Roof Replacement

Jaffrey Meetinghouse
Jaffrey, New Hampshire

BIDS RECEIVED

THURSDAY, MARCH 2, 2017
2:00 PM (LOCAL TIME)
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INVITATION FOR BIDS
TOWN OF JAFFREY, NEW HAMPSHIRE

Jaffrey Meetinghouse Roof Replacement

Sealed bids are hereby invited for the furnishing of labor, materials and equipment necessary for the replacement of the roof at the Jaffrey Meetinghouse located at 15 Laban Ainsworth Way for the Town of Jaffrey, New Hampshire.

SEALED BID PROPOSALS will be accepted at the office of the Town Manager, 10 Goodnow Street, Jaffrey, NH 03452, until 2:00 PM, local time, on Thursday, March 2, 2017 at which time the bids received will be opened and read aloud.

Project Description: The project is to replace in-kind the existing wood shingle roof (approximately 27 squares) at the historic Jaffrey Meetinghouse. The work involves the removal of the existing wood shingles, inspection and replacement of roof sheathing as necessary, the installation of new wood shake shingles and removal and replacement of the lightning protection system including appurtenances.

The Project must be completed before October 31, 2016 and with no construction occurring between May 1 and September 15th due to activities at the building.

The project is considered a preservation project as outlined by the US Secretary of the Interior’s Standards for the Treatment of Historic Buildings, and The Secretary of the Interior’s Standards for the Preservation of Historic Buildings.

Bid Documents may be examined and obtained at the following location:

Town of Jaffrey
Public Works Department
23 Knight Street
Jaffrey, NH 03452
603-532-6521
Email: publicworks@townofjaffrey.com

Unofficial documents may be viewed on the Town of Jaffrey website – www.townofjaffrey.com

Contract documents may be obtained at the above address. There is no fee for the package. Packages will be mailed to interested parties, upon receipt of a non-refundable mailing/processing fee of $10.00. Bid documents may also be emailed to requested bidders.

Facsimile bids will not be accepted.

A non-mandatory pre bid conference will occur on February 16, 2017; 10:00 AM at the Meetinghouse.

The Town reserves the right to reject any or all bids, to waive any irregularities or informalities.

Town of Jaffrey, New Hampshire
John MacLean, Interim Town Manager
TOWN OF JAFFREY, NEW HAMPSHIRE

SUBMIT BID TO:

Town of Jaffrey
Town Manager
10 Goodnow Street
Jaffrey, NH  03452

Facsimile bids are not acceptable.

BIDDER ACKNOWLEDGEMENT

- GENERAL CONDITIONS -

These instructions are standard for all bids for commodities/services issued by the Town of Jaffrey. The Town of Jaffrey may delete, supersede or modify any of these standard instructions for a particular contract by indicating such change in special instructions to bidders or in the bid sheets. Any and all special conditions that may vary from the general conditions shall have precedence. Bidder agrees that the provisions included within this invitation for bid shall prevail over any conflicting provision within any standard form contract of the bidder regardless of any language in bidder's contract to the contrary.

NOTICE TO BIDDERS: SEALED BIDS WILL BE RECEIVED ON THE DATE, AND AT THE PLACE, AND FOR THE ITEMS LISTED ON THE ATTACHED TOWN BID FORMS. THESE BIDS WILL BE PUBLICLY OPENED AT TOWN HALL OR OTHER DESIGNATED AREA, IN THE PRESENCE OF BIDDERS AND TOWN OFFICIALS. ALL BIDDERS AND THE PUBLIC ARE INVITED AND ENCOURAGED TO ATTEND THE BID OPENING. AFTER TABULATION AND REVIEW, AND WHEN REQUIRED, BIDS WILL BE PRESENTED TO THE TOWN MANAGER FOR AWARD OF BID. ALL AWARDS OF BIDS ARE SUBJECT TO APPROPRIATION.

PURPOSE OF BID: THE TOWN OF JAFFREY INTENDS TO SECURE A SOURCE OF SUPPLY FOR ITEM (S) OR SERVICE (S) AT THE LOWEST PRICE; EARLY AND SATISFACTORY MANUFACTURE; AND PROMPT AND CONVENIENT SERVICE AND SHIPMENT BY THE SUPPLIER TO THE TOWN. ANY FAILURE ON THE PART OF THE SUPPLIER TO COMPLY WITH THE ENSUING CONDITIONS AND SPECIFICATIONS SHALL BE REASON FOR TERMINATION OF CONTRACT. THE TOWN RESERVES THE RIGHT TO MAKE AN AWARD TO THE SUPPLIER WHERE THE PRODUCT MEETS THE SPECIFICATIONS, TERMS AND CONDITIONS AND WHERE THE BID IS CONSIDERED TO BEST SERVE THE TOWN'S INTERESTS.
BIDDER ACKNOWLEDGMENT MUST BE SIGNED AND RETURNED WITH YOUR BID

SEALED BIDS: This form must be executed and submitted with all Bid sheets in a sealed envelope. The face of the envelope shall contain the above address, the date and time of Bid opening and Bid number. Bids not submitted on attached Bid Form may be rejected. All Bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

**BID TITLE:**  **Jaffrey Meetinghouse Roof Replacement**

BIDS WILL BE OPENED **2:00 P.M. (Local Time), Thursday, March 2, 2017** and may not be withdrawn during the 45 calendar days following such date and time.

__________________________
Town Manager
603-532-7880

******************************

CORRECT LEGAL NAME OF BIDDER

__________________________
(SIGNATURE OF BIDDER’S AUTHORIZED AGENT)

__________________________
TITLE

__________________________
TYPED/PRINTED NAME OF AUTHORIZED AGENT

__________________________
ADDRESS

__________________________
PHONE NO: (______)________________________

__________________________
FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER OF BIDDER

I certify that this Bid acknowledgement is made without prior understanding, agreement or connection with any corporation, firm or person submitting a Bid for the same commodities/services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Bid and certify that I am authorized to sign this Bid for the Bidder. By signature on this form, Bidder acknowledges and accepts without limitation, all pages inclusive of the Invitation to Bid as well as any special instructions if applicable.
INSTRUCTIONS TO BIDDERS:

1. DEFINED TERMS.

Terms used in these Instructions to Bidders are defined and have the meanings assigned to them. The term “Bidder” means one who submits a Bid directly to the TOWN, as distinct from a sub-bidder who submits a Bid to the Bidder. The term “Bid” generally means the offer to provide work and labor or supply of materials or goods at a specified price to the Town. The term “Successful Bidder” means the most responsible and responsive Bidder to whom TOWN (on the basis of TOWN’S evaluation as hereinafter provided) makes an award. The term “TOWN” refers to the TOWN of JAFFREY. The term “Bid Documents” includes the Invitation to Bid, Instructions to Bidders, Additional Instruction to Bidders, Bid Proposal, Reference Information, Certified Resolution, Special Conditions, Bid Form, Non-Collusive Affidavit, Certificate(s) of Insurance, if required, Payment and Performance Bonds, if required, Indemnity Agreement, Bid Security, if required, and the proposed Contract Documents, if any, including all Addenda issued prior to receipt of Bids.

2. COPIES OF BIDDING DOCUMENTS

Complete sets of Bid Documents must be used in preparing Bids. The TOWN does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete or unofficial sets of Bid Documents. The TOWN, in making copies of Bid Documents available, does so only for the purpose of obtaining Bids and does not confer a license or grant for any other use.

3. QUALIFICATIONS OF BIDDERS

No Bid will be accepted from, nor will any contract be awarded to any person who is in arrears to the TOWN, upon any debt or contract, or who is a defaulter, as surety or otherwise, upon any obligation to the TOWN, or who is deemed irresponsible or unreliable by the TOWN.

As part of the Bid evaluation process, the TOWN may conduct a background investigation. Bidder’s submission of a Bid constitutes acknowledgment of the process and consent to such investigation. The TOWN shall be the sole judge in determining Bidder’s qualifications.

4. EXAMINATION OF BID DOCUMENTS

Before submitting a Bid, each Bidder must (a) examine the Bid Documents thoroughly; (b) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance, or provision of the commodities and/or services; (c) study and carefully correlate Bidder’s observations with the Bid Documents, and (d) notify the Town Manager or designated individual of all conflicts, errors and discrepancies in the Bid Documents.

The submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article 4, that without exception, the Bid is premised upon performing the services and/or furnishing the commodities and materials and such means, methods, techniques, sequences or procedures as may be indicated in or required by the Bid Documents, and that the Bid Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance and furnishing of the goods and/or services.

5. SPECIFICATIONS

The apparent silence of the Specifications as to any detail, or the apparent omission from the Specifications of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.

For the purpose of evaluation, the Bidder must indicate any variance or exceptions to the stated Specifications no matter
how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Bidder meets all the Specifications in every respect.

Any manufacturers’ names, trade names, brand names, information and/or catalog numbers used herein are for the purpose of describing and establishing a general standard of quality, performance and characteristics and are not intended to limit or restrict competition. The Bidder may offer any brand which meets or exceeds the Specifications for any item(s). If Bids are based on equivalent products, Bidder shall indicate on the Bid Form the manufacturer’s name and catalog number. Bidder shall submit with his Bid, complete and descriptive literature and/or specifications. The Bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the Specifications and not be considered an exception thereto. The determination of equivalency shall rest solely with the TOWN. If Bidder fails to name a substitute, it will be assumed that the Bidder is bidding on and will be required to furnish commodities identical to Bid standards.

The TOWN also reserves the right to waive minor variations to specifications contained in the Invitation to Bid. This interpretation of minor variations shall be made by applicable TOWN personnel.

6. INTERPRETATIONS AND ADDENDA

To ensure fair consideration for all Bidders, the TOWN prohibits communication to or with any department, officer or employee during the submission process except as provided below or as specified in the additional information to bidders.

If the Bidder should be in doubt as to the meaning of any of the Bid Documents, or is of the opinion that the plans and/or specifications contain errors, contradictions or reflect omissions, the Bidder shall submit a written request directed to the Town Manager or delegated designee to be forwarded to the appropriate person or department for interpretations or clarification. Interpretations or clarifications deemed necessary by the Town in response to such questions will be issued in the form of written addenda, mailed to all parties recorded by the Town Manager as having received the Bid documents. The issuance of a written addendum by the Town Manager shall be the only official method whereby such an interpretation or clarification will be made.

7. PRICES BID

Prices shall be shown in both unit amounts and extensions whenever applicable. In the event of discrepancies existing between unit amounts and extension or totals, unit amounts shall govern.

Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

In the event of any discrepancy between written prices quoted in the proposal and any prices quoted in figures, the written proposal shall control.

All applicable discounts shall be included in the Bid price for materials and services and will be considered as determining factors in recommending an award in case of tie Bids. Discounts extended to the TOWN shall include but not be limited to those discounts normally extended to governmental agencies as well as the private sector.

Chain discounts are not acceptable and will not be considered in determining an award. Bidders may bid only one (1) discount for each item on the Bid Form. Firm discounts and prices are to be quoted for the term of the Contract.
Bidder warrants by virtue of bidding that prices, terms and conditions in the Bid will be firm for acceptance for a period of forty five (45) calendar days from the date of Bid opening unless otherwise stated by the TOWN.

The Bid price shall include all permit fees, royalties, license fees and other costs arising from the use of such design, device or materials in any way involved in the work as well as all costs of packaging, transporting and delivery to the designed location within the TOWN.

8. OCCUPATIONAL HEALTH & SAFETY

For Projects with bids costs greater than $100,000

Pursuant to NHRSA 244:5-a, the Contractor shall provide an Occupational Health and Safety Administration (OSHA) 10-hour construction safety program for its on-site employees. All employees are required to complete the program prior to beginning work. The training program shall utilize an OSHA-approved curriculum. Graduates shall receive a card from OSHA certifying the successful completion of the training program.

Any employee required to complete the OSHA 10-hour construction safety program, and who cannot within 15 days provide documentation of completion of such program, shall be subject to removal from the job site.

Employees exempt from the requirements of the 10-hour construction safety program are delineated in the NHRSA.

For Projects less than $100,000

For projects that do not meet the requirements of NHRSA 277:5-a, the Town of Jaffrey strongly encourages all contractors to follow all appropriate health and safety plans as appropriate.

The Contractor shall be responsible for ensuring the Health & Safety of the worksite and workers, including authorized visitors, inspectors, relevant state, municipal, or federal government employees, construction and non-construction delivery personnel.

9. SUBMISSION OF BIDS

Bids shall be submitted at or before the time and at the place indicated in the Invitation to Bid and shall be submitted in a sealed envelope. The envelope shall be clearly marked on the exterior “Jaffrey Meetinghouse Roof Replacement” and shall state the name and address of the Bidder and shall be accompanied by any other required documents. No responsibility will attach to the TOWN for the premature opening of a Bid not properly addressed and identified.

Bids must be typed or printed in ink. Use of erasable ink is not permitted. All blanks on the Bid Form must be completed. Names must be typed or printed below the signature. Facsimile Bids will not be accepted.

All Bidders should be aware that the Invitation to Bid and the responses thereto are in the public domain. However, the Bidders are requested to identify specifically any information contained in their Bids which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

All Bids received from Bidders in response to the Invitation to Bid will become the property of the TOWN and will not be returned to the Bidders. In the event of contract award, all documentation produced as part of the contract shall become the exclusive property of the TOWN.
The submitted Bid shall constitute a firm offer on the part of the Bidder to furnish the commodities and/or services requested.

**Faxed or emailed bids are NOT acceptable**

10. **BID FORMS**

   The Bid Form is included with the Bid Documents and must be used by the Bidder. Failure to do so may cause the Bid to be rejected. The forms must be submitted in good order and all blanks must be completed.

   The Bid must be signed by one duly authorized to do so and in cases where the Bid is signed by a deputy or subordinate, the principal’s proper written authority to such deputy or subordinate must accompany the Bid.

   Bids by corporations must be executed in the corporate name by the President or other corporate officers accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.

   Bids by partnerships must be executed in the partnership name and signed by a general partner whose title must appear under the signature and the official address of the partnership must be shown below the signature.

11. **MODIFICATION AND WITHDRAWAL OF BIDS**

   Bids must be modified or withdrawn by an appropriate document duly executed in the manner that a Bid must be executed and delivered to the place where Bids are to be submitted at any time prior to the deadline for submitting Bids. A request for withdrawal or a modification must be in writing and signed by person duly authorized to do so and, in a case where signed by a deputy or subordinate, the principal’s proper written authority to such deputy or subordinate must accompany the request for withdrawal or modification. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid date and time. After expiration of the period for receiving Bids, no Bid may be withdrawn or modified.

12. **REJECTION OF BIDS**

   To the extent permitted by applicable state and federal laws and regulations, the TOWN reserves the right to reject any and all Bids, to waive any and all informalities, irregularities and technicalities not involving price, time or changes in the commodities and/or services, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional Bids. Bids will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations or irregularities of any kind.

   The TOWN reserves the right to reject the Bid of any Bidder if the TOWN believes that it would not be in the best interest of the TOWN to make an award to that Bidder, whether because the Bid is not responsive or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the TOWN.

   More than one Bid received for the same work from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one Bid for the same work will cause the rejection of such Bids in which the Bidder is interested. If there are reasonable grounds for believing that collusion exists among the Bidders, the Bids of participants in such collusion will not be considered.
The foregoing reasons for rejection of Bids are not intended to be exhaustive.

13. OPENING OF BIDS

Bids will be opened publicly on the date and at the location and time specified in the Invitation to Bid. Bids will be read aloud and an abstract of the amount of the base Bids will be made available after the opening of the Bid.

14. BIDS TO REMAIN OPEN

All bids shall remain open for Forty Five (45) calendar days after the day of the Bid opening, but the TOWN may, at its sole discretion, release any Bid and return the Bid Security prior to that date.

Extensions of time when Bids shall remain open beyond the Forty Five (45) day period may be made only by mutual written agreement between the TOWN, the successful Bidder and the surety, if any, for the successful Bidder.

15. AWARD OF CONTRACT

If the contract is to be awarded, it will be awarded to the most responsible and responsive Bidder for the base Bid whose evaluation by the TOWN indicates to the TOWN that the award will be in the best interests of the TOWN and not necessarily to the lowest Bidder.

