



Request for Proposal (RFP)

Removal and Replacement of Shingled Roof of Residential Building

Date Issued: August 13, 2025

Submission Deadline: September 5, 2025, @ 5:00 PM EST

Project Location: 13 Williamson Street, Malone, NY

Issued By: Franklin County Land Bank

I. INTRODUCTION

The Franklin County Land Bank (FCLB) is soliciting proposals from qualified contractors for removal of existing roofing materials, repair of missing or damaged roofing substrate/framing, and full replacement with a new asphalt shingle roof, including all required roofing accessories.

The scope includes the existing two-story main residence, attached one-story porches, and the attached garage.

II. SCOPE OF WORK

In response to this request for proposal (RFP), please submit a bid that includes all labor, materials, equipment, supplies, and incidentals as necessary and required to complete the work outlined below. All existing roofing and associated material that is demolished from the building, and all construction scrap material from the replacement roof will be removed from the site and disposed at the County of Franklin Solid Waste Management Authority landfill in Constable NY.

- The Contractor will provide the Land Bank with at least twenty-four (24) hours' notice prior to commencing the Work.
- The Contractor shall obtain, at its sole cost and expense, all permits, authorizations, approvals, and licenses necessary for the planning, performance, and completion of the Work in accordance with the requirements of the respective municipal agencies and other authorities having jurisdiction.
- The Contractor shall comply with all federal, state, county, town, village and other applicable laws, ordinances, rules, and regulations and all orders and rules of any duly

constituted authorities affecting the Property or bearing on the performance of the Work. This includes, but is not limited to, 12 NYCRR Part 56-11.5 and all applicable stormwater regulations.

- The contractor will perform the roofing and related repair work in accordance with the drawings and specifications that are included as part of this RFP.
- The roofing contractor will remove the bricks and flue of the existing chimney in the main building to a minimum of 1 foot below the lowest point of the roof. The contractor will add solid blocking to the roof framing members and install roof sheathing for installation of the replacement roofing materials.
- The roofing contractor will remove the combustion equipment and chimney in the garage and make all necessary repairs to the roof framing, soffit, and fascia. All new wood shall be primed with high-quality exterior-grade latex paint. The contractor will remove the existing oil tank vent pipe through the garage roof.
- All construction and demolition waste materials will be transported by the contractor to a County of Franklin Solid Waste Management Authority (CFSWMA) facility in Constable, NY. The existing garage, driveway, and driveway aprons on, in, or upon the Property shall be protected from damage.
- The Contractor will exercise caution so as not to damage any municipal road, curb or other public infrastructure. If any municipal element is damaged, the Contractor must repair or replace the damaged portion in a timely manner, prior to the Completion Date.
- The Contractor will provide before and after time/date-stamped photos of the property, including sidewalk, driveway, and driveway apron.
- The Contractor must contact the Land Bank for a Final Inspection.

III. DELIVERABLES

- Proof of required licenses and certifications. Copies of Workman's Compensation and General Liability insurance, naming the Franklin County Land Bank as additional insured.
- Schedule of work
- Site completion report including photos and inspection documentation

IV. PROPOSAL REQUIREMENTS

1. Company Profile

- Business name, contact person, and years in business
- Relevant project experience.
- 3 References from previous customers. Please include contact person, phone, and email address.

2. Work Plan

- Proposed timeline
- Approach to demolition and roof repair/replacement
- Subcontractors (if applicable)

3. Cost Proposal

- Itemized breakdown of all work
- Include cost structure for labor and materials for repair work of concealed conditions
- Total not-to-exceed cost

4. Licensing & Insurance

- Proof of general liability, workers' compensation, and applicable licenses

V. EVALUATION CRITERIA

- Experience and qualifications
- Compliance with regulatory requirements
- Cost and value
- Project timeline
- References

VI. SUBMISSION DETAILS

Please submit proposals by September 5, 2025 at 5:00 PM EST to:

Agency: Franklin County Land Bank
Attn: Shiela Conners – Executive Director
Email: executivedirector@franklincountylandbankny.org
Address: 355 W. Main Street, Malone, NY 12953

Late submissions will not be considered.

