

**PROPOSED ROOF REPLACEMENTS AT VARIOUS LOCATIONS AND  
HVAC UPGRADES AT FIRE HEADQUARTERS  
BOROUGH OF CARTERET, NEW JERSEY  
POTTER ARCHITECTS JOB NO. 23-019**

**ORIGINAL BID OPENING: November 02, 2023, at 10:00 am  
REVISED BID OPENING: November 15, 2023, at 10:00 am**

**ADDENDUM #2 – 10/30/2023**

Bidder must acknowledge receipt of this Addendum in the space provided on the Bid Proposal Form.

This Addendum is issued for the purpose of amending certain requirements of the Contract Documents, as noted hereinafter, and is hereby made part of and incorporated in full force as part of the Contract Documents. Unless specifically noted or specified hereinafter, all work shall comply with the applicable provisions of the Contract Documents.

This Addendum contains (1) written page, (0) sketches, (0) specification sections and (0) drawing sheets.

**PROJECT MANUAL:**

Section 00 11 13 Advertisement and Notice to Bidders	o Revised bid opening date – bids will be opened and read aloud at the Borough of Carteret Borough Hall Council Chambers located at 61 Cooke Avenue, Carteret, New Jersey, 07008 on <b>November 15, 2023, at 10:00 a.m.</b>
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**END OF ADDENDUM #2**

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**PROJECT MANUAL**

**PROPOSED ROOF REPLACEMENTS AT VARIOUS LOCATIONS  
AND HVAC UPGRADES AT FIRE HEADQUARTERS**

**BOROUGH OF CARTERET, NEW JERSEY**

**POTTER ARCHITECTS JOB NO: 23-019**

**OWNER:           BOROUGH OF CARTERET**  
**61 Cooke Avenue**  
**Carteret, NJ 07008**  
**Phone:       732-541-3847**  
**Fax:         732-541-4505**

**OWNER'S REP: Attn: Joseph Agliata**  
**Phone:       732-259-0885**  
**Email:       [agliataj@carteret.net](mailto:agliataj@carteret.net)**

**ARCHITECT:     POTTER ARCHITECTS, LLC**  
**410 Colonial Avenue**  
**Union, NJ 07083**  
**Attn:         Thomas R. Potter, AIA**  
**Phone:       908-686-2547**  
**Email:       [trpotter@potterarchitects.com](mailto:trpotter@potterarchitects.com)**

**PLANS AND PROJECT MANUAL DATED:   September 25, 2023**

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## ADVERTISEMENT AND NOTICE TO BIDDERS

Notice is hereby given that sealed Bids will be received by the Borough of Carteret for: **"PROPOSED ROOF REPLACEMENTS AT VARIOUS LOCATIONS AND HVAC UPGRADES AT FIRE HEADQUARTERS, BOROUGH OF CARTERET, NEW JERSEY", POTTER ARCHITECTS LLC, PROJECT NO. 23-019**, and opened and read aloud at the Borough of Carteret Borough Hall Council Chambers located at 61 Cooke Ave., Carteret, New Jersey, 07008 on November 02, 2023, at 10:00 a.m.

**There will be a Pre-Bid Meeting** at Carteret Public Library on October 18, 2023, at 10:00 a.m., prevailing time, for the purpose of observing the work sites, discussing the bid documents, and expected procedures, and to review questions posed by Bidders. Attendance at the Pre-Bid Meeting is strongly encouraged, but not mandatory. Proof of site visitation is a requirement of the Bid.

The project generally consists of roof replacements at various locations and HVAC work at the Carteret Fire Headquarters.

Plans, Specifications and Proposal Sheets may be examined and obtained during normal business hours at the office of Potter Architects, LLC, 410 Colonial Avenue, Union, NJ 07083 until 48 hours prior to the time set for the opening of bids, upon payment of \$175.00 per set for paper copies, or \$50.00 per electronic download. No refunds will be made.

Neither Owner nor Architect assumes any responsibility for errors, omissions, or misinterpretations resulting from the use of incomplete sets of bid documents, or copies of bid documents obtained in electronic media form, internet plan rooms or other internet plan sites, or copies of bid documents obtained from any source other than the Architect's Office.

Bids must be furnished on the proposal sheets included in the Contract Documents, enclosed in a sealed envelope, marked SEALED BID, addressed to the Mayor and Borough Council, 61 Cooke Avenue, Borough of Carteret, New Jersey, marked with the name and address of the Bidder, the Project Title, and Project Number. Two (2) copies of the completed bid package shall be provided.

