

**CITY OF FAIRHOPE  
REQUEST FOR QUOTATIONS  
COVER SHEET**

The following Request for Quotation is related to damages caused by Hurricane Sally  
(FEMA 4563) on or about September 15, 2020.

**Recreation Center Roof Repairs - Volanta**

**Date Issued:** January 5, 2021

**Deadline to Submit:** Tuesday, January 12, 2021, 10:30 a.m.

**Direct all Questions To:** Dee Dee Brandt, Purchasing Manager  
[DeeDee.Brandt@fairhopeal.gov](mailto:DeeDee.Brandt@fairhopeal.gov)

**Submitted Quotes Should Include:** Completed Quote Response form  
Anti-Lobbying Certification  
Other supporting documentation as requested

**Deliver Quotes To:** Public Works Building  
555 S. Section Street  
Fairhope, AL 36532

**Email Quotes To:** Dee Dee Brandt, Purchasing Manager  
[DeeDee.Brandt@fairhopeal.gov](mailto:DeeDee.Brandt@fairhopeal.gov)

For emailed quotes, please reference the Recreation Center Roof Repairs – Volanta in the subject line.

## **SCOPE OF WORK AND SPECIFICATIONS**

### **GENERAL SCOPE**

#### **5.01 The Awarded Vendor to provide the following equipment per Specifications:**

- 5.01.1 The City of Fairhope is requesting responses to repair and replace composite asphalt shingle roofs on various buildings located at the Fairhope Recreation Center, 803 N. Greeno Road, Fairhope, Alabama that were damaged during Hurricane Sally. The respondent shall submit a lump sum price to completely repair and replace the roof to current code standards. The lump sum price should include all material, equipment, tools, labor, and incidentals to deliver a complete "turnkey" replaced roof system.

### **GENERAL SPECIFICATIONS**

#### **5.02.1 Work shall include but not be limited to the following:**

- Remove Existing Shingles and Felt to Decking
- Inspect, Remove and Replace any Bad Decking as needed
- Re-nail decking per code (See Attached)
- Install Deck Tape on Plywood Laps per code (wind and watershield)
- Install New Underlayment per code (wind and watershield)
- Install New eve/valley metal Trim Package
- Install new GAF Timberline 30-year shingles (or equivalent) – owner to select color
- Install new Ridge Vent, Ridge Cap, Wall Flashings and Pipe (vent) Boots
- Clean, Haul and Dispose of all job-related debris
- Provide Limited Lifetime Warranty on Shingles
- Provide 2-year workmanship warranty
- This project is not located in the City of Fairhope Fire District

#### **5.02.2 Critical Timelines**

- 15-day Notice to Proceed
- 21 Calendar Days allowed for work (no exceptions for holidays)

#### **5.02.3 General Notes**

1. Contractor will be required to be Licensed, Bonded, and Insured. Documents will be required at time of bid/quote acceptance and issuance of purchase order.
2. Work must be completed 21 calendar days from the end of "Notice to Proceed" period.
3. Enclosed scope of work, descriptions, quantities, etc. are "good faith" estimates only. Prior to submitting quotations contractor should field measure and verify all quantities.
4. Quotes will be treated and considered as "lump sum" bids for all described work.
5. Only one pay request will be accepted and processed upon final acceptance of work.
6. Job quoted are subject to the GENERAL CONDITIONS, SPECIAL PROVISIONS and SUPPLEMENTAL SPECIFICATIONS as attached.

**Items quoted must comply with all specifications listed.**

The Specifications are intended and provided solely as a general and non-exhaustive expression of the intent and purpose of the City of Fairhope regarding this bid; said specifications should be so considered by the bidders. The use of specific names is not intended to restrict the bidder, or any seller, or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment best suited for the City of Fairhope. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail and that the work and materials not indicated or expressly mentioned in said specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work by the bidder and at the bidder's sole expense, the same as if indicated and specified.

