



**REQUEST FOR PROPOSALS (RFP)  
ROOF REPLACEMENT**

**NORTH HUNTINGDON TOWNSHIP MUNICIPAL BUILDING**

**January 25, 2024**

To All Interested Bidders:

Bidders are invited to submit a formal Proposal (the “Proposal”) to replace the roof at the Municipal Building of North Huntingdon Township with the attached General Conditions and Specifications.

Please submit one original and two copies of the Proposal. **Faxed or emailed Proposals will not be accepted.**

If any questions arise from the RFP, the bidder may submit to North Huntingdon Township (“the Township”) Harry Faulk, a request for interpretation via email at [hfaulk@nhtpa.us](mailto:hfaulk@nhtpa.us).

**Sealed Proposals will be received in the Township Managers office until 10:00am, on February 9th, 2024. All Proposals shall be clearly marked with “Roof Replacement North Huntingdon Township.” Immediately following the closing of the RFP, the Township will publicly open bids at the Township Commissioners’ Chambers located at 11279 Center Highway, North Huntingdon, PA 15642**

**All sealed Proposals must be delivered to the following address:**

North Huntingdon Township  
Attn: Harry Faulk, Township Manager  
11279 Center Highway  
North Huntingdon, PA 15642

Proposals will be opened at the time and date, and location indicated above. The Proposals shall remain firm for not less than thirty (60) calendar days from the date of receipt of the Proposal. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

## **General Conditions**

The following are the general conditions for the work to be performed.

### **Scope of Work**

It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the Township.

### **Existing Conditions**

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

### **Insurance**

Prior to the commencement of work, the vendor shall furnish to the Township a Certificate of Insurance showing compliance with the following limitations. The vendor agrees to comply with the provisions of Worker's Compensation laws of the State of Pennsylvania.

The vendor further shall maintain such other insurance (with limits as shown below) as shall protect the vendor and the Township from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and vendor shall furnish the Township with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by vendor.

Listed below are the insurance coverages which must be procured by the vendor at the vendor's expense.

The vendor agrees to follow instructions indicated in each case.

- **Proof of current workers compensation**
- **Vendor's public liability insurance, personal injury, including death- \$250,000.00 for each person and \$500,000.00 for each accident.**
- **Property damage- limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.**

**Certificate of Insurance with the Township listed as additional insured must be sent to the Township prior to commencement.**

Insurance must be written by a company licensed to do business in the State of Pennsylvania.

**Statement of Vendor Qualifications**

As part of the Proposal, the vendor must complete the attached “Statement of Vendors Qualification” before awarding of contract, to demonstrate to the complete satisfaction of the Township, that the vendor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the Township of the vendor’s qualifications for executing the work.

**Taxes**

The Township is a tax-exempt organization. A copy of the Township’s tax-exempt form will be furnished.

**Governing Laws**

All Proposals and related documents submitted to the Township by the vendors are governed under the laws of the State of Pennsylvania and local ordinances, policies and regulations.

**Addenda**

If any questions arise from the RFP, the bidder may submit to Harry Faulk, a request for interpretation via email at [hfaulk@nhtpa.us](mailto:hfaulk@nhtpa.us). Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to [hfaulk@nhtpa.us](mailto:hfaulk@nhtpa.us) no later than 4:00 pm, Friday, February 2, 2024. All questions that arise that require an addendum will be posted to the Township of North Huntingdon’s website at <https://www.township.north-huntingdon.pa.us/> no later than February 6, 2024

The Township will not be responsible for any other explanations or interpretations. The Township reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The Township reserves the right to reject any or all Proposals and waive technicalities and informalities.

## **Proposal Form and Format**

Proposals should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

North Huntingdon Township  
Attn: Harry Faulk, Township Manager  
11279 Center Highway  
North Huntingdon, PA 15642

Sealed Proposals will be received until 10:00am on February 9. All Proposals shall be clearly marked with "Roof Replacement North Huntingdon Township ] RFP." Immediately following the closing of the RFP, the Township will publicly open bids at the Township Commissioners' Chambers located at 11279 Center Highway.

## **Deviations**

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted Proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted Proposal between prices quoted and restated in the summation sheet shall be resolved by the Township as being the lower price, unless the bidder requested in writing a correction or withdrawal of the Proposal prior to the date and time set for opening.

Any Proposal withdrawal or modification received after the established due date at the place designated for receipt of Proposal is late. No late Proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The Township reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in the Proposals, as well as, to accept in whole or in part, such Proposal(s) where it deems it advisable in protection of the best interest of the Township. The Township will be the sole judge as to whether Proposals submitted meet all requirements contained in the solicitation.

