



**CITY OF ANTIGO**  
**ADVERTISEMENT FOR BIDS**  
2018 City Hall / Fire Station Roof Replacement

The City of Antigo is accepting sealed bids for materials and workmanship involved with the replacement of the City Hall / Fire Station Roof. Information and specifications may be obtained from the Public Works' office, 700 Edison Street, Antigo, WI 54409 or on the City website at [www.antigo-city.org](http://www.antigo-city.org)

Bid sheets should be submitted in a sealed envelope marked "**City Hall / Fire Station Roof Replacement**" to the Clerk-Treasurer's office, 700 Edison Street, Antigo, WI 54409, by 11:00 a.m. on Thursday, May 3, 2018

Bids will be opened at that time in the Public Works' office at 700 Edison Street, Antigo, WI 54409.

The City of Antigo reserves the right to reject any or all bids and to accept the bid deemed most advantageous to the city. No bid may be withdrawn for a period of 30 days after the opening date.

**Roger Musloff**  
**Building Inspector / Zoning Administrator**

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# City of Antigo City Hall Building SPECIFICATIONS & BID FORM FOR ROOF REPLACEMENT

The City of Antigo will accept bids for a membrane roof replacement for the City Hall Building at 700 Edison Street Antigo, WI.

## **GENERAL SPECIFICATIONS**

### BIDDING & GENERAL SPECIFICATIONS

#### **1. Scope of Work**

- a. Remove and replace roof at City Hall and Fire Station
- b. Tear off all existing roofing, flashing, fascia, ballast material and other items as required; legally dispose of all removed materials and stockpile ballast stone at City Street Shop.
- c. Inspect roof insulation and replace in-kind any wet insulation as required. Provide a per board foot price for the replacement of wet insulation (See bid form). Remove and reinstall existing roof insulation as required for a fully-adhered installation
- d. If required by manufacturer a ¼" Dens Deck will be adhered over existing insulation
- e. Provide new fully adhered roof membrane, metal coping and all related items and accessories throughout
- f. Refer to drawing and specifications for additional information

#### **2. Pre-Bid Walkthrough & Instructions**

- a. All bidders, by evidence of the submission of their bid, acknowledge that they were provided the opportunity to participate in a walk through and inspection of the project site. The Bidder shall review and thoroughly familiarize themselves with the existing conditions of the building. A pre-bid walkthrough will be by appointment only. For an appointment please call Roger Musolf at 715-623-3633 ext 134 for scheduling.
- b. In the event of a conflict within the specifications, unless clarified prior to bidding, the Bidder shall provide the greater quantity or better quality
- c. The bidder shall understand that the bid shall include all material, labor and necessary equipment needed to complete this project in accordance with the documents and with accepted industry standards. All accessories and work required for a complete building, to include restorative work, shall be included within the bid. Size accessories appropriately for the system. The successful bidder will be responsible for the completion of the project including removal of debris and clean-up
- d. All products shall be installed in compliance with the manufacturer's written recommendations construction details and in accordance with accepted industry standards, all applicable building codes, and best construction practices

### **3. Bonding Requirements**

- a. A Bid Bond or Certified Check in the amount of 5% of the total possible bid amount must be included with the bid

### **4. Sales Tax**

- a. The City of Antigo is a tax exempt entity

### **5. Bid Form**

- a. Refer to bid form at end of these documents. Bidders must acknowledge all addenda, include alternate bids and list three similar previously completed jobs.

### **6. Bids**

- a. Bids will be accepted until 11:00 a.m. on Thursday, May 3, 2018 at the Office of the Clerk-Treasurer, City of Antigo, Antigo, WI 54409. Please mark the sealed envelope "CITY HALL / FIRE STATION ROOF REPLACEMENT BID." Bids will be opened and read aloud at the Clerk-Treasurer's office immediately following the submittal deadline. The Owner reserves the right to accept any and all bids, waive bid irregularities, and accept the bid deemed most advantageous to the City of Antigo.
- b. Questions concerning this project can be directed to: Roger Musolff, Building Inspector/Zoning Administrator

Phone: (715) 623-3633 Extension 134

E-mail: [rmusolff@antigo-city.org](mailto:rmusolff@antigo-city.org)

City of Antigo

700 Edison Street

Antigo, WI 54409

### **7. Schedule**

- a. This project must be completed by Friday, November 2, 2018 and invoiced no later than 30 days after completion. The building will be occupied and in use during the construction period. The Contractor shall keep a neat and safe jobsite at all times. The Contractor will be responsible for coordinating noisy, disruptive or dangerous work with the Owner.

