof Repairs at the Merrimack Public Library according to the Town's Bid specifications:

Repair leaks, attic space, insulation, roof and sub roof, ceiling and slate

**Total:** \$ \_\_\_\_\_

The Walk through was attended by a representative of this bidder:

Yes \_\_\_\_\_ No \_\_\_\_\_

Work shall be completed within \_\_\_\_\_ days of receipt of related purchase order.

The above bid is provided in accordance with the Town's bid invitation dated March 20, 2024, except as indicated below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Bidder:** \_\_\_\_\_

**List of References:**

Project: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact: \_\_\_\_\_

Project: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact: \_\_\_\_\_

Project: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone No: \_\_\_\_\_

Contact: \_\_\_\_\_