

TOWN OF WEATHERSFIELD, VERMONT



REQUEST FOR QUOTE

FOR

ROOF INSPECTION SERVICES OF VARIOUS TOWN BUILDINGS

Date of Issue: July 13, 2022

Due Date: July 28, 2022, at 12:00pm.

RFQ Questions: Brandon Gulnick, townmanager@weathersfieldvt.org, (802) 230-5765

1. Overview

The Town of Weathersfield invites detailed quotes from qualified firms with expertise in Facility Roof Inspections Services. The final product will include an assessment by an inspector of existing roof conditions on various Town buildings to assist with planning of roofing repairs and replacement.

The goal of the Town is to inspect the roofs of the listed buildings and create a record of existing roof membrane types, condition of the roof and estimated life expectancy to facilitate effective asset management of the roofs.

Provide recommendations for replacement materials and estimates of probable costs to repair or replace the roofs.

2. Instructions to Proponents

All inquiries regarding this RFQ are to be directed in writing or by email to the following person:

Brandon Gulnick
Town Manager
townmanager@weathersfield.org

Information obtained from any other source is not official and should not be relied upon. No verbal communication will affect or modify the terms of this RFQ.

All inquiries must be received no later than five (5) business days before the established Closing Date. Questions received after this date will be answered at the discretion of the Town and responses cannot be guaranteed.

The selected inspector is not precluded from bidding on the roofs that need to be replaced when we advertise an RFP for each replacement roof.

3. Quote Delivery

Quotes must be received by the front office, Town of Weathersfield, Vermont, 5259 US Route 5, Ascutney, VT, no later than July 28, 2022, at 12:00pm by one of the following (2) methods:

I. Hard copy delivered by hand/courier to the following location:

Martin Memorial Hall
Front Office (Susanne Terrill or Olivia Savage)
5259 US Route 5
Ascutney, VT 05030

II. Electronic Submission

The Town will accept an electronic submission to Brandon Gulnick at townmanager@weathersfield.org.

4. Scope of Work

- I. Overview: The Town is seeking quotes from interested parties for the Roof Inspection of five (5) Town buildings.

5. Objectives

- I. Inspect existing roof areas listed at the end of this document.
- II. Provide comment on existing roof construction type, flashings, venting, drains and all other appurtenances.
- III. Note presence and thickness of insulation.
- IV. Determine functional remaining life of existing roof.
- V. Recommend repairs that could extend existing life of each roof and the estimated value of the repair costs.
- VI. Provide the estimated replacement cost of each roof area.
- VII. Recommend maintenance that could extend existing life of each roof area.
- VIII. Recommend roofing replacement product (s) for each building.
- IX. Report on life expectancy of the recommended roofing.
- X. Report on maintenance requirements and frequency of maintenance for each new roof.

6. Deliverables

- I. Provide a final report addressing all items in the Scope of Work for each address in paper and electronic format showing summary of roofs, dates, comments, and anything else the proponent may deem as important information to the Town regarding the present condition of the roofs.

7. Quote Submission Requirements

The quote should be concise without excess verbiage and should have the following as a minimum:

- I. A brief history and background of your company indicating number of years in business, and 3 references of clients.
- II. A project schedule indicating when the work will begin and end.
- III. Inspection fee for each location identified.

Please use the “Quote Form” on the next page and fill out the information. This will be your submission.

QUOTE FORM

Business Name, address, email address, and phone number:

Brief history and background of your company, indicating number of years in business

List of similar work successfully completed:

List three (3) references

Fill in the Inspection Cost

Item #	Facility	Address	SQFT	Year Built	Inspection Cost
1	Martin Memorial Hall	5259 US Route 5, Ascutney, VT	4,800	1962	
2	West Weathersfield Fire Department	7259 VT-131, Perkinsville, VT	2,680		
3	Weathersfield Proctor Library	5181 US-5, Ascutney, VT 05030	1,497	1902	
4	Town Garage	483 Stoughton Pond Road, Perkinsville, VT	7,440	1973	
5	1879 Schoolhouse	1862 Rt. 106, Perkinsville, VT	2030	1879	