

CITY OF JONESBORO  
Requests for Proposal  
Roof Replacement (Public Works)  
RFP #17-002



November 11, 2017

**REQUEST FOR PROPOSALS (RFP)**  
**ROOF REPLACEMENT CITY OF JONESBORO PUBLIC WORKS**

To All Interested Bidders:

You are invited to submit a formal proposal (bid) to replace the roof with metal roofing and insulation at the City of Jonesboro Public Works in accordance with the attached General Conditions and specifications. Please submit one original and two copies of your proposal.

Questions should be emailed to Brandon Hermsmeier [bhermsmeier@jonesboroga.com](mailto:bhermsmeier@jonesboroga.com) no later than 4:00 PM November 8<sup>th</sup> 2017. All questions that require an addendum will be posted on the City of Jonesboro website at [www.jonesboroga.com](http://www.jonesboroga.com) no later than November 9 2017. All bidders need to check the website by this date to ensure they received all addendums on this project

**Sealed proposals will be received until 2:00 pm, on November 10<sup>th</sup> 2017. All proposals shall be Clearly marked with “Roof Replacement City of Jonesboro Public Works RFP.” Immediately following the closing of the RFP the City of Jonesboro will publicly open bids at Jonesboro Public Works, 124 North Ave, Jonesboro GA 30236**

All sealed proposals must be delivered following address;

City of Jonesboro (RFP - Roof Replacement - Upper Building)  
Attn: Ricky Clark, City Manager  
124 North Ave  
Jonesboro, Georgia 30236

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.

This package consists of;

General	Required Forms	Manufacturer Assembly
Specifications	Project site map	

## General Conditions

### 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 Jonesboro) necessary for the execution of work shall be secured and paid for by the vendor City of Jonesboro permits and/ or licenses 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 worked performed on Sundays or legal holidays shall be performed without additional expense to the owner.

#### 1. 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.

#### 2. 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 Georgia. 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 the 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 the vendor.

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

- a) Proof of current workers compensation.
  
- b) Vendor's public liability insurance Personal injury, including death- \$ 250,000.00 for each person and \$500,000.00 for each accident.

- c) Vendor's Public liability insurance Personal injury including death-limits of \$200,000.00 for each person and \$500,000.00 for each accident.
- d) 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 Jonesboro 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 Georgia.

### **3. Statement of Vendor's qualifications.**

As part of the proposal, the Vendor must complete the attached "Statement of Vendor's Qualification" form the Vendor may be required, 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.

### **4. Taxes**

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

### **5. Governing law**

All proposals and related documents submitted to the City of Jonesboro by Vendors are governed under the laws of the State of Georgia and local ordinances, polices and regulations.

### **6. Addenda**

If any questions arise from the RFP the bidder may submit an official a request for interpretation via email at [bhermsmeier@jonesboroga.com](mailto:bhermsmeier@jonesboroga.com) Any interpretation of documents will be made by addendum to the RFP. Any addenda will be published on the city website on the procurement page at [www.Jonesboroga.com](http://www.Jonesboroga.com) No later than November 9<sup>th</sup> 2017.

All questions shall be emailed to [bhermsmeier@jonesboroga.com](mailto:bhermsmeier@jonesboroga.com) no later than 4:00 pm November 8<sup>th</sup> 2017. All questions that arise that require an addendum will be posted to the City of Jonesboro website [www.jonesboroga.com](http://www.jonesboroga.com)

The City of Jonesboro will not be responsible for any other explanations or interpretations. The City of Jonesboro 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 Jonesboro reserves the right to reject any or all proposals and waive technicalities and informalities.

### Proposal Form and Format

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

City of Jonesboro (RFP - Roof Replacement)  
Attn: Ricky Clark  
124 North Ave  
Jonesboro, Ga 30236

Sealed proposals will be received until 2:00 p.m. on November 10<sup>th</sup> 2017. All proposals shall be clearly marked with "Roof Replacement City of Jonesboro Public Works RFP". Immediately following the closing of the RFP the City of Jonesboro will publicly open bids at Jonesboro City Hall, 124 North Ave, Jonesboro, Ga 30236

### 7. 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 Jonesboro as being the lower price, unless the bidder requested in writing a corrections 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 proposals is late. No late proposal, late modification, or late withdrawal will be considered and shall be returned to the Vendor unopened. The City of Jonesboro 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 Jonesboro. The City will be the sole judge as to whether proposals submitted meet all requirements contained in the solicitation.