Criteria utilized by the TOWN for determining the most responsible and responsive Bidder includes, but is not limited to the following:

- Ability of the Bidder to meet published specifications.
- The Bidder’s experience and references including, but not limited to, the reputation, integrity, character, efficiency, experience, skill, ability and business judgment of the Bidder, the quality of performance of the Bidder under previous contracts, any sub-contractors and other persons providing labor or materials to the Bidder.
- The Bidder’s qualifications and capabilities, including but not limited to, the size, financial history, strength and stability of the business to perform the work of the Contract, the possession of necessary facilities and equipment and the quality, availability and adaptability thereof to the particular use(s) required.
- Whether the Bidder can perform the Contract promptly or within the time specified without delay or interference.
- Previous and existing compliance by the Bidder with laws, ordinances and regulations relating to the commodities or services.
- Price.

16. CONTRACT DOCUMENTS

Any contract resulting from this solicitation includes the following which are incorporated herein: (a) Invitation to Bid; (b) Instructions to Bidders; (c) Additional Instructions to Bidders; (d) Applicable Contract attached hereto; and (e) Indemnification Agreement.
17. **OPEN- END CONTRACT (Not Applicable)**

18. **SAMPLES AND DEMONSTRATIONS**

Samples, when required, must be submitted within the time specified at no expense to the TOWN. Such samples are to be furnished to the TOWN upon request after the date of the bid opening only, unless otherwise stated in the Bid Documents. If samples are requested, the Bidder shall deliver the samples to the TOWN no later than seven (7) days after formal request is made. Each individual sample must be labeled with the Bidder’s name and manufacturer’s brand name and number. When required, the TOWN may request full demonstrations of any unit(s) bid prior to the award of any contract. If the samples are not used in testing or destroyed, upon written request of the Bidder, the TOWN shall within thirty (30) days of bid award, return the samples to the Bidder.

19. **INSURANCE**

Bidders must submit copies of their current certificate(s) of insurance prior to execution of the Contract. Failure to do so may cause termination of the Contract and Bid.

PRIOR TO AWARD OF THE CONTRACT, THE SUCCESSFUL BIDDER SHALL SUBMIT CERTIFICATE(S) OF INSURANCE EVIDENCING THE REQUIRED COVERAGES AND SPECIFICALLY PROVIDING THAT THE TOWN OF JAFFREY IS AN ADDITIONAL NAMED INSURED OR ADDITIONAL INSURED WITH RESPECT TO THE REQUIRED COVERAGE AND THE OPERATIONS OF THE SUCCESSFUL BIDDER UNDER THE CONTRACT. Insurance Companies selected must be acceptable to the TOWN. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused until at least thirty (30) calendar days written notice has been given to the TOWN by certified mail.

The Successful Bidder shall procure and maintain at its own expense and keep in effect during the full term of the Contract a policy or policies of insurance which must include the following coverage and minimum limits of liability:

- **Worker’s Compensation Insurance** for statutory obligations imposed by Worker’s Compensation or Occupational Disease Laws, including, where applicable, the United States Longshoremen’s and Harbor Worker’s Act, the Federal Employer’s Liability Act and the Homes Act. Employer’s Liability Insurance shall be provided with a minimum of One Hundred Thousand and xx/100 dollars ($100,000.00) per accident. Successful Bidder shall agree to be responsible for the employment, conduct and control of its employees and for any injury sustained by such employees in the course of their employment.

- **Comprehensive Automobile Liability Insurance** for all owned, non-owned and hired automobiles and other vehicles used by the Successful Bidder in the performance of the work with the following minimum limits of liability:
  - $1,000,000 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence

- **Comprehensive General Liability** with the following minimum limits of liability:
  - $1,000,000 Combined Single Limit, Bodily Injury and Property Damage Liability per occurrence

Coverage shall specifically include the following with minimum limits not less than those required for Bodily Injury Liability and Property Damage:
Premises and Operations;

Independent Contractors;

Sub Contractors;

Product and Completed Operations Liability;

Broad Form Property Damage;

Broad Form Contractual Coverage applicable to the Contract and specifically confirming the indemnification and hold harmless agreement in the Contract; and

Personal Injury coverage with employment contractual exclusions removed and deleted.

The required insurance coverage shall be issued by an insurance company authorized and licensed to do business in the State of New Hampshire, with the following minimum qualifications of Financial Stability B+ to A+ in accordance with the latest edition of A.M. Best's Insurance Guide:

The Successful Bidder shall require each of its sub-contractors of any tier to maintain the insurance required herein (except as respects limits of coverage for employers and public liability insurance which may not be less than One Million Dollars, $1,000,000 for each category), and the Successful Bidder shall provide verification thereof to the TOWN upon request of the TOWN.

All required insurance policies shall preclude any underwriter's rights of recovery or subrogation against the TOWN with the express intention of the parties being that the required insurance coverage protect both parties as the primary coverage for any and all losses covered by the above described insurance.

The Successful Bidder shall ensure that any company issuing insurance to cover the requirements contained in this Contract agrees that they shall have no recourse against the TOWN for payment or assessments in any form on any policy of insurance.

The clauses "other Insurance Provisions" and "Insurers Duties in the Event of an Occurrence, Claim or Suit" as it appears in any policy of insurance in which the TOWN is named as an additional named insured shall not apply to the TOWN. The TOWN shall provide written notice of occurrence within fifteen (15) working days of the TOWN's actual notice of such an event.

The Successful Bidder shall not commence work under the Contract until after he has obtained all of the minimum insurance herein described.

The Successful Bidder agrees to perform the work under the Contract as an independent contractor, and not as a sub-contractor, agent or employee of the TOWN.

Violation of the terms of this paragraph and its sub-parts shall constitute a breach of the Contract and the TOWN, at its sole discretion, may cancel the Contract and all rights, title and interest of the Successful Bidder shall thereupon cease and terminate.
20. **TAXES**
   The successful Bidder shall pay all applicable sales, consumer use and other similar taxes required by law.

21. **AUDIT RIGHTS**
   The TOWN reserves the right to audit the records of the successful Bidder for the commodities and/or services provided under the Contract at any time during the performance and term of the Contract and for a period of three (3) years after completion and acceptance by the TOWN. If required by the TOWN, the successful Bidder agrees to submit to an audit by an independent certified public accountant selected by the TOWN. The successful Bidder shall allow the TOWN to inspect, examine and review the records of the successful Bidder in relation to this contract at any and all times during normal business hours during the term of the Contract.

22. **CONFLICT OF INTEREST**
   Bidders must disclose with their Bid the name of any officer, director, partner, proprietor, associate or agent who is also a public officer or employee of the TOWN or any of its agencies. Further, all Bidders must disclose the name of any public officer or employee of the TOWN who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder’s firm or any of its branches or affiliate companies.

23. **NON-COLLUSIVE AFFIDAVIT**
   Each Bidder shall complete the Non-Collusive Affidavit and include it with the Bid Form and shall submit this Form with the Bid. Failure of the Bidder to submit this document may be cause for rejection of the Bid.

24. **SUMMARY OF DOCUMENTS TO BE SUBMITTED BY BIDDERS**
   The following is a summary of documents, copies of which may be included in the Bid documents, which are to be completed and submitted by Bidders:
   
   Bidder Acknowledgement
   
   Bid Proposal
   
   Certified Resolution or other duly executed document evidencing authority to sign on behalf of the Bidder.
   
   Non-Collusion Affidavit
ADDITIONAL INSTRUCTIONS TO BIDDERS
BID: Jaffrey Meetinghouse Roof Replacement

1. QUALIFICATIONS OF BIDDERS

The TOWN reserves the right to make a pre-award inspection of the Bidder’s facilities and equipment prior to award of Agreement.

The TOWN reserves the right to consider a Bidder’s history of citations and/or violations of environmental regulations in determining a Bidder’s responsibility, and further reserves the right to declare a Bidder not responsible if the history of violations warrant such determination. Bidder shall submit with Bid, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Bidder that there are no citations or violations. Bidder shall notify the TOWN immediately of notice of any citation or violation which the Bidder may receive after the Bid opening date and during the time of performance of any contract awarded to Bidder.

2. SAFETY
   For Projects with bids costs greater than $100,000

   Pursuant to NHRSA 244:5-a, the Contractor shall provide an Occupational Health and Safety Administration (OSHA) 10-hour construction safety program for its on-site employees. All employees are required to complete the program prior to beginning work. The training program shall utilize an OSHA-approved curriculum. Graduates shall receive a card from OSHA certifying the successful completion of the training program.

   Any employee required to complete the OSHA 10-hour construction safety program, and who cannot within 15 days provide documentation of completion of such program, shall be subject to removal from the job site.

   Employees exempt from the requirements of the 10-hour construction safety program are delineated in the NHRSA.

   For Projects less than $100,000

   For projects that do not meet the requirements of NHRSA 277:5-a, the Town of Jaffrey strongly encourages all contractors to follow all appropriate health and safety plans as appropriate.

   The Contractor shall be responsible for ensuring the Health & Safety of the worksite and workers, including authorized visitors, inspectors, relevant state, municipal, or federal government employees, construction and non-construction delivery personnel.

3. WARRANTIES
   Warranty of Title: The Successful Bidder warrants to the TOWN that all goods and materials furnished under the Contract will be new unless otherwise specified and that the Successful Bidder possess good, clear, and marketable title to said goods and there are no pending liens, claims or encumbrances whatsoever against said goods. All work not conforming to these requirements, including substitutions not properly approved and authorized may be considered defective.

   Warranty of Specifications: The Successful Bidder warrants that all goods, materials and workmanship furnished, whether furnished by the Successful Bidder or its sub-contractors and suppliers, will comply with the specifications, drawings and
other descriptions supplied or adopted.

Warranty of Merchantability: The Successful Bidder warrants that the goods to be supplied pursuant to the Contract are merchantable, of good quality and free from defects, whether patent or latent in material or workmanship. All materials shall be new unless otherwise specified.

Warranty of Material and Workmanship: The Successful Bidder warrants all material and workmanship from date of completion and acceptance by the TOWN. If after acceptance by the TOWN, any of the work is found to be defective or not in accordance with the Contract, the Successful Bidder shall after receipt of a written notice from the TOWN to do so, promptly correct the work unless the TOWN has previously given the Successful Bidder a written acceptance of such condition.

The Successful Bidder warrants to the TOWN that it will comply with all applicable federal, state and local laws, regulations and orders in carrying out its obligations under the Contract.

The Successful Bidder warrants to the TOWN that it is not insolvent, it is not in bankruptcy proceedings or receivership, nor is it engaged in or threatened with any litigation, arbitration or other legal or administrative proceedings or investigations of any kind which would have an adverse effect on its ability to perform its obligations under the Contract.

The Successful Bidder warrants to the TOWN that the consummation of the work provided for in the Contract will not result in the breach of any term or provision of, or constitute a default under any indenture, mortgage, contract, or agreement to which the Successful Bidder is a party.

The Successful Bidder warrants that there has been no violation of copyrights or patent rights either in the United States of America or in foreign countries in connection with the work of the Contract.

All warranties made by the Successful Bidder together with service warranties and guarantees shall run to the TOWN and the successors and assigns of the TOWN.

4. **RISK OF LOSS**

   The risk of loss, injury or destruction, regardless of the cause of the casualty, shall be on the Successful Bidder until the delivery of goods, inspection and acceptance of the goods by the TOWN. Title to the goods shall pass to the TOWN upon delivery and acceptance by the TOWN.

5. **PERMITS, FEES AND NOTICES**

   The Successful Bidder shall secure all permits and licenses which may be required for the proper execution and completion of the work. The Successful Bidder shall use its best efforts to obtain all necessary permits as soon as possible after the date of Contract commencement. Any delays in obtaining permits must be brought to the attention of the DPW Director or Town Engineer without delay.

   The Successful Bidder shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. The TOWN shall not be responsible for monitoring the Successful Bidder's compliance with any laws or regulations.

   Contractor shall obtain for applicable Building Permit from the Building Inspector. Any applicable fee will be waived.

6. **CLEANING UP**

   The Successful Bidder at all times shall keep the premises free from accumulation of waste materials or rubbish caused by the Successful Bidder's operations. At the completion of the work the Successful Bidder shall remove all waste materials
and rubbish from and about the site as well as all tools, equipment, machinery and surplus materials and provide final cleaning and return the space to a condition suitable for use by the TOWN.

The Contractor shall clean the site to its preconstruction conditions upon completion of work. All debris, rubbish shall be removed from the premises. The Contractor is responsible for all costs associated with the removal of all construction debris related to this contact.

See specifications section for any additional detailed clean-up requirements.

7. DEFAULT

In the event the Successful Bidder shall default in any of the terms, obligations, restrictions or conditions in the Contract, the TOWN shall give the Successful Bidder written notice by registered, certified mail of the default and that such default shall be corrected or actions taken to correct such default shall be commenced within ten (10) calendar days thereof. In the event the Successful Bidder has failed to correct the condition(s) of the default or the default is not remedied to the satisfaction and approval of the TOWN, the TOWN shall have all legal remedies available to it, including, but not limited to termination of the Contract in which case the Successful Bidder shall be liable for all procurement and reprocurement costs and any and all damages permitted by law arising from the default and breach of the Contract.

8. COMPENSATION TO BE PAID SUCCESSFUL BIDDER

When the Successful Bidder completes the performance of the Contract to the satisfaction of the Department of Public Works in its sole discretion, the TOWN shall pay and the Successful Bidder shall accept as full consideration for the performance of the Successful Bidder’s obligations, the amount set forth in the attached proposal, which shall be integrated in the price for any bid and/or contracted for, unless otherwise noted or specified, shall include full compensation for all materials, equipment, tools, labor and incidental work necessary to complete the work. The price shall include, without exception, all royalties and costs arising from patents, trademarks, or copyrights, which are in any way in the work.

The acceptance by the Contractor of final payment shall be and shall operate as a release to the TOWN of all claims in stated amounts as may be specifically excepted by the Contractor for all things done or furnished in connection with this WORK or Project and for every act and neglect of the Town and others relating to or arising out to this WORK. Any payment, however, final or otherwise, shall not release the Contractor or his sureties from any obligations under the contract documents to the Performance BOND and Payment BONDS.

9. TERMINATION FOR CONVENIENCE OF THE TOWN

Upon seven (7) calendar days written notice delivered by certified mail, return receipt requested, to the Successful Bidder, the TOWN may without cause and without prejudice to any other right or remedy, terminate the Contract for the TOWN’s convenience whenever the TOWN determines that such termination is in the best interest of the TOWN. Where the Contract is terminated for the convenience of the TOWN the notice of termination to the Successful Bidder must state that the contract is being terminated for the convenience of the TOWN under the termination clause and the extent of termination. Upon receipt of the notice of termination for convenience, the Successful Bidder shall promptly discontinue all work at the time and to the extent indicated on the notice of termination, terminate all outstanding sub-contractors and purchase orders to the extent that they relate to the terminated portion of the Contract and refrain from placing further orders and sub-contracts except as they may be necessary, and complete any continued portions of the work.

If, after the notice of termination, it is determined that said cause was invalid, the termination shall be deemed to have been effected for the convenience of the Town. In such event, adjustment shall be made as provided. Any termination or suspension of the Contract shall not impair the Town’s right to recover damages occasioned by the fault of the Contractor. Any suspension shall not limit the right of the Town to terminate.
TERMINATION – FORCE MAJEURE

Neither party shall be liable to the other and deemed to be in breach under the Contract for any failure to perform, including with limitation, a delay in rendering performance due to causes beyond its reasonable control such as an order, injunction, judgment, Act of God, war, civil disobedience, extraordinary weather conditions, labor disputes, shortages, or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance will be extended automatically to the extent of such delays, provided that the party whose performance is affected promptly notifies the other of the existence and nature of such delay.

TERMINATION – PERFORMANCE DATES

It is agreed, however, that since the performance dates of the Contract are important, continued failure to perform for periods aggregating sixty (60) days or more, even for causes beyond the control of the contractor, shall be deemed to render performance impossible and the Town shall thereafter have the right to terminate the Contract in accordance with the provisions of the above.

