

REQUEST FOR PROPOSAL (RFP)
FOR
FIRE STATION ROOF REPLACEMENT

VILLAGE OF BROADVIEW

RFP # FD-21-001

Issue Date: 08/26/2021

Due Date for Proposals:

09/14/2021

REQUEST FOR PROPOSAL FOR
Roof Replacement for Fire Station

For

VILLAGE OF BROADVIEW

Issued by:

Fire Chief Tracy Kenny
Proposal Statements Due: 09/14/2021, at 2:00 p.m.

Submit Statement to:
Village of Broadview
Attn: Village Administrator
2350 South 25th Street
Broadview, IL 60155,
(708) 681-3600

1.0 PURPOSE AND OBJECTIVES

The Village of Broadview Fire Department requests proposals from qualified vendors for taking off and replacing the roof of Fire Station.

Facility Location:

2400 South 25th Avenue Broadview, IL 60155

- Roof may have multiple layers of old roofing, proposals should include how much/how many layers should be removed to meet building codes for # psflive load, dead load and ability to guarantee a no leak roof.
- New installation will include new flashing, boots, hubs, drains, trim caps and any other items encountered that ensure a leak proof roof. Any exposed flashing or cap shall have color similar to station paint scheme.
- New 2" insulation board shall be installed.
- Clean up and remove all debris from site when completed.
- Bidders must provide a schedule for completion of work.
- The intent is to have both roofs completed at the same time or consecutively.
- Metal decking replacement per square foot shall be included as an extra charge if inspection reveals damage.
- The Village of Broadview reserves the right to accept or reject any or all bids for any reason, to waive technicalities, and to make an award deemed in its best interest. The Village of Broadview shall have the right to delete a unit item from the bid if necessary or proper in the sole determination of the Village.

1.1 Schedule

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFP to the contract award.

MILESTONE EVENT	DATE
1. RFP release	08/26/2021
2. 09:30 am Site Visit (In-person visit is mandatory to bid)	08/30/2021
3. Question Due	09/03/2021
4. Answers Released	09/10/2021
5. Proposal Due Date	09/14/2021
6. Bid Opening	09/20/2021
7. Vendor Selection (Interviews are not anticipated)	09/27/2021
8. Contract signed	TBD
9. Proposed start date	TBD

Intent to respond: Interested vendors will send an email to the project contact listed in section 1.3 with the intent to respond to RFP.

**** Qualified contractor must attend the mandatory Site Visit to be considered for selection.**

The Village of Broadview reserves the right to change the schedule of events as it deems necessary. In the event of a major date change, the Village of Broadview Board will post schedule changes on the Village public internet site at <http://www.broadview-il.gov> or email vendors that have submitted intent to respond email. The Village of Broadview also reserves the right to issue addenda to this RFP up to seven (7) days before the bid date as needed to clarify the Village of Broadview desires or to make corrections. The Vendor will acknowledge receipt of all addenda in their proposals. It is the sole responsibility of the vendor to assure that they have received the entire Request for Proposal.

1.2 Questions

Please submit any questions by email by 5:00 pm on 09/03/2021. No phone calls please. All questions must be submitted in writing and sent to the following address:

ljones@broadview-il.gov

Response to questions will be posted on our public internet site at <http://www.broadview-il.gov>

1.3 Village of Broadview Contact

The Village of Broadview Fire Department to be responsible for coordinating communications between the Mayor, Board of Trustees and potential vendors. The Chief may be contacted at:

tkenny@broadview-il.gov

Note: No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Village of Broadview. No employee of the Village of Broadview is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.4 Bid Submittal Instructions

Vendors are to submit an electronic copy on CD in addition to 1 original and 3 copies of their proposal outlined in the PROPOSAL FORMAT section on or before 2:00 PM on 09/14/2021 to:

The Village of Broadview
Attn: Village Administrator
2350 South 25th Avenue
Broadview, IL 60155

All bids should be clearly marked "Fire Department Roof", [RFP #FD21-001]. It will be the sole responsibility of the vendor to have their bids delivered to the Village of Broadview before the closing hour and date. Late bids will not be considered and will be returned unopened to the sender.

All bids must be valid for a period of ninety (90) days following the bid

opening.

All materials and documents submitted by the vendor in response to this RFP become the property of the Village of Broadview when submitted and will not be returned to the vendor. Information in each proposal is public information under Illinois law and may be released after the selection process has been completed and the contract has been awarded and executed. Consequently, any information considered to be the vendor's trade secrets, privileged or confidential should not be revealed in the proposal.

The Village of Broadview will notify the winning vendor of the bid award and will arrange a meeting with the vendor to commence contract negotiations.

1.5 Selection Process

Written proposals will be reviewed by the Village of Broadview Fire Dept. The outcome of the review process may, at the Village's sole discretion, result in: (a) notice to vendor(s) of selection for tentative contract negotiation and possible award, or (b) steps to gather more information for further evaluation. This may mean notice of placement on an interview list (short-listed) with time and date of the interview specified; all costs incurred by the vendor in preparing the proposal, or costs incurred in any other manner by the vendor in responding to this proposal will be wholly the responsibility of the vendor. If possible, the Village will make selections directly from the evaluation of the proposals.

