

Bid Notice

Sealed bids will be received by the City Manager of the City of Seaford, 414 High Street, Seaford, DE 19973, until 2:00 p.m., prevailing time on Wednesday, March 27, 2024, for **“106 Spring Street Roof Replacement Project”** All bids will be opened in the Council Chambers and read aloud at this time. The City Manager and staff will then evaluate them for compliance.

The bids may be presented to the Mayor and Council at their regular meeting on April 9, 2024, at 7:00 p.m., in the City Hall Council Chambers 414 High Street. They may be awarded at this time. The Mayor and Council reserve the right to reject any and all bids.

Bids must be submitted in a sealed envelope, addressed ATTN: Charles Anderson, City Manager, City of Seaford, P.O. Box 1100, Seaford, DE 19973. The outside of the envelope must be marked **“106 Spring Street Roof Replacement Project”** and the bidder’s name shall be shown thereon. All proposals must be made on the bid form provided in the specifications. All proposals must conform to the bid documents. Any exceptions will be evaluated for suitability and acceptance is at the sole discretion of the owner.

The successful bidder shall also secure and maintain, at its own expense, during the contract term, the types and limits of insurance outlined in the contract documents.

Complete specifications and contract documents will be available at the City of Seaford, 414 High Street, Seaford, Delaware 19973. Copies may be obtained by calling Ashley Blalock, Municipal Clerk at (302) 629-9173

No bids may be withdrawn after the scheduled time from the receipt of bids for a period of thirty days. The City of Seaford reserves the right to reject any and all bids and to waive any or all informalities in any bid or bids.

City of Seaford

Charles Anderson
City Manager

INFORMATION FOR BIDDERS

BIDS will be received by the City of Seaford (herein called the “Owner”) at the office of the **City Manager, City Hall, 414 High Street, Seaford, Delaware until 2:00 p.m., prevailing time, on Wednesday, March 27, 2024**, and then at said location publicly opened and read aloud.

BIDDERS are advised that the bid is for all materials, equipment, manpower and services, required to remove and replace the roofs on City owned buildings described in this specification.

Each BID must be submitted in a **sealed envelope**, addressed to the City Manager, City of Seaford, City Hall, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be plainly marked on the outside as **Attn: City Manager “106 Spring Street Roof Replacement Project” and the envelope should bear on the outside the name of the BIDDER and their address**. If forwarded by mail, the sealed envelope containing the BID must be enclosed in another envelope addressed to the OWNER. Any BID received after that time and date specified shall not be considered.

All BIDS must be made on the required BID proposal form. All blank spaces for BID prices must be filled in, in ink, or type written, and the BID form must be fully completed and executed when submitted. One copy of the BID form is required. BIDS and/or alternate bids submitted by FAX will not be accepted.

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn prior to the above scheduled time for the opening of the BIDS or authorized postponement thereof. No BIDDER may withdraw a BID within thirty (30) days after the actual date of the opening thereof.

A pre-bid meeting will be held Wednesday March 13, 2024, at 106 Spring Street, Seaford, DE. The pre-bid meeting will be held at 10:30 a.m. The intent of the meeting will be to give potential bidders the opportunity to ask questions or gain additional clarification regarding the bid documents and scope of intended work.

BIDDERS must satisfy themselves of the accuracy of the required work in the BID documents by a review of the CONTRACT DOCUMENTS. After BIDS have been submitted, the BIDDER shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve them from fulfilling any of the conditions of the contract.

The OWNER may make such investigation as they deem necessary to determine the ability of the BIDDER to provide the necessary materials and/or labor and equipment to carry out the work and the BIDDER shall furnish to the OWNER all such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any BID if the evidence submitted by, or investigations of, such BIDDER fails to satisfy the OWNER that such BIDDER is properly qualified to carry out the obligations of the Agreement. A conditional or qualified BID will not be accepted.

An award may be made to the lowest, responsible BIDDER. The Mayor and Council reserve the right to reject any and all bids. **The bids may be presented to the Mayor and Council at their Regular Meeting on April 9, 2024, at 7:00 p.m., in City Hall Council Chambers, 414 High Street, Seaford, DE.**

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout.

Each BIDDER is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the BIDDER to do any of the foregoing shall in no way relieve any BIDDER from any obligation respective to their BID.

-END OF INFORMATION FOR BIDDERS DOCUMENT-

Detailed Specifications

Sealed bids are being accepted for the removal and replacement of the existing asphaltic shingle roof (including all underlayment and flashing) on the City owned buildings located at 106 Spring Street, Seaford, DE 19973.

The prices bid shall include furnishing all equipment, labor and materials necessary to remove the existing asphaltic roofing shingles as described in this specification and to provide a new functionally complete asphalt roofing system to include all flashing, underlayment, ridge venting, and other appurtenances as detailed in the specifications.

