

City of Montrose, Michigan

**CONTRACT DOCUMENTS**

**2021 DPW GARAGE ROOF REPLACEMENT**



GENERAL SPECIFICATIONS FOR BUILDING ROOF  
REPLACEMENT CITY OF MONTROSE, MI

GENERAL:

The City of Montrose is soliciting bids for tear off, removal, and replacement of existing roofing materials for the following City-owned building:

1. Department of Public Works garage building, 149 Ruth Street, Montrose, Michigan.

Bids must meet or exceed the following specifications.

EXPERIENCE:

The City will consider bids only from contractors who have been regularly engaged in this specified field of business for a period of not less than five years.

CONTACT PERSONS:

Bidders should direct any questions concerning this bid to Neil Rankin at (810) 639-6168, Monday through Friday, between 8:00 a.m. and 5:00 p.m. Bidder should visit location to determine size and scope of project.

SPECIFICATIONS:

149 Ruth Street, Montrose, MI

1. Complete tear off and removal of existing roofing materials. Inspection of structure and replacement of any damaged or rotted materials.
2. Complete re-roofing of building with new, 26 gauge, single-length Pro-Rib steel, white in color. Screw-type fasteners, white in color, with a neoprene gasket. Estimated square
3. All perimeter edges of roof covered in new, metal drip edge and gable rake with a baked on enamel finish.
4. Install new, steel ridge vent along entire length of building.
5. Install new gutters ( 210' including downspouts) along the East and West sides of the building.
6. New flashing collar installed on all plumbing stacks.
7. All materials and labor provided by the vendor shall have a 20-year manufacturer's warranty as well as a 2-year workmanship warranty for weather tightness on the sheet metal portions of the project.

BID:

The Successful bidder must provide a certificate of liability insurance in an amount not less than \$1,000,000 for each occurrence, to cover both bodily injury liability and/or property damage liability. The certificate of insurance must identify the City of Montrose as an additional insured party.

The City of Montrose reserves the right to accept any bid, to reject any or all bids, to waive irregularities and informalities in any bid, and to award the bid in any manner deemed in the best interest of the City.

Sealed bids must be received in an envelope clearly marked "DPW GARAGE ROOF REPLACEMENT BID." Bids must be received by 4:00 p.m. on May 13 , 2021, at Montrose City Hall, with bid opening promptly at that time. The City will discuss awarding the successful bid at the May 20, 2021 City Council meeting.

Return bids to:       City of Monrose  
                              139 S. Saginaw Street  
                              Montrose, MI 48457

**REQUEST FOR PROPOSALS (RFP)**  
**ROOF REPLACEMENT CITY OF MONTROSE**  
**DPW GARAGE LOCATED 149 RUTH STREET**  
**MARCH 18, 2021**

To All Interested Bidders:

Bidders are invited to submit a formal Proposal (the “Proposal”) to replace the roof and installation of gutters at the City of Montrose DPW Garage with the attached General Conditions and Specifications.

Please submit one original copy of the Proposal.

If any questions arise from the RFP, the bidder may submit to City Manager, Neil Rankin, for a request for interpretation via email at [manager@cityofmontrose.us](mailto:manager@cityofmontrose.us) Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to [manager@cityofmontrose.us](mailto:manager@cityofmontrose.us) no later than 4:00 p.m., Thursday, May 13, 2021. All questions that arise that require an addendum will be posted.

**Sealed Proposals will be received in the City office until 4:00 p.m., on May 13th, 2021. All Proposals shall be clearly marked with “Roof Replacement RFP.” Immediately following the closing of the RFP, the City Manager will publicly open bids and read aloud at the City Office located at 139 S. Saginaw Street, Montrose, 48457.**

**All sealed Proposals must be delivered to the following address:**

City of Montrose  
139 S. Saginaw Street  
Montrose, MI 48457

Proposals will be opened at the time and date, and location indicated above. The Proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of the Proposal. 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 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 City.

### **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 City 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 Michigan.

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

Listed below are the insurance coverages 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 listed as additional insured must be sent to the City prior to commencement.**

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

**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 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 by the vendors are governed under the laws of the State of Michigan and local ordinances, policies and regulations.

**Addenda**

If any questions arise from the RFP, the bidder may submit to Neil Rankin, a request for interpretation via email at [manager@cityofmontrose.us](mailto:manager@cityofmontrose.us). Any interpretation documents will be made by addendum to the RFP.

The City will not be responsible for any other explanations or interpretations. The City 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 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 submitted in a sealed envelope addressed to:

City of Montrose  
139 S. Saginaw Street  
Montrose, MI 48457

Sealed Proposals will be received until 4:00 p.m. on May 13th, 2021. All Proposals shall be clearly marked with "Roof Replacement RFP." Immediately following the closing of the RFP, they will be publicly opened and bids read out loud at the City Office located at 139 S. Saginaw Street, Montrose, 48457.

## **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 as being the lower price, unless the bidder requested in writing a correction or withdrawal of the 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 reserves the right to reject any or all Proposals. It further reserves the right to waive technicalities and formalities in the 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. 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 within 30 days of the bid opening date. This solicitation does not commit the City 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 City will not be responsible for any change in the work involving extra cost unless approval in writing is furnished and approved by the City before such work is begun.

## **Indemnification**

The vendor agrees to hold the City 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 City 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 June 17, 2021 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 as well as a 2-year workmanship warranty for weather tightness on the sheet metal portions of the project. Provide a 10-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

## **Site Visit**

To arrange a site visit, please contact Neil Rankin, via email at [manager@cityofmontrose.us](mailto:manager@cityofmontrose.us) or 810-639-6168 .

**Payments**

A single payment will be made to the vendor when all aspects of the contract have been completed to the City'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 vendor. 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 DPW Garage (the "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 anyone 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 is seeking Proposals to remove and to replace the roof and gutters at the City of Montrose DPW Building, 149 Ruth Street, Montrose, MI 48457

### **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 rafters. All material removed from property must be properly and legally disposed of in land fill.
2. Install new decking material if needed to support roofing system.
3. Install 26 gauge, single-length Pro-Rib steel, white in color. Screw-type fasteners, white in color, with a neoprene gasket. All perimeter edges of roof covered in new, metal drip edge and gable rake with a baked on enamel finish.
4. Install new, steel ridge vent along entire length of building.
5. 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, flashings where needed. All materials not seen from the ground will be manufactured from 26 gauge galvanized.
7. All materials and labor provided by the vendor shall have a 20-year manufacturer's warranty as well as a 2-year workmanship warranty for weather tightness on the sheet metal portions of the project. Provide a 10-year warranty for all roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

**PROPOSAL FORM  
CITY OF MONTROSE**

**DUE NO LATER THAN 4:00 P.M. ON MAY 13, 2021**

**All sealed Proposals must be delivered to the following address:**

**139 S. Saginaw Street  
Montrose, MI 48457**

**Name of Vendor:**

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposal for City of Montrose DPW Garage 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: \_\_\_\_\_