

SOLICITATION FOR BIDS

Sealed Proposals will be received by the City Clerk of the City of Blanchard, at Blanchard City Hall, located at 122 North Main Street, Blanchard, OK 73010, or mail to P.O. Box 480, Blanchard, OK 73010, NLT 2:00 p.m., CDST, 16 September 2020, for the following project to include the removal and replacement of approximately 39 square feet of roofing with felt on the Blanchard Municipal Courthouse located at 300 North Main Street.

At which time said bids will be received for furnishing all labor and materials to accomplish the removal and disposal of all existing roofing materials to deck and furnish and install new roofing on the building.

Bid documents are available at Blanchard City Hall, 122 North Main Street, Blanchard, Oklahoma 73010; or download at www.cityofblanchard.us.

Bids received more than ninety-six (96) hours, excluding Saturdays, Sundays and holidays, before the time set for opening said bids, as well as bids received after the time set for opening bids, will not be considered and will be returned unopened.

Bids will be publicly opened and read aloud at the above-mentioned address during regular business hours on Wednesday, 16 September 2020 at 2:00 p.m. A recommendation will be transmitted to the City Council for their consideration and to take appropriate action at their regular meeting on Tuesday, the 22nd September 2020, at 6:00 p.m., 122 North Main Street, Blanchard.

The City reserves the right to reject any or all bids. The time period within which a contract will be executed following the Notice to Award to the successful bidder is ten (10) days. Completion of said project will be sixty (60) days after execution of contract.

CITY OF BLANCHARD, OK BID DOCUMENT



MUNICIPAL COURTHOUSE 300 N. Main Street Blanchard, OK 73010 ROOF REPLACEMENT

BID OPENING: September 16, 2020

BID AWARD: September 22, 2020

PURPOSE

The work to be performed under this request consists of furnishing labor and materials for the replacement of the Municipal Court roof due to wind and hail damage.

BID INFORMATION

A. Project Coordinators:

1. Robert L. Floyd, City Manager, City of Blanchard, citymanager@cityofblanchard.us
 - Phone: 405.485.9392 Fax: 405.485.3199

B. Bid Schedule and Requirements:

1. Bid Due Date and Time of Opening: All bids shall be submitted on or before **2:00 P.M., September 16, 2020.**
 - a. Bids received after the time set for opening of bids will not be considered and will be returned unopened. Also, bids received more than ninety-six (96) hours prior to the time set for opening, excluding Saturdays, Sundays and holidays will not be considered.
 - b. Proposals shall be sealed in an envelope with the words **“Sealed Bid – Municipal Courthouse Roof Replacement”** on the front of the envelope. **All bids shall be submitted to: The City of Blanchard, c/o City Clerk, 122 North Main Street, Blanchard, Oklahoma.**
 - c. All bid submittals must be made on the proposal forms furnished in this document and must be in accordance with any instructions stated in this document.
 - d. All work will be awarded as a single contract to the lowest responsible bidder.

<p style="text-align: center;">CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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2. **Bid Opening:** All bids received during the submittal period will be opened and evaluated for recommendation prior to the City Council on Wednesday, September 16, 2020 at 2:00 p.m.
3. **Bid Award:** Unless otherwise announced, bid award will take place at a meeting of the City Council on **September 22, 2020**.

C. Acceptance and Rejection of Proposals:

1. The City of Blanchard reserves the right to reject any or all proposals and to cancel this bid document at any time.
2. The City of Blanchard reserves the right to waive immaterial defects and minor irregularities in this request.
3. The City of Blanchard reserves the right of evaluation and the right to determine the methodology for evaluation of the proposals to determine which is the best proposal and to accept the proposal (or proposals) deemed to be in the best interest of the City, i.e., the most qualified proposal will not necessarily be the proposal of lowest cost. The City of Blanchard reserves the right to award the bid to any vendor or combination of vendors. The City of Blanchard reserves the right to negotiate with any Bidder as necessary to serve the best interests of the City.
4. The issuance of this bid document does not constitute a commitment by the City of Blanchard to enter into a contract for the completion of this project or to pay any costs incurred by any Bidder in the preparation of their response to this bid document.
5. All proposals will become the property of the City of Blanchard and subject to open records laws. The City reserves the right to make use of any information or ideas in the proposals.
6. Attention is called to the requirement that the successful Bidder must comply with all local, state, and federal laws, regulations and policies applicable to this request unless specifically excluded herein.
7. Bidder should carefully examine the specifications and fully inform themselves as to all conditions and matters on site, which can in any way affect the work or the costs thereof. Should a Bidder find discrepancies in, or omissions from the bid document, specifications or other documents, or should be in doubt as to their meanings, he should at once notify the City project coordinators and obtain clarification prior to submitting any proposal.
8. **No pre-bid conference will be required. However, it is recommended that all bidders make site visits to familiarize themselves with the nature and location of the work to be performed before submitting bids.**