TERMINATION – INCOMPLETE PERFORMANCE

In the event of termination, all finished work and documentation, complete and incomplete, shall be delivered to the Town. The contractor shall be entitled to receive payment for any work performed and accepted under the Contract which was completed prior to the date of termination. In the event of termination prior to the completion of the work, the contractor shall have no right to payment for lost profits or other consequential damages.

TERMINATION – INADEQUATE FUNDS

In the event that all or a portion of the project is postponed or terminated due to inadequate federal, state, or local funds, the provisions set forth in the above paragraph (Termination for Convenience) shall apply.

14. ASSIGNMENT

The Successful Bidder shall not assign or transfer its rights, title or interests in the Contract nor shall Successful Bidder delegate any of the duties or obligations undertaken by Successful Bidder without the TOWN’S prior written approval.

15. APPLICABLE LAWS, ORDINANCE, RULES, CODES AND REGULATIONS

Familiarity with Laws: Notice is hereby given that the Successful Bidder must be familiar with all Federal, State and Local Laws, ordinances, rules, codes and regulations that may affect the work. Ignorance on the part of the Bidder will in no way relieve him from the responsibility of compliance therewith.

16. BID SECURITY

Each Bid must be accompanied by a certified or cashier’s check or by a Bid Bond made payable to the TOWN on an approved form, duly executed by the Bidder as principal and having as surety thereon a surety company acceptable to the TOWN and authorized to write such Bid Bond under the laws of the State of New Hampshire, in an amount not less than five percent (5%) of the amount of the Bid.

The Bid Security of the Successful Bidder will be retained until such Bidder has executed the Contract and furnished the required payment and performance bonds, whereupon the Bid Security will be returned. If the Successful Bidder fails to execute and deliver the Contract and furnish the required Bonds within fifteen (15) calendar days of the Notice of Award, the TOWN may annul the Notice of Award and the entire sum of the Bid Security shall be forfeited. The Bid Security of the three (3) lowest bidders will be returned within seven (7) calendar days after the TOWN and the Successful Bidder have executed the written Contract or if no such written Contract is executed within ninety (90) calendar days after the date of the Bid opening, upon the demand of any Bidder at anytime thereafter, provided that he has not been notified of the
acceptance of his Bid. Bid Security of all other Bidders will be returned within seven (7) calendar days after the Bid opening. The attorney in fact or other officer who signs a Bid Bond for a surety company must file with such a Bond a certified copy of his power of attorney authorizing him to do so.

The Bid Security filed with the Bid shall be forfeited in its entirety to the TOWN as liquidated damages if the Bidder to whom the Contract is awarded fails to execute the Contract Documents within fifteen (15) calendar days of the Contract Award.

17. PAYMENT AND PERFORMANCE BONDS

Within Fifteen (15) calendar days after the Contract Award, but in any event prior to commencing work, the Successful Bidder shall execute and furnish to the TOWN a performance bond and a payment bond, each written by a corporate surety, licensed and authorized to do work in the state of New Hampshire and having been in business with a record of successful continuous operation for at least five (5) years. The surety shall hold a current certificate of authority from the Secretary of Treasury of the United States as an acceptable surety on federal bonds in accordance with United States Department of Treasury Circular No. 570. If the amount of the Bond exceeds the underwriting limitation set forth in the circular, in order to qualify, the net retention of the surety company shall not exceed the underwriting limitation in the circular and the excess risks must be protected by coinsurance, reinsurance, or other methods, in accordance with Treasury Circular 297, revised September 1, 1978 (31 CFR, Section 223.10, Section 223.11). Further, the surety company shall provide the TOWN with evidence satisfactory to the TOWN, that such excess risk has been protected in an acceptable manner. The surety company shall have at least the following minimum qualifications for Financial Stability and Financial Size in accordance with the latest edition of A.M. Best's Insurance Guide, published by Alfred M. Best Company, Inc., Ambest Road, Oldwick, New Jersey 08858:

Two (2) separate bonds are required and both must be approved by the TOWN. The penal sum stated in each bond shall be the amount equal to the total amount payable under the terms of the Contract. The performance bond shall be conditioned that the Successful Bidder perform the Contract in the time and manner prescribed in the Contract. The payment bond shall be conditioned that the Successful Bidder promptly make payments to all persons who supply the Successful Bidder with labor, materials and supplies used directly or indirectly by the Successful Bidder in the prosecution of the work provided for in the Contract and shall provide that the surety shall pay the same in the amount not exceeding the sum provided in such bonds, together with interest at the maximum rate allowed by law; and that they shall indemnify and save harmless the TOWN to the extent of any and all payments in connection with the carrying out of said contract which the TOWN may be required to make under the law.

Such bonds shall continue in effect for one (1) year after final payment becomes due except as otherwise provided by law or regulation or by the Contract with the final sum of said bonds reduced after final payment to an amount equal to twenty five percent (25%) of the Contract Price, or an additional bond shall be conditioned that the Successful Bidder correct any defective or faulty work or material which appear within one (1) year after final completion of the Contract, upon notification by the TOWN.

Payment and performance bonds will be required for the initial one (1) year Contract time period only. The TOWN reserves the right to require bonding for the two contract renewal time periods if applicable.

18. INDEMNIFICATION

GENERAL INDEMNIFICATION: To the fullest extent permitted by laws and regulations, Successful Bidder shall indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from or on account of all claims, damages, losses, liabilities and expenses, direct, indirect or consequential arising out of or alleged to have arisen out of or in consequence of the operations of the Successful Bidder or his Subcontractors, agents, officers, employees or independent contractors pursuant to or in the performance of the contract.

PATENT AND COPYRIGHT INDEMNIFICATION: The Successful Bidder agrees to indemnify, defend, save and hold harmless the TOWN, its officers, agents and employees, from all claims, damages, losses, liabilities and expenses arising out of any alleged infringement of copyrights, patent rights and/or the unauthorized or unlicensed use of any material, property or
other work in connection with the performance of the Contract.

The Successful Bidder shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection with the foregoing indemnifications including, but not limited to, reasonable attorney’s fees (including appellate attorney’s fees) and costs.

The TOWN reserves the right to select its own legal counsel to conduct any defense in any such proceeding and all costs and fees associated therewith shall be the responsibility of Successful Bidder under the indemnification agreement. Nothing contained herein is intended nor shall it be construed to waive the TOWN’S rights and immunities under the common law or New Hampshire laws as amended from time to time.

19. AWARD OF CONTRACT

If the Contract is to be awarded, it will be awarded to the most responsible and responsive Bidder for the Bid whose evaluation by the TOWN indicates to the TOWN that the award will be in the best interests of the TOWN, and not necessarily to the lowest Bidder.

20. TIME FOR BEGINNING & COMPLETING OF THE WORK

Upon receipt of the executed Contract and Notice to Proceed, the bidder shall as soon as practical commence work on the project.

21. ENTIRE AGREEMENT

This Contract contains the entire understanding of the parties and supersedes all previous verbal and written agreements; there are no other agreements, representations or warranties not set forth herein. In the event any portion of this Contract shall be declared by any court of competent jurisdiction to be invalid or unenforceable, then the parties agree that such invalid or unenforceable portion shall be severable and the Contract shall be treated as though that portion had never been part of this Contract.

22. ATTORNEYS FEES

In the event it becomes necessary for the TOWN to seek legal means to enforce the terms of this agreement, the contractor will be liable for all reasonable litigation fees and costs incurred by the TOWN in the prosecution or defense of such action, or in any post-judgment or collection proceedings. This shall include any bankruptcy proceedings filed by or against the Successful Bidder.

23. EMPLOYEES TO BE COMPETENT

The contractor shall employ only competent people to this work and whenever the Town shall notify the contractor that anyone on the work is incompetent, unfaithful, disorderly or otherwise unsatisfactory, such employee shall be discharged from work on this Contract and shall not again be employed on it, except with the consent of the Town.

24. TIME FOR COMPLETION AND LIQUIDATED DAMAGES. The following paragraphs address time for completion and liquidated damages:

a. It is hereby understood and mutually agreed, by and between the Contractor and the Owner, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are Essential Conditions of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the “Notice to Proceed.”

b. The Contractor agrees that said work shall be pursued regularly, diligently and continuously at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Owner, that the time for the completion of the work
described herein is a reasonable time, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

c. If the Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the amount specified in the contract, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work.

d. The liquidated damages amount and as indicated on the Contract is fixed and agreed upon by and between the Contractor and the Owner because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain. Said amount is agreed to be the amount of damages which the Owner would sustain and said amount shall be deducted from time to time by the owner from current periodical payments.

e. It is further agreed that “time is of the essence” of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contract an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall “be of the essence “. Provided, that the Contractor shall not be charged with liquidated damages or any excess cost when the Owner determines that the Contractor is without fault and the Contractor’s reasons for the time extension are acceptable to the Owner; provided, further, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in the completion of the work is due to:

   i. A preference, priority or allocation order duly issued by the government;
   
   ii. An unforeseeable cause beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God, or of the public enemy, acts of the Owner, acts of another Contractor in the performance of a contract with the Owner, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather;
   
   iii. Any delays of Subcontractors or suppliers occasioned by any of the causes specified in subsections (a) and (b) of this article:

f. The Contractor shall promptly notify the Owner in writing of the causes of the delay. The Owner shall ascertain the facts and extent of the delay and notify the Contractor within a reasonable time of his decision in the matter.

25. QUALIFICATIONS OF BIDDERS

Each Bidder shall provide at least three references familiar with its work experience and expertise in the area (“References”), and shall submit the same with the Bid. The Bidder shall also provide the name, address and phone numbers of each reference. Failure to submit the References and all documents required thereunder together with the Bid will constitute grounds for rejection of the Bid.

The TOWN reserves the right to make a pre-award inspection of the Bidder’s facilities and equipment prior to award of Agreement.

The TOWN reserves the right to consider a Bidder’s history of citations and/or violations of environmental regulations in determining a Bidder’s responsibility, and further reserves the right to declare a Bidder not responsible if the history of violations warrant such determination. Bidder shall submit with Bid, a complete history of all citations and/or violations, notices and dispositions thereof. The non-submission of any such documentation shall be deemed to be an affirmation by the Bidder that there are no citations or violations. Bidder shall notify the TOWN immediately of notice of any citation or violation which the Bidder may receive after the Bid opening date and during the time of performance of any contract awarded to Bidder.
26. **PAYMENT AND RETAINAGE**

**PAYMENT**

*The Contract Sum:* The Town shall pay to the Contractor for the performance of the Contract, the amounts determined for the total number of each of the units of work in the attached schedule completed at the unit price stated. The number of units contained in this schedule is approximate only, and the final payment shall be made for the actual number of units that are incorporated in or made necessary by the work covered by the Contract.

*Progress Payments:* On not later than the last day of every month, the Contractor shall prepare and submit an estimate covering the total quantities under each item of work that have been completed from the start of the job up to and including the last day of the preceding month, and the value of the work so completed determined in accordance with the schedule of unit prices for such items together with such supporting evidence as may be required by the Town and/or Contractor.

On not later than the last day of the month, the Town shall, after deducting previous payments made, pay to the Contractor 90% of the amount of the estimate as approved by the Town. The 10% retained percentage shall be held by the Town until final inspection and acceptance. At such time, the retainage may be reduced to 5% of the total value of the contract and this amount may be held during the 12 month guarantee period. All this retainage shall be held in a non-interest bearing account.

**Acceptance and Final Payment**

Upon receipt of written notice that the work is ready for final inspection and acceptance, the Town Engineer and/or their representative shall within one week, make such an inspection; and if they find the work acceptable under the Contract and the Contract fully performed, they will promptly issue a Certificate of Final Completion of Work, over their own signature, stating that the work required by this Contract has been completed and is acceptable by them under the terms and conditions thereof, and the entire balance found to be due the Contractor, less the retained percentage, shall be paid to the Contractor by the Town within thirty (30) days after the date of said final certificate.

Before final payment is due, the Contractor shall submit evidence satisfactory to the Town and/or their representative that all payrolls, material bills and other indebtedness connected with the work have been paid, except that in case of disputed indebtedness or liens the Contractor may submit in lieu of evidence of payment, a surety bond satisfactory to the Town guaranteeing payment of all such disputed amounts when adjudicated in cases where such payment has not already been guaranteed by surety bond.

The making and acceptance of the final payment shall constitute a waiver of all claims by the Town other than those arising from unsettled liens, from faulty work appearing within twelve months after final payment, from requirements of the specifications, or from manufacturers’ guarantees. It shall also constitute a waiver of all claims by the Contractor, except those previously made and still unsettled.

If, after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor and the Town and/or their representative so certifies; the Town shall, upon certificate of the Superintendent, and without terminating the Contract, make payment of the balance due for the portion of the work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment except that it shall not constitute a waiver of claims.

27. **TIME FOR BEGINNING & COMPLETING OF THE WORK**

The Successful Bidder shall commence work within ten (10) days after the date specified in the Notice to Proceed, given to it by the Town Manager or designated town employee, to commence work and it shall complete the work within the time specified. *All work shall be completed by October 31, 2017 unless extended through mutual agreement (Change Order).*
28. **COST ADJUSTMENTS (Open End Contracts) (not applicable)**

The cost(s) shall remain firm for the initial one (1) year contract term. Costs for any extension term shall be subject to adjustment only if increases occur in the industry. Such increases shall not exceed 5% or, whichever is greater, the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase or decrease, in the CPI shall be the latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the comparable month one year prior. Any requested cost increase shall be fully documented and submitted to the TOWN at lease ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the Contract. In the event the CPI or the industry costs decline, the TOWN shall receive, from the Successful Bidder a reduction in costs, in accordance with the terms and conditions for adjustments detailed above. Only one cost adjustment will be allowed per contract time period.

29. **LIQUIDATED DAMAGES**

The TOWN and Successful Bidder recognize that time is of the essence of this Contract and that the TOWN will suffer loss if the project is not completed within the time specified, plus any extensions thereof allowed.

They also recognize the delays, expense and difficulties involved in proving in a legal proceeding the actual loss suffered by the TOWN if the project is not completed on time. The TOWN and Successful Bidder recognize, agree, and acknowledge that it would be impractical and extremely difficult to ascertain and fix the actual damages that the TOWN would suffer in the event Successful Bidder neglects, refuses, or otherwise fails to complete the work within the time specified. Accordingly, instead of requiring any such proof, the TOWN and Successful Bidder agree that as liquidated damages for delay (but not as a penalty) Successful Bidder shall pay the TOWN One Hundred Dollars ($100.00) for each calendar day that expires after the time specified in bid package and contract for substantial completion until the project is substantially complete. If Successful Bidder shall neglect, refuse or fail to complete the remaining project within the time specified or any proper extension thereof granted by the TOWN within the time, Successful Bidder shall pay the TOWN One Hundred Dollars ($100.00) for each day that expires after the time specified in bid package and Contract for completion and readiness for final payment.

30. **DELAY OR HINDRANCE**

The contractor shall have no damages for delay or hindrance. In the event of delay or hindrance not the fault of the contractor, an extension of time shall be the contractor’s sole remedy.

31. **Special Work Conditions**

This historic building is used extensively during the months of May through August. No work on this project shall occur during the period May 1 through September 15th, including the preparation for or placement of any equipment onsite. The exterior of the building and grounds shall show no evidence of this construction project during these months.

32. **Hours and time of Work**

Work on this project is **NOT** to occur between May 1 and September 15th due to conflicts with programs at the building.

Hours of work to be Monday to Friday 7AM to 5PM; no work is to occur on Saturdays, Sundays, or town observed Holidays. Work outside of these times may only occur with the prior approval of the Town.
33. **Questions on these Specifications or Bid Requirements must be addressed to:**
   
   Randall Heglin, Director of Public Works
   603-532-6521;
   rheglin@townofjaffrey.com

   All questions relative to the technical specifications must be submitted in writing no later than 10 days prior to the bid opening.