VII. QUESTIONS

Questions may be submitted in writing to Shiela Conners at executivedirector@franklincountylandbankny.org no later than September 3, 2025 at 5:00 PM EST. Responses will be shared with all potential bidders.

VIII. RESERVATION OF RIGHTS

The Franklin County Land Bank reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Cancel this RFP at any time
- Award the contract in whole or in part

SPECIFICATION - ASPHALT SHINGLE ROOF AND RELATED WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Protect all landscaping, windows, siding and walkways.
- B. Remove all existing roofing materials and accessories as shown on drawings. Dispose of all demolished materials in accordance with County of Franklin Solid Waste Management Landfill regulations.

1.2 SUMMARY

- A. Section Includes:
 - 1. Asphalt shingles.
 - 2. Underlayment.
 - 3. Ridge Vents
 - 4. Accessories
 - 5. Sheet metal flashing and trim
 - 6. Roof framing and sheathing

1.3 DEFINITION

- A. Roofing Terminology: See ASTM D 1079 and glossary of NRCA's "The NRCA Roofing and Waterproofing Manual" for definitions of terms related to roofing work in this Section.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples for Verification: For the following products, of sizes indicated, to verify color selected:
 - 1. Asphalt Shingle: Full size.
 - 2. Ridge and Hip Cap Shingles: Full size.
 - 3. Ridge Vent: 12-inch-long Sample.
 - 4. Exposed Valley Lining: 12 inches square.
 - 5. Self-Adhering Underlayment: 12 inches square.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Product Test Reports: Based on evaluation of comprehensive tests performed by manufacturer and witnessed by a qualified testing agency, for asphalt shingles.
- C. Warranties: Sample of special warranties.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For each type of asphalt shingle to include in maintenance manuals.

1.7 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Asphalt Shingles: 100 sq. ft of full size shingles and 50 sq. ft. of ridge cap shingles, in unbroken bundles.

1.8 QUALITY ASSURANCE

- A. Source Limitations: Obtain ridge and hip cap shingles from single source from single manufacturer.
- B. Preinstallation Conference: Conduct conference at Project site.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Store roofing materials in a dry, well-ventilated, weathertight location according to asphalt shingle manufacturer's written instructions. Store underlayment rolls on end on pallets or other raised surfaces. Do not double stack rolls.
 - 1. Handle, store, and place roofing materials in a manner to avoid significant or permanent damage to roof deck or structural supporting members.
- B. Protect unused underlayment from weather, sunlight, and moisture when left overnight or when roofing work is not in progress.

1.10 PROJECT CONDITIONS

- A. Environmental Limitations:
 - 1. Install self-adhering sheet underlayment within the range of ambient and substrate temperatures recommended by manufacturer.

1.11 WARRANTY

- A. Special Warranty: Standard form in which manufacturer agrees to repair or replace asphalt shingles that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Manufacturing defects.
 - b. Structural failures including failure of asphalt shingles to self-seal after a reasonable time.
 - 2. Material Warranty Period: 25 years from date of Substantial Completion, prorated, with first five years non-prorated.

3. Workmanship Warranty Period: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 GLASS-FIBER-REINFORCED ASPHALT SHINGLES

- A. Owens Corning Duration® Premium (Algae Resistant) Shingles or approved equal
 1. Color: Slatestone Gray.
- B. Hip and Ridge Shingles: Manufacturer's standard units to match asphalt shingles

2.2 UNDERLAYMENT MATERIALS

- A. Self-Adhering Sheet Underlayment, Polyethylene Faced: ASTM D 1970, minimum of 40-mil- thick, slip-resisting, polyethylene-film-reinforced top surface laminated to SBS-modified asphalt adhesive, with release paper backing; cold applied
 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following
 - a. Carlisle Coatings & Waterproofing, Inc.
 - b. Grace, W. R. & Co. - Conn.
 - c. Henry Company.
 - d. Johns Manville.
 - e. Owens Corning.
 - f. Polyguard Products, Inc.
 - g. Protecto Wrap Company.

