



**CITY OF WARD, ARKANSAS**

**REQUEST FOR PROPOSAL  
COMMERCIAL ROOF REPAIR OR REPLACEMENT  
CITY HALL COMPLEX**

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**April 16, 2024**

**REQUEST FOR PROPOSALS (RFP)**  
**Commercial Roof Repair or Replacement**  
**RFP 2024-01**

The City of Ward is issuing a Request for Proposals (RFP) from qualified commercial roof replacement contractors to replace the roof on the City Hall building located at 405 Hickory St, Ward, Arkansas. To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals. **Proposals must be received at the address listed below no later than 2 pm, local time, on May 23, 2024.**

**Mailing Address:**

City of Ward  
Attn: Jamee McClain  
PO Box 237  
Ward, AR 72176

**Physical Address:**

City of Ward  
Attn: Jamee McClain  
405 Hickory St  
Ward, AR 72176

**SCOPE**

The City is seeking interested and qualified contractors to submit a proposal to repair OR replace the existing flat roof on the City Hall building.

Providers must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

**INSTRUCTIONS**

Proposals will be received until **2 pm local time on May 23, 2024** at the Ward City Hall, City Clerk's Office, 405 Hickory (mailing address, PO Box 237), Ward, AR 72176 at which time and place the bids will be opened. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the bidder and "RFP – Commercial Roof Repair or Replacement".

Submittals shall consist of one (1) clearly marked original and one (1) copy of your response which shall be signed and submitted to the Clerk's Office no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the Mayor or designated representative. Questions regarding this Request for Proposals shall be directed to Jamee McClain, Deputy Director of Administration, 501-843-7686, ext 103, jameemcclain@cityofward.com

The City of Ward reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the City, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of the City irrespective of the bid price.

### **GENERAL PROPOSAL REQUIREMENTS**

The specifications outlined in this RFP will be made a part of any agreement entered into between the City and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, specifically the detailed information provided in "Services Requested" section, along with any information provided in any addenda that may be issued.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Resumes, Qualifications, and Experience: This section contains an overview of the bidder's background, training, and experience. Provide at least three but not more than five similar projects that you have completed in the last five years.
3. Services Provided: This section contains the information requested as detailed in "Services Requested" section of this RFP.
4. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized.
5. Certification: The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
6. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the City to consider and any value-added goods or services that City might be interested in.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City's right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor's proposal will be reimbursed unless specifically authorized by the City in writing.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes freely accessible by the public.

### **SERVICES REQUESTED**

The City is seeking a qualified contractor to repair OR replace the flat roof at the City Hall building. The City will rely upon the contractor's expertise and experience to suggest the best roofing solution suited to the building. This Request for Proposals identifies the requirements that are considered to be the minimum by the City. Specific details described within this Request for Proposals notwithstanding, it will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship of other areas of City Hall.

The proposed services must include, but need not be limited to, the following:

1. Complete turnkey project to repair OR remove and replace entire flat roof of City Hall building located at 405 Hickory St, Ward, AR 72176
2. The general work to be performed in repairing OR replacing the roof will be the following:
  - a. any necessary safety measures installed;
  - b. all electrical disconnections for the careful work around any telemetry or equipment on the roof;
  - c. complete repair of identified areas on the roof and flashing, as needed;
  - d. complete removal of the existing roof and flashing, as needed;
  - e. installation of the roofing, flashing, and other appurtenances, as needed;
  - f. all electrical reconnections required for the proper installation of any telemetry or equipment on the roof; and
  - g. removal and proper disposal of project debris and complete site restoration.
3. Contractor shall protect and include all necessary electrical disconnections and reconnections for transmitters, appliances, and other equipment located on the roof.
4. Contractor estimate must provide total cost of project,
5. Contractor proposal must provide a detailed description of work to be performed.

6. Contractor proposal must provide a detailed description of material(s) to be used.
7. Contractor proposal must provide a detailed description of warranty coverage, including specific manufacturer and installer warranties.
8. Contractor is responsible for securing all required permits and inspections.
9. On-site space requirements must be made known for the contractor and equipment parking.
10. Contractor must work with on-site project coordinator on timelines for project start and end. This includes working with local staff for access inside building when necessary.

