

**ROOFING SERVICES
THE UNIVERSITY OF MAINE
ORONO, MAINE**

Administered by the:
OFFICE OF STRATEGIC PROCUREMENT
UNIVERSITY OF MAINE SYSTEM
16 CENTRAL STREET
BANGOR ME 04401

1.0 GENERAL INFORMATION:

- 1.1 Purpose: The University of Maine System, acting through the University of Maine, is seeking proposals for roofing services provided by an established roofing contractor for the buildings on the University of Maine campus in Orono as described in this document.

This Request for Proposals (RFP) states the instructions for submitting proposals, the procedure and criteria by which a contractor may be selected and the contractual terms by which the University intends to govern the relationship with the selected contractor.

- 1.2 Definition of Parties: The University of Maine will hereinafter be referred to as the "University." Respondents to the RFP shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

- 1.3 Scope: The University is seeking to establish a contract for labor and materials. Labor shall be based on a standard hourly rate. Materials shall be based on a firm cost. The Contractor selected to provide services under the terms of this contract shall provide a sufficient number of trained and competent roofers on an "as needed" basis for jobs such as snow removal, cleaning drains, repairing leaks, and other forms of roof repair and maintenance.

Services are often needed on an emergency basis and must be available within twenty-four (24) hours. The response time for routine work shall be within forty-eight (48) hours, or if longer, as approved by the University.

The University estimates a need for approximately 2,000 hours of roofing work annually. This is an estimate only. The contract shall cover the actual needs of the University throughout the term of the contract regardless of whether the hours are more or less than estimated.

This contract shall be limited to projects that do not exceed \$50,000.00. Due to State of Maine Wage Determination requirements, the University will solicit bids for individual projects that exceed a total cost of \$50,000.00

- 1.4 Evaluation Criteria: Proposals will be evaluated on many criteria deemed to be in the University's best interests, including, but not limited to price, cost of materials, experience of employees, company profile, responsiveness to terms and conditions, ability to meet specifications, ability to meet required response time, ability to perform authorized warranty work, and references.

In awarding this contract, consideration will be given to only those contractors whose primary business is Roofing Services, and in the opinion of the University, have the capabilities and experience to satisfactorily provide the services described herein.

- 1.5 Alternates: Unless otherwise provided for in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; but conveys the general style, type, character, and quality of the article desired. Any article which the University, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. It is the bidder's responsibility to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University to determine if the product offered meets the requirements of the solicitation. Failure to furnish adequate data for evaluation purposes may result in declaring a proposal non-responsive. Unless the bidder clearly indicates in its proposal that the product offered is an "equal" product, such bid will be considered to offer the brand name products referenced in the solicitation.
- 1.6 Communication with the University: It is the responsibility of the bidder to inquire about any requirement of this RFP that is not understood. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by written addenda to all parties that have received a copy of the RFP. Addenda will also be posted on the University of Maine System's Office of Strategic Procurement's web site, www.maine.edu/strategic/index.php.

The University will not be bound by oral responses to inquiries or written responses other than written addenda.

Inquiries must be made to: Hal Wells
Office of Strategic Procurement
University of Maine System
16 Central Street
Bangor, Maine 04401
(207) 973-3302

- 1.7 Award of Proposal: The University intends to award this contract to a single bidder. Presentations may be requested of two or more bidders deemed by the University to be the best suited among those submitting proposals on the basis of the selection criteria. After presentations have been conducted, the University may select the bidder which, in its opinion, has made the proposal that is the most responsive and most responsible and may award the contract to that bidder. The University reserves the right to waive minor irregularities. Scholarships, donations, or gifts to the University, will not be considered in the evaluation of proposals. The University reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the University. The University may cancel this Request for Proposal or reject any or all proposals in whole or in part. Should the University determine in its sole discretion that only one bidder is fully qualified, or that one bidder is clearly more qualified than any other under consideration, a contract may be awarded to that bidder without further action.
- 1.8 Award Protest: Bidders may appeal the award decision by submitting a written protest to the Director of Strategic Procurement within five (5) business days of the date of the award notice, with a copy to the successful bidder. The protest must contain a statement of the basis for the challenge.