2.3 RIDGE VENTS

- A. Rigid Ridge Vent: Manufacturer's standard, rigid section high-density polypropylene or other UV-stabilized plastic ridge vent with nonwoven geotextile filter strips and] external deflector baffles; for use under ridge shingles.
 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Air Vent, Inc.; a Gibraltar Industries company.
 - b. Cor-A-Vent, Inc.
 - c. GAF Materials Corporation.
 - d. Lomanco, Inc.
 - e. Mid-America Building Products.
 - f. Obdyke, Benjamin Incorporated.
 - g. Owens Corning.
 - h. RGM Products, Inc.
 - i. Trimline Building Products.

2.4 ACCESSORIES

- A. Asphalt Roofing Cement: ASTM D 4586, Type II, asbestos free.
- B. Roofing Nails: ASTM F 1667; aluminum, stainless-steel, copper, or hot-dip galvanized-steel wire shingle nails, minimum 0.120-inch- diameter, barbed or smooth shank, sharp-pointed, with a minimum 3/8-inch- diameter flat head and of sufficient length to penetrate 3/4 inch into solid wood decking or extend at least 1/8 inch through OSB or plywood sheathing.
 - 1. Where nails are in contact with metal flashing, use nails made from same metal as flashing.

2.5 METAL FLASHING AND TRIM

- A. Sheet Metal: Aluminum
- B. Fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of the item.
 - 1. Apron Flashings: Fabricate with lower flange a minimum of 4 inches over and 4 inches beyond each side of downslope asphalt shingles and 6 inches up the vertical surface.
 - 2. Step Flashings: Fabricate with a headlap of 2 inches and a minimum extension of 4 inches over the underlying asphalt shingle and up the vertical surface.
 - 3. Open-Valley Flashings: Fabricate in lengths not exceeding 10 feet with 1-inch-high, inverted-V profile at center of valley and equal flange widths of 10 inches.
 - 4. Drip Edges: Fabricate in lengths not exceeding 10 feet with 2-inch roof-deck flange and 1-1/2-inch fascia flange with 3/8-inch drip at lower edge.
 - 5. Make all kick flashings extend a minimum of 2" from side walls where needed.
 - 6. Take precautions not to damage existing counter flashing.
 - 7. Install roof crickets where needed to prevent water from damaging adjacent wall materials.

2.6 ROOF FRAMING AND SHEATHING / CHIMNEY REMOVAL / OIL VENT REMOVAL

- A. Examine all existing roof sheathing and wood framing materials for any deterioration. Replace all deteriorated materials with comparable new materials installed in a workmanlike manner.
- B. Remove bricks and flue of the existing chimney in the main building to a minimum of 1 foot below the lowest point of the roof. Add solid blocking to the roof framing members and install roof sheathing for installation of the replacement roofing materials.
- C. Remove the combustion equipment and chimney in the garage and make all necessary repairs to the roof framing, soffit, and fascia. All new wood shall be primed with high quality exterior grade latex paint.
- D. Remove the oil vent penetration through the garage roof and make all necessary repairs.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
 - 1. Examine roof sheathing to verify that sheathing joints are supported by framing and blocking or metal clips and that installation is within flatness tolerances.
 - 2. Verify that substrate is sound, dry, smooth, clean, sloped for drainage, and completely anchored; and that provision has been made for flashings and penetrations through asphalt shingles.
- B. Prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 UNDERLAYMENT INSTALLATION

