



Request for Proposal

Bullitt County Public Library (“the Library”) seeks proposals from qualified licensed, bonded, and insured roofing contractors to provide a bid for removal of the existing metal shingle roof and replacement with a treated architectural shingle roof with appropriate underlayment for protection from water and ice at our Lebanon Junction branch location at 11382 S. Preston Hwy, Lebanon Junction, KY.

Basic Guidelines

Standards for service: Provide all necessary permits, materials, labor, and equipment to complete installation of new asphalt shingles on roof of the Lebanon Junction branch library according to the following scope:

- Strip roof to bare wood. Metal shingles should be recycled or repurposed if at all possible. The library retains the right to negotiate project costs if the existing roof can be sold for scrap.
- Re-nail existing plywood and/or replace boards where needed.
- Apply ice and water shield in necessary areas.
- Cover remaining roof with synthetic underlayment.
- Apply a GAF Timberline Cool Series Shingle (color Antique Slate) or equivalent limited lifetime warranty architectural shingle to roof. Hip and ridge roof shingles also requested, along with any necessary flashing and ventilation.
- Contractor shall keep work area neat and maintain appropriate signage necessary to maintain safe work zones. The Lebanon Junction branch will remain open to the public for the duration of the project.

Assumptions and Agreements

- A preliminary funding commitment for this project has been approved.
- All contractors must be insured for liability and worker’s compensation. Copies of applicable insurance certificates must accompany bids. Minimum coverage is \$1,000,000 per occurrence, \$2,000,000 aggregate on general liability; Worker’s Compensation Coverage in compliance with State Law.
- The relationship of the Contractor and Library shall be that of an independent agency, and the Contractor shall be required to hold the Library harmless from any and all liabilities of any type.
- All prospective bidders may obtain a tour of the property by contacting Joe Schweiss at (502) 543-7675 x 2006. Bidders should also contact Mr. Schweiss to request drawings or other information.

- A proposer will be permitted to withdraw their proposal unopened after it has been deposited if such request is received in writing prior to the time specified for the opening of the proposals.
- Should it be discovered that the contractor has not fulfilled their obligation under this contract and the terms and conditions of the proposal, the Library reserves the right to cancel such services immediately and to reject any requests for payment.
- All work proposed by the Contractor must be accomplished using the Contractor's owned and/or rented equipment. All equipment must be inspected to assure safe operation prior to use on the Library's property. Contractor must include a list of equipment used.
- The Library will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
- The contractor shall submit a copy of the manufacturer's warranty indicating duration of said warranty and install the shingles according to the manufacturer's instructions.
- The contract shall be deemed as having been awarded when formal notice of acceptance of a proposal has been duly served upon the intended awardee by an officer the Library duly authorized to give such notice.
- The bidder to whom the contract is awarded by the Library shall, within seven (7) days after notice of award and/or receipt of agreement forms from the Library, sign and deliver to the Library all required copies.
- The successful bidder shall furnish insurance and commence active work on the project within ten (10) days after receipt of notice of award and shall complete the work within the time stated in the contract.

Required Proposal Format

The proposal will be presented in a print format, with cost analysis and schedule for each significant part of the proposal. The Library may request that optional items be listed on the proposal with associated pricing so the Library may select the most appropriate solution, while keeping the solution comparable between contractors.

Documentation

Contractors must include documentation verifying liability insurance, worker's compensation, and all appropriate bonds before a contract can be signed. In addition, a complete W-9 form must be submitted to the Library before any invoices can be paid.

The following information is expected in response to the request for proposals:

- A description of the company's qualifications, including license and proof of insurance.
- References from at least three (3) similar projects. The reference list should include the name, address, telephone number, title of project, and a date and description of the work performed.
- Provide project scope detail outlining steps and your approach to the project including timeline.
- Name, address, telephone, and fax numbers of the lead individual authorized to enter into contractual agreement and answer questions related to the proposal.

- A cost proposal broken down by all materials, labor, and additional expenses as outlined in your project scope detail.
- Include proposed materials product description and both material and workmanship warranties.

The Bullitt County Public Library has adopted the Kentucky Model Procurement Code, KRS 45A.345 to 45A.460. The code can be reviewed at <http://www.lrc.ky.gov/KRS/045A00/CHAPTER.HTM>. The Board, all bidders, and all contractors must comply with all provisions of that code.

Submission Deadline

Your proposal should be placed in a sealed envelope marked “Lebanon Junction Roof Bid” and received by February 26, 2016 by 12:00 (noon) at the Ridgway Memorial Library located in Shepherdsville. All bids must be submitted on paper; no emailed or faxed proposals will be accepted. The bid opening will be open to the public. A bid tab will be provided to the participants once the contract has been awarded.

Submit proposal and questions to:

Joe Schweiss – Executive Director
Bullitt County Public Library
127 N. Walnut St.
P.O. Box 99
Shepherdsville, KY 40165
Tel: (502) 543-7675 ext. 2006
Fax: (502) 543-5487
Email: joe@bcplib.org

Basis for Award of Contract

The Library follows the rules and regulations of the Commonwealth of Kentucky pertaining to political subdivisions and follows the purchasing policies established by the Board of Trustees.

The Library will make the award to the lowest and/or best bid. In determining the lowest and/or best bid, the Library will consider other factors besides price. These factors shall include, but not be limited to: the experience and reputation of the bidder; any previous business dealings which the bidder has had with the Library; and the quality and adaptability of the supplies, equipment, or contractual services which are bid to the particular use required.

The Library reserves the right to accept any bid, to waive irregularities in bids and bidding, and to reject any or all bids.

Equal Opportunity

The Library is committed to Equal Opportunity. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex, or national origin. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act, and other applicable State and Federal laws.