



**Northpointe Behavioral Healthcare System  
Formal Competitive Bid Package**

**Work Scope Document**

Project Title: Boyington Roof & Gutter Replacement

Ticket #: [Click or tap here to enter text.](#)

Date Scoped: 9/12/2025

Scoped By: Jessica Melius

Project Coordinator, Email, Phone Number: Jessica Melius, 906-221-2631, [jmelius@nbhs.or](mailto:jmelius@nbhs.or)

Project Coordinator, Email, Phone Number: Kaina Tavonatti, 906-282-0167, [nbhs-maintenance@nbhs.org](mailto:nbhs-maintenance@nbhs.org)

Work Window: May – August 2026

Pre-Quote Walkthrough Date: TBD

Proposal Due Date: 10/1/2025

**Situation Details:**

Boyington Place is an Adult Foster Care home located at 115 West Boyington Street, Iron River, Michigan 49935. This home is staffed 24x7. The West section of this home, the original pre-addition portion of the building, requires roof and gutter replacement and repairs.

**Description of Work:**

1. Contractor to procure Land Use Permit(s) from City of Iron River
2. Roof Replacement Scope
  - Mobilization and site preparation
    - Deliver materials and equipment
    - Set up safety barriers and signage
    - Protect landscaping and adjacent structures
  - Demolition and removal



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- Remove existing roofing materials (shingles, underlayment, flashing)
- Inspect and remove damaged wood sheeting as needed
- Dispose of debris in accordance with local regulations
- Wood sheeting replacement
  - Replace deteriorated or damaged wood sheeting with new plywood or OSB
  - Ensure proper fastening and alignment
  - Inspection of structural integrity before proceeding
- Installation of roofing system
  - Install ice and water shield in valleys and eaves
  - Install synthetic or felt underlayment across roof deck
  - Install new shingles or specified roofing material
  - Install new flashing around penetrations (chimneys, vents, skylights)
  - Install ridge vent or other ventilation system
- Final inspection and cleanup
  - Inspect roof installation for quality and code compliance
  - Remove all construction debris
  - Perform magnetic sweep for nails and metal scraps

**3. Gutter Replacement Scope**

- Removal of existing gutters and downspouts
  - Carefully detach and dispose of old gutter system
  - Inspect fascia and soffit for damage



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- Repair fascia if needed
  - Replace or reinforce damaged fascia boards
  - Prime and paint as required
- Installation of new gutters and downspouts
  - Install seamless aluminum or specified gutter system
  - Ensure proper slope for drainage
  - Secure downspouts and splash blocks or extensions
- Optional accessories
  - Install gutter guards or leaf protection system
  - Tie downspouts into drainage system if applicable
- Final inspection and cleanup
  - Test water flow and drainage
  - Clean work area and remove debris

**If Awarded:**

- Provide timeline for actual project execution.
- Order Confirmation for Materials must be provided for Northpointe to meet auditory requirements.
- Letter of Agreement must be signed between the awarded contractor and Northpointe.
  - Will be provided upon award.
  - Business License and Insurance
- W9 for Payment, Certificate of Insurance, and License
- ( ! ) All discovery work / change orders must be approved by Jessica Melius ([jmelius@nbhs.org](mailto:jmelius@nbhs.org)) or Brent Johnson ([bjjohnson@nbhs.org](mailto:bjjohnson@nbhs.org)) prior to continuation.
- Northpointe is primarily Medicaid funded and must comply with Michigan and Federal statutes.