Each bid must be accompanied by a certified check of not less than ten (10%) percent of the bid, payable without any conditional endorsement, as a guarantee that in case the contract is awarded to the bidder, he will within ten (10) days thereafter execute such contract and furnish satisfactory performance and payment bonds. Upon failure to do so, he shall forfeit the bid security as liquidated damages and the acceptance of the bid will be contingent upon the fulfillment of this requirement by the bidder. No interest shall be allowed upon any such certified check. A bid bond in the amount of ten (10%) percent of the bid may be substituted for certified check, except the amount of the bid security shall not be less than \$500.00 - nor more than \$20,000.00.

Each bid must also be accompanied by a certificate of Consent of Surety from a bonding company licensed to do business in the State of New Jersey guaranteeing that if the proposal of the Bidder be accepted, they will furnish the bonds set forth in the Instructions to Bidders and the acceptance of the bid will be contingent upon the fulfillment of this requirement.

The successful Bidder will be required to furnish a surety company bond in the full amount of the contract price indemnifying the Borough of Carteret, New Jersey for all proceedings, suits or actions of any kind of description and conditional for the faithful performance of the work.

The Borough reserves the right to increase or decrease quantities specified in the manner designated in the Specifications. The Borough reserves the right to award this contract based on funds available.

Bidders shall specialize in modified bituminous roofing installation with a minimum of 5 years' experience and shall be certified by the roofing system manufacturer as qualified to install roofing manufacturer's materials. Each bid must be accompanied by a Certificate of Experience and Certificate of Equipment demonstrating said experience, and other documents as outlined in the Instructions to Bidders and Bidders Checklist. Bidders that are able to comply with experience requirements, bonding requirements, and all other requirements of the Instructions to Bidders and Bidders Checklist shall be considered qualified to bid on this project.

The Bidder shall use Subcontractors for the structural work, gas fitting and all kindred work, heating and ventilating apparatus and all kindred work, and electrical work, unless Bidder is self-performing these trades with appropriate qualifications. If utilizing Subcontractors, the Bidder shall list the name, address, license numbers and other required information for said Subcontractors on the forms provided in the Project Manual. Submission of said Subcontractors information is essential and non-waivable.

Bidders and Subcontractors are required to comply with all provisions of the Public Works Contractor Registration Act and N.J.S.A. 52:32-44 latest revision, regarding Business Registration with the New Jersey Division of Revenue.

Bidders and Subcontractors are required to comply with the requirements of the Americans with Disabilities Act (N.J.S.A.10:5-31 et seq.) and Affirmative Action (N.J.A.C. 17:27) and with the disclosure provisions of N.J.S.A. 19:44A-20.13.

The successful Bidder shall be required to comply with the provisions of the New Jersey Prevailing Wage Act, Chapter 150 of the Laws of 1963, effective January 1, 1964.

During the performance of this contract the Contractor agrees to comply with the requirements of P.L. 1975, c. 127 (N.J.A.C. 17:27), all requirements of the State of New Jersey Worker Health and Safety Act (N.J.A.C. 12:110 et seq.) as amended and the United States Occupational Safety and Health Act (OSHA) (29 CFR 1910), as amended with regard to worker and jobsite safety.

No Bidder may withdraw his bid for a period of sixty (60) days after the date set for the opening thereof. The Borough Council of the Borough of Carteret reserves the right to reject any or all bids if in its opinion it is in the best interest of the Borough to do so.

CARMELA POGORZELSKI – MUNICIPAL CLERK

PROPOSED ROOF REPLACEMENTS AT VARIOUS LOCATIONS  
& HVAC UPGRADES AT FIRE HEADQUARTERS

CARTERET FIRE HEADQUARTERS  
240 ROOSEVELT AVENUE  
CARTERET, NJ 07008

ZONING DATA	
LOT: 1	BLOCK: 302
ZONE	HI-B (HEAVY INDUSTRY)
CONSTRUCTION CLASS	2B
CONSTRUCTION CODE	I.B.C.-N.J. (2021)
USE GROUP	B, A-3, S-2, R-2

CARTERET PUBLIC LIBRARY  
100 COOKE AVENUE  
CARTERET, NJ 07008

ZONING DATA	
LOT: 2 & 3	BLOCK: 6511
ZONE	GB (NEIGHBORHOOD COMM./BUS)
CONSTRUCTION CLASS	3B
CONSTRUCTION CODE	I.B.C.-N.J. (2021)
USE GROUP	A-3

WEST CARTERET FIREHOUSE  
3 PEKOLA TERRACE  
CARTERET, NJ 07008

ZONING DATA	
LOT: 1 & 2	BLOCK: 2700
ZONE	HB (HWY. COMMERCIAL/BUSINESS)
CONSTRUCTION CLASS	2B
CONSTRUCTION CODE	I.B.C.-N.J. (2021)
USE GROUP	B, A-3, S-2, R-2

