

REQUEST FOR PROPOSAL



2018-04 – Reed Manor Roof Replacement

Jackson Housing Commission
301 Steward Avenue
Jackson, MI 49201
Office (517) 787-9241 Fax (517) 787-6143

**Jackson Housing Commission
Request for PROPOSAL:**

A. OVERVIEW

The Jackson Housing Commission (JHC) is requesting quotes for Replacement of Roofs at Reed Manor.

Site Location:

Jackson Housing Commission Reed Manor, 301 Steward Ave, Jackson, MI 49201

Quote Due Date and Time: 2/16/2018 by 4pm

Quote Submission Location:

Jason T. Omo, Operations Director
Jackson Housing Commission
301 Steward Ave, Bldg. C, Jackson, MI 49201
j.omo@jacksonhousing-mi.org

Quote Submission Format: Quotes and scope of work with specifications as requested should be submitted electronically to j.omo@jacksonhousing-mi.org

Final Decision and Notification: 2/19/2018 - Notification will be via email.

Projected Timeline: 4-6 weeks. Project must be completed and invoiced by 5/01/2018.

Start Date: Upon contract award, weather permitting, unless mutually agreed upon by contractor and JHC.

Notice to Contractors:

All work items to be performed are identified in plan specifications provided by the bidder. Therefore contractors shall verify all quantities, measurements or dimensions, and conditions prior to submitting this bid.

If this project will require additional measurements, design, engineered specifications, drawings, or any code compliance, bidder shall be responsible to design and build. Bidder shall be responsible to submit any architect or engineering fees and charges along with their bid as a separate line item. Please note that there will be no Change Orders to prices based on mistaken quantity count, measurements or dimensions.

Bids must include a totaled comprehensive bid amount, separate line item for any architect and/or engineering costs, along with the information requested, if any, during the pre bid meeting. Attendance by contractor at the Pre-Bid meeting is *not required* to submit bids. Bid submissions must be delivered electronically to the Jackson Housing Commission, ATTN: Jason Omo, at j.omo@jacksonhousing-mi.org, by the due date specified in section A.

JHC will review all bids for program compliance prior to awarding contracts. Final results for the bids will not be given out until fully checked and approved by the Executive Director of Jackson Housing Commission. All eligible bidders will be notified of contract award via email when final decision of contract award is made.

Prior to project commencement a Contract will be provided outlining the responsibilities of both the contractor and JHC and will be signed by all parties. All work must be performed by licensed contractors in accordance with the current basic code requirements and specifications. Contractors are responsible for obtaining required permits and the cost of permits should be included in the total bid. Contractors must provide proof of payment and performance bond, for projects exceeding \$100,000, as well as document payment of a prevailing wage per Davis-Bacon / State of Michigan Prevailing Wage specifications for federal contracting. Certificate of insurance for workmen's compensation and general liability insurance must be provided prior to any work commencing. General contractor is responsible for coordinating trades. Work shall be scheduled to keep delays to a minimum. If project exceeds \$100,000.00, weekly wage reporting will be required.

Contractors are responsible for removal of construction debris. Colors and styles of materials will be approved by Jackson Housing Commission staff prior to installation. All painted surfaces require priming and two coats of paint. All required paperwork must accompany invoice for processing. JHC staff will process payments for completed items only.

The contractor further states and assures that he/she is not subject to any administrative sanctions, suspensions or disbarment by the State of Michigan Department of Commerce – Builders Division or by the US Department of Housing and Urban Development.

Evaluation Criteria/Consideration for Selection:

Work must be completed and invoiced by May 1, 2018, per Capital Fund Regulations (CFP2014). As timing does not afford a sealed bid process, a competitive bid process will be utilized. Therefore, decision will be based on availability and timing of contractors solicited, then by best overall value of revised quotes with consideration to construction materials proposed and coordination of logistics of several remodels already underway at Reed Manor. Additional consideration and preference will be provided to companies demonstrating Section 3 eligibility, women and minority owned businesses, and, if relevant, prior satisfactory performance on similar projects with the Jackson Housing Commission.

Description of Selection Process

The JHC reserves the right to reject any or all bids, waive technicalities, and to be the sole judge of suitability of the services for its intended use and further specifically reserve the right to make the award in the best interest of the JHC.