### **8. Subcontractors**

- a. The Contractor shall not utilize subcontractors for greater than 1/3 of the work. 1/3 of the work shall be defined as 1/3 of the contract amount. The Contractor shall self- perform a minimum of 2/3 of the work with their own employees. "Own Employees" shall be defined as long term continuous employees (not employees hired for this project) working directly for the Contractor.

## **9. Preconstruction Meeting and Contract Agreement**

- a. A Pre-Construction meeting shall be held after the contract is awarded. The Contractor will be responsible for providing a construction schedule and a plan for coordinating the work with the facility staff.
- b. The pre-construction meeting will be held within two weeks of receipt of the signed construction contract

## **10. Drawings**

- a. Where not specified, all products shall be best-grade, premium products. Lack of a specific listed product is not grounds for additional cost.
- b. Submit written product information for review by the City's Building Inspector/Zoning Administrator at least 2 weeks prior to ordering products. Provide cut sheets, actual samples and written information on all components; to include but not limited to: Roof membrane, insulation board, metal flashings/copings, walkway pads etc.
- c. Provide any roof membrane manufacturer's standard details customized for this project for all relevant conditions, including flashings, base tie-ins, roof edges, terminations, expansion joints, penetrations, and drains.
- d. Pre-Installation Notice: Provide a copy to show that manufacturer's required Pre Installation Notice (PIN) has been accepted and approved by the manufacturer.

## **11. Safety**

- a. Safety is the sole responsibility of the Contractor. Contractor shall hold regular safety meetings and conduct regular checks for safe working conditions. Comply with all applicable regulations, including state, local, and OSHA requirements.

## **12. Material Specification Notes**

- a. In the event that only one product is listed, the product listed shall be considered as a reference standard. Substitutions will be considered prior to bidding. Substitutions should be submitted at least two weeks prior to the bid due date.
- b. Acceptable manufacturers are subject to compliance with requirements.
- c. While every effort has been made to include specification information for all work, the lack of a specification section does not excuse the Contractor from performing work indicated on the drawings or from providing a complete project in accordance with industry standards and applicable codes.
- d. Include product manufacturer's warranty information in the Operations & Maintenance Manual.
- e. All components, products and etc. shall be fully installed and adjusted for proper use at completion of project. Provide all necessary accessories and components as required for a complete installation. Refer to shop drawing notes.

### **13. Project Close-Out**

- a. Operation & Maintenance Manuals: Provide (2) copies of all operation & maintenance information, to include all product cut sheets, warranty and maintenance information. Information shall be neatly organized in 3 ring binders with labeled divider tabs.
- b. Warranties: All warranties shall start as of the day of substantial completion. Where manufacturer's warranties exceed specified warranty, provide the longer warranty. In addition to product warranties, Contractor shall provide a letter warranting their work for one year from the date of substantial completion.
- c. Final Cleaning: In addition to daily clean up, contractor shall provide a thorough final cleaning of project site and surfaces.

### **14. Execution Notes**

- a. All exposed flashing, fasteners, sealants shall be color matched to surrounding materials.
- b. Shore up existing construction as required while performing work.
- c. Contractor is responsible for all jobsite safety, construction means & methods, etc.
- d. The bidder's attention is directed to the following:
  - i. The roof manufacturer may require a separation layer above insulation. Provide all components as needed for a complete installation.
- e. Contractor is responsible for any water damage to the interior of the building. Perform daily check / seal at end of each working day to prevent any water damage to existing building.
- f. Internal access to the roof is available. Do not create or leave any unsecure conditions.
- g. No work is to be completed by the owner

### **15. Site Supervision & Site Care**

- a. The Contractor shall provide full time on-site supervision at the job site. "Full Time" shall be understood to mean whenever work is performed at the site. Supervision shall be provided by one individual for the duration of the project. The Contractor may change this individual only by obtaining the approval of the Owner.
- b. Provide landscape restoration / pavement restoration at all disturbed areas.