34. **Additional information regarding the Jaffrey Meetinghouse can be found at:**
   
   Photos: [https://rs41.smugmug.com/Jaffrey/Meetinghouse](https://rs41.smugmug.com/Jaffrey/Meetinghouse)
   
   Documentation Project: [http://www.rs41.org/CLG/clg.htm](http://www.rs41.org/CLG/clg.htm)

35. **Town Staff & Representatives**
   
   Grant Administrator/ Grant Project Manager.......................................................... Robert Stephenson – 603-532-6066

   Project Manager / Contract Administration .................................................. Randall Heglin, Director of Public Works – 603-532-6521
   Doug Starr, P.E., Town Engineer – 603-532-6521

   Project Architect .................................................................................................................. Michael J. Petrovick, AIA
   Catlin + Petrovick Architects, PC
   603-352-2255
BID

Proposal of ____________________________ (hereinafter called “Bidder”), organized and existing under the laws of the State (Commonwealth) of ____________________________ doing business as ____________________________ (a corporation, a partnership, or an individual)

To the ____________________________ Town of Jaffrey, New Hampshire ____________________________ (hereinafter called “Owner”)

In compliance with your Invitation for BID, Bidder hereby proposes to perform all WORK for the construction of:

Jaffrey Meetinghouse Roof Replacement

In strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

BY submission of this BID, each Bidder certifies, and in the case of a joint BID, each party thereto certifies as to his own organization, that his BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to thus BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under this contract on the date of issuance of the NOTICE TO PROCEED and to fully complete the PROJECT by October 31, 2017. No work is to occur on the project between May 1, 2017 and September 15, 2017. Bidder further agrees to pay liquidated damages, the sum of __ $100.00 (one-hundred dollars) _ for each consecutive calendar day thereafter as provided in Section 29 of the “Additional Instruction to Bidders” of these CONTRACT DOCUMENTS.

BIDDER acknowledges receipt of the following ADDENDA

__________________________________________________________

__________________________________________________________

__________________________________________________________

Bidder agrees to perform all WORK described in the CONTRACT DOCUMENTS for the following unit prices or lump sum:
**BID**
**FOR**
**Jaffrey Meetinghouse Roof Replacement**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Lump Sum</td>
<td>Replacement of existing wood shingled roof including but not limited to removal and replacement of the lightning protection system including UL recertification, removal and replacement of the existing wood shingles and flashing, disposal of old roofing materials, installation of ice &amp; water barrier, repair or replacement of fascia as required, and including appurtenances as specified. The sum of Per lump sum (in writing)</td>
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<tr>
<td>2</td>
<td>200 Square Feet (allowance)</td>
<td>Replacement of roof sheathing as specified. The sum of Per square foot (in writing)</td>
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**TOTAL BID (items 1 & 2 above)**

---

**BASIS FOR AWARD OF CONTRACT:**

The Award of the Contract will be based on the sum of items 1 & 2.

**Bidder Information**

Bidder Name:                               

Bidders Address:                           

                                      
                                      
                                      

Telephone __________________________ Fax __________________

Bidder’s Authorized Signature:          

Title: __________________________
References

The undersigned offers the following information as evidence of his/her qualifications to perform the work as bid upon according to all requirements of the plans and specifications:

1. Have been in business under present Name:_____________________________________________________

for___________________years.

2. Ever failed to complete any work awarded? _______________________

If so, explain using additional sheet of plain 8 ½” x 11” paper as necessary.

3. List recent contracts, preferably with municipalities, with names of towns/cities/owners on which you served as contractor or provided service or materials of the same nature as we are requesting:

<table>
<thead>
<tr>
<th>Type System, Project/Job</th>
<th>Town/Owner/Location Person</th>
<th>Contact Tel. No.</th>
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<tbody>
<tr>
<td>a)</td>
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</tbody>
</table>

Upon request from the Town, the Bidder may be required to produce other information to support its qualifications and to make sure it is financially qualified to carry out the contract.

(SUBMIT THIS SHEET WITH BID)
INDEMNITY AGREEMENT

The undersigned agrees to indemnify and hold harmless the Town of Jaffrey, New Hampshire from any and all claims for property damage and/or personal injury which may arise as a result of the undersigned’s performance of the terms of this Agreement, including, but not limited to, any attorneys fees and associated legal expenses which may be incurred by the Town in defending itself from any claims which may arise.

_________________________________
Company Name

_________________________________
Date

_________________________________
Authorized Signature

_________________________________
Above Signature Typed or Printed

PROJECT:____________________________________________________________

(SUBMIT THIS SHEET WITH BID)
Bidder’s Affidavit: Foreign Corporation*

The undersign certifies that ____________________ is a foreign corporation incorporated in the State (Commonwealth) of ___________________, whose principal place of business is _____________________ and is required to obtain a license to transact business in the State of New Hampshire.

The undersigned bidder further certifies that said license has been obtained and is in effect and has designated a statutory agent upon whom process against bidder corporation may be served within the State of New Hampshire. The designated statutory agent is ______________________________________________________________________

(name and address)

Process served upon the designated statutory agent named above shall be effective service, unless the Owner has been informed, by certified mail or its equivalent (return receipt), of a change in the agent upon whom process can be served.

______________________________  ______________________________
Date                              Signed

______________________________
Title

Note: This statement is to be reproduced on the bidder’s letterhead, signed by the President, Vice-President or General Manager, notarized and submitted with the Bid.

* Any Corporation that is not incorporated in the State of New Hampshire is a foreign corporation.
NON – COLLUSION AFFIDAVIT

State of New Hampshire)

being first duly sworn, deposes and says that:

1. He/She is ____________ of ___________ the bidder and has submitted the attached bid;
2. He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
3. Such bid is genuine and is not collusive of sham bid;
4. Neither the same bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including the affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, or to fix any overhead profit or cost element of the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the TOWN OF JAFFREY NEW HAMPSHIRE, or any person interested in the proposed Contract, and
5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED: ______________________________

TITLE: __________________________________

SUBSCRIBED AND SWORN TO before me this _____ day of _________ 20____

Commission Expires: _______________________

___________________________________
Notary Public, State of New Hampshire

(SUBMIT THIS SHEET WITH BID)
NON-DISCRIMINATION AND AFFIRMATIVE ACTION CERTIFICATION

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The Town of Jaffrey shall not be liable for any costs associated with the Contractor’s defense of claims of discrimination.

________________________________________________________________________
(Name of Business)

________________________________________________________________________
(Signature of Person Signing Proposal)

________________________________________________________________________
(Print Name & Title of Person Signing)

(SUBMIT THIS SHEET WITH BID)
Authority of Bid Signatory

The bidder shall indicate which of the following is the source of the bid signatory’s authority to sign the bid on behalf of the bidder. The bidder shall follow the instructions noted.

_______ The party bidding is a sole partnership. Below the signature affixed on the Proposal Sheet, a sole proprietorship’s owner shall write “sole owner” or “doing business as (name of bidder)”.

_______ The party bidding is a partnership and the party signing is one of the partners. Below the signature affixed on the Proposal Sheet, a signatory for a partnership shall write “member of the firm”.

_______ The party bidding is a corporation. The signing party is authorized to sign on behalf of the corporation. A copy of the resolution of the corporation’s board of directors which delegates signatory authority to the individual signing is to be attached to this bid form. This resolution can be a general delegation of authority for signing bids or can be a specific authorization for this project. The Secretary of the corporation shall authenticate the resolution as currently being in full force and effect.

_______ Signatory authority is evidenced by other means noted below:

Name of Bidder: _________________________________

(RETURN THIS PAGE WITH BID)
TOWN OF JAFFREY, NEW HAMPSHIRE
BUSINESS AND TAXPAYER IDENTIFICATION INFORMATION

THIS BUSINESS IS A: (Please check one)

(    ) Individual
(    ) Corporation
(    ) Sole Proprietorship
(    ) Partnership
(    ) Non-Profit Entity
(    ) Other, Please Describe: ____________________________

LICENSED OR OTHERWISE AUTHORIZED TO DO BUSINESS BY THE STATE OF: __________

TAXPAYER IDENTIFICATION NO. (TIN): (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   )

OR

SOCIAL SECURITY NUMBER (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   ) (   )

LEGALLY ISSUED IN THE NAME OF: ____________________________________________

DOING BUSINESS AS (D/B/A): ________________________________________________

ADDRESS: ___________________________________________________________________

TOWN/TOWN, STATE, ZIP: _____________________________________________________

NOTE:

Your bid may be rejected if you do not complete and submit this page with your bid.

Checks in payment of obligations by the Town will be made payable to your legally issued name unless you state a D/B/A (doing business as). Federal Tax reporting, if required, will also be in your legal name.

Failure to provide a Taxpayer Identification Number (T.I.N.) will subject you to a 31% Federal Back-up Withholding.

Failure to submit this form with your Bid/RFP response may result in your Bid/Proposal being rejected as unresponsive.

BIDDER MAY SUBSTITUTE IRS FORM W-9

SUBMIT THIS FORM WITH BID
Town of Jaffrey
Insurance Requirements Checklist

Items marked “X” must be provided

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Minimum Limits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Liability</td>
<td></td>
</tr>
<tr>
<td>Commercial General Liability</td>
<td><strong>$1,000,000</strong></td>
</tr>
<tr>
<td>Occurrence Form</td>
<td></td>
</tr>
<tr>
<td>Automobile Liability</td>
<td></td>
</tr>
<tr>
<td>Owned, Hired &amp; Non-Owned</td>
<td><strong>$1,000,000</strong></td>
</tr>
<tr>
<td>Workers Compensation and Employers Liability</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>$100,000</strong> Each accident</td>
</tr>
<tr>
<td></td>
<td><strong>$500,000</strong> Disease – Policy Limit</td>
</tr>
<tr>
<td></td>
<td><strong>$100,000</strong> Disease – each employee</td>
</tr>
<tr>
<td>Professional Liability Errors and Omissions</td>
<td></td>
</tr>
<tr>
<td>(*Deductible: $<strong><strong><strong>, Each claim: $</strong></strong></strong>)</td>
<td></td>
</tr>
<tr>
<td>*Claims made (Y/N)</td>
<td></td>
</tr>
<tr>
<td>*Occurrence (Y/N)</td>
<td></td>
</tr>
<tr>
<td>*Defense included in limits (Y/N)</td>
<td></td>
</tr>
<tr>
<td>(*to be completed by Bidder)</td>
<td></td>
</tr>
<tr>
<td>Builders Risk /Installation Floater</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>$_____</strong> 100% of completed or installed value</td>
</tr>
<tr>
<td>*Flood Included ($______)</td>
<td></td>
</tr>
<tr>
<td>*Transportation Inc ($______)</td>
<td></td>
</tr>
<tr>
<td>*Storage Included ($______)</td>
<td></td>
</tr>
<tr>
<td>Town must be named insured. Copy of policy required</td>
<td></td>
</tr>
<tr>
<td>The Certificate of Insurance must show the Town of Jaffrey as an additional insured</td>
<td></td>
</tr>
<tr>
<td>Certificates must be given to the Town 30 days prior to a written notice of cancellation, non-renewal, or adverse change.</td>
<td></td>
</tr>
<tr>
<td>Certificate must identify Contract Title</td>
<td></td>
</tr>
</tbody>
</table>

Statement of Bidder

We understand the requirements requested and agree to comply fully.

Authorized Signature – Bidder

A completed copy of this form with original signature must accompany bid
NOTICE TO AWARD

TO:

PROJECT Description: Jaffrey Meetinghouse Roof Replacement

The OWNER has considered the BID submitted by you for the above described WORK in response to its ADVERTISEMENT FOR BIDS and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of $ ________________.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR’S Performance BOND, Payment BOND and Certificates of Insurance within fifteen (15) calendar days from the date of this NOTICE to you.

If you fail to execute said Agreement and to furnish said BONDS within fifteen (15) days from the date of this NOTICE, said OWNER will be entitled to consider all your rights arising out of the OWNER’S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of this NOTICE TO AWARD to the OWNER.

Dated this ___ day of ____________, 2017.

Town of Jaffrey, NH
Owner

By ______________________________
Title ______________________________

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO AWARD is hereby acknowledged

by ______________________________

This the _____ day of _____________________, 2017

By ______________________________
Title ______________________________
SAMPLE AGREEMENT

THIS AGREEMENT, made this ___ day of ______________, 2017 by and between  The Town of Jaffrey, New Hampshire , hereinafter called “OWNER” and ________________ doing business as (an individual, a partnership, or a corporation) hereinafter called “CONTRACTOR”.

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The Contractor will commence and complete the construction of Jaffrey Meetinghouse Roof Replacement

2. The CONTRACTOR will furnish all material, supplies, tools, equipment, labor, and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the WORK required by the CONTRACT DOCUMENTS on the date of issuance of the NOTICE TO PROCEED and will complete the same by October 31, 2017 unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS. The CONTRACTOR acknowledges that the date of the beginning and the time for completion of the WORK are essential conditions of the CONTRACT DOCUMENTS and the CONTRACTOR further agrees to pay as liquidated damages, the sum of $__100.00__ for each consecutive calendar day that the CONTRACTOR shall be in default after the time specified in the Agreement.

4. The CONTRACTOR agree to perform all WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the sum of $ ___________ or as shown in the BID schedule.

5. The term “CONTRACT DOCUMENTS” means and includes the following:
   a. Invitation for BID
   b. Information for BIDDERS
   c. BID
   d. NOTICE TO AWARD
   e. Agreement
   f. NOTICE TO PROCEED
   g. CHANGE ORDER
   h. General Conditions
   i. Special Conditions
   j. SPECIFICATIONS prepared by the TOWN OF JAFFREY or its Agent/Consultant
   k. ADDENDA
      No. ___, dated ______________________, 2017
      No. ___, dated ______________________, 2017
      No. ___, dated ______________________, 2017
1. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the Specifications such amounts as required by the CONTRACT DOCUMENTS.

m. The Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

6. Special Work Conditions: This historic building is used extensively during the months of May-early September. The Contractor understands and agrees that no work on this project shall occur during the period May 1st through September 15th, including the preparation or placement any equipment onsite. The exterior of the building shall show no evidence of this construction project.

IN WITNESS WHEREOF, the parties hereto have executed, or cause to be executed by their duly authorized officials, this Agreement in Four (4) copies, each of which shall be deemed an original on the date first above written.

OWNER: Town of Jaffrey, NH

BY: 

Town Manager

CONTRACTOR: 

BY: 

Name: 

Title: 

Address: 

_________________________________________
NOTICE TO PROCEED

To: _____________________________  Date: _____________________________
    (Contractor)                      
__________________________________  Project: _____________________________
__________________________________  __________________________________
__________________________________  __________________________________

You are hereby notified to commence WORK in accordance with the Agreement dated  
_______________, 2017. The date of completion of all WORK is _________, 2017.

____________________________________ (Owner)

By: _____________________________
    _____________________________
    Title: _____________________________

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE TO PROCEED is hereby acknowledged by:

____________________________________

This the _______ day of ____________, 2017.

____________________________________

By: _____________________________
    _____________________________
    Title: _____________________________
**BIDDER’S DOCUMENT CHECKLIST**

In order to be considered responsive, each prospective contractor must submit the following documents as part of their bid:

1. Bid Sheet
2. Itemized Bid Sheet
3. 5% Bid Bond
4. Specifications Exception Form
5. Business and Taxpayer Identification Information Form
6. Town of Jaffrey Indemnification Agreement
7. Qualification Statement/Reference List
8. Bidder’s Affidavit: Foreign Corporation
9. Non-collusion affidavit
10. Non-discrimination and affirmative action certificate
11. Authority of bid signatory

The successful contractor must submit, prior to contract signing, the following documentation:

1. 100% Payment Bond
2. 100% Performance Bond

3. Insurance Certificate (Naming the Town of Jaffrey as an **Additional Insured**) that meets the minimum requirements for coverage.
Project Specifications

These specifications have been prepared by: Catlin + Petrovick Architects, PC
51 Railroad Street Suite 130
Keene, New Hampshire 03431
(603) 352-2255

Contact: Michael Petrovick, AIA
mpetrovick@c-parchitects.com

Project Overview

This project is to replace in-kind the deteriorated existing wood shingle roof of the historic Jaffrey Meetinghouse. The current wood roof shingles were installed approximately 25 years ago. In 2015 the existing roof experienced a temporary leak during the winter due to freeze/thaw cycles which prompted an assessment of the roof. The assessment revealed that the wood roof shingles have deteriorated to failure and are in need of replacement.

Due to its historic significance to the town and region and its listing on the National Register of Historic Places, the replacement of the roof will require compliance with the Secretary of the Interior’s Standards for the Treatment of Historic Buildings (the Standards) issued by the National Park Service.