Failure to respond to any requirements outlined in the RFP, or failure to enclose copies of the required documents, may disqualify the bid.

Project Specifications:

Replacement of Roofs at Reed Manor, 301 Steward Ave, Jackson MI, 49201

Following Roofs to be Replaced (Roof, Gutter, Soffit, Fascia):

Building A – Membrane - Low Slope Roof

Building B

Building C

Building D

Building E

Building F

Building G

Maintenance Garage – Low Slope Roof

GENERAL EXPECTATION OF WORK:

This is a general expectation. Contractor is responsible to assess work to be done, bid the work according to their measurements, estimate of work, and drawings, and to specify all work in their bid.

Flat (Low Slope Roofs) - A and Maintenance Garage:

Remove Existing Roofing to Wood or Concrete Deck (deck is unknown)

Install Insulation (Please provide specs)

Install TPO (thermoplastic olefin) or equivalent membrane (Please provide specs)

Flash and Weld All Roof Penetrations

Install Gravel Stop - (Metal Edge), Drip Edge, and/or Fascia/Slip Metal, and Wall Flashing. (Provide specs)

Install Cover Strip (where necessary) (Please provide specs)

Remove Existing Gutters and Install New Seamless Gutters (Please provide specs)

Remove Existing Downspouts and Install New Downspouts (Please provide specs)

Sloped Roofs - B, C, D, E, F, G Buildings:

Remove one layer of shingles and dispose of in state regulated landfill

Provide Specs for New Shingling

Install ice and water shield on entire roof deck

Install 1-1/2" aluminum drip edge around entire perimeter.

Install new pipe flashings and remove and replace existing box vents (for bath exhaust)

Cut out peaks and install Lomanco ridge vent and install ridge cap over ridge vent.

Remove and replace existing 5" white, aluminum, seamless gutters. Existing downspouts to remain and be re-used .

Remove existing fascia and replace with new pre-bent, white, aluminum fascia.

Remove existing soffit and replace with new fully vented aluminum soffit panels.

Replace any downspouts in disrepair (Provide quote)

Replace any b-vent boots & storm collars in disrepair (Provide quote)

Remove and/or Replace Any Plywood or Roof Boards in disrepair (Provide quote)

Take Out and/or Replace Any Rafter Tails in disrepair (Provide quote)

Replace any bad Sub-Fascia boards (Provide quote)

House And Landscape should be Protected With OSB And Tarped

All Debris Hauled Away And Magnetized Daily

Please specify warranty of all materials and warranty for work in quote.

Site Visit: In consideration of contractor and staff time, site visits will be by appointment only 730am-4pm Weekdays, Monday-Friday.

Projected Timeline: 4-6 weeks. Project must be completed and invoiced by 5/1/2018

Start Date: Upon contract award unless mutually agreed upon by contractor and JHC.

Jackson Housing Commission

Reservation of Rights Notice

- The JHC reserves the right to reject any or all bids/proposals to waive informalities in the bidding/proposal process, and to terminate the bidding process at any time, if deemed to be in the best interest of the JHC.
- The JHC reserves the right to terminate any contract awarded pursuant to this bid/RFP process, at anytime for the convenience of the JHC upon five (5) days written notice to the successful bidder/responder.
- The JHC reserves the right to determine the days, hours and locations that the successful bidder/responder shall provide the services detailed by this bid/RFP process.
- The JHC reserves the right to hold all bids/proposals without award and not permit withdrawal of said bids/proposals for a period of sixty (60) days from the bid opening date.
- The JHC reserves the right to negotiate the proposed bid/proposal prices with the three (3) lowest, most responsible bidders/responders.
- The JHC reserves the right to issue multiple contracts as a result of this offering.
- The JHC reserves the right to reject any bid or proposal that it deems to be non-responsive or the bid/proposal from any bidder/responder deemed to be non-responsive.
- The JHC shall no obligation to compensate any bidder/responder for any cost incurred in responding to this bid/RFP document.

Contract Award Procedures

If a contract is awarded pursuant to the RFP, the following procedure will be followed:

Upon completion of the Proposal Evaluation Process, the JHC evaluation panel will forward its conclusions and recommendation to the JHC Executive Director. The Executive Director will submit the panel's conclusion and recommendation for approval of award, if required by the JHC Procurement Policy, to the JHC Board of the Commissioners at a regularly scheduled or special Board meeting. If the recommendation is approved, the successful firm will receive a Notice of Award; and thereafter contract price negotiations will begin if required.

