



**REQUEST FOR PROPOSAL
ALTERATIONS TO THE FLORENCE EVENTS CENTER – ROOFING
PROJECT No. FEC 01-2015
PROPOSALS DUE FEBRUARY 10TH, 2015 BY 2:00 PM**

Date: January 16, 2015 (*Revised February 5, 2015*)

To: Proposers

Please submit a proposal on the attached Scope of Work to re-roof the Florence Events Center (FEC) located at 715 Quince Street. The Project includes removal of existing roofing material and re-roofing the FEC. Proposals shall provide pricing proposals and other data necessary in order to determine the best value in accordance with the following terms/conditions & specifications:

Terms & Conditions

- A formal Agreement/Contract will be issued for your signature.
- Liability & workmen's compensation insurance will be required naming City as additionally insured.
- City may terminate the Contract if the contractor has not exercised a standard of care or professionalism for this type of work.
- City of Florence Business License is required for performing work within the City.
- Oregon State Public Contract Provisions are applicable to the work.
- Contractor shall defend, indemnify, and hold the City, its officers, agents and employees, harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions or judgments based upon or arising out of damage or injury (including death) to persons or property caused by or resulting from any act or omission sustained in connection with the performance of the Agreement/Contract or by conditions created thereby, or based upon violation of any statute, ordinance or regulation.
- Prevailing wages.
- *\$30,000 Public Works Bond is required (ORS 279C.836)*
- *Bid surety bond, irrevocable letter of credit issued by an insured institution as defined in ORS 706.008, cashier's check or certified check of 5 percent of the amount of bid.*
- *Performance bond of 110% of the contract price upon execution of contract.*

Certifications (this form must be signed & returned with proposal)

- Contractor hereby certifies to furnish all of the materials/labor specified for this project for a complete job.
- Contractor certifies that the bid submitted is genuine and not a sham or collusive bid.
- Contractor certifies to represent and warrant all work done under this contract.
- Contractor certifies to comply with Title VI of the Civil Rights Act of 1964.
- Contractor certifies that he/she has available the appropriate financial, material, equipment and expertise necessary to meet all contractual responsibilities in accordance with ORS 279C.375.
- Contractor certifies he/she is a resident bidder as defined by ORS 279A.120.

By: (Sign and print name) _____

Company: _____ City License # _____

Address: _____

Phone: _____ CCB# _____ Fed ID # _____

Fax: _____ E-Mail: _____

Presentation of Proposal (must be mailed or hand-carried)

- Please present the proposal on your own format/letterhead along with this completed form.
- Mail to Mike Miller, 250 Hwy 101, Florence, Oregon 97439. Questions: Contact Kevin Rhodes, Director FEC Phone: 541-997-1994.
- Please present proposals before 2:00 PM (PST) on February 10, 2015. Proposals received later than the time and date specified will not be considered. Thank you.

SECTION I – SCOPE OF WORK

- At pitched roofs, tear off one layer of old roofing, clean grounds and gutters.
- Install shingles, with algae resistant granules, over 15# ASTM felt.
- All shingles are installed using stainless steel roofing nails; staples will be used on exposed overhangs, where necessary. Shingles shall have a minimum 130 mph wind warranty.
- Install stainless steel 26ga, 3"x1 ½" trim flashing on all eaves.
- Replace vents and pipe flashings.
- Reuse stainless steel wall and rooftop unit flashings.
- Install new base flashings for fans, vents, HVAC units and walls.
- Provide all necessary permits.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

- The selected vendor will be required to obtain all permits for the work awarded.
- The successful respondent shall ensure the roof will comply with all applicable codes.
- The contractor shall coordinate activities so as to not conflict with major events. Typical hours available for work will be from 7:00 AM to 5:00 PM, Monday through Friday, holidays excepted. Work on weekends and evenings may be scheduled, as necessary.
- Work shall include installation of new roofing as well as removal and disposal of roofing debris.
- **The City shall not be obligated to accept any proposal and the City shall reserve the sole right to determine the appropriateness of any proposal for this work.**

SECTION III – PREVAILING WAGE

Basic Requirement

- In accordance to ORS 279C.840, Contractor shall pay to workers in each trade or occupation the current, applicable State prevailing rate of wage as established by the Oregon State Bureau of Labor and Industries (BOLI). The wage rates applicable are those in effect at the time Project was first advertised.

Posting of Prevailing Wage Rates

- Contractor. Subcontractor shall post the prevailing wage rates and fringe benefits in the locality where the labor is performed.