After careful deliberation the Meetinghouse Committee has recommended to the Town that the roof be replaced “in-kind” with Alaskan Yellow Cedar Timpersawn shakes. These specifications outline the materials and methods required to meet the requirements of The Standards. This project is also partially funded by a grant from New Hampshire Land and Community Heritage and Investment Program (NH LCHIP) which also requires the project to meet the requirements of The Standards.

Building History

In 1775, the frame of the Meetinghouse was raised, the first important civic event in Jaffrey's history.

The Meetinghouse served both as church and as a site for Town Meetings. In time, other church denominations were accommodated. With the building of the nearby Brick Church and other churches, the Meetinghouse was seldom put to use for other than Town Meetings until after the Civil War when, in 1870, the interior was totally rebuilt to provide town offices and schoolrooms. The tower was added in 1822 and the clock was added in 1906.

The present layout, appearance and use of the Meetinghouse dates from a major remodeling undertaken in 1922 by the Village Improvement Society in cooperation with the Town. The Horsesheds to the north [at the rear], adjoining the Old Burying Ground, were built in 1810 and restored between 1949 and 1954. There were originally twelve stalls, now nine.
Referred to in the Town History as Jaffrey's 'dearest possession', the Meetinghouse certainly has over its long life stood as the town's most important building, historically, architecturally and symbolically.

Significance of the Roof

A building’s primary defense to the elements is a functioning roof. Roofs are part of an historic building’s aesthetic and therefore part of its architectural character. Prior to embarking on repair or replacement of the roof of a historic structure, the historic integrity of the materials used should be evaluated.

The current roof material is cedar shingles which are actually of the size and thickness intended for use as siding rather than for roofing. The existing shingles are not historically accurate in their size and or installation methodology. Historic research indicates the original shingles would have likely been made of white pine. They would have been hand split then the surfaces smoothed (dressed) using a draw knife and yielding a finished thickness between 3/8” and ¾”. They would have between 3” and 8” wide and 14 – 36” long. The ridge detail could have been a projecting comb, ridge boards or alternating shingle closed ridge.

Historically wood shingle roofs were installed over horizontal sheathing boards which were installed with defined space between them to allow air to dry the shingles. Shingles were installed with three layers of shingles with 1/3 of their length (5-7”) exposure. Shingles were spaced approximately 1/8” to permit expansion and staggered 1 ½” to avoid moisture penetration into building. The sheathing of the Meetinghouse is believed to be mostly original to the building.

This specification provides for a roof of Alaskan Yellow Cedar Tapersawn Shakes which are an historic interpretation based upon available information and are installed using modern methods to the extent they do not alter the historic character or appearance of the building.

Project Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2, 2017</td>
<td>Invitation for Bid</td>
</tr>
<tr>
<td>February 16, 2017</td>
<td>Non-mandatory walk-thru (10:00 AM)</td>
</tr>
<tr>
<td>March 2, 2017</td>
<td>Construction Bids due at 2 pm (local time) at Town Offices</td>
</tr>
<tr>
<td>March 18, 2017</td>
<td>Town of Jaffrey Town Meeting</td>
</tr>
<tr>
<td>April 1, 2017</td>
<td>Project Commence (No work to be performed 5/1-9/15/2017)</td>
</tr>
<tr>
<td>October 31, 2017</td>
<td>Substantial Completion</td>
</tr>
</tbody>
</table>

Professional Standards

This project is considered a preservation project as outlined by The Secretary of the Interior’s Standards for the Treatment of Historic Buildings and The Secretary of the Interior’s Standards for the Preservations of...
Historic Buildings. Throughout the course of work, care must be taken to prevent the loss of historic fabric. If further work is required, the condition must be analyzed and evaluated to determine the proper approach to preserve the resource. When work is performed all efforts are made to retain historic fabric and, if repairs or replacement are necessary, all work shall be completed using in-kind materials and the work completed according to the Standards.

Replacement In-Kind

Certain building elements, such as roofing and siding, are considered “sacrificial” or “wear” layers which may require replacement as part of regular maintenance. Other elements, such as trim or flashing, may also be decayed through exposure to weather or natural wear.

If it is found that an element requires replacement, it is preferred to replace the material using the same material type or species, dimension, texture, detailing and compatibility, or “replace in-kind”. The following shall be followed when replacing materials in-kind:

- Document the existing element, including material and detailing using digital photography and sketching.
- Replace the material in-kind, matching removed material in type or species, style, dimension, texture, and detailing.
- If a material change is warranted, the proposed material must be approved by the architect prior to proceeding.
- Salvaged materials shall not be used as material replacements as the age, weathering, and other details may represent a conflicting historic profile of the building.
- New material shall be labeled with a date of installation and documented through photographs and a project report.
- The Architect will assist in compiling this documentation and report.

Scope of the Work

The Town of Jaffrey and the Jaffrey Meetinghouse Committee’s objective in replacing the Meetinghouse roof is to avoid an adverse condition. A contractor, with extensive experience in working on historic structures will provide materials and labor to provide a completed project per the project specifications.

The selected contractor shall provide the following services:

1. Demolition
2. Removal of Existing Lightning Protection
3. Roofing/Eave Repairs
4. Re-Roofing
5. Re-paint areas affected by Roof Replacement
6. Reinstallation of Lightning Protection
SPECIFICATIONS
SECTION 01 00 00
GENERAL REQUIREMENTS

SECTION 1 – GENERAL

1.1 GENERAL

A. Wherever possible the minimum acceptable quality of workmanship and materials has been
defined either by manufacturer’s name and catalog number or by references to recognize
industry standards.

B. Knowledge of Site: Contractor is encouraged to attend a pre-project meeting on site to
carefully examine Project scope and conditions that may affect proper execution of work and
determine or verify dimensions and quantities. Meeting date to be coordinated with
Owner’s Project Manager. Contractor’s submission of proposal shall be acknowledgement
that s/he is thoroughly familiar with the Project scope and site conditions.

C. All Contractors and Subcontractors related to this Project are subject to this Section for the
duration of the Project.

1.2 RELATED DOCUMENTS

A. Related Documents:
   1. The general provisions of the Signed Contract
   2. Specifications for Wood Repairs (Architectural Woodwork Restoration 06 40 00)
   3. Specifications for Wood Shingle Roofing (Wood Shingle Roofing 07 31 29.13)
   4. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim 07 62 00)
   5. Specifications for Joint Sealants (Joint Sealants 07 92 00)
   6. Specifications for Exterior Painting (Exterior Paint 09 91 13)
   7. Specifications for Lightning Protection (Lightning Protection for Structures 26 42 13)
   8. Jaffrey Meetinghouse Roof Replacement Drawings

1.3 GENERAL SCOPE OF WORK

A. Roof Replacement Project includes, but is not limited to, the following:
   1. Roofing
      a. Removing existing wood shingles and related flashing. Install new wood
         Certi-Label Tapersawn Alaskan Yellow Cedar Shakes and new copper or lead
         flashings as appropriate.
   2. Carpentry
      a. Selectively repair or replace miscellaneous wood components as associated
         with the roof work.
      b. Repairs include, but are not limited to, trim, side wall siding, sheathing,
         fascias, rakes, etc.
      c. Removal of existing materials above should be minimized in order to
         preserve the building’s historic character.
d. Materials removed shall be salvaged where possible and reinstalled in order to preserve the historic character of the building.


e. New materials shall be approved by the architect prior to installation.

1.4 GENERAL REQUIREMENTS BEFORE START OF WORK

A. Provide and pay for labor, materials, equipment, tools, machinery, and any other facilities and/or services necessary for proper execution of the work as specified herein, and required by existing conditions and authorities having jurisdiction.

B. Perform all work that disturbs lead-containing paint (LCP), handle all material that involves lead-containing paint, and transport and dispose of all lead-containing paint and residue in compliance with all applicable federal, state and local laws and regulations for identification, removal, labeling, handling, containerization, transportation, and disposal of lead-containing material.

C. Maintain Comprehensive General Liability including contractor’s liability, bodily injury, property damage ($1,000,000.00 minimum coverage) and workers’ compensation naming the Town of Jaffrey, New Hampshire as an additional insured in conformance with the Town’s insurance requirements including herein.

D. Provide proof of workers’ compensation for all Sub-contractors engaged in the project.

E. All Contractors and Subcontractors related to this Project are subject to this Section for the duration of the Project.

F. The Contractor is responsible for verifying all quantities and dimensions in the field. The information contained on the drawings and notes is for estimating purposes only.

G. These general requirements will be in effect and enforced until the accepted completion of the project.

1.5 KNOWLEDGE OF THE SITE AND WORK AREAS

A. Bidders are encouraged to attend a pre-bid meeting on-site prior to bid and carefully examine Project scope and conditions that may affect proper execution of Work and determine or verify dimensions and quantities.
   1. Meeting date to be outlined in official Bidding Documents attached.
   2. Contractor’s submission of bid shall be acknowledgment that they are thoroughly familiar with the Project scope and site conditions.

B. All trades working on the project shall be aware they are working on a Historic Property open to the public. Care and consideration are required for the visiting public and Town of Jaffrey employees during the Project. Full and unobstructed access to entrances of the building is required throughout the Project.

C. All work on the Jaffrey Meetinghouse follows The Secretary of the Interior’s Standards for the Treatment of Historic Properties for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings, in particular, but not limited to:
   1. Retain as much existing fabric as possible, based on careful judgment as to the soundness of any item.
   2. The careful conservation of building fabric will not discriminate between various periods of time, but recognize and preserve an architectural-historic continuum.
   3. Replace all elements in kind, unless otherwise specified, duplicating the type and dimensions of material as well as the methods of installation.
1.6 **GENERAL WORK CONDITIONS**

A. Protection of Persons: Take all necessary precautions to protect all persons, whether engaged in work or not, from all hazards of any kind associated with the work of this Project. Work should follow all applicable federal, state and local safety regulations.

B. Access: Interior access for the Contractor shall be restricted unless prior arrangements are made with the Owner’s Representative.

C. Fire Prevention
   1. Take all necessary precautions to prevent fire and spread of fire.
   2. Provide a properly rated fire extinguisher close by during working hours.

D. Weather
   1. Take all necessary precautions to protect building elements and finishes from damage by precipitation during work.
   2. Protect all openings at all times.
   3. Repair to Owner’s satisfaction all building elements and materials damaged by weather resulting from openings that did not sufficiently exclude weather at no additional cost.

E. Accident Protection
   1. Ensure the safety of passersby near work areas. This includes setting up cones and safety tape as a barrier to block off areas as needed.
   2. Prevent accumulation of wastes which create hazardous conditions.
   3. Provide adequate ventilation during use of volatile or noxious substances.

1.7 **TEMPORARY FACILITIES AND CONSTRUCTION AIDS**

A. Temporary Facilities
   1. Contractor is responsible for installation and maintenance of portable toilet facilities, location to be determined with Owner’s Project Manager prior to start of the project.
   2. Portable toilet shall be removed within one week following the accepted completion of the work.

B. Water
   1. Access to water will be provided by the Town of Jaffrey.

C. Electricity
   1. Access to electricity shall be determined with the Owner’s Project Manager during contract negotiation. 120v and 240v power is available at the project site.

D. Trash Disposal
   1. Contractor is required to coordinate the daily disposal of debris and keep the site safe, clean and presentable to the public.
   2. All debris should be appropriately disposed of according to local, state and federal regulations.
   3. Dumpster location is subject to the approval of the Project Manager.

E. Scaffolding
   1. Contractor to set up OSHA approved staging.
   2. Scaffolding will remain in place until the accepted completion of the job or a specific portion of the job, and shall be removed within one week of accepted substantial completion of the work.
3. Any holes made for attaching scaffolding to the Meetinghouse are to be filled and repaired in a method approved by the Owner’s Project Manager.

F. Equipment and Material Storage
   1. Location of any proposed storage onsite must be approved by the Project Manager prior to commencement of the Project.

G. Parking areas and site access
   1. Parking areas and access for contractor to be coordinated with Project Manager.

H. Smoking
   1. Tobacco products and smoking are not permitted on the site adjacent to the building.
   2. Contractors shall smoke inside their vehicles in designated parking area only.

I. Pets
   1. Pets are not permitted on the site.

J. Protection for Surrounding Areas of Building:
   1. Contractor is responsible for protecting the areas of the Meetinghouse not included in the scope of this project.
      i. Provide temporary 6-mil poly (min.) or tarp protection over entire floor of attic to collect falling debris during roof replacement. Remove all debris and temporary protection at conclusion of work.

1.8  PROJECT MANAGEMENT AND DOCUMENTATION

A. Communication
   1. Project Manager
      a. Owner’s representative for overall management of the project.
   2. Project Foreman
      a. There shall be a single contact identified by the Contractor to be in charge of the project.
      b. That person shall be aware of their responsibilities and will be the primary point of contact with the Owner and/or Project Manager.
   3. Quality Control
      a. There shall be a single point of contact identified by the Contractor to be in charge of the project.

B. Coordination
   1. Each trade shall install its work in timely sequence, and so as to accommodate the work of other trades.
   2. Conflicts between respective materials and/or trades shall be resolved in adequate time so as to prevent delay in the completion of the work.

C. Project Meetings
   1. The Contractor, Project Manager and Architect shall agree to a regular meeting schedule during the duration of the project.

D. Discovery Notification
   1. Contractor shall notify the Architect and the Project Manager of details uncovered during the Project work not already outlined in the specifications. Details and suggested repair options shall be photo documented and submitted to the Architect and Project Manager.

E. Change orders
1. Promptly notify the Project Manager of any issues not identified in the specifications or unexpected issues discovered as part of the project.
2. Upon agreement with Project Manager that this is a change from the original specifications create a proposal for the new work including the cost. The proposal should reflect how this change order affects the original contract including the additional costs or savings that may result.
3. Change orders requiring increased cost require additional documentation for the Project Manager’s review and associated approvals following receipt of the submittal.

F. Project Documentation and Photography
   1. The Contractor shall photo document the entire Project process for purposes of historic documentation of the Project.
   2. The documentation shall be provided to the Project Manager and the Architect.

G. Project Submittals
   1. In scheduling, allow three (3) working days for the Architect’s review following the receipt of a submittal.
   2. Samples:
      a. Contractor shall furnish for approval all samples of the following materials and any other samples as directed by the Architect.
         i. Alaskan Yellow Cedar Tapersawn Shakes
         ii. PVC Trim
         iii. Exterior Paint
   3. Substitutions:
      a. Do not substitute materials, equipment or methods unless each substitution has been specifically approved in writing for this work by the Architect.
   4. Availability of Specified Items
      a. Verify that all specified items will be available on a timely basis in order to avoid delays.

1.9 QUALITY ASSURANCE

A. General
   1. Work is being performed on a historic structure which is located in a National Register Historic District; therefore, the highest quality craftsmanship and care is expected in all aspects of the Project.
   2. Contractors shall be fully and solely responsible for quality assurance to assure that work as constructed conforms fully to the intent of all Construction Documents and methods as outlined in *The Secretary of the Interiors Standards for the Treatment of Historic Properties*.

B. Personnel
   1. Contractors performing work on this Project shall be regularly engaged in these types of wood shingle roof projects on historic buildings.

C. Product Storage and Handling
1. All measures necessary shall be taken to prevent damage to materials before, during and after installation for the duration of the Project.
2. Products shall be stored according to manufacturer’s specifications.

D. Guarantee
1. All work on this Project shall be guaranteed against defects in materials and/or workmanship for a period of one (1) year commencing on the date the project is accepted for use and the occupancy intended, unless otherwise stated elsewhere in this document.
2. Any such defects occurring within such period shall be promptly corrected without additional charge to the Owner.

1.10 CLEANING SITE

A. Perform operations so as to keep work areas and premises clean, and free from accumulation of scrap materials, debris and other surplus materials at the end of each work day.
B. Remove all debris from site and dispose of properly. Recycle debris when possible.
C. No materials or debris will be permitted to drop free, but shall be removed by use of material hoists, rubbish chutes, or other approved method.
D. No materials or debris will be permitted to be passed through the finished interior of the building.
E. The landscape is to left in as found or better condition upon the completion of the project.

