

ATTACHMENT A - PROJECT DESCRIPTION & SPECIAL CONDITIONS

A. BACKGROUND

1. DESCRIPTION. This specification includes background information on the Project, the Work, the Owner and includes information on other special project items.

B. CONTRACT DESCRIPTION.

1. SCOPE. The Town of Fox Lake wishes to receive competitive bids for the replacement of the existing salt storage shingled roof at 635 Spring Street, Fox Lake, Wisconsin.
2. CONTRACT. Contract 1 generally includes preparation, tear-off existing shingled roof including d-edge, replacement of plywood panels where deemed necessary, fur strip installation, synthetic felt installation, d-edge installation, metal roof installation, fascia installation, and related work necessary for a completed roof project.
3. WORK BY OWNER: The Town of Fox Lake will supply all the following materials for this project:
 - a. METAL ROOFING MATERIAL
 - b. SYNTHETIC UNDERLAYMENT & MOISTURE PROTECTION BUBBLE WRAP
 - c. EAVE TRIM MATERIALS
 - d. FASCIA TRIM MATERIALS
 - e. SPF 2X4 FURRING FOR METAL ROOFING AND D-EDGE INSTALLATION
 - f. SCREWS FOR METAL ROOFING AND TRIM INSTALLATION, COLOR MATCHED.
4. INCIDENTALS. Items to be included, but not limited to, the following:
 - a. Safety equipment and measures to ensure safe working environment in accordance with OSHA.
 - b. Material, tools & equipment necessary to access and work in a 20'+ high area.
 - c. Trash handling and site clean-up on a day-to-day basis.
 - d. Tools and equipment necessary to perform the replacement project.
 - e. Post-project clean-up and disposal.
 - f. Insurance for all installation work under the Contract.
 - g. Warranty for all installation work under the Contract.
5. PRE-BID SITE MEETING.
 - a. There will be a PRE-BID SITE MEETING for the purpose of fielding interested bidder questions and to allow interested bidders access to the project area. However, it is the Contractor's responsibility to visit the site, verify dimensions, and review the site for performance under this Contract.
6. ADDENDA.
 - a. The Owner reserves the right to amend or otherwise alter the bidding documents prior to the bid opening date. If so, the Owner will communicate any/all changes to interested bidders.

C. PROJECT SPECIFICS.

1. REMOVALS. The Contractor shall access, investigate and remove the existing shingled roof for the entire roof area down to the existing plywood surface. This includes existing d-edge and any inherent trim around the surface of the roof area. The Contractor shall be responsible for removal and disposal of all removed materials
2. PREPARATION. Access to the site and building will be made available to the Contractor. The Contractor is responsible to investigate all existing plywood subsurface and report instances of rot or significant deterioration to the Owner prior to replacement. Plywood sub-roofing is a Bid Item and will be paid out of the Unit Price where confirmed on the project.
3. PERMITS. The Town of Fox Lake will handle local permitting.
4. SAFETY. The Contractor shall be solely and completely responsible for safety. This requirement shall apply continuously and not be limited to normal working hours. Neither the Owner nor their

representatives are responsible for safety. Maintain at the job-site safety equipment and apparatus applicable to the Work and as prescribed by governing codes and safety organizations.

5. PROTECTION OF SALT STORAGE BUILDING & AREA. The Contractor is responsible to protect the integrity of the existing structure and any area currently used for salt storage during and in connection to the project. Debris or materials that may fall into salt stores shall be immediately removed.
6. PENETRATIONS. No roof penetrations are required on the project.
7. EXISTING CONDITIONS. The Contractor shall notify the Owner in writing prior to the beginning of the work, or a distinct section of the work, if existing conditions are detrimental to the Contractor's work or that existing facilities or improvements are damaged that may affect the work. Failure to notify the Owner shall place responsibility for the existing conditions and damaged items on the Contractor.
8. SPECIAL ITEMS.
 - a. Evaluation of Existing Sub-roofing. The Contractor, once the plywood surface is exposed, shall inspect and remove deteriorated plywood panels. No partial replacement is allowed, that is, the entire 4x8 panel shall be replaced. The Contractor shall coordinate with the Owner and mutually agree upon all replacement panels prior to removal. Installation shall match the existing in-place installation technique unless otherwise stated by the Owner. Finished sub-roofing shall be swept clean and any loose panels shall be properly affixed.
 - b. Synthetic Underlayment. The Contractor shall install synthetic underlayment in a manner equal to or greater than the manufacturer's installation instructions. It shall be laid flat, free of wrinkles and overlapped a minimum of 3" overlap. Butt joints shall be minimized but a butt joint shall be overlapped a minimum of 12 inches.
 - c. Furring. Furring will be installed perpendicular to the existing trusses, except along the roof perimeter, where such attachment will be to existing plywood or other suitable framing members. Furring will be fastened with minimum 3" ring-shanked galvanized nails (2 per truss), provided by Contractor. Nails shall meet ASTM A-153 hot-dipped galvanizing specification.
 - d. G-90 galvanized metal roofing will be installed by the Contractor upon purchase and delivery by the Owner. The Owner will provide all installation materials, including end treatment filler strips and screws.
 - e. The Contractor will install the necessary ridge cap trim, eave trim, fascia/gable trim (color matched). The fascia board will either be wrapped or covered with a suitable trim piece color matched for the work. Installation of this item is included in the Bid.
9. TIMEFRAME. Once the project is awarded to a successful bidder, the Contractor shall provide a detailed schedule. The Contractor shall allow an appropriate lead time for the Owner to order materials and coordinate delivery. The work shall be completed by August 31, 2016.
10. DAMAGE. In the course of completing the work, any damage sustained to the site or building facility shall be repaired or replaced at no cost to the Owner.
11. WEATHER. Proceed with work in suitable working conditions. Absolutely no work shall be done in the rain.

