City of Derby, Connecticut

Request for Proposal (RFP)

Shingle Roof Replacement – Veterans of Foreign Wars Building

Bid Start Date: March 18, 2026

Bid End Date: April 20, 2026

Submittal Info: All submissions shall be made through the city's secure bid website
www.derbyct.gov/bids

Scope of Work

The roofing system specified herein is based on GAF products as the Basis of Design due to a pending material donation associated with this project.

Contractors may propose equivalent products from other manufacturers, provided the proposed system:

- Meets or exceeds all listed performance characteristics
- It is installed as a complete manufacturer-approved system
- Is eligible for the manufacturer's highest available extended warranty, including manufacturer-backed workmanship coverage

Any proposed substitution must be clearly identified in the bid and include product data sheets and warranty documentation for review.

1. Prior to start of work, apply for and receive an approved Building Permit from the City of Derby.

2. Fully cover the building faces, shrubbery, and lawn areas with appropriate tarps and plywood to protect against damage during roof removal.

3. Remove all existing roof shingles, fasteners, and flashings down to the plywood roof deck. All removed material to be lowered to the ground and properly disposed of away from the property. A dumpster may be placed on the lawn in the eastern rear corner of the building off Atwater Street. Any significant damage or large ruts in the lawn are to be repaired by and at the contractor's expense.

4. All plywood decking is to be thoroughly inspected for deterioration. Any bad plywood is to be replaced at an established per square foot cost only after approval from the City of Derby and the Building Official.

5. Any and all existing loose plywood or sheets with lifted corners are to be back-nailed using code approved fasteners. Any buckled plywood decking with abutting edges without gaps is to be correctly re-cut.

6. Remove all dust and dirt from the entire roof deck by sweeping with a heavy broom. Photograph decking conditions and submit to the Building Official.

7. Install GAF WeatherWatch Ice and Water Sheild over the ENTIRE roof surface(s) per the manufacturer's specifications. Photograph completed underlayment installation and submit to the Building Official.

8. Install new white aluminum rake and drip edging.

9. Replace all 3" round bathroom stack boots with new aluminum flanged, neoprene collared boots.

10. Replace any damaged bathroom ventilation units with new Broan bathroom fan flap units. Each to have a secondary layer of WeatherWatch installed each base.

11. Fix, straighten, or replace all damaged step-flashing with new aluminum 5" x 5" x 8" step flashing material.

12. Install GAF WeatherBlocker starter strip at all eaves and rake edges. This product is required to meet GAF Unlimited Wind Uplift Protection.

13. Install GAF Timberline HDZ Stain Guard Plus Lifetime Architectural Shingles using 6 nails per shingle as per current building code and hurricane rating requirements.

14. Install GAF Cobra Vent - roll mesh at all vented ridges and install per manufacturer's guidelines with provided kit nails.

15. Install GF TimberTex Premium Ridge cap shingles on all hips and ridges. These are the GAF double-layer premium ridge cap material - single-layer caps or three-tab cutbacks will **not** be accepted.

16. Provide and install new lead counterflashing at the chimney to match existing as closely as possible.

17. Broom sweep and with hand leaf blowers ensure grounds are clean.

18. Finalize clean up using magnet sweepers checking for all nails.

19. Contact and meet the building official on site for final inspection.

20. Register the GAF Golden Pledge Warranty with GAF and conduct final inspection with manufacturer as needed.

A **mandatory pre-bid site walkthrough** will be held as follows:

Date: April 8
Time: 10-12
Location: 2 Atwater Street, Derby, CT

Attendance by at least one authorized representative of the bidder is **required**. Failure to attend the walkthrough will result in the bid being deemed **non-responsive**.

The purpose of the walkthrough is to familiarize bidders with existing site conditions, roof access, staging limitations, safety considerations, and existing building features that may impact the work.

No pricing, design changes, or scope modifications will be discussed during the walkthrough.

All questions arising from the walkthrough must be submitted in writing in accordance with the **Questions and Addenda** section of this RFP. Responses, if any, will be issued by formal addendum and distributed to all bidders.

LICENSING REQUIREMENTS

The contractor must be certified by the roofing manufacturer to install the proposed roofing system and to offer the manufacturer's **highest available extended warranty**, including manufacturer-backed workmanship coverage.

GAF Master Elite / Golden Pledge certification is acceptable but not required, provided an equivalent certification and warranty program is offered by the proposed manufacturer.

