



NEWPORT

KENTUCKY

INVITATION TO BID – FIRE DEPARTMENT ROOFS THE CITY OF NEWPORT, KY

INVITATION TO BID:

The City of Newport is soliciting proposals for roofs over the fire department portion of the municipal complex located at 998 Monmouth Street, Newport KY. Copies of the Specification Documents may be obtained or examined in the Office of the City Clerk, 998 Monmouth Street, 2nd Floor, Newport, Kentucky 41071 or at www.newportky.gov. Pursuant to specifications on file in the Office of the City Clerk of the City of Newport one (1) original and one (1) copy shall be submitted in a sealed envelope labeled as follows: **“BID – FIRE DEPARTMENT ROOFS”**

BID SPECIFICATIONS:

SEALED BIDS will be received by the City of Newport, Kentucky, in the Office of the City Clerk located at 998 Monmouth Street, 2nd Floor, Newport, Kentucky, 41071, **until ten o'clock (10:00) a.m. EDT, on Thursday, October 26, 2017** and then publicly opened and read aloud in the Multi-Purpose Room, 1st Floor of the Newport Municipal Building at 998 Monmouth for the: **“Bid for Fire Department Roofs”**.

Successful bidders must be an Equal Employment Opportunity Employer, which prohibits discrimination because of race, creed, color, national origin, sex, age, handicap, political affiliation or beliefs. The City of Newport is an Equal Employment Opportunity Employer. In addition, the successful bidder must obtain an Occupational License from the City Finance and Administration Department prior to commencing work.

The City of Newport intends to award the contract to the lowest responsible vendor. The City reserves the right to reject any or all proposal and to waive any informalities or irregularities in the proposals received.

Any and all questions dealing with this proposal should be reduced to writing and faxed to Amy Able, City Clerk at (859) 292-3669 or emailed to aable@newportky.gov by no later than noon on Monday, October 23, 2017. Attempts will be made to answer all inquiries within two business days of receipt. Potential bidders are responsible for checking back at www.newportky.gov or with the office of the City Clerk for any addendum

or corrections that may be issued. Potential bidders may choose to register with the City Clerk to received notification of such addenda or corrections.

GENERAL INSTRUCTIONS FOR BID

1. All bid expenses are to be borne by the bidder.
2. Bids may be withdrawn upon receipt of a written request prior to the date and time of submission as noted in this RFP.
3. Questions or clarifications must be submitted in writing as noted in the bid specification section of this document. The City will only recognize written communication and is not responsible for oral interpretations by a City employee, representative, or others.
4. Addenda may be issued up to 48 hours prior to the submission date. Interested proposers must provide detailed contact information including company address, fax number, email, and phone numbers so that addenda may be issued in a timely manner. All addenda will be numbered and receipt of such shall be identified in the letter of interest.
5. The City of Newport reserves the right to reject any and/or all submissions and to waive any formalities as part of the selection process.
6. Bids shall be delivered to address listed below in a sealed envelope and must be clearly labeled: "Bid – Fire Department Roofs"
7. Bids must contain at least three references which reflect successful completion of contracts for the type of services detailed in the Invitation to Bid.
8. Bid Period – Bid prices are to be firm for ninety (90) days.
9. Project Completion: All work shall be completed by April 30, 2018.

SCOPE OF SERVICES

The selected contractor will be tasked with completing the following work:

Replace ballasted roof 5,900 square feet High Bay – Living Area
Replace ballasted roof 5,600 square feet Low Bay – Over Trucks

- Move existing gravel ballast to be reused.
- Remove and dispose of existing EPDM (rubber) membrane.
- Over existing roof insulation, install new Carlisle or Firestone .060 EPDM membrane and redistribute the existing gravel ballast. Provide for review any manufacturer warranty for labor and material.
- All existing roof penetrations will be re-flashed per manufacturer's specification.
- Remove and reinstall existing lightening protection as is.
- Reflash all existing roof drains.
- Parapet walls will be flashed up and over with new membrane at front wall.

- New 24 gauge prefinished gravel stop at all outside walls.
- Please be advised that the City is Tax Exempt.

Alternates

1. Add 30, 24" x 24" x 2" pavers. These protect the roof from normal walking traffic and can protect the roof at serviceable equipment.
2. Remainder of municipal building roofs at 998 Monmouth Street.

All work shall be completed by April 30, 2018.

BID FORMAT

1. Bids shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than ten (10) point.
2. Required content includes:
 - a. Submission of signed bid form serving as statement of interest including firm's availability to undertake this project and acknowledgement of any and all addenda issued for this RFP.
 - b. Provide a minimum of three (3) project references with similar services related to the scope of services for this RFP.
 - c. Provide any previous work experience you've had with the City of Newport.
 - d. Provide hourly rates for employees that will be assigned to this project.
3. One (1) original and one (1) copies shall be submitted

CITY OF NEWPORT, KENTUCKY

Amy Able, City Clerk

Published on October 6, 2017

**CITY OF NEWPORT, KY
BID FORM FOR FIRE DEPARTMENT ROOFS**

All bidders must provide the following information. Please print legibly or type responses. Please do not use correction tape or correction fluid on proposals being submitted.

SECTION 1

Replace ballasted roof 5,900 square feet High Bay – Living Area
Replace ballasted roof 5,600 square feet Low Bay – Over Trucks

_____ Price

ALTERNATES

1. Add 30, 24" x 24" x 2" pavers. These protect the roof from normal walking traffic and can protect the roof at serviceable equipment. _____

2. Remainder of municipal building roofs at 998 Monmouth Street. _____

All work shall be completed by April 30, 2018.

In full agreement with the terms conditions detailed in the Bid Specifications for Fire Department Roofs, the bid is hereby submitted.

Company Name

Contact Phone Number

Printed Name and Title Company of Official

Company Email Address

Signature of Company Official

Date

All bidders must provide three customer references of similar services they now perform or have performed in the past for governmental agencies or private organizations. The following information is required:

Reference #1:

Organization Name

Organization Address

Organization Contact Person

Contact Phone Number

Completion Date of Most Recent Work

Reference #2:

Organization Name

Organization Address

Organization Contact Person

Contact Phone Number

Completion Date of Most Recent Work

Reference #3:

Organization Name

Organization Address

Organization Contact Person

Contact Phone Number

Completion Date of Most Recent Work