

**TOWN OF CASCO, MAINE
REQUEST FOR PROPOSALS FOR THE
CASCO COMMUNITY CENTER AND POST OFFICE ROOF REPLACEMENT**

**NOTICE TO BIDDERS
Invitation to Bid**

The Town of Casco (the “Town”) is soliciting bids to replace the roofs of the Town’s Community Center and Post Office, as further described herein.

DESCRIPTION OF WORK:

The work to be performed by the selected bidder consists of the removal and replacement of existing roof and roofing systems at the Casco Community Center and Post Office, located at 940 Meadow Road, Casco, ME 04015. The installation of a replacement roof is anticipated to require, among other things: removal of all shingles, underlayment, flashings and accessories; installation of a galvanized steel drip edge; installation of new flashing; installation of water and ice shield on all applicable roof sections; installation of architectural shingles; installation of a rubber membrane system on all flat roofing portions; and installation of an adequate ridge venting system. An allowance for sheathing replacement work should also be included. The Town has the right to add to, delete from, or otherwise change the scope of the work in order to remain within the funds budgeted for this work.

Any administrative or support work necessary to complete the work specified herein should be considered the responsibility of the Bidder. Administrative services in support of any project undertaken, may include, but not be limited to: community relations, attendance at meetings, word processing services and administrative support, field data acquisition, preparation of reports, recommendations, and other documents.

An individual or company submitting a response to this RFP (the “Bidder,” or “Bidders”) is warned that: (a) the work terms and conditions set forth in this Request for Proposals and the contract to be signed between the Town and the selected Bidder(s) will be fully enforced; (b) the Town will maintain full-time inspection during the period of work; and (c) only first-rate quality work will be accepted.

Work is expected to begin within one (1) month of the Town’s acceptance of the bid.

INSTRUCTIONS:

1. Bids will be received by the Town at the Town Office, until 4:00 PM on August 13, 2026 and then publicly opened and read aloud at a later meeting of the Selectboard. Any bid received after this time will not be considered. Each bid must be submitted in a sealed envelope, addressed to the Selectboard, Town of Casco, 635 Meadow Road, Casco, ME 04015. The envelope containing the bid must be plainly marked on the outside of the

envelope as "Community Center and Post Office Roof Replacement Bid" with the envelope bearing the name and address of the Bidder. Telegraphic, facsimile, or electronic (email) proposals or modifications to proposals **will not** be considered.

2. All bids must be submitted on the attached bid proposal form. All blank spaces on the bid proposal form must be filled in with the appropriate response or the abbreviation "N.A." to indicate "not applicable." Each Bidder is required to state in its proposal: the Bidder's name and place of business and the names or persons or parties interested as principals with it; that the proposal is made without any connection to any other Bidder making any proposal for the same services; and that no person acting for or employed by the Town is directly or indirectly interested in the proposal or any agreement which may be entered into to which the proposal relates. A conditional or qualified bid will not be accepted.
3. State of Maine Sales Tax and Use Taxes should not be included in any bid, as the Town is exempt from the payment of these taxes.
4. The failure or omission of any Bidder to examine any form, instrument, or documents, shall in no way relieve any Bidder from any obligation with respect to their proposal. The Bidder is expected to have carefully examined the proposed scope of work and all requirements set forth in this RFP and to be thoroughly familiar with the details and all conditions likely to be encountered that will affect the costs of the work before submitting a bid proposal. The submission of a bid shall be considered evidence that the Bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the Request for Proposals. The Bidder will be held responsible for its failure or neglect to observe or comply with these instructions.
5. This Request for Proposals contains the provisions required for a complete project. Information obtained from a municipal officer, official, agent, or employee of the Town, or any other person shall not affect the risks or obligations assumed by the contractor or relieve him/her/it from fulfilling any of the conditions of this Request for Proposals.
6. Any selected Bidder will be required to provide proof of: (i) commercial general liability insurance in the amount of \$2,000,000 combined single limit; (ii) automobile liability insurance in the amount of \$1,000,000 combined single limit, and (iii) worker's compensation and employer's liability insurance as required by Maine law. The Town shall be named as an additional insured on all such policies, except for worker's compensation insurance in which case a waiver of subrogation shall be provided.
7. The selected Bidder shall promise to defend, indemnify, and hold harmless the Town, its officers, agents, and employees against any and all liabilities, causes of action, judgments, claims or demands, including attorney's fees and costs, for personal injury (including death) or property damage arising out of the performance of all work to be performed.

