

## **Request for Proposal: Roof Replacement for the City of Winters.**

### **Project Overview:**

We hereby invite qualified contractors to submit proposals(RFP) to replace the roof for the City of Winters City Hall with a total area of approximately 3,500 square feet. Attached are the General Conditions and Specification Requirements. The project aims to ensure the integrity, durability, and longevity of the roof, providing effective protection against weather elements and enhancing the overall safety and aesthetics of the structure.

Please submit one original and two(2) copies of the sealed Proposal. **FAXED OR EMAILED PROPOSALS WILL NOT BE ACCEPTED.**

If any questions arise from the RFP, bidders may submit to City Secretary Sheila Lincoln, a request for interpretation via email at [s.lincoln@winterstx.org](mailto:s.lincoln@winterstx.org). Any interpretation documents will be made by addendum to the RFP. All questions should be emailed to [s.lincoln@winterstx.org](mailto:s.lincoln@winterstx.org) no later than 5:00pm, Monday, June 12, 2023. All questions that arise that require an addendum will be posted to the City of Winters website at [www.cityofwinters.net](http://www.cityofwinters.net) no later than June 15, 2023.

**Sealed Proposals will be received in the City of Winters' office until 2:00 pm, on June 26, 2023. All Proposals shall be clearly marked with "Roof Replacement RFP." Immediately following the closing of the RFP, the City Secretary will publicly open bids at the City of Winters Council Chambers at 310 S. Main, Winters, Texas 79567.**

**All sealed Proposals must be delivered to the following address:**

City of Winters

Attn: Sheila Lincoln

310 S. Main

Winters, TX 79567

Proposals will be opened at the time and date, and location indicated above. Proposals shall remain firm for not less than thirty(30) calendar days from the date of the opening of the Proposal. Bidders guarantee that all goods and services meet the requirement of the solicitation during the contract period.

**General Conditions:**

The following are the general conditions for the work to be performed.

**Project Scope:**

The scope of work includes, but is not limited to, the following:

**1. Roof Installation:**

- a. Removal and disposal of the existing roof, if applicable.
- b. Inspection of the underlying structure for any damages or necessary repairs.
- c. Installation of a new roof system, including all required materials and components.
- d. Compliance with local building codes and regulations.
- e. Incorporation of appropriate insulation to ensure energy efficiency.
- f. Clearing of debris, leaves, and other obstructions from gutters and drains.

**2. Additional Repairs:**

Any ancillary repairs observed or recommended by the roof contractor may be quoted as an addendum to this RFP.

**Proposal Submission:**

Interested contractors are requested to provide the following information as part of their Proposal:

**1. Company Profile:**

- a. Overview of the company, including years of experience and relevant certifications.
- b. Description of similar roofing projects completed successfully.
- c. References from previous clients.

**2. Technical Approach:**

- a. Detailed methodology for roof installation and maintenance.
- b. Description of the proposed roofing materials, including brand and specifications.
- c. Proposed timeline for completion of the project.
- d. Health and safety measures to be implemented during the project.

**3. Cost Estimate:**

- a. Breakdown of costs for labor, materials, permits, and any additional charges.
- b. Payment schedule, including deposit requirements, milestone payments, etc.

**4. Insurance and Licenses:**

- a. Proof of adequate liability insurance coverage, personal injury, including death-\$250,000 for each person and \$500,000 for each accident, and current workers compensation.
- b. Property damage-limits of \$500,000 for each accident and \$1,000,000 for the aggregate.
- c. Valid licenses and permits required for roofing projects in the relevant jurisdiction.

**5. Warranty:**

- a. Offered warranty period for the installed roof system.
- b. Description of warranty coverage and terms.

**Award of Contract:**

Award of the contract will be made within 30 days of the bid opening date by the City of Winters City Council. This solicitation does not commit the City of Winters to award a contract, to pay costs incurred in the preparation of the Proposal, or to procure or contract for goods and services listed herein. The City may accept any Proposal offered on an all, partial, or none bases, or within funds available, whichever is in the best interest of the City of Winters.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- a. Experience and qualifications of the contractor.
- b. Technical approach and methodology.
- c. Cost-effectiveness and value for money.
- d. Compliance with safety standards and regulations.
- e. Warranty terms and offered support.

**Contractor inquiries and Proposal Submission:**

All inquiries and proposals should be directed to:

Sheila Lincoln, City Secretary  
City of Winters  
Attn: Roofing RFP  
310 S. Main St.  
Winters, Texas 79567

325-754-4424

We look forward to receiving your proposal and collaborating with a skilled and reputable contractor for this important roofing project. Please note that this RFP does not guarantee the award of a contract and the City of Winters reserves the right to reject any or all proposals received if deemed necessary.

Thank you for your interest and participation.

Sincerely,

Mike Neal

Alderman, City of Winters