

ROELIFF JANSEN COMMUNITY LIBRARY

9091 Route 22, P.O. Box 669, Hillsdale, New York 12529

Request for Proposals

Project Overview and Scope

The Roeliff Jansen Community Library seeks qualified bidders to repair and replace, where necessary, elements of the existing roof. The two primary areas of flat roof on the north side have recently been replaced with a new EPDM system, augmented by a new drainage channel constructed at the base of the sloped metal roof where it joins the curved front bay. However, evidence of continuing leaks suggest that components of the dormers and sun tube skylights projecting above the standing seam metal panel roof system may require refurbishment or replacement as well. The current goal is to replace any failed components, reworking the points of intersection and adjacent areas to create a watertight envelope. This will likely include removal and replacement of trim, associated flashing, gaskets, fasteners, sealant and caulk. An onsite investigation will be essential prior to submitting a proposal for repair or replacement, in order to fully understand the scope, determine a detailed recommendation for the repairs, and generate a comprehensive bid. A time and materials proposal may be considered if accompanied by a detailed estimate with unit prices.

Project Schedule

The Roeliff Jansen Community Library requests that bids be submitted by March 2nd, 2026, and anticipates awarding the project by April 2nd, 2026. Bidders should be prepared to commence the work within 30 days of notification of selection, and to complete the project by June 1st, 2026.

Bid Submission

The following Bid Proposal Form shall be used to submit bids. An electronic copy of the completed Bid Proposal Form (in PDF format on a flash drive or via email) should be submitted as well as three hard copies of each proposal.

Evaluation Criteria

Factors to be used by the Roeliff Jansen Community Library in evaluating bids submitted will include the relevant experience of the bidders, technical expertise, project approach, anticipated cost, ability to meet the stated schedule, and references.

Contractual Terms and Conditions

The selected bidder will be expected to execute a contract with the Roeliff Jansen Community Library in a mutually acceptable format within 30 days of contract award. Insurance certificates for Workers' Compensation, Disability, and General Liability shall be provided.

BID PROPOSAL FORM

Name of Bidder _____

Address _____

Telephone Number _____

Email _____

Deliver to:

Patricia Placona
Roeliff Jansen Community Library
9091 Route 22, PO Box 669
Hillsdale, NY 12529

PROPOSAL FOR THE

Roeliff Jansen Community Library – Roof Repairs
9091 Route 22, Hillsdale, NY 12529

ARCHITECT

Warren Temple Smith Architects, LLC
65 Livingston Street
Rhinebeck, NY 12572
845-876-5707
warren@warrentemplesmith.com

DOCUMENTS:

List of Reference Documents:

DRA A1-2-1 Roof Plan, Ceiling & Details w/highlights at Dormers and Skylights
DRA A3-1-1 Building Sections w/highlights at Dormers
DRA SK-1 Locations of Sun Tube Skylights
Roeliff Jansen Library – View from NE w/Dormers and Skylights noted (image)
Rooftop Dormers (image)
Rooftop Solatube Skylights (image)
Solatube – Metal Roof Installation Instructions
Solatube – Flashing Insulator Installation Instructions
Solatube Brighten-Up Install Instructions
Solatube 290 DS Specifications
Solatube Instructions – Brighten-Up reroofing

To Whom It May Concern:

The undersigned, having examined the premises and familiarized him/her/them self with conditions likely to be encountered affecting the cost and schedule, makes the following proposal to provide all labor, materials, equipment, and services required to perform and complete the Work as described below:

A. BASE BID:

The following is a brief and condensed summary of the general scope of work. It may not be all-inclusive: see the accompanying documents for additional information and scope.

Investigate, repair and replace where necessary elements of the existing roof, specifically with respect to the three sun tube (Solatube) skylights and the three north facing dormer windows. The two primary areas of flat roof on the north side have recently been replaced with a new EPDM system, augmented by a new drainage channel constructed at the base of the sloped metal roof where it joins the curved front bay. However, evidence of continuing leaks suggest that components of the dormers and sun tube skylights projecting above the standing seam metal panel roof system may require refurbishment or replacement as well. The current goal is to replace any failed or missing components, reworking the points of intersection and adjacent areas to create a watertight envelope. This will likely include removal and replacement of trim, associated flashing, gaskets, fasteners, sealant and caulk. An onsite investigation will be essential prior to submitting a proposal for repair or replacement, in order to fully understand the scope, develop a detailed recommendation for the repairs, and generate a comprehensive bid.

For reference, the relevant original construction drawings with annotations are included in the document package, along with photographs of the elements cited above. The manufacturer's installation instructions for the Solatube skylights are also provided.

We agree to perform and complete all Work described in the Documents and any Addenda which may be issued thereto during the bidding period; and, if this proposal is accepted, will execute a formal contract to this effect, for the SUM price of

DOLLARS (\$_____.)

If a Time & Materials approach is selected, it must be accompanied by a detailed Estimate including unit prices for the various components required to complete the project.

B. GENERAL NOTES

1. The format of compensation for Work performed by the retained contractor for this project is based on a lump sum project.

2. Contractor shall perform and complete all Work described in the Documents and any Addenda which may be issued thereto during the bidding period; and, if his proposal is accepted, will execute a formal contract in the form that is bound by a SUM/price.

SCHEDULE OF VALUES

BASE CONTRACT BID

SCOPE OF WORK		Quantity	Unit Price	Value (\$)
1	To be determined by onsite investigation	SF	\$	\$
2	Remove and replace flashing and gaskets	SF	\$	\$
3	Remove and replace deteriorated or missing components	LF	\$	\$
4	Remove and replace deteriorated or missing sealants	LF	\$	\$
5	Verify watertightness of new work			
SUB-TOTAL BASE CONTRACT				

SPECIAL CONDITIONS:

NOTE: Use this Section only as required by special conditions or considerations for the Base Bid. Enter required (\$) amount or "included" as applicable. Do Not Leave Blank.

	DESCRIPTION	Value (\$)
1.	Mobilization	
2.	Permits	
3.	Debris Removal	
4.	Demobilization	
5.	Install Temporary Protection - contractor to submit drawings for approval	
6.	Site Safety	
	Total cost of Special Conditions	

The person or persons signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all of the conditions and provisions thereof.

Submitted this _____ day of _____, _____.

Name of Firm _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

Email _____

Operating as (complete and strike out words that do not apply)

A Corporation under the Laws of the State of _____

A Partnership (give full name and address of all partners)

An Individual

BY: Name _____

Signature _____

Title _____

Date: _____

Witness:

Name _____

Signature _____

Date _____