



April 2025

Request for Proposal

Sandown Central – Gym Roof Replacement

Prepared by: Frank Janvrin, Director of Facilities

Timberlane Regional School District, SAU 106

30 Greenough Road

Plaistow, NH 03865

Timberlane Regional School District (TRSD) requests sealed proposals to replace the gymnasium/cafeteria roof at Sandown Central School (see image on page 7). Proposals must be submitted in a sealed envelope labeled "RFP-Sandown Central Gym Roof" and mailed to 30 Greenough Road, Plaistow, NH 03865 by Friday, May 2, 2025, at 9:00 AM. The bid opening will occur on Friday, May 9, 2025, at 9:00 AM.

Once the district has evaluated project costs, final decisions on quantities and any limits to the scope of work shall be noted in the agreement/contract. The district will discuss and negotiate any additional modifications or clarifications made after the proposal due date with the Contractor before incorporating them into an agreement. The contractor will provide an agreement including a detailed scope of work.

All contractors/companies submitting proposals must furnish the labor, material, tools, and equipment necessary to perform the task and do all else, reasonably implied, as essential for this contract's prompt and satisfactory completion.

All companies performing work are advised to follow the latest revisions of the Code and New Hampshire State Law and employ skilled, trained, and certified technicians. Emergency numbers (including home phone numbers) will be provided to the Director of Facilities. The contractor shall provide proof of workers' compensation and liability coverage (minimum \$5,000,000).

Be advised that work is often scheduled during school days. The successful contractor will make every effort to ensure that safety is of prime importance so as not to risk any building occupant and ensure work without disrupting education. The Director of Facilities must authorize holidays and weekend work before engagement.

Please direct all questions to:

Frank Janvrin, Director of Facilities

Timberlane Regional School District, 30 Greenough Road, Plaistow, NH 03865

Contact: 603-382-6541 Ext. 3350 Frank.Janvrin@timberlane.net

SCOPE OF WORK:

Sandown Central Gymnasium/Cafeteria Roof Replacement

Carlisle Fully Adhered EPDM Rubber Roof System

- Provide all labor, materials, tools, equipment, and supervision necessary for the installation of a SureSeal 60-mil EPDM membrane Fully Adhered Roofing System, including flashings and insulation as specified herein and as indicated on the drawings per the manufacturer's most current specifications and details.
- The roofing contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- Before bidding, the roofing contractor shall confirm all given information and advise the building owner of any conflicts affecting their cost proposal.
- Any contractor who intends to submit a bid using a roofing system other than the approved manufacturer must submit for pre-qualification in writing fourteen (14) days before the bid date. Any contractor who fails to submit all the information as requested will be subject to rejection. Bids stating "as per plans and specs" will be unacceptable.

SUBMITTALS

Before starting work, the roofing contractor must submit the following:

- Shop drawings showing layout, construction details, and materials identification.
- Submit a letter of certification from the manufacturer certifying that the roofing contractor is authorized to install the manufacturer's roofing system and listing foremen who have received training from the manufacturer, along with the dates training was received.
- Certification of the manufacturer's warranty reserve.

Upon completion of the installed work, submit copies of the manufacturer's final inspection report to the specifier before issuing the manufacturer's warranty.

WORK SEQUENCE

- Schedule and execute work to prevent leaks and excessive traffic on completed roof sections. Care should be exercised to protect the interior of the building and ensure water does not flow beneath any completed sections of the membrane system.
- Do not disrupt activities in occupied spaces.

USE OF THE PREMISES

Before beginning work, the roofing contractor must secure approval from the building owner's representative for the following:

- Areas permitted for personnel parking.
- Access to the site.
- Areas permitted for storage of materials and debris. Areas permitted for the location of cranes, hoists, and chutes for loading and unloading materials to and from the roof.

Interior stairs or elevators may not be used to remove debris or deliver materials.

FACILITIES AND CONTROLS

Temporary Sanitary Facilities:

- Sanitary facilities will not be available at the job site. The roofing contractor is responsible for providing and maintaining portable toilets or equivalents.