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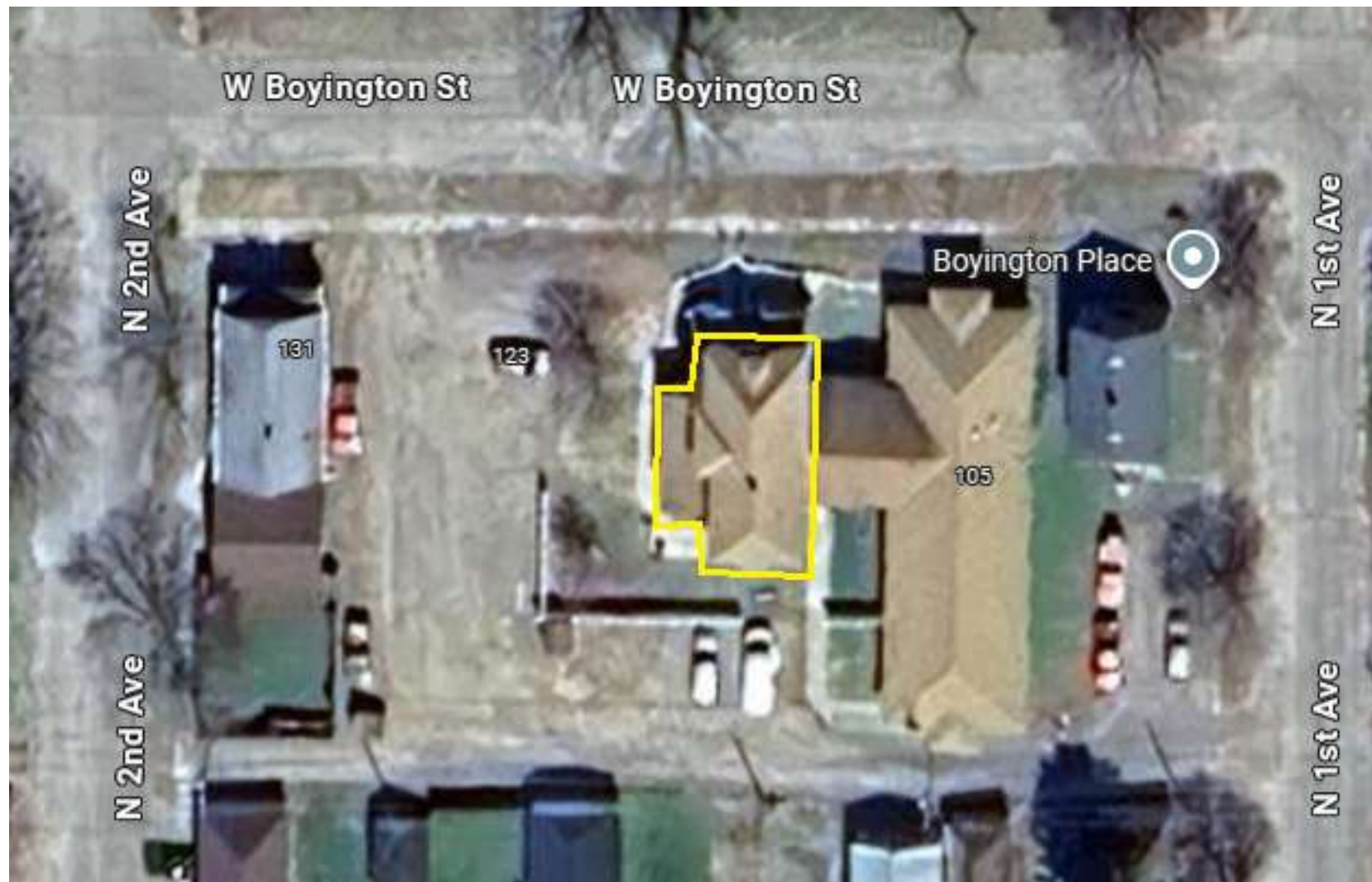
**Attachments/Supportive Documents:** Photos from GIS and Google Maps, Photos of home condition. Iron River Land Use Permits

**Safety Considerations:** Sections of this roof are very steep. Fall restraint, Scaffolding systems, and additional safety PPE must be worn. Nails, sharp materials, and other harmful debris must be removed to prevent Residents from injury.

**Northpointe Supplied Materials:** House supplied water and electricity for construction application

**Contractor Supplied Materials:** All required tools, construction materials, disposal, PPE, and permits

**Attached Photos and Supportive Documents:**





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