



Invitation to Bid 26-102

Municipal Operations Center Roof System and Gutter Replacement

September 23, 2026

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1 Project Information

The Town of Leland is requesting informal competitive bids from qualified and properly licensed roofing contractors for replacement of the existing roof and gutter system at the Town's Municipal Operations Center (MOC), located at 1970 Popular Street, Leland, NC 28451.

The Contractor shall provide all labor, supervision, equipment, materials, disposal, permits, safety measures, protection, cleanup, and other services necessary to complete the work described in this ITB.

The Town is requesting separate lump-sum pricing for two roofing system options. The Town may award either option based on the **lowest responsive, responsible bid** that meets the requirements of this ITB.

Bids must be received by 2:00 PM on October 29, 2026. Late bids will not be considered. There will not be a formal bid opening.

Questions regarding this ITB shall be directed to:

Trisha Newton, CLGPO

Purchasing and Contracts Supervisor

102 Town Hall Drive

Leland, NC 28451

tnewton@townofleland.com

(910) 880-7938

The Town reserves the right to reject any or all bids and to waive minor informalities when doing so is in the best interest of the Town. The Town will not be responsible for costs incurred by Contractors in preparing or submitting bids.

2 Project Background and Objectives

The Town of Leland Municipal Operations Center (MOC) is an occupied Town facility that requires replacement of its existing commercial roof and gutter system.

The existing roof is believed to be structurally sound and suitable for an overlay/re-cover roofing system. The Contractor shall inspect the existing roof and verify conditions prior to beginning work.

The Town is requesting pricing for the following two alternatives:

Option 1 – TPO Roofing System with minimum 20-year warranty

Option 2 – Full replacement with Standing Seam Metal Roofing System

The Town may elect to award either Option 1 or Option 2. Contractors shall provide a separate lump-sum price for each option they wish to bid.

Contractors may submit more than one bid for either option when proposing different manufacturers, products, or roofing systems. Each proposed system shall be priced separately and shall clearly identify the manufacturer, product/system, and applicable warranties.

For clarity, Contractors submitting multiple alternatives under the same option should identify each alternative separately as **Option 1A, Option 1B, Option 1C**, etc., or **Option 2A, Option 2B, Option 2C**, etc.

The Town may evaluate each proposed alternative independently and may select the roofing option and system to be awarded based on the requirements of this ITB and the lowest responsive, responsible bid.

The primary objectives of the project are to:

- Provide a durable, watertight, commercially appropriate roofing system for the MOC.
- Provide a complete roofing system installed in accordance with the roofing manufacturer's requirements and applicable building codes.
- Install new gutters and downspouts compatible with the roofing system utilized.
- Obtain the longest practical service life and warranty protection at a competitive cost.
- Minimize disruption to Town operations during construction.
- Maintain the building in a safe, weather-tight, and fully operational condition throughout the project.
- Provide the Town with clear documentation of the roofing system, manufacturer, warranty, installation requirements, and completed work.
- Ensure that contractors are pricing substantially equivalent scopes of work so the Town can fairly compare bids.

The contractor shall inspect the existing roof and building conditions before submitting a bid and shall include all labor, materials, equipment, accessories, flashing, penetrations, edge conditions, disposal, permits, protection, cleanup, and incidental work necessary to provide a complete and watertight roofing system.

The Town is not seeking bids for temporary repairs or partial roof replacement. The intent is to obtain a complete roof replacement/overlay system appropriate for the existing building and conditions.

3 Mandatory Pre-Bid Site Visit

All prospective bidders must participate in a mandatory site visit prior to submitting a bid. The site visit will provide bidders with an opportunity to observe the existing roof, gutters, roof penetrations, equipment, access, staging areas, and other conditions that may affect the work. Bidders are responsible for becoming familiar with existing conditions and shall include all costs necessary to complete the work described in this ITB.

Site Visit:

Date/Time: 02:00 PM, October 8th, 2026

Contact: Will Lear, Project Manager

Location: Municipal Operations Center Warehouse

1970 Popular Street

Leland, NC 28451

Failure to attend the site visit will disqualify bids.

4 Anticipated Schedule

The Town reserves the right to make adjustments to this schedule as necessary.