Building Site:

- The roofing contractor must exercise reasonable care and responsibility to protect the building and site from damage. The contractor is accountable for rectifying any harm resulting from the execution of the contract.
- The roofing contractor must promptly and legally remove all construction debris from the job site to ensure it does not detract from the building's aesthetics or functionality.

JOB SITE PROTECTION

- The roofing contractor shall adequately protect the building, paved areas, lawns, shrubs, trees, etc., from damage while performing the required work. The contractor shall provide canvas, boards, and sheet metal (adequately secured) as necessary for protection and remove the protective materials upon completion. The contractor shall repair or be responsible for the costs of repairing all property damaged during the roofing application.
- During the roofing contractor's work, the building owner will continue to occupy the existing building. The contractor must take precautions to prevent dust and debris from spreading, primarily where such materials might shift into the building. The roofing contractor will provide labor and materials to construct, maintain, and remove temporary enclosures to keep dust and debris in the construction area(s) from entering the rest of the building.
- Do not overload any building portion by using or placing equipment, storing debris, or storing materials.
- Take precautions to prevent drains from clogging during the roofing application. Remove debris after each day's work and clean drains if necessary. At completion, test drains to ensure the system is free-running and watertight.
- Store moisture-susceptible materials above ground and protect them with waterproof coverings.
- Upon completion of the work, remove all traces of piled bulk materials and return the job site to its original condition.

SAFETY

The roofing contractor is responsible for all means and methods related to safety and must comply with all applicable local, state, and federal safety requirements. **Safety is the roofing contractor's responsibility.** All personnel must be instructed daily to maintain a safe environment for the facility's occupants, including staff, visitors, customers, and the public on or near the site.

WORKMANSHIP

- Applicators installing new roofs, flashing, and related work must be factory trained and approved by the manufacturer they represent.
- • All work must be of the highest quality, in strict accordance with the manufacturer's published specifications, and to the satisfaction of the building owner.
- • A supervisor shall always be present on the job site while work is in progress.
- • All field seams and flashing details must be completed according to the manufacturer's specifications and details.

JOB CONDITIONS, CAUTIONS AND WARNINGS

Refer to Carlisle's EPDM Roofing System specification for General Job Site Considerations.

- Material Safety Data Sheets (MSDS) must always be on site during material transportation, storage, and application.
- When positioning membrane sheets, exercise care is used to locate all field splices away from low spots and out-of-drain sumps. All field splices should be shingled to prevent water from buckling.
- When loading materials onto the roof, the Carlisle Authorized Roofing Applicator must comply with the building owner's requirements to prevent overloading and possible disturbance to the building structure.
- Proceed with roofing work only when weather conditions comply with the manufacturer's recommended limitations and when conditions permit the work to proceed per the manufacturer's requirements and recommendations.
- Proceed with work so that new roofing materials are not subject to construction traffic. When necessary, new roof sections shall be protected and inspected upon completion for possible damage.
- Provide protection, such as 3/4-inch-thick plywood, for all roof areas exposed to traffic during construction. The plywood must be smooth and free of fasteners and splinters.
- The surface on which the insulation or roofing membrane is to be applied shall be clean, smooth, dry, and free of projections or contaminants that would prevent proper application of or be incompatible with the new installation, such as fins, sharp edges, foreign materials, oil, and grease.
- New roofing shall be complete and weathertight at the end of the workday.
- Contaminants such as grease, fats, and oils shall not be permitted to come into contact with the roofing membrane directly. An overlay of Epichlorohydrin membrane must be adhered around units that have the potential to emit solvents, grease, or oil.

WARRANTY

- Provide the manufacturer with a total system warranty covering labor and all materials with no dollar limitation.
- Pro-rated System Warranties shall not be accepted.

CLEAN UP

- Perform daily clean-up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.



The approximate area is roughly 3400 square feet.

End of Request for Proposal Specifications