Town Of Gardiner Building Department
P.O.Box 1 Town Hall
Gardiner NY 12525
(845) 255-9675 ext 111 bld-ceo@townofgardinerny.gov

Flat Roof Replacement – Town of Gardiner

The Town of Gardiner is soliciting sealed bids from qualified roofing contractors for the complete removal and replacement of the existing failed low-slope asphalt roof system located at Town Hall, 2340 Route 44/55 Gardiner NY, 12525. The existing roof area is approximately 625 square feet.

The intent of this project is to provide a complete, fully adhered commercial-grade EPDM roofing system installed in accordance with the manufacturer's published specifications, industry best practices, the 2025 New York State Uniform Fire Prevention and Building Code, and all applicable provisions of the International Residential Code (IRC) and International Building Code (IBC) as adopted by New York State.

Base Scope of Work

The successful bidder shall furnish all labor, materials, equipment, supervision, permits, disposal fees, and incidentals necessary to complete the work, including but not limited to the following:

1. **Scope of Work**
    a. **Demolition and Removal**
        i. Remove and legally dispose of the existing roofing membrane, flashings, edge metals, sealants, underlayments, and all associated roofing materials down to the structural roof deck.
        ii. Remove existing abandoned exhaust ducts, vents, and roof penetrations no longer required.
        iii. Protect adjacent building components and site improvements during demolition operations.
        iv. Maintain a weather-tight condition at the end of each workday.

b. Structural Inspection and Repair

i. Inspect all exposed roof sheathing, framing, blocking, joists, and structural members following roof removal.

ii. Identify all areas exhibiting deterioration, rot, mold, delamination, water damage, or structural deficiency.

iii. Replace damaged sheathing, framing, blocking, and structural members as necessary to restore the roof structure to sound condition.

iv. Any structural repairs beyond minor replacement work shall be documented and approved by the Building Inspector prior to completion.

v. All replacement framing and sheathing shall comply with the requirements of the 2025 NYS Building Code and applicable sections of the IRC.

c. Roof Deck Preparation

i. Ensure the roof deck is clean, dry, structurally sound, and suitable for installation of a fully adhered EPDM roofing system.

ii. Install new 3/8-inch high-density gypsum cover board with minimum compressive strength of 1,000 psi over the prepared roof deck.

iii. Fasten gypsum board in accordance with manufacturer's specifications using corrosion-resistant roofing screws and minimum 3-inch diameter plate washers.

iv. Fastener spacing shall meet or exceed manufacturer's requirements and applicable wind uplift requirements.

d. EPDM Roofing System

i. Install a new fully adhered commercial-grade EPDM roofing membrane.

ii. Membrane shall be a minimum 60-mil thickness and manufactured by Carlisle, Firestone, Elevate, Mule-Hide, Johns Manville, or approved equal.

iii. Mechanically secure membrane attachment strips at all required transitions, perimeter conditions, vertical surfaces, and locations necessary to control membrane movement and prevent bridging.

iv. Install membrane using manufacturer-approved bonding adhesive applied to both substrate and membrane in accordance with manufacturer requirements.

v. Roll and broom membrane to achieve complete adhesion and eliminate voids, fishmouths, wrinkles, and trapped air pockets.

vi. Installation shall be performed by installers certified or approved by the membrane manufacturer whenever available.

e. Seams

i. All membrane seams shall be sealed using manufacturer-approved seam tape systems.

ii. Seam tape shall be a minimum 6 inches in width.

iii. All seams shall be properly cleaned, primed, rolled, and tested for watertightness.

iv. Liquid-applied seam sealers alone shall not be accepted as the primary seam treatment.

f. Perimeter Edge Metal

i. Remove and replace all perimeter drip edge, gravel stops, edge metal, and related accessories.

ii. Install edge metal in a continuous bed of manufacturer-approved water-block mastic.

iii. Secure edge metal in accordance with manufacturer requirements and applicable wind-uplift criteria.

iv. Install manufacturer-approved flashing tape over all edge metal transitions.

v. Seal exposed tape edges with lap sealant.

g. Flashing and Wall Transitions

i. Install new EPDM flashing at all parapets, walls, curbs, and vertical transitions.