## **Withdrawal of Proposal**

A Proposal cannot be withdrawn after it is filed, unless (a) the vendor makes a request in writing to the Township prior to the time set for opening of Proposals, or (b) the Township fails to accept a bid within thirty (60) days after bid opening date.

## **Award of Contract**

Award of contract will be made to the most responsive/responsible bidder meeting the requirement of the Township within 60 days of the bid opening date. This solicitation does not commit the Township to award a contract, to pay any costs incurred in the preparation of the Proposal, or to procure or contract for goods services listed herein. The Township may accept any Proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Township.

## **Contract Form**

Upon contract award, the Township and vendor will have a signed contract prior to any work being started.

## **Change in Contract**

The Township will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the Township before such work is begun.

## **Indemnification**

The vendor agrees to hold the Township harmless and to indemnify the Township from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the Township of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the vendor or subcontractor.

## **Installation**

The Township anticipates issuing a notice to proceed no later than March 1, 2024 following award. The successful bidder shall complete installation within 60 calendar days from the date of the Notice to Proceed.

## **Warranty**

All materials and labor provided by the vendor shall have a 20-year manufacturer's warranty. Provide a 10-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

## **Site Visit**

To arrange a site visit, please contact Harry Faulk via email at [hfaulk@nhtpa.us](mailto:hfaulk@nhtpa.us) or phone at 724-863-3806.

## **Application for Payment**

All applications for payment shall be mailed to the following address:

North Huntingdon Township  
Attn: Harry Faulk, Township Manager  
11279 Center Highway  
North Huntingdon, PA 15642

## **Payments**

A single payment will be made to the vendor when all aspects of the contract have been completed to the Township's satisfaction. The Township will consider other reasonable arrangements should they be requested by the vendor.

## **Liquid Damages**

Liquidated damages in the amount of \$100.00 per day from each calendar day after the 60-day project timeline will be charged to the vendor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the Township will consider all other reasonable requests associated with delays.

## **Weather**

The Township Building shall never be opened to the elements at any time. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the building through any roof openings.

## **Clean Up Site**

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage.

## **PROJECT SPECIFICATIONS**

The Township is seeking Proposals to remove and to replace the roof at the Township of North Huntingdon Municipal Building located at 11279 Center Highway, North Huntingdon, PA 15642

### **Statement of Vendor Qualifications Must Detail the Following:**

1. A list of references.
2. Installer must be a certified roofing contractor for the roofing system to be installed.

### **SUCCESSFUL BIDDER WILL INSTALL THE FOLLOWING PER MANUFACTURER'S RECOMMENDATIONS**

1. Remove the existing roofing material down to the original decking on entire roofing substrate. All material removed from property must be properly and legally disposed of in land fill.
2. Install new insulation/under lay system to meet required Township building code. The new insulation materials shall be fully adhered to the existing deck as per manufacturer and industry specifications.
3. Install new decking material if needed to support the roofing system.
4. Provide proposals for architectural roof shingles with at least a 50 year warranty.
5. All new roofing products shall be installed per manufacturers recommendations and their published installation manuals.
6. Provide a 15-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well. Provide 15-year manufacturer's warranty as well as a 2-year workmanship warranty for weather tightness of the project.
7. Remove and repair any damaged roof members.

**PROPOSAL FORM  
TOWNSHIP OF NORTH HUNTINGDON**

**MUNICIPAL BUILDING DUE NO LATER THAN  
10:00 AM ON FEBRUARY 9, 2024**

**All sealed Proposals must be delivered to the following address:**

North Huntingdon Township  
Attn: Harry Faulk, Township Manager  
11279 Center Highway  
North Huntingdon, PA 15642

**Name of Vendor:** \_\_\_\_\_

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for Township of North Huntingdon Municipal Building Roof Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

**GRAND TOTAL \$** \_\_\_\_\_

Respectfully Submitted,

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name Title: \_\_\_\_\_

Name and Title of Vendor's Representative who will service contract:

Address and Telephone Number of Vendor's Representative:

Email address of Vendor's Representative who will service contract:

## STATEMENT OF VENDOR'S QUALIFICATIONS

**Name of Vendor:** \_\_\_\_\_

Please Provide Three References

### REFERENCE 1

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

TITLE: \_\_\_\_\_

AFFILIATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

### REFERENCE 2

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

TITLE: \_\_\_\_\_

AFFILIATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

### REFERENCE 3

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

TITLE: \_\_\_\_\_

AFFILIATION: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_