

Request for Proposals Memorandum

To: Prospective Bidders
From: Dr. Josh Isaacson, Superintendent
Date: 5/26/2022
Re: **Roof Management Services**

De Soto #73 School District is requesting competitive proposals from vendors for Roof Management Services. Enclosed is a Request for Proposal (RFP), responsive Proposal will comply with all federal, state and local regulations. Information regarding the services to be provided, information which must be submitted as part of the Proposal, and related details are included in the accompanying RFP.

Proposals will be accepted no later than 9:00 a.m., Monday, June 13, 2022. No late submittals will be accepted. The Board of Education reserves the right to accept or reject any or all Proposals, to waive any irregularities, and to accept the Proposal that is in the best interest of the District. The award for the **Roof Management Services** may be considered by the Board at its regular meeting in June.

Questions may be directed to Dr. Josh Isaacson, Superintendent, via phone at (636) 586-1000 or via email at isaacson.josh@desoto.k12.mo.us

Proposal bid packet and specifications may be obtained by accessing the District Website at www.desoto.k12.mo.us/administration/request_for_bids

Interested firms are to submit two (2) copies of their response to the RFP. Proposals shall be delivered in sealed envelopes clearly marked as indicated below.

De Soto #73 School District
Attn: Dr. Josh Isaacson
610 Vineland School Road
De Soto, MO 63020
RE: Roof Management Services

Important Dates

PRE BID MEETING/SITE VISIT.....N/A
RETURN DATE and TIME..... **June 13, 2022 prior to 9 a.m.** local time
BID OPENING DATE and TIME**June 13, 2022, at 9:05 a.m.** at the
Central Office, 610 Vineland School Road, De Soto, MO 63020

All proposals submitted with RFP **Bid Form** must be delivered to the Superintendent Office **before 9:00 a.m. on June 13, 2022** to be considered for evaluation. Proposals received after this time may not be accepted and may be returned to the vendor unopened.

**De Soto #73 School District
REQUEST FOR PROPOSAL**

Title: **Roof Management Services**

Issue Date: 5/26/2022

Contact Person: Dr. Josh Isaacson

Phone: (636) 586-1000

Email: isaacson.josh@desoto.k12.mo.us

RETURN PROPOSAL NO LATER THAN: **June 13, 2022, at 10 a.m. CST**

RETURN PROPOSAL AND ADDENDA TO:

De Soto #73 School District

ATTN: Dr. Josh Isaacson

610 Vineland School Road

De Soto, MO 63020

RE: **Roof Management Services**

Request for Proposal Specifications

The De Soto #73 School District is seeking competitive bids for Roof Management Services. Below are the Minimum Specifications:

De Soto #73 School District invites qualified companies to submit proposals for roof management services. The objective of this RFP is to solicit proposals for the purpose of entering into a contract for roof management services with a company authorized to do business in the State of Missouri, with experience in roof asset management, preventive maintenance programs, designing replacement both maintenance and replacement roof systems, including structural assessment of the existing roof structure.

Interested proposers can set up an appointment to tour the district's buildings. If you would like to set up an appointment contact Gary Grzeskowiak, facilities director at Grzesk.Gary@desoto.k12.mo.us prior to June 11, 2022.

Bidders should include an introduction, services, experience, references. Responses should also include costs listed for the following Base hourly wage rate, overhead expenses (hourly), materials mark-up in percentage, equipment rental mark-up in percentage, vehicle/tool charge listed out each year for a five year contract term.

All lines on the form must be completed. Additional information may be attached. If a service cannot be met by the proposed vendor, then the term "No Proposal" should be entered on the line item representing that service. If the proposed vendor will not charge for a service, then the term "No Cost" should be entered on the line item representing that service. If there is no per-item cost for a particular service, then the term "N/A" should be entered.

	Year 1	Year 2	Year 3	Year 4	Year 5
Base hourly wage rate					
overhead expenses (hourly)					
materials mark-up in percentage					
equipment rental mark-up in percentage					
vehicle/tool charge					
cost to evaluate roofs and develop solutions and recommendations					
Costs to conduct initial/annual inspections					
General Maintenance determined by annual inspection					
Price to conduct specific site repairs					
Bid price cost percentage for roof replacements restorations Emergency leak response and repair					
Yes or no-Emergency Leaks responded to within a 24 hour period?					