**16. Insurance Requirements**

- a. Statutory Workers Compensation and Employers Liability insurance
- b. General Liability
  - i. Bodily Injury; including death \$1,000,000 each person  
\$1,000,000 each occurrence
  - ii. Property Damage or Combined Single Limit \$1,000,000 each occurrence  
\$1,000,000 each occurrence
- c. Independent Contractor’s (if applicable) (contingent liability)
  - i. Bodily Injury; including death \$1,000,000 each person  
\$1,000,000 each occurrence
  - ii. Property Damage \$1,000,000 each occurrence
- d. Automobile Liability
  - i. Bodily Injury; including death \$1,000,000 each person  
\$1,000,000 each occurrence
  - ii. Property Damage \$1,000,000 each occurrence
- e. Performance and Payment Bond (if applicable) Contract Amount
- f. An umbrella policy of \$1,000,000 may be used to satisfy the above requirements
- g. ***The City of Antigo must be named as an additional insured***
- h. ***A copy of the endorsement must be forwarded to the City Clerk-Treasurer’s Office. No insurance shall be canceled without notifying the City in writing thirty (30) days prior to cancellation.***

**17. Contract Agreement**

- a. A standard contract agreement as provided by the City of Antigo or an alternate contract agreement as provided by the contractor and reviewed/accepted by the City of Antigo Attorney is required.

**18. Pay Requests**

- a. 5% of each pay application will be withheld until the Final Payment. Final Payment to the successful bidder will be made within 30 days of completion of the project and submission of a final invoice. If the work is judged to be incomplete or corrective action is required, a portion of the final payment will be withheld until completion of the insufficient work.

**BID FORM FOR ROOF REPLACEMENT**  
**(Bidders are allowed to submit multiple bid forms for alternate membranes)**

Manufacturer \_\_\_\_\_ Membrane Model/Name \_\_\_\_\_

Membrane Color \_\_\_\_\_ Membrane Thickness (mils) \_\_\_\_\_

15-Year No-cost (non-prorated) Warranty Period \_\_\_\_ Yes \_\_\_\_ No

**Fully-installed Membrane Roofing System per Bid Specifications:**

**Approximate Roof Membrane Quantities (To be confirmed by Bidder)**

**Lower Roof (City Hall/Fire Dept. Living Area = +/- 15,000 sq. ft.**

**Upper Roof (Fire Apparatus Bays) = +/- 6,000 sq.ft.**

**2018 Lower Roof (City Hall/Fire Dept. Living Area)     \$ \_\_\_\_\_**

**2018 Upper Roof (Fire Apparatus Bays)                                     \$ \_\_\_\_\_**

**2018 TOTAL COST =                     \$ \_\_\_\_\_**

**OR**

**2018 Lower Roof (City Hall/Fire Dept. Living Area)     \$ \_\_\_\_\_**

**2019 Upper Roof (Fire Apparatus Bays)                                     \$ \_\_\_\_\_**

**2018/19 TOTAL COST =                     \$ \_\_\_\_\_**

**Additional Bid Considerations**

Replace Wet/Defective Insulation \$ \_\_\_\_\_ per board foot

Adhesion of Loose Insulation \$ \_\_\_\_\_ per board foot

Extended No-cost (non-prorated) Warranty \$ \_\_\_\_\_ Duration \_\_\_\_\_ years

Molded Walkway System (Note: 24"-36" wide by +/- 400 ft.) \$ \_\_\_\_\_ per sq.ft.

Manufacturer \_\_\_\_\_ Color \_\_\_\_\_ Width \_\_\_\_\_

This bid-offer shall be open to acceptance for 45 days from the bid closing date.

If a conflict in the Contract Documents occurs the following shall apply:

1. Addenda or modifications of any nature to the drawings and specifications take precedence over the original Contract Documents.
2. Where a conflict occurs in the Contract Documents, not reconciled by addenda, the installation of a greater quantity and better quality shall be provided.

