

**CITY OF BEREA**

# REQUEST FOR PROPOSAL

**Annex Roofing Replacement**

**304 Chestnut St. Berea KY**

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| **Contact:** | Direct Questions to: Jesse Rilenge  Email: jrilenge@bereaky.gov  Phone: 859-893-1200 |
| **Submit Proposals to:** | An electronic version of the proposal on a USB drive plus one hard copy should be mailed or delivered to:  **City of Berea**  **Attn: City Clerk, Robin Adams**  **212 Chestnut Street Berea, KY 40403**  “Annex Roofing” should be clearly marked on sealed envelope. |
| **Issue Date:** | Wednesday, July 23, 2025 |
| **Pre-Bid Walk Through** | Site Visit Upon Request |
| **Deadline for Questions:** | Tuesday, August 5, 2025 |
| **Proposal Due Date and Time:** | Thursday, August 7, 2025 / 2:30 PM |
| **Anticipated Selection Date:** | Wednesday, August 13, 2025 |

**CITY OF BEREA**

**REQUEST FOR PROPOSAL**

**Annex Roof Replacement304 Chestnut St. Berea KY**

**I. INTRODUCTION**

# A. Invitation to Submit Proposal

The City of Berea (City) is requesting proposals (RFP) from qualified contractors.

There is no expressed or implied obligation for the City to reimburse the responding firms for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection pursuant to open record laws. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and disregarded.

The City reserves the right to revise or amend this RFP prior to the date set for receipt of the proposals. The date set for receipt of proposals may be changed if deemed necessary by the City. Any proposer requiring clarification of the information provided in this solicitation must submit specific questions or comments in writing (preferably in email) to the Contact shown on page 1 of this document. If the City determines that additional information or clarification to the RFP is necessary, or if changes are made to the RFP, such information will be supplied in addenda. Addenda shall have the same binding effect as though contained in this RFP. Any revisions and/or addenda will be available on the City’s website at https://bereaky.gov/forbusiness/bids-rfps-rfqs/.

**II. NATURE OF SERVICES REQUIRED**

# A. Scope of Work

1. Flat portion of roof needs to be removed and replaced with new TPO. There are two large flat sections and three small flat sections of with an estimated area of 3900 square foot.

a. Any decking found to be rotten is to be replaced. Please give price units

b. New Flashing is to be installed

c. Parapet walls are to be capped

d. Drains will need to be sealed

2. Rear slope is the be shingled estimated area 745 square foot.

a. New flashing is to be installed

3. All garbage and debris is to be cleared and disposed of properly before contract is completed

# B. Additional Services

Slate roofing needs inspection and possible repairs. This is not a main priority: Please price as an alternate.

**C. Payment**

Payments will be made upon completion of the project. Terms will be Net 30.

**III. PROPOSAL REQUIREMENTS AND INFORMATION**

# A. Contents of Proposal

The purpose of this proposal is to demonstrate your competency, cost effectiveness, and timeliness in the completion of this project.

While additional data may be presented, the areas detailed below must be included. They represent the criteria against which the proposal will be evaluated.

# 1) References

Include reference contact information for at least three completed projects. Include the name, telephone number, and email address of the principal client contact. The City reserves the right to contact any or all of the listed references.

# 2) Price

The dollar cost proposal should specify the total cost of all labor, material, equipment, and any indirect costs associated with the project.

# 3) Schedule

The estimated time to complete the project shall be submitted after the bid has been accepted, and a construction schedule will be determined based on the contractors availability and the City’s scheduled events at the building

**B. Proposal Key Action Dates**

**1) Distribution of RFP**

Request for Proposals will be sent by the city on July 23, 2025.

# 2) Pre-bid Walk through

Site visit upon request.

# 3) RFP Submission

To be considered, an electronic version of the proposal on a USB drive plus one hard copy of the sealed proposal must be received by the City Clerk by August 7, 2025, 2:30 PM. Proposals received after this time will not be considered and will be returned to the proposer unopened. It shall be the proposer’s responsibility to ensure that their proposal is received by the City Clerk within the time limit indicated. It is the proposer’s responsibility to ensure that they have received all addenda related to this proposal. The City reserves the right to reject any or all proposals submitted and to re-solicit for services.

Submissions should be mailed, or hand delivered to:

# City of Berea Attn: City Clerk, Robin Adams 212 Chestnut Street Berea, KY 40403

All proposals must be submitted in a sealed envelope and clearly marked **“Annex Roofing.”**

**IV. EVALUATION PROCESS**

# A. Selection Committee

City staff and administration will review and evaluate each proposal. Upon completion of this review the final recommendation of staff and administration will be brought to the City Council for approval.

# B. Evaluation Criteria

Proposals will be evaluated and scored for both technical qualifications and price. The following (not listed in priority order) represents the principal selection criteria that will be considered during the evaluation process: We will be looking for the best Value for the City.

# V. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be addressed in writing to:

Jesse Rilenge Maintenance

Supervisor

212 Chestnut Street

Berea, KY 40403

jrilenge@bereaky.gov (preferred communication method)

Written questions on the RFP will be accepted until Tuesday, August 5, 2025, to allow time for staff to respond in writing to all holders of this RFP. Written questions submitted after that date may go unanswered.