ST. ELIAS SCHOOL  
42 COOKE AVENUE  
CARTERET, NJ 07008

ZONING DATA	
LOT: 6	BLOCK: 6505
ZONE	GB (NEIGHBORHOOD COMM./BUS)
CONSTRUCTION CLASS	2B
CONSTRUCTION CODE	I.B.C.-N.J. (2021)
USE GROUP	E, A-3

HOLY FAMILY GYM  
205 PERSHING AVENUE  
CARTERET, NJ 07008

ZONING DATA	
LOT: 3	BLOCK: 6406
ZONE	R-25 (HI-DENSITY RESIDENTIAL)
CONSTRUCTION CLASS	3B
CONSTRUCTION CODE	I.B.C.-N.J. (2021)
USE GROUP	A-3

SHEET INDEX			
C-11	COVERSHEET INFORMATION/SHEET INDEX/ALTERNATES	PL-11	PUBLIC LIBRARY - PROPOSED ROOF PLAN
		PL-21	PUBLIC LIBRARY - PROPOSED ROOF DETAILS
HQ-11	FIRE HEADQUARTERS - PROPOSED FLOOR PLANS & DOOR SCHEDULE	PL-22	PUBLIC LIBRARY - PROPOSED ROOF DETAILS
HQ-12	FIRE HEADQUARTERS - PROPOSED ROOF PLAN	PL-23	PUBLIC LIBRARY - PROPOSED ROOF DETAILS
HQ-21	FIRE HEADQUARTERS - PROPOSED CLG PLANS & BLDG ELEVATIONS	PL-24	PUBLIC LIBRARY - PROPOSED ROOF DETAILS
HQ-31	FIRE HEADQUARTERS - PROPOSED ROOF DETAILS		
HQ-32	FIRE HEADQUARTERS - PROPOSED ROOF DETAILS	WF-11	WEST CARTERET FIREHOUSE - PROPOSED ROOF PLAN
		WF-21	WEST CARTERET FIREHOUSE - PROPOSED ROOF DETAILS
S-1	FIRE HEADQUARTERS - PROPOSED ROOF FRAMING PLANS & DETAILS		
		SE-11	ST. ELIAS SCHOOL - PROPOSED ROOF PLAN
E 1.01	FIRE HEADQUARTERS - ELECTRICAL 1st & 2nd FLOOR DEMO WORK	SE-21	ST. ELIAS SCHOOL - PROPOSED ROOF DETAILS
E 2.01	FIRE HEADQUARTERS - ELECTRICAL 1st, 2nd, & ROOF NEW WORK		
		HF-11	HOLY FAMILY GYM - PROPOSED ROOF PLAN
M 0.01	FIRE HEADQUARTERS - MECHANICAL SYMBOLS	HF-21	HOLY FAMILY GYM - PROPOSED ROOF DETAILS
M 0.02	FIRE HEADQUARTERS - MECHANICAL NOTES I		
M 1.01	FIRE HEADQUARTERS - MECHANICAL 1st & 2nd FLOOR DEMO WORK		
M 2.01	FIRE HEADQUARTERS - MECHANICAL 1st & 2nd FLOOR NEW WORK		
M 2.02	FIRE HEADQUARTERS - MECHANICAL ROOF NEW WORK		
M 3.00	FIRE HEADQUARTERS - MECHANICAL SCHEDULES		
M 3.01	FIRE HEADQUARTERS - MECHANICAL DETAILS I		
M 3.02	FIRE HEADQUARTERS - MECHANICAL DETAILS II		

ALTERNATES:

- Alt. A-1 - Add Lightning Protection to West Carteret Firehouse & the Carteret Public Library  
Install new lightning protection systems to the West Carteret Firehouse and the Carteret Public Library. Refer to Sht. WF-11 and PL-11, and specifications.

JOB NO.

23-019

COVERSHEET INFORMATION

SHEET NO.

C-11

PROPOSED ROOF REPLACEMENTS

AT VARIOUS LOCATIONS & HVAC

UPGRADES AT FIRE HEADQUARTERS

CARTERET, NJ 07008

BID DOCUMENTS

DESCRIPTION

OWNER

BOROUGH OF CARTERET

FILE NO.

DATE

29 FEB 12

DATE

09/25/23

DESIGNER

GLEN R. POTTER

DESIGNER

THOMAS R. POTTER

SCALE

DATE

29 FEB 12

ARCHITECTURE AND PLANNING L.L.C.

410 Colonial Avenue • Union, New Jersey 07083-7347

Tel. 908-686-2547 Fax: 908-686-8430

POTTER ARCHITECTS, L.L.C.

