

**00 11 13**  
**Notice to Contractors**

**NMCC Roof Replacement Project**

BGS Project No. 3857

*NMCC roof replacement project consists of removal and replacement of roofing and insulation on Andrews Hall and Alternate #1 Part of the Christie Complex roof.*

The contract shall designate the Substantial Completion Date on or before *14 November 2025*, and the Contract Final Completion Date on or before *31 December 2025*.

1. Bids shall be submitted in sealed envelopes plainly marked "**Bid for NMCC Roof Replacement**" and addressed to:

Barry A. Ingraham  
Associate CIO  
Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, Maine 04769

The envelope shall contain a completed Contractor Bid Form (section 00 41 13), provided in the Bid Documents, and include bid security when required. The bids shall be received no later than **2:00:00 p.m. on 5 September 2025**.

Bid submissions will be opened and read aloud at *the address shown above* at the time and date noted above.

Any bid submitted after the noted time will not be considered a valid bid and will remain unopened. Any bid submitted by any other means will not be considered a valid bid. The Owner reserves the right to accept or reject any or all bids as may best serve the interest of the Owner.

2. Questions and comments on the *bid opening process* shall be addressed to: Division of Planning, Design & Construction, Bureau of General Services, 77 State House Station, Augusta, Maine 04333-0077, BGS.Architect@Maine.gov.
3. Questions and comments regarding the *project* design specifications or drawings shall be directed in writing to the Consultant during the bid period prior to the question and comment deadline of 5:00 p.m. on *1 September 2025*.

*Robert J Kervin Architect*  
*Robert J. Kervin*  
*rkervin@ainop.com*

4. ☒ Bid security is required on this project.  
The Bidder shall include a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with the completed bid form submitted to the Owner. The Bid Bond form is available on the BGS website.  
*or*  
☐ Bid security is not required on this project.

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5. ☒ Performance and Payment Bonds are required on this project.  
If noted above as required, or if any combination of Base Bid and Alternate Bids amounts selected in the award of the contract exceeds \$125,000.00, the selected Contractor shall furnish a 100% contract Performance Bond (section 00 61 13.13) and a 100% contract Payment Bond (section 00 61 13.16) in the contract amount to cover the execution of the Work. Bond forms are available on the BGS website.  
*or*  
☐ Performance and Payment Bonds are not required on this project.
6. Filed Sub-bids *are not required* on this project.
7. ☐ Pre-qualified General Contractors are utilized on this project.  
*insert the company name, city and state for each*  
*or*  
☒ Pre-qualified General Contractors are not utilized on this project.
8. ☒ An on-site pre-bid conference ( ☒ *mandatory* or ☐ *optional* ) will be conducted for this project. The pre-bid conference is intended for General Contractors. Subcontractors and suppliers are welcome to attend. Contractors who arrive late or leave early for a mandatory meeting may be prohibited from participating in this meeting and bidding.  
*10:00 a.m. on August 27, 2025*  
*Lobby of the Christie Complex*  
  
*or*  
☐ An on-site pre-bid conference will not be conducted for this project.
9. Bid Documents - full sets only - will be available on or about *August 13, 2025* and may be obtained "*at no cost*" from:  
*Robert J Kervin Architect*  
*896 Bangor Street*  
*Hodgdon, Maine 04730*  
*Tel: 207-532-3247 e-mail: rkervin@ainop.com*
10. Bid Documents may be examined at:
- |   |  |
|---|--|
| <i>AGC Maine</i><br><i>188 Whitten Road, Augusta, ME 04330</i><br><i>207-622-4741</i> | <i>Construction Summary</i><br><i>734 Chestnut Street, Manchester, NH 03104</i><br><i>603-627-8856</i> |
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**00 41 13**  
**Contractor Bid Form**

**NMCC Roof Replacement Project**

BGS Project No. 3857

Bid Form submitted by: *paper documents only to address below*

Bid Administrator:

*Barry A. Ingraham*  
Associate CIO  
Northern Maine Community College  
33 Edgemont Drive  
Presque Isle, Maine 04769

Bidder:

Signature: \_\_\_\_\_

Printed name and  
title: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

State of  
incorporation,  
if a corporation: \_\_\_\_\_

List of all partners,  
if a partnership: \_\_\_\_\_

The Bidder agrees, if the Owner offers to award the contract, to provide any and all bonds and certificates of insurance, as well as Schedule of Values, Project Schedule, and List of Subcontractors and Suppliers if required by the Owner, and to sign the designated Construction Contract within twelve calendar days after the date of notification of such acceptance, except if the twelfth day falls on a State of Maine government holiday or other closure day, or a Saturday, or a Sunday, in which case the aforementioned documents must be received before 12:00 noon on the first available business day following the holiday, other closure day, Saturday, or Sunday.