- 1.9 Confidentiality: The information contained in proposals submitted for the University's consideration will be held in confidence until all evaluations are concluded and an award has been made. At that time, the winning proposal will be available for public inspection. Pricing and other information that is an integral part of the offer cannot be considered confidential after an award has been made. The University will honor requests for confidentiality for information of a proprietary nature to the extent allowed by law. Clearly mark any information considered confidential.
- 1.10 Costs of Preparation: Bidder assumes all costs of preparation of the proposal and any presentations necessary to the proposal process.
- 1.11 Debarment: Submission of a signed proposal in response to this solicitation is certification that the bidder is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the University will be notified of any change in this status.
- 1.12 Proposal Understanding: By submitting a proposal, the bidder agrees and assures that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bidder's response.
- 1.13 Proposal Validity: Unless specified otherwise, all proposals shall be valid for 60 days from the due date of the proposal.
- 1.14 Proposal Submission: A **SIGNED** original and five (5) copies of the proposal must be submitted to:

The University of Maine System
Office of Strategic Procurement
16 Central Street
Bangor ME 04401

in a sealed envelope by **Wednesday, July 18, 2007**, to be date stamped by the Office of Strategic Procurement in order to be considered. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Proposals received after the due date will be returned unopened. There will be no public opening of proposals (see Confidentiality clause). Bidders are strongly encouraged to submit proposals in advance of the due date to avoid the possibility of missing the due date because of unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The University assumes no responsibility for delays caused by any package or mail delivery service. A postmark on or before the due date will not be considered in dating the receipt of the proposal. In the event of suspended University operations on the day that proposals are due, proposals will be accepted on the next regularly scheduled business day. Bidders may wish to call 207-973-3298 for information regarding University hours. Additional time will not be granted to any single bidder however additional time may be granted to all bidders when the University determines that circumstances require it. **FAXED OR E-MAIL PROPOSALS WILL NOT BE ACCEPTED.** Proposals must be submitted in a sealed envelope clearly marked with the following information:

Name of Bidder
Address of Bidder
Due Date
RFP #

- 1.15 Pre-Proposal Conference: A pre-proposal conference is scheduled for **Tuesday, July 10, at 2:00 p.m.** at the Purchasing Department Conference Room, Service Building, University of

Maine, Orono. The purpose of this conference is to answer questions and provide further clarification as may be required. Please hold all questions until this meeting. Attendance by prospective bidders is **optional**. Bidders planning to attend this pre-proposal conference should **contact Erin Tapley at 207-973-3313 no later than 5:00 p.m., Monday July 9, 2007** with the names and titles of individuals who will attend.

