

BERKSHIRE TOWNSHIP

NOTICE TO BIDDERS AND PROJECT SPECIFICATIONS

MAINTENANCE FACILITY AND TOWNSHIP OFFICE ROOF REPLACEMENT PROJECT

Owner: Berkshire Township Board of Trustees

Project Location: 1454 Rome Corners Road, Galena, Ohio 43021

SECTION 1 – PROJECT DESCRIPTION

Berkshire Township is soliciting sealed bids from qualified roofing contractors for the complete removal and replacement of the existing metal roofing system at the Township Administrative Offices and Road Maintenance Facility located at 1454 Rome Corners Road, Galena, Ohio 43021.

The project results from documented hail damage and roof deterioration identified through an insurance inspection. The work includes removal and replacement of the existing metal roof system, underlayment, flashing, ridge vents, trim, drip edge, and related components necessary to provide a complete, watertight roofing system.

SECTION 2 – SCOPE OF WORK

The Contractor shall furnish all labor, materials, equipment, supervision, permits, disposal, and incidentals necessary to complete the project.

Work shall include, but not be limited to:

A. Roof Removal

1. Remove and properly dispose of existing metal roofing panels.
2. Remove existing underlayment as required.
3. Remove and dispose of damaged flashing, ridge caps, trim, and related roofing accessories.
4. Protect existing building components during construction.
5. Provide dumpster(s) and debris removal throughout the project.

B. Roof Deck Inspection

1. Inspect existing roof decking after removal of roofing materials.
2. Identify damaged or deteriorated decking.
3. Replace damaged decking only upon written authorization by the Township.
4. Unit pricing for deck replacement shall be provided with the bid.

C. New Roofing System

Provide and install:

Metal Roofing

- Approximately 15,848 square feet (158.48 roofing squares).
- Minimum 26-gauge prefinished steel roofing panels.
- Factory-applied Kynar 500® or approved equal finish.
- Color selected by Berkshire Township.
- Concealed fastener system preferred.
- Manufacturer's wind resistance and weather warranty documentation required.

Synthetic Underlayment

- Approximately 158.48 squares.
- High-performance synthetic roofing underlayment.
- Installed according to manufacturer specifications.

Ridge Caps

- Approximately 63 linear feet.
- Color-matched metal ridge cap system.

Ridge Ventilation

- Approximately 141 linear feet.
- Continuous metal-compatible ridge vent system.
- Installed to manufacturer requirements.

Rake and Gable Trim

- Approximately 232 linear feet.
- Factory-finished steel trim.
- Color coordinated with roofing system.

Drip Edge / Gutter Apron

- Approximately 408 linear feet.
- Color-matched steel edge protection.

Step Flashing

- Approximately 72 linear feet.
- All wall intersections and roof penetrations shall be properly flashed.

Snow Retention System

- Remove and reinstall approximately 207 linear feet of existing snow bars or provide equivalent replacement system.

Downspouts

- Remove and replace approximately 80 linear feet of aluminum downspouts damaged during construction or identified as part of the project.

ENGINEER'S OPINION OF PROBABLE COST

Based upon the insurance estimate dated June 10, 2026:

Estimated Construction Cost: **\$168,266.40**

This estimate is provided for informational purposes only and does not guarantee project funding or contract award.

SECTION 3 – CONTRACTOR QUALIFICATIONS

Contractors shall:

1. Have a minimum of five (5) years of commercial roofing experience.
 2. Be licensed and authorized to conduct business in Ohio.
 3. Carry all required insurance.
 4. Provide references for at least three comparable municipal or commercial roofing projects completed within the past five years.
 5. Be approved installers of the proposed roofing manufacturer.
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SECTION 4 – INSURANCE REQUIREMENTS

The successful bidder shall provide certificates of insurance showing:

Commercial General Liability

- \$1,000,000 per occurrence
- \$2,000,000 aggregate

Automobile Liability

- \$1,000,000 combined single limit

Workers' Compensation

- Statutory Ohio requirements

Berkshire Township shall be named as an additional insured.

