

## NOTICE TO BIDDERS

The City of Sunset Hills, Missouri is accepting bids to remove and replace the roofing of the Police Facility per specifications prepared by the Sunset Hills Public Works Department. Bids will be accepted until 10:00am on Tuesday, June 28, 2022 at Sunset Hills City Hall, 3939 South Lindbergh Blvd., Sunset Hills, Missouri 63127.

Specifications are available at the Drexel Plan Room at <https://planroom.drexeltech.com/View/Default.aspx>

Bids shall be on the enclosed bid form and shall be signed by an authorized officer of the company. Bids shall be submitted in a sealed envelope marked "Bid on 2022 Police Facility Roof Repair" on the outside.

Bids will be reviewed by City staff, and City Staff will recommend the lowest responsible bidder who submits the bid which is most advantageous to the City of Sunset Hills Board of Alderman for approval at their July 12, 2022 meeting. In determining the lowest responsible bidder, the City may consider, among other factors, all elements in this Request for Bids including, but not limited to, experience and ability of the bidder to perform the work, and prior performance

The City reserves the right to reject any or all of the bids, to waive technicalities, to award on any bid that is most advantageous to the City and to make investigations concerning the experience and ability of the bidder to perform the work in the best interest of the City. Bids that fail to adhere to the requirements of this Request for Bids may result in the bid being disqualified as non-responsive. .

The City of Sunset Hills does not discriminate against any company or individual on the basis of race, religion, creed, color, sex, physical disability or national origin.

To preserve the integrity of the selection process, questions regarding the bid should be emailed only to Wes Searcy at [wsearcy@sunset-hills.com](mailto:wsearcy@sunset-hills.com) with the subject line "Police Facility Roof Repair Inquiry." Oral explanations or instructions given before the award of the contract will not be binding. The City is not liable for any cost incurred by a bidder in preparing a response to this Request for Bids or any other costs incurred prior to issuance of a legally executed contract by the City. The City reserves the right to publish bidder questions as Addenda when it is deemed they clarify or change the project Scope of Work.

