

# Community Action, Inc.'s

## Specifications for roof replacement and gutters system at 105 Grace Way, Punxsutawney, PA 15767

**Quote Summary due no later than 4:30 p.m. on Monday, January 31, 2025.**

### **Roof Specification/Scope of Work:**

1. The Contractor will tear off all the old shingles and paper down to the wood.
2. The Contractor will replace all deteriorated wood.
3. The Contractor will install new drip edge around the perimeter of the roof.
4. The Contractor will install 30 lb. felt paper over the entire area of the roof.
5. The Contractor will install ice guard along the first 3 ft. of the lower edge of the roof.
6. The Contractor will install appropriate flashing around chimneys, vents, valleys, walls where they meet the roof, etc. as needed to prevent any leaks.
7. The Contractor will install architectural roof shingles which have a minimum of a 30-year material and 10-year labor warranty.

### **Gutter System Specification/Scope of Work:**

1. The Contractor will install new, commercial, seamless, aluminum, screened gutters with aluminum downspouts and install runoffs. Gutters must be able to handle increased water flow caused by steep roof.
2. The Contractor will ensure proper drainage and alignment for optimal performance.
3. The Contractor will comply with local building codes and regulations.
4. The Contractor will keep the premises clean and orderly during work and remove debris at the end of each working day and at the completion of the total job.
5. The Contractor will remove and properly dispose of the old gutter system materials and all waste from this job in approved landfills.
6. The Contractor will install a gutter system with a minimum of a 30-year material and 10-year labor warranty.

### **Contractor Requirements:**

1. The Contractor is responsible for obtaining all required permits, paying for all permits and inspections, and for all scheduling.
2. The Contractor will provide all materials, labor, tools and equipment necessary to properly complete the job, and warrants that all materials furnished by the contractor shall be new, of good quality and of good title; and that the work will be done neatly and with good workmanship.
3. The Contractor shall keep the premises clean and orderly during the work and remove debris at the end of each working day and at the completion of the job.
4. The Contractor is responsible for removing from the site and the proper disposal of all materials and all waste produced from this job.
5. The Contractor will repair any property damaged caused by the work performed by the Contractor.
6. The Contractor is required to install material in accordance with the manufacturer instructions and recommendations as well as all federal, state and local codes. If no codes are applicable to this project, the Contractor agrees to complete the installation consistent with building code standards for new construction in Pennsylvania.
7. Prior to performing any work, the Contractor shall obtain and provide proof of the following minimum insurance coverage which the Contractor shall maintain during the project.

- The Contractor shall carry, and require that there be carried, Workman's Compensation Insurance for all its employees, agents, subcontractor(s), and its independent subcontractors engaged in work at the site in accordance with the Commonwealth of Pennsylvania's Workman's Compensation Laws.
  - The Contractor shall carry Commercial General Liability Insurance and Completed Work Coverage which shall include coverage for acts of independent contractors or subcontractors. Such policy shall include the minimum of \$1,000,000 for each occurrence of bodily injury and \$1,000,000 for each occurrence of property damage. The Contractor shall carry and maintain Motor vehicle Liability Insurance on any vehicle used in executing the provisions of this contract. Such policy shall include minimum coverage of \$250,000 for each person, bodily; \$500,000 for each occurrence, bodily; and \$250,000 for property damage; OR combined coverage of at least \$1,000,000.
  - **A copy of the Contractor's certificate of insurance naming Community Action, Inc. as certificate holder and as an "additional insured" must be submitted to Community Action, Inc. within one (1) week of being notified of being the successful bidder.**
8. The Contractor shall promptly (within five (5) days or less) remedy any defects in the work and pay for any damage resulting the Contractor's work.
  9. The Contractor shall hold Community Action, Inc. harmless from and indemnify Community Action, Inc. against all claims, demands, and actions based on or arising out of any activities performed by the Contractor.
  10. The Contractor agrees to complete all work within 45 days of entering into an agreement.

**All quotes submitted must be valid for a minimum of 60 days from the due date of the quote.**

All work identified in these specifications must be completed by the Contractor submitting the quote and is not permitted to be subcontracted without written approval of Community Action, Inc. Subcontractors will be subject to the same insurance requirements as the Contractor.

**The Contractor agrees to install a roof in accordance with these specifications for a lump sum payment due at completion of the project in the amount of**

**\$ \_\_\_\_\_**

**The Contractor agrees to install a gutter system in accordance with these specifications for a lump sum payment due at completion of the project in the amount of**

**\$ \_\_\_\_\_**

**This Project may be subject to Pennsylvania Prevailing Wage Laws.**

QUOTE SUMMARY			
Completed by Contractor		Completed by CAI	
SECTION	AMOUNT	WORK AWARDED (Items/Section)	Amount
Roof		Roof	
Gutter System		Gutter System	
<b>TOTAL</b>		<b>TOTAL AWARD</b>	

The Contractor agrees to complete the work identified in this document at 105 Grace Way, Punxsutawney, PA in accordance with these specifications for the amount quoted for each item and/or section. CAI reserves the right to eliminate any items and/or sections from the work to be completed. Payment will be made upon completion of the work by sections after the work passes Building Code and required inspections, 10% which will be held until after the entire job is complete and passes required final inspections.

Should unforeseen conditions arise, a change to the amounts quoted may be granted but only if there is a properly executed change order signed by both parties identifying the change in work and associated cost.

**Contractor:**

**Pennsylvania Contractor License Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Name and Title of Owner/Officer:** \_\_\_\_\_

**Signature (Owner/Officer):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Upon written acceptance by the Chief Executive Officer (CEO of Community Action, Inc., this document becomes a legal binding contract.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Misty S. Fleming, CEO

Submit quotes on this form to Community Action, Inc., 105 Grace Way, Punxsutawney, PA 15767-1209 by 4:30 p.m. on Monday, January 31, 2025. Questions may be directed to Robert Cardamone at (814) 938-3302, ext. 219. Community Action, Inc. reserves the right to reject any or all quotes.