410 Colonial Avenue • Union, New Jersey 07083-7347

Tel. 908-686-2547 Fax: 908-686-8430

DATE

9/22/2023

TIME

4:40 PM

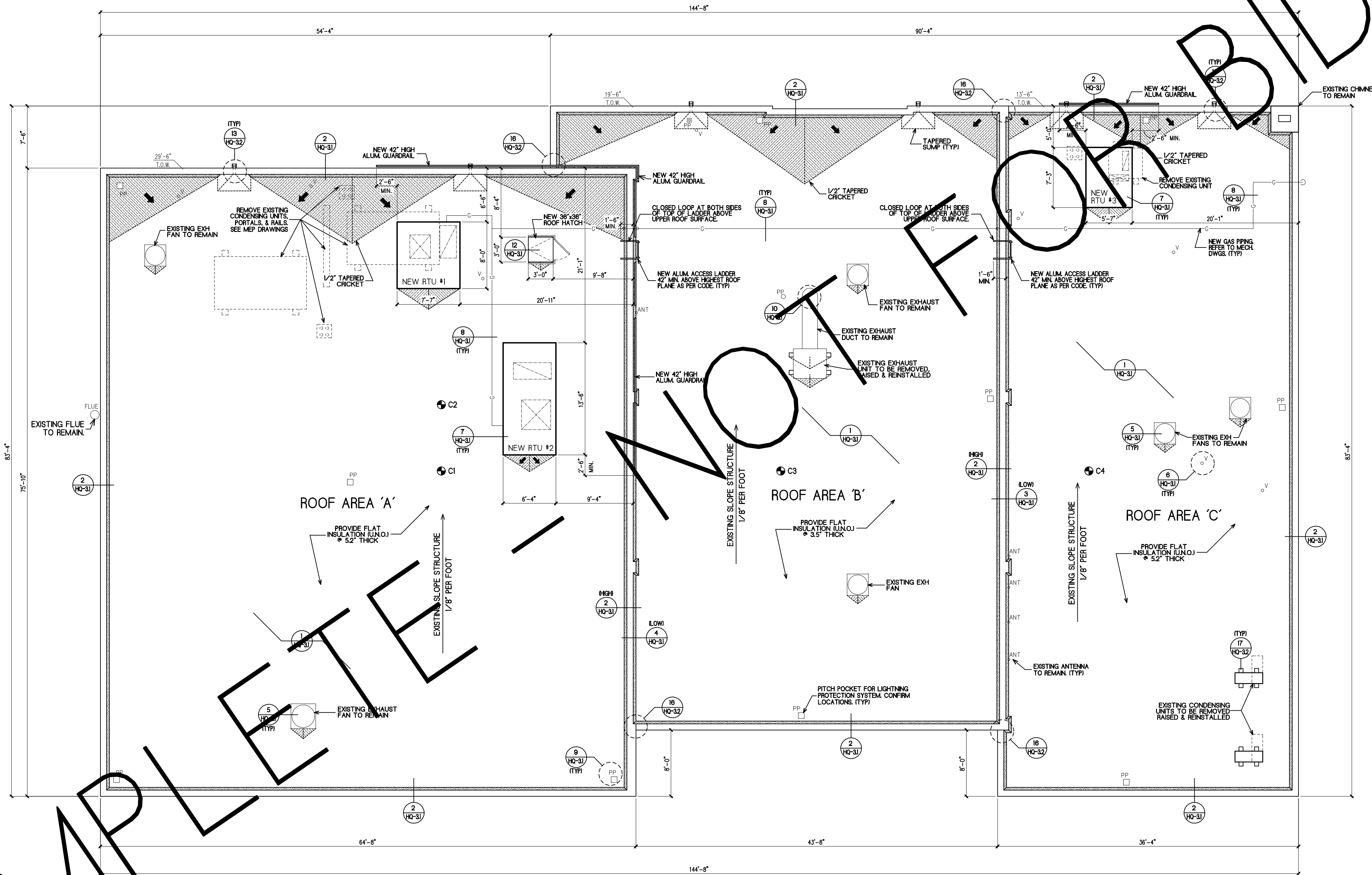
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PA:\DOCUMENTS\PROJECTS - CONTRACTED\2023\23-019 - CARTERET ROOFING & HVAC\01-COVERSHEET\01-COVERSHEET-1.dwg



INCOMPLETE

NO FOR BIDDING



CORE INFORMATION:

C1 = • MODIFIED BUILT-UP ROOF (MINERAL CAP)  
• 1/2\" WOOD FIBER BOARD  
• 1-1/2\" POLYISO. INSULATION  
• METAL ROOF DECK

C2 = C1  
C3 = C1  
C4 = C1

PROPOSED ROOF PLAN  
SCALE 1/8\" = 1'-0\"

LIGHTNING PROTECTION SYSTEM WORK (BASE BID):

COMPLETE REMOVAL OF EXISTING LIGHTNING PROTECTIONS SYSTEM INCLUDING, BUT NOT LIMITED TO ALL AIR TERMINALS, BASES & CONDUCTOR AROUND ENTIRE PERIMETER OF BUILDING.

