

Request for Proposals Rochester Fire Station Roof Overlay Project February 9, 2023

To All Interested Contractors:

Contractors are invited to submit a formal proposal to perform the Rochester Fire Station Roof Overlay Project subject to the attached General Conditions and Specifications. Please submit one original.

All questions should be emailed to bnovy@rochesterwi.gov. All questions that require an addendum will be posted on the Village of Rochester's website at <https://rochesterwi.gov>. All vendors need to check the Village of Rochester website for any changes prior to submitting their proposal.

Sealed proposals will be received until 2:00 p.m. on March 9, 2023. All proposals shall be clearly marked with "Rochester Fire Station Roof Project Bid Proposal." Immediately following the closing of the RFP, the bids will be publicly opened and read.

All sealed proposals must be delivered to the following addresses:

Village of Rochester
Attn: Betty Novy, Village Administrator
300 W. Spring Street
P.O. Box 65
Rochester, WI 53167

Proposals will be opened at the time, date, and location indicated above. Faxed or emailed proposals will not be accepted. The proposals shall remain firm for not less than one hundred twenty (120) calendar days from the date of receipt of proposals. Contractor guarantees 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 contractor, hereafter referred to as “vendor” 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.

Building Permits 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 Wisconsin.

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 vendor 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.

Limits	
Commercial General Liability	<ul style="list-style-type: none">Coverage Limits of: \$ 1,000,000 Per Occurrence \$ 2,000,000 Annual or General Aggregate \$ 1,000,000 Products/Completed Operations Aggregate
Business Auto	<ul style="list-style-type: none">Liability Coverage Limits: \$1,000,000 Combined Single Limit
Workers Compensation & Employers Liability	<ul style="list-style-type: none">Employer Liability Limits: \$ 100,000 Bodily Injury by Accident/Each Accident \$ 500,000 Bodily Injury by Disease/Policy Limit \$ 100,000 Bodily Injury by Disease/Each Employee
Umbrella	<ul style="list-style-type: none">Coverage Limits of \$ 2,000,000

Certificate of insurance with the Village of Rochester 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 Wisconsin and with an AM Best rating of not less than “A”.

Statement of Vendor Qualifications

As part of the proposal, the vendor must complete and submit the attached “Statement of Vendors Qualification”, to demonstrate to the complete satisfaction of the Village of Rochester, 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 Village of the Vendor’s qualifications for executing the work.

Tax Exempt

The Village of Rochester is a tax-exempt organization. A copy of the Village’s tax-exempt form will be furnished.

Addenda

If any questions arise from the RFP, a request for interpretation via email may be submitted to bnovy@rochesterwi.gov. Any interpretation documents will be made by addendum to the RFP. Any addenda will be published on the Village’s website at <https://rochesterwi.gov>

The Village of Rochester will not be responsible for any other explanations or interpretations. The Village of Rochester 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 Village of Rochester 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 be submitted in a sealed envelope.

Sealed proposals will be received until 2:00 pm, on March 9, 2023, at the Rochester Village Hall. All proposals shall be clearly marked with **“Fire Station Roof Project Bid Proposal.”** Immediately following the closing of the RFP, the bids will be publicly opened and read.

All sealed proposals must be delivered to the following address:

Village of Rochester
Attn: Betty Novy, Village Administrator
300 W. Spring Street
P.O. Box 65
Rochester, WI 53167

Proposals will be opened at the time, date, and location indicated above. Faxed or emailed proposals will not be accepted. The proposals shall remain firm for not less than one hundred twenty (120) calendar days from the date of receipt of proposals. Vendor guarantees that all goods and services meet the requirements of the solicitation during the contract period.

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 vendor 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 Village of Rochester as being the lower price, unless the vendor 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 Village of Rochester 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 Village. The Village will be the sole judge as to whether proposals submitted meet all requirements contained in the solicitation.

Award of Contract

Award of contract will be made to the most responsive/responsible vendor meeting the requirements of the Village within 30 days of the proposal opening date. This solicitation does not commit the Village 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 Village may accept any proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the Village.