Wesley E. Searcy  
Assistant City Engineer

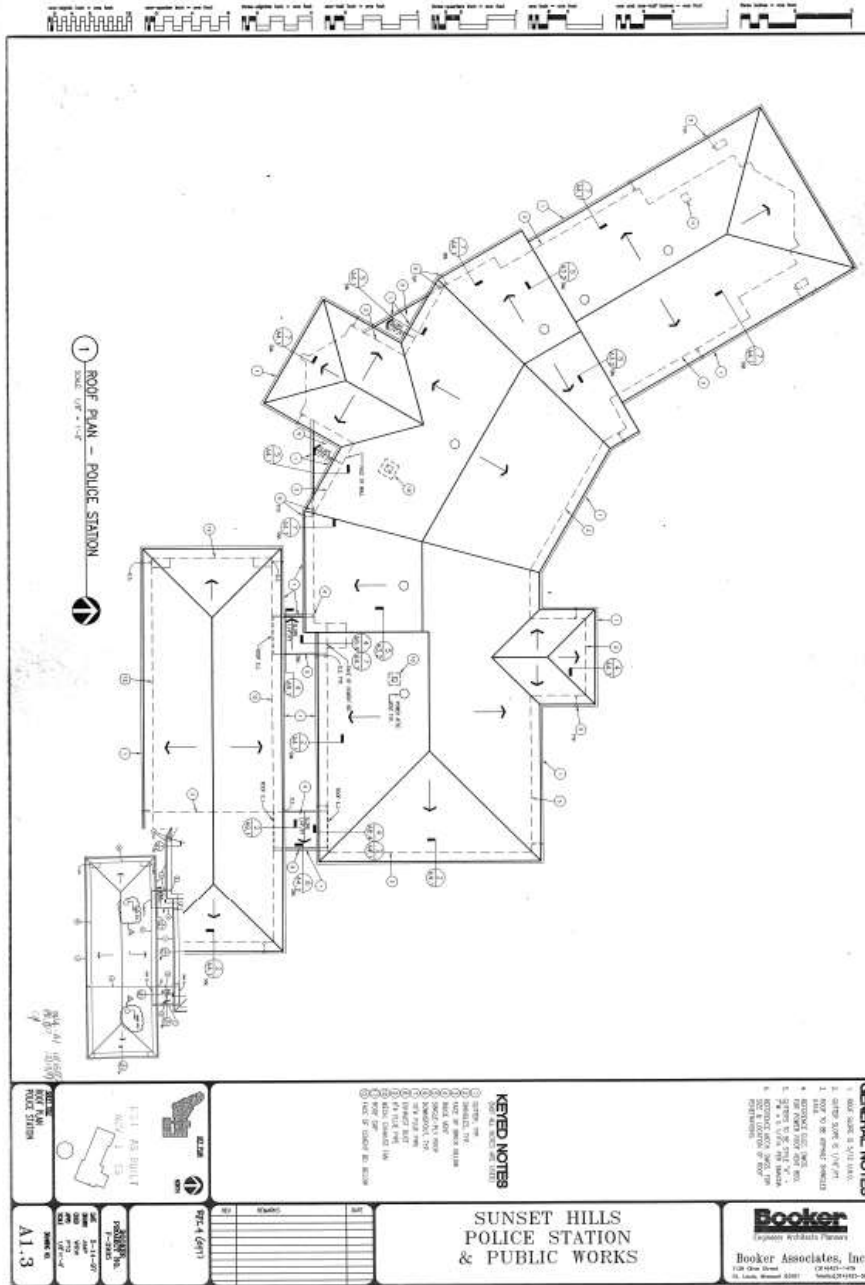
May 25, 2022

## GENERAL SPECIFICATIONS

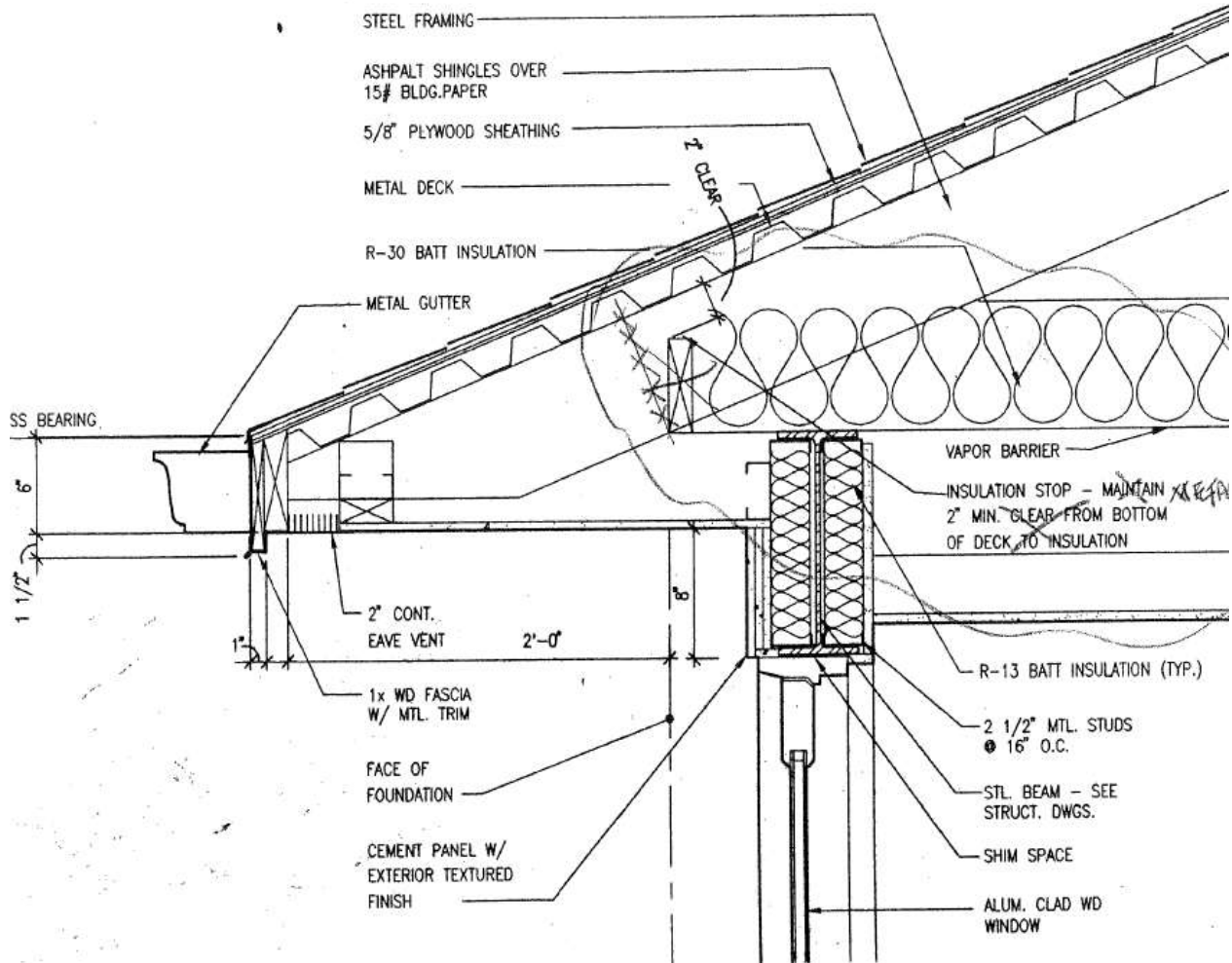
### SCOPE OF WORK

This work shall include all labor, material, equipment, and supervision necessary to remove & dispose of the existing 40 year, GAF, Prestique Plus asphalt shingles used in the construction of the Police Facility in 1999, replace any non-functional decking that may be determined as damaged, apply a synthetic underlayment in lieu of the 15# black felt and replace with a commensurate shingle to what was removed. For take-off purposes, the building is available for viewing at 3905 S. Lindbergh Blvd. The City also placed a 1/8" = 1' scale drawing of the picture below in PDF file form at: <https://www.sunset-hills.com/DocumentCenter/View/7476/PD-Roof-Plan>

### General Roof Layout



### Eave Cross Section



- All work and the work place (site) shall be kept neat and clean throughout the execution of this project.
- All work shall be performed continuously by fully manned crews until completion.
- Sub-contracting of this project will **not** be allowed. All site personnel are required to be direct employees of the bidder.
- The existing roof has 40 year, GAF, Prestique Plus asphalt shingles, over 15# felt, 5/8" plywood over a metal deck.
- Removal of eight (8) powered roof vents and power back to associated J-Box. Power capped off in J-Box with wire nuts and proper J-Box hardware to seal wiring to remain. Replacement of decking through the 5/8" plywood (about a 2' x 2' patch) to span back to 2 associated trusses below. Replacement of the associated metal decking not contemplated with these removals.

- Installation of a new ridge vent to access perimeter eave venting to incorporate natural flow venting of roof. Cutting of all decking (plywood & metal) anticipated with this item.
- All demolition materials will be immediately and safely removed from site.
- The contractor will replace existing materials in kind except, a synthetic sheeting is specified for replacement rather than the existing 15# felt.
- The valley and peak underlayment will be 36" wide.
- Any plumbing lead projections are a part of this project. Any other venting (power & otherwise) will be done under separate contract.
- Shingles will have a minimum of 4 nails per shingle properly placed completely under shingle overlap.