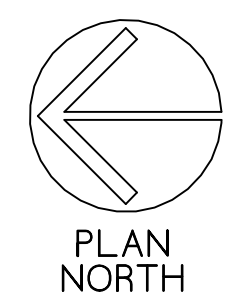
INSTALLATION OF A NEW LIGHTNING PROTECTION SYSTEM FOR THE ENTIRE BUILDING, IN ACCORDANCE WITH THE CODE REQUIREMENTS OF NFPA 780, LPI 175, AND UL96-A, USING UL LISTED MATERIALS.

NEW ALUMINUM LIGHTNING PROTECTION SYSTEM COMPONENTS WILL BE ADHERED TO THE NEW ROOF MATERIALS WITH COMPATIBLE CHEM-LINK M-T OR EQUAL ADHESIVE. THERE SHALL BE NO PENETRATIONS MADE TO THE NEW ROOF MATERIALS.

INSTALLATION INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

- NEW AIR TERMINALS, BASES AND CONDUCTOR AROUND ENTIRE PERIMETER OF BUILDING.
- ALL NEW & EXISTING HVAC OR VENTILATION EQUIPMENT, NOT IN THE ZONE OF PROTECTION, WILL RECEIVE LIGHTNING PROTECTION TO MEET THE REQUIREMENTS AS MENTIONED ABOVE.
- ALL GROUNDING METAL BODIES WITHIN 6' OF THE CONDUCTOR CABLE WILL BE BONDED TO THE SYSTEM.
- SLIP SHEET, PARAREADY OR EQUAL, FOR ROOF TERMINALS AND CONDUCTORS & SEALING OF ROOF PENETRATIONS SHALL BE PROVIDED BY ROOFING CONTRACTOR.
- BONDING OF UTILITIES, WATER, GAS, ELECTRIC, SPRINKLER, GENERATOR, ETC. TO THE LIGHTNING PROTECTION SYSTEM.

REFER TO PROJECT MANUAL SPECIFICATION SECTION 28 41 13 'LIGHTNING PROTECTION FOR STRUCTURES' FOR MORE INFORMATION.



JOB NO.		23-019	
PROPOSED ROOF REPLACEMENT & HVAC EQUIPMENT UPGRADES		PROPOSED ROOF PLAN	
CARTERET FIRE HEADQUARTERS		DRAWING TITLE	
230 ROOSEVELT AVE, CARTERET, N.J.		FILE NO.	
CARTERET BOROUGH		HQP-12	
DATE		DATE	
07 JUL 2023		07 JUL 2023	
JAC		JAC	
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CARTERET FIRE HEADQUARTERS		CARTERET FIRE HEADQUARTERS	
CARTERET BOROUGH		CARTERET BOROUGH	
GLEN R. POTTER, AIA, PP • NJ LIC. #A1-10365		GLEN R. POTTER, AIA, PP • NJ LIC. #A1-10365	
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DATE		DATE	
07 JUL 2023		07 JUL 2023	
JAC		JAC	
C.B.		C.B.	



CORE INFORMATION:

- C1 = 1/2" MULTI-LAYER MODIFIED BUILT-UP ROOF (MINERAL CAP)  
1-1/4" POLYISO. INSULATION  
WOOD ROOF DECK
- C2 = 1/2" MULTI-LAYER MODIFIED BUILT-UP ROOF (MINERAL CAP)  
2-3/4" POLYISO. INSULATION  
WOOD ROOF DECK
- C3 = FLASHING MEMBRANE  
PLYWOOD
- C4 = 1/2" MODIFIED BUILT-UP ROOF  
1/2" PERLITE  
1" POLYISO. INSULATION  
WOOD ROOF DECK
- C5 = 1/2" MODIFIED BUILT-UP ROOF  
1/2" PERLITE  
1-1/2" POLYISO. INSULATION  
WOOD ROOF DECK
- C6 = 1/2" MODIFIED BUILT-UP ROOF  
1/2" PERLITE  
3" POLYISO. INSULATION  
WOOD ROOF DECK
- C7 = C6
- C8 = C6
- C9 = 1/2" MODIFIED BUILT-UP ROOF  
1/2" PERLITE  
3" POLYISO. INSULATION  
METAL ROOF DECK
- C10 = C9
- C11 = C6
- C12 = 1" MODIFIED BUILT-UP ROOF  
1/2" PERLITE  
METAL ROOF DECK

LIGHTNING PROTECTION SYSTEM (ALTERNATE A-1):

INSTALLATION OF A NEW LIGHTNING PROTECTION SYSTEM FOR THE ENTIRE BUILDING, IN ACCORDANCE WITH THE CODE REQUIREMENTS OF NFPA 780, LPI 175, AND UL98-A, USING UL LISTED MATERIALS.

NEW ALUMINUM LIGHTNING PROTECTION SYSTEM COMPONENTS WILL BE ADHERED TO THE NEW ROOF AND COPINGS WITH COMPATIBLE 'CHEM-LINK M-1' OR EQUAL ADHESIVE. THERE SHALL BE NO PENETRATIONS MADE TO THE NEW ROOF OR COPINGS.

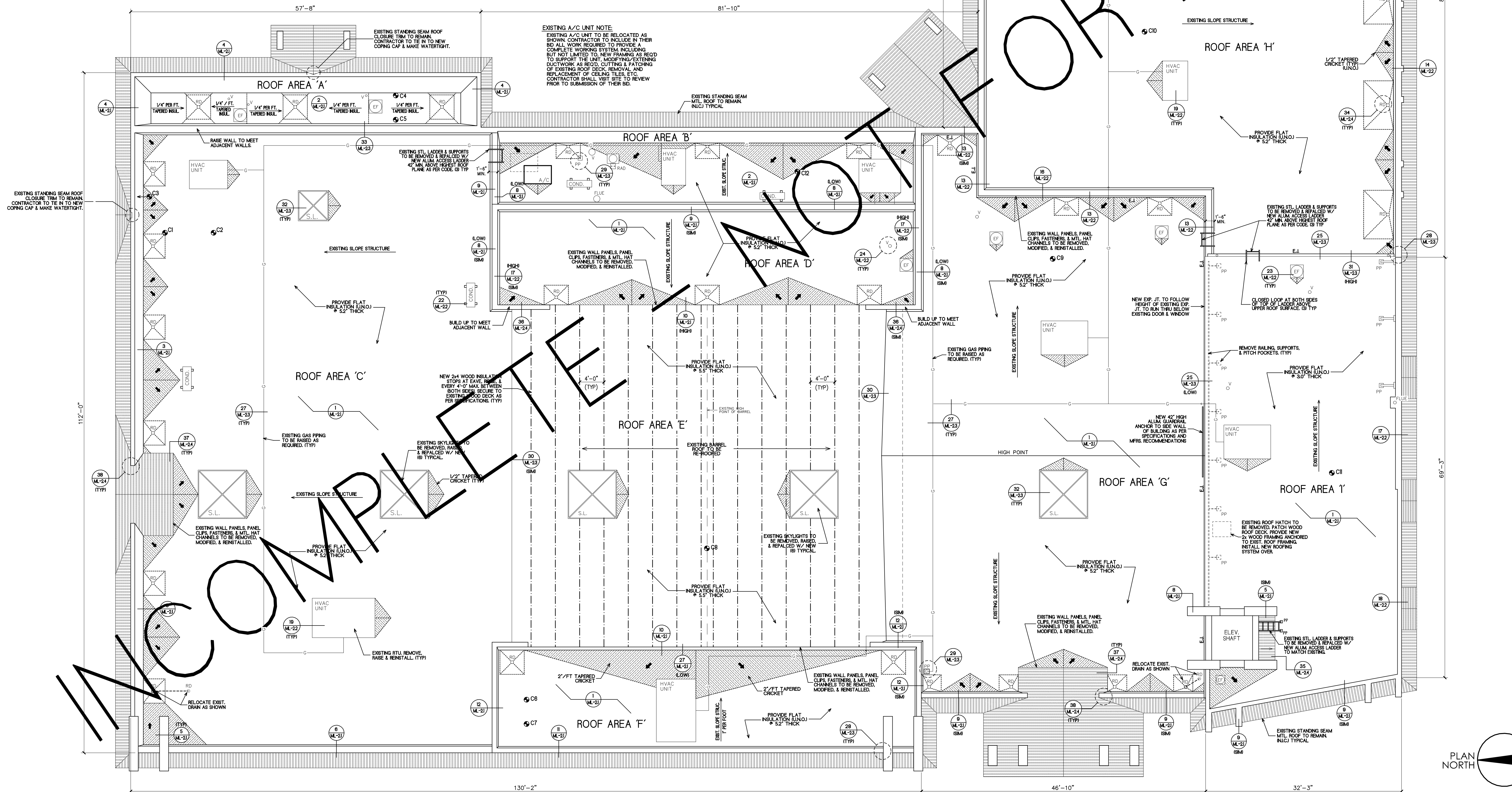
INSTALLATION INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

- NEW AIR TERMINALS, BASES AND CONDUCTOR AROUND ENTIRE PERIMETER OF BUILDING.
- ALL NEW & EXISTING HVAC OR VENTILATION EQUIPMENT, NOT IN THE ZONE OF PROTECTION, WILL RECEIVE LIGHTNING PROTECTION TO MEET THE REQUIREMENTS AS MENTIONED ABOVE.
- ALL GROUNDING METAL BODIES WITHIN 6' OF THE CONDUCTOR CABLE WILL BE BONDED TO THE SYSTEM.
- SLIP SHEET, PARATREAD OR EQUAL, FOR ROOF TERMINALS AND CONDUCTORS & SEALING OF ROOF PENETRATIONS SHALL BE PROVIDED BY ROOFING CONTRACTOR.
- BONDING OF UTILITIES, WATER, GAS, ELECTRIC, SPRINKLER, GENERATOR, ETC. TO THE LIGHTNING PROTECTION SYSTEM.
- GROUND ELECTRODES (IS MINIMUM) SHALL BE INSTALLED TO MEET THE REQUIREMENTS AS MENTIONED ABOVE.
- REMOVAL AND REPLACEMENT OF EXISTING PAVER SIDEWALKS FOR GROUND ELECTRODE INSTALLATION AS REQUIRED.

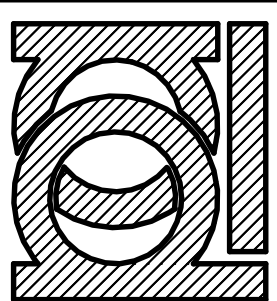
REFER TO PROJECT MANUAL SPECIFICATION SECTION 26 41 13 'LIGHTNING PROTECTION FOR STRUCTURES' FOR MORE INFORMATION.

PROPOSED ROOF PLAN

SCALE 1/8" = 1'-0"



Potter Architects  
ARCHITECTURE AND PLANNING  
L.L.C.  
410 Colonial Avenue • Union, New Jersey 07083-7347  
Tel. 908-686-2547 Fax: 908-686-8430