Please describe how travel time will be calculated and charged:

What is the overtime rate and how is it calculated:

Please list out how management cost will be calculated and what the total management fee/costs will be for each year of the five year term.

If no costs are listed above, how will management costs be covered by the vendor?

Please list any other additional costs such as service call fees, after hour rates, engineer.

During the evaluation process, the district may request any one or all vendors to make oral presentations.

Proposals should include a certificate of liability insurance. The minimum amount of such liability coverage shall be \$1,000,000 per occurrence.

The selected successful company shall furnish all expertise, labor and resources for complete design and construction period services for the project in accordance with the requirements set forth. The following generally highlights the services that the successful company will be required to perform:

- A. Refine, clarify, and define the District's project description, data, and requirements as necessary to develop a concise campus wide roof management system designed to manage both roof maintenance as well as yearly roof replacement projects complete with on-site inspections, written reports of findings, photo analysis and budget forecasts which meets the District's requirements and needs for a complete "district-wide" roof asset management program.
- B. Provide completed construction contract documents with professional seals and signatures in accord with the procedures of the A/E Manual.
- C. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations including, but not limited to, the IBC (International Building Code), and the Uniform Federal Accessibility Standards.
- D. Provide specifications which reflect current requirements, standards and product availability.
- E. Prepare cost estimates for projects that involve both routine "Preventive Maintenance" and complete "Replacement".
- F. Represent the District by presenting necessary oral and/or graphic presentations to State Agencies such as the Art and Architectural Review Board, the Division of Engineering and Buildings or any other group having interest in the project.
- G. Complete all forms and documents in formats required by District and process in accord with the

District's standard instructions.

H. Provide services to assist the District in the bidding and award of the construction contract.

I. Provide services for the construction phase, as required for the administration of the contract.

J. Roof Inspection Services:

- Conduct detailed visual roof inspection for all managed buildings.
- Perform core sample analysis of existing membranes and roof systems.
- Perform laboratory analysis of existing roof systems (when necessary).
- Provide photographic records of roof conditions.
- Perform thermographic (infrared) study as needed.
- Review accumulated past historical data of roofing procedures for each facility.

K. Roof Asset Management Program:

- Provide scaled drawings of each roof on all facilities inspected.
- Roof assembly analysis of each individual roof area.
- Condition/inspection report on each individual roof area.
- Photographic record of roof conditions.
- Solution/option recommendations for cost effective roof management.
- Executive summary detailing all facilities being managed with associated costs and budget

recommendations.

- Roof Asset Management databases available on the Internet for access at all times.

L. Budget Assistance Programs:

- Prioritization of roof areas for repair or replacement.
- Budget estimates for long range planning complete with graphical representation.

M. Project Management Services

- Pre-qualify and approve contractor selection.
- Conduct comprehensive pre-bid conference.
- Assist in bid analysis and contract award determination.
- Conduct pre-construction job conference to insure specification compliance.
- Conduct on-site quality control and construction progress meetings.
- Conduct final inspection.
- Produce detailed job completion report with photographic documentation and completed inspection reports.

N. Post - Installation Services

- Issue guarantee for labor and materials.
- Conduct annual follow-up inspections.
- Establish routine maintenance procedures.

De Soto #73 School District "The District" reserves the right to directly purchase supplies and or materials needed by the vendor in the performance of work undertaken.

The District reserves the right to augment the vendor's work crew(s) with district personnel or other contracted workers as necessary.

The District reserves the right to inspect finished work and work-in-progress for quality, effectiveness and adherence to the district's written safety procedures.

The District reserves the right to ask the vendor for immediate replacement of vendor's personnel for whatever reason deemed by the District to be in the best interest of the District. Some reasonable justification for personnel replacement may include, but not be limited to violation of Western's tobacco policy, harassment of Western employees, inappropriate dress, inappropriate behaviors, inappropriate language, failure to work in a safe manner or sabotage.

The District expects a prompt response to all work requests under the terms of any particular contract. The appropriate response time for an emergency repair/ project is to begin the actual repair within two hours. The appropriate response time for non-emergency repairs / projects is discussion and scheduling within 48 hours and work to commence as per the agreed upon schedule.

