
MEMORANDUM
Wednesday, January 12, 2011

To: All Bidders
From: Dr. Steven [REDACTED]
Re: Dr. Steven [REDACTED] – Roof Replacement Project
[REDACTED]
[REDACTED]
Cc: Dr. Steven [REDACTED] File

Dear Bidder,

Please review the following Bid Instructions for the aforementioned project.

Purpose of these documents:

These documents are intended to describe the project in detail, providing as much information as possible in an effort to make the project easier to execute.

Project Start and Duration

- The project is planned to start as soon as possible.
- The owner expects the project to be complete before March 1, 2011.
- All Contractors are responsible for returning all removed devices, fixtures, panels and/or equipment to the Owner.

Brief Project Description

The project consists of the complete replacement of the asphalt shingle roofing material, with associated repairs. Please review all of the included information to fully understand the project.

Insurance Requirements

- Contractors are to provide Builders Risk, Liability and Workman's Comp Insurance.
- Dr. Steven [REDACTED] is to be named additionally insured.
- Insurance limits must be stated in Bid. Proof of stated insurance is required prior to commencement.

Attachments;

- Scope of Work Document
- Project Diagram
- General Guidelines for Contractors.
- Bid Form.

Bid Requirements and Deadline

- The Bid walkthroughs will be available by appointment up until the day before the Bid due date. Please contact Dr. Steven [REDACTED] at [REDACTED] between 9:00am and 6:00pm to schedule an appointment.
- Any and all questions must be submitted to Dr. Steven [REDACTED] before 5:00 pm on Monday, January 17, 2011.
- All Bids must be submitted using the enclosed bid form.
- Please accompany Bid with material manufacturer specification data sheets and information.
- **Bids must be submitted by 5:00 pm on Friday, January 21, 2011**

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PROJECT SCOPE OF WORK

BASE SCOPE OF WORK:

- Protect Yard and Landscape as needed.
- Remove existing roof to wood decking.
- Inspect roof decking and photo document roof condition for Owner.
- Re-secure wood decking where loose
- Re-place deteriorated roof decking as needed.
- Install new 30 lbs felt
- Re-place deteriorated flashing in all valleys, up walls, and around all roof penetrations
- Re-place deteriorated step and counter flashings
- Re-place deteriorated drip edge on all eaves as needed.
- Install new 30 year (Manufacturers) Shingles according to manufacturer's specifications.
- Re-Install ridge vent with new fasteners.
- Install new lead plumbing collars on all vent stacks as needed
- Re-work Chimney Stack and HVAC Stack; tie into roof system as needed
- Clean up and remove all debris.

ALTERNATE(S):

