

**Capital Planning and Facilities Management**  
**Request for Quotes**  
**Construction Contracts Costing \$10,000 to \$50,000**

**Requester Information**

Request Date: 11/21/2016  
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**Contract Information**

Project Name: Building One Roof Repair 2017

Project Number: Project 2118                      Funding Source: FY2017 Contingency

Mandatory Walk Through: Yes  No  If yes, Date: December 8, 2016 Time: 10:00 a.m.

Estimated Cost: \$ 50,000

Project Start Date: January 4, 2017 Weather Permitting

Project End Date: January 20, 2017

Deadline for Quote Submission: December 15, 3:00 P.M., to Facilities Department, Room 220, 70 Loring Avenue, Salem, MA 01970

*Note: The project must be advertised at least two weeks before bids are due. The Central Register is published weekly on Wednesday. All notices must be received by the Central Register by Thursday by 4:00 P.M. of the week preceding publication.*

**Scope of Work Statement:**

1. Prepare existing roof for the installation of new roof system. Approximately 2,600 Sq. Ft.
2. Furnish and install new high density insulation to match existing mechanically fastened to the deck.
3. Furnish and install new Carlisle Sure-Seal .060 EPDM, or equivalent, rubber sheets fully adhered over the acceptable substrate as per Carlisle's, or equivalent, specifications and details.
4. Flash all base flashings and all penetrations passing through the membrane with Carlisle EPDM, or Equivalent, membrane, and Carlisle .060 or equivalent, cured elastoform flashing and/or Carlisle, or equivalent, pressure sensitive flashing.
5. Flash two (2) roof drains per manufacturer's specifications and details.
6. Tie into existing wall underneath the existing termination bar.
7. Cap knee wall with copper coated lead flashing to match existing.
8. All debris to be cleared and removed by contractor.

Plans/Specifications Available: Yes  Date and Time \_\_\_\_\_ No

### Requirements

OSHA Training  
Prevailing Wage  
Hours of work: Between 7:00 a.m. to 5:00 p.m. Monday through Friday  
CORI Checks  
50% Payment Bond to be submitted by awarded contractor  
Submit three (3) references with quote: Include name, address, telephone number & e-mail address

### Procurement Procedure

Construction, etc. of \$10,000 to \$50,000: Every contract for the construction, etc. of any public work estimated to cost \$10,000 to \$50,000 shall be awarded to the responsible bidder offering the lowest price after "public notification" of the contract. Public notification shall include posting (at least two weeks before the receipt of responses) of the contract and scope of work statement on (1) the agency's website; (2) the COMMBUYS system; (3) the central register published pursuant to Mass. G. L. c. 9 § 20A; and (4) in a conspicuous place in or near the agency's primary office. The agency shall seek written responses from no fewer than three persons customarily performing such work, but if (a) the agency obtains a minimum of two written responses from a vendor list established through a blanket contract or a statewide contract procured through OSD, and (b) the lowest of the written responses is acceptable to the agency, then public notification is not required. Solicitation shall include a scope-of work statement defining the work to be performed and providing potential responders with sufficient information regarding the agency's objectives and requirements, and the time period for the work. The agency shall record the names and addresses of all persons from whom responses were sought, and the names of responders, dates and amounts of each response.

An agency may utilize a vendor list established through a statewide contract procured through OSD to identify one or more persons from whom it will seek written responses, or may procure a blanket contract to establish a listing of vendors in certain defined categories of work that under contract to provide services for multiple individual tasks of not more than \$50,000 each, and from whom written responses will be sought. Any such blanket contract shall be procured under this section or c. 149, §§ 44A to 44J. (St. 2016, c. 218, § 2, amending Mass. G. L. c. 30, §b 39M).

### Additional Information

There will be a MANDATORY walk through on Thursday, December 8, 2016, at 10:00 a.m., meet at the Facilities Department, Stanley Building, 70 Loring Avenue, Salem, MA 01970, floor 2, room 220.  
Prevailing Wage Rates will be distributed at walk-through  
Photograph of roof and diagram of roof layout will be distributed at the walk-through.  
Please bring a business card to the walkthrough.