Preliminary Project Schedule	Date	Time
Issue/Advertise ITB in official advertising publications	September 23, 2026	
Mandatory Site Visit	October 8, 2026	2:00 PM
Deadline for Written Questions	October 15, 2026	2:00 PM
Addenda issued to Answer Any Questions	October 19, 2026	
Bids Due	October 29, 2026	2:00 PM
Anticipated Contract Award & Notice to Proceed	November 2-5, 2026	
Project Completion	December 31, 2026	

5 Scope of Work

5.1 General Requirements

The contractor shall provide a complete roofing system, including all labor, materials, equipment, supervision, permits, disposal, protection, flashing, accessories, gutters, downspouts, inspections, testing, cleanup, and warranty documentation necessary for a complete and watertight installation.

The contractor is responsible for field verification of existing conditions before beginning work.

All work shall comply with applicable building codes, OSHA requirements, and the roofing manufacturer's published installation requirements.

5.2 Existing Roof

The contractor shall inspect the existing roof before submitting a bid and shall identify any visible conditions that may affect the proposed work.

For the TPO option, the base bid shall assume that the existing roof remains in place subject to the conditions of the manufacturer requirements and that the new system will be installed as an approved roof overlay/re-cover system.

For the standing seam metal option, the base bid shall include complete removal and disposal of the existing roofing system and installation of the new metal roofing system.

Wet, deteriorated, or structurally unsound materials discovered after work begins shall be documented and reported to the Town. Additional work shall not be performed without written authorization.

5.3 Option 1 – TPO Roofing System

Provide a complete commercial TPO roofing system installed over the existing roof and eligible for a minimum **20-year manufacturer warranty**.

The system shall include:

- Reinforced white TPO membrane, minimum 60 mil unless a greater thickness is required by the manufacturer's warranted system.

- Manufacturer-approved insulation, cover board, or separation layer as required.
- Manufacturer-approved attachment method.
- Heat-welded seams.
- Flashing at all penetrations, curbs, walls, parapets, drains, vents, pipes, and other roof conditions.
- Manufacturer-approved edge and termination systems.
- All adhesives, fasteners, plates, sealants, primers, accessories, and other components required for a complete system.
- All components required for the manufacturer's 20-year warranty.
- Complete new gutters and downspouts compatible with the roofing system.
- All other components necessary for a complete, watertight system.

The contractor shall identify the manufacturer, product/system, membrane thickness, attachment method, and warranty included in the bid.

The proposed roofing system shall be eligible for the specified manufacturer warranty when installed over the existing roof conditions.

5.4 Option 2 – Standing Seam Metal Roofing System

Provide a complete standing seam metal roofing system including removal and disposal of the existing roof system and installation of a new complete metal roofing system.

The system shall include:

- Minimum 24-gauge standing seam metal roof panels.
- Factory-applied exterior finish suitable for commercial roofing.
- Concealed fastening system.
- Manufacturer-approved underlayment.
- Flashing and trim necessary for a complete installation.
- Proper treatment of all roof penetrations, curbs, walls, parapets, transitions, ridges, valleys, eaves, rakes, and other roof conditions.
- Components necessary to accommodate normal thermal movement.
- Complete new gutters and downspouts compatible with the roofing system.
- All other components necessary for a complete, watertight system.

The contractor shall identify the manufacturer, product/system, panel gauge, finish, expected service life, and applicable manufacturer warranties in the bid.

5.5 Gutters and Downspouts

The contractor shall remove the existing gutters and downspouts and furnish and install a complete new commercial roof drainage system.

The system shall include gutters, downspouts, outlets, end caps, elbows, hangers, brackets, attachment components, flashing, sealants, drainage system tie-ins, and other accessories necessary for a complete and properly functioning system.

The new system shall be compatible with the proposed roofing system and shall be installed in a manner that does not compromise the roofing system or its warranty.

The contractor shall verify existing gutter and downspout dimensions, locations, and attachment conditions and shall include all necessary components and labor in the lump-sum bid.

5.6 Building Operations

The MOC will remain operational throughout construction.

The contractor shall perform the work with minimal disruption to Town operations and shall:

- Maintain safe building access.
- Maintain required emergency access and exits.
- Protect employees, visitors, vehicles, equipment, and Town property.
- Prevent water intrusion.
- Secure the work area at the end of each workday.
- Coordinate work that may affect building operations with the Town in advance.
- Maintain temporary weather protection whenever the roof is exposed.
- Provide and manage a dumpster at the contractor's expense
- Set up equipment, materials safety lines at all roof perimeters and ground load/dumpster area.

The contractor shall provide advance notice of work that may significantly affect building operations.

5.7 Work Hours and Noise

Normal work hours shall be Monday through Friday, **7:00 AM to 4:00 PM**, unless otherwise approved by the Town.

Weekend or after-hours work requires prior approval.

