

SELECT BOARD  
KATELYN DAMON, BOARD CHAIR  
JANUARY BENNETT  
INGRID GAITHER

TOWN CLERK / TREASURER  
BENJAMIN SUMNER



ADMINISTRATIVE ASSISTANT  
TO THE SELECT BOARD  
JAMES FORTUNE

PUBLIC SAFETY COORDINATOR  
SHARON MORRELL

## Request for Bid Proposal

**Project Title:** Great Cranberry Island VFD Roof Replacement  
Transition from Asphalt Shingles to Standing Seam Metal Roof

**Issued By:** Town of Cranberry Isles

**Project Location:** 192 Cranberry Road Cranberry Isles, Maine 04625

**Issue Date:** April 20, 2025,

**Bid Submission Deadline:** 3 pm May 28, 2025

**Bids will be opened in public on:** June 10, 2025 (Due to conflict the Selectboard will meet on June 10, 2025, instead of June 3. Bids will be opened at this time.)

### I. Project Overview

The Town of Cranberry Isles is soliciting bids for the replacement of the existing asphalt shingle roof with a new standing seam metal roof at the Great Cranberry Island Volunteer Fire Department located at 192 Cranberry Road Cranberry Isles, Maine 04625. The project includes the removal of the current roofing materials, proper disposal, installation of the new metal roofing system, and any associated work required to ensure a watertight and aesthetically pleasing result.

### II. Scope of Work

The scope of work for this project includes but is not limited to:

#### 1. Roof Removal

- Safe removal of all existing asphalt shingles and underlayment.
- Inspection of the roof decking for damage and replacement of any compromised decking materials.
- Proper disposal of all debris in compliance with local regulations.

#### 2. Preparation

- Installation of a high-performance underlayment suitable for metal roofing.
- Repair or reinforcement of roof deck and supporting structures as necessary.

### 3. **Installation**

- Installation of standing seam metal roofing panels, including all flashings, fasteners, and trims in accordance with industry standards.
- Installation of ridge caps, drip edges, and other components to ensure a weatherproof system.
- Sealing of all penetrations and transitions.

### 4. **Optional Add-Ons:**

- Installation of snow guards over the doors and heat pump
- Installation of gutter systems
- Installation of additional insulation

### 5. **Clean-Up**

- Removal of all construction debris from the site.
- Final inspection and clean-up of the project area.

### 6. **The Bidder agrees to:**

- Provide all labor, materials and equipment to complete the job.
- Fully clean up the work site to the satisfaction of the Town of Cranberry Isles Selectboard and Great Cranberry Island Volunteer Fire Department.
- Provide proof of liability insurance that includes indemnification for the Town of Cranberry Isles and the Great Cranberry Island Volunteer Fire Department.
- Prior to beginning any work, the contractor shall meet with a representative from the Great Cranberry Island Volunteer Fire Department to determine placement of all equipment and storage of materials during the period of work, to minimize disruption to the Department's operations.

## **III. Bid Submission Requirements**

Interested contractors must submit a comprehensive bid proposal including the following:

**1. Company Information:**

- Business name, address, and contact details.
- Contractor license and insurance details.

**2. Project Approach:**

- Description of the approach and timeline for completing the project.
- Proposed methods for debris removal and disposal.

**3. Cost Proposal:**

- Detailed cost breakdown, including labor, materials, and other associated costs.
- Please include, as an optional add-on costs,
  - Installation of snow guards over the doors and heat pumps
  - Installation of gutter systems
  - Installation of additional insulation

**4. References:**

- At least three references for similar projects completed within the past three years.

**5. Certifications:**

- Proof of Training or certification in installing standing seam metal roofing systems.

**6. Deadline:**

- The deadline for the job to be completed is October 1, 2025, with a penalty of \$50 per day for each day job is not completed.

**IV. Selection Criteria**

Bids will be evaluated using the TCI Procurement Policy as well as the following criteria:

- Compliance with submission requirements.
- Qualifications and experience in similar roofing projects.
- Proposed cost and timeline.
- References and client feedback.

- Safety record and approach.

## **V. Site Inspection**

A site inspection will be scheduled as needed. Island travel can be unpredictable, so any interested contractors will need to schedule site visits by contacting the Town of Cranberry Isles Public Safety Coordinator at [publicsafety@cranberryisles-me.gov](mailto:publicsafety@cranberryisles-me.gov).

Contractors are required to attend to familiarize themselves with the project scope and site conditions.

## **VI. Terms and Conditions**

1. The Town of Cranberry Isles reserves the right to reject any or all bids.
2. Late submissions will not be considered.
3. Contractors must comply with all local building codes and regulations.
4. The selected contractor will enter into a formal agreement with the Town of Cranberry Isles before work begins.

## **VII. Submission Instructions**

Submit bids electronically to Town Clerk, Ben Sumner by emailing, [ben@cranberryisles-me.gov](mailto:ben@cranberryisles-me.gov) or in hard copy to PO BOX 56 Islesford, Maine 04646 by 3 pm on May 28, 2025. Clearly label submissions with “GCIVFD Roof Bid Proposal.”

For inquiries, contact Sharon Morrell at (207) 266-3648 or [publicsafety@cranberryisles-me.gov](mailto:publicsafety@cranberryisles-me.gov)

Thank you for your interest in this project. We look forward to receiving your bid proposal.