As a guarantee thereof, the Bidder submits, together with this bid, a bid bond or other acceptable instrument as and if required by the Bid Documents.



**00 41 13**  
**Contractor Bid Form**

1. The Bidder, having carefully examined the NMCC Roof Replacement Project Project Manual dated July 23, 2025, prepared by Robert J Kervin Architect, as well as Specifications, Drawings, and any Addenda, the form of contract, and the premises and conditions relating to the work, proposes to furnish all labor, equipment and materials necessary for and reasonably incidental to the construction and completion of this project for the **Base Bid** amount of:

\$ \_\_\_\_\_ .00

2. Allowances are *included* on this project.  
*Bid amount above includes the following Allowances*

1	<i>Per roof panel cost for metal roof replacement</i>	\$ <u>0.00</u>
2	<i>Per square foot cost for patching or sealing damaged metal roof panels</i>	\$ <u>0.00</u>
3	<i>"Not Used"</i>	\$ <u>0.00</u>
4	<i>"Not Used"</i>	\$ <u>0.00</u>

3. Alternate Bids are *included* on this project.

*Alternate Bids are as shown below*

Any dollar amount line below that is left blank by the Bidder shall be read as a bid of **\$0.00**.

1	<i>Part of Christie Complex Roof Replacement</i>	\$ _____ <u>.00</u>
2	<i>"not used"</i>	\$ _____ <u>.00</u>
3	<i>"not used"</i>	\$ _____ <u>.00</u>
4	<i>"not used"</i>	\$ _____ <u>.00</u>

4. Bid security is *required* on this project.

If noted above as required, or if the Base Bid amount exceeds \$125,000.00, the Bidder shall include with this bid form a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with this completed bid form submitted to the Owner.

5. Filed Sub-bids are *not required* on this project.

If noted above as required, the Bidder shall include with this bid form a list of each Filed Sub-bidder selected by the Bidder on the form provided (section 00 41 13F).

SECTION 01 10 00  
SUMMARY OF WORK

PART 1 – GENERAL

1.1 Summary

- A. “NMCC Roof Replacement Project” by Robert J. Kervin, Architect, BGS **Project No. 3857** consists of all labor, materials, methods, equipment, and products necessary for completion of Work covered under the “**Base Bid**” for replacement of Andrews Hall roof and for **Alternate #1** “Part of Christie Complex Roof Replacement” to include required demolition of existing stone ballast with protection mat on Christie Building roof, roof membrane on both roofs, existing rigid insulation on both roofs, and any related items not remaining in place including three (3) capped ventilation curbs on Andrews Hall; installation of new rigid insulation, Nailers, and the complete membrane roof system as indicated on plans and as specified in specifications.
- B. Existing construction plans for both roofs indicate steel roof joist being installed to provide a roof slope toward roof drains. If roof joist were installed according to plans, the roofs should allow for a uniform R-35 for most of each roof without the used of tapered insulation- except where needed for continuous slope to drains.
- C. Work performed for the completion of this project to be scheduled to least impact day to day business activities of the Owner and students, and shall allow for normal operations to continue to the maximum extent reasonably possible during demolition and construction. The Roofing Installer, acting as the General Contractor, shall coordinate with the Owner appropriate timing for all Renovation Work.
- D. Safety of students, college personnel, workers, and the public shall be top priority of the Contractor and workers during demolition and construction. Removal and delivery of materials shall take place during periods of least amount of student movement between classes. OSHA safety requirements shall be strictly adhered to during demolition and installation.
- E. Contractor to notify Architect 24 hours prior to installation of rigid insulation on either roof for the Architect to view condition of existing metal decking on Andrews Hall and Christie Complex prior to installation of rigid insulation.
- F. Base Bid and Alternate #1 amounts include all Materials and Work shown on plans and as indicated in specifications. Any additional repairs, patching, or replacement of existing decking to be done by change order at the cost as indicated under Allowances in the Bid.

PART 2 – PRODUCTS

2.1 Rigid Insulation

- A. Only new rigid insulation shall be installed and have an R-value of R35 as indicated in Section 07 53 23.

2.2 Membrane Roof, blocking, and finish trim

- A. Only new ethylene propylene diene monomer (EPDM), blocking, trim, and accessories shall be installed as indicated on plans and specifications Section 07 53 23.

PART 3 – EXECUTION

3.1 Submittals

- A. Prior to installation of new roofing materials submit complete shop drawings of all material and shop drawings as described in Section 07 53 23 for review.
- B. Materials for roof curbs, transitions, expansion joints, flashing, and trim to match existing in material, gauge, color, and quality. Submit product description for review.

3.2 Workmanship

- A. Only experienced/ skilled Workers are to be employed in the execution of Work.

**END OF SECTION**