The contractor shall minimize noise, dust, odors, vibration, and other disruptions to building occupants. Particularly noisy work shall be coordinated with the Town in advance.

5.8 Warranty

Option 1 – TPO: Minimum 20-year manufacturer warranty and minimum two-year contractor workmanship warranty.

Option 2 – Standing Seam Metal: Manufacturer's material and finish warranties, applicable weather-tightness warranty if available, and minimum two-year contractor workmanship warranty.

The contractor shall provide final warranty documentation to the Town before final payment.

The contractor shall identify the exact warranties included with the bid and any conditions required to maintain warranty coverage.

6 Licensing and Insurance

6.1 North Carolina General Contractor License

The bidder must hold an active North Carolina General Contractor License issued by the North Carolina Licensing Board for General Contractors and shall maintain the required license throughout the project.

The Contractor shall hold, at minimum, a Limited License or higher and shall have a classification appropriate for the work, including Building or S-Roofing, as applicable. The Town will verify the Contractor's license, classification, limitation, and qualifier prior to award.

6.2 Insurance Requirements

- Commercial General Liability — \$2M per occurrence
- Commercial Auto — \$1M CSL
- Workers' Compensation — statutory
- Employer's Liability — \$1M
- Umbrella — \$1M

The Town of Leland shall be named as an Additional Insured on the Commercial General Liability and Commercial Auto policies as required by the contract. All insurance companies must be authorized to do business in North Carolina with a Best rating A-VIII or higher.

7 Questions and Addenda

All questions regarding this solicitation must be submitted in writing to the contact and address below no later than October 15, 2026 at 2:00 PM. Responses to questions will be issued by the Town in the form of an addendum.

Trisha Newton, CLGPO

Purchasing and Contracts Supervisor

102 Town Hall Drive

Leland, NC 28451

tnewton@townofleland.com

The Town will email addenda to all email addresses provided at the mandatory site visit and to contractors who request to receive them. It is the responsibility of each bidder to ensure that it has received and reviewed all addenda prior to submitting a Bid.

8 Requirements and Submittal Format

Respondents may submit pricing for Option 1 or Option 2 or both roofing options. The Town may evaluate and award any option independently. Each Bidder shall clearly identify which option(s) it is bidding.

Bids shall include the following:

- Completed Bid Form. (Included as Appendix A)
 - Proposed roofing manufacturer and product/system for each option bid.
 - Membrane thickness for TPO options.
 - Description of proposed attachment method.
 - Description of proposed insulation/cover board/separation system.
 - Warranty/guarantee documentation or manufacturer's published documentation demonstrating eligibility for the required warranty/guarantee.
 - Proposed project schedule for each roof system option included in bid
- Contractor name and contact information.
- Certificate of Insurance
 - Must add Town of Leland as Additional Insured prior to contract execution
- Any proposed exceptions, exclusions, or deviations from the ITB.

A bidder's failure to clearly identify an exception, exclusion, or deviation may result in the Town considering the bid based upon the requirements stated in this ITB.

9 Bid Evaluation and Award of Contract

The Town may elect to award either Option 1 or Option 2. Bidders shall provide a separate lump-sum price for each option they wish to bid.

Bidders may submit more than one bid for an option when proposing different manufacturers, products, or roofing systems. Each proposed system shall be priced separately and shall clearly identify the manufacturer, product/system, and applicable warranties.

The Town is not required to award both options and may select the option and bid that best meets the Town's needs and requirements. Town intends to award the Project to the **lowest responsive, responsible bidder** for the roofing option selected by the Town. The Town will evaluate bids for completeness, compliance with the specifications, required licensing and insurance, warranty requirements, contractor qualifications, proposed schedule, and price.

The Town may verify licenses, references, manufacturer certifications, warranty eligibility, and other information submitted by bidders. The Town may seek clarification when necessary to determine whether a bid is responsive. Clarification will not be used to allow a bidder to materially change its price or scope after the bid deadline.

The Town reserves the right to reject any or all bids and waive minor informalities when doing so is in the Town's best interest. The Town may withdraw this ITB, reject qualifications, or any portion thereof, at any time prior to an award, and is not required to furnish a statement of reason why a particular qualification was not deemed to be the most advantageous to the Town

Once a contract is awarded by the Town, the contractor must participate in a kickoff meeting with Town staff to address site logistics and safety. All work must be done in accordance with OSHA guidelines.