- A. General: Comply with underlayment manufacturer's written installation instructions applicable to products and applications indicated unless more stringent requirements apply.
- B. Self-Adhering Sheet Underlayment: Install, wrinkle free, on roof deck. Comply with low-temperature installation restrictions of underlayment manufacturer if applicable. Install at locations as required by applicable building code, lapped in direction to shed water. Lap sides not less than 3-1/2 inches. Lap ends not less than 6 inches staggered 24 inches between courses. Roll laps with roller. Cover underlayment within seven days.
 - 1. Eaves: Extend from edges of eaves 36 inches beyond interior face of exterior wall.
 - 2. Rakes: Extend from edges of rake 36 inches beyond interior face of exterior wall.
 - 3. Valleys: Extend from lowest to highest point 18 inches on each side.
 - 4. Hips: Extend 18 inches on each side.
 - 5. Ridges: Extend 36 inches on each side without obstructing continuous ridge vent slot.
 - 6. Sidewalls: Extend beyond sidewall 18 inches, and return vertically against sidewall not less than 4 inches.
 - 7. Dormers, Chimneys, Skylights, and Other Roof-Penetrating Elements: Extend beyond penetrating element 18 inches, and return vertically against penetrating element not less than 4 inches.
 - 8. Roof Slope Transitions: Extend 18 inches on each roof slope.

3.3 METAL FLASHING INSTALLATION

- A. General: Install metal flashings and other sheet metal to comply with the following requirements
 - 1. Install metal flashings according to recommendations in ARMA's "Residential Asphalt Roofing Manual" and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Apron Flashings: Extend lower flange over and beyond each side of downslope asphalt shingles and up the vertical surface.
- C. Step Flashings: Install with a headlap of 2 inches and extend over the underlying asphalt shingle and up the vertical surface. Fasten to roof deck only.

- D. Rake Drip Edges: Install rake drip edge flashings over underlayment and fasten to roof deck.
- E. Eave Drip Edges: Install eave drip edge flashings below underlayment and fasten to roof sheathing.
- F. Pipe Flashings: Form flashing around pipe penetrations and asphalt shingles. Fasten and seal to asphalt shingles as recommended by manufacturer.
- G. Kick Flashings: Make all kick flashings extend a minimum of 2" from side walls where needed.

3.4 ASPHALT SHINGLE INSTALLATION

- A. General: Install asphalt shingles according to manufacturer's written instructions, recommendations in ARMA's "Residential Asphalt Roofing Manual," and asphalt shingle recommendations in NRCA's "The NRCA Roofing and Waterproofing Manual."
- B. Install starter strip along lowest roof edge, consisting of an asphalt shingle strip with tabs removed at least 7 inches wide with self-sealing strip face up at roof edge.
 - 1. Extend asphalt shingles 1/2 inch over fasciae at eaves and rakes.
 - 2. Install starter strip along rake edge.
- C. Install first and remaining courses of asphalt shingles stair-stepping diagonally across roof deck with manufacturer's recommended offset pattern at succeeding courses, maintaining uniform exposure.
- D. Fasten asphalt shingle strips with a minimum of four roofing nails located according to manufacturer's written instructions.
- E. Closed Cut Valleys: Cut and fit asphalt shingles at valleys, with shingles from one side of the valley extending across the valley while shingles from the other side are trimmed 2 inches from the valley centerline. Valley flashing is not exposed.
 - 1. Set valley edge of asphalt shingles in a 3-inch- wide bed of asphalt roofing cement.
- F. Ridge Vents: Install continuous ridge vents over asphalt shingles according to manufacturer's written instructions. Fasten with roofing nails of sufficient length to penetrate sheathing.
- G. Ridge and Hip Cap Shingles: Maintain same exposure of cap shingles as roofing shingle exposure. Lap cap shingles at ridges to shed water away from direction of prevailing winds. Fasten with roofing nails of sufficient length to penetrate sheathing.
 - 1. Fasten ridge cap asphalt shingles to cover ridge vent without obstructing airflow.

3.5 ROOFING INSTALLER'S WARRANTY

- A. WHEREAS <Insert name> of <Insert address>, herein called the "Roofing Installer," has performed roofing and associated work ("work") on the following project:
 - 1. Owner: Franklin County Land Bank.
 - 2. Address: 355 West Main Street, 4th Floor, Malone, NY.
 - 3. Building Project Address: 13 Williamson Street, Malone, NY.
 - 4. Area of Work: Replacement of Existing Roof
 - 5. Acceptance Date: <Insert date>.
 - 6. Warranty Period: 10 years.

