

**Board of Public Utilities
of the
City of Springfield, Missouri**

ROOF MAINTENANCE AND REPAIR PROJECTS

COMPETITIVE REQUEST FOR PROPOSAL

46553

I. INVITATION TO BID

The Board of Public Utilities of the City of Springfield, Missouri, (City Utilities) invites you to submit a proposal for the work described below. Contract Documents are available online as instructed in *Section B* of this document. Questions should be directed to:

Carol Crawford		Purchasing Department
Supervisor - Purchasing		City Utilities of Springfield, Missouri
[P] (417) 831-8333	- OR -	[P] (417) 831-8363
[F] (417) 831-8377		[F] (417) 831-8377
[E] carol.crawford@cityutilities.net		[E] purchasing@cityutilities.net

A. RFP REGISTRATION

City Utilities requests that firms interested in this RFP contact the Buyer listed in the previous section and register as a bidder. City Utilities will keep contact information in a log and notify those that have registered when addenda are issued. Bidders are advised that addenda containing additional information and instruction pertaining to this RFP may be issued at any time. It is the bidder's responsibility to verify, prior to the stated proposal opening date/time, as to whether addenda have been issued.

B. SUPPLEMENTAL PROCUREMENT DOCUMENTS

Procurement Documents for **RFP 0000046553**, complete with detailed specifications, drawings and bid form, can be viewed and downloaded by navigating to the following Website and searching by bidding event number or name:

cityutilities.net/bids

or go to: www.cityutilities.net and follow these links:

- Vendors (top of page)
- Bidding Opportunities
- Current Bidding Events & Awards Results
- All CU Bidding Opportunities
- **000046553**

You will have access to open, print and/or save pdf file(s).

C. SUMMARY SCOPE OF WORK:

Main Office Patio Roof: Remove existing elevated paver system from existing roof patio area on main office building. Provide new roof membrane and cover board over existing roof system. Provide new elevated roof paver system. Provide new perimeter roof to wall flashing and modify existing roof drains.

Roof Maintenance and Repair Work: The work includes, but is not limited to the construction and/or the installation of the following: Provide "on call" maintenance or repair to the various types of roofing on City Utilities' facilities via individual task orders. Generally the work will be on City Utilities' property, and at times may be on private property not owned by City Utilities. Contractor may be required to visit job site and prepare a written estimate for each job before work begins, unless otherwise instructed by a City Utilities' Authorized Representative. Prevailing wages shall apply for all work.

D. PRE-PROPOSAL CONFERENCE:

A pre-proposal conference will be held on **March 10, 2016 at 10:00 a.m. in the City Utilities Training Center located at 301 East Central, just north of the main office building.**

Participation in this Pre-Proposal Conference is not mandatory, but it is highly recommended.

E. PROPOSAL OPENING:

All proposals, whether mailed or hand delivered, must be in the hands of the Purchasing Agent of City Utilities at the address provided in RFP Section II-F (*Marking and Mailing Proposals*) by the Bid Opening date and time, which is **2:00 P.M., (Local Time) March 17, 2016**. Any bid received after such date and time will be rejected.

Proposals will not be publicly opened or read since the selection process will be determined based upon competitive negotiated procurement procedures for proposals as described in this RFP.

*** END OF SECTION ***