- The project will also have a complete drip edge around the perimeter as part of the bid.
- Material warranties will apply (please specify with bid submittal) and a 15-year workmanship warranty will be required as part of this project.
- Proper and continuous communications with the owner's representatives is paramount and thus required.
- Contractor to verify field dimensions and suitability of construction methods contemplated. Again, a 1/8" = 1' scale drawing of the roof for take-off's can be found at: <https://www.sunset-hills.com/DocumentCenter/View/7476/PD-Roof-Plan>
- All specialty work, masonry, electrical, mechanical, lightening protection and plumbing to be performed by a licensed technician as part of the contract.
- Dispose of materials legally per OSHA, EPA and NESHAP regulations. (Provide waste manifest for any asbestos encountered)
- Examine substrate and verify conditions as satisfactory to receive the new roof system.
  - Advise Owner's representative of any areas unsuitable prior to commencement of installation. A square foot price for this potential replacement work is part of this bid as an extra.
  - Install new pressure-treated 5/8" plywood as necessary.
- Fastener pullout testing as necessary to comply with manufacturer's published requirements.
  - Perform and record pull tests according to ANSI/SPRI FX-1.
- Night seal of the roof shall be accomplished daily and removed prior to the commencement of work in the morning.

- Contractor shall protect the building and roofing components during all phases of construction.
  - At no time shall the building be left in an un-watertight condition overnight.
- Nails penetrating treated wood shall be hot-dipped galvanized annular nails conforming to ASTM A-153.
- Screws installed in treated wood shall be stainless steel self-tapping screws, compatible with the metal being fastened.
- National Roofing Contractor Association detail drawings for thermoplastic roofing are the basis of design, supplemented by CSRC detail #3.
- General Roofing details are based on the National Roofing Contractors Association's, "Handbook of Accepted Roofing Knowledge" found at: <http://docserver.nrca.net/technical/7901.pdf>

Base Bid for Thermoplastic Polyolefin (TPO) roof system (approximately 125 square feet) for two areas located on the main building and two covered walkways from the main building to the Sally Port.