7. Expiration Date: **<Insert date>**.
- B. AND WHEREAS Roofing Installer has contracted (either directly with Owner or indirectly as a subcontractor) to warrant said work against leaks and faulty or defective materials and workmanship for designated Warranty Period,
- C. NOW THEREFORE Roofing Installer hereby warrants, subject to terms and conditions herein set forth, that during Warranty Period he will, at his own cost and expense, make or cause to be made such repairs to or replacements of said work as are necessary to correct faulty and defective work and as are necessary to maintain said work in a watertight condition.
- D. This Warranty is made subject to the following terms and conditions:
1. Specifically excluded from this Warranty are damages to work and other parts of the building, and to building contents, caused by:
 - a. Lightning;
 - b. Peak gust wind speed exceeding 100 mph;
 - c. Fire;
 - d. Failure of roofing system substrate, including cracking, settlement, excessive deflection, deterioration, and decomposition;
 - e. Faulty construction of parapet walls, copings, chimneys, skylights, vents, equipment supports, and other edge conditions and penetrations of the work;
 - f. Vapor condensation on bottom of roofing; and
 - g. Activity on roofing by others, including construction contractors, maintenance personnel, other persons, and animals, whether authorized or unauthorized by Owner.
 2. When work has been damaged by any of foregoing causes, Warranty shall be null and void until such damage has been repaired by Roofing Installer and until cost and expense thereof have been paid by Owner or by another responsible party so designated.
 3. Roofing Installer is responsible for damage to work covered by this Warranty but is not liable for consequential damages to building or building contents resulting from leaks or faults or defects of work.
 4. During Warranty Period, if Owner allows alteration of work by anyone other than Roofing Installer, including cutting, patching, and maintenance in connection with penetrations, attachment of other work, and positioning of anything on roof, this Warranty shall become null and void on date of said alterations, but only to the extent said alterations affect work covered by this Warranty. If Owner engages Roofing Installer to perform said alterations, Warranty shall not become null and void unless Roofing Installer, before starting said work, shall have notified Owner in writing, showing reasonable cause for claim, that said alterations would likely damage or deteriorate work, thereby reasonably justifying a limitation or termination of this Warranty.
 5. During Warranty Period, if original use of roof is changed and it becomes used for, but was not originally specified for, a promenade, work deck, spray-cooled surface, flooded basin, or other use or service more severe than originally specified, this Warranty shall become null and void on date of said change, but only to the extent said change affects work covered by this Warranty.
 6. Owner shall promptly notify Roofing Installer of observed, known, or suspected leaks, defects, or deterioration and shall afford reasonable opportunity for Roofing Installer to inspect work and to examine evidence of such leaks, defects, or deterioration.
 7. This Warranty is recognized to be the only warranty of Roofing Installer on said work and shall not operate to restrict or cut off Owner from other remedies and resources lawfully available to Owner in cases of roofing failure. Specifically, this Warranty shall not operate to relieve Roofing Installer of responsibility for performance of original work according to requirements of the Contract Documents, regardless of whether Contract was a contract directly with Owner or a subcontract with Owner's General Contractor.

E. IN WITNESS THEREOF, this instrument has been duly executed this **<Insert day>** day of **<Insert month>**, **<Insert year>**.

