



City of Ketchum  
Public Works

## Request For Proposal

### Atkinson Park Building Roof Replacement

October 31, 2016

#### INVITATION TO SUBMIT PROPOSALS

The city of Ketchum, Idaho, is seeking proposals from qualified contractors to furnish and install a new shingled roof on the entire roof at the Atkinson Park Recreation Center and Administration Building located at 900 Third Avenue N. Ketchum, Idaho.

#### SCOPE OF WORK

Provide all necessary materials, labor and equipment to complete installation of new architectural asphalt shingles on the entire facility per the following scope:

- Cover all walls, shrubs and grounds with tarps.
- Strip the entire roof to bare wood.
- Use a magnetized roller on the ground to collect any nails that may remain after cleanup.
- Inspect and clean all roof decking.
- Re-nail existing plywood and replace any bad plywood and/or wood if needed, (replacing of any wood will be determined by the Contractor and the City).
- Inspect and clean all roof flashing. Replace where needed, (replacing of flashing will be determined by the Contractor and the City).
- Apply two courses of ice and water shield, equivalent to Grace, 6 foot up from all eaves and valleys of roof, around chimney, pipes, roof penetrations, and other necessary areas.
- Cover remaining roof with deck armor underlayment.
- Replace all vent pipe boots.
- Install white 8" heavy gauge aluminum drip edge on all eaves and rakes.
- Install G.A.F. high wind starters.
- Install 50 year G.A.F. Timberline or equivalent high definition architectural shingles to roof. Contractor will allow City to choose color and style.
- Install new caps.
- Repair, repoint or replace lead around chimney. (This replacement or repair will be agreeable with the Contractor and City).
- Re-install snow clips and heat tape.
- All work performed will be complaint with OSHA Safety Requirements.
- Completed job will have a 5 year minimum Workmanship Warranty.
- Contractor shall provide accommodations for public and staff access to the building throughout the day, and keep work area neat at the end of each work day and contained through the duration of the job.
- Contractor shall leave the building in a water tight condition at the end of each work day.

- Contractor to supply dumpster and place all debris therein before the end of each day.
- Contractor to remove dumpster and all debris prior to job completion at their own cost.

## **SUMBISSION PROCEDURES**

1. Two (2) copies of the sealed proposal must be submitted and be received at the Clerk's Office located at the City Hall and shall be addressed as follows:

City of Ketchum Public Works Department  
PO Box 2315  
480 East Ave. N.  
Ketchum ID 83340  
Atkinson Park Roof Replacement  
Attention: Robyn Mattison, Public Works Director/City Engineer

2. Proposals will be opened at City Hall at 12:00 PM December 16th, 2016. Proposals received after this time will be returned unopened. Faxed or emailed proposals will not be accepted.
3. WITHDRAWAL OF PROPOSALS: 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.
4. SITE VISIT: All prospective bidders may obtain a tour of the property by contacting Juerg Stauffacher at [JStauffacher@ketchumidaho.org](mailto:JStauffacher@ketchumidaho.org) or 208-720-0456.
5. RESERVATION OF RIGHTS: The City of Ketchum reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the City.
6. WARRANTY: 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.
7. SPECIFICATIONS: The bidder shall furnish information related to the specifications of the product being used.
8. COST/SCHEDULE: The bidder shall furnish a cost proposal and schedule as part of the package. If possible to do perform the work without incurring additional winter work costs, the work shall be completed between March 18<sup>th</sup>-25<sup>th</sup> 2017. If work cannot be completed during that time Contractor shall identify the construction window in the proposal. Any work occurring outside of the listed dates must only occur between the hours of 7:30 AM and 1:00 PM to accommodate uses in building.
9. SEPARABILITY: The City will accept only full packages for all requested elements. Proposals submitted without all scope of work items included shall be disqualified.
10. A copy of applicable insurance certificate(s) must accompany bids. Minimum coverage is \$1,000,000 per occurrence, and Worker's Compensation Coverage in compliance with state law.
11. Contractor shall have a current Public Works Contractor License issued by the State of Idaho Division of Building Safety.