

NOTICE OF TOWN OFFICE ROOF BID

Dated April 25, 2024

The Board of Selectmen of the Town of Benton, Maine is accepting bids for replacement of the Town Office roofing as detailed in the Exhibit A Bid Submission Form.

Section 1 – Instructions

Each bid must be received in writing and in a sealed envelope marked “Town of Benton – 2024 Town Office Roofing Bid” on the outside of the envelope. Each envelope may contain a one bid only.

All bids must be sealed and received in the municipal clerk’s office no later than **2:00 p.m. EST on May 9, 2024**. Late bids will not be opened or considered.

Each bid must also include the bidder’s name, mailing address, phone number and email.

Bids will be opened and reviewed by the Select Board at the municipal office by the Town Clerk on May 13, 2024 at 6:00 p.m. EST.

ALL SUBMISSIONS MUST BE SEALED.

Section 2 – Bid Opening, Evaluation & Criteria

Any Select Person or other town official with a conflict of interest will recuse himself/herself for the evaluation process.

Town Clerk will present the sealed bids to the Board of Select Board. The Select Board will read and open them and read the name, minimum bid and earnest money deposit for the record.

Bids received will be evaluated based on the following criteria:

- 1) Completion of the Exhibit A – Bid Submission Form, form must be signed and dated by the Bidder.
- 2) Roof replacement must be complete by end of September 30, 2024.

Section 3 – Due Diligence

Bidder is advised to seek information from professionals regarding any specific issue of concern.

Bidders are strongly advised to consult an attorney prior to filing a bid.

Section 4 – Bid Package Documents

The following is included as part of the bid package:

- 1) Exhibit A – Bid Submission Form
- 2) Exhibit B – Organization Qualifications, Experience and References

Section 5 – Award of Contract

The Town of Benton, Board of Selectmen reserves the right to reject any or all bids, to waive any or all formalities in the bidding, to evaluate bids, to investigate the references of any and all bidders, to negotiate with one or more bidders and otherwise to act as it deems to be in the best interests of the Town of Benton.

Section 5 – Proposal Evaluation

The score will be based on a 100-point scale and will measure the degree to which each response meets the following criteria:

- Organization, Qualifications and Experience (30 Points) – ***Exhibit B Questions***

NOTICE OF TOWN OFFICE ROOF BID

Dated April 25, 2024

- Responsible Bidder (30 points)
- References (15 Points) - **Exhibit B References**
- Cost (25 Points) - **Exhibit A, Bid Submission Form, Bid Proposal Pricing**

Scoring Descriptions

Organization, Qualifications, Experience and References - The evaluation team will use a consensus approach to evaluate and assign evaluation points. Reference checks will be performed on the top Respondent(s) only as determined by consensus scoring in the other categories.

Responsible Bidder - The evaluation team will obtain a report from the Town Treasurer for each bidder detailing all personal or business amounts recorded in the Town's financial system which are outstanding at the time of submission including; real estate taxes, personal property taxes, public sewer utilities, and any existing fines. The report will be summarized by year and each category will be listed separately with the amount owed.

The evaluation team will use the following method to evaluate and assign points:

- Submissions with outstanding balance equal \$0.00 will receive 30 points.
- Submissions with no outstanding balance real estate taxes, and personal property tax, public sewer utilities amount due will receive 15 points.
- Submissions with outstanding balance amounts due will receive 0 points.

Cost Evaluation - The total cost proposed for conducting all the functions specified in this document will be assigned a score according to a mathematical formula. The lowest cost response will be awarded the total points. Responses with higher cost response values will be awarded proportionately fewer points calculated in comparison with the lowest cost response.

The scoring formula is:

$(\text{Lowest submitted cost response} / \text{cost of response being scored}) \times (25) = \text{pro-rated score}$

NOTICE OF TOWN OFFICE ROOF BID

Dated April 25, 2024

**EXHIBIT A
BID SUBMISSION FORM**

Bidder Name(s): _____

Bidder Mailing Address: _____

Bidder Resident Address: _____

Bidder Home Phone: _____ Bidder Cell Phone: _____

Bidder Email Address: _____

Bid Proposal Pricing:

