

# **REQUEST FOR PROPOSALS**

## **FOR**

### **Roof Repair/Replacement**

#### **General Information**

The Village of Caledonia is requesting proposals from qualified roofing contractors for the replacement of a 60 mil. TPO roof and related roof repairs at the Village of Caledonia DPW Garage located at 230 S Maple Street, Caledonia, MI 49316. Parcel Number: 41-23-29-410-012. This work is to be completed in the spring or summer of 2017

#### **Information About the Request**

One (1) copy of the proposal should be provided in a sealed envelope clearly marked "Proposals for Roofing Project – Village of Caledonia" and will be accepted at:

Village of Caledonia  
250 Maple Street  
Caledonia, MI 49316

Proposals will be accepted through 2:00 PM, Thursday, October 20, 2016. Proposals received after the deadline will not be considered.

Questions about the Village or this proposal should be directed to:

Sandra Ayers, Village Manager  
(616) 891-9384

The Village Council reserves the right to reject any and all proposals submitted or to negotiate with a proposer if in the best interests of the Village. The Village Council will make the final selection of the roofing contractor based on evaluation of all responses, qualifications, thoroughness and pricing. It is anticipated a selection will be made at the regularly scheduled Council meeting to be held on November 14, 2016, at 7:00 pm, in the Village Council Chambers. Proposers do not to be present at the meeting and will be notified shortly thereafter.

#### **Mandatory Qualifications of the Proposer**

The proposer must be properly licensed and insured for the required repairs and the replacement of the roofing materials. The proposer shall provide commercial general liability, automobile and Workers Compensation Liability Insurance. The commercial general liability insurance and automobile insurance shall be provided in the following coverages and amounts:

Commercial general liability, including products and completed operations, of no less than \$1,000,000 per occurrence/ \$2,000,000 aggregate or \$2,000,000 CSL Michigan commercial auto, bodily injury and property damage liability, of no less than \$1,000,000 per accident/CSL

The commercial general liability insurance policy shall name the Village of Caledonia as an additional insured.

Workers Compensation Liability Insurance shall be equal to or greater than the State and Federal statutory required amounts and shall include Employers Liability coverage with a limit of \$500,000 or more.

Payment and Performance Bonds shall be provided in an amount equal to the amount of the Contract awarded by the Village Council. All such bonds shall comply with the requirements of Act 213 of the Public Acts of Michigan of 1963, as amended.

The proposer should furnish a list of recent clients for similar work. Minimum of 3

#### **Scope of Services Requested**

1. Pull any required building permits from IMS 800-442-2794
2. Strip & remove down to the deck/haul away/properly dispose of existing roofing
3. Remove and reinstall all rain gutter fasteners as required to install new roof material
4. Install one layer of 2" ISO insulation staggered over complete area to be roofed. Install an additional layer of 2" ISO insulation mechanically fastened and staggered over previous layer. Per code specifications. Minimum R value of 23.6
5. Re-roof with 60 mil. TPO (Energy Star Rated) fully adhered system
6. Flash walls and all protrusions with above material. Replace all rubber plumbing penetration flashing collars, i.e. "boots." Replace and or repaint and reinstall all HVAC roof vents
7. Install new 24 gauge finished steel on 3 sides only. Front to remain finished stone
8. Repair or replace any damaged roof decking (Quote rate per man hour + materials)
9. Have the roof repair project monitored by a third party inspector of the Village's choosing and at the Village's expense
10. Provide a minimum 15 year warranty on both labor and materials
11. As a separate and optional line item – supply & install heat cables or like method to control ice dams on the roof edge.

### **Request for Proposal Response**

The bid should provide a profile of the company and specific profiles of the individual(s) assigned to the Village's account.

The proposal must contain, *at a minimum*, the following information:

- 1) Work Plan
  - a) Explanation of methodology
    - i) Scope and level of work performed.
    - ii) Completion Schedule
    - iii) Procedures the bidder considers necessary for work to be completed.
    - iv) Any weather restrictions that could affect the schedule or cost of the project.
- 2) Pricing Information
  - a) The proposal should include all pricing information relative to performing the services as spelled out above. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including out of pocket expenses. If necessary, the bid may be broken out into the following areas:
    - i) Inclusive fee for the entire project
    - ii) Hourly fees for services that may be retained above and beyond those services outlined in this RFP. Indicate hourly fees by staff classification. Note the quantity, if any, of follow-up consultation that will be included in the package bid or billed at an hourly rate to the Village.
  - 3) The bid should provide expected dates for performance and completion.
  - 4) Bid should specify a time period for which the bid amount will remain valid.

### **Proposer Warranties**

The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the Village Council.

Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

In the event that the final work done by the successful bidder is not deemed acceptable to the Village of Caledonia based on the evaluation of its third party inspector, the successful bidder shall, at its own expense, take the necessary steps to bring the project to a satisfactory result.

By submitting a proposal, the proposer certifies that: (1) it is not an "Iran-linked business" in accordance with Act 517 of the Public Acts of Michigan of 2012; and (2) it agrees to indemnify and hold harmless the Village, its officers, employees and agents from any and all liability, costs and claims arising from the work.