



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

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City of Ramsey  
Request for Proposals  
Repair Roof Historic City Hall  
Located at 14120 St. Francis Blvd NW, Ramsey MN

ISSUE DATE:  
Tuesday, September 23, 2019

PROPOSAL(S) MUST BE RECEIVED BY:  
4:00 pm CDT on Monday, October 7<sup>th</sup>, 2019

Mail Proposals To:  
City of Ramsey  
7550 Sunwood Drive NW  
Ramsey, MN 55303  
Attn. Grant Riemer, Public Works Superintendent

## **Instruction to Bidders**

### **Invitation to Bid**

The City of Ramsey Public Works Department is seeking Request for Proposal (RFP) for the repair of the roof on our Historic City Hall, located at 14120 St. Francis Blvd, Ramsey MN. Your response to this request will be evaluated to determine the qualifications of your company. Proposals will not be evaluated unless all requested information are submitted in a complete package. The information requested is the minimum required in order to qualify for consideration.

### **Scope of services**

The City reserves the right to reject any or all proposals or to accept any proposal that they deem is in the best interest to the City of Ramsey. The contractor shall furnish all labor and equipment required to complete this project. The contractor shall inform the City of Ramsey at least two (2) business days in advance of when this project will begin.

### **Bid requirements**

- Previous experience your company has with restoration of historical designated buildings
- References from customers with similar type projects
- All bidders are required to make appointments with City staff to visit site
- Disposal of existing shingles and other materials removed during construction
- Replacement of soffit and fascia materials as needed
- Replacement of roof decking material as needed.
- Other than the shingles, all materials must be replaced with in kind materials
- Replacement shingles must be asphalt shingles, which are architectural in design, with 30 year guarantee
- Please list costs for soffit and fascia repairs separate from the roof replacement costs
- All materials must be approved by City before construction may begin.
- Proof of liability insurance and a City of Ramsey Contractors license is required

### **Submission for Proposals**

In order for proposal to be considered, all information requested must be included on the attached bid forms. The City of Ramsey is tax exempt. ST3 forms are available upon request.

**Communication with the City:** If any requirements of this RFP are not clearly understood, the Contractor is responsible for contacting the City in writing, for further clarification in a prompt manner. Responses to inquiries, if they change or clarify the RFP in a substantial manner, will be forwarded by addenda to the RFP. All communication is to go through the primary contact listed below with no exception.

## **Primary Contact Person**

Name: Grant Riemer, Public Works Superintendent  
Address: 7550 Sunwood Drive NW, Ramsey MN 55303  
Email: [griemer@cityoframsey.com](mailto:griemer@cityoframsey.com)  
Phone: 763-433-9863

## **Contractor Information**

The City of Ramsey may request additional information to vet your proposal. The City may also perform an interview with contractors under consideration to clarify any information that was provided.

## **Quality Control**

Work under this proposal shall be performed by a single company that is experienced with roofing construction. The quality of the project will be monitored by City of Ramsey staff. If for any reason, City staff deemed areas were unsatisfactory, the contractor must return and repair any or all of these areas. There shall be no charge to the City for these call backs.

## **Insurance Requirements**

By submitting a quotation, the Contractor affirms they shall maintain the following minimum insurance coverage while completing their work as related to this RFP in the following amounts: Commercial General Liability \$1,000,000 per occurrence (written on an occurrence-based form bodily injury and property damage); automobile liability \$1,000,000 per occurrence (including hired & non-owned bodily injury and property damage). The City of Ramsey shall be named as an additional insured on the Commercial General Liability insurance. Certificates of Insurance for all of the above insurance shall be filed with the City prior to the WORK. The Contractor also affirms they shall be licensed to perform the work in the State of Minnesota, and the work shall comply with all state and local laws.

## **Payments**

Payment will be made upon submittal of an invoice to the City, on a net 30-day basis following City acceptance of the work.

## **Cancellation**

The City of Ramsey reserves the right to reject any or all of the proposals; request new proposals that meet the general specifications set forth and waive any informality. The City also reserves the right to award the proposal that best serves the interest of the City of Ramsey. In the event of unsatisfactory performance of any contract awarded, the City of Ramsey reserves the right to terminate the contract upon giving 30 days written notice to the contractor.

## **Proposal**

- Disposal of existing shingles and other materials removed during construction

- Replacement of soffit and fascia materials as needed
- Replacement of shingles and roof decking material as needed

<b>Roof Replacement Cost</b>	\$ _____
<b>Soffit and Fascia Replacement Cost</b>	\$ _____
<b>Total</b>	\$ _____

Company: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Signature & Title of representative \_\_\_\_\_  
\_\_\_\_\_

Disclaimer: This request for proposal is only a solicitation for information. The City of Ramsey is not obligated to enter into a contract is not responsible for any costs associated with the preparation of proposals or site visits.