SECTION 5 – WARRANTY REQUIREMENTS

The contractor shall provide:

Workmanship Warranty

Minimum ten (10) years.

Manufacturer Warranty

Minimum twenty (20) years on roofing materials.

Warranty documentation shall be submitted before final payment.

SECTION 6 – SAFETY REQUIREMENTS

Contractor shall:

1. Comply with all OSHA regulations.
 2. Maintain site security during construction.
 3. Protect Township employees, visitors, vehicles, and equipment.
 4. Maintain emergency access to all facilities.
 5. Immediately repair any damage caused by construction activities.
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SECTION 7 – PROJECT SCHEDULE

The Contractor shall:

- Commence work within thirty (30) days of Notice to Proceed.
- Substantially complete all work within sixty (60) calendar days.
- Coordinate construction activities to minimize disruption of Township operations.

SECTION 8 – BID SUBMITTAL REQUIREMENTS

Each bid shall include:

1. Completed Bid Form.
2. Lump Sum Base Bid.
3. Unit Price for Roof Deck Replacement (per square foot).
4. Proposed Roofing Manufacturer and Product Information.
5. Contractor Qualifications.
6. References.
7. Proof of Insurance.
8. Estimated Project Schedule.

SECTION 9 – BID FORM

Base Bid:

Complete removal and replacement of roofing system in accordance with these specifications:

Lump Sum Bid: \$ _____

Unit Price – Roof Deck Replacement:

\$ _____ **per square foot**

Proposed Roofing Manufacturer:

Proposed Roofing System:

Estimated Construction Duration:

SECTION 10 – AWARD OF CONTRACT

The Berkshire Township Board of Trustees reserves the right to:

- Reject any or all bids.
- Waive informalities.
- Request clarification of bids.
- Award the contract to the lowest and best responsive and responsible bidder.
- Negotiate final contract terms consistent with Ohio law.

SECTION 11 – PREVAILING WAGE REQUIREMENTS

The Contractor shall comply with all applicable provisions of the Ohio Revised Code concerning Prevailing Wage requirements.

If the project is determined by Berkshire Township or the Ohio Department of Commerce to be subject to Ohio Prevailing Wage Law (Ohio Revised Code Chapter 4115), the successful bidder shall:

1. Pay all laborers, mechanics, and workers not less than the applicable prevailing wage rates in effect for Delaware County, Ohio.
2. Post prevailing wage schedules at the project site.
3. Maintain accurate payroll records.
4. Submit certified payroll reports as required by law.
5. Comply with all recordkeeping, reporting, and notification requirements established by the Ohio Department of Commerce.

Should prevailing wage rates change prior to contract award, the most current applicable wage rates shall govern.

Failure to comply with prevailing wage requirements may constitute a breach of contract and may result in withholding of payments, contract termination, or other remedies available under law.

If the project is determined to be exempt from prevailing wage requirements under Ohio law, the Township reserves the right to waive this section.

SECTION 12 – BID GUARANTY AND BONDING REQUIREMENTS

Each bid shall be accompanied by a Bid Guaranty in accordance with Section 153.54 of the Ohio Revised Code.

The Bid Guaranty shall consist of one of the following:

Option A – Bid Bond

A Bid Bond in the amount of ten percent (10%) of the total bid, issued by a surety company authorized to do business in the State of Ohio.

Option B – Certified Check

A certified check, cashier's check, or letter of credit equal to ten percent (10%) of the total bid.

The successful bidder shall, within ten (10) calendar days of notice of award, furnish:

Performance Bond

One hundred percent (100%) of the contract amount.

Payment Bond

One hundred percent (100%) of the contract amount.

All bonds shall be issued by a surety licensed to conduct business in Ohio and acceptable to Berkshire Township.

Failure to provide required bonding may result in forfeiture of the Bid Guaranty and award of the contract to another bidder.