2.0 GENERAL TERMS AND CONDITIONS:

- 2.1 **Contract Documents:** If a separate contract is not written, the contract entered into by the parties shall consist of the RFP, the signed proposal submitted by the Contractor, the specifications including all modifications thereof, and a purchase order or letter of agreement requiring signatures of the University and the Contractor, all of which shall be referred to collectively as the Contract Documents.
- 2.2 **Contract Modification and Amendment:** The parties may adjust the specific terms of this contract (except for pricing) where circumstances beyond the control of either party require modification or amendment. Any modification or amendment proposed by the Contractor must be in writing to the Office of Strategic Procurement. Any agreed upon modification or amendment must be in writing and signed by both parties.
- 2.3 **Contract Term:** The initial contract term shall begin on the date that a contract is awarded or contract signed and run for a period of 12 months from that date. With mutual written agreement of the parties this contract may be extended for four (4) additional one-year periods. Material pricing shall be effective for the initial term of the contract and any agreed upon updated pricing thereafter shall be effective for the duration of each annual extension.
- 2.4 **Contract Data:** The Contractor is required to provide the University with detailed data concerning the contract at the completion of each contract year or at the request of the University at other times. The University reserves the right to audit the Contractor's records to verify the data. This data may include, but is not limited to items sold and services rendered.
- 2.5 **Contract Validity:** In the event one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.
- 2.6 **Cancellation/Termination:** If the Contractor defaults in its agreement to provide personnel or equipment to the University's satisfaction, or in any other way fails to provide service in accordance with the contract terms, the University shall promptly notify the Contractor of such default and if adequate correction is not made within forty-eight (48) hours, the University may take whatever action it deems necessary to provide alternate services and may, at its option, immediately cancel this Contract with written notice. Except for such cancellation for cause by the University, either the University or the Contractor may terminate this Contract by giving thirty (30) day advance written notice to the other party. Cancellation does not release the Contractor from its obligation to provide goods or services per the terms of the contract during the notification period.
- 2.7 **Contract Administration:** The University of Maine Roofing and Contract Inspector, Mike Rossignol at 207-581-3056, or designee, shall be the Contract Administrator and Project Coordinator responsible for administering and coordinating all activities and day-to-day operations with the Contractor.

- 2.8 Clarification of Responsibilities: If the Contractor needs clarification of or deviation from the terms of the contract, it is the Contractor's responsibility to obtain written clarification or approval from the University of Maine's Director of Purchasing, at 207-581-2689.
- 2.9 Job Coordinator: The Contractor shall provide an individual who will act as the Contractor's Coordinator for all work being done under this contract. The Coordinator, or designee, must be available by telephone 24 hours a day, 7 days a week, by the University. The Coordinator will be responsible for meeting with the Contract Administrator, as requested, to coordinate each project. (e.g., determine which materials will be supplied, project timeline, discuss safety planning and University safety policies that may apply). Coordination may be done on-site or via telephone as may be necessary.
- 2.10 Litigation: This Contract and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Maine without reference to its conflicts of laws principles. The Contractor agrees that any litigation, action or proceeding arising out of this Contract, shall be instituted a state court located in the State of Maine.
- 2.11 Assignment: Neither party of the contract shall assign the contract without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of the University.
- 2.12 Equal Opportunity: In the execution of the contract, the Contractor and all subcontractors agree, consistent with University of Maine System policy, not to discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability or veterans status and to provide reasonable accommodations to qualified individuals with disabilities upon request. The University encourages the employment of individuals with disabilities.
- 2.13 Independent Contractor: Whether the Contractor is corporation, partnership, other legal entity, or an individual, the Contractor is an independent contractor. If the Contractor is an individual, the Contractor's duties will be performed with the understanding that the Contractor is a self-employed person, has special expertise as to the services which the Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the results to be achieved shall be specified by the University. The Contractor is not to be deemed an employee or agent of the University and has no authority to make any binding commitments or obligations on behalf of the University except as expressly provided herein. The University of Maine System has prepared specific guidelines to be used for contractual agreements with individuals (not corporations or partnerships) who are not considered employees of the System.
- 2.14 Sexual Harassment: The University of Maine is committed to providing a positive environment for all students and staff. Sexual harassment, whether intentional or not, undermines the quality of this educational and working climate. The University thus has a legal and ethical responsibility to ensure that all students and employees can learn and work in an environment free of sexual harassment. Consistent with the state and federal law, this right to freedom from sexual harassment was defined as University policy by the Board of Trustees. Failure to comply with this policy could result in termination of this contract without advanced notice. Further information regarding this policy is available from the Director of Equal Opportunity, Alumni Hall, 581-1226.
- 2.15 Indemnification: The Contractor agrees to be responsible for, and to protect, save harmless, and indemnify the University and its employees from and against all loss, damage, cost and

expense (including attorney's fees) suffered or sustained by the University or for which the University may be held or become liable by reason of injury (including death) to persons or property or other causes whatsoever, in connection with the operations of the Contractor or any subcontractor under this agreement.

