

NOTICE TO BIDDERS

REPLACEMENT OF ROOF – PETOSKEY DISTRICT LIBRARY

The Petoskey District Library (LIBRARY) is seeking sealed bid proposals for the following project:

Scope of Work: To provide all labor, materials, tools, and equipment necessary to remove and dispose of existing shingled roof and to replace with a new shingled roof. All work performed and materials supplied shall be in accordance with industry standards.

Proposal Documents and Instructions: can be obtained at Petoskey District Library, 500 E. Mitchell Street, Petoskey, MI 49770 or online at www.petoskeylibrary.org

Proposal Submission: Written proposals shall be submitted in a sealed envelope marked:

“Replacement of Roof at Petoskey District Library”

Proposals shall be delivered or mailed to:

Petoskey District Library

500 E Mitchell Street

Petoskey, Michigan 49770

Proposals are due by 5:00 P.M., Thursday, April 10, 2025. Proposals received by email or fax will not be accepted.

Rejection / Waivers: The LIBRARY reserves the right to reject any and all bids, to waive technicalities and to make an award that is deemed to be in the best interest of the LIBRARY.

Library Contact: Steven Solomon, Facilities Manager 231-758-3100

REPLACEMENT OF ROOF – PETOSKEY DISTRICT LIBRARY
INSTRUCTIONS TO BIDDERS

SCOPE OF WORK

To provide all labor, materials, tools, and equipment necessary to remove and dispose of existing shingled roof and to replace the existing roof at the Petoskey District Library. All work performed and materials supplied shall be in accordance with industry standards for this project.

BUILDING PERMITS

The work to be performed includes applying for, obtaining issuance of, complying with, and satisfying all required City, County and other governmental permits and permit conditions. The cost of all permits must be included within the proposal.

ALLEY, STREETS, AND PARKING METERS

Alley or street blockages or closures will need approval from the City of Petoskey, and it will be the responsibility of the bidder to obtain all necessary safety warning signs, barricades, and traffic cones as well as all permissions and/or permits as required.

Parking meter bags are required for any street blockage or closure of the street, and/or when used for construction vehicle or equipment use. It will be the responsibility of the bidder to obtain these parking meter bags from the Petoskey Parking Services Office.

The cost for safety equipment, permits and/or parking meter bags must be included within the proposal.

DISPOSAL REQUIREMENTS

The bidder shall perform all work and lawfully dispose of all demolition debris, discarded waste, and other materials generated during the project. These cost for disposal must be included within the proposal.

TAXES

The LIBRARY is exempt from federal and state taxes and these taxes shall not be contained in the proposal prices submitted.

REPRESENTATIONS AND CERTIFICATIONS

Full name and address of the business with a short description of the business, which includes:

Business organization and year established

Federal ID number

Michigan tax ID number, if applicable.

The business' legal formation (e.g. corporation, sole proprietor, etc.)

State of incorporation, if applicable.

List the business' officers (up to three).

List the location and address of the business' office in Michigan that will provide the services requested.

Provide a list of similar projects completed by the firm.

REFERENCES

RFP reviewers may solicit references from some or all client contacts provided. Please include at least three (3) references.

REVIEW OF SITE

Bidders are required to schedule a site visit to examine the project location so that an accurate bid can be submitted.

QUESTIONS AND CLARIFICATIONS

Steven Solomon, Facilities Manager 231-758-3100

PROPOSAL SUBMISSION

Proposals will be accepted until 5:00 P.M., Thursday, April 10, 2025 at the Petoskey District Library, 500 East Mitchell Street, Petoskey, Michigan 49770. Emailed or faxed bids will not be accepted.

REJECTION / WAIVERS

The LIBRARY reserves the right to reject any or all bids, to waive technicalities and to accept the bid deemed to be in the best interest of the LIBRARY.

PROPOSAL AWARD

The LIBRARY will publicly approve the chosen proposal at 5:00 P.M., Thursday, April 24, 2025.

NOTICE OF AWARD

The successful bidder will receive NOTICE OF AWARD on Friday, April 25, 2025.

START TIME

Successful bidder (CONTRACTOR) shall enter into an agreement with the LIBRARY within ten (10) days of NOTICE OF AWARD. Work may commence upon notification to proceed.

COMPLETION DATE

CONTRACTOR shall substantially complete all work within 60 days of notification to proceed (if supplies/products are available in a timely manner).

METHOD OF PAYMENT

CONTRACTOR may submit one partial payment request for work performed and for materials supplied and one final payment request upon project completion and acceptance by LIBRARY.

INSURANCE REQUIREMENTS

CONTRACTOR'S LIABILITY INSURANCE

A. CONTRACTOR shall purchase and maintain such insurance as will protect CONTRACTOR from claims set forth below which may arise out of, or result from, the CONTRACTOR'S operations under the contract, whether such operations are by the CONTRACTOR or by any subcontractor or by anyone directly or indirectly employed by any of them; or by anyone who acts for any of them and may be liable:

- (1) Under worker's compensation, disability benefits, and/or other similar employee benefit acts;
- (2) For damages because of bodily injury, occupational sickness or disease, or death of his employees;
- (3) For damages because of bodily injury, sickness or disease, or death of any person other than his employees;
- (4) For damages insured by usual personal injury liability coverage which are sustained:
 - a. By any person as a result of an offence directly or indirectly related to the employment of such person by the CONTRACTOR; or
 - b. By any other person.
- (5) Claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

B. The insurance required shall be written for not less than any limits of liability specified herein, or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the CONTRACTOR’S obligations.

<u>Comprehensive General Liability</u>	<u>Each Occurrence</u>	<u>Aggregate Amount</u>
Bodily Injury	\$500,000	\$1,000,000
Personal Injury	\$500,000	\$1,000,000
Property Damage	\$500,000	\$1,000,000

<u>Comprehensive Auto Liability</u>		
Bodily Injury	\$500,000	\$1,000,000
Property Damage	\$100,000	

Worker’s Compensation Statutory Limits

Comprehensive automobile insurance shall cover all owned, rented and non-owned equipment.

CONTRACTOR shall either:

- (1) Require each subcontractor to procure and to maintain during the life of this subcontract, subcontractor’s comprehensive general liability, automobile liability, and property damage liability insurance of the type and in the same amounts as specified in this subparagraph; or,
- (2) Insure the activity of the subcontractors in CONTRACTOR’S own policy.

C. Certificates of Insurance acceptable to the LIBRARY shall be filed with the LIBRARY prior to the commencement of the work.

PROJECT SPECIFICATIONS

Removal of Flashing

Removal of Flashing – Rain / Snow Diverter

Removal and Disposal of all existing Roof Shingles

Removal and Replacement of Tongue & Groove Sheathing where necessary

Installation of Flashing

Installation of Flashing – Rain / Snow Diverter

Installation of Ice & Water Barrier

Installation of Roofing Felt – Synthetic Underlayment

Installation of New Roof Shingles

Installation of New Roof Shingles – Continuous ridge vent shingle-over style

Installation of New Roof Shingles – Hip / Ridge Cap

Include any other items that expand the scope of repairs, but may or may not be necessary

The apparent silence of any specifications as to any details or omissions from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size, and design are to be used.

All workmanship is to be first quality. All interpretations of these specifications shall be made upon the basis of this statement.

The undersigned has reviewed the preceding and understands and will comply with all requirements.

BIDDER’S SIGNATURE/TITLE: _____

DATE: _____

Rejection / Waivers: The Petoskey District Library reserves the right to reject any or all bids, to waive technicalities and to accept the bid deemed to be in the best interest of the LIBRARY.