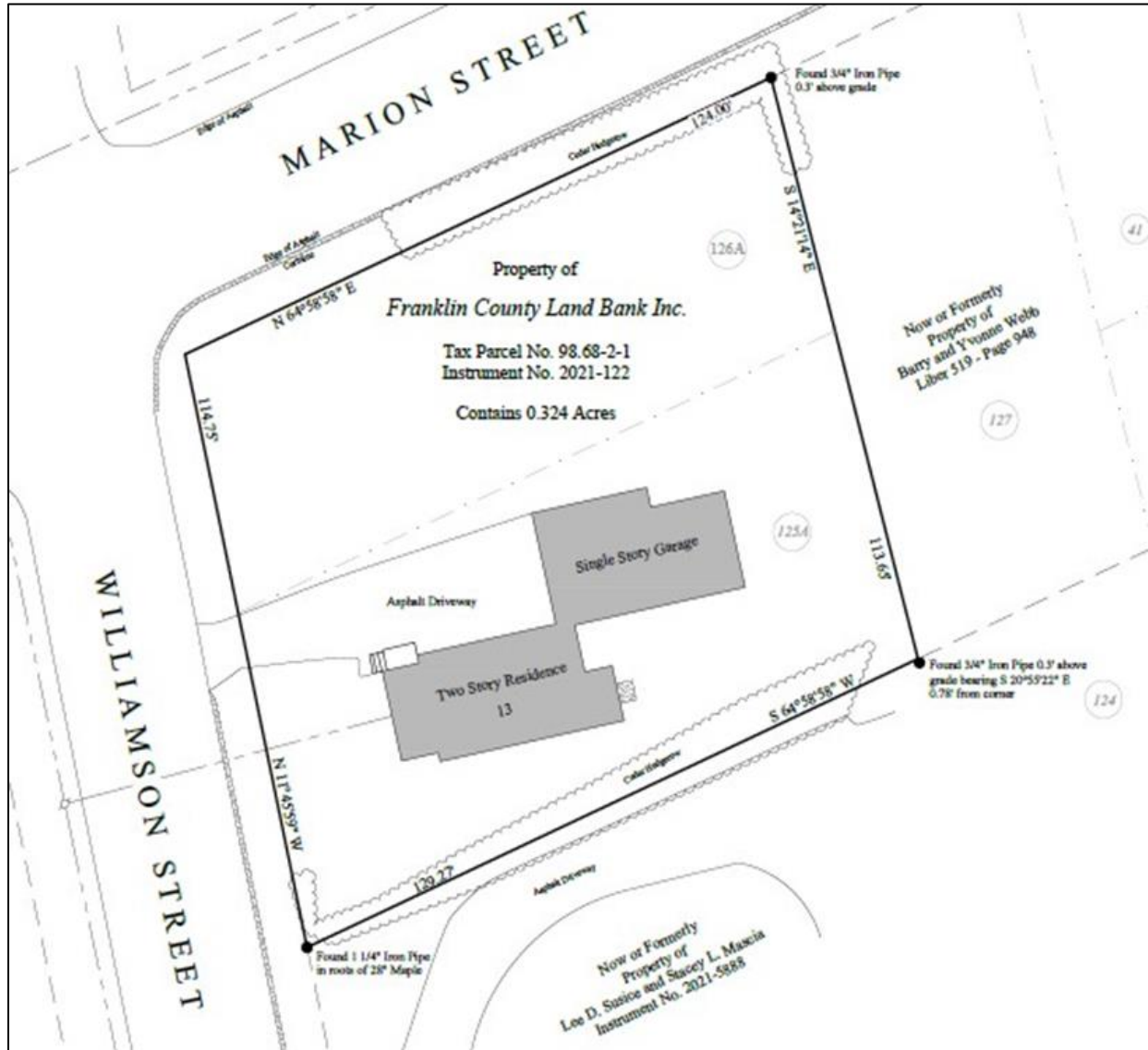
1. Authorized Signature: **<Insert signature>**.
2. Name: **<Insert name>**.
3. Title: **<Insert title>**.