1. Remove all existing roofing and insulation to the deck and dispose of legally.
2. Owner's representative and Contractor shall inspect substrate and designate any areas that require deck repair.
3. Mechanically fasten two layers of 2"x4'x8' Polyisocyanurate foam insulation using self-tapping screws & plates. Insulation must meet ASTM C1289 Type II, Class 1 Grade 2 (20psi) Attachment pattern shall comply with Manufacturer's I-90 wind uplift requirements and corner and perimeter fastening shall be enhanced to meet ASCE-7 design criteria.
4. Furnish and install .060 Mechanically Fastened reinforced TPO Class A fire rated roof system meeting ASTM D 6878 criteria according to manufacturers' published specifications and requirements.
5. Remove and replace all applicable roof accessories i.e. (pipe flashings, drain guards, perimeter coping, etc.)

### **CONTRACTOR QUALIFICATIONS**

The contractor should have a minimum of 10 years of experience in commercial roofing and/or maintenance arena.

### **BID SUBMITTAL**

Bids will be accepted at the Sunset Hills City Hall, 3939 S. Lindbergh Blvd., Sunset Hills, MO. 63127, until 10:00am Tuesday, June 28, 2022.

Bids must be submitted on enclosed bid form and signed by an authorized officer of the company. No partial or incomplete bids will be accepted.

No bid shall be withdrawn for a period of 90 days subsequent to the opening of the bids without prior written consent of the City.

The City must comply with the Missouri Sunshine Law. Therefore, all bids and other documentation submitted to the City in response to this Request for Bids may be subject to disclosure pursuant to Missouri law and/or City policy.

All materials submitted by the bidder in response to this Request for Bids become the sole property of the City upon receipt. The material contained in the bid will be appended to the final contract, along with this Request for Bids, the specifications, and any drawings, schedules, or instructions for the project, further defining the contractual responsibilities of the successful bidder.

### **BID BOND**

A bid bond in the amount of 5% of the bid must accompany all proposals. Bid bonds for all but the low three (3) bids will be returned within ten (10) days of the bid opening. Bonds from the three (3) low bidders will be returned within ten (10) days after the award of contract. Tentative schedule for the award of contract will be the Board of Aldermen meeting on July 12, 2022.

### **PRE BID MEETING**

No pre-bid meeting will be held for this project. Site visits are encouraged.

### **PAYMENT OF WAGES**

As the bid for this project is projected to be below Missouri Prevailing Wage Requirements, this project will not be subject to a wage determination from the Missouri Dept. of Labor. The successful contractor is encouraged to voluntarily comply with provisions for the payment of wages relating to Public Works construction projects.

### **HOUSE BILL 1549 COMPLIANCE**

If bidder is awarded the subject contract, it must provide, for itself and all subcontractors performing work on this project, proof that a 10-hour OSHA Construction Safety Program, or similar program approved by the Department of Labor & Industrial Relations, has been completed by all onsite employees within 60 days of beginning work on this construction project. Contractors and subcontractors in violation of this provision will forfeit to the City of Sunset Hills \$2,500.00 plus \$100.00 a day for each employee who is employed without training. The City of Sunset Hills may withhold assessed penalties from the payment due to the bidder and/or any subcontractors employed thereby.

### **FEDERAL WORK AUTHORIZATION PROGRAM**

The successful bidder will be required to provide to the City, no later than the time of execution of the contract, all documentation and required affidavits that the successful bidder has enrolled in, and participates in, a Federal Work Authorization Program, as required by Section 285.530, RSMo., with respect to the employees working in connection with the contracted services. The successful bidder shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

**CONTRACT BOND AND REQUIRED CONTRACT TERMS**

Upon award of contract, the successful contractor shall, within ten working days, file with the City a payment bond and a performance bond in the amounts of 100% of the contract amount.

As a condition of the award of a contract pursuant to this Request for Bids, the selected bidder will be required to agree to the following terms:

Indemnification

The contractor agrees to indemnify, hold harmless and defend the City, its Board of Aldermen, officers, agents, servants and employees from and against any and all losses, damages (by judgment or settlement), charges and expenses (including reasonable attorney's fees), which they or any one or more of them may incur or sustain by reason of any claims or causes of action for personal injury or injuries, including death, to any person or persons whomsoever (including the officer, agents, servants or employees of the Contractor or of any subcontractor) including but not limited to such claims or causes of action arising out of, or in any way connected with, or occasioned by the work performed by the Contractor or subcontractors, their respective agents, servants or employees under or pursuant to the contract.