The District expects all repairs and projects to be properly manned at all times for safety and prompt completion of the work. All work must be scheduled and coordinated with the Physical Plant.

Must have detailed invoice containing hours, date of work, location (facility).

Must clean up all waste and refuse after job is complete.

Must carry identification such as card or wear uniform depicting vendor ID.

Hourly rates of consultation must be added to specs.

Should have knowledge of safety procedures at the District.

The vendor shall be the designated roof and building envelope management provider for a five-year period commencing on or about July 1, 2022. This RFP may, by mutual consent, be extended for an additional two (2) consecutive one year periods under the same terms and conditions, thereby providing for seven (7) years of services. Service fees and interest rates may be renegotiated after the initial five year term.

In submitting this bid, I certify that I am a "Qualified Supplier" for providing the items and/or services outlined in this Request for Bid. I agree to the following by initialing the Qualifications identified:

A. _____ Our company has been in business for at least 3 years.

B. _____ Our company is an authorized sales and servicing dealer for any and all equipment or items provided under the RFB.

C. _____ Our company maintains a permanent place of business and is licensed to do business in the United States.

D. _____ Our company is not presently debarred or disqualified by any Federal Agency, the State of Missouri or by any other State Agency for noncompliance with any equal opportunity, tax related or affirmative action requirements.

E. _____ Our company is authorized to sell the products being proposed in the RFB, with no claim or suspicion of any kind as to any patent or copyright infringements, or claims of actions pertaining thereto, that would be of a legal concern or issue to your company or to this public agency as it relates to laws regarding patents, copyrights, royalties, infringements, etc.

F. _____ In connection with the performance of any work covered by this RFB, we agree not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical conditions, developmental disability, sexual preference or national origin

Alternative Bid Option (please list item as alternative bid option) also requested for the following: N/A

Request for Proposal Bid Form
(Please submit completed Bid Form with your proposal documents)

Name of Bidder:		
Address (Street):		
Address (City, State, Zip Code):		
Phone #:	Fax #:	Email Address:

The undersigned acknowledges the receipt of the follow Addenda:
 Addendum No. ____ Date: _____ Addendum No. ____ Date: _____

Base Bid Price:

Please list the total costs for roof management services, roof asset management, preventive maintenance programs, designing replacement both maintenance and replacement roof systems, including structural assessment of the existing roof structure, for bidding replacement both maintenance and replacement roof systems, for coordinating contractors and general contracting of all roof services, as well as any other fees or costs associated with the services as the district’s roof management services provider. The undersigned bidder agrees to provide all products or perform services required as shown and indicated in the request for proposal specifications for the sum of:

Year 1 \$ _____
 \$ _____ Dollars
 Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Year 2 \$ _____
 \$ _____ Dollars
 Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Year 3 \$ _____
 \$ _____ Dollars
 Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Year 4 \$ _____
 \$ _____ Dollars
 Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Year 5 \$ _____
 \$ _____ Dollars
 Amounts shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

Completion/Delivery Date (Products/services) _____.

The Proposer hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto. The De Soto #73 School District and the Board of Education would like to thank Bidders for their responses. Please complete the bid form, note any necessary modifications and submit.

 Authorized Signature

 Printed Name

 Date

GENERAL CONDITIONS

ALL INTERESTED PARTIES SUBMITTING A PROPOSAL IN RESPONSE TO THIS REQUEST FOR PROPOSALS SHALL BE EXPECTED TO OBSERVE THE CONDITIONS AND REQUIREMENTS SET FORTH IN THESE GENERAL CONDITIONS. SUCH CONDITIONS AND REQUIREMENTS SHALL FORM AN INTEGRAL PART OF THE CONTRACT TO BE AWARDED BY THE DISTRICT. THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND TO WAIVE ANY TECHNICALITIES THEREIN.

Proposals, prices, terms and conditions shall remain firm for a period of ninety (90) days from the due date for Proposals or until the time when the District takes official action on the Proposals.

The District reserves the right to modify the specifications prior to the Proposal submission deadline and will endeavor to notify all potential Companies that have received a copy of the specifications, but failure to notify shall impose no obligation or liability on the District.

Due regard will be given for the protection of proprietary information contained in all Proposals received. However, vendors should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. Proposals containing data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal may be restricted, provided the Company marks the cover sheet of the Proposal with the following legend: **“Technical data contained on pages _____ and _____ in this Proposal furnished in connection with the Request for Proposals of the De Soto #73 School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, De Soto #73 School District shall have the right to use or disclose technical data to substantiate the award of a Contract.”**

The above restriction does not limit the District’s rights to use or disclose without the Company’s permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above legend. Proposals submitted with restrictive legends or statements which differ from the above will be treated under the terms of the above legend. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.

The Company shall not, under penalty of law and immediate disqualification of the Proposal, offer or give any gratuities, favors or anything of monetary value to an officer, employee, agent, or Board of Education member of the District for the purpose of influencing favorable disposition toward a submitted Proposal or for any reason while a Proposal is pending or during the evaluation process.

No Company shall engage in any activity or practice, by itself or with other Companies, the result of which may be to restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will result in immediate rejection of the Company’s Proposal.

The District may accept one part, aspect or phase, or any combination thereof, of any Proposal unless the Company specifically qualifies its offer by stating that the Proposal must be taken as a whole.

The District may award a contract based upon the initial Proposals received without discussion of such Proposals. Accordingly, each initial Proposal should be submitted with the most favorable price and service standpoint.

To facilitate consideration of the Proposals, the District may, at its option, conduct interviews after receipt of the Proposal. If this is necessary, the Company will be contacted to arrange a time for an interview.

The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal. The District may accept any Proposal as submitted whether or not negotiations have been conducted between the parties. Neither the commencement nor cessation of negotiations shall constitute rejection of the Proposal or a counteroffer on the part of the District.

The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.

In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.

All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into a final Agreement between the District and the successful Company. Any conflict in the wording between the final Agreement and the wording of the terms and conditions of this RFP and the response of the Company shall be resolved in favor of the District and shall be deemed to be incorporated into the final Agreement.

The successful Company must not at any time assign any portion of its contract with the District nor shall it assign the contract without the written permission of the District. The successful Company must not, at any time, change sub-consultants approved by the District without written permission of the District, other than as listed in the bid submission.

The District may terminate the Agreement immediately without further cost or liability in the event of the occurrence of any of the following: insolvency of successful Company; liquidation or dissolution of successful Company; the institution of any voluntary or involuntary bankruptcy proceeding by or against the successful Company; assignment by successful Company for the benefit of creditors; or the appointment of a receiver or trustee to manage the property of the successful Company.

In the event the Board of Education of the District fails to approve the appropriation of funds sufficient to provide for the District's obligations under the Agreement, or if the funds are not appropriated due to federal, state or local action, the District shall have the right to terminate the Agreement by providing written notice to the successful Company and the District will thereby be relieved from all further obligations under the Agreement.

The submission of a Proposal will be construed to mean that the Company is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.

Prices shall be net, including transportation and delivery charges, to the destination indicated in the Proposal. Title shall not pass until items have been delivered to the acceptance by the District.

In all specifications, the words “or equal” are understood to follow each item description. The decision of the District as to whether an alternative or substitution is in fact “equal” shall be final.

All interested Companies submitting a Proposal in response to this RFP shall be expected to observe the conditions and requirements set forth in the RFP. Such conditions and requirements shall form an integral part of the contract to be awarded by the District.

PROPOSALS:

- 1) All proposals must be submitted in writing and in accordance with instructions provided by the District.
- 2) Proposals received after the time stated in the notice to Interested Parties may not be considered. The Interested Party assumes the risk of any delay in the mail or in the handling of the mail by employees of the District. Whether sent by mail or by means of personal delivery, the Interested Party assumes responsibility for having his proposal deposited on time at the place specified.
- 3) General and special instructions, in connection with each item against which a proposal is submitted, must be given to constitute a proposal.
- 4) The submission of a proposal will be construed to mean that the Interested Party is fully informed as to the extent and character of the supplies, materials, equipment, and service in complete compliance with the specifications.
- 5) No charge will be allowed for federal, state or municipal sales and excise taxes because the District is exempt from such taxes. The proposal price shall be net and shall not include the amount of any such tax.
- 6) In all specifications, the words “or equal” are understood to follow each item description. The decision of the District as to whether an alternate or substitution is in fact “equal” shall be final.
- 7) Prices shall be net, including transportation and delivery charges, to the destination indicated in the proposal. Title shall not pass until items have been delivered to and accepted by the District.

PRODUCT OR SERVICES INCLUDED:

The interested party shall furnish all labor, materials and equipment necessary to perform the scope of work and any services under the Contract, with direction from the District.

PRICE ESCALATION CLAUSE:

No increase in overhead and/or profit to the Vendor will be allowed. At the time of request, the interested party must furnish written substantiation of increase by its supplier/manufacturer to the Purchase Officer. Such substantiation shall be in the form of invoices, receipts and/or other appropriate documentation showing costs in effect at the time of proposal versus cost in effect at the time of the request for price escalation. Any price increase must be substantiated to the satisfaction of the District and shall only be effective upon acceptance by the District in writing.

MATERIAL LISTED:

Each Interested Party shall submit, on attached sheets, the exact names of the various items on which it is submitting proposals. Items shall be clearly marked and fully describe any variations from that specified. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is provided solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

INSURANCE:

The Vendor, at its sole cost and expense, shall obtain and maintain a General Commercial Liability Insurance policy, which includes coverage for contractual liability, products liability and completed operations and property damages. The interested party will also keep in force and effect throughout the Term workers' compensation insurance to the extent required by law.

INDEMNIFICATION AND HOLD HARMLESS:

The Vendor shall indemnify and hold harmless the District and its Board of Education, officers, employees, agents, representatives and volunteers from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to, all expenses of litigation, court costs, penalties, and attorney's' fees whatsoever of any kind or nature, arising directly or indirectly from the negligence of the interested party, its agents, servants, employees, persons or entities engaged as independent contractors by the interested parties and suppliers, provided, however, that the interested party shall not be required to indemnify for the following:

- (a) acts or conduct by third parties, other than the District and its Board of Education, officers, employees, agents, representatives and volunteers, not under the control of the interested party, except for persons or entities engaged as independent contractors by the Vendor;
- (b) claims where the District has failed to give adequate, prompt written notice thereof to the interested party;
- (c) claims settled without the prior written consent of the interested party; or
- (d) acts of intentional misconduct or negligence by the party to be indemnified.

CONFLICT OF INTEREST:

The interested party hereby covenants and agrees that there is no officer or employee of the District forbidden by law to be interested in the Contract, either directly or indirectly, who will benefit their from.

INDEPENDENT CONTRACTORS:

The District and the interested party are independent of one another and shall have no other relationship. Neither party shall have, or hold itself out as having, the right or authority to bind or create liability for the other by its intentional or negligent act of omission, or to make any contract or otherwise assume any obligation or responsibility in the name of or on behalf of the other party.

GOVERNING LAW:

The Contract shall be governed by and construed in accordance with the laws of the State of Missouri. Any litigation or other proceeding arising under the Contract shall be commenced in a court of appropriate subject matter jurisdiction in the State of Missouri, County of Jefferson.

COMPLIANCE WITH DISTRICT REGULATIONS:

The interested party shall cause all persons performing work on behalf of interested party and the District to comply with all instructions pertaining to conduct and building regulations issued by the District. All such persons shall wear readily visible identification mutually satisfactory to the District and the Vendor.

The interested party shall cause all such persons to preserve and protect all confidential information of the District to which they may have access during the performance of work. The District may promulgate and modify the rules and regulations relating to the conduct of the Vendor and all persons performing work under the Contract as the District, in its sole discretion, may determine. The interested party shall cause all persons performing work to comply with such modifications.

The Company is responsible for its own verification of all information provided to it. The Company must satisfy itself, upon examination of this RFP, as to the intent of the specifications. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained. The Company agrees that it will make no claim for additional payment or seek an extension of time for completion of the work or seek any other concession because of any misinterpretation or misunderstanding of the RFP, or of any failure to fully acquaint itself with all conditions relating to the proposed work.

No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification.

THANK YOU FOR YOUR PROPOSAL TO THE DESOTO #73 SCHOOL DISTRICT