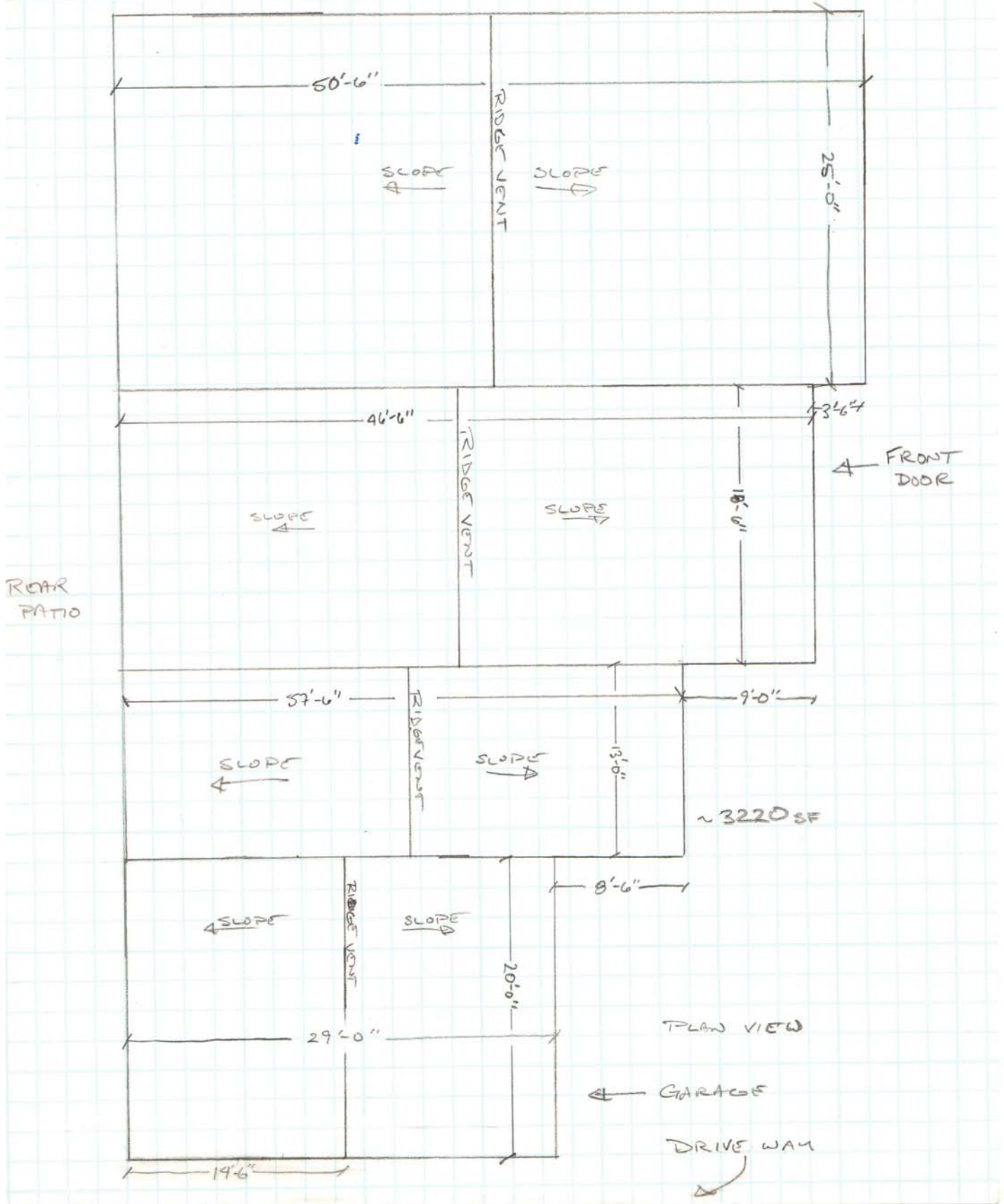
- Provide Alternate Add for replacing all ridge vents with new aluminum and / or galvanized steel ridge vents.
- Provide Alternate Add for replacing all drip edge with new aluminum drip edge.
- Provide Alternate Add for providing properly flashed mounting blocks for re-installing the solar panel.

OPTION(S):

Provide an Option Add for removal and reinstallation of the solar panel.

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ROOF DIAGRAM



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CONTRACTOR GUIDELINES

SITE CONDITIONS

1. Parking on site is limited. Construction workers must be mindful not to block the driveway at any time.
2. Eating, drinking or the presence of all forms of food and beverage is only permitted outside the building. We encourage the construction workers to use the table and chairs on our patio. However, we would appreciate a neat appearance while dining as this is our home, and do please clean up after yourselves.
3. Advance notice is required when noisy work is anticipated or when materials are to be transported to and from the site. Welding and burning permits will be required when any open flame or arc is to be used.
4. If possible, contractors will have an area assigned for storage of tools for the duration of the project. The housekeeping in this area must be of the highest standards. It is the contractors' responsibility to ensure that all tools and materials left onsite are properly stored and secured.
5. When working proper horses, barricades, guards and/or other temporary protection will be used as necessary, to protect people outside the construction area from harm. When using any wheelbarrow, dolly, etc. the right of way belongs to owners and visitors.
6. Contractor items (boxes, ladders, tools) etc. should be removed at the completion of the project. Any item left after the project completion will be considered abandoned after 3 days.