- 2.16 Smoking Policy: The University of Maine System must comply with the "Work place Smoking Act of 1985" and MRSA title 22, 1541 et seq "Smoking Prohibited in Public Places." In compliance with this law, the University of Maine System has prohibited smoking within twenty (20) feet of all University System buildings. The Contractor shall be responsible for the implementation and enforcement of this requirement within existing buildings.
- 2.17 Contractor's Liability Insurance: The Contractor shall not commence work under this contract until the Contractor has obtained all insurance required under this paragraph and such insurance has been approved by the University, nor shall the Contractor allow any subcontractor to commence work on any subcontract until all similar insurance required of subcontractor has been so obtained and approved.

The Contractor and any Subcontractor shall purchase and maintain such insurance as will protect themselves from claims set forth below which may arise out of or result from the Contractor's or Subcontractor's execution of the work, whether such execution be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

1. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts;
 2. Claims for damages because of bodily injury, occupational sickness or disease, or death of their employees;
 3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than their employees;
 4. Claims for damages because of injury to or destruction of tangible property, including loss of use resulting there from;
 5. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle.
 6. The Contractor shall secure and maintain an Owner's Protective Liability Policy naming the University of Maine System, 16 Central Street, Bangor, ME 04401-5106, as the named insured. Policy shall be filed with the University of Maine System, Office of Facilities, prior to the start of construction.
- A. General Liability shall provide coverage for premises and operations, products and completed operations, contractual and personal injury liabilities. Coverage shall be provided on a standard Insurance Services Office Commercial General Liability Form CG0001 or comparable form.

General Liability shall be provided with the following minimum limits:

- | | |
|--|-------------|
| 1. General Aggregate | \$2,000,000 |
| 2. Products & Completed Operations Aggregate | \$2,000,000 |
| 3. Personal Injury Aggregate | \$1,000,000 |
| 4. Each Occurrence | \$1,000,000 |

Property Damage Insurance will provide for Collapse and Underground Coverage. If applicable, Explosion Coverage shall be provided as well. Aggregate limits shall apply on a per locations or job basis.

- B. Workers' Compensation Coverage shall be provided on a statutory basis according to Maine Law and will apply to all personnel on the job site.

- 1. Employer's Liability

Bodily injury by accident	\$500,000 each accident
Bodily injury by disease	\$500,000 each employee
Bodily injury by disease	\$500,000 policy limit

- C. Auto Liability Insurance shall cover all owned and hired vehicles as well as Employer's non-ownership liability.

- 1. Limits - Combined Single Limit of Liability

	\$1,000,000
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- D. Owners Protective Liability
- | | |
|--|------------------------------|
| | \$2,000,000 aggregate limit |
| | \$1,000,000 occurrence limit |

- E. Certificates of Insurance acceptable to the University shall be filed with the University of Maine System, Office of Facilities, prior to commencement of the Work. The Certificates of Insurance shall indicate the Certificate Holder as University of Maine System, 16 Central Street, Bangor, Maine 04401, and shall contain a provision that coverage afforded under the above policies will not be cancelled or materially changed unless at least thirty (30) days prior Written Notice has been given to the University.

All coverage provided to comply with the Specifications shall be provided by companies licensed by the State of Maine Bureau of Insurance.

3.0 PERFORMANCE TERMS AND CONDITIONS:

- 3.1 Asbestos Removal: The University shall be responsible to track and coordinate the disposal of all asbestos containing materials (ACM). The Contractor is responsible for performing very basic visual assessments of all projects and maintenance work sites for suspected hazardous materials (materials not labeled) prior to commencing work. Where such materials are located, they shall stop work and communicate the need for material identification to the Contract Administrator. The Contract Administrator will then contact the Asbestos and Lead Coordinator who facilitates testing and identification of the material, completes Abatement Notifications, where applicable, and reports results of tests and/or abatement schedules to the Contract Administrator who will then direct the Contractor.
- 3.2 Condition and Care of Property and Protection of the Work: The Contractor shall continuously maintain adequate protection of all work covered by the Contract from damage or loss and shall protect the property from injury or loss arising in connection with this Contract, and shall make good any such damage, injury or loss. The Contractor shall adequately protect adjacent property as provided by law and the Contract Documents.
- 3.3 Employees: The Contractor shall employ only competent and satisfactory personnel and shall provide a sufficient number of employees to perform the required services efficiently and in a manner satisfactory to the University. If the Contract Administrator or designee, notifies the Contractor in writing that any person employed on this contract is incompetent, disorderly,