- a. The Respondent must submit a cost response that covers the entire job.
- b. The cost response shall include the costs necessary for the Respondent to fully comply with the Agreement terms and conditions and requirements. **Note regarding total cost of ownership:** This “cost” will encompass the entire solution pricing along with all products and services offered as part of the solution.
- c. Failure to provide the requested information and to follow the required cost response format provided in this Section may result in the exclusion of the Response from consideration, at the discretion of the Town. You can add rows required to insert additional information for pricing purposes.
- d. Pricing will be guaranteed by the Respondent for the term of the Agreement.
- e. Pricing must include the specification description as noted in the table below. Respondent will be held to the specifications in the table.
 - Table A Labor and Disposal fee must include a fixed price cost.
 - Table B Materials must meet or exceed the standards of the materials noted.
 - i. The Town requires the whole roof to have ice and water shield.
 - ii. Roofing materials will be standard metal seam, color black. Color finish will be consistent or exceed with Everlast Synergy quality.
 - iii. Warranty on roofing must meet or exceed:
 - Film Integrity – 50 years
 - Fade or Chalk – 35+ Years
 - Red Rust – 15+ Years
 - Performance – 25+ Years

TABLE A			
Description	Hours	Unit Price	Extended Price
Strip Shingles and prepare for ice and water shield and roofing materials			
Labor to remove all debris on the ground and roofing nails			
Roofing Labor			
Total Labor			
Dumpster and Disposal Fee			

NOTICE OF TOWN OFFICE ROOF BID

Dated April 25, 2024

TABLE B				
Item	Description	Qty	Unit Price	Extended Price
zz_EVERLAST_198834	PANELS 4' COLORED	10	\$	\$
zz_EVERLAST_198790	PANELS 17' COLORED	64	\$	\$
zz_EVERLAST_198791	STARTER J # 916 10'2"	9	\$	\$
zz_EVERLAST_198792	RAKE TRIM #915	9	\$	\$
zz_EVERLAST_198793	RIDGE CAP 12' #950	2	\$	\$
zz_EVERLAST_198794	RIDGE CAP 10' #951 8X8	4	\$	\$
zz_EVERLAST_198823	EAVE EDGE 12' #961	4	\$	\$
zz_EVERLAST_198824	EAVE EDGE 10' #961	8	\$	\$
zz_EVERLAST_198825	TALT	5	\$	\$
zz_EVERLAST_198826	DELUXE BENDING TOOL	1	\$	\$
zz_EVERLAST_198827	CLIPS	200	\$	\$
zz_EVERLAST_198828	RIVETS 250	1	\$	\$
zz_EVERLAST_198829	PANCAKE SCREW 250	1	\$	\$
zz_EVERLAST_198830	SIDEWALL TRIM #926	1	\$	\$
zz_EVERLAST_198831	HEADWALL FLASHING #963	1	\$	\$
zz_EVERLAST_198835	Z CLOSURE 10'	1	\$	\$
zz_EVERLAST_198832	VENTED CLOSURE 20"	64	\$	\$
MF3	MASTER FLASH #3 ROOF BOOT 3MPF 1/4" TO 4" 15/BOX	1	\$	\$
CTWGHT	CT WINTERGUARD "HT" 3'X65' ICE&WATER SHINGLE UNDERLAYMENT	10 RL	\$	\$
TOTAL MATERIALS COST				
Alternate Material List				
Item	Description	Qty	Unit Price	Extended Price
TOTAL MATERIALS COST				

NOTICE OF TOWN OFFICE ROOF BID

Dated April 25, 2024

The undersigned has examined the Exhibit 2, Town of Benton, Contract for Services document regarding this bid, and has informed itself of all of the terms and conditions included and set forth in said Agreement.

Bidder Signature: _____

Signature Date: _____

Bidder Signature: _____

Signature Date: _____

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EXHIBIT B ORGANIZATION QUALIFICATIONS, EXPERIENCE AND REFERENCES

The following information is required. Any response submitted without the answers to the questions and a minimum of three (3) references shall be considered non-responsive to the Invitation to Bid.

1. Organization, Qualifications and Experience Questions - The evaluation team will use a consensus approach to evaluate and assign evaluation points.
 1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution, and any and all acquisitions or mergers in the last five years. Is the company publicly or privately held?

2. Please explain why the materials provided meet or exceed the quality noted in Exhibit A Bid Submission Form?

NOTICE OF TOWN OFFICE ROOF BID

Dated April 25, 2024

2. References - Provide a minimum of three (3) current professional references who may be contacted for verification of the Respondent's professional qualifications to meet the requirements set forth herein. We strongly prefer references from municipalities of similar in size and requirements to the Town of Benton.

REFERENCE #1	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #2	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	

REFERENCE #3	
Institution/Company Name	
Contact Name	
Contact Title	
Contact Phone Number	
Contact eMail Address	
Relationship Length	