



**The SKILLMAN Corporation**

AN EMPLOYEE-OWNED COMPANY

May 8, 2026

Adam Bowen, Superintendent  
New Buffalo Area Schools  
1112 East Clay Street  
New Buffalo, MI 49117

**Re: New Buffalo Area Schools**  
**Re: Roofing Replacement Project**

**Subject: Recommendation To Award Contracts**

Dear Mr. Bowen:

On Friday, April 17, 2026, four (4) Prime Contractor bids were received for the Roofing Replacement Project. On May 6, 2026, and May 7, 2026, representatives from Skillman and New Buffalo Area Schools conducted pre-award conferences with the apparent low bidders, to review project scope, schedule, and other administrative requirements.

Based on the pre-award conferences, review of the bidders' scope of work, and adherence to schedule, The Skillman Corporation recommends awarding a contract to the following Contractor for their Base Bid and Alternate Metal Roofing amounts. This Contractor has demonstrated a thorough understanding of the project requirements, and has also met the specification requirements in determining the lowest responsive and responsible bid:

<b>Bid Cat No.</b>	<b>Bid Cat Name</b>	<b>Contractor Name</b>	<b>Amount</b>
02	Roofing	Lyster Exteriors	\$476,650.00
<b>Total</b>			<b>\$476,650.00*</b>

\*Please be advised, the total amount does NOT include any costs associated with FFE, land acquisition, financial costs, Construction Contingency, Contract Allowances, Project Specific General Conditions, or any other soft costs.

During the Pre-Award Conferences, it was discovered that the apparent low bidder, Get Busy Exteriors, had an incomplete and non-responsive bid, so they have been excluded at this time.

Upon receipt of your authorization, The Skillman Corporation will proceed into the Construction Phase of the project, prepare Notices to Proceed, and schedule a Pre-Construction Meeting with selected Contractors.

Respectfully,  
**THE SKILLMAN CORPORATION**

Max Tackett  
Project Manager

cc: Pano Arvanitis, Mark German – New Buffalo Schools  
Michael Kounelis, Thomas Tackett, Pat Portteus – The Skillman Corporation  
Enclosures-NBAS Request for Proposals, Contractor Proposals



# NEW BUFFALO AREA SCHOOLS

## REQUEST FOR PROPOSAL (RFP)

### HS/MS Roof Replacement – Shingle Re-Roof

**Issue Date:** April 3, 2026

**Proposal Due Date:** April 17, 2026 12:00pm **Bid Opening:** 12:30pm

**Project Location:** New Buffalo High School / Middle School

**Owner:** New Buffalo Area Schools (NBAS)

**Contact:** Mark German, Director of Operations

**Email:** mgerman@nbas.org

**Phone:** 269-469-6017

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## 1. Project Overview

New Buffalo Area Schools is requesting proposals from qualified contractors to complete a **shingle re-roof project at the HS/MS building**. Work includes removal of existing roofing materials and installation of a new roofing system.