SECTION 13 – DETAILED BID FORM

BERKSHIRE TOWNSHIP

MAINTENANCE FACILITY AND TOWNSHIP OFFICE ROOF REPLACEMENT PROJECT

1454 Rome Corners Road
Galena, Ohio 43021

BIDDER INFORMATION

Company Name:

Address:

Telephone:

Email:

Contact Person:

Federal Tax ID:

BASE BID

The undersigned agrees to furnish all labor, supervision, materials, equipment, tools, transportation, permits, insurance, and incidentals required to complete the project in accordance with the Contract Documents for the following amount:

Base Bid Amount:

\$ _____

(Written Amount)

_____ Dollars

UNIT PRICES

Roof Deck Replacement (if authorized)

\$ _____ per square foot

Additional Structural Repairs (if authorized)

\$ _____ per hour labor

\$ _____ material cost plus _____%

CONTRACT TIME

The undersigned agrees to:

Commence work within _____ calendar days following Notice to Proceed.

Substantially complete all work within _____ calendar days.

Final completion within _____ calendar days.

ADDENDA ACKNOWLEDGMENT

The Bidder acknowledges receipt of the following Addenda:

Addendum No. _____ Date _____

Addendum No. _____ Date _____

Addendum No. _____ Date _____

NON-COLLUSION AFFIDAVIT

The Bidder certifies that this proposal is genuine and not made in the interest of any undisclosed person, firm, or corporation and has not induced or solicited any other bidder to submit a false or sham bid.

SIGNATURE

Authorized Representative:

Title:

Signature:

Date:

SECTION 14 – CONTRACT AGREEMENT

AGREEMENT

This Agreement is entered into by and between Berkshire Township, Delaware County, Ohio ("Owner"), and _____ ("Contractor").

ARTICLE 1 – CONTRACT DOCUMENTS

The Contract Documents shall consist of:

1. Advertisement for Bids
2. Instructions to Bidders
3. Bid Specifications
4. Bid Form
5. Addenda
6. Notice of Award
7. Notice to Proceed
8. This Contract Agreement
9. Performance Bond
10. Payment Bond
11. Insurance Certificates
12. Change Orders
13. Manufacturer Warranties

ARTICLE 2 – SCOPE OF WORK

The Contractor shall provide all labor, materials, equipment, supervision, transportation, permits, and incidentals necessary to complete the Berkshire Township Maintenance Facility and Township Office Roof Replacement Project.

ARTICLE 3 – CONTRACT AMOUNT

The Owner shall pay the Contractor:

\$_____

subject to approved change orders.

ARTICLE 4 – CONTRACT TIME

The Contractor shall substantially complete the work within _____ calendar days after issuance of the Notice to Proceed.

ARTICLE 5 – PAYMENTS

Progress payments may be made monthly based upon completed work approved by the Township.

The Township shall retain five percent (5%) from each payment until final completion and acceptance.

Final payment shall not be made until:

1. Final inspection is completed.
2. All punch-list items are completed.
3. Warranties are submitted.
4. Affidavits of payment of subcontractors are submitted.
5. Release of liens is submitted.

ARTICLE 6 – CHANGES IN WORK

The Township may authorize changes in the work through written Change Orders.

No additional compensation shall be paid without prior written approval by Berkshire Township.

ARTICLE 7 – TERMINATION

The Township may terminate the contract for default, failure to perform, violation of contract provisions, or abandonment of the work.

ARTICLE 8 – INDEMNIFICATION

The Contractor shall indemnify and hold harmless Berkshire Township, its Trustees, officers, employees, and agents from claims arising from the Contractor's operations.

ARTICLE 9 – GOVERNING LAW

This Agreement shall be governed by the laws of the State of Ohio and the Ohio Revised Code.

ARTICLE 10 – EXECUTION

BERKSHIRE TOWNSHIP
DELAWARE COUNTY, OHIO

By Order of the Board of Township Trustees

Mike Datillo, Chairperson

Mary Howard, Trustee

Stephen Ciacchi, Trustee

Date: _____

ATTEST:

Fiscal Officer

CONTRACTOR:

By: _____

Title: _____

Date: _____