



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

### REQUEST FOR PROPOSAL (RFP)

#### Senior Center Roof Replacement

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Date Issued: June 8, 2023  
Tour: Available by appointment  
Submission Deadline: 10:00 AM EDT on June 20, 2023.  
Primary Contact: Jennifer Kelley  
[jkelley@townofwinchester.org](mailto:jkelley@townofwinchester.org)

Send Bid To: Winchester Town Hall  
338 Main Street, Winsted, CT 06098  
ATTN: Town Manager's Office

(Sealed envelope, clearly marked as "RFP Submission: Senior Center Roof Replacement")

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#### **Background**

The Town of Winchester is seeking bids for the replacement for the roof located at the Winsted Senior Center, located at 80 Holabird Avenue, Winsted, CT 06098. The roof is aged and is in need of replacement at this time. The Town is asking that builders submit comprehensive bids, inclusive of all projected costs related to this project.

#### **Specifications for Roof Replacement**

The replacement of the roof at the Winsted Senior Center shall include the following:

1. Remove gutters and heat tape.
2. Strip existing roof shingles and underlayment to roof deck.
3. Replace any damaged sheathing and re-secure as needed.
4. Install new drip edge.
5. Install 6' of ice and water barrier from roof edge. Install 3' of ice and water barrier in valleys.
6. Install new rake edging. Paint to match existing.
7. Install 4" bitumen tape on all plywood decking seams.
8. Install 15lb felt or synthetic equivalent on balance of roof deck.
9. Install new architectural shingles. (color to best match existing)
10. Install new pipe boots as required.
11. Install flashing/step flashing as required.
12. Install ridge vent where required.
13. Re-install gutters and heat tape.

14. Collect and properly dispose of all removed roofing material and debris.

**Selection Process**

The Town of Winchester will select a winning bid based on (1) the cost-effectiveness of the proposal, (2) the quality of the provided proposal, and (3) positive reference reviews.

**Submission Packet**

A submission packet shall include (1) a comprehensive quote for the work to be completed as described, (2) contact information for the principal of the bidding firm, (3) a description of the work to be done and acknowledgement of the specifications as described above by the Town, (4) a minimum of five references that the Town may contact, (5) a photo and description of at least three other similar projects completed by the bidder in the past three years, and (6) a signed statement swearing that no collusion occurred between the bidder and any third party or the bidder and the Town to secure the terms of this proposal.

**Submission Process & Deadline**

Submissions must be in a SEALED envelope, delivered to the Town Manager's Office at 338 Main Street, Winsted, CT 06098 by no later than 10:00 AM EDT on Tuesday, June 20, 2023. Late submissions will not be accepted. Incomplete submissions will be rejected out-of-hand.