



REQUEST FOR PROPOSALS (RFP)

ROOF REPLACEMENT CITY OF RHOME OLD SCHOOL BUILDING

May 25, 2018

To All Interested Bidders:

Bidders are invited to submit a formal proposal (bid) to replace the roof and gutter at the City of Rhome Old School Building with the attached General Conditions and Specifications. Please submit one original and two copies of the proposal.

All questions should be emailed to rhomepublicworks@earthlink.net no later than 5:00 P.M., Friday, June 15, 2018. All questions that require an addendum will be posted on the City of Rhome website at www.cityofrhome.com for the RFP no later than June 22, 2018. All bidders need to check the City's website by this date to ensure they received all addendums on this project.

Sealed proposals will be received until 2:00 pm, on June 26th, 2018. All proposals shall be clearly marked with "Roof Replacement City of Rhome Old School BUILDING RFP." Immediately following the closing of the RFP, the City of Rhome will publicly open bids at City of Rhome Community Center located at 261 School Road, Rhome, Texas 76078.

All sealed proposals must be delivered to the following addresses:

City of Rhome
Attn: Shannon Montgomery, City Secretary
PO Box 228
Rhome, TX 76078

Proposals will be opened at the time and date, and location indicated above. **Faxed or emailed proposals will not be accepted.** The proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of proposals. Bidders guarantee that all goods and services meet the requirements of the solicitation during the contract period.

General Conditions

The following are the general conditions for the work to be performed.

Scope of Work

It is understood that except as otherwise specifically stated in the contract, the vendor (contractor) shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses (including the City of Rhome) necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the owner.

Existing Conditions

The vendor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any claims based on lack of knowledge of existing conditions.

Insurance

Prior to the commencement of work, the vendor shall furnish to the owner a certificate of insurance showing compliance with the following limitations. The vendor agrees to comply with the provisions of Worker's Compensation laws of the state of Texas.

The vendor further shall maintain such other insurance (with limits as shown below) as shall protect the vendor and the owner from any claims for property damage or personal injury, including death, which may arise out of operations under this contract, and bidder shall furnish the owner with certificates and policies of such insurance as shown below. Insurance coverage shall be maintained until the work has been completed by vendor.

Below are listed the insurance coverage which must be procured by the vendor at the vendor's expense. The vendor agrees to follow instructions indicated in each case.

- **Proof of current workers compensation**
- **Vendor's public liability insurance, personal injury, including death- \$250,000.00 for each person and \$500,000.00 for each accident.**
- **Property damage- limits of \$500,000.00 for each accident and \$1,000,000.00 for the aggregate.**

Certificate of insurance with the City of Rhome listed as additional insured must be sent to the owner prior to commencement.

Insurance must be written by a company licensed to do business in the State of Texas.

Statement of Vendor Qualifications

As part of the proposal, the vendor must complete the attached "Statement of Vendors Qualification" before awarding of contract, to demonstrate to the complete satisfaction of the City, that the vendor has the necessary certifications, licenses, facilities, ability and financial resources to execute the work in a satisfactory manner within the time specified; that the Vendor has had experience in work of the same or similar nature; and that the Vendor has past history and references which will assure the City of the Vendor's qualifications for executing the work.

Taxes

The City of Rhome is a tax-exempt organization. A copy of the City's tax-exempt form will be furnished.

Governing Laws

All proposals and related documents submitted to the City of Rhome by Vendors are governed under the laws of the State of Texas and local ordinances, policies and regulations.

Addenda

If any questions arise from the RFP, the bidder may submit to Lance Petty, Director of Public Works, a request for interpretation via email at rhomepublicworks@earthlink.net. Any interpretation documents will be made by addendum to the RFP. Any addenda will be published on the city website at www.cityofrhome.com. No later than June 22, 2018.

All questions shall be emailed to rhomepublicworks@earthlink.net no later than 5:00 pm June 15, 2018. All questions that arise that require an addendum will be posted to the City of Rhome website at www.cityofrhome.com no later than June 22, 2018.

The City of Rhome will not be responsible for any other explanations or interpretations. The City of Rhome reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The City of Rhome reserves the right to reject any or all proposals and waive technicalities and informalities.

Proposal Form and Format

Proposal should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to:

City of Rhome
Attn: Shannon Montgomery, City Secretary
PO Box 228
Rhome, Texas 76078

Sealed proposals will be received until 2:00pm on June 26, 2018. All proposals shall be clearly marked with "Roof Replacement City of Rhome Old School RFP". Immediately following the closing of the RFP, the City of Rhome will publicly open bids at Rhome Community Center, 261 School Road, Rhome, Texas 76078.

Deviations

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful bidder shall be held responsible thereto.

Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the City of Rhome as being the lower price, unless the bidder requested in writing a correction or withdrawal of proposal prior to the date and time set for opening.

Any proposal withdrawal or modification received after the established due date at the place designated for receipt of proposal is late. No late proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The City of Rhome reserves the right to reject any or all proposals. It further reserves the right to waive technicalities and formalities in proposals, as well as, to accept in whole or in part, such proposal(s) where it deems it advisable in protection of the best interest of the City of Rhome. The City will be the sole judge as to whether proposals submitted meet all requirements contained in the solicitation.

Affidavits

Before acceptance of the proposal by the City, the Vendor will be required to furnish affidavits on the enclosed forms.

Withdrawal of Proposal

A proposal cannot be withdrawn after it is filed, unless(a) the Vendor makes a request in writing to the City prior to the time set for opening of proposals, or (b) the City fails to accept a bid within thirty (30) days after bid opening date.