Contract Conditions

The following provisions are required in all Contracts issued by the Jackson Housing Commission.

a. Assignment of Personnel:

The JHC retains the right to demand replacement or removal of any personnel assigned to this project if the JHC believes that such a change would be in the best interest of the JHC and the successful completion of the contracted work.

b. Contract Period

The performance period of this contract (work start/work completion dates) shall be included as part of each bid/proposal.

c. Contract Service Standards

All work performed pursuant to this "Request for Proposal" or any subsequent Contract shall conform and comply with all applicable local, state and federal laws and regulations.

Bill/Payment

The company shall submit an invoice to the JHC for work completed. The company shall include his or her Company name, address, and telephone number; an invoice number referencing this Contract, and the detailed itemized statement of services provided. The JHC shall pay all invoices net thirty (30) days.

Prevailing Wage Reports: Per HUD guidelines, wage reporting will be accepted at the finish of the project prior to payment unless project cost is greater than \$100,000.00.

Jackson Housing Commission

Bidder's Statement

The undersigned bidder/responder hereby states that by completing and submitting this form and all other documents within this submittal, he/she/they are verifying that all information provided herein is, to the best of his/her/their knowledge, true and accurate, and that if the JHC discovers that any information entered herein is false, that shall entitle the JHC to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP Documents, The Form of Proposal, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the JHC with the services described herein for the fees noted with then the RFP response.

Signature

Date

Printed Name

Company Name

Jackson Housing Commission

PROFILE

1. Name of Business: _____
2. Street Address: _____
3. Mailing Address: _____
4. City, State, Zip Code: _____
5. Type of Ownership: _____
6. Phone Number: _____ fax: _____
7. Year Established: _____
8. Parent Company: _____ Date Acquired: _____
9. Identify Principals/Partners/Sole Owner: attach brief resume

10. Federal Tax ID No: _____
11. DUNS No.: _____

Signature

Date

Print Name/Title

**Jackson Housing Commission
COST PROPOSAL**

Contract for the services for the Jackson Housing Commission

The undersigned having carefully examined this Request for Proposal for Jackson Housing Commission and the following addenda:

As well as the conditions affecting the work, proposes to furnish all services, labor and materials called for them for the entire work in accordance with said documents, for the following monthly cost:

Total Bid Amount:

_____ Dollars (\$ _____)
Written Numerical

Architect / Engineering Fees (Even if performed by the Contractor)

_____ Dollars (\$ _____)
Written Numerical

Respectively Submitted:

Authorized Signature: _____ Date _____

Title: _____

Additional Information to be submitted with bid proposal:

- Copy of Valid Builders License
- Proof of Liability Insurance
- Section 3 Certification (if Seeking Section 3 Preference),
- Non-Collusion Affidavit of Contractor,
- Contractor Profile & W9 (Online at JHC Website – Vendor Page)
- Bond Information / Certification (If Applicable)

Late bids will be recorded but not considered. The Jackson Housing Commission is not responsible for late deliveries by US mail or a designated courier service. Section 3 Businesses, Woman Owned and Minority Owned businesses are also encouraged to respond.

Additional Documentation:

HUD Form 5369: Instructions to Bidders:
<http://www.jacksonhousing-mi.org/vendors/>

HUD Form 5369-A: Representations, Certifications, and Other Statements of Bidders:
<http://www.jacksonhousing-mi.org/vendors/>

Section 3: Certification for Business Concerns Seeking Section 3 Preference in Contracting and
Demonstration of Capability:
<http://www.jacksonhousing-mi.org/vendors/>

Non-Collusion Affidavit of Contractor:
<http://www.jacksonhousing-mi.org/vendors/>

Bidder's Statement:
<http://www.jacksonhousing-mi.org/vendors/>

W9 Form:
<http://www.jacksonhousing-mi.org/vendors/>

Policy Manual - Act 166 - Prevailing Wage on State Projects Act:
http://www.michigan.gov/documents/dleg/ACT_166_Manual_Complete_215250_7.pdf