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 Village before such work is begun.

Indemnification

The Vendor agrees to hold the Village harmless and to indemnify the Village 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 Village anticipates issuing a notice to proceed no later than March 31, 2023, following

award. The successful vendor shall complete installation within the time frame, denoted by the vendor, in said proposal from the date of the Notice to Proceed.

Warranty

All materials and labor provided by the Vendor shall have a 30-year manufacturer's warranty, and a 5-year workmanship warranty.

Site Visit

To arrange a site visit, please contact Jack Biermann email at rvfc@tds.net or phone at 262-534-3444.

Application for Payment

All applications for payment shall be mailed to:

Village of Rochester
Attn: Betty Novy, Village Administrator
300 W. Spring Street
P.O. Box 65
Rochester, WI 53167

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 Village 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 contracted completion date will be charged to the contractor. Liquidated damages will not be charged for delays associated with weather. Furthermore, the Village will consider all other reasonable requests associated with delays.

Weather

The Rochester Fire Station 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 Village of Rochester is seeking proposals to overlay the metal roof of the Rochester Fire Station building with an EPDM rubber roof.

Statement of Vendor Qualifications Must Detail the Following:

1. A list of references
2. Vendor must provide documentation that it is a certified roofing contractor for the roofing system to be installed.

THE SUCCESSFUL BIDDER WILL PERFORM THE FOLLOWING WORK IN ACCORDANCE WITH THE EPDM MANUFACTURER'S RECOMMENDATIONS.

1. Remove the existing gutters;
2. Install a minimum of 2" ISO roof insulation over the entire roof;
3. Install a new 6" high back gutter system, including new downspouts;
4. Install a new 60 mil Black EPDM Roofing Membrane system over the entire roof, include flashings around all roof penetrations;
5. Provide a 30-year warranty for all EPDM roofing products cover materials with no depreciation and a 5-year workmanship warranty for all related work as well.

Alternatives proposals are also solicited to perform the work with 75 Mil Black EPDM rubber roofing and 90 Mil Black EPDM rubber roofing.

An optional proposal is requested for the installation of new custom fabricated 24 ga. Galvanized Steel Door jams at 4 overhead doors.

**PROPOSAL FORM FOR THE ROCHESTER FIRE STATION BUILDING ROOF
OVERLAY PROJECT (DUE NO LATER THAN 2:00 PM ON THURSDAY, MARCH 9, 2023)**

Deliver To:

Village of Rochester
Attn: Betty Novy, Village Administrator
300 W. Spring Street
Rochester, WI 53167-0065

Name of Contractor/ Vendor: _____

Having carefully examined the proposal requirements including the General Conditions, and the Project Specifications for the Rochester Fire Station Roof Overlay Project, any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and deliver the work specified in the request for proposals as follows:

Item #	Description	EPDM Membrane Thickness	Total bid:
1.	Completion of Specified Work	60 mil	
Alternatives:			
2.	Completion of Specified Work	75 mil	
3.	Completion of Specified Work	90 mil	
Optional Work Description:			Total bid:
Remove existing jambs and install new custom fabricated 24 ga. Galvanized Steel jambs on 4 overhead doors.			

Estimated Completion Date (based on 3.31.2023 award date): _____

Respectfully Submitted,

Name of Firm:	_____
Address of Firm:	_____

Signature:	_____
Name/ Title:	_____
Telephone Number:	_____
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 SIGNED COPY

1. SIGNED PROPOSAL CHECKLIST
2. SIGNED PROPOSAL FORM
3. COMPLETED STATEMENT OF VENDOR'S QUALIFICATIONS
4. DOCUMENTATION THAT VENDOR IS A CERTIFIED ROOFING CONTRACTOR FOR THE ROOFING SYSTEM TO BE INSTALLED.
5. SIGNED INDEMNIFICATION STATEMENT
6. WARRANTY INFORMATION

SIGNATURE: _____

PRINTED NAME AND TITLE: _____

DATE: _____