Following Addenda have been received and are acknowledged to be included in the Bid

Addendum #\_\_\_\_ Dated \_\_\_\_\_ Addendum #\_\_\_\_ Dated \_\_\_\_\_

COMPANY NAME/ADDRESS\_\_\_\_\_

COMPANY REPRESENTATIVE SIGNATURE\_\_\_\_\_

TYPED NAME AND TITLE\_\_\_\_\_

DATE\_\_\_\_\_ PHONE #\_\_\_\_\_ E-MAIL\_\_\_\_\_

*The City of Antigo reserves the right to accept or reject any or all bids and will accept the bid that is deemed most advantageous to the City. The City may choose any or all or part of this bid.*



## PREVIOUS EXPERIENCE/REFERENCES

All bidders shall list three similar previously completed jobs, including size, contract amount & contact information:

Client Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Project Value \$ \_\_\_\_\_ Project Size \_\_\_\_\_

Year of Completion \_\_\_\_\_

Comments \_\_\_\_\_

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Client Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Project Value \$ \_\_\_\_\_ Project Size \_\_\_\_\_

Year of Completion \_\_\_\_\_

Comments \_\_\_\_\_

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Client Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Project Value \$ \_\_\_\_\_ Project Size \_\_\_\_\_

Year of Completion \_\_\_\_\_

Comments \_\_\_\_\_

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## DETAILED SPECIFICATIONS

### 1. Roof Membrane

- a. A fully-adhered single-ply EPDM Roof membrane is required
- b. Acceptable Products – Reference Standard
  - i. Firestone RubberGard Reinforced EPDM
  - ii. Carlisle Sure-Tough
  - iii. John Mansville JM EPDM R
  - iv. Sika Plan
  - v. Fibertite 8530
  - vi. Duro-Last
  - vii. Or equal as approved prior to bidding
- c. Membrane Thickness
  - i. Minimum 40 mil
  - ii. Membrane thickness as required to provide the specified manufacturer's warranty.
- d. Seams as per manufacturer's written recommendations
- e. Color: White/Off-white
- f. Warranty Period (**Provide details with bid submittal**)
  - i. 15 year, Non pro-rated for the entire warranty period and shall include labor and materials. No payment by the Owner for warranty repairs.
- g. Adherence to Roof Deck
  - i. Remove/replace any existing wet or non-adhering insulation layers and adhere to existing deck as required. Thoroughly sweep and clean / prepare roof deck as required for installation.
  - ii. Adhesive as per manufacturer's written requirements/best practices and in accordance with building code requirements and accepted industry practice.
- h. Incidentals
  - i. Include any & all components/accessories as required for a complete and finished installation.
- i. Qualifications
  - i. Roofer shall have a minimum of 10-years of experience and be trained/certified by the roofing manufacturer

### 2. Construction Details

- a. Details shall be in accordance with the following
  - i. NRCA Waterproofing Manual
  - ii. Architectural Sheet Metal Manual by SMACNA

### **3. Ballast stone**

- a. Bid shall include the removal and salvage of ballast stone complete with transportation and stockpiling at 1020 W. Pierce Ave Antigo.
- b. The City of Antigo shall retain ownership of ballast stone

### **4. Existing Rooftop Items**

- a. Protect existing mechanical system units and other items from damage.
- b. Recondition existing roof drains as required. Replace any damaged or broken components.
- c. Correct or modify any deficient curb details
- d. Remove and replace existing boots/membrane flashings at existing roof penetrations.

### **5. Insulation Board**

- a. Execution
  - i. Steel deck locations: Remove and adhere any existing loose insulation board to roof deck / insulation layers as required for fully adhered system.
- b. Polyisocyanurate Insulation Board
  - i. AC Foam – II as manufactured by Atlas Roofing Products, or equal as approved.
  - ii. Provide product suitable for intended use and in compliance with all applicable codes.
  - iii. Minimum 20 psi / compliant with manufacturer's total system warranty.
- c. Infill existing insulation at voids as required for continuous r-value and to eliminate air flow.
  - i. Provide foam sealing (i.e. dow froth-pak or similar) at any voids as needed to provide a complete and proper installation.
  - ii. Seal any voids greater than ¼" with insulating foam.
  - iii. Seal any voids in existing insulation as required for insulation continuity and to stop airflow.

### **6. Roof Slope**

- a. Verify existing slope prior to bidding. Taper insulation as required. Adjust blocking and fascia as required.
- b. Provide roof slope in compliance with manufacturer's recommendations and written warranty.
- c. If additional roof slope is needed to provide a well performing roof system, the bidder shall advise the owner in writing prior to submitting a bid.