General Requirements – The Contractor shall provide all temporary utilities for the project. The owner will provide the necessary City and County building permits to the contractor at no charge. All costs associated with additional permits and licenses will be the contractor's responsibility.

General Scope of Work:

1. The Contractor shall remove existing shingles and properly dispose of all removed debris at a DSWA approved facility. He shall also completely clean the job sites to a "before construction" or better condition at the completion of these installations.
2. The roof sheathing will be inspected for damage. If portions are in need of replacement the contractor shall notify the City and receive approval for replacement prior to removal. **The contractor shall include in his base bid 100 square feet of replacement sheathing. The sheathing shall be 5/8" OSB plywood (or approved equal) fully edge and field nailed.** If, as a result of the inspection additional sheathing replacement is necessary and approved by the City the contractor shall be paid for the area replaced in accordance with the per square foot price submitted by the contractor on the bid sheet.
3. Install new 15# felt over roof sheathing as shingle underlayment.
4. Install new aluminum factory painted drip edging, step flashing, counter flashing, pipe flashing, or other penetration flashing, (whether listed or not) to provide a complete watertight roofing system in accordance with the manufacturer's specifications. The color of any flashing to be chosen by the owner from the manufacturer's standard color section options within the prices bid.
5. Provide and install new 30-year asphalt architectural shingles (with vented ridge cap) applied to all building roof surfaces. Shingle color to be chosen by the owner from the manufacturer's standard color section options within the prices bid. Upon completion of the project and prior to final payment by the City the contractor

shall provide the City a copy of the manufacture's 30-year warranty for the asphalt roof system installed at the specific location.

The contractor will be required to schedule and execute his work to not disrupt the building's tenant (Brimming Horn Meadery). The building shall remain open and operational during all contractors' operations. The contractor will be required to confine his storage of materials and workman's vehicles to the rear of the property.

The successful bidder must also provide an insurance certificate prior to the commencement of work. Comprehensive Liability, Bodily Injury and Property Damage, and Workmen's Compensation will be required in the amounts listed herein. The contractor shall secure and maintain at his own expense, during the contract term a commercial general liability insurance which insures against claims for bodily injury, property damage, personal injury and advertising injury arising out of or in connection with, any operations or work under this contract whether such operations are by the contractor, its employees, or subcontractors or their employees. The policy shall provide minimum limits of liability as follows:

- \$1,000,000.00 combined single limit – each occurrence
- \$1,000,000.00 combined single limit – general aggregate
- \$1,000,000.00 Combined single limit – products/completed operations aggregate.
- \$1,000,000.00 Business auto liability – combined single limit.
- \$500,000.00 Workers compensation – each accident, each employee
- \$2,000,000.00 Umbrella excess liability insurance.

All insurance shall name the owner; it's appointed and elected officials, officers, servants, agents and employees as insured. The commercial general liability policy shall afford coverage for the explosion, collapse and underground hazards, contractual liability and liability arising from independent contractors. Products and completed operations insurance shall be maintained for two years after completion of the project. The contractor shall submit proposed insurance instruments to the City Manager prior to execution for approval.

**BID PROPOSAL FOR
106 Spring Street Roof Replacement Project
For the City of Seaford**

To: City Manager
City Hall
414 High St.
PO Box 1100
Seaford, DE 19973

Gentlemen,

Proposal of _____ (hereinafter called "Bidder"), organized and existing under the laws of the State of Delaware doing business as _____ (insert "a corporation" "partnership", or "an individual" as applicable) to the City of Seaford, Delaware (hereinafter called "Owner.")

In compliance with your Advertisement for Bids, BIDDER hereby proposes to supply all materials equipment and labor necessary for the Recreation Storage Building and Pool House Roof Replacements in strict accordance with the CONTRACT DOCUMENTS, within 90 calendar days, and at the prices stated below.

By submission of this BID, each BIDDER certified, and in the case of a joint BID each party thereto certified as to his own organization, that this BID has been arrived at independently, without consultation, communications, or agreement as to any matter relating to this BID, with any other BIDDER or with any competitor.

BIDDER hereby agrees to commerce WORK under this contract on or before a date to be specified in the **NOTICE TO PROCEED** and to fully complete the PROJECT within thirty (30) calendar days thereafter.

1. Furnish & install all materials, equipment, and labor for the 106 Spring Street

\$ _____

Alternate Price for removing and replacing 5/8" OSB plywood as approved by the City."

\$ _____ / SQ. FT.

NOTE: Bids shall include all sales taxes and all other applicable taxes and fees.

Signature: _____

Date: _____

Printed Name: _____

Address:

Phone No.: _____

Cell Phone: _____

Email address: _____