<p style="text-align: center;">CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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9. Proposals will be reviewed and evaluated by City staff, which will then make recommendations to the City Council of the City.
10. Proposals received after the due date and time will not be accepted. Also, bids received more than ninety-six (96) hours prior to the time set for opening, excluding Saturdays, Sundays and holidays will not be considered.
11. It is the responsibility of the bidder to ensure their bid is received in time. No consideration will be given to postal or other delays. Bids cannot be altered by phone, email or other means. Bidders may withdraw their bid by written request before the scheduled closing time for receipt of bids.
12. No contract shall be signed unless the City has accepted all required bonds and insurance certificates.
13. The City of Blanchard, based on the vendor and the proposal, may require additional provisions before awarding the contract.
14. The successful bidder will be responsible for any work or service performed by any sub-contractors used by the bidder.
15. The City of Blanchard accepts no responsibility for payment to subcontractors or consultants and the successful Bidder assumes any and all sub-contractual responsibilities within their proposal.

D. Bond and Insurance Requirements:

1. **Bid Bond:** Not Required.
2. **Performance Bond:** Not required.
3. **Workers Compensation Insurance:** Successful bidder shall provide proof of workers compensation insurance in sufficient amounts. This proof must be submitted at time of contract signing and must remain in full force for the duration of the project.
4. **General Liability and Vehicle Liability Insurance:** Successful bidder shall provide proof of public liability and vehicle liability insurance in sufficient amounts. This proof must be submitted at time of contract signing and must remain in force for the duration of the project.

E. Contract Signing and Completion of Work:

1. The successful bidder must enter into a contract with the City within ten [10] days of the award date.
2. After contract signing, the City will issue the successful Contractor a Notice to Proceed. The Contractor will be **required to commence and complete the work within the**

<p style="text-align: center;">CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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days noted below unless otherwise agreed to by the City and the Contractor in writing.

- a. Commence Work: Ten [10] days after the Notice to Proceed date.
 - b. Complete Work: Sixty [60] days after the execution of contract.
3. This bid document and the Bidder's response shall become part of the contract covering this project.

F. Warranties:

1. Successful bidder shall guarantee workmanship with a ten [10] year NDL manufacturers' warranty from the date of completion of the contract. This warranty shall commence on the date of acceptance by the City.

G. Payment of Invoices:

1. All invoices submitted to the City for work performed shall be approved by the City project coordinators. No invoice shall be paid unless approved.
2. A retainage amount of five [5%] percent shall be withheld from each pay request. If the project only requires one pay request, the lone payment will be made less five [5%] percent retainage, unless the City has approved all work completed as stated in this bid document. If the City has approved all aspects of the project, the lone payment shall represent one-hundred [100%] percent of the contract amount.

H. General Specifications:

- Remove and dispose of all existing roofing materials to deck and furnish and install new roofing.
- If the contractor wants to salvage roof material the expense for removal and haul off will be the contractor's responsibility and shall not be reflected in the price of the roof.
- Contractor is responsible for all electrical and mechanical removal and reinstallation.
- All electrical and mechanical sub-contractors must possess state license and obtain licenses with the City and call for re-inspection with City.
- Remove all equipment and debris at completion of roof.
- Copies of Bonding and Insurance shall be provided with bid tabulation sheets.

Note: *Any required items not accompanying the bid may cause a bid to be rejected.

CITY OF BLANCHARD, OK

Bid Specification: Municipal Courthouse Roof Replacement

Bid Submittal Checklist

These forms/items are required to be submitted with your bid package. All bids must be submitted by date and time as specified in this document.