8. The selected Bidder shall be responsible for supplying all equipment necessary for satisfactory completion of the work.
9. All Bidders will be notified by email of bid results.
10. The successful Bidder shall be required to sign a contract with the Town containing the same or similar material terms as are included in this RFP, no later than 15 business days after the opening of bids.

QUESTIONS:

Questions regarding this RFP should be directed in writing by email to Town Manager Anthony Ward at award@cascomaine.org. Questions must be received by 12:00 p.m. seven (7) calendar days prior to the proposal deadline. Questions received after this time will not be addressed. Responses from the Town that substantially alter this RFP will be issued in the form of a written addendum to all prior bidders. Oral explanations or interpretations given before the award of the contract will not be binding. All issued Addenda will become part of the proposal and resultant costs shall be included in the Proposal Amount.

SELECTION CRITERIA:

The Town may make such investigation as deemed necessary to determine the ability of the Bidder to provide the materials and perform the work, and the Bidder shall furnish to the Town all such information and data for this purpose as the Town may request.

The Bidder is advised that the work to be accomplished under this Request for Proposals will be awarded to a responsive, responsible Bidder. The Town reserves the right to accept or reject any and all submissions, to waive any or all formalities in the bidding, to evaluate bids, to investigate the references of any and all bidders, to negotiate with one or more Bidders and otherwise to act as it deems to be in the best interests of the Town.

CASCO COMMUNITY BUILDING AND POST OFFICE ROOF REPLACEMENT BID PROPOSAL FORM

The undersigned herewith submits this bid in accordance with the requirements and specifications of the Request for Proposals and herein acknowledges as follows:

1. The Bidder has examined the roofs to be replaced at the Town of Casco Community Building and Post Office and has a sufficient understanding of their condition in order to bid on all work necessary for the satisfactory replacement of the entire roof and accompanying systems as necessary.
2. The Bidder carries the required insurances, including worker's compensation insurance in the amount required by state law, which are in full force and effect and shall remain in force during the term of the contract.
3. The Bidder agrees that, if its Bid is accepted, it will obtain commercial general liability insurance in the amount of no less than one million dollars (\$1,000,000), combined single limit, to protect our company and the Town from claims and damages that may arise from operations under the roofing agreement, with the Town to be named as an additional insured.
4. The contract price provided is inclusive of all costs associated with labor, administration, and the materials required to fulfil the Bidder's obligation under the contract.
5. All prices quoted shall be firm for the term of the contract, except as may be expressly provided in the contract.
6. If selected, the Bidder agrees to sign the required contract with the Town of Casco no later than 15 business days after the opening of bids.

TOTAL CONTRACT PRICE: _____

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Casco is directly or indirectly interested in this Proposal or in any Agreement which may be entered into or arise therefrom. The full names and addresses of all persons and parties interested in this proposal, as principals, are as follows (give first and last names in full; and in the case of a Corporation or Limited Liability Company, give names and addresses of President, Treasurer, and Manager/Member, as applicable; and in the case of a Partnership, give names and addresses of partners).

The undersigned, having inspected the work description and scope of the work, and having familiarized ourselves all conditions likely to be encountered, and having examined all the bid instructions, requirements, and specifications, hereby agrees to complete all work previously

described in this document, and described in the attached proposed contract for the bid price listed on this Bid Proposal Form.

Company Name: _____

Authorized Signature: _____

Printed Name: _____ Title: _____

Mailing Address: _____

Email address: _____