Any vendor determined to be technically unqualified, or whose proposal is deemed unresponsive, will not be considered further. The Village of Broadview retains the right to reject any or all proposals with or without cause in whole and in part and retains the right to award the contract to vendor(s) who is not the lowest cost vendor. The Village may also accept multiple submitters to jointly complete the project. If the vendor and the Village cannot agree on terms of the Agreement, the vendor's proposal will be rejected.

Proposals will be evaluated on the following minimum criteria:

- Demonstrated understanding of problems and needs presented by the project.
- Qualifications of project personnel and vendor's ability to commit capable staff to support project size.
- Quality and applicability of software and equipment to be used.

- Ability to complete the project in a timely manner without major deviations from necessary requirements.
- Past experience with similar projects by proposed staff.
- Soundness of technical approach to accomplish all project requirements.
- Cost to accomplish all project requirements.

1.6 Insurance

The contractor shall take out and maintain during the life of the contract full insurance coverage. Coverage shall include, but is not limited to, the following:

1.	Workman's Compensation		
	Coverage A		Statutory
	Coverage B		\$1,000,000.00
2.	Comprehensive General Liability		
	Public Liability	- Each person	\$1,000,000.00
		- Each Accident	\$2,000,000.00
3.	Property Damage		
	Each Accident		\$250,000.00
	Aggregate		\$500,000.00

The contractor shall deliver to the Village of Broadview certificates of insurance evidencing the coverage(s) indicated. Such certificates shall be furnished prior to commencement of the services and at any necessary renewal dates thereafter during the life of the agreement.

1.7 Performance Bond

The vendor agrees to furnish a Performance Bond in an amount equal to 100% of the contract amount, due upon contract signing. The cost of the performance bond will be the responsibility of the awarded firm.

1.8 Compliance with Laws

In connection with the furnishing of supplies or performance of work under the contract, the vendor agrees to maintain all licenses, permits, liability insurance, worker's compensation insurance and comply with all other

standards and regulations required by Federal, State or County statute, or ordinances and rules during the performance of any contract between the vendor and the Village. The vendor shall maintain a valid commercial roofing license issued by the State of Illinois and any and all licenses required by the Village and shall further provide copies of the same with the vendor's proposal. Any such requirement specifically set forth in any contract document between the vendor and the Village shall be supplementary to this and not in substitution thereof.

During the performance of this contract, the vendor agrees as follows:

The Vendor/Firm will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, or physical handicap.

Any selection made as a result of this notice will be made without regard to race, color, religion, sex, or national origin, place of birth, or physical handicap.

Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Village of Broadview Fire Department for the purpose of influencing consideration of this proposal.

2.0 PROPOSAL FORMAT

Respondents are required to submit concise responses of methods and procedures to complete the Scope of Work section. Proposals shall contain all elements of information requested. The Village reserves the right to include any part of the selected proposal, either in addition to, or in lieu of, the specifications contained in this document within the final contract. To enable the evaluation committee to fairly evaluate each bid, the vendor will use the following proposal format:

2.1 Cover Letter

A one-page cover letter, signed by an authorized representative of the vendor, must be included in the submittal. It must contain the name and address of the corporation or business submitting the proposal, as well as the name, address, telephone number, and title of the person authorized to represent the vendor.

2.2 Executive Summary

The vendor will describe its approach to a project of this kind and identify any unique or distinctive features of the project the vendor wishes the evaluation

committee to give particular attention.

2.3 Project Team

The vendor will provide the organizational structure for the project team and keystaff resumes to identify experience and qualifications and provide a brief description of project role by each staff member. The vendor should also provide a company organizational chart.

All sub-contractors must be identified within the vendor's proposal with their project role to be described and qualifications information included.

2.4 Project Management

Proposals shall specify a schedule and medium for project status meetings. The vendor will describe the development and implementation of a public awareness program to include public presentations, public service announcements, and periodic press releases and the role of the Village of Broadview.

2.5 Scope of Services

Provide a detailed technical discussion of approach to be used to meet project requirements and specifications outlined under Scope of Services section.

Vendors may provide additional information which would be useful to the committee in evaluating the proposal.

2.6 Schedule

Anticipated time to perform the required work should be identified using tasks outlined under Scope of Services section. Include project timeline with major milestones and dates outlined by the vendor's project approach.

2.7 Project Reference Summary

Vendors must also provide a list of past projects similar in size and content that qualify the vendor to undertake the Village of Broadview project. The list of projects references must include a description of the project, contact name, title of contact person, phone number, address, and when the project was completed. The reference list should include a minimum of three and a maximum of six.

3.0 SCOPE OF SERVICES

The Scope of Services consists of:

Replacing a flat roof with membrane with stone that is approximately 25,000 square feet.

Installation Installed by Mfg. Recommendations (roof and underlayment).

Fabricate and install twenty-four (24) gauge coated metal edging, caps, etc.

Minimum 20-year Warranty on all materials.

Minimum 10-year warranty on all labor.

3.1 Tasks

To accomplish the goals set by the Village of Broadview, the Village seeks the following professional services:

- Proposal for taking old roof off and replacing with new roof.
- Cleaning up site.
- Completing project during normal business hours.
- Guarantee no leaks.

TOTAL BID PRICE

Discount (If Applicable)

\$ _____

\$ _____

We certify that our bid meets the minimum requirements as specified in bid documents, this _____ day of _____, 2021.

AUTHORIZED SIGNATURE

TITLE

PRINTED NAME OF SIGNATURE

COMPANY

ADDRESS

CITY / STATE / ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS