



## Request for Proposal – Roof Replacement CANTERBURY TOWNHOME OWNERS ASSOCIATION

Managed by TRAC Management, LLC Thomas S. Whisnant, Senior Manager  
[Tom@tracmanagement.com](mailto:Tom@tracmanagement.com) \* 919-612-5296

The CTHOA is planning to re-roof the community beginning next Spring 2025 and will be voting on an assessment to cover this work in October.

If you would like to be considered for this job, please submit your bid(s) by August 15, 2024 to be reviewed by the Board, Management and the CTHOA Long-Term Planning Committee.

- Number of Units:** 112 Units/24 Buildings (8 six-unit buildings/16 four-unit buildings)
- Property Address:** Friar Lane, Chaucer Court, Marlowe Court, Coleridge Court, Carrboro, NC
- Insurance Needs:** Provide certificate of insurance for liability and worker’s compensation
- Licensing:** Furnish a copy of all licenses/permits necessary for providing roofing services
- Billings/Payments:** Please describe your billing process. (Deposits, progress payments as required during each phase/building) State if there are additional charges for mobilization since the job will be done in approximately four phases, possibly over two years starting in Spring 2025.
- Team:** Please give us some background about your company/team
- References:** Please provide us with at least 3 references

**Vendor Requirements:**

1. Work hours will be limited to 7:30am until 7:30pm Mon-Sat. No work on any official holidays
2. Contractor will walk each building upon completion with customer representative before final payment for each building
3. Any music must be played at a low volume during job
4. Workers shall behave professionally and respectfully to residents while on site
5. No loud arguments or non-work related yelling on site
6. Park all work vehicles in designated areas
7. Clear site with sweeping magnet each day during job
8. Provide water and porta-johns for workers as needed
9. Meet OSHA requirements to protect workers such as harnesses (if necessary) etc.
10. Clean all work debris on a daily basis and remove waste from property at the completion of each building or in construction dumpster, removed as needed
11. Additional work outside of the scope of the contract should be approved in advance of the work

**Scope of Work:**

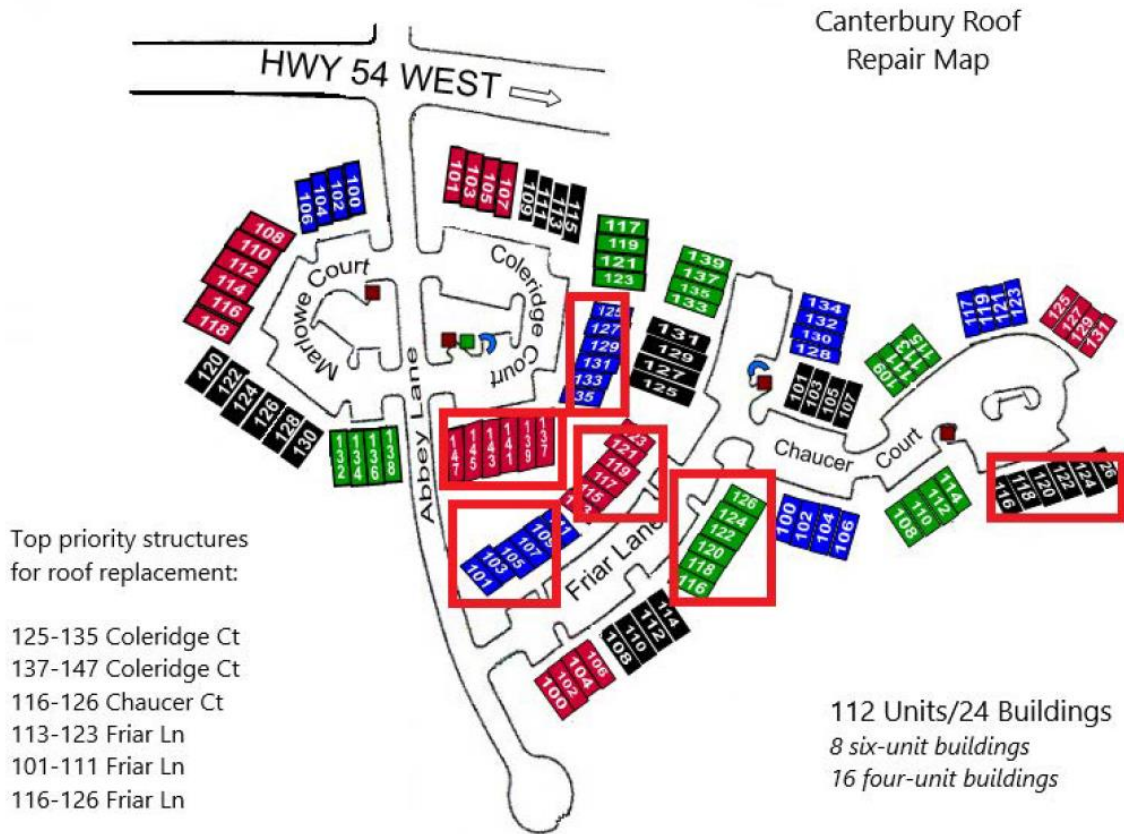
There are 112 units/24 buildings. There are 8 six-unit buildings with 39 squares per building

There are 16 four-unit buildings with 28 squares per building.

1. Remove the existing shingles, roof felt/underlayment, etc., down to the wood deck
2. Please remove any existing Satellite dishes attached to the roof.
3. Replace all existing metal, step, apron, and counter-flashing.
4. Supply and install GAF Felt Buster Underlayment (or equivalent) on entire roof deck
5. Install GAF Weatherwatch (or equivalent) ice and water shield in valleys and around penetrations
6. Supply and install white aluminum drip-edge along the eaves and rakes
7. Supply and install GAF Pro-Start shingle starters along the eaves and rakes
8. Supply and install GAF Timberline HDZ (or equivalent) Architectural Shingles 30-year warranty (color to be determined)
9. Supply and install GAF 4-in-1 (or equivalent) pipe flashing on all roof pipes
10. Supply and install appropriate box ventilation
11. Supply and install GAF Cobra 3 (or equivalent) ridge caps
12. Provide 5-year workmanship warranty
13. Provide GAF Meeting material
14. Provide anticipated deck replacement in estimate with cost per sheet to replace plywood decking as needed. When replacing, include before/after photos.
15. Include permit fees to Town of Carrboro in estimate
16. Provide wind rating for roof product/roofing job
17. Provide before/after photos of replacement flashing where siding meets roof.
18. Report any damaged siding for repairs.

**Additional/Optional:**

1. Provide separate estimate to replace all Chimney caps (112 units)
2. Provide separate estimate for replacing gutters/downspouts as needed
3. If you also provide a metal option for roofing, please provide a separate estimate for this.



Please submit your bid to: **TRAC Management, LLC**  
By Email: [trac@tracmanagement.com](mailto:trac@tracmanagement.com)

Call Cyndi Whisnant at 919-612-2032 if you have questions or want to schedule an appointment to look at the property with a TRAC team manager.