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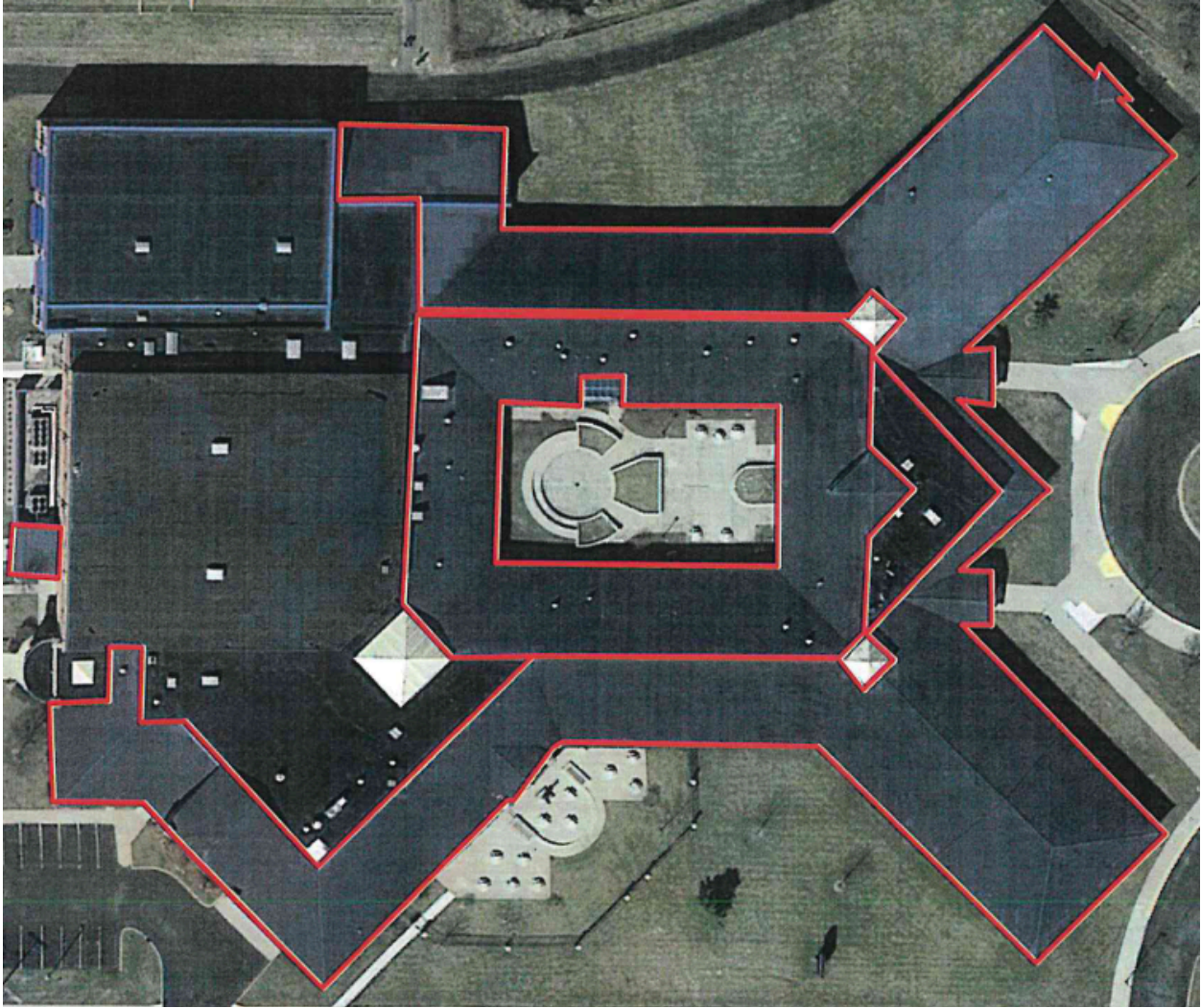
## 2. Project Objectives

Replace aging roofing system

Improve building protection and longevity

Ensure proper installation of modern roofing materials

Maintain consistency with existing building design



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### **3. Scope of Work**

The contractor shall provide all labor, materials, equipment, and supervision necessary to complete the following:

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#### **A. Shingle Roof Replacement**

- Removal of one (1) existing layer of shingles
- Removal of ridge cap, drip edge, and exhaust caps
- Installation of ice and water shield
- Installation of synthetic underlayment

- Installation of new drip edge (color to be confirmed by Owner)
  - Installation of new ridge cap and exhaust caps
  - Reuse of existing step flashing, headwall flashing, and counter flashing where feasible
  - Installation of new architectural shingles (color to be confirmed by Owner)
  - No deck replacement included in base scope
  - No changes to existing ventilation system
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## **B. Warranty Requirements**

- Manufacturer: **GAF HDZ (or approved equal)**
  - 40-year material warranty (10-year non-prorated)
  - 15-year wind warranty up to 110 mph
  - 25-year algae resistance warranty
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## **C. Cleanup & Disposal**

- Removal and proper disposal of all roofing debris
  - Maintain clean and safe worksite throughout project
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## **D. Working Conditions**

- Work may occur during normal working hours: **7:00 AM – 7:00 PM, 7 days per week**
  - Contractor shall coordinate work to minimize disruption to school operations
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## **4. Alternate Scope (Optional – Metal Roofing)**

Contractors may provide alternate pricing for:

- Installation of **double-lock standing seam metal roofing** (approx. 46 squares)
- 24-gauge panels, 1.5” seam height, 20” panel width
- Panel profile options: striation, flat, pencil rib, or bead rib (Owner to select)
- High-temperature ice and water underlayment (100% coverage in metal areas)
- Fabrication and installation of all trims and accessories

## **Metal Roofing Warranty:**

- Kynar 500 finish:
    - 35-year warranty (cracking/peeling)
    - 30-year fade warranty
  - 20-year workmanship warranty (excluding penetrations)
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## **5. Site Conditions & Notes**

- No deck replacement included in base scope
  - Contractor to verify all field conditions prior to bidding
  - Any additional repairs or unforeseen conditions shall be communicated prior to proceeding
  - Roof penetrations may require future maintenance (not included)
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## **6. Site Visit**

A site visit is strongly encouraged. Contractors may contact Mark German to schedule access and review existing conditions.