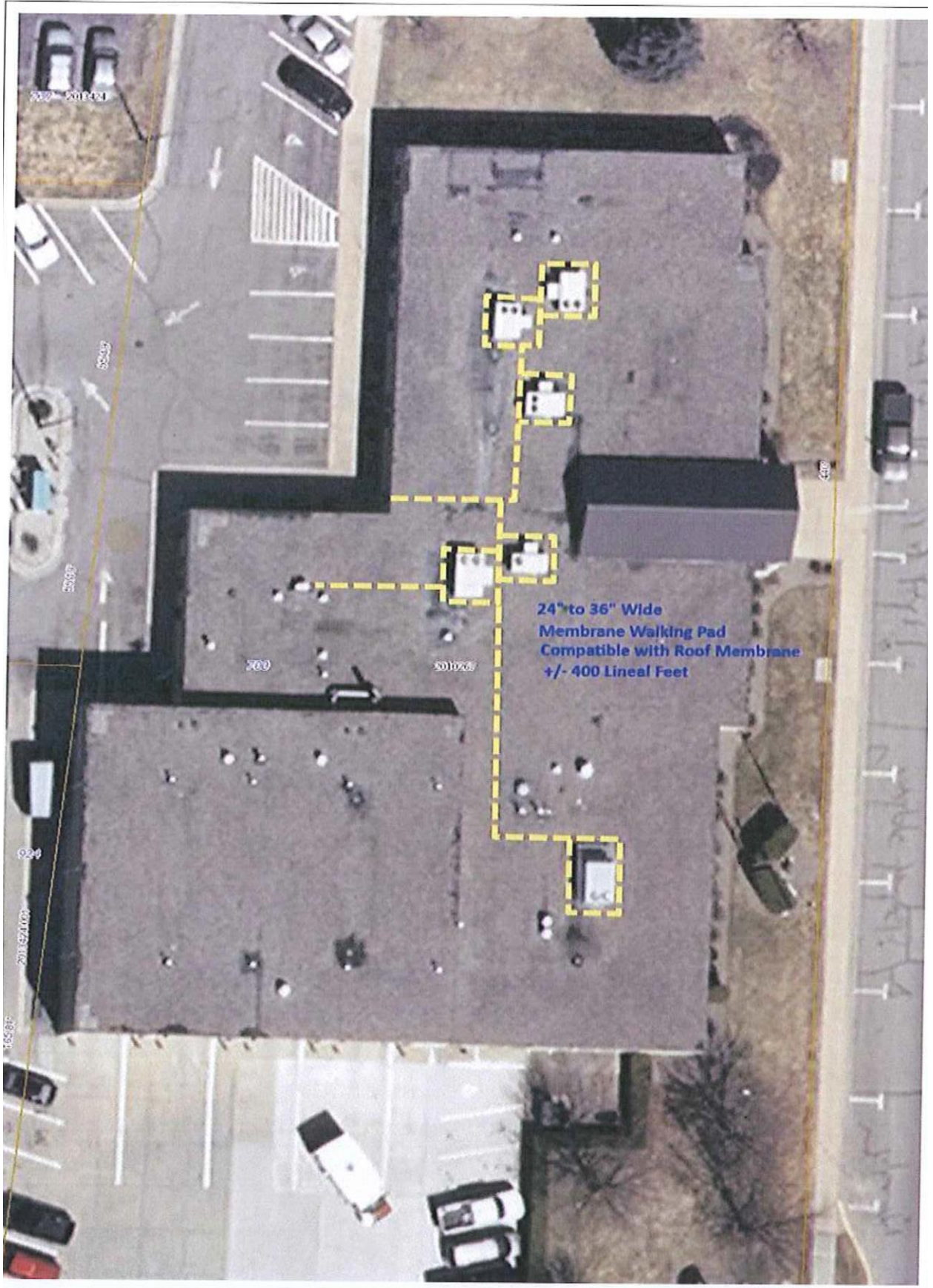
## **7. Flashing/Coping**

- a. 24-gauge prefinished steel coping/roof edge:
  - i. UnaClad
  - ii. Metal-Era Inc.
  - iii. Kynar 500/Hylar 5000
  - iv. Or equal as approved.
- b. 50% Kynar finish. Match color from available standard colors.
- c. Provide wind damage warranty and 20-year finish warranty.
- d. At existing mechanical system units and other items: Replace metal flashing and membrane flashing. Adjust roof supports as required.

## **8. Walkways**

- a. Provide a cost alternate for the following system (See attached diagram)
  - i. Molded walkway system: 24"-36" wide warranted by the membrane manufacturer.





24" to 36" Wide  
Membrane Walking Pad  
Compatible with Roof Membrane  
+/- 400 Lineal Feet