**8. Affidavits**

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

**9. 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 the bid opening date.

**10. Award on Contract**

Award of contract will be made to the most responsive/responsible bidder meeting the requirement of the City of Jonesboro within 30 days of the bid opening date. This solicitation does not commit the City of Jonesboro 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.

**11. Contract Form**

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

**12. 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 Jonesboro before such work is begun.

**13. Indemnification**

The Vendor agrees to hold the City of Jonesboro 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. Please see attached form.

**14. Installation**

The City anticipates issuing a notice to proceed no later than November 27, 2017 following award. The successful bidder shall complete installation within 30 calendar days from the date of the Notice to Proceed.

15. **Warranty**

All materials and labor provided and installed by the Vendor shall have a **20 year NO-DOLLER- LIMITED Warranty by the manufacturer of the roofing, material and labor**

16. **Site Visit**

To arrange a site visit, please contact Brandon Hermsmeier, via email at [bhermsmeier@jonesboroga.com](mailto:bhermsmeier@jonesboroga.com) or phone at (678)-794-3215

17. **Local Vendor Preference**

The City of Jonesboro has a local vendor preference policy.

18. **Application for Payment**

All applications for payment shall be mailed:

City of Jonesboro  
Attn: Ricky Clark  
124 North Ave  
Jonesboro, Ga 30236

19. **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.

20. **Liquidated Damages**

Liquidated damages in the amount of \$1000 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.

21. **Construction During City of Jonesboro office hours**

Work shall be performed in a manner not to impede the day to day function of Public Works unless Scheduled and approved by the building official. All shut down hours must be approved by the Building Official.

22. **Weather**

The Public Works Building roof 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 through any roof openings.

### **23. Cleanup Site**

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

## **PROJECT SPECIFICATIONS**

The City of Jonesboro is seeking proposals to replace the roof and insulation at the City of Jonesboro Public Works at 100 Gloria Drive, Jonesboro, GA 30236

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 MANUFACTURES RECOMMENDATIONS**

1. Clean roof of all debris and trash. Remove all original metal roofing.
2. Install approximately 3,328 SF metal roofing.
3. Install approximately **3,328 SF vinyl-faced/laminated insulation**
4. Install approximately 104 SF ridge vent.
5. Remove all waste from job site
6. Work site must remain clean and free of all trash and debris at all time's



PROPOSAL FORM FOR THE ROOF REPLACEMENT CITY OF JONESBORO CITY HALL NO  
LATER THAN 2:00 PM ON NOVEMBER 10, 2017

DELIVER TO:

City of Jonesboro  
Attn: Ricky Clark  
124 North Ave  
Jonesboro, Ga 30236

Name of Firm: \_\_\_\_\_

Having carefully examined the proposal requirements including the General Conditions, and the Request for Proposal for City of Jonesboro Public Works 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 QUALIFICATION**

*To accompany proposals submitted for installation of Roof Replacement City of Jonesboro Public Works*

Name of Vendor \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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 FOR THE CITY OF Jonesboro**

*BIDDERS*

Name of firm \_\_\_\_\_

**YOU ARE REQUIRED TO COMPLETE AND INCLUDE IT IN WITH YOUR PROPOSAL. YOUR PROPOSAL PACKAGE MUST INCLUDE ONE ORIGINAL AND THREE COPIES OF THE**

**FOLLOWING ITEMS IN THE ORDER SPECIFIED:**

- \_\_\_\_ 1. SIGNED PROPOSAL CHECKLIST
- \_\_\_\_ 2. SIGNED PROPOSAL FORM
- \_\_\_\_ 3. COMPLETE STATEMENT OF VENDOR'S QUALIFICATIONS
- \_\_\_\_ 4. SIGNED INDEMMIFICATION STATEMENT
- \_\_\_\_ 5. WARRANTY INFORMATION

SIGNATURE \_\_\_\_\_

PRINTED NAME AND TITLE \_\_\_\_\_

DATE \_\_\_\_\_

