

Town of Effingham, NH
Request for Proposal:
Municipal Building Roof Project
68 School Street, Effingham, NH 03882



Request for Proposal Date: April 15, 2026
Contractor Meeting: April 28, 2026, at 2:00 pm
Date to Submit Proposal: May 12, 2026, by 2:00 pm

I. Introduction:

A. Purpose and Background Information:

The Town of Effingham are seeking proposals from qualified and professional roofing companies.

The proposed work is to take place at the Municipal Building located at 68 School Street, Effingham, NH 03882.

The building is approximately 30 feet wide and 60 feet long with a flat, tar and gravel roof.

B. Who May Respond:

The Town requests that only qualified companies may respond to this request. A demonstrated history of working with this roof type is required.

C. Instructions on Proposal Submission:

Contractor Meeting:

Companies interested in submitting a proposal for this project shall attend the Contractor's meeting scheduled for April 28th, 2026, at 2:00 pm. This meeting will take place at 68 School Street, Effingham, NH 03882. This meeting provides an opportunity for interested contractors to ask questions and review the current conditions of the roof.

Inquiries:

Any inquiries concerning this request for proposal should be directed to the Town Administrator, Caitlyn Pitts by email townadmin@effingham.nh.gov, or by phone (603)539-7770, ext. 3.

Conditions of Proposal:

All costs incurred in the preparation of a proposal responding to this Request for Proposal will be at the responsibility of the Contractor and will not be reimbursed by the Town of Effingham.

Submission of Proposal Instructions:

Proposals must be submitted in a **sealed envelope** clearly marked as follows:

Request for Proposal: Municipal Building Roofing Project

Proposals must be submitted no later than May 12th, 2026 at 2:00 pm. Proposals may be submitted in person by delivering the sealed envelope to the Board of Selectmen's

Office located at the Municipal Building located at 68 School Street, Effingham, NH 03882.

Proposal may also be submitted by mail, and should be addressed as follows:

Town of Effingham, NH
Attn: Board of Selectmen Office
68 School Street
Effingham, NH 03882

If proposal is being mailed, please be sure to include the Sealed Bid requirement on the outside of the envelope.

Failure to do so may result in premature disqualification of your proposal. It is at the responsibility of the Contractor to ensure that the proposal has been received by the Town of Effingham by the date and time specified above. Proposals received after the required date and time will not be considered.

Right to Reject:

The Town of Effingham reserves the right to reject any and all proposals received in response to this request for proposal.

Notification of Award:

The Board of Selectmen shall select the successful company within four (4) weeks of the closing date for proposal submissions. Upon conclusion of the final negotiations with the successful firm, all Contractors who submitted proposal in response to this request will be informed in writing.

A contract for the accepted proposal will be based upon the factors described within this Request for Proposal.

Termination of Services:

The Town reserves the right to terminate any part of or the entirety of the services that may result from this request, without cause and at any time, with ten days written notice. In such case, the Contractor shall be paid for services rendered through the date on the termination notice, and the result of all such work (including all documents and files) through that date shall become the property of the Town of Effingham. The contract shall be non-exclusive for the sole convenience of the Town of Effingham.

Conflict of Interest:

Information of possible conflicts of interest should be provided as part of the qualification response. Such information will be taken into account in making a decision on the selection of the Contractor. Should a conflict arise during preparation for or while undertaking these services, the Contractor shall immediately advise the Town of such conflict.

II. Scope of Services

The roofing company to be contracted by the Town will be expected to provide the following services:

1. Project work site: Municipal Building, 68 School Street, Effingham, NH 03882
2. Prepare one (1) proposal for the roofing work to include:
 - a. Power broom loose gravel, and dispose
 - b. Supply and install 1/2" polyISO insulation that shall be mechanically fastened to roof deck
 - c. Supply and install .060m EPDM full adhering to the polyISO
 - d. Supply and install EPDM flashings to roof penetrations
 - e. Fabricate and install .032 aluminum edge metal
 - f. Supply and install 6" EPDM cover strip to edge metal and EPDM roof at roof edges
 - g. Clean roof and grounds of any and all roofing debris.
 - h. The contractor will also be responsible for the removal of all roofing debris
 - i. Provide the Town with a Manufacturer's 25-year warranty.
3. All interested Contractors or their Representatives shall be present for the in-person meeting on April 28th, 2026, at 2:00 pm.

III. Contractor Qualifications:

The Contractor, in its proposal, shall, as a minimum, include the information request herein:

- A. Prior Experience: Describe the expertise your company has in providing roofing services to an organization similar to ours.
- B. Qualifications: Provide references for similar projects your company has successfully completed.
- C. Proof of Insurance Coverage and Certifications

IV. Proposal Evaluation:

A. Submission of Proposals:

Submitted proposals shall include a signed copy of this Request for Proposal as confirmation of agreement and acknowledgement of this Request.

B. Non-responsive Proposals:

1. The proposal is not submitted to the Town by the required date listed in this Request for Proposal.
2. The proposal does not follow the specified format.
3. The proposal does not include the signed Certifications.
4. The proposal does not include a valid Certificate of Insurance naming the Town as insured.
5. The proposal does not include a completed IRS W-9 form.

C. Evaluation:

The Town shall consider several factors while evaluating these submissions, including but not limited to:

- Qualifications and Experiences
- Experience with similar projects
- Commitment to service
- References (including customer satisfaction with services)

D. Review Process:

The Town reserves the right to enter a contract without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Contractor can propose.

V. Proposal Certification and Acknowledgement

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud and with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity.

Name of company submitting proposal

Address _____

Business Phone _____

Email _____

Name of person authorized to bind the company

Printed Name: _____

Signature: _____