- a. _____ Attachment A - Bidder Contact Information
- b. _____ Attachment B - Bidder Business References
- c. _____ Attachment C – Affidavit of Bidder
- d. _____ Attachment D – Bid Amounts
- e. _____ Attachment E – Non Collusion Affidavit
- f. _____ Oklahoma Roofing Contractor Registration
- g. _____ Company Information (optional)

<p style="text-align: center;">CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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Attachment A - Bidder Contact Information

Bidder Full Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

State of Incorporation (if applicable): _____

OK Roofing Contractor Registration No. _____

Company Contact Information

Primary Contact

Name printed: _____

Title: _____

Phone: _____ Fax: _____

Cell Phone: _____

Email: _____

Alternate Contact

Name printed: _____

Title: _____

Phone: _____ Fax: _____

Cell Phone: _____

Email: _____

<p>CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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Attachment B - Bidder Business References

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____ Phone: _____

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____ Phone: _____

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____ Phone: _____

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____ Phone: _____

Company: _____

Address: _____

City / State / Zip: _____

Contact: _____ Phone: _____

CITY OF BLANCHARD, OK
Bid Specification: Municipal Courthouse Roof Replacement

Attachment C - Affidavit of Bidder

State of _____

County of _____

_____ of lawful age, being first
duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit
the attached bid.

(Signature Agent Authorized by Bidder)

(Name Printed)

(Complete Legal Name of Bidder)

Subscribed and sworn to before me this _____ day of _____,
20_____.

Notary Public

My Commission Expires:

Commission Number:_____

Date

<p style="text-align: center;">CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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Attachment D - Bid Amounts

The bidder will furnish labor and materials for the replacement of the Courthouse roof as stated in this document for the sum of:

Description	Qty	Unit Cost	Total Cost
Remove Laminated – comp Shingle rfg – w/felt	38.23 SQ	\$_____	\$_____
Remove Additional Charge for Steep roof – 7/12 to 9/12 Slope	38.23 SQ	\$_____	\$_____
Remove Additional Charge for high roof (2 stories or greater)	38.23 SQ	\$_____	\$_____
Laminated – comp. shingle rfg. – w/felt	42.33 SQ	\$_____	\$_____
Additional charge for Steep roof – 7/12 to 9/12 Slope	38.23 SQ	\$_____	\$_____
Additional charge for High roof (2 stories or greater)	38.23 SQ	\$_____	\$_____
Ridge cap – composition shingles	117.53 LF	\$_____	\$_____
Remove Drip Edge	317.97 LF	\$_____	\$_____
Drip Edge	317.97 LF	\$_____	\$_____
Remove Flashing – pipe jack	3.00 EA	\$_____	\$_____
Flashing – pipe jack	3.00 EA	\$_____	\$_____
Remove Roof Vent – turtle type – Metal	5.00 EA	\$_____	\$_____
Roof Vent – turtle type – Metal	5.00 EA	\$_____	\$_____
Remove Furnace Vent – rain cap and and storm collar, 8”	3.00 EA	\$_____	\$_____

<p style="text-align: center;">CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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Attachment D - Continued

Furnace Vent – Rain cap & storm collar, 8”	3.00 EA	\$_____	\$_____
Remove Valley metal – (W) profile	52.43 LF	\$_____	\$_____
Valley metal – (W) profile	52.43 LF	\$_____	\$_____
		Total Bid:	\$_____

NOTE:

- Contractor responsible for extra materials (waste).
- Maintain roof warranty and manufacturers installation instructions.

<p style="text-align: center;">CITY OF BLANCHARD, OK Bid Specification: Municipal Courthouse Roof Replacement</p>
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Attachment E - Non Collusion Affidavit

Non Collusion Affidavit

A notarized sworn statement shall be attached to any competitive bid submitted to the City of Blanchard for goods or services, which shall be in substantially the following form:

CITY OF BLANCHARD, OKLAHOMA

_____, of lawful age, being first duly sworn, on oath says:

1. (S)He is the duly authorized agent of _____, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and City officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached;
2. (S)He is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any City official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any City official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

(Signature)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires on:

Commission Number:_____

(date) _____