**Additional Specifications**

1. All work to be done in a neat and professional manner.
2. All applicable licenses, including a City of Fairhope business license, and necessary **permits** to be acquired by **CONTRACTOR**. **The permit fees for this project are waived for the Contractor.**
3. **CONTRACTOR** to provide all necessary services and materials unless stated otherwise above.
4. **CONTRACTOR** to comply with all applicable laws, codes, and regulations, including safety, fire, health, environmental and insurance. **CONTRACTOR** will perform all work in compliance with meeting or exceeding Manufacturer's and industry standards.
5. **CONTRACTOR** to cleanup job site and remove all waste and non-salvageable material in accordance with applicable laws, codes and regulations.
6. The **CONTRACTOR** will be responsible for all minor facilities and equipment damages (e.g., paint, drywall, etc.) caused by the **CONTRACTOR** resulting from negligence during the execution of this contract. This includes but is not limited to damage too small to be covered by the **CONTRACTOR'S** insurance.
7. Written change proposals shall be provided to the project manager by the **CONTRACTOR** for any requested modification to the plans, specifications or other contract requirements. The proposal shall include add-on or deduct costs, if any. The project manager will return an approved change order prior to any change implementation.
8. All salvageable material remains property of the City of Fairhope, and to be delivered by **CONTRACTOR** to the City of Fairhope Warehouse, 555 South Section Street, Fairhope, Al.
9. The buildings requiring repair are:
  1. Bathrooms at Stadium
  2. Pavilion High School Baseball
  3. Lift Station Behind Stadium Field House
  4. Concession Stand Baseball
  5. Pavilion Boys Baseball
  6. Ball Deck Behind Backstop
  7. Twin Story Bathroom Meeting Room
  8. Dixie Boy Press Box
  9. Ozone League Press Box

**END OF SCOPE AND  
SPECIFICATIONS**

## INSURANCE REQUIREMENTS

### 4.0 INSURANCE REQUIREMENTS

Awarded Contractor, at its sole expense, shall obtain and maintain in full force the following insurance to protect the Contractor and the City of Fairhope at limits and coverages specified herein. The City of Fairhope will be listed as an additional insured under the Contractor's General Liability insurance and automobile liability insurance policies, and all other applicable policies and certificates of insurance. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately protect the awarded Bidder.

**4.01** All insurance will be provided by insurers by admitted carriers in the State of Alabama, shall have a minimum A.M. Best rating of A-VII and must be acceptable to the CITY. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to the CITY for prior approval.

### **4.02 NO WORK IS TO BE PERFORMED UNTIL PROOF OF COMPLIANCE WITH THE INSURANCE REQUIREMENTS HAS BEEN RECEIVED BY THE CITY.**

#### **4.03 Worker's Compensation and Employer's Liability**

Part One: Statutory Benefits as required by the State of Alabama		
Part Two: Employer's Liability	\$1,000,000	each accident
	\$1,000,000	each employee
	\$1,000,000	Policy Limit

#### **4.04 U.S. Longshoreman & Harbor Workers Act (USL&H)**

Required if contract involves work near a navigable waterway that may be subject to the USL&H law.

#### **4.05 Maritime Endorsement (Jones Act)**

Endorsement required if contract involves the use of a Vessel. Or include coverage for "Master or Member or Crew" under "Protection and Indemnity" coverage (P&I) unless crew is covered under Workers Compensation.

Bodily injury by accident	\$1,000,000	each accident
Bodily injury by disease	\$1,000,000	aggregate

#### **4.06 Commercial General Liability**

Coverage on an Occurrence from with a combined single limit of (Bodily Injury and Property Damage combined as follows:

Each occurrence	\$1,000,000
Personal and Advertising Injury	\$1,000,000
Products/Completed Operation Aggregate	\$2,000,000
General Aggregate	\$2,000,000

Coverage to include:

- Premises and operations
- Personal injury and Advertising Injury
- Products/completed operations
- Independent Contractors
- Blanket Contractual Liability
- Explosion, Collapse and Underground hazards
- Broad Form Property Damage
- Railroad Protective Liability Insurance if work involves construction, demolition, or maintenance operations on or within 50 feet of a railroad.

#### **4.07 Automobile Liability**

Covering all owned, non-owned and hired vehicles with a limit of no less than \$1,000,000 combined single limit of Bodily injury and property damage per occurrence.

#### **4.08 Certificates of Insurance**

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by the CITY PRIOR to commencement of any work on the contract. Each policy shall be endorsed to provide ten (10) days written notice of cancellation to the CITY.

- 4.08.1** The Contractor shall require certificates of insurance from sub-Contractors. Sub-Contractors will carry limits of insurance equal to or greater than those carried by the Contractor. These certificates shall evidence waivers of subrogation in favor of the Contractor and the CITY, and shall be made available to the CITY upon request.

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

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

CERTIFIED BY:(type or print) \_\_\_\_\_

TITLE: \_\_\_\_\_

\_\_\_\_\_ **(signature)** **(date)**

CITY OF FAIRHOPE

RFQ RESPONSE FORM

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Recreation Center Roof Repairs - Volanta**

Base bid will include all labor, materials, equipment, shipping, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within the Contract and Scope of Work.

We propose to meet or exceed the above specifications at: (see Scope of Work and Specifications)

New Asphalt Shingle Roof Repairs  
and & Replacement Lump Sum Bid: \$ \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_