1.11 CLOSEOUT DOCUMENTS

A. Closeout documents include, but are not limited to:
   1. Warranties
   2. Completed final Punch List.
   3. Materials list and sources.
   4. Maintenance data sheets.

END OF SECTION 01 00 00
Jaffrey Meetinghouse Roof Replacement
Project Scope of Work

DIVISION 6 – WOOD AND PLASTICS

SECTION 06 40 00
Architectural Woodwork

SECTION 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Related Documents:
   1. The general provisions of the Signed Contract
   2. Specifications for Wood Repairs (Architectural Woodwork Restoration 06 40 00)
   3. Specifications for Wood Shake Roofing (Wood Shingle and Shake Roofing 07 31 29.13)
   4. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim 07 62 00)
   5. Specifications for Joint Sealants (Joint Sealants 07 92 00)
   6. Specifications for Exterior Painting (Exterior Paint 09 91 13)
   7. Specifications for Lightning Protection (Lightning Protection for Structures 26 42 13)
   8. Jaffrey Meetinghouse Roof Replacement Drawings

1.2 DESCRIPTION OF WORK

A. The extent of carpentry repairs include, but may not be limited to the following work:
   1. CAREFULLY remove and repair/replace clapboards and/or trim on adjacent tower associated with work and required flashing details.
   2. Care should be taken when removing existing wood shingle roof to avoid damage to existing trim details and clock.

1.3 PROTECTION

A. Provide protection for all adjacent finish and structural materials, landscape material and features as necessary to prevent damage during the duration of the work of this section.
B. Provide protection to ensure safety of visitors and site staff.

1.4 QUALITY ASSURANCE

A. General: Contractor shall be skilled and experienced in this type of carpentry repair work, equipped to perform repairs to historic buildings and equipped to execute workmanship in accordance with recognized standards. All work shall be performed in a neat and professional manner.
   1. Employ only trades people experienced in the repair of historic structures.
   2. Any subcontractors used for the Project are subject to the approval of the Architect.
B. Materials: All materials utilized for this section of work shall be of new origin, free of defects and appropriate for exterior carpentry applications.
   1. All materials will be used according to manufacturer’s specifications and standard industry practices.
   2. Contractor shall ensure that all project materials are protected from adverse weather during construction.
SECTION II – PRODUCTS

2.1 MATERIALS

A. All replacement trim materials, should they be required, shall be quarter sawn spruce (or approved alternative) (min. 80% heartwood; 100% heartwood to the weather), matching existing dimensions and design. Existing profiles to be matched precisely.

B. Cladding: Replacement clapboard shall be spruce which match original clapboard in thickness and width.

C. Fasteners: All fasteners for this section shall be stainless steel.

D. No substitution or alteration of materials as specified will be made without approval of the Architect.

SECTION III – EXECUTION

3.1 EXPOSURE OF THE STRUCTURE

A. Contractor shall remove all finish and any deteriorated substrate materials in order to sufficiently expose the structure to make necessary repairs.

1. Materials shall be removed in such a way as to limit any damage to adjacent fabric. Materials removed will be labeled so as to facilitate reinstallation in their original location and orientation.

2. Materials that are deteriorated or damaged beyond repair will be replaced in kind. Deteriorated sheathing shall be cut back to nearest structural member to provide proper bearing for spliced repair. Sheathing boards to be eastern white pine and will match original in thickness and width. Shakes to be Alaskan Yellow Cedar Certi-Label Tapersawn with 5/8 inch (min.) butt thickness and width to match originals.

3.3 REMOVAL OF EXISTING FABRIC

A. Contractor shall carefully remove wood components, label and set aside. Analysis of condition to be done in consultation with Project Manager and Architect. Final repair details to be determined on site after exposure of existing conditions.

1. Additional repair work shall be considered a change order. Price, scope of work and schedule to be negotiated between Project Manager, Architect and Contractor.

3.6 TRIM REPLACEMENT/NEW TRIM

A. Historic elements shall be retained whenever possible. When trim elements require replacement, they shall be replaced in kind.

B. New trim for perimeter of built-up roof system shall be clear eastern white pine, spruce or ready-to-mill solid cellular PVC trim, by Azek Building Products, Inc. or equal.

1. Solid cellular PVC trim to be installed according to manufacturer’s specifications with joints glued to avoid separation.
3.8  PRIME AND PAINT

A. After carpentry repairs and connections have been made, Contractor will prep, prime and paint all carpentry elements with two finish coats.
   1. See Division 9 for Paint Specification.
B. The Town requests that Dennis Wright be considered as the painting contractor for this project. Mr. Wright’s contact information is: 603-532-7456; 124 Proctor Road, Jaffrey, NH 03452

END OF SECTION 06 40 00
DIVISION 7 – THERMAL AND MOISTURE PROTECTION PRODUCTS

SECTION 07 31 29.13
Wood Shingle and Shake Roofing

SECTION 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Related Documents:
   1. The general provisions of the Signed Contract
   2. Specifications for Wood Repairs (Architectural Woodwork Restoration 06 40 00)
   3. Specifications for Wood Shake Roofing (Wood Shingle and Shake Roofing 07 31 29.13)
   4. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim 07 62 00)
   5. Specifications for Joint Sealants (Joint Sealants 07 92 00)
   6. Specifications for Exterior Painting (Exterior Paint 09 91 13)
   7. Specifications for Lightning Protection (Lightning Protection for Structures 26 42 13)
   8. Jaffrey Meetinghouse Roof Replacement Drawings

1.2 DESCRIPTION OF WORK

A. The extent of roof work includes, but no necessarily limited to, the following:
   1. Remove all shingles, fasteners and flashings from existing roof surfaces of the Main
      Building as indicated in the drawings.
   2. Investigate the condition of the existing sheathing. Repair any damage or
      deteriorated sheathing. Provide an allowance for sheathing replacement, to be
      deducted if not required.
   3. Provide and install new wood roof shakes over entire roof surface.
   4. Provide and install new flashings at sidewalls and other roof penetrations.
   5. Retain existing roof penetrations.
   6. Provide, erect and dismantle staging as necessary for project completion.
   7. Provide job site container for removal of all construction debris.

1.3 PROTECTION

A. Provide protection for entrances, windows, walls and landscape as necessary to prevent
   damage during entire course of work of this section. Damage to building elements or
   surrounding landscape shall be repaired by the Contractor upon completion of the project.
B. Provide barriers for the projection of building access.
C. Contractor shall provide for the protection of the building from adverse weather during the
   course of existing roof removal and replacement. Provide temporary roof coverings to
   ensure full protection of interior spaces. Coverings shall be rubber membrane or double
   layer heavy duty tarps. Contractor shall be aware of forecasted weather conditions and act
   accordingly. Exposed building elements shall be protected on a daily basis regardless of
   weather conditions.

1.4 COORDINATION
A. Coordinate work of this section with interfacing and adjacent work for proper sequencing. Coordinate work of this section with that specified in other sections related to this work. Ensure weather resistance and durability of work and protection of materials and finishes.

1.5 SITE CONDITIONS

A. Contractor is responsible for complying with all local and state codes, standards and regulations.
B. Contractor shall take all necessary precautions to maintain the security of the property during the construction process.
C. The site shall be kept clean of debris. All equipment and work areas shall be cleaned and organized on a daily basis.
D. Contractor shall remove all debris from the site. All debris shall be disposed of properly.
E. Owner will provide water and adequate electricity.
F. The landscape shall be left in as good, or better than, condition upon completion of the project.

1.6 QUALITY ASSURANCE

A. General: Roof contractor shall be skilled and experienced in this type of roofing installation and equipped to perform workmanship in accordance with recognized standards.
   1. Employ only tradesman experienced in the fabrication and installation of wood shake roofing and associated materials.
   2. Any subcontractors used are approved by the Project Manager and the Architect.
B. Materials: Obtain all wood shakes from one manufacturer, of uniform species, type and color. Obtain all sheet metals from one source to ensure uniformity of material.
C. Contractor shall take all necessary precautions to maintain security of the property during the project and to protect all existing and project materials. Contractor shall ensure that all project materials are protected from adverse weather conditions and theft during construction. Contractor shall provide for the projection of materials and surfaces exposed for the removal and installation of roofing and associated work.

1.7 PRODUCT HANDLING

A. Deliver all materials and products in manufacturer’s unopened bundles or containers with manufacturer’s brand and name clearly marked thereon. Shake bundle wrapping shall bear the label of Cedar Shake and Shingle Bureau.
B. Store wood shakes and materials of the ground on wood pallets or skids, covered with non-staining, waterproof membrane. Place and stack skids in such a manner to prevent any damage and breakage of material. Allow air to circulate around bundles. Materials shall be covered daily.
C. All products and materials shall be used and installed in a manner which will uphold the manufacturers’ warranty and/or follow standard industry practices unless otherwise directed by the Architect.

1.8 JOB CONDITIONS
A. Pre-work Conference: Prior to the removal and installation of any roofing for associated materials meet at the project site with the Project Manager, Contractor and Architect to discuss, but not limited to the following:
   1. Review Project Requirements and Documents.
   2. Review availability of materials, tradesmen, equipment and facilities needed in order to progress with work and avoid delays.
   3. Review current and forecasted weather conditions, including the possibility of installation of temporary roof coverings.
   4. Review procedures needed for the protection of roofs, other building or landscape elements, and building access.
   5. Verify quantities and dimensions.

B. Weather Condition Limitations: Proceed with roofing removal, installation and all associated work only when weather conditions will permit unrestricted use of materials and ensure quality control of the work. All installation procedures must comply with the requirements and recommendations of the roofing materials manufacturers. Contractors shall be aware of weather trends and act accordingly to protect the interior of the building.

C. Examination of Substrate: The Contractor must examine the substrate and conditions upon which the roofing work is to performed, and notify the Architect of any unsatisfactory conditions. Do not proceed with work until all unsatisfactory conditions have been corrected in an acceptable manner and approved by the Architect.

D. Removal of Existing Lightning Protection: The Contractor is to remove the existing lightning protection in a manner which will allow it to be reinstalled upon completion of the roof replacement. The lightning protection system shall be reinstalled as per Division 29.

SECTION II – MATERIALS

2.1 SHEATHING

A. Condition: Evaluate roof sheathing in consultation with Architect to determine of any boards require replacement. Obtain Project Manager and Architect approval prior to the replacement of any sheathing. Replacement sheathing to be eastern white pine, sized to match existing. Provide an allowance to be deducted if not required.

B. If sheathing is loose, screw sheathing to frame using 2.5” Torx head ceramic coated screws. Longer screws may be incorporated when conditions necessitate greater penetration.

2.2 UNDERLAYMENT MATERIALS

A. In general, no underlayment is to be installed in the roof assembly except:
   1. 36” of 30# Felt Roof Underlayment: ASTM D4869, Type IV, ASTM D226, Type II top surface 30# asphalt underlayment for steep roof application, Atlas Roof Underlayments Gorilla Guard 30 Spec, or comparable No. 30 by Tamko, or equal.

2.3 WOOD SHAKES

A. Shakes: 18” Certi-Sawn, Premium, Alaskan Yellow Cedar Tapersawn Shingles, 5/8” butt by 18” by 3.5” to 7” in width, premium grade, to cover roof.
B. Ridge Cap: 4/5”x6” and 5/4”x8” Western Red or Alaskan Yellow Cedar, beveled and lapped at ridge.

2.4 FLASHING AND SHEET METAL

   A. 20 oz. cold rolled copper
      1. Step Flashing: 8”x12”(min.)
      2. Aprons, pans and curbs custom built per application.

2.5 ROOF PENETRATIONS

   A. Replace any roof penetration boots with new copper boots as necessary.

2.6 FASTENERS

   A. Shingles: Stainless steel ring shank 6d box nails or approved equivalent.
   B. Flashings: Copper slating nails, 3/8” head, length according to application.

SECTION III – EXECUTION

3.1 SHINGLE REMOVAL

   A. Contractor shall remove all existing shingles, ridge caps, flashings, fasteners and underlayment (if any) from entire roof deck. All debris shall be placed in job site container provided by the contractor. All sheet metals and flashings shall be recycled. Roof deck to be clean and fastener free after removal of existing shingles. After existing shingle removal Contractor shall inspect the condition of the roof sheathing in consultation with the Architect and Project Manager to determine if any repair or replacement is required.

3.2 SHEATHING REPAIR

   A. After removal of all roofing materials, inspect condition of sheathing. Deteriorated or damaged sheathing to be replaced in kind. Cut out damaged material to nearest bearing surface. New sheathing to match original in width and thickness. Faster to rafters using 2.5” ceramic coated screws. Document existing conditions and repairs with digital photographs.

3.3 SPACER AND NAILING STRIP INSTALLATION

   A. Install 1x4 vertical purlins at 16” o.c. vertically over existing roof sheathing.
   B. Install 1x4 nailing strips horizontally, spaced according to the 5 ½ inch shake exposure. Nailing strips to be butt solid 3’ up from eave.
3.4 UNDERLAYMENT INSTALLATION

A. Comply with underlayment manufacturer’s written instructions applicable to products and applications indicated unless stringent requirements apply.
B. 30# Felt Roof Underlayment: Install, wrinkle-free, over butt solid straps at eave. Lap sides not less than 3-1/2 inches. Lap ends not less than 6 inches staggered 24 inches between courses. Cover underlayment within 7-days.

3.5 SHINGLE INSTALLATION

A. Install triple starter course at eaves. First course shall overhang the roof deck and perimeter trim ¾” (min.), courses two and three are flush and shall overhang course one by ¾” for a total of 1 ½” (min.). Discuss any necessary adjustment with Architect in advance to commencing with the project.
B. Overhang at rake to be 1”
C. Install shakes per manufacturer’s specifications and per the Cedar Shingle and Shake Bureau. Single exposure to allow three layers of shakes at all points ( 5 ½ inch maximum exposure).
D. Nail shakes in accordance with manufacturer’s specifications, installing no more than two nails per shakes using 6d stainless steel ring shank box nails. Nail locations to be ¾ inch from shake edge and 1.5” above butt line.
  1. Nails shall be driven flush but not so that the nail head crushes the wood.
  2. Pneumatic nailers must be adjusted appropriately and checked periodically throughout the day to confirm the set.
E. No shakes with knots or similar defects shall be used. No shakes narrower than 3.5” wide and wider than 8” shall be installed. Shakes out of the bundle wider than 8” shall be ripped to a width between 3.5” and 8” prior to installation. Shakes with visible cupping or checking shall be culled.
F. Dry shakes should be installed no more than 1/8” apart. Damp shakes should lightly touch.
G. Vertical joints shall be staggered by 1 ½” over three shake courses; no two joints shall be in direct alignment.

3.4 RIDGES

A. Install 20 oz. copper flashing along the ridge lapping the uppermost course of shakes and allowing for an exposure of 1” below the ridge cap. Apply flashing with 2” copper slating nails located 1.5” above bottom edge of ridge cap.
B. Ridge cap to be 5/4”x 6” and 4/5”x 8” Western Red or Alaskan Yellow Cedar containing 100% heart content. Boards will bevel and lap at the peak. Fasten boards together using stainless steel screws and epoxy adhesive. Fasten to roof using 10d stainless steel ring shank nails.

3.5 FLASHING INSTALLATION

A. Sidewalls: Remove existing step flashings at all sidewalls.
  1. Remove necessary wood cladding as needed to facilitate installation of new flashing.
2. Step flashing of 20 oz. copper to be stepped along the roof slope and installed with shingle assembly, weaving each step into the shake coursing. Base flashing to be sections not exceeding the length necessary to successively step the flashing beneath the wood shingles. Flashing to turn up sidewalls minimum of 4 inches and under each single course 4 inches. Step flashing shall not be soldered to allow for expansion and contraction of the copper between to roof and wall assemblies.

B. Eaves and Rakes: No metal drip edge included in roof assembly.

3.6 CLEANUP

A. Site to be raked clean on a daily basis. All debris to be placed in job site container provided by the Contractor. Container shall be removed within one week of project completion.

B. Site shall be kept clear of debris and construction materials to allow for movement about the site and access to the building entrances.