D. PAYMENT PROCEDURES.

1. The Contractor shall supply pay requests or invoices in a legible and itemized manner to the Town.
2. All payments requests are subject to final approval by the Town of Fox Lake Town Board. Satisfactory approval of the work is in the sole discretion of the Town.
3. The payment period will be monthly. The Contractor shall allow for ample and reasonable time for Town Board review/approval.

E. WARRANTY.

1. All installation shall carry a minimum 1 year warranty at no additional cost to the Town.

-- END OF SECTION --

APPENDIX B

COST FORM

1. Submittal. This Bid is submitted to: **Town of Fox Lake**
Attn: Carlton Schley, Town Chair
W10543 CTH F
Fox Lake, WI 53933

2. Representations. In submitting this Form, the Bidder represents that:

a. They have examined and carefully studied the Bid Documents, and other related data identified as well as the following Addenda, receipt of which is hereby acknowledged:

Addendum Number	Date of Addendum

- b. Bidder is responsible to visit the Site(s) and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- c. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- d. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work.
- e. Bidder has given the Owner written notice of all conflicts, errors, ambiguities, or discrepancies that have been discovered in the preparation of this proposal, and the written resolution thereof by the Owner is acceptable.
- f. The bid documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Proposal is submitted.
- g. Bidder further represents that:
 - i. This submittal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with an collusive agreement or rules of any group, association, organization, or corporation;
 - ii. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid;
 - iii. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
 - iv. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract.

3. Bid Proposal

Replace Existing Shingled Roof with Metal Roof System

Item No.	Bid Item	Estimated No. of Units	Units	Unit Price	Total Cost
1.	Tear-off existing asphalt shingle roof & felt paper underlayment, including existing d-edge along roof perimeter. Includes removal and disposal.	----	Lump Sum	----	\$
2.	Prepare surface for metal roofing installation, investigate existing plywood panels for deterioration or rot, replace as necessary. Number of units may be more or less than the bid quantity, upon confirmation of Owner.	100	SF	\$	\$
3.	Synthetic Underlayment Installation.	----	Lump Sum	----	\$
4.	#2 2x4 SPF Furring Strips Installation.	----	Lump Sum	----	\$
5.	Installation of metal roofing and appurtenances including moisture protection bubblewrap, G-90 galvanized metal roofing and foam end filler treatments.	----	Lump Sum	----	\$
6.	Install ridgecap, eave trim, gable trim and fascia board wrapping/corner elements.	----	Lump Sum	----	\$

TOTAL ESTIMATED BID: \$

4. Signature

Upon acceptance of this Bid, the undersigned agrees to complete all required work as described in the bid documents according to the terms and conditions described herein.

By	
Title	
Date	

a. Communications concerning this Proposal shall be addressed to:

Name	
Address	
Phone	
Email Address	
Cell Phone	

b. This Proposal is submitted by:

An Individual:

Name (Typed or Printed)		(Seal)
By (Signature of Individual)		
Doing Business As		
Business Address		

A Partnership:

Partnership Name (Typed or Printed)		(Seal)
By (Signature of General Partner, Attach Evidence)		
Name (Typed or Printed)		
Business Address		

A Corporation:

Corporation Name (Typed or Printed)		(Seal)
State of Incorporation		
By (Signature of General Partner, Attach Evidence)		
Name (Typed or Printed)		
Title		
Attest (Signature of Corporate Secretary)		
Business Address		

A Limited Liability Company:

LLC Name (Typed or Printed)		(Seal)
State of Registration		
By (Signature of General Partner, Attach Evidence)		
Name (Typed or Printed)		
Title		
By (Attach Evidence of Authority to Sign)		
Name (Typed or Printed)		
Title		
Business Address		

--- END OF APPENDIX B ---