Insurance

Without limiting liability under this contract, the Contractor shall procure and maintain at their expense during the life of this contract insurance of the types and in the minimum amounts stated below:

1. Workers' Compensation Insurance in full compliance with the Workers' Compensation and Occupational Disease laws of the State of Missouri.
2. Comprehensive General Liability  
General Aggregate - \$1,000,000 per person  
- \$1,000,000 each occurrence
3. Comprehensive Automobile Liability  
General Aggregate - \$1,000,000 each person  
- \$1,000,000 each occurrence

The Comprehensive Liability Policy shall include blanket contractual liability coverage or a contractual liability endorsement covering the liability assumed by the Contractor under this agreement with limits not less than those specified in sub-paragraph 2 hereof. The certificates of insurance to be furnished hereunder shall reflect such coverage.

Said insurance shall be written by a company or companies licensed to do business in the State of Missouri and satisfactory to the City. Before commencing any work hereunder, certificates evidencing the maintenance of such insurance shall be furnished to the City and shall contain the following statement:

Insurance evidenced by this certificate will not be canceled or altered except 10 days after receipt by the City of Sunset Hills, Missouri of written notice thereof.

Contractors shall not subcontract the performance of any part of the work without requiring the subcontractor to procure and maintain insurance in the forms and amounts approved by the City.

By execution and performance of this agreement, the City does not intend to, nor shall it be deemed to have waived or relinquished any immunity or defense on behalf of the City, or the City's board members, officers, directors, servants, employees, agents, successors or assigns.

## **CONTRACTOR'S RESPONSIBILITY**

Nothing in these specifications shall be construed as placing the work under the specific direction or control of the City or relieving the Contractor from liability as an independent contractor and, as such, shall be solely responsible for the method, manner and means by which work shall performed, including, but not limited to supervision and control of contractor personnel, and scheduling of the work required to insure its proper and timely performance and he shall exercise due care to prevent bodily injury and damage to property in the prosecution of the work.

Until the work is accepted, it shall be in the custody and under the charge and care of the Contractor, who shall take every necessary precaution against injury or damage to the work by the action of all the elements, or from any other cause whatsoever. The Contractor shall restore and make good at their expense, all injuries or damages to any portion of the work before its completion and acceptance. Issuance of any estimate or partial payment to the Contractor for any part of work done will not be considered as final acceptance of any work.

The Contractor agrees to assume and shall have full and sole responsibility for compliance with all Federal, State or Municipal laws and regulations in any manner affecting the work to be performed by the Contractor or subcontractors, including, without limiting the generality of the foregoing, the laws of the State of Missouri relating to the "Safety of Construction Works in Certain Cities," as amended or as may be amended.

## **PROSECUTION OF WORK**

The Contractor shall give his personal attention to the work while in progress and shall provide a competent and reliable superintendent at all times who shall have full authority to act for the company.

Any discrepancies or question pertaining to the extent of the work shall be submitted immediately to the Director of Public Works.

If the Contractor fails to begin the work within the time specified, or fails to perform the work with sufficient workmen and equipment or performs his work unsuitably or neglects or refuses to remove materials or perform anew such work as has been rejected as defective and unsuitable, or discontinues the prosecution of the work, or for any other cause whatsoever does not carry on the work in an acceptable manner, or if the Contractor becomes insolvent or declares bankruptcy, or commits any act of bankruptcy or insolvency, or allows any final judgment to stand against them unsatisfied for a period of forty-eight (48) hours, the City shall give notice in writing, by registered mail, to the Contractor and surety of such delay, neglect, or default. If the Contractor and their surety after such notice, does not proceed to properly prosecute the work within ten (10) days, the City shall have full power and authority, at the City's option and without violating the contract or bond, to take over the completion of the work, to appropriate or use any or all materials and equipment on the ground that may be suitable and acceptable, or to enter into agreements with others for the completion of said contract according to the terms and provisions thereof, or to use such other methods as may be required for the completion of said contract in an acceptable manner. For all costs and charges incurred by the Owner, together with the cost of completing the work under the contract, the Contractor and his surety shall be liable and such costs may be deducted from any monies due, or which may become due the Contractor. In case the expense so incurred by the City for work equal in quality and quantity to that required of the Contractor hereunder, is less than the sum which would have been payable under the Contract if it had been completed by the Contractor, the Contractor shall be entitled to receive the difference, and in case such expense for work equal in quality and quantity to that required of the Contractor hereunder, exceeds the sum which would have been payable under the contract, the Contractor and their surety shall be liable and shall pay to the City the amount of said excess. Failure of the City to take action as stipulated above shall not relieve the Contractor and surety of their obligations.