END OF SECTION 07 31 29.13
DIVISION 7 – THERMAL AND MOISTURE PROTECTION PRODUCTS

SECTION 07 62 00
SHEET METAL FLASHING AND TRIM

SECTION 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Related Documents:
   1. The general provisions of the Signed Contract
   2. Specifications for Wood Repairs (Architectural Woodwork Restoration 06 40 00)
   3. Specifications for Wood Shingle Roofing (Wood Shingle and Shake Roofing 07 31 29.13)
   4. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim 07 62 00)
   5. Specifications for Joint Sealants (Joint Sealants 07 92 00)
   6. Specifications for Exterior Painting (Exterior Paint 09 91 13)
   7. Specifications for Lightning Protection (Lightning Protection for Structures 26 42 13)
   8. Jaffrey Meetinghouse Roof Replacement Drawings

1.2 SUMMARY

A. Section includes: Work of this section consists of installing all materials furnished under this Section, including all equipment, labor, services and incidental items required to complete work as shown on Drawings and specified in this Section.
   1. Copper flashing, consists of:
      a. Step flashing
      b. Base flashing
      c. Ridge flashing
   B. The extent of the metal flashing is to include, but may not be limited to, the following:
      1. Installation of new copper wall flashings, stepped flashings, and ridge flashing.
   C. The following types of work are specified in this section:
      1. Metal flashing.
   D. Work to include removal and legal disposal of existing roofing materials down to wood sheathing.

1.3 PERFORMANCE REQUIREMENTS

A. General: Install sheet metal flashing and trim to withstand wind loads, structural movement, thermally-induced movement and exposure to weather without failing, rattling, leaking and fastener disengagement.
B. Thermal Movements:
   1. Provide sheet metal flashing and trim that allow for thermal movements resulting from maximum change in ambient and surface temperatures by preventing buckling, openings of joints, hole elongation, overstressing of components, failure to joint sealants, failure of connections, and other detrimental effects.
2. Provide clips that resist rotation and avoid shear stress as a result of sheet metal and trim thermal movements.
C. Water Infiltration: Provide sheet metal flashing and trim that does not allow water infiltration into building interior.

1.4 QUALITY ASSURANCE

A. Qualifications:
   1. Installer: Engage experienced installer specializing in copper work similar to those required for the Project.
B. Sheet Metal and Trim Flashing Standard:
   i. Comply with manufacturer’s installation instructions and recommendations, Copper Development Association and with SMACNA Architectural Sheet Metal Manual.
   2. Conform to dimensions and profiles shown, unless more stringent requirements are indicated.
C. Contractor shall keep building weatherproof and make every attempt to complete the project on schedule.
D. All subcontractors shall be bound by the same requirements as the Contractor.

1.5 DELIVERY, STORAGE AND HANDLING

A. Deliver, store and handle all products and materials to prevent damage, deterioration or degradation and intrusion of foreign materials.
B. Protect sheet metal flashing and trim materials and fabrications during transportation and handling.
C. Unload, store and install sheet metal flashing materials and fabrications in manner to prevent bending, warping, twisting and surface damage.
D. Stack materials on platforms or pallets, covered with suitable weather tight and ventilated covering. Do not store in contact with other materials which might cause staining, denting or other surface damage.

1.6 PROJECT CONDITIONS

A. General: Perform work only when temperature of products being used and of surrounding components comply with product manufacturer’s requirements.
B. Coordinate work of this section with adjoining work for proper sequencing.

1.7 WARRANTY

A. Submit warranty covering installation and materials of this Section for 5 years form Substantial Completion to repair or replace all defects in copper flashing which may develop.
B. Defects shall include:
   1. Failure to meet performance requirements
   2. Loose parts
   3. Leaking
   4. Wrinkling
5. Buckling
6. Nonuniformity of color or finish
7. Galvanic reacting between roof and dissimilar materials.

C. This warranty shall not deprive the Owner of other rights Owner may have under provisions of Contract Documents.

SECTION II – PRODUCTS

2.1 MATERIALS

A. Copper:
1. Step Flashing provide copper sheet or strip complying with ASTM B370-09 Standard Specification for Copper Sheet and Strip for Building Construction. Weight: 16 oz per sq. ft. unless otherwise stated.
2. Ridge Cap: provide and install copper ridge flashing cap complying with ASTM B370-09 Standard Specification for Copper Sheet and Strip for Building Construction. Weight: 16 oz per sq. ft. unless otherwise stated.

B. Fasteners and Accessories: Furnish anchors and fasteners, washers, straps, and accessories required for a complete and finished installation. Fasteners and accessories shall conform with the following requirements:
   1. Nails shall be copper
   2. Straps and miscellaneous fastenings, where required, shall be stainless steel, half hard copper or half hard 70-30 brass of sizes indicated.

C. Sealant: Caulking or sealing compound shall be a silicone synthetic rubber elastomeric sealant, such as Dow Corning 890 Silicone Building Sealant or equal, which cures at normal temperature of a flexible firm rubber, tack free, in gun-grade consistency. Sealant shall be specially designed for adhesion to the surfaces to which it will be applied and shall meet or exceed requirements of FS TT-S-230 or FS TT-S-1543, as applicable.

SECTION III – EXECUTION

A. General:
2. Anchor units of work securely in place by methods indicated, providing for thermal expansion of metal units; conceal fasteners where possible, and set units true to line and level as indicated.
3. Install work with laps, joints and seams that will be permanently watertight and weatherproof.
4. Install exposed sheet metal work that is without excessive oil canning, bucking, and tool marks and that is true to line and levels with exposed edges folded back to form hems.
5. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.

B. Solder Joints
   1. Solder joints as required.
      a. Do not use torches
b. Heat surfaces to receive solder and flow solder into joint.
c. Fill joint completely
d. Completely remove flux and spatter from exposed surface.

END OF SECTION 07 62 00
SECTION 07 92 00  
JOINT SEALANTS

SECTION 1 – GENERAL

1.1 RELATED DOCUMENTS

A. Related Documents:
   1. The general provisions of the Signed Contract
   2. Specifications for Wood Repairs (Architectural Woodwork Restoration 06 40 00)
   3. Specifications for Wood Shingle Roofing (Wood Shingle Roofing 07 31 29.13)
   4. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim 07 62 00)
   5. Specifications for Joint Sealants (Joint Sealants 07 92 00)
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   7. Specifications for Lightning Protection (Lightning Protection for Structures 26 42 13)
   8. Jaffrey Meetinghouse Roof Replacement Drawings

1.1 SUMMARY

A. Section Includes:
   1. Silicone joint sealants.
   2. Latex joint sealants.

1.2 QUALITY ASSURANCE

A. Installer Qualifications: An authorized representative who is trained and approved by manufacturer.

B. Product Testing: Test joint sealants using a qualified testing agency.
   1. Testing Agency Qualifications: Qualified according to ASTM C 1021 to conduct the testing indicated.

C. Mockups: Install sealant in mockups of assemblies specified in other Sections that are indicated to receive joint sealants specified in this Section. Use materials and installation methods specified in this Section.

1.3 PRECONSTRUCTION TESTING

A. Testing:
   1. Adhesion Testing: Use ASTM C 794 to determine whether priming and other specific joint preparation techniques are required to obtain rapid, optimum adhesion of joint sealants to joint substrates.
2. **Stain Testing:** Use ASTM C 1248 to determine stain potential of sealant when in contact with copper and Alaskan Yellow Cedar substrates.

3. Submit manufacturer’s recommended number of pieces of each type of material, including joint substrates, joint-sealant backings, and miscellaneous materials.

4. Schedule sufficient time for testing and analyzing results to prevent delaying the Work.

5. For materials failing tests, obtain joint-sealant manufacturer’s written instructions for corrective measures, including use of specially formulated primers.

6. Testing will not be required if joint-sealant manufacturers submit data that are based on previous testing, not older than 24 months, of sealant products for adhesion to, staining of, and compatibility with joint substrates and other materials matching those submitted.

7. Notify Architect seven days in advance of dates and times when test joints will be erected.


   1) For joints with dissimilar substrates, verify adhesion to each substrate separately; extend cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.

8. Report whether sealant failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each kind of product and joint substrate. For sealants that fail adhesively, retest until satisfactory adhesion is obtained.

9. **Evaluation of Preconstruction Field-Adhesion-Test Results:** Sealants not evidencing adhesive failure from testing, in absence of other indications of noncompliance with requirements, will be considered satisfactory. Do not use sealants that fail to adhere to joint substrates during testing.

### 1.4 FIELD CONDITIONS

A. Do not proceed with installation of joint sealants under the following conditions:

1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 degrees F.
2. When joint substrates are wet.
3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
4. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

### 1.5 WARRANTY

A. **Special Installer’s Warranty:** Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.

1. **Warranty Period:** Two (2) years from date of Substantial Completion.
B. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:

1. Movement of the structure caused by stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
2. Disintegration of joint substrates from causes exceeding design specifications.
3. Mechanical damage caused by individuals, tools, or other outside agents.
4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

PART 2 - PRODUCTS

1.6 JOINT SEALANTS, GENERAL

A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.

B. Clear, white or brown, depending upon location and substrate material.

1.7 SILICONE JOINT SEALANTS

A. Silicone, S, NS, 25, NT: Single-component, nonsag, plus 25 percent and minus 25 percent movement capability, nontraffic-use, neutral-curing silicone joint sealant; ASTM C 920, Type S, Grade NS, Class 25, Use NT.

1. Basis-of-Design Product: Subject to compliance with requirements, provide GE Construction Sealants, Silicone Rubber All Purpose Sealant, or a comparable product by one of the following:

   a. Dow Corning Corporation.
   b. Polymeric Systems, Inc.
   c. Schnee-Morehead, Inc., an ITW company.

1.8 JOINT-SEALANT BACKING

A. Sealant Backing Material, General: Nonstaining; compatible with joint substrates, sealants, primers, and other joint fillers; and approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.

B. Cylindrical Sealant Backings: ASTM C 1330,
C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

1.9 MISCELLANEOUS MATERIALS

A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.

C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 2 - EXECUTION

2.1 EXAMINATION

A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting performance of the Work.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

2.2 PREPARATION

A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer’s written instructions and the following requirements:

1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.

2. Clean porous joint substrate surfaces by brushing, grinding, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:

   a. Alaskan Yellow Cedar.
   b. Western Red Cedar.
c. Spruce Pine Sheathing/Trim

d. Spruce Pine Clapboards/Trim

3. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not
stain, harm substrates, or leave residues capable of interfering with adhesion of joint
sealants. Nonporous joint substrates include the following:
   a. Copper Flashing.

B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as
indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to
comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-
sealant bond; do not allow spillage or migration onto adjoining surfaces.

C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with
adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by
cleaning methods required to remove sealant smears. Remove tape immediately after tooling
without disturbing joint seal.

2.3 INSTALLATION OF JOINT SEALANTS

A. General: Comply with joint-sealant manufacturer's written installation instructions for products and
applications indicated, unless more stringent requirements apply.

B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint
sealants as applicable to materials, applications, and conditions indicated.

C. Install sealant backings of kind indicated to support sealants during application and at position
required to produce cross-sectional shapes and depths of installed sealants relative to joint widths
that allow optimum sealant movement capability.
   1. Do not leave gaps between ends of sealant backings.
   2. Do not stretch, twist, puncture, or tear sealant backings.
   3. Remove absorbent sealant backings that have become wet before sealant application, and
      replace them with dry materials.

D. Install sealants using proven techniques that comply with the following and at the same time
backings are installed:
   1. Place sealants so they directly contact and fully wet joint substrates.
   2. Completely fill recesses in each joint configuration.
   3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow
      optimum sealant movement capability.

E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing
begins, tool sealants according to requirements specified in subparagraphs below to form smooth,
uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and
adhesion of sealant with sides of joint.
1. Remove excess sealant from surfaces adjacent to joints.
2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.

3. Provide flush joint profile at [locations indicated on Drawings] according to Figure 8B in ASTM C 1193.
   a. Use masking tape to protect surfaces adjacent to recessed tooled joints.

2.4 FIELD QUALITY CONTROL

A. Field-Adhesion Testing: Field test joint-sealant adhesion to joint substrates as follows:

1. Extent of Testing: Test completed and cured sealant joints as follows:
   a. Perform one test for each 500 feet of joint length thereafter or one test per each floor per elevation.

   a. For joints with dissimilar substrates, verify adhesion to each substrate separately; extend cut along one side, verifying adhesion to opposite side. Repeat procedure for opposite side.

3. Inspect tested joints and report on the following:
   a. Whether sealants filled joint cavities and are free of voids.
   b. Whether sealant dimensions and configurations comply with specified requirements.
   c. Whether sealants in joints connected to pulled-out portion failed to adhere to joint substrates or tore cohesively. Include data on pull distance used to test each kind of product and joint substrate. Compare these results to determine if adhesion complies with sealant manufacturer's field-adhesion hand-pull test criteria.

4. Record test results in a field-adhesion-test log. Include dates when sealants were installed, names of persons who installed sealants, test dates, test locations, whether joints were primed, adhesion results and percent elongations, sealant material, sealant configuration, and sealant dimensions.

5. Repair sealants pulled from test area by applying new sealants following same procedures used originally to seal joints. Ensure that original sealant surfaces are clean and that new sealant contacts original sealant.

B. Evaluation of Field-Adhesion-Test Results: Sealants not evidencing adhesive failure from testing or noncompliance with other indicated requirements will be considered satisfactory. Remove sealants that fail to adhere to joint substrates during testing or to comply with other requirements. Retest failed applications until test results prove sealants comply with indicated requirements.
2.5 **CLEANING**

A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

2.6 **PROTECTION**

A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out, remove, and repair damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

1. Joint Locations:
   a. Roof.
   b. Eaves.
   c. Tower sidewall.
   d. Other joints as indicated on Drawings.


1. Joint Locations:
   a. Roof.
   b. Eaves.
   c. Tower sidewall.
   d. Other joints as indicated on Drawings.
   e. Other joints as indicated on Drawings.

END OF SECTION 07 92 00
DIVISION 9 – WALLS, CEILINGS AND FLOORS

SECTION 09 91 13
EXTERIOR PAINTING

SECTION 1 – GENERAL

1.1 RELATED DOCUMENTS

B. Related Documents:
   1. The general provisions of the Signed Contract
   2. Specifications for Wood Repairs (Architectural Woodwork Restoration 06 40 00)
   3. Specifications for Wood Shingle Roofing (Wood Shingle Roofing 07 31 29.13)
   4. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim 07 62 00)
   5. Specifications for Joint Sealants (Joint Sealants 07 92 00)
   6. Specifications for Exterior Painting (Exterior Paint 09 91 13)
   7. Specifications for Lightning Protection (Lightning Protection for Structures 26 42 13)
   8. Jaffrey Meetinghouse Roof Replacement Drawings

1.2 SUMMARY

A. Section includes:
   1. Painting of new, replaced or repaired wood components as addressed in accordance with necessary wood repairs (Architectural Woodwork Restoration 06 40 00)

1.3 SUBSTITUTIONS

A. Approval of Architect Required:
   1. The Architect shall consider proposals for substitutions of materials, equipment, and methods only when such proposals are accompanied by full and complete technical data and all other information.
   2. Do not substitute materials, equipment, or methods unless such substitution has been specifically approved in writing for this work by the Architect.

B. Availability of Specified Items:
   1. Verify that all specified items will be available in time for installation during orderly and timely progress of the work.
   2. In the event specified item or items will not be available on a timely basis, so notify the Architect.

1.4 SUBMITTALS

A. Submit manufacturer’s literature and data on any relevant materials.
B. Submit manufacturer’s warranty information.
C. At project completion, a minimum of 1 quart of each type and color of paint/primer from the same production run used will be left, properly labeled and identified, and dated for the Owner’s later use.

1.5 PROTECTION

A. Perform all work that disturbs lead-containing paint, handle all material that involves lead-containing paint, and transport and dispose of all lead-containing paint and residue in compliance with all applicable federal, state and local laws and regulations for identification, removal, labeling, handling, containerization, transportation, and disposal of lead-containing paint.

B. Provide protection for roofs, entrances, windows, walls and landscape as necessary to prevent damage during entire course of work in this Section.

C. Provide protective barriers to ensure the safety of the public using the site.

D. Take all necessary precautions to protect all persons, whether engaged in the work of this section or not, for all hazards of any kind associated with the work of this Section.