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## **7. Contractor Qualifications**

Contractors submitting proposals must demonstrate:

- Experience with commercial roofing projects
  - Proper licensing to perform roofing work in Michigan
  - Ability to meet safety standards in an occupied school environment
  - Experience with both shingle and (optional) metal roofing systems
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## **8. Proposal Requirements**

Proposals must include the following:

## Company Information

- Company name, address, and contact person
  - Phone and email
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## Cost Proposal

- Lump sum cost for base bid (shingle replacement)
  - Separate cost for optional metal roofing (if provided)
  - Any exclusions clearly stated
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## Project Schedule

- Proposed start date
  - Estimated duration
  - Completion timeline
  - **All work shall be scheduled and coordinated with NBAS, with preference given to summer or non-instructional periods**
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## Materials & Specifications

- Shingle product specifications
  - Underlayment and accessory details
  - Warranty documentation
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## Insurance

- Proof of liability insurance
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## 9. Evaluation Criteria

NBAS will evaluate proposals based on:

- Cost
  - Contractor experience and qualifications
  - Quality of materials and warranty
  - Project timeline and ability to meet schedule
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## 10. General Conditions

- This project is **non-prevailing wage**
  - NBAS reserves the right to reject any and all proposals
  - NBAS reserves the right to accept the proposal deemed in the best interest of the District
  - Contractor shall comply with all federal, state, and local regulations
  - Contractor shall maintain a safe and clean job site
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## 11. Submission Instructions

Sealed bid shall be submitted by due date at 12:00pm to:

NBAS Business Office  
Door 21  
1112 E. Clay St.  
New Buffalo, MI 49117

**Subject Line:** RFP – HS/MS Roof Replacement

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## 12. Contact Information

For questions or to schedule a site visit, contact:

**Mark German**

Director of Operations

New Buffalo Area Schools

☎ 269-469-6017

✉ [mgerman@nbas.org](mailto:mgerman@nbas.org)

# LYSTER EXTERIORS

**2211 Miller Road, Kalamazoo, MI 49001**  
**269-746-4051 - Lic.# 2102182226**

## **Project Information**

We will plan on starting the project in June when school is out. We expect the duration of the project to last around 25 working days. The project should be completed in Late June to Mid July.

Lyster is a Premier credentialed CertainTeed installer. This is the highest credential you can achieve. We are the only one in the 11-county area in SW Michigan to East of Battle Creek.

Thank You for the Opportunity,

Lyster Exteriors (27 years in business)  
2211 Miller Road  
Kalamazoo, MI 49001  
Tony Koshar  
[tony@lysters.biz](mailto:tony@lysters.biz)  
(269) 207-1643

# LYSTER EXTERIORS

2211 Miller Road, Kalamazoo, MI 49001

269-746-4051 - Lic.# 2102182226

## SERVICE CONTRACT

This contract is entered into by Lyster Exteriors, a residential maintenance and alteration contractor required to be licensed by the State of Michigan under Article 24 of Act 299 of the Public Acts of 1980, as amended, being Sections 339.2401 to 339.2412 of the Michigan Compiled Laws, and whose License Number is 2102182226 ("Lyster") and New Buffalo Area Schools whose address is 112 East Clay Street, New Buffalo, MI 49117.

Lyster agrees to provide certain labor and materials for an improvement to the premises described in the signed Proposal(s), according to the specifications contained in the signed Proposal(s) attached, which form a part of this contract. Lyster will not perform any additional work other than contained in the signed Proposal(s), unless such additional work is authorized by signed Proposal(s) attached to this contract.