## **PRE-JOB MEETING**

The successful bidder shall be required to have their onsite supervisor in attendance at a pre-job meeting. Attendance of the onsite supervisor will be mandated by a \$1,000 deduct to the contract amount.



**NOTICE TO PROCEED**

A Certificate of Insurance, Payment & Performance Bonds should be submitted to the City within 10 Calendar days of the award of bid in order to get a Notice to Proceed. The contractor will be required to start work as specified in the Scope of Work within 10 Calendar days of that Notice to Proceed.

**SCHEDULE**

All work awarded shall be completed within 30 Calendar days the date of the Notice to Proceed for this work.

**PAYMENT**

The Contractor shall be entitled to one final for each seasonal activity as described in the Scope of Work. Before this payment is made, the Contractor shall furnish to the City, a complete itemized bill, the appropriate lien waivers, and a certified copy of the payroll for this project. Payment will be made within thirty (30) days after the completion of the work, acceptance of the work by the City, and proper submission of the aforementioned paperwork.

Final payment shall not relieve the Contractor of responsibility for faulty materials or workmanship and he shall remedy any defects due thereto and pay for any damage to other work resulting therefrom, which shall appear within a period of fifteen years from the date of final acceptance unless otherwise agreed to with the bid.

**LIQUIDATED DAMAGES**

The penalty for not completing the project within the time stipulated in the section titled, "SCHEDULE" is stipulated at One Hundred Dollars (\$100) per day. Completion is defined as meeting qualifications in both the "SCOPE OF WORK and PAYMENT" sections of these specifications.

**WORKING CONDITIONS**

The Contractor will not work on or keep equipment on property without the permission.

BID FOR  
2022 SUNSET HILLS  
POLICE FACILITY ROOF REPAIR

Submitted by \_\_\_\_\_

To the City of Sunset Hills:

Pursuant to information in the Notice to Bidder, dated May 25, 2022, the undersigned proposes to start work and furnish all labor, materials, equipment and incidentals necessary to perform all work required by the City of Sunset Hills in strict accordance with the Contract Documents, including such addenda as are acknowledged in this bid, within ten (10) working days after receipt of Notice to Proceed.

The undersigned bidder declares that they have carefully examined the site of the work, are thoroughly familiar with the contract Documents, and is satisfied as to the conditions under which they will be obliged to operate in performing the work that will in any manner affect cost of the work.

As full compensation for the performance of the work in the manner described, the undersigned agrees to accept payment on the basis of their lump sum bid.

Enclosed with this bid is a check made payable to the City of Sunset Hills in the amount of 5% of total amount of bid, as a guarantee on the part of the undersigned that if this bid is accepted, the undersigned will, within ten (10) days after receipt of such acceptance, enter into a contract and provide a payment bond and a performance bond in the amounts of 100% of the contract total price, with sureties to be approved by the City, to do this work and in case of default of entering into such contract, forfeit and pay the amount of the deposit accompanying this bid.

The price on the attached Bid Form includes all costs for insurance, bid bond, performance bond, permits, inspection fees, and taxes, all of which are to be paid by the Contractor.

The undersigned agrees to cooperate with employees of the City or other parties that may be engaged in work at the site from time to time during the contract period.

This bid shall be binding on all heirs, administrators, executors, successors and assigns.

BID SHEET FOR  
2022 SUNSET HILLS  
POLICE FACILITY ROOF REPAIR  
(Please type or print legibly, except where signature is required)

Pricing includes all areas described within the Scope of Work

Lump Sum as specified

\$ \_\_\_\_\_

Replacement of 5/8" plywood deemed unsuitable per Square Foot (in addition to the Lump Sum Above)

\$ \_\_\_\_\_

Company Name: \_\_\_\_\_.

Company Address: \_\_\_\_\_.

City, State Zip: \_\_\_\_\_.

Phone Number: \_\_\_\_\_.

Authorized Officer: \_\_\_\_\_.

Signature: \_\_\_\_\_.

Title: \_\_\_\_\_.

Date: \_\_\_\_\_.

References: Bidder shall furnish at least three (3) municipal projects within the last three (3) years.

Municipality

Contact Name

Phone

_____	_____	_____
_____	_____	_____
_____	_____	_____