Certifications of Wage Rates to City of Florence

- Contractor shall furnish weekly to the City of Florence certified statements, in writing on a form prescribed by the Commissioner of the Bureau of Labor, certifying: (a) The hourly rate of wage paid each worker whom the Contractor the Subcontractor has employed upon the public works improvement; and (b) That no worker employed upon the public works has been paid less than the prevailing rate of wage or less than the minimum hourly rate of wage specified in the Contract.

REQUEST FOR PROPOSAL FEC 01-201

Re-Roofing – Florence Events Center

Page 3

- If the Contractor has not filed the certified statements as required under this contract, The City of Florence is required by law to retain 25% of any amount earned by the Contractor until the Contractor has complied. Final payment cannot be made without all applicable wage rates on file with the City.

Applicability of both Federal (Davis-Bacon) and State (BOLI) Prevailing Wage Rates

- When a public works project is subject to the Davis Bacon Act (40 U.S.C.3141 et seq.), the Contractor and every Subcontractor shall pay the higher of the two (BOLI and Davis Bacon) prevailing wage rates.

Access to Wage Rate Records - Worker Interview Verification

- Contractor shall allow the Bureau of Labor and Industries (or Federal Officials) to enter the office or business establishment of Contractor at any reasonable time to determine whether the prevailing rate of wage and or the higher of the State prevailing wage rate and the Davis-Bacon wage rate is actually being paid and shall make payment records available to BOLI or Federal Officials on request. Contractor shall require Subcontractors to provide the same right of entry and inspection. In addition, shall allow interviews with persons with each discipline (trade) to determine if the correct wage rate is actually being paid.

All BOLI Requirements Applicable

- Contractor must comply with all laws and regulations relating to prevailing wages, whether or not set out in this Contract. Further information regarding prevailing wages, including requirements applicable to Contractor, is available at: <http://www.oregon.gov/BOLI/WH/DIPWR/index.shtml> and available by contacting the Bureau of Labor & Industries at 971-673-0839

SECTION IV - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Vendor shall be licensed by the State of Oregon to perform the work required and involved.
- Vendor shall have an assigned project manager to oversee this work and act as liaison to the City.
- Vendor shall demonstrate sufficient staff resources to perform the work.
- Vendor shall have demonstrated experience installing similar roofs within the past five (5) years.

NON MANDATORY PRE-BID SITE VISIT

The Contractor should visit the site prior to submitting a proposal. The Florence Events Center is located at 715 Quince Street, Florence, Oregon. Site visits need to be coordinated with Kevin Rhodes, Florence Event Center Director; Phone: 541-997-1994, E-Mail: kevin@eventcenter.org.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Work as outlined in this RFP and you are capable of performing the work to achieve the City's objectives.
- Proposals may be mailed or hand-carried.

REQUEST FOR PROPOSAL FEC 01-201

Re-Roofing – Florence Events Center

Page 4

- Please present the proposal on your own format/letterhead along with the completed form from page one.
- Send to City of Florence, 250 Hwy 101, Florence, Oregon 97439 to the attention of Mike Miller, Public Works Director. Questions regarding the project should be directed to Kevin Rhodes, Florence Event Center Director: Phone: 541-997-1994.
- Please present proposals before **2:00 PM (PST) on February 10, 2014**. All proposals will be opened publicly and read aloud. Proposals received later than the time and date specified will not be considered. The proposal shall be clearly marked as follows:

**REQUEST FOR PROPOSAL
RE-ROOFING OF FEC
CITY OF FLORENCE EVENTS CENTER
PROJECT No. FEC 01-2015
February 10, 2015
2:00 PM**

TIMELINE

The City intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the City as required.

Publicize RFP: **January 16, 2015**

RFP Due Date: **February 10, 2015 by 2:00 PM (PST)**

City Council Approval: **February 17, 2015**

Project Completion: **June 1, 2015**

INSURANCE REQUIREMENTS

General Liability

Contractor shall purchase and maintain commercial general liability insurance with minimum coverage of \$1 million per occurrence and \$2 million aggregate. The policy shall name the City as an additional insured and cover acts and omissions of Contractor and its Subcontractors of any level. Contractor shall be liable for the full amount of any claims resulting from negligence or intentional misconduct of Contractor, its subcontractors, and their officials, agents and employees in the performance of this Contract, even if not covered by or in excess of insurance.

Workers Compensation

Workers compensation insurance as required by ORS Chapter 656. Contractor shall ensure that each subcontractor obtains workers compensation insurance. The Contractor shall ensure that its insurance carrier files a guaranty contract with the Oregon Workers' Compensation Division before performing Work. In addition, Section "Oregon State Public Contract Provisions" – subsection "Workers' Compensation" and section "Independent Contractor – Non-Partnership" is applicable.

Automobile Insurance

If required, the combined single limit per occurrence shall be in an amount at least equal to the State/DMV requirements.