**TIME OF WORK AND COMPLETION.**

The contractor shall complete all work within 90 days of signing the contract/agreement. Any electrical work activities requiring power disconnection must be completed within 24 hours. The contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written approval of the Mayor. The work to be completed pursuant to this Request for Proposals will be scheduled between the hours of 7:30 am and 8:00 pm, Monday through Saturday, unless the contractor obtains written permission from the Mayor.

**MAINTENANCE OF PROJECT SITE**

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the coordinator or Mayor.

The contractor's operations shall not interfere with city operations and/or emergency vehicles.

The contractor shall protect all abutting property from injury or loss and shall defend and save the City harmless from all such damages, injuries and loss occurring because of his/her work.

The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the City.

The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of the City, including fire, vandalism and malicious mischief, and shall complete the work in accordance with this request for proposals within the time provided in this Request for Proposals.

## **CONTRACTOR REQUIREMENTS**

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

1. The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the City will consider the selected business to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.
2. The contractor shall be responsible for operating the site in a manner so as to minimize the risks associated with its being a nuisance during times when construction activities have been suspended and the site is not occupied by the contractor or its employees or subcontractors.
3. The proposal must include a list of similar roofing projects completed, as well as the name and contact information for that business or individual to use as reference.
4. The Contractor must be able to meet the insurance requirements specified in Appendix A.
5. Contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the City for any reason

## **BID OPENING**

Bids will be opened at 2 pm, May 23, 2024 at the Ward City Hall Complex. All are invited to attend. No decision will be made until after the proposals are reviewed.

## **SELECTION PROCESS**

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the City. The City of Ward reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The City may interview selected bidder(s). The City further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the City. The City reserves the right to consider other factors not named here in making its decision. This includes timeliness, cost, quality of materials used, and documented experience pertaining to similar roofing projects.

## **PRE-BID ACCESS TO ROOF**

Pre-bid access will be by appointment only. Prospective bidders are encouraged to conduct a site visit prior to bid submittal. Access will be provided during regular business hours (8:00 am to 4:30 pm). Contact Jamee McCain, Deputy Director of Administration, 501-843-7686, ext 103, or via at [jameebeard@cityofward.com](mailto:jameebeard@cityofward.com) to arrange a date and time for inspection of roof.

## **FEES**

The proposal must include a "not-to-exceed" price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the work. Please see attached bid form.

### **SUBCONTRACTS**

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the City prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

### **QUESTIONS**

Any interested party may submit, in writing via email to at [jameemcclain@cityofward.com](mailto:jameemcclain@cityofward.com) questions regarding this RFP and proposed services not later than 2 pm local time, May 16, 2024. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

**BID FORM**  
**RFP 2022-03A**  
**Commercial Roof Repair or Replacement**

Contractor Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bid Amount (Lump Sum): \_\_\_\_\_ dollars

(\$ \_\_\_\_\_)

Alternates—Please Describe:

Exceptions—Please Describe:

\_\_\_\_\_ I have read the Request for Proposals dated \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



## APPENDIX A CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the contractor's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Contractor may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the work. The City must be named and included as an additional insured under the Contractor's general liability insurance. Proof that the City has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the City Attorney.

The Contractor's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Contractor's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Contractor shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Contractor's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Contractor's obligation to indemnify the City.

**HOLD HARMLESS**

The Contractor shall, to the fullest extent permitted by law, at all times indemnify and save harmless the City of Ward from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, any person employed by the Contractor, or anyone for whom the Contractor is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the City.

IN WITNESS WHEREOF, the CONTRACTOR has set its hand this \_\_day of \_\_\_\_\_, \_\_\_\_\_.

SIGNATURE \_\_\_\_\_

NAME & TITLE \_\_\_\_\_

**VENDOR INFORMATION FOR THE CITY OF WARD**

Please complete the following information for the City of Ward to track vendor applicant information and for the City's purchasing process.

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Business Type (Sole Proprietorship, Corporation, LLC, etc.) \_\_\_\_\_

Is your business a Disadvantaged Business Enterprise (DBE)? **Yes**   **No**

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? **Yes**   **No**

Does your business have a small business status? **Yes**   **No**

Any other business status, please provide information: \_\_\_\_\_

Provide the name of the Certifying Entity (ties): \_\_\_\_\_

Have you conducted business with the City before? **Yes**   **No**

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN # : \_\_\_\_\_

How did you discover this Bid opportunity? \_\_\_\_\_

**Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you. Thank you.**