or otherwise unsatisfactory, such person shall not again be employed in the execution of this contract without the written consent of the Contract Administrator.

- 3.4 Work Crew, Equipment, and Materials: Each crew will consist of a minimum of one (1) professional roofer (Foreman) to act as the lead person and at least one (1) roofer-helper, as needed. The foreman must be present at each job site at all times and will be responsible for all aspects of the job, including job-site safety. All equipment and materials shall be subject to approval by the Contract Administrator or designee.
- 3.5 Payments: Payment will be upon submittal of an invoice to the University of Maine Purchasing Department by the Contractor on a Net 30 basis unless discount terms are offered. Invoices must include a purchase order number. Invoices must indicate the dates that work was performed, the location (building name), an itemized breakdown of labor hours, and an itemized list of material costs. A separate invoice must be provided for each job.
- 3.6 Billing Time: Billing rate per hour will begin when workers arrive on the job site and end when workers leave the job site. Work crews must report to the Contract Administrator prior to beginning work each day. A daily time slip, provided by the University shall be signed by the foreman and submitted to the Contract Administrator each day for verification of hours worked. Regular hours of operation for the University are 7:00 a.m. to 3:00 p.m., inclusive of breaks, Monday through Friday. Overtime will be paid on a time and one-half basis only if the University requests services outside the normal business hours (7:00 a.m. – 3:00 p.m. Monday through Friday) and time on site exceeds 40 hours per week per person.
- 3.7 Labor Rates: Labor rates will be in effect for a minimum of one year. Prior to renewals of the contract, the Contractor shall provide labor rates for approval. Labor rates for extension periods shall be in effect for the duration of the renewal term. The labor rate shall include all charges such as insurance, travel, and all other costs. Charges not specified in this contract will not be honored.
- 3.8 Job Site Safety: The Contractor shall adhere to the Occupational Safety and Health Administration (OSHA) most recently published Safety and Health Regulations for Construction (29 CFR 1926) and General Occupational Safety and Health Standards (20 CFR 1910) for the duration of this contract. The Contractor shall, before the first application for payment, submit to the Department of Environmental Safety two copies (one for forwarding to the University of Maine System) of the Contractor's written Hazard Communication Program. Additionally, if the Contractor will be using electrical circuits that are not part of a building or structure and not equipped with ground fault interrupt systems, two copies of the Contractor's written Assured Equipment Grounding Conductor Program shall also be submitted to the Department of Environmental Safety before the first application for payment.

Lockout and Tagout of Electrical Equipment: The Contractor shall establish methods of insuring employee safety as well as comply with Federal, State, University and local regulations relating to the lockout and tagout of electrical equipment procedures. The Contractor shall furnish the University its latest version of lockout and tagout procedures prior to contract award. Further information on this policy can be obtained by calling the Office of Facilities Management.

Only fume recovery kettles are allowed for use under this contract. No exceptions will be permitted.

- 3.9 University Safety Policies: All personnel provided by the Contractor shall comply with the University's Safety and Health Policies. A copy of the University's Environmental Health and

Safety Policies will be provided to the Contractor. Special areas of concern for the purpose of this contract include but are not limited to:

- Personal Protective Equipment
- Hazard Communications (MSDS)
- Fall Protection, Ladder Protection
- Hand and Power Tool Safety
- Confined Space (University permit required each time)
- Lockout/Tagout, Electrical Safety
- Asbestos Awareness
- Lead Awareness

Prior to the commencement of any phase of work under this contract, the Contractor will submit the name of each person who shall be responsible for job site safety under this contract and who is familiar with the above-referenced OSHA regulations.

