

## **Request for Proposals**

Roof Replacement on Benton County Conservation Red Cedar - Tobin's Cabin

October 13, 2020

To all interested bidders:

Bidders are invited to submit a formal proposal (bid) to remove existing roof and replace the roof at The Red Cedar Tobin's Cabin with the attached General Conditions and Specifications. Please submit one original and one copy of the proposal.

All questions should be emailed to [swilliams@bentoncountyparks.com](mailto:swilliams@bentoncountyparks.com) no later than October 21<sup>st</sup> at 2:00pm. All questions that require an addendum will be posted on the Benton County Conservation website at: [www.bentoncountyparks.com](http://www.bentoncountyparks.com) no later than October 23<sup>rd</sup>. All bidders need to check the website by this date to ensure they received all addendums on the project.

Sealed proposals will be received until November 9<sup>th</sup>, at 2:00pm. All proposals shall be clearly marked with "Roof Replacement at Tobin's Cabin." Following the closing of the RFP, the Benton County Conservation Board will open bids at the Benton County Conservation Board Meeting at the Nature Center at 5718 20<sup>th</sup> Ave Drive, Vinton, IA 52349 on November 9<sup>th</sup>, at 5:00pm.

All sealed proposals must be delivered to the following address:

Benton County Conservation  
Attn: Shelby Williams  
5718 20<sup>th</sup> Ave Dr  
Vinton, IA 52349

Proposals will be opened at the time and date, and location indicated above. Faxed or emailed proposals will not be accepted. The proposals shall remain firm for not less than thirty (30) calendar days from the date of receipt of proposals. 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 owner. 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 further shall maintain such other insurance (with limits as shown below) which 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 bidder 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:

The vendor agrees to follow instructions indicated in each case.

- W9 will be required
- 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.

**Taxes**

Benton County Conservation is a tax-exempt organization. A copy of the County’s tax-exempt form will be furnished.

**Addenda**

All questions should be emailed to [swilliams@bentoncountyparks.com](mailto:swilliams@bentoncountyparks.com) no later than October 21<sup>st</sup> at 2:00pm. All questions that require an addendum will be posted on the Benton County Conservation website at: [www.bentoncountyparks.com](http://www.bentoncountyparks.com) no later than October 23<sup>rd</sup>. All bidders need to check the website by this date to ensure they received all addendums on the project.

Benton County Conservation will not be responsible for any other explanations or interpretations. Benton County Conservation reserves the right to extend the due date. Benton County Conservation 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

**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 with Benton County Conservation as being the lower price, unless the bidder 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. Benton County Conservation 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 Benton County Conservation.

The department 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 bidder meeting the requirement of Benton County Conservation within 30 days of the bid opening date. This solicitation does not commit Benton County Conservation to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods and/or services listed herein. The department may accept any proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the department.

**Contract Form**

Upon contract award, the department and vendor will have a signed contract prior to any work being started.

**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 Benton County Conservation Board before such work is begun.

**Indemnification**

The Vendor agrees to hold Benton County Conservation harmless and to indemnify Benton County Conservation 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**

Benton County Conservation anticipates issuing a notice to proceed no later than November 13<sup>th</sup> following award. The successful bidder shall complete installation within their suggested timeline.

**Warranty**

All materials and labor provided by the Vendor shall have a standard manufacturer's warranty, a 1-year workmanship warranty.

**Site Visit**

To arrange a site visit, please contact Shelby Williams via email at [swilliams@bentoncountyparks.com](mailto:swilliams@bentoncountyparks.com) or phone at 319-423-1903.

**Payments**

A single payment will be made to the Vendor when all aspects of the contract have been completed to the owner's satisfaction.

**Weather**

Red Cedar – Tobin's Cabin shall never be opened to the elements at any time that workers are not present. All openings must be covered in a manner to withstand any weather condition and must be secured to avoid any one entering the building through any openings when workers are not present.

**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

Benton County Conservation is seeking proposals to remove and to replace the roof at Red Cedar – Tobin’s Cabin at Winegar Lake area, near 2318 Ben/Buch Rd, Brandon, IA.

Statement of Vendor Qualifications Must Detail the Following:

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 original decking on entire roofing substrate. All material removed from property must be properly and legally disposed of.
2. Remove necessary decking material that is damaged. All material removed from property must be properly and legally disposed of.
3. Provide and install new ½” sheathing decking material where needed.
4. Provide and install new waterproof membrane on entire roofing substrate.
5. Provide and install new roofing system. All new roofing products shall be installed per manufactures recommendations and their published installation manuals.
6. Provide and install all new hi-rib metal components including and specifically limited to all, counter flashings where needed, and pitch break flashing as well as metal edging flashing. All materials will be manufactured from a standard 29 gauge galvanized prefinished color.
7. Provide a manufacturer’s warranty for paint finish as well as a 1-year workmanship warranty.

October 13, 2020

PROPOSAL FORM FOR THE ROOF REPLACEMENT RED CEDAR – TOBIN’S CABIN

DUE NO LATER THAN 2:00 PM ON NOVEMBER 9<sup>TH</sup>.

Deliver To:

Benton County Conservation  
Attn: Shelby Williams  
5718 20<sup>th</sup> Ave Dr  
Vinton, IA 52349

**Name of Vendor** \_\_\_\_\_

Having carefully examined the proposal requirements including the General Conditions, and the Request for Proposal Red Cedar – Tobin’s Cabin 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:**

\_\_\_\_\_