SAFETY

7. There is no smoking allowed while working on the roof. Smoking is only permitted outside and off of the structure.
8. An operating Fire Extinguisher must be on site at all times. In the event of fire, immediately notify 911, alert any individuals in the home to the danger, and if possible use the fire extinguisher to try to extinguish the fire.
9. In the event of accidental injury, immediately notify 911, and then treat the injury as necessary until help arrives.
10. No gasoline or propane operated equipment will be allowed on or within the structure without prior Owner approval.
11. Contractors will not be permitted the use of any owner tools, materials or supplies.
12. Radio playing is not permitted on site without the express permission of the owner. At no time is any radio playing permitted to disturb the owner, and the owner retains the right to withdraw radio playing permission.

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SECURITY

13. All construction workers must be identified prior to commencement of the work.
14. Requests for workers to work after hours or on weekends at the site must be provided 24 hours in advance. Regular work hours are 7:00 am to 6:00 pm for contractors.
15. Office and Project site security shall be accomplished using existing doors.

UTILITIES

16. Electrical power, water and gas services are available on site. Connection costs to the power, water and gas systems will be borne by the contractor. Utility costs for power, water and gas will be paid for by the Owner. Unless other direction exists, any and all tapped services are to be returned to pre-construction condition upon project completion.

DEBRIS REMOVAL

17. The contractor is responsible for the removal of all debris. Only one dumpster will be allowed on site at any one time.
18. All flammable debris and food waste must be immediately placed in the dumpster.

DELIVERIES

19. The Contractor will be required to provide the owner a minimum of 24-hours' notice for any and all deliveries to the site. Time estimates of truck unloading and or loading must be provided along with the anticipated arrival time or window. Project deliveries are permitted during normal site operating hours only. The Owner will not be responsible for receiving or securing deliveries. All material must be moved from the driveway area and stored within the staging area, project limits or other owner approved area.

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BID FORM

Date:		Contact:	
Company:		Address:	
Architect:	Not Applicable	Engineers:	Not Applicable

This form constitutes the form of the bid for the above referenced project, and as such becomes an integral part of the Contract Documents, and shall be notarized and accompanied by all required forms and information requested in these documents.

Address this Bid to:

	Dr. Steven [REDACTED] [REDACTED] [REDACTED]
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The Contract Documents are as follows:

Bid Instructions - Project Memorandum	
Scope of Work Document	
Roof Diagram	
Contractor Guidelines	
Bid Form	
Electronic Copies of this document are available from the Owner.	

Bid Amount:

We propose to provide all labor, equipment and materials, including all fees, taxes, and insurance required to provide the Scope of Work as required and defined by the Contract Documents mentioned above for the lump sum total of:

BASE BID:	\$
TOTAL ALTERNATES:	\$
TOTAL ALLOWANCES:	\$
TOTAL BID AMOUNT:	\$

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BASE BID TOTAL SUMMARY

The lump sum total is based on the following schedule of values:

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
BASE BID TOTAL:		\$

NOTE: If any of the above items are alternates or allowances, they should be duly noted and an explanation given as to how the allowance was calculated. This information should be attached to this bid using the "ALTERNATES" and/or "Allowances" Section of this form", as needed.

ALTERNATES

1		
2		
3		
4		
5		
ALTERNATE PRICES TOTAL:		\$

NOTE: If any of the above items are allowances, they should be duly noted and an explanation given as to how the allowance was calculated. This information should be attached to this bid using the "Allowances" Section of this form".

ALLOWANCES

1		
2		
3		
4		
5		
ALLOWANCES TOTAL:		\$

NOTE: Use this sheet to detail any allowances that may be included in the scope of work. Include reference to those allowances in the Base Bid Section.