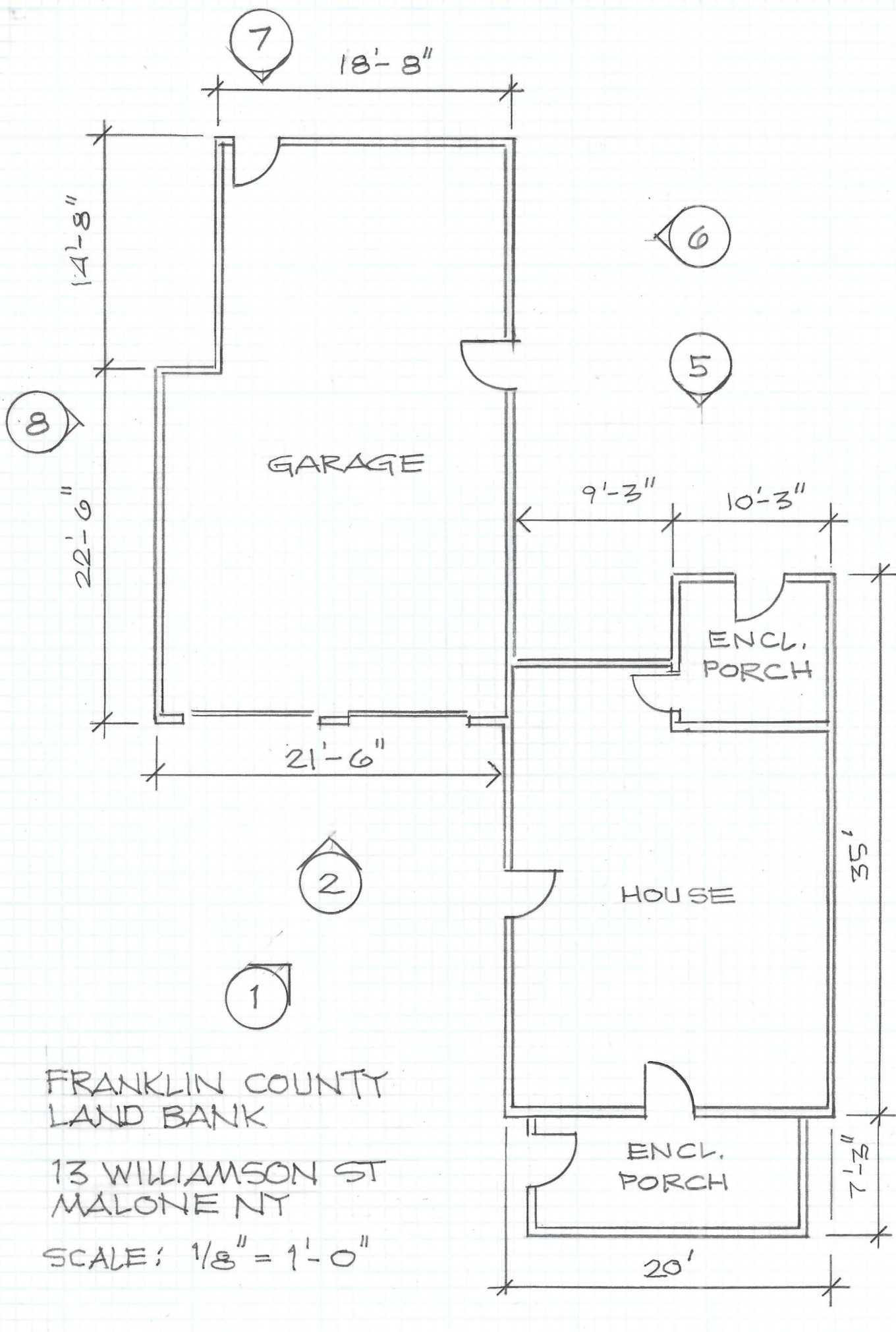
FRANKLIN COUNTY LAND BANK
BUILDING STRONGER COMMUNITIES

Replacement of Existing Roof

13 Williamson Street, Malone, NY



Drawings and photographs showing existing building requiring complete roof replacement.



FRANKLIN COUNTY
LAND BANK

13 WILLIAMSON ST
MALONE NY

SCALE: $\frac{1}{8}" = 1'-0"$

13 Williamson Street Malone, NY - Franklin County Land Bank

1



2



3



4



13 Williamson Street Malone, NY - Franklin County Land Bank

5



6



7



8

