Farmington HILLS
City of Farmington Hills

DEPARTMENT OF CENTRAL SERVICES

REQUEST FOR QUOTATION – RFQ-FH-08-09-10118 ROOF REPAIR

1. GENERAL CONDITIONS

A. The City of Farmington Hills DPW is requesting quotes to repair the existing flat roof on the east side of the building. The objective of this project is to repair seams, transitions and the DPW's membrane roofing materials to eliminate and prevent leaks. Quotations shall be based on the specifications provided. However, deviations from spec shall be permitted if determined to be in the best interest of the City. All such deviations from specifications shall be called out in writing and explained in detail either next to the specifications or in an attachment to the submitted quotation.

B. Vendors shall fully examine the roof and the specifications below before submitting your RFP. Failure to visit the site and acquaint themselves with existing conditions shall disqualify the contractor's proposal/quotation. All work will be subject to inspections by a representative of the Farmington Hills DPW and the contractor's presence may be requested during inspections.

C. The Contractor shall not sublet, assign, or transfer the purchase order or any portion of any payment due the contractor therein, without the written consent of the City.

D. The City of Farmington Hills reserves the right to issue a purchase order for the proposal which it considers to be in the best interest of the city. All methods and materials shall be used in strict accordance with manufacturer's instructions and recommendations.

E. All debris resulting from the work herein required shall be removed from the DPW's roof and disposed of in a trash dumpster in the back of the DPW yard.

F. Warranty: Contractor shall provide a three-year unconditional written warranty for all work and materials used with this project agreement.

G. Contractor shall provide samples of proposed materials used for this repair project for examination by staff before purchase order is executed.

H. Contractor must take all necessary precautions to protect the existing roof membrane from damages during repairs. All damages caused by the contractor or his employees shall be repaired at no cost to the City.

I. Call Jerry Brock at (248) 871-2872 to set up a time to view the work area or with any questions.

2. SPECIFICATIONS

Thoroughly clean roof membrane and prepare all materials for repair before executing the repairs. All membrane repairs shall be executed in strict accordance with manufacturers recommended practices.

A. South flat roof: 97 X 25= 2425 Square Feet, 97 feet of termination bar and two seams 97 feet long.

B. Office area roof: 95 X 65 = 6175 square feet, 225 feet of termination bar and six seams 95 feet long.

C. Specifications consist of furnishing all labor, materials, and equipment needed for membrane roof repairs. Remove and thoroughly clean and replace all sealant/caulking from all termination bar seams. The new term bar sealant/caulking shall be neoprene rubber caulking or city approved equivalent.

D. Inspect and make repairs to the EPDM rubber membrane following manufacturers recommended procedures. Inspect and repair all flashing for all HVAC units, exhaust hoods, sky lights, drains and stand pipes. Existing flashing shall be removed, and reflashed using materials matching as existing materials. All five flat roof drains shall be removed, clean and resealed.

3. ITEMIZED QUOTE

A. Please submit your itemized proposal in the areas provided in the MITN system — www.mitn.info by September 23, 2008 @ 10:00 a.m.

B. Please submit additional required reference information via fax to 248-871-2431 by September 23, 2008 @ 10:00 a.m.. All quotes must contain three (3) references from local municipalities **(see attached form).** Please include the name of the entity, contact person, and phone number.

C. Quotes will be based on the estimated quantity of work herein listed. No additional charges (including truck charges or fuel surcharges) will be accepted. No hidden extras.

D. The cost of all labor and material necessary to complete the work shall be included with the itemized unit pricing.

	ITEM	UNIT	QUANTITY
1	Recaulk term bar with neoprene rubber	Lineal foot	322
2	Clean inspect and repair EPDM membrane	Square feet	8600
3	Apply EPDM seam	Feet	764
4	Reseal HVAC flashing	Lot	9
5	Reseal stand pipe flashing	Lot	10
6	Reseal exhaust fan flashing	Lot	11
7	Reseal hot water heater flue flashing	Lot	1
8	Reseal roof access flashing	Lot	2
9	Reseal sky light flashing	Lot	2
10	Remove, inspect and repair roof drains	Lot	7

4. RECONCILING PAY UNITS

The City's inspector will record, on a daily basis, the quantity of actual pay units earned. The contractor shall make available an authorized representative to review this record and approve it with his/her signature. Any dispute over pay units earned must be resolved before additional work may commence.

5. ESTIMATED PAY UNIT QUANTITIES

The City of Farmington Hills reserves the right to increase or decrease the amount of work estimated up to the date of the proceed to work order.

6. SAFETY

Contractors employees shall wear safety shoes and use any necessary safety equipment, and follow the safe work methods, as required under Federal OSHA safety standards.

7. INSURANCE REQUIRED TO DO CITY WORK

The awarded bidder furnishing labor in/on City/public premises agrees to hold the City of Farmington Hills and cooperative members harmless from liability loss and will maintain minimum coverage outline below. An Acord form outlining coverage will be returned with the bid documents.

16.1.	General Liability	$1,000,000.00
16.2.	Automobile Liability - Any Auto	$1,000,000.00
16.3.	Excess Liability	$1,000,000.00
16.4.	Workers' Compensation and Employers Liability per State statute.	

Additionally, the City of Farmington Hills will be named as additionally insured. Thirty days written notice of cancellation/reduction material change will be provided. All documents will be forwarded to the City of Farmington Hills, Purchasing Division, 31555 Eleven Mile Road, Farmington Hills, MI 48336-1165.

CITY OF FARMINGTON HILLS
BIDDER'S GENERAL QUESTIONNAIRE

Please give the following information regarding your proposal for this bid:

1. Number of years experience in this work:_____

2. List below or attach a list of the number and types of equipment to be used if awarded this bid:

   _____

   _____

3. List the municipalities that you have contracted with for this type of work during the past three (3) years.

   Name: _____Contact Person:_____

   Phone #:_____ E-mail address:_____

   Name:_____ Contact Person:_____

   Phone #:_____E-mail address:_____

   Name:_____ Contact Person:_____

   Phone #:_____E-mail address:_____

4. Name of your bank and other financial references:

   _____

5. Comments:

   _____

SIGNED:_____PRINTED NAME:_____

TITLE:_____DATE:_____

NAME AND ADDRESS OF FIRM: (Print or Type)

_____

_____

_____ZIP CODE:_____PHONE NO. _____

FAX NO._____E-MAIL ADDRESS:_____

City of Farmington Hills - DPW

2008 DPW Roof Repair

SOURCE: City of Farmington Hills DPW, 2007

0 0.5 1 Mile