

Request for Proposals

Exterior Gutter and Water Drainage Improvements at City Hall

Project Location: Milan City Hall, 212 E. 2nd Street, Milan, MO 63556

Sealed Proposal Deadline: Friday, October 30, 2026, at 4:00 p.m.

Invitation to Submit Proposals

The City of Milan, Missouri, invites qualified contractors to submit sealed proposals to repair and construct exterior gutter and water drainage improvements at Milan City Hall, located at 212 E. 2nd Street, Milan, Missouri.

The proposal must include all supplies, materials, labor, equipment, supervision, and other costs necessary to complete the proposed work. Supplies/materials and labor must be itemized separately.

Scope of Work

The project involves exterior work to repair and improve the gutter and water drainage systems serving City Hall. Contractors shall assess existing conditions and submit a proposed scope of work identifying necessary repairs, replacements, and new construction to collect and direct water away from the building.

The proposal shall address, as applicable:

- Repair or replacement of exterior gutters, downspouts, connections, supports, and related components.
- Construction or installation of drainage improvements necessary to convey water away from the building and reduce pooling.
- Removal and disposal of damaged or replaced materials and construction debris.
- Protection of the building, surrounding property, and public access during construction.
- Restoration of areas disturbed by the work and final cleanup of the site.

Each contractor shall describe the proposed drainage solution, materials, installation methods, and discharge locations. Clearly identify the work included in the lump-sum price, along with any assumptions or exclusions. Coordinate any site visit with the City Administrator.

Proposal Requirements

Each proposal must include:

Contractor Information

Business name, mailing address, contact person, telephone number, email address, and the signature of an authorized representative.

Proposed Work

A detailed description of the proposed repairs and improvements, including the locations and extent of work, material specifications, and proposed methods.

Separate Cost Breakdowns

Provide the following as distinct sections:

Supplies / Materials	Required Information
Each proposed item	Description and specification
Quantity	Estimated quantity and unit of measure
Price	Unit price and extended cost
Supplies / Materials Subtotal	Total supplies and materials cost

Labor	Required Information
Each work activity	Description of the labor to be performed
Labor estimate	Estimated hours and applicable rate, or fixed cost for each activity
Price	Extended cost for each activity
Labor Subtotal	Total labor cost

Separately identify equipment, disposal, and any other charges. Provide a total lump-sum bid price that includes all costs necessary to complete the proposed work. The cost breakdowns must reconcile to that total.

Schedule and Qualifications

Include the anticipated start date, estimated completion time, relevant experience, references for comparable work, and any proposed subcontractors. Describe any workmanship warranty and applicable manufacturer warranties.

Submission Instructions

Sealed proposals must be received no later than 4:00 p.m. on Friday, October 30, 2026, by:

**City Clerk
Milan City Hall
212 E. 2nd Street
Milan, MO 63556**

Clearly mark the outside of the sealed envelope:

“Sealed Proposal — City Hall Gutter and Water Drainage Improvements”

Include the bidder’s business name and return address on the envelope. The bidder is responsible for ensuring timely receipt. *Bids submitted electronically will not be accepted.*

City Hall hours of operation: Monday–Friday, 8:00 a.m.–4:45 p.m.; closed daily from 12:00 p.m.–1:00 p.m. for lunch.

Questions

Direct questions and requests to coordinate a site visit to:

Crystal Bupp
City of Milan, City Administrator
Phone: 660.265.4411
Email: cityadm@milanmo.gov

Any clarification affecting the scope, price, or proposal requirements must be confirmed by the City in writing.

Insurance and Contractor Responsibilities

Before contract execution, the apparent successful bidder must provide a current certificate of insurance showing commercial general liability, automobile liability, and workers’ compensation when required by law, in limits acceptable to the City, and any additional-insured endorsement requested by the City.

The contractor is responsible for supervision, employee and subcontractor conduct, site safety, temporary protection, and compliance with applicable law.

Contract Terms

The contract will be a lump-sum agreement based on the accepted bid and written clarifications. No verbal change authorizes extra compensation or time. Any change affecting the contract price, scope, or completion time must be authorized by the City in writing.

Review and Award

The City will review proposals for responsiveness, proposed scope and drainage solution, total cost, contractor qualifications and responsibility, schedule, and warranties.

Award is subject to Board approval, available appropriations, verification of responsibility, and execution of the City’s written contract.

The City retains all rights provided by City Code, including the right to reject any or all bids.