Owner agrees to pay the sum of the fees listed on the signed Proposal(s) in the manner set forth in the payment schedule. If any payment is not made when due, Lyster may, in addition to any other rights they may have, commence legal proceedings to collect any amounts due hereunder, and the Owner shall be liable for all costs incurred in connection with the suit, including payment of reasonable attorney fees. Any amount 30 days past due will be subject to a 2% monthly service fee.

The only warranty or guarantee applicable to the work to be performed hereunder is set forth on the attached signed Proposal(s). Lyster hereby expressly DISCLAIMS all other warranties or guarantees of any kind or nature, including implied Warranty of Merchantability or fitness for a particular purpose or habitability. Owner's remedies and Lyster's liability are both expressly limited by the terms and conditions contained in the signed Proposal(s).

The parties hereby acknowledge reading and understanding the terms and conditions of this Contract and voluntarily agree to be bound hereby. The Owner has three business days to rescind this contract from the date of signing. If the Owner wants to rescind this contract after three days, Lyster has the option to retain 20% of the fees listed on the signed Proposal(s) to cover sales & administrative costs.

### LYSTER EXTERIORS

By: \_\_\_\_\_  
Tony Koshar

\_\_\_\_\_  
Owner,

\_\_\_\_\_  
Co-Owner, if any,

Date: \_\_\_\_\_

Date: \_\_\_\_\_

17. **Terms:** Cash/Check option will require 50% down on signing of agreement. Balance due on completion. With the Financing option, pre-approval will be required. Charges are rendered at the end of the project. If cash/check option is chosen and a balance is paid using credit cards, a 3% service fee will be incurred on the balance

**Investments:**

**Cash/Check  
Discount**

**CertainTeed Landmark Pro shingles:**

**\$362,150.00** X \_\_\_\_\_

**Metal Roofing Option:**

**ADD**

**\$113,500.00** X \_\_\_\_\_

Terms: 50% down payment with a signed contract and proposal

**LYSTER EXTERIORS**  
269-746-4051

**SCHOOL TEAR-OFF ROOFING PROPOSAL**

**Client: New Buffalo Area Schools**

**Contact: Mark German**

**Work Address: 112 East Clay Street New Buffalo, MI 49117**

**Phone 269-469-6017**

**Description of Work: Tear-off and Reroof of High School/Middle School Per Specification**

1. There appears to be one layer of roofing material on the building. We will remove and dispose of all the old roofing materials. We will prepare the area around the home for roof tear-off by covering with tarps and plywood sheets where necessary. We will use a dump trailer for disposal. We will not use a dumpster. Note: Any additional layers of roofing will result in an additional charge.
2. Any rotted or deteriorating wood decking will be removed and replaced with new OSB at a cost of \$55 per sheet.
3. We will make any dimensional lumber structural repairs (fascia and rafter boards) found to be necessary for the proper application of the new roof for an additional charge of **\$7.00/ln. ft.** of wood used. **BUILDING CODE** and shingle manufacturer specifications requires a sound structure for roof application.
4. We will install new 3" x 3" T style aluminum drip edge on all the eaves and rakes of the building. **Note:** We feel there is a chance that the existing drip edge could be reused. If there is interest, we can evaluate, and if it determined we can there would be savings of at least \$6,000.
5. We will apply 6 ft. of **CertainTeed Winterguard** ice and water barrier to the eaves to extend at least 2 ft. inside the heated space of the building as required by **BUILDING CODE** specifications. We will also apply **CertainTeed Winterguard** ice and water barrier in the valleys, around the chimney, and up and along all roof/wall junctions. We will apply **Premium synthetic felt** underlayment which meets manufacturer requirements for warranty to the remainder of the roof that is not covered by **Winterguard**.

**NOTE:** Installation of Ice and Water Barrier is required by State of Michigan Building Code. Installation of this product will **NOT** prevent ice buildup on the home. The installation of this product at the eaves and valleys is aimed to help prevent water infiltration caused by ice buildup. Ice and water barrier will slow water infiltration but is **NOT** guaranteed to stop all water from entering the home. Also, any ice that builds up higher on the roof than the ice and water barrier protection may allow water to infiltrate the home.

6. We will install CertainTeed **Landmark PRO** dimensional fiberglass asphalt class A shingles. **The Landmark shingles are algae-resistant (30 years for the Pro stain warranty).** The **Landmark shingles** come with a standard **SureStart limited warranty of 50 years.** The shingles will be 100%