ii. Install termination bars where required by the manufacturer.

iii. Secure termination bars in accordance with manufacturer's specifications.

iv. Seal termination bars with manufacturer-approved sealant.

v. Install counterflashing where applicable to provide redundant protection against water intrusion.

vi. All flashing assemblies shall be fully watertight and capable of accommodating thermal movement.

h. Roof Penetrations

i. Remove existing abandoned roof penetrations and permanently seal openings.

ii. Replace existing exhaust penetrations with properly sized bath exhaust vent piping and roof terminations where indicated.

iii. Provide new pre-manufactured molded EPDM pipe boots for all roof penetrations.

iv. Pipe boots shall be installed over properly primed membrane surfaces and rolled to ensure full adhesion.

v. Seal the upper edge of each pipe boot using manufacturer-approved water-block sealant and stainless-steel clamp rings.

vi. No field-fabricated pipe flashings shall be permitted unless specifically approved by the Building Inspector.

i. Ventilation Components

i. Replace existing roof exhaust components as required to provide a complete and watertight installation.

ii. Coordinate vent replacement with existing mechanical systems.

iii. All penetrations shall be flashed in accordance with the roofing manufacturer's requirements

j. Cleanup

i. Remove all debris from the site daily.

ii. Dispose of all waste materials in accordance with local, state, and federal regulations.

iii. Leave the project area in clean condition upon completion.

k. Warranty Requirements

i. Provide a minimum one (1) year contractor workmanship warranty.

ii. Provide manufacturer's standard material warranty.

l. Bid Requirements

i. Bidders shall include the following information with their proposal:

1. Total lump sum project cost.
2. Unit price per square foot for replacement of damaged roof sheathing.
3. Unit price per linear foot for replacement of damaged framing members.
4. Manufacturer and product name of proposed roofing system.
5. Estimated project duration.
6. Proof of insurance.
7. References for at least three completed EPDM roofing projects of similar size completed within the last five years.

m. Code Compliance

i. All work shall comply with:

1. 2025 New York State Uniform Fire Prevention and Building Code.
2. 2025 New York State Residential Code where applicable.

3. 2025 New York State Existing Building Code.
4. Manufacturer's published installation requirements.
5. OSHA safety regulations.
6. Applicable local laws, regulations, and permitting requirements.
7. The completed roofing system shall be watertight, free of defects, and installed in a professional workmanlike manner

2. Awarding The Contract

a. The Contract Award will be based on bid amount and other factors.
b. The award shall be made only to responsible contractors that possess the potential ability to perform successfully under the terms and conditions stated in the contract.
c. The work must be completed by the winning bidder and must not be subbed out to a third party.

3. The Bidding process will consist of the following:

a. The invitation to bid on the project will be made at least fifteen (15) business days prior to the bid opening.
b. The prices quoted will remain valid for no less than 30 days.

4. Contracts & Project Commencement

a. Once the awarded bid has been accepted by the Contractor, a standard AIA format contract will be executed between the Town of Gardiner and the Contractor.
b. The Contractor must conform to all standard AIA practices for billing, progress payments, invoices, lien waivers, etc
c. The Contractor will receive a deposit only after the contract has been executed, certificates of insurance have been provided and verified, and a lien waiver has been signed and notarized for the deposit amount

5. Contractor Responsibility and Requirements

a. Maintain required insurance.

b. Comply with OSHA.
c. Comply with prevailing wage requirements, if applicable.
d. Coordinate inspections.
e. Maintain a safe work site.
f. Remove debris daily.

6. **Bid Requirements**
   a. Completed Bid Form
   b. Proof of Insurance
   c. Three comparable commercial EPDM projects
   d. Estimated schedule
   e. Proposed roofing manufacturer
   f. Unit prices for repairs
7. **Evaluation**
   a. The Town reserves the right to reject any or all bids.
   b. Award shall be made to the lowest responsive and responsible bidder whose proposal is determined to be in the best interest of the Town of Gardiner, considering price, experience with similar EPDM roofing installations, references, financial capability, schedule, and demonstrated ability to perform the work.