Where any of the Contractor's operations occur in, on, or within 50 feet of any door, window, air intake in a building occupied by University employees or students, the Contractor shall, prior to the start of any operation, provide directly to the University's representative, copies of the Material Safety Data Sheets (not previously submitted with Hazard Communication Program, required in Paragraph 1 of this article) on all materials to be used in the operation that may be classified as hazardous under the Maine Chemical Substance Identification Law (MRSA P1709 through P1712).

The Contract Administrator must be notified within one (1) hour or as soon as possible, but no later than twenty-four (24) hours, of any accident or injury that occurs during the course of work performed under this contract.

- 3.10 Notification and Response: The Contractor must respond to any reasonable request and recommendation by the University. Services are often needed on an emergency basis and the Contractor must respond to emergency calls within twenty-four (24) hours. The response time for routine work shall be within forty-eight (48) hours, or if longer, as approved by the University. If the University determines that time is a critical factor, and the Contractor cannot respond within required time frame then other services may be obtained at the discretion of the University.
- 3.11 Warranty Work: Existing roof systems which are currently under warranty may be included under this contract in an emergency situation. In cases where warranty work is being done only materials considered acceptable under the manufacturer's warranty may be used.
- 3.12 Parking Regulations and Use of Walkways: The Contractor's vehicles and those of the Contractor's employees working on campus must be registered with the Department of Public Safety. Unregistered vehicles on the University campus are subject to a parking violation ticket and/or towing off campus. Contractors are advised that parking regulations are strictly enforced by campus police. Violation charges and towing will be at the Contractor's expense. A copy of regulations can be obtained by calling Public Safety Parking Office at 581-4047.

Vehicles should be limited to Contractor's company vehicles only. Exceptions may be made for employees personal vehicles only on rare occasions and must be approved by the Contract Administrator.
- 3.13 Tax Exempt: The University is tax exempt and therefore will not reimburse the Contractor for Sales Tax on any materials purchased for the purpose of this contract.

- 3.14 Contractor Provided Materials: When materials are provided by the Contractor, the University will be billed at the agreed upon contract price in effect at the time.
- 3.15 Signage: Contractor shall not hang, stake, or otherwise display signage for advertising purposes on University property. Permanent signage on Contractor's vehicles and signs for safety purposes as required are permitted.
- 3.16 Contractor and all personnel shall be required to wear University-supplied identification badges when on campus. Badges must be visible at all times.
- 3.17 The Contractor must provide, at no charge, all tools and equipment including personal protective equipment, power and hand tools and related accessories, staging, scaffolding, motor vehicles, safety equipment and signage. As part of the base contract, the Contractor shall provide up to fifteen (15) lifts of staging/scaffolding per project as needed. Any staging/scaffolding required above the allowance shall be charged to the University at the contract rate. If work requires use of a crane, the Contractor must provide the crane, however may charge the University an agreed upon hourly rate for its use. Additionally, the Contractor must provide all materials and shall bill the University at the contract price. If services are requested on an emergency basis (less than 24 hours) and the Contractor does not have staging and scaffolding available, and therefore must rent it, the cost may be passed on to the University. A copy of the invoice for the rental must be attached to the University's invoice for the job which required the rental.
- 3.18 The Contractor shall be responsible for the disposal, in non-University containers, of all non-asbestos roofing material and other debris generated from the work.
- 3.19 The Contractor shall coordinate the disposal of all materials containing asbestos with the University's Contract Administrator.
- 3.20 The Contractor must be licensed by the State of Maine for the removal of asbestos containing materials.

4.0 PROPOSAL CONTENT:

Bidders shall ensure that all information required herein is submitted with the proposal. All information provided should be verifiable by documentation requested by the University. Failure to provide all information, inaccuracy or misstatement may be sufficient cause for rejection of the proposal or rescission of an award. Bidders are encouraged to provide any additional information describing operational abilities. Responses to each requirement below must be in order and clearly marked with the section number to which they respond.