- All contractors must provide proof of State of CT Contractor Licensing.
- Certification as a GAF Golden Pledge Certified Contractor or a Golden Pledge-equivalent.

GAF DONATION OF MATERIALS (If Applicable)

GAF has indicated its intent to donate roofing materials for this project through its community grant program.

Contractors proposing GAF materials shall be responsible for obtaining and processing all required documentation for the GAF Community Grant Application.

The value of donated materials, as determined by GAF, shall be deducted from the final contract price.

Contractors proposing non-GAF systems shall include full material pricing in their base bid.

OTHER

- Work to be performed Monday through Friday between 7:30 a.m. and 5:00 p.m.
- Copy of building permit must be forwarded to the owners prior to commencement of any work.
- One - 110V power outlet will be provided outside or arrangements will be made for interior power access for power tools, chargers, and small compressors. Any power above and beyond one outlet will be the responsibility of the contractor to provide.
- No more roofing is to be removed than can be made watertight before the end of each workday.
- Once work begins, it is expected that the work crews will be at the property every day (weather permitting) until completion.
- Cost of dumpsters and disposal of debris included in price.
- Contractor must provide proof of license to work within the State of Connecticut with bid document.

INSURANCE

Certificate of insurance must be forwarded to the City of Derby prior to signing of the contract. The Certificate of Insurance is to be issued to the City of Derby naming the same as an added insured. The certificate is to indicate Workmen's Compensation Insurance with minimum limit of $500,000.00, Comprehensive General Liability with minimum limit of $1,000,000.00, ($2,000,000 General Aggregate), and Automobile Liability. Certificate shall indicate expiration date of each policy and provision for prompt notification to named insureds of cancellation or non-renewal of any policy.

OSHA

In connection with the work, contractor agrees to conform to and observe all of the requirements of the Occupational Safety and Health Act of 1970, as amended to date, and to save and hold harmless the owners from any violations thereof by Contractor or any Subcontractor or Sub-Subcontractor or any other person hired by Contractor, and in the event that any fine, penalty or other charge shall be assessed, levied or imposed by virtue or such violation of the aforesaid Act. Contractor shall reimburse the ownership for the amount of such fine, penalty or other charge assessed levied or imposed within ten (10) days after demand thereof.

Change Orders

In the event the owners wish to make any changes in the specifications or this Agreement, such changes shall be made by written change order signed by both the owners and the contractor, which change order shall specify the amount of the extra cost or credit. The contractor shall not commence any work contemplated by the change order, nor shall the owners be responsible for the cost of any work performed by the contractor, unless evidenced by a written instrument executed by the parties hereto which shall become a part hereof. Anything to the contrary notwithstanding, in the event of a field condition not previously known or an emergency not contemplated occurring during performance of the Work, notice shall be given as soon as practically possible by the contractor to the owners for a change order which shall be executed after the fact.

WARRANTY

Warranty Requirements

All materials and workmanship shall be covered by the manufacturer's highest-level extended warranty, which must include:

- Manufacturer-backed workmanship coverage of not less than 20 years
- Coverage for installation labor
- Coverage for tear-off and disposal if replacement is required

If GAF products are used, the City will require registration of the GAF Golden Pledge® Warranty.

In addition, the contractor shall provide a minimum five (5) year contractor workmanship warranty, regardless of manufacturer.

Proposal Submission Instructions

Proposals must be submitted electronically in PDF format on the City's website at www.derbyct.gov/bids.

All questions, requests for clarification, or interpretations regarding this RFP must be submitted **in writing** via email to:

Contact: Brian Hall
Email: bhall@derbyct.gov

Questions must be received no later than: April 10, 2026

Questions submitted after this deadline may not be considered.

Evaluation Considerations

In evaluating proposals, the City may consider:

- Total net project cost, including donated materials
- Length and scope of manufacturer-backed warranties
- Contractor certification level and experience
- Completeness and compliance with specifications
- Project Timelines

RESERVATION OF RIGHTS

- The City of Derby reserves the right to reject any or all proposals and to award the contract in the best interest of the City. Work must comply with all applicable codes and regulations. Payment terms and warranty conditions shall be clearly stated in the proposal. All costs incurred in the preparation of the proposal are the responsibility of the proposer. The selected contractor will be required to enter a contract with the City of Derby.

Contractor: _____

BASE BID: _____

Cost per Sheet of Plywood Decking: _____