BY: GLEN R. POTTER, AIA, PP • NJ LIC. #A1-10365  
DATE: 07 JUL 2023

PROJECT: PUBLIC LIBRARY & SENIOR CENTER  
LOCATION: 80 COOKE AVE, CARTERET, NJ  
OWNER: CARTERET BOROUGH

PROPOSED ROOF REPLACEMENT & HVAC EQUIPMENT UPGRADES

PUBLIC LIBRARY -

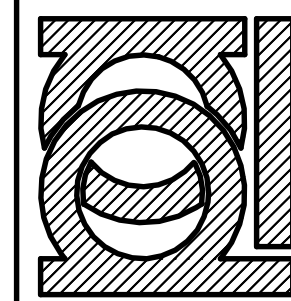
JOB NO. 23-019  
SHEET NO. PL-1

REV.	DATE	DESCRIPTION	BY	CHKD.
01	07 JUL 2023	ISSUED FOR PERMIT	JAC	



INCOMPLETE

NOT FOR BIDDING

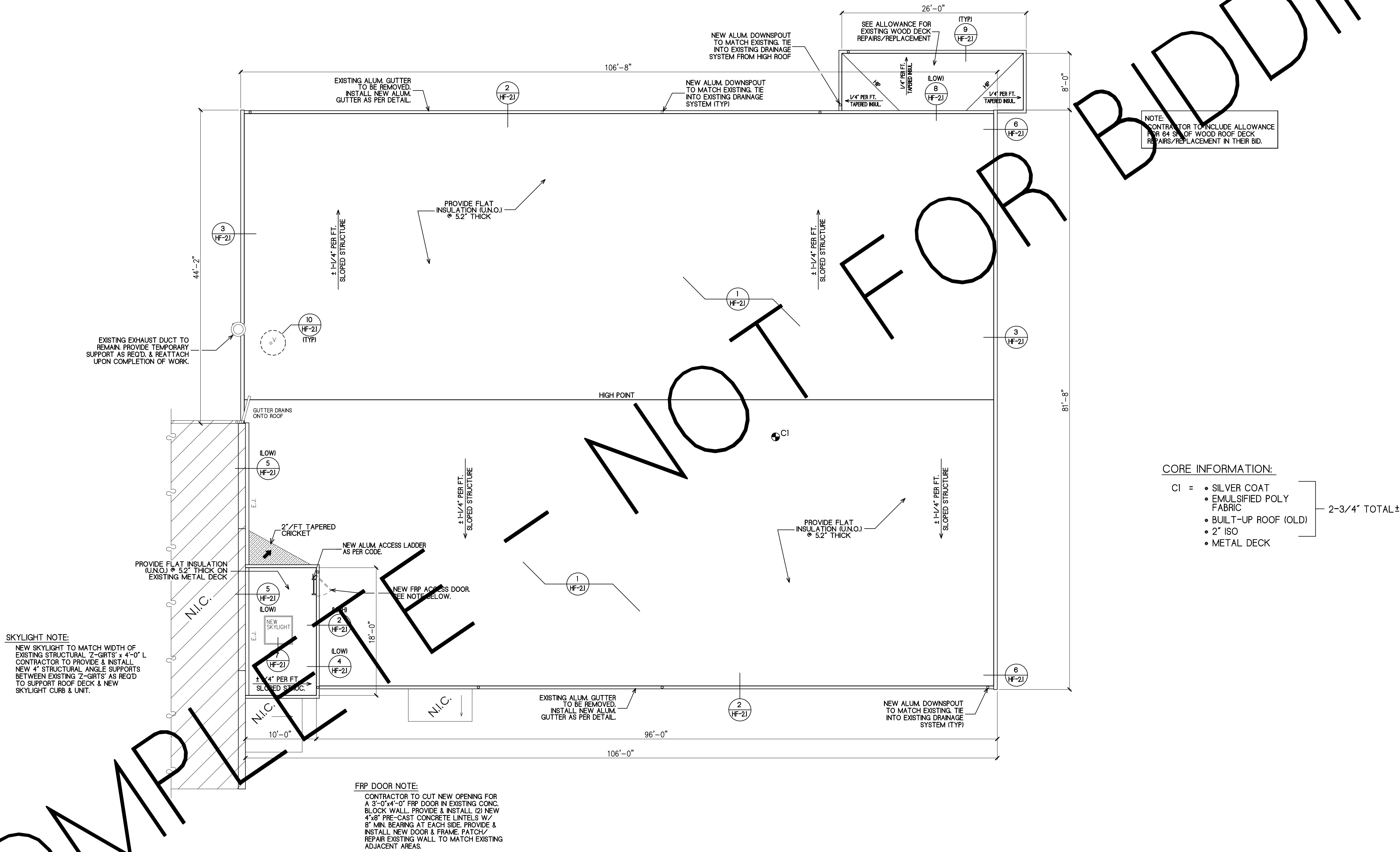


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DESIGNED BY: GLEN R. POTTER, AIA, PP • NJ LIC. #A1-10365  
DRAWN BY: THOMAS R. POTTER, AIA, PP • NJ LIC. #A1-10813  
DATE: 07 JUL 2023  
REV. DATE: 07 JUL 2023  
REV. DATE: 07 JUL 2023  
REV. DATE: 07 JUL 2023


JOB NO. 23-019  
SHEET NO. SE-1.1  
PROPOSED ROOF REPLACEMENT & HVAC EQUIPMENT UPGRADES  
ST. ELIAS SCHOOL  
42 COOKE AVE, CARTERET, N.J.  
CARTERET BOROUGH

INCOMPLETE - NOT FOR BIDDING



PROPOSED ROOF PLAN  
SCALE 1/8" = 1'-0"



	Potter Architects										JOB NO.	
	ARCHITECTURE AND PLANNING L.L.C.										23-019	
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	Tel: 908-686-2547 Fax: 908-686-8430										SHEET NO.	
										HF-1.1		
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DATE	07 JUL 2023	JAC	C.B.	DESCRIPTION	REV. DATE						
SRC.				BID DOCUMENTS	092523						



# **PROPOSED ROOF REPLACEMENTS AT VARIOUS LOCATIONS AND HVAC UPGRADES AT FIRE HEADQUARTERS**

## **POTTER ARCHTECTS JOB NO 23-019**

### **SUMMARY OF WORK - CONTRACT DESCRIPTION**

The Borough of Carteret, NJ will award a contract for roofing replacements and HVAC upgrades as noted on drawings and project manual. The work locations are:

1. Carteret Fire Headquarters – Roofing and HVAC
2. Carteret Public Library – Roofing
3. Holy Family Gym – Roofing
4. St. Elias School - Roofing
5. West Carteret Firehouse - Roofing

Work under this contract includes Architectural, Structural, Plumbing, HVAC, and Electrical.

The Contractor shall limit operations to allow for Owner occupancy and use of site and premises by the public during construction. The Owner and Public will occupy the premises during the entire period of construction. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations. Schedule the Work to accommodate this requirement.

Contractors are advised that Construction/Building Permits are required for this Project. Upon Contract award, it shall be the responsibility of each Contractor to secure all required permits necessary to encompass that Contractor's Work to be performed. It shall be the Owner's responsibility to pay all fees and permit costs, and the permits shall be in the name of the Owner.

Each Contractor is advised that this Project is exempt from New Jersey State Sales Tax as the Owner is a political subdivision of the State of New Jersey.

Refer to Advertisement and Notice to Bidders for further information.