- 4.1 Business Profile: Bidders shall provide a brief history of the company, length of time in business, number of employees including foremen and roofer-helpers.
- 4.2 Employees: Describe how many experienced roofers are employed and how much professional experience each employee has.
- 4.3 Response Time: This Contract specifies response times for emergency (within 24 hours) and routine (within 48 hours) work. Note: The response time for routine work may be longer than 48 hours, at the University's discretion. Describe your firm's ability to meet the emergency / routine response times:

Providing up to two (2) experienced employees (Foreman and helper) on site at the University;

Providing more than three (3+) experienced employees (Foreman and helpers) on site at the University.

- 4.4 Price Quotation: Provide the cost/person/hour for each worker (Foreman, Roofer-Helper). The price shall be in the form of a firm price for the entire contract period. The price must include all charges such as Contractor provided tools and equipment, insurance, travel, and all other related costs. Charges not specified in the contract will not be honored.

Foreman: \$ _____/hour

Roofer-Helper: \$ _____/hour

Crane & Operator Rate: \$ _____/hour

Staging/Scaffolding \$ _____/hour

Materials: Provide a unit cost for the materials listed below.

The preferred manufactures for products 1 - 8 below are Firestone or Celotex. See section 1.5 if offering alternate products.

<u>Product/Pkg Size</u>	<u>Est. Qty.</u>	<u>University Cost</u>	<u>Total Cost</u>	<u>Brand</u>
1. Splice Adhesive, Gallon	20	\$ _____/Gallon	\$ _____	_____
2. Bonding Adhesive, Gallon	15	\$ _____/Gallon	\$ _____	_____
3. Splice Primer/Wash, Gallon	40	\$ _____/Gallon	\$ _____	_____
4. Lap Sealant, 11 oz. Tube	40	\$ _____/Tube	\$ _____	_____
5. Water Block, 11 oz. Tube	35	\$ _____/Tube	\$ _____	_____
6. Uncured Formflash, Sq. Ft.	100	\$ _____/Sq. Ft.	\$ _____	_____
7. Peel & Stick PS4020, Lin. Ft.	400	\$ _____/Lin. Ft.	\$ _____	_____
8. EPDM. 060, Sq. Ft.	1000	\$ _____/Sq. Ft.	\$ _____	_____
9. Shingles, 50-year only	20 square	\$ _____/Square	\$ _____	_____
10. Glass Felt IV Plysheet	40	\$ _____/Rolls	\$ _____	_____
11. Flashing Cement	20	\$ _____/Gallon	\$ _____	_____
12. Coal Tar Pitch	2000	\$ _____/Lb.	\$ _____	_____
13. Propane	1000	\$ _____/Lb.	\$ _____	_____

NOTE: Only Fume Recovery Kettles are allowed. No exceptions will be permitted.

4.5 Contractors Location: Location/City of office from which this account will be serviced, i.e.

where will personnel be dispatched from?: _____

4.6 Warranty Work: What brands/types of roofs are you licensed to perform warranty work on?

4.7 Recycled Material Content Alternate: The University of Maine wishes to buy as many products as possible with a recycled/recovered material content. Please provide all pertinent and verifiable information with regard to the amount of post-consumer recycled content in the products offered, including if they meet or exceed EPA procurement guidelines. The bidder is responsible to clearly and specifically indicate the product being offered and to provide adequate information to enable the University to determine if the product offered meets the requirements of this solicitation. Bidders are encouraged to submit bids for both products with recycled content and for products made from virgin materials.

4.8 References: A list of three references is required to be submitted with proposals. These references should be companies or institutions the bidder has recently done business with **on projects similar in scope to this proposal.**

5.0 SIGNATURE:

COMPANY NAME: _____

By: _____
(Signature)

(Print Name)

(Title)

(Date)