

REQUEST FOR PROPOSAL / PROJECT MANUAL



Blue Springs Public Works Mechanical unit Retrofits

Site Address:
500 SE Sunnyside
School Road
Blue Springs, MO

NOTICE TO BIDDERS

The NOTICE TO BIDDERS along with the following instructions constitute the formal instructions to bidders.

Pre-Bid Conference - Wednesday, September 30, 10:00AM at Vesper Hall, 400 NW Vesper Street, Blue Springs, MO 64014

Following the distribution of these specifications, all Contractors shall visit the job site to ensure comprehension of these specifications. Contractors who do not visit the job shall be disqualified from bidding this project. Dates and times for Pre-Bid conference can be confirmed through the local Garland representative listed below:

Nate Ediger 913/269-9996 nediger@garlandind.com

Insurance

Contractor shall procure and maintain during life of this contract, bodily injury and property damage liability insurance under a comprehensive general form and a comprehensive automobile injury and property damage liability contract. Amounts of such bodily injury and property damage liability is stipulated herein:

- a) Contractor's Comprehensive Liability Insurance

Coverage is to include a completed operation insurance for a period of one (1) year after completion of this contract.

- b) Workmen's Compensation and Employer's Liability of \$2,000,000 per occurrence and \$2,000,000 Aggregate.
- c) \$1,000,000 Automotive

Contractor shall maintain during life of this contract statutory workmen's compensation and employer's liability insurance for all his employees engaged in work on project.

- d) Insurance Compliance

Contractor shall furnish Owner a Certificate of Insurance (COI) provided by Contractor's Insurance Agency. COI will name City of Blue Springs as additionally insured.

- e) Exchange of Policies

Contractor, by submitting the COI, acknowledges to the Owner total compliance with coverage requirements of contract documents.

- f) Certificate Delivery

The Contractor shall not commence work under the contract until he has obtained all insurance required under these specifications and all insurance has been received by Owner.

Guarantee

The Contractor will supply the Owner with a two (2) year warranty on labor and installation. The Contractor must qualify as an "Approved Contractor" by The Garland Company.

Bid Opening

The Owner reserves the right to reject any or all bids and to accept the bid which,

in the Owner's opinion, is in the best interest of the Owner. No bid shall be withdrawn for a period of thirty (30) days after the time set for the opening thereof.

Questions

Questions regarding this bid can be directed to The Garland Company.

Nate Ediger 913/269-9996 nediger@garlandind.com

Responsibility of Measurements and Quantities

The bidding Contractor shall be solely responsible for the accuracy of all measurements and for estimating the material quantities required to satisfy these specifications.

Pre-job Meeting

The pre-job meeting shall be held prior to the start of the project. This meeting shall include the Contractor, the Manufacturer's representative, and the Owner's representative. The condition of the buildings and grounds areas shall be recorded, and the Contractor shall be responsible for the correction and/or repair of any additional damage to the facilities resulting from the related work, and in addition to the conditions noted at the pre-job meeting.

Discrepancies and Addendum

Should a bidder find any discrepancies in the drawings and specifications, or should he be in doubt as to their meaning, he shall notify the Owner's Representative in writing. A written addendum will be generated and sent to all qualified bidders. Oral instructions or decisions, unless confirmed by addendum, will not be considered valid or binding. All discrepancies must be submitted to the Owner's representative no later than five (5) days prior to the due date. No extras will be authorized because of failure of the Contractor to include work called for in the addendum in their bid.

Competency of Bidder

To enable the Owner to evaluate the competency and financial responsibility of the Contractor, the winning bidder shall, if requested by Owner's Representative, furnish the following information:

- Contractor's legal name
- Contractor's business address
- Type of business entity
- Contractor's ownership and Principal Officers

- In which State was the Contractor organized
- Number of years Business
- Whether the Contractor is legally authorized to conduct business in Missouri (mandatory requirement)
- Contractor's contact person, including phone number, e-mail address, and other relevant contact information

- Letters of credit from no more than two (2) vendors or financial institutions

Contractor License Information

- Primary License Classification
- State of Missouri License Number and date issued (mandatory requirement)
- License Holder
- Type of License
- Supplemental Classification held if any
- State and explain any disciplinary actions taken by any agency of the State of Missouri to revoke or suspend the above license or attempts to investigate the license holder for business or construction related reasons

Such additional information as may be required that will satisfy the Owner that the bidder is adequately prepared in technical experience, or otherwise, to fulfill the contract.

Insurance and Bond Requirements

A Performance and Payment and 5% Bid Bond are required for this project.

Disqualification of Bidders

Any one or more of the following causes may be considered sufficient for disqualification of a bidder and the rejection of his bid or bids:

1. Failure to attend the pre-bid meeting
2. Evidence of collusion among bidders
3. Lack of responsibility as revealed by either financial, experience, or license
4. Lack of expertise as shown by past work and judged from the standpoint of workmanship and performance history
5. Uncompleted work under other contracts which, in the judgment of the Owner, might hinder or prevent the prompt completion of additional work if awarded
6. Being in arrears on existing contracts, litigation with an Owner, or having defaulted on a previous contract

Sub-Contractors

The contractor shall be prepared to submit in writing the names and places of business of any Subcontractors. The standing and ability of the Contractor and Subcontractors will be taken into consideration and agreed upon before awarding the contract (no subcontractors shall be used for the Metal Standing Seam Roof installation).

Payment

When the job is in progress, the Owner agrees to pay upon request of the Contractor, ninety percent (90%) of the total contract price equivalent to the percentage of recognized work completed at that time.

