

Request for Quotes

for
Roof Coating

Issued By:

The Town of Saratoga

Responses must be received no later than

3/31/2023

I. Introduction

The Town of Saratoga (the Town) is soliciting bids for Castagra roof coating for the municipal building. This project will be located in the Town of Saratoga, at 12 Spring Street, Schuylerville NY 12871 in Saratoga County, New York. The Town of Saratoga is requesting approximately 14,900 square feet of full roof coating with a warranty option. All materials shall be provided by the Contractor.

I. General Conditions

- Roofing materials: 1 layer of EPDM over ½” insulation board, fastened to plywood decking.
- Leak around the drains, units and field damaged rubber areas.
- Last repair: patching of 4 locations and Castagra applied to drain was completed 1/18/23.

II. Scope of Work

Full Roof Coating: Approx. 14,900 sq. ft.

- Coating option: Castagra Roof Coating (Gray)
- Clean, prep, and dry roof for preparation of coating.
- Apply 30 mil Castagra Roof Coating to the roof surface to manufacturers standards.
- Apply Fabric and/or granulated coating to penetrations.

Bid should include details about installation warranty and options for extended warranty.

III. Form of Proposal

Respondents must provide a brief description of the firm, emphasizing areas of expertise or focus of practice. Bids must include a minimum of three client references for similar, recent projects. Please briefly describe each project, including overall project budget and specific services performed. Provide the name, land address and telephone number of a client representative for each project.

IV. Criteria for Bid Award

Bids will be awarded according to the methodology prescribed by Section 103 of the General Municipal Law, subject to Local Law 3 of 2015, which allows the Town to award bids based on “best value” methodology. A copy of Local Law 3 is attached.

Selection of the Contractor will be on a non-discriminatory basis without regard to race, color, national origin, gender, sexual orientation, or age.

V. Anticipated Schedule

Bid Schedule:

- Request for Bids advertised: **March 13, 2023**
- Pre-Bid Conference / Site Visit: **call to make appointment**

- Deadline for Submission of Bids: **April 3, 2023**
- Bid Awarded: **TBD by Town of Saratoga**
- Contract Signed: **Following Awarded Bid**

VI. Detailed Requirements / Specifications

To facilitate the comparison of Bids for the financial component of the overall scoring, fees and expenses must be presented on the enclosed Bid Pricing and Certification (Addendum A) and sealed separately for subsequent review. Bids that do not include a fully completed Cost Worksheet, or that alter the form, may be disqualified.

Bids shall remain in effect for a minimum of **60** days following the proposal due date.

The Town reserves the right to:

- reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award;
- request clarification of bid details following submission of bids;
- withdraw this Request for Bids without awarding a contract.

VII. Submission Requirements

Bids should be sent to:

Linda McCabe

Town Clerk

Town of Saratoga

Mailing Address (USPS) (FedEx and UPS) and Physical Address

12 Spring Street; Schuylerville, NY 12871

Email: clerkt@albany.twcbc.com

Bids can be submitted electronically or (three copies) must be in a sealed envelope marked: **“Town Hall Roof”** and received no later than **April 3, 2023 at 3:00 p.m.**

VIII. Additional Requirements

A. All bids must be accompanied by Addendum A: Bid Pricing and Certification.

B. Equal Employment Opportunity Policy (EEO): All responses must include a statement that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability, or marital status, will undertake or continue existing programs of affirmative action to ensure that minority group

members are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force if awarded all or part of this contract.

- C. Insurance: Contractor shall maintain and provide the following insurance: Commercial General Liability insurance of \$2 million per occurrence; Commercial Automobile Liability with a limit of \$1 million for both bodily injury and property damage; Excess/Umbrella Liability of \$5 million; Errors and Omission insurance as necessary with a limit of \$1 million and evidence of Workers Compensation/Employers' Liability insurance providing statutory NYS coverage. Policies must add the Town of Saratoga, State of New York, and Town of Saratoga Highway Department as additionally insured.
- D. Prevailing Wage: This project is subject to Article 8 of the New York State Labor Law and the Prevailing Wage Rates are applicable.
- E. Minority and Woman Owned Business Utilization: The Town Board will utilize the best value methodology, which includes consideration of small, minority, and woman owned businesses. NYS Certified Minority and Woman Owned Business Enterprises are encouraged to respond.

Addendum A: Bid Pricing and Certification

Description	Cost
Roof Coating (Materials and Labor)	\$
Warranty (Optional)	\$
TOTAL	\$

Note To Bidder:

Is this cost worksheet completed strictly in accordance with the specifications as noted herein?
_____ Yes _____ No

If “No” attach a letter explaining in detail the deviation.

Non-Collusive Bidding Certification

By submission of this bid, bidder and each person signing on behalf of bidder certifies, and in the case of joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

[1] The prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;

[2] Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and

[3] No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Sign the Bid:

By signing this bid you indicate your express authority to sign on behalf of yourself, your company or other entity and fully acknowledge acceptance of this Bid Proposal.

Signature _____

Company/Firm Name _____

Date _____