

Request for Proposals (RFP)

SREC Roof Replacement

January 26th, 2024

INTRODUCTION

Suwannee River Economic Council, Inc. (SREC) is seeking proposals from roofing contractors to provide entire roofing replacement for its Administration Building located at 1171 Nobles Ferry Road, Building #2, Live Oak, Florida 32064. Building is approximately 9,500 sq. feet.

SCHEDULE

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| • RFP Release | January 26th, 2024 |
| • Sealed Proposals Due | February 9th, 2024 at 2:00 PM |
| • Public Opening of Proposals | February 9th, 2024 at 2:30 PM |
| • Follow-Up Questions with firms | February 16th, 2024 3:00 PM. |
| • Final Notifications and
Contract Meeting with SREC &
Firm | February 16th, 2024. |
| • Project Begins by | April 1st, 2024 |
| • Project completed by | April 30th, 2024 |

• Firms can email Matt Pearson (mpearson@suwanneec.net) and set up a time slot to inspect the roof and building.

PROPOSAL CONTENT

1. Scope of Work form completed as instructed (see below).
2. Proposed Pricing: Proposed cost of project completion and a method for determining same.
3. Discuss your firm's current workload and ability to begin SREC roofing project by April 1st, 2024. Please include an estimated timeline for project from beginning through anticipated completion date.
4. References: Proposal must contain at least two (2) business references with contact information for each.
5. Proposer should include copies of license, liability and workers compensation insurance.

SCOPE OF WORK

OVERALL GENERAL REQUIREMENTS BEGIN HERE:

CONTRACTOR ACCEPTS SCOPE OF WORK

The undersigned contractor certifies that they have carefully reviewed and agrees to perform the work described in this Scope of Work.

Contractor _____ Date _____

"Install" means to purchase, set up, test and warrant a new component.

"Replace" means to remove and dispose of original material, purchase new material, deliver, install, test and warrant.

"Repair" means to return a building component to like new condition through replacement, adjustment and recoating of parts.

PROJECT REQUIREMENTS BEGIN HERE:

Requirements:

Remove existing shingles and felt underlayment to the roof deck surface & dispose of all debris offsite

Replace any damaged or rotted decking

Renail entire decking with 8 penny ring shanked nails

Provide and install self-adhering ice and water barriers at all roof walls, eaves, valleys and penetrations

Provide and install preformed 26 gauge metal eavedrip

Provide and replace flashing with 26 gauge flashing where necessary

Provide and install felt underlayment to entire roof deck

Provide and install 30 year architectural asphalt shingles, State of Florida Product Approved

Provide and install new shingle-over ridge vent

Provide and install shingle hip/ridge caps

Provide and install new boots, pipe jack flashings at all existing PVC pipe penetrations

Flash all roof penetrations

Clean up and remove all debris and materials

Bidder: _____ Date: _____

Total Price: _____

Replace Decking Cost (if necessary) \$ _____ Per 4x8 sheet

Requirements:

1. Replace plywood matching thickness cost per board..

(Provide unit price for replacement if additional decking if needed. This will be handled with change orders for any amount beyond the base bid.)

INSTRUCTIONS FOR RESPONDENTS

1. Recommended pre-bid inspections can be set up at the project site from, Firms must contact Matt Pearson at mpearson@suwanneeec.net for scheduling.
2. Firms desiring to provide services shall submit their response to this Request for Proposals (RFP) in a sealed envelope. Responses must be received no later than 2:00 pm (EST), February 9th, 2024, to the attention of:

In Person:

Matt Pearson, Executive Director
1171 Nobles Ferry Rd
Live Oak, Florida 32064



By Mail:

Matt Pearson, Executive Director
PO Box 70
Live Oak, Florida 32064

*Proposals may be delivered in-person or mailed to our offices.

3. Respondents must indicate on the outside of their sealed response envelope the following information: Date of Submittal, Name of Firm, Return Address of Firm.
4. The respondent must provide two (2) copies, unbound, of the full proposal, including copies of the Scope of Work form completed in this RFP.
5. Proposal price must include the amount of ALL FEES charged by the Respondent. Proposals that do not include all fees will be rejected.
6. This RFP provides basic information regarding SREC requirements. Items that are not specifically requested in this RFP, but are necessary to provide the goods/services requested, must be included in the Proposal Price.
7. The respondent shall assume full responsibility for timely delivery at the location designated above. SREC assumes no responsibility for the delivery of any solicitation, addendum, solicitation response, or any other such correspondence by the US Postal Service, or any other delivery method. Responses received after the due date and time stated above will not be considered.

Questions concerning the RFP must be directed to Matt Pearson via email at mpearson@suwanneeec.net, and must be received no later than 3:00 p.m, February 8th, 2024

END OF RFP