Such payment shall be viewed by both parties as progress payments and shall not

in any way relieve the Contractor of performance obligations under this contract; nor shall such payments be viewed as approval or acceptance of work performed under this contract.

Final payment shall be withheld until all provisions of the specifications are met, including all necessary clean up, and the Owner receives written verification of completion.

Waiver of Lien

Partial waiver of lien from major material suppliers and subcontractors may be required to accompany each payment request to confirm and acknowledge disbursement of the payment. Partial waivers of lien shall be properly completed and shall list the cumulative amount of payment received by the date of the waiver. If stipulated, this requirement shall not be waived unless agreed upon in writing by the Owner.

END OF SECTION

GENERAL CONDITIONS

DESCRIPTION

The work consists of furnishing and installing all Roof Restoration Labor & Metal Standing Seam Removal and Replacement Labor as specified in the accompanying documents and as specified herein.

LOCAL RULES

The Owner has certain rules and the Contractor and Job Site Personnel shall abide by them. The Contractor shall contact the Owner's representative for specific information regarding the rules governing all operations of this project.

CONCURRENT OPERATIONS

Because other activities of the Owner will be proceeding at the same time as the work covered by this specification, the Contractor shall cooperate with the Owner's representative to ensure that all contract work progresses in a manner which does not conflict with other activities.

WORKMANSHIP

All workmen shall be thoroughly experienced in the particular class of work in which they are employed. All on-site materials shall be securely in place in a watertight, neat, and workmanlike manner.

CLEAN UP

Contractor shall be responsible for maintaining all work areas in a neat and orderly manner. Immediately upon completion, all clean up shall be performed to the satisfaction of the Owner's representative.

Site must be cleaned daily with no debris or trash left on site at the end of the day. Care must be taken to ensure that no debris falls into the roof drainage system.

Any material, tools or equipment left on site, should be secured, well kept, and protected. Said material or equipment will not fall on the liability of The Owner and must be covered by the contractor or sub-contractor's insurance.

The Owner is not responsible for vandalism or theft of any material, tools or equipment left on site by the contractor or subcontractor.

SAFETY

The Contractor shall comply with all applicable provisions of the Occupational Safety and Health Act throughout the duration of the specified work.

INSPECTION OF WORK IN PROGRESS AND UPON COMPLETION

At the completion of all patching, flashing repair, and cleaning – and prior to any installation, resurfacing, and/or restoration work, the Contractor shall notify the Owner's representative. Twenty-four (24) hours' notice shall be given to above, at which time an inspection of the prepared surface will be made.

The Owner shall authorize the material manufacturer's representative to periodically examine the work in progress, as well as upon completion to assist in ascertaining the extent to which the materials and procedures must conform to the requirements of these specifications and to the published instruction of the material manufacturer.

The authorized material manufacturer's field representative may/shall be responsible for:

1. Providing, in writing, an agreement to provide inspection services at a minimum of three (3) times per week during progress.
2. Rendering inspection services at the Owner's representative's request and at a minimum of three (3) times per week during progress.
3. Keeping the Owner's representative informed after periodic inspections as to the progress and quality of the work as observed.
4. Calling to the attention of the Contractor those matters observed which he considers to be in violation of the contract requirements.
5. Reporting to the Owner's representative in writing any failure or refusal of the Contractor to correct unacceptable practices called to his attention.
6. Supervise the taking of test cuts and the restoration of such areas.
7. Confirming, after completion of the work based on observations and tests, that he has observed no application procedures in conflict with the specifications other than those that may have been previously reported. Final payment will not be released until his confirmation has been received by the Owner.

The presence and activities of the material manufacturer's field representative shall in no way relieve the Contractor of his contractual responsibilities. In the event of a dispute, the Owner's representative shall have final authority.

Noncompliance with the terms of this specification and ensuing contract can result in either the cancellation of the contract or complete replacement of the defective areas at the Contractor's expense. In the event of cancellation, the Owner will not be obligated to compensate the Contractor for any work undertaken. Furthermore, damages caused by water infiltration resulting from the failure of the Contractor to secure each day's work in a watertight manner, will be corrected at the Contractor's expense. Included as damages will be all labor, equipment, and material costs incurred by the Owner as a result of such water infiltration.

TAXES (this project is tax exempt)

Except where tax exempt status exists, the Contractor shall pay all sales and use taxes, and shall pay all social security taxes, unemployment taxes and withholding taxes, and any other state, federal, and municipal requirements as directed by the governing bodies with regard to the project delivery site.

PREVAILING WAGE

This project is subject to the Missouri guidelines for Prevailing Wage. Please contact the Missouri Department of Labor with any questions.

PERMITS

The Contractor shall obtain and pay for all permits, licenses, certificates, inspection,

and other legal fees required, both permanent and temporary.

TEMPORARY UTILITIES

Contractor shall use at the Owner's expense, any existing electricity, lighting, water and other utilities necessary for construction purposes.

END OF SECTION



Brief Scope of Work

Scope of work: Contractor responsible for all measurements and drawing approval prior to work.

- Remove existing rubber gasket around mechanical units. Repair/seal holes in curb where gasket fasteners were removed.
- Cut back existing roof panel minimum of 24 inches on high side of unit
- Wire brush and clean rusted area on remaining surface. Apply rust inhibiting primer/paint.
- Flash in new cricket and tie into existing ribs one section wide on each side of mechanical unit.
- Solder all joins and seams
- Clean job site and properly dispose of excess material.
- Fabricate and install new metal flashing on downhill side of curbs if necessary after rubber gasket is removed.

Example Only: Current

vs

Proposed





A-1

Inspection

Blue Springs Public Works
500 SE Sunnyside School Rd
Blue Springs, MO 64014