1.6 QUALITY ASSURANCE

A. General: Painting Contractor shall be skilled and experienced in this type of painting and equipped to perform workmanship and accordance with industry standards, manufacturer’s specifications and all applicable building codes.
   1. Employ only tradespeople experienced in painting.
   2. Any subcontractors are subject to the approval of the Owner, Project Manager and Architect.

B. Materials: Obtain all paint from one manufacturer, at the same time, and from the same distributor to ensure homogeneity of manufacture and formula.
   1. All materials will be used according to manufacturer’s specifications and standard industry practices.
   2. Contractor shall ensure that all project materials are protected from adverse weather during construction.

SECTION II – PRODUCTS

2.1 MATERIALS

A. Paint Removal:
   1. For wood areas adjacent to repaired/replaced sections:
      a. Use carbide hand scrapers for wooden surfaces exhibit loose or peeling paint.

B. Primer:
   1. Wood primer shall be Benjamin Moore, Fresh Start Premium Primer, Acrylic, White

C. Caulk:
   1. Should caulk be necessary, it shall be silicone-based and approved by the Architect.

D. Paint:
1. Paint trim and siding with Benjamin Moore – Aura – Exterior soft gloss acrylic latex – Color OC-130 Cloud White to match existing.

END OF SECTION 09 31 13
PART 1 - GENERAL

1.1 SYSTEM DESIGN

A. The work covered by this section of the specifications consists of furnishing all labor, materials, and items of service required for the completion of a functional and unobtrusive lightning protection system approved by the Architect, engineer or roofing consultant and in strict accordance with this section and the applicable contract Drawings.

1. Prior to the start of work, the services of an LPI Master Installer shall be enlisted to evaluate the condition of the existing lightning protection system.

2. If certified LPI Master Installer approves, the existing system components are to be removed and properly cared for prior to reinstallation. If not then all rooftop system components are to be replaced.

3. Contractor to coordinate the initial inspection of existing lightning protection condition with the appropriate lightning protection contractor and the Owner’s Representative, and provide any test cuts / access needed for inspection.

4. Measures shall be taken to ensure that existing thru-roof lightning protection system penetrations are preserved and not rendered inaccessible during the project.

5. The Contractor to coordinate the process of removal and reinstallation so as to maximize time under protection.

B. Air terminals, interconnecting conductors, and other system components and accessories.

C. Grounding and bonding for lightning protection.

D. System inspection and certification.

1.2 RELATED WORK

A. This Section shall be used in conjunction with the following other specifications and related Contract Documents to establish the total requirements for lightning protection systems.

1. The general provisions of the Signed Contract
2. Specifications for Wood Repairs (Architectural Woodwork Restoration 06 40 00)
3. Specifications for Wood Shingle Roofing (Wood Shingle and Shake Roofing 07 31 29.13)
4. Specifications for Metal Flashing and Trim (Sheet Metal Flashing and Trim 07 62 00)
5. Specifications for Joint Sealants (Joint Sealants 07 92 00)
6. Specifications for Exterior Painting (Exterior Paint 09 91 13)
7. Specifications for Lightning Protection (Lightning Protection for Structures 26 42 13)
8. Jaffrey Meetinghouse Roof Replacement Drawings

B. In the event of conflict involving requirements of lightning protection systems between this Section and any other sections, the provisions of this Section shall govern.

1.3 APPLICABLE CODES AND STANDARDS

A. The materials and installation shall conform to the minimum requirements and latest revisions of the following codes, standards and regulations wherein they apply:

1. NFPA 70 National Electrical Code
2. UL 96 Lightning Protection Components
3. UL 96A Installation Requirements for Lightning Protection Systems
4. NFPA 780 Standard for the installation of Lightning Protection Systems
5. LPI 175 Standard of Practice for the Design - Installation - Inspection of Lightning Protection Systems

1.4 SYSTEM DESCRIPTION

A. Lightning Protection System: The UL 96A Master Label Certified system shall consist of air terminals on roofs, roof mounted mechanical equipment, stacks, bonding of structure and other metal objects; grounding electrodes; and interconnecting conductors. Lightning protection systems shall be incorporated into the building system by the lightning protection Contractor as required for a complete UL Master Label Certified system.

1.5 QUALIFICATIONS

A. Manufacturer: Company specializing in the manufacture of lightning protection equipment with minimum 3 years documented experience, member of the Lightning Protection Institute and listed with Underwriters Laboratories for lightning protection.

B. Installer: The Contractor for the work covered by this specification shall be recognized as being regularly engaged in the design and installation of lightning protection systems. The Contractor must have minimum 3 years documented experience and be a member of the Lightning Protection Institute (LPI). Installer must have obtained certification as an LPI Master Installer of lightning protection systems.
1. Submit proof that the installer of the lightning protection system is a certified Lightning Protection Institute (LPI) Master Installer, and has had suitable and adequate experience installing other lightning protection systems, and is capable of installing the system as recommended by the manufacturer of the equipment.

1.6 COORDINATION

A. Coordinate the work of this Section with concrete, roofing, exterior and interior finish installations.

B. Coordinate all provisions for down conductors and system connections with all effected trades

1.7 SUBMITTALS

A. Provide submittals for the following information in addition to and in accordance with Division 1 for submittal requirement.

1. Shop drawings showing layout of air terminals, grounding electrodes, and bonding connections to structure and other metal objects. Include terminal, electrode, and conductor sizes, and connection and termination details.

2. Shop drawings shall include locations of conductors, roof penetrations, floor penetrations, etc., and verify compatibility with provisions made during construction.

   a. Once the contract has been established the Contractor shall review all provisions made for the lightning protection system installation and comment, in writing, with changes or compliance within two weeks of finalizing the contract.

   b. Contractor shall coordinate locations of conductors in walls and all roof penetrations with the appropriate trades: including working with the proper trades to provide the chases in walls and roof and floor penetrations required to install the lightning protection conductors if not coordinated before the floors, walls and roof are installed.

3. Product data showing dimensions and materials of each component, and include manufacturer’s listing in accordance with UL 96.

4. As Built Record Drawings: The Contractor shall maintain a master set of As Built Record Drawings that shows changes and any other deviations from the Base Drawings.

1.8 LIGHTNING PROTECTION CERTIFICATION

A. The system design shall be equal to or exceed the requirements of UL 96A for Master Label Certification.

   1. A UL Lightning Protection Master Label Certification requires that the lightning protection system for the entire structure comply with the latest edition of UL 96A.
Jaffrey Meetinghouse Roof Replacement
Project Scope of Work

a. If the lightning protection included in the scope of work for this project is only a portion of the building system, the project will be ineligible for a Master Label Lightning Protection Certification. Instead, a UL Lightning Protection Letter of Findings inspection or an LPI-IP Limited Scope of inspection report shall be provided.

2. Upon completion, the lightning protection system shall be inspected by a representative of Underwriters Laboratories, Inc. or a trained inspector of the Lightning Protection Institute. The lightning protection system must pass inspection and certificates shall be provided to the owner. Lightning protection contractor shall be responsible for correcting any deviations identified during system inspection.

1.9 WARRANTY

A. Provide a warranty for material and installation per General Requirements, unless a longer warranty period is required in specific product specifications.

PART 2 - PRODUCTS

2.1 GENERAL

A. The system provided under this specification shall be the standard product of a manufacturer regularly engaged in the production of lightning protection systems and shall be the manufacturer’s latest approved design.

B. Materials used in connection of the installation of the lightning protection system shall be listed for use in lightning protection systems by UL. No combination of materials shall be used that form an electrolytic couple of such nature that corrosion is accelerated in the presence of moisture. Where unusual conditions exist which would cause corrosion of conductors, conductors with protective coatings or oversized conductors shall be used.

C. Where a mechanical hazard is involved, conductor size shall be increased to compensate therefore, or suitable protection shall be provided. The conductors may be protected by covering them with molding or tubing made of nonmetallic material.

D. Aluminum materials may not be used except on roofs that utilize aluminum roofing components. When aluminum materials are used, provide all materials of aluminum composition to ensure compatibility, except down conductors and grounding. Provide copper down conductors with bimetal transition at the roof assembly rated for the application.

2.2 MANUFACTURERS

A. Qualified manufactures include:

1. East Coast Lightning Equipment, Inc. (ECLE)

2. Advanced Lightning Technology
2.3 **CONDUCTORS**

A. All conductors shall be stranded copper and of the grade ordinarily required for commercial electrical work generally designated as being 98 percent conductive when annealed. Aluminum conductors may only be used on roofs that are built of aluminum roofing components. Conductor minimum size shall be in compliance with NFPA 780, UL 96 and LPI 175 requirements.

1. Fasten cable with appropriate lightning protection fasteners every 3-feet on center maximum.

2.4 **AIR TERMINALS**

A. Air terminals shall be copper or aluminum and shall be of solid construction. Air terminal minimum diameter shall be in compliance with NFPA 780, UL 96, LPI 175.

2.5 **GROUND ROD**

A. Ground rods shall be copper-clad steel, 5/8-inch diameter by 10 feet in length, minimum and listed in accordance with UL 467.

2.6 **CONNECTIONS**

A. Connector fittings shall be copper or copper alloy per UL 96, NFPA 780 and LPI 175, and compatible with materials used for air terminals and conductors (except where aluminum conductors have been employed.) Connector fittings shall be constructed in compliance with NFPA 780, UL 96 and LPI 175 requirements.

2.7 **ROOF PENETRATIONS**

A. Roof penetrations shall be accomplished with through-roof fittings specially designed for this purpose. Through-roof fittings shall utilize solid rods with appropriate hardware. Fittings shall incorporate a positive means for sealing against moisture.

B. The integrity of all existing lightning protection system roof penetrations shall be verified prior to roof removal and shall be maintained throughout the re-roof process.

**PART 3 - EXECUTION**

3.1 **INSPECTION**

A. Verify that surfaces are ready to receive work.

B. Verify that field measurements are as shown on the shop drawings.

C. Beginning of installation means installer accepts existing conditions.
3.2 **PROTECTION OF SURROUNDING ELEMENTS**

A. Protect the elements surrounding work of this Section from damage or disfiguration.

3.3 **CONDUCTORS**

A. Conceal down conductors wherever possible. Concealed down conductors shall be installed in continuous insulating PVC raceways. Metallic raceways shall not be used.

B. PVC conduit shall not be installed in plenums. If PVC conduit has to be installed in plenum space, the PVC conduit shall have fire rated walls installed creating a chase space for the conduit.

C. The Contractor shall bond each down conductor to the ground rod or grounding system creating a common ground.

D. No bend of a conductor shall form an angle less than 90 degrees nor have a bend radius less than 8 inches per NFPA 780.

3.4 **AIR TERMINALS**

A. Air terminal location, height and support shall be in compliance with the requirements of NFPA 780, UL 96A and LPI 175.

B. Air terminals shall not be mounted such that they have to be moved to perform maintenance on the equipment they protect.

3.5 **ROOF CONNECTIONS**

A. Make direct connections to lightning protection system for all roof mounted equipment, enclosures, masts, fan stacks and all metallic objects. Provide bonding jumpers across all equipment mounting isolators and ductwork isolators to provide a complete ground path.

B. All rooftop antennas shall be bonded.

3.6 **ROOF ATTACHMENT AND PENETRATIONS**

A. Contractor shall inform Owner’s representative, in advance, of any required roof penetrations and shall obtain approval. Wherever the system penetrates the roof, approved through-roof fittings or sleeves shall be furnished by the lightning protection contractor and installed by the roofing contractor. All patching masonry and structural work shall be furnished and installed by the general contractor.

B. All attachments to roofs must be in strict accordance with the roof manufacturer’s recommendations.

    1. The lightning protection Contractor shall ensure that all roof attachment methods are acceptable to the appropriate roof manufacturer prior to installation.
2. Once the lightning protection system installation is complete, the lightning protection Contractor shall engage the appropriate roof manufacturer to inspect all roof attachments.
   
a. Subsequent to the inspection, the roof manufacturer shall furnish the Owner with a letter indicating that all lightning protection system component roof attachments and penetrations are satisfactory and such attachments and penetrations will not void or reduce the roof warranty.

3.8 COVER-UP INSPECTION

A. Prior to cover-up of concealed components and connections, the contractor shall notify the Owner so that a cover-up inspection can be performed. Any deficiencies shall be corrected prior to concealment of components and connections.

3.9 INSPECTION AND LIGHTNING PROTECTION CERTIFICATION (See also article 1.8 Lightning Protection Certification).

A. Upon completion, the lightning protection system shall be inspected by the representative of the Owner for general performance.

B. Obtain the services of Underwriters Laboratories, Inc. or Lightning Protection Institute to provide inspection and certification of the lightning protection system.
   
a. If the system does not pass inspection, the Contractor must perform all corrections to the system in order to pass inspection.
   
b. Contractor shall furnish the Owner with appropriate approval certificate.

3.10 CONFLICTS

A. In the event a conflict exists between the specification and any of the referenced standards. The requirements of referenced standards govern. Necessary variances or corrections shall be made at the expense of the lightning protection Contractor in order to obtain Lightning Protection Certificate.

3.11 Lightning Protection Vendor

A. The existing lightning protection system was installed in 2014 by Smokestack Lightning Inc., 37 Upper River Street, Brookfield, MA 01506; 508-867-9233. The town requests that Smokestack Lightning Inc. be considered as the lightning contractor for the resetting, reinspection and certification of the protection system for this project.

END OF SECTION 09 41 13
REMOVE EXISTING WOOD SHINGLE ROOF.
EXISTING SHEATHING TO REMAIN.
1. NEW CERTI-LABEL YELLOW ALASKAN CEDAR CERTI-SAwn TAPERSAWN SHAKE - 18" X 5/8" BUTT THICKNESS
2. NOMINAL 6" EXPOSURE (MAX)
3. ALL FLASHING TO BE COPPER
4. RIDGE IS RIDGE BOARDS OF ALASKAN YELLOW OR WESTERN RED CEDAR

Provide 36" 30# Felt Underlayment Over Solid Butt Strapping

Provide Flashing @ Tower

New Alaskan Yellow Cedar Roof Shakes

5/4x6 & 5/4x8 Ridge Boards

Scale: 3/32" = 1'-0"
MAINTAIN CLEARANCE BELOW EXISTING CLOCK FACE
DECORATIVE MOLDING

EXIST. 3/4" OR 1" SHEATHING

1X4 NAILERS @ 16" O.C. VERTICALLY

NEW CEDAR ROOF SHAKES

5/4X6 CEDAR RIDGE BOARD

5/4X8 CEDAR RIDGE BOARD

1X4 SLEEPERS @ 8" O.C.

EXST. 3/4" OR 1" SHEATHING

1X4 NAILERS @ 16" O.C. VERTICALLY

ROOF DETAILS
SCALE: 3/4" = 1'-0"

JAFFREY MEETINGHOUSE ROOF REPLACEMENT
Catlin + Petrovick Architects PC
P: 603.352.2255
1X4 SLEEPERS @ 8" O.C.
NEW ALASKAN YELLOW CEDAR ROOF SHAKES 5 1/2" EXPOSURE (MAX)
EXISTING ROOF STRUCTURE & SHEATHING TO REMAIN
1X4 NAILERS @ 16" O.C. VERTICALLY
5/4X6 CEDAR RIDGE BOARD
5/4X8 CEDAR RIDGE BOARD
NEW ROOF CONSTRUCTION DETAIL
SCALE: 1 1/2" = 1'-0"
12 OF 13

JAFFREY MEETINGHOUSE ROOF REPLACEMENT
Catlin + Petrovick Architects PC P: 603.352.2255
1X4 STRAPPING BUTT SOLID
3'-0"
6 1/4" O.C.
8"
MAX 5 1/2" EXPOSURE
O.H. (TYP.) 1 1/2"
STARTER COURSE W/ (3) LAYERS OF SHAKES
1X PRIMED WOOD OR AZEK TRIM
1X4 STRAPPING @ 16" O.C. VERTICALLY

PROPOSED EAVE CONSTRUCTION DETAIL
SCALE: 1 1/2" = 1'-0"
JAFFREY MEETINGHOUSE ROOF REPLACEMENT
Catlin + Petrovick Architects PC
P: 603.352.2255