10 Solicitation Terms and Conditions

10.1 Applicable Law and Procurement Requirements

This solicitation and any resulting award shall be governed by applicable federal and North Carolina law, Town policies, and the procurement requirements specifically applicable to the procurement method being used. Nothing in these terms shall be interpreted to waive or modify a statutory procurement requirement.

10.2 Town's Right to Reject or Accept Responses

The Town reserves the right, to the extent permitted by applicable law, to reject any or all bids, proposals, or other responses; waive minor informalities or technicalities; and take such action as is determined to be in the best interest of the Town.

10.3 Cancellation, Withdrawal, or Modification of Solicitation

The Town reserves the right to cancel, withdraw, suspend, or modify this solicitation when determined to be in the best interest of the Town and in accordance with applicable law.

10.4 Addenda

The Town may issue written addenda to clarify, revise, or modify the solicitation. Respondents are responsible for reviewing and acknowledging all addenda issued by the Town and ensuring that all addenda have been received prior to submitting a Bid. Oral explanations or instructions shall not modify the solicitation.

10.5 Questions and Communications

Questions regarding this solicitation shall be directed to the Town's designated contact. Respondents shall not contact Town employees, elected officials, or other representatives regarding the solicitation except as expressly authorized by the solicitation or applicable law.

10.6 Examination of Solicitation Documents and Conditions

By submitting a response, the respondent represents that it has carefully reviewed the solicitation documents and has satisfied itself regarding the requirements and conditions affecting performance. Where applicable, respondents are responsible for evaluating site conditions, access, logistics, and other reasonably observable conditions.

10.7 Clarifications

The Town may request clarification of information contained in a response. Clarifications shall not be used to permit a respondent to materially alter its price, scope, qualifications, or other material terms except as permitted by applicable law.

10.8 Minor Informalities and Technicalities

To the extent permitted by applicable law and the procurement method being used, the Town may waive minor informalities or technicalities that do not affect the material substance of a response or provide an unfair competitive advantage.

10.9 Responsibility and Responsiveness

The Town may evaluate whether a response is responsive to the solicitation requirements and whether a respondent is responsible and capable of performing the work. Factors may include required licenses, qualifications, experience, capacity, financial responsibility, references, past performance, ability to meet the required schedule, and compliance with applicable requirements, as permitted by law.

10.10 Costs of Preparing a Response

All costs incurred in preparing and submitting a response shall be the sole responsibility of the respondent. The Town shall not be responsible for any costs associated with participation in the solicitation process.

10.11 Withdrawal and Modification of Responses

Withdrawal or modification of bids, proposals, or other responses shall be governed by the solicitation instructions and applicable law. Respondents are responsible for ensuring that their responses are submitted in the manner and by the deadline required.

10.12 Non-Collusion

By submitting a response, the respondent represents that its response has been prepared independently and that it has not engaged in collusion, price fixing, or other improper coordination with another respondent in connection with this solicitation.

10.13 Conflicts of Interest and Improper Influence

Respondents shall disclose actual conflicts of interest that may affect the procurement or performance of the resulting contract. Respondents shall not offer gifts, gratuities, or other improper inducements intended to influence the procurement process.

10.14 Public Records and Confidential Information

The Town is subject to the North Carolina Public Records Law. A respondent's designation of information as confidential or proprietary does not, by itself, make that information exempt from disclosure. Respondents asserting that information is protected from disclosure should clearly identify the information and the legal basis for the claimed protection.

10.15 Licenses, Certifications, and Eligibility

Respondents shall possess and maintain all licenses, registrations, certifications, and other qualifications required to perform the work or provide the goods or services described in the solicitation.

10.16 Debarment and Funding Requirements

When applicable to the funding source or procurement, the successful respondent shall comply with all required debarment, suspension, grant, federal, state, or other funding requirements. Additional funding-specific terms may be incorporated into the solicitation or resulting contract.

10.17 Award and No Obligation Until Formal Approval

No response shall create a binding obligation upon the Town. Any award shall be subject to applicable approvals and execution of any required contract or purchase authorization by properly authorized Town representatives.

10.18 Solicitation Does Not Guarantee Award

The issuance of this solicitation does not obligate the Town to award a contract, purchase goods or services, or reimburse any respondent for costs incurred in preparing a response.

10.19 Site Visits

If a mandatory site visit is required, attendance is a condition of responsiveness. Any bidder failing to attend the mandatory site visit shall be considered non-responsive and its Bid shall not be considered.

10.20 Insurance

Insurance requirements are specified in this solicitation. Prior to contract award, the successful bidder shall provide a Certificate of Insurance evidencing the required coverage and naming the Town of Leland as an additional insured on applicable liability policies.

10.21 Permits, Codes and Safety

The Contractor shall obtain all required permits and perform the work in compliance with applicable federal, state, and local laws, building codes, OSHA requirements, and manufacturer requirements.

10.22 Means and Methods

Contractor shall be responsible for the means, methods, techniques, sequencing, and safety of the work and for protecting Town employees, visitors, property, and operations.

10.23 Existing Conditions

Contractor is responsible for inspecting reasonably observable existing conditions before submitting a Bid. Concealed or materially differing conditions shall be reported to the Town before additional work is performed.

10.24 Changes and Additional Work

No additional or out-of-scope work shall be performed without prior written authorization from the Town. The Town shall not be obligated to pay for unauthorized work.

10.25 Warranties

Contractor shall provide all warranties required by the solicitation, including applicable manufacturer warranties and the required Contractor workmanship warranty.

10.26 Temporary Protection

Contractor shall provide appropriate temporary protection to prevent damage to the building, contents, and new or existing roof system during construction.

10.27 Protection of Town Operations

The Municipal Operations Center will remain operational during construction. Contractor shall minimize disruption to Town operations and protect employees, visitors, equipment, and property.

APPENDIX A - BID FORM**Municipal Operations Center (MOC) Roof & Gutter Replacement****1. Contractor Information**

Contractor Legal Name	
NC General Contractor License No.	
License Classification / Limitation	
Address	
Contact Person / Title	
Phone / Email	

2. Acknowledgement of Addenda

Addendum #	Date	Initial to Acknowledge Receipt

3. Lump-Sum Bid Options

The Bidder may submit a bid for Option 1, Option 2, or both options. The Bidder may also submit multiple alternatives under either option when proposing different manufacturers, products, or roofing systems. Each proposed alternative shall be separately identified and priced. Each lump-sum price shall include all labor, materials, equipment, supervision, permits, disposal, protection, cleanup, gutters, downspouts, flashing, accessories, testing, inspections, and warranty documentation required by the ITB.

Option	Description	Lump-Sum Bid
Option 1 A	TPO Roofing System – minimum 20-year manufacturer warranty	\$ _____
Option 1 B	TPO Roofing System – minimum 20-year manufacturer warranty	\$ _____
Option 2 A	Full Replacement – Standing Seam Metal Roofing System	\$ _____
Option 2 B	Full Replacement – Standing Seam Metal Roofing System	\$ _____

Bidders proposing more than two alternatives under either roofing option may attach additional Bid Form pages. Each additional alternative shall be clearly identified as Option 1C, Option 1D, etc., or Option 2C, Option 2D, etc., and shall include all information required by this Bid Form.

4. Proposed Roofing System

Complete this section for each option bid. Attached additional sheets if needed.

Option 1 TPO

Item	Option 1 A	Option 1 B
Manufacturer		
Product / System		
TPO Membrane Thickness		
Attachment Method		
Insulation / Cover Board / Underlayment		
Gutter / Downspout System		
Manufacturer Warranty / Guarantee		
Contractor Workmanship Warranty		
Estimated Construction Duration		

Option 2 Standing Seam Metal

Item	Option 2 A	Option 2 B
Manufacturer		
Product / System		
Metal Panel Gauge		
Attachment Method		
Insulation / Cover Board / Underlayment		
Gutter / Downspout System		
Manufacturer Warranty / Guarantee		
Contractor Workmanship Warranty		

5. Project Schedule

Proposed Start Date	
Estimated Completion Date	

6. Exceptions, Exclusions, or Deviations

List any exception, exclusion, assumption, or deviation from the requirements of the ITB. If none, write "NONE." _____

7. Required Attachments / Submittals

- ☐ Proposed roofing manufacturer and product/system for each option bid
- ☐ Warranty/guarantee documentation or manufacturer documentation demonstrating eligibility
- ☐ North Carolina General Contractor license information
- ☐ Certificate of Insurance
- ☐ Three comparable commercial roofing references

8. Contractor Certification

By submitting this Bid Form, the Contractor certifies that it has reviewed the ITB, inspected or otherwise become familiar with the site and existing conditions, and has included all costs necessary to complete the proposed option in accordance with the ITB.

The Contractor further certifies that the proposed roofing system is eligible for the warranty or guarantee identified above and that the Contractor is authorized or qualified by the manufacturer to install the proposed system and obtain the specified warranty or guarantee.

Contractor Name	
Authorized Representative	
Title	
Signature	
Date	
Phone	
Email	