Award of Contract

Award of contract will be made to the most responsive/responsible bidder meeting the requirement of the City of Rhome within 30 days of the bid opening date. This solicitation does not commit the City of Rhome to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods services listed herein. The City may accept any proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the City.

Contract Form

Upon contract award, the city and vendor will have a signed contract prior to any work being started.

Change in Contract

The owner will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the City of Rhome before such work is begun.

Indemnification

The Vendor agrees to hold the City of Rhome harmless and to indemnify the City from every expense, liability or payment arising out of or through injury (including death) to any person or persons or damage to property (regardless of who the owner of the property may be) of any place in which work is located arising out of or suffered through any act or omission of the Vendor or subcontractor.

Installation

The City anticipates issuing a notice to proceed no later than July 16, 2018 following award. The successful bidder shall complete installation within 30 calendar days from the date of the Notice to Proceed.

Warranty

All materials and labor provided by the Vendor shall have a 20-year manufacturer's warranty, a 2-year workmanship warranty.

Site Visit

To arrange a site visit, please contact Lance Petty, Director of Public Works, via email at rhomepublicworks@earthlink.net or phone at 940-210-6501.

Application for Payment

All applications for payment shall be mailed:

City of Rhome
Attn: Shannon Montgomery, City Secretary
PO Box 228
Rhome, Texas 76078

Payments

A single payment will be made to the Vendor when all aspects of the contract have been completed to the owner's satisfaction. The City will consider other reasonable arrangements should they be requested by the Vendor.

Liquid Damages

Liquidated damages in the amount of \$100.00 per day from each calendar day after the 30-day project timeline will be charged to the contractor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the City will consider all other reasonable requests associated with delays.

Weather

The City of Rhome Old School building shall never be opened to the elements at any time all openings must be covered in a manner to withstand any weather condition and must be secured to avoid any one entering the building through any roof openings.

Clean Up Site

All outside and inside areas of the building and the grounds shall remain clean and free of any construction debris. An allotted area will be allowed for material storage.

PROJECT SPECIFICATIONS

The City of Rhome is seeking proposals to remove and to replace the roof and gutter at the City of Rhome Old School Building at 261 School Road, Rhome, Texas 76078.

Statement of Vendor Qualifications Must Detail the Following:

1. A list of references
2. Installer must be a certified roofing contractor for the roofing system to be installed

SUCCESSFUL BIDDER WILL INSTALL THE FOLLOWING PER MANUFACTURER'S RECOMMENDATIONS

1. Remove the existing roofing material down to the original decking on entire roofing substrate. All material removed from property must be properly and legally disposed of in land fill.
2. Install new insulation system in a height of 4.5" to meet required City of Rhome building code. The new insulation materials shall be fully adhered to the existing deck as per manufacturer and industry specifications.
3. Install a new layer of ½" hard/fiber board that will be laid in place and fully adhered to the existing structure as recommended by the manufacture of the roofing system being installed.
4. Install new perlite cant strips to roofing walls.
5. Provide and install new .060 TPO roofing system. All new roofing products shall be installed per manufactures recommendations and their published installation manuals.
6. Provide and install all new sheet metal components including and specifically limited to all, counter flashings where needed, metal roof jacks and pitch pans as well as TPO metal edging flashing. All materials not seen from the ground will be manufactured from 24 gauge galvanized. All items seen from the ground will be manufactured from a standard 24 gauge galvanized pre finished color.
7. At all walls, remove the existing coping and install in its place, a new 24 gauge pre-finished metal coping system.
8. Install termination bars at all termination points fastened with drive pins for masonry applications.
9. Provide a 20-year manufacturer's warranty for paint finish as well as a 2-year workman ship warranty for weather tightness on the sheet metal portions of the project. Provide a 10-year warranty for all TPO roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

PROPOSAL FORM FOR THE ROOF REPLACEMENT CITY OF RHOME OLD SCHOOL BUILDING

DUE NO LATER THAN 2:00 PM ON JUNE 26, 2018

Deliver To:

City of Rhome
Attn: Shannon Montgomery, City Secretary
PO Box 228
Rhome, TX 76078

Name of Vendor _____

Having carefully examined the proposal requirements including the General Conditions, and the Request for Proposal for City of Rhome Old School Building Roof Replacement, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached proposal for the total sum not to exceed:

GRAND TOTAL \$ _____

Respectfully Submitted,

Name of Firm: _____

Address of Firm: _____

Signature: _____

Telephone Number: _____

Name Title: _____

Name and Title of Vendor's Representative who will service contract:

Address and Telephone Number of Vendor's Representative:

Email address of Vendor's Representative who will service contract:

STATEMENT OF VENDOR'S QUALIFICATIONS

Name of Vendor _____

Please Provide Three References

REFERENCE 1

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 2

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

REFERENCE 3

NAME: _____

ORGANIZATION: _____

TITLE: _____

AFFILIATION: _____

PHONE NUMBER: _____

PROPOSAL CHECKLIST

NAME OF VENDOR _____

REQUIRED TO COMPLETE AND INCLUDE WITH PROPOSAL

PROPOSAL PACKAGE MUST INCLUDE ONE ORIGINAL AND THREE COPIES, PLUS ONE ELECTRONIC COPY – IN ONE PDF FILE, OF THE FOLLOWING ITEMS IN THE ORDER SPECIFIED:

- ____ 1. SIGNED PROPOSAL CHECKLIST
- ____ 2. SIGNED PROPOSAL FORM
- ____ 3. COMPLETED STATEMENT OF VENDOR'S QUALIFICATIONS
- ____ 4. SIGNED INDEMNIFICATION STATEMENT
- ____ 5. WARRANTY INFORMATION

SIGNATURE _____

PRINTED NAME AND TITLE _____

DATE _____