

# CITY OF CHOWCHILLA CALIFORNIA



## REQUEST FOR PROPOSAL

### ROOF REPLACEMENT: CIVIC CENTER PLAZA

**DATE ISSUED:** August 28, 2017

**PROPOSALS DUE:** September 14, 2017 2:00 PM

**SUBMIT TO:** City Clerk  
City of Chowchilla  
130 S. Second Street  
Chowchilla, CA 93610

**REFER QUESTIONS TO:** Celeste Gray  
Administrative Analyst  
Public Works

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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### SECTION I – GENERAL INFORMATION

#### 1.1 Background Information

The City of Chowchilla is located in Madera County, approximately 15 miles south of the City of Merced and services an area of about 7.6 square miles with a population of about 18,720. The City's fiscal year begins on July 1 and ends on June 30.

The City of Chowchilla was incorporated in 1923 as a general law city which operates under the council/administrator form of government. The City operates and maintains the roadways, water, sewer, airport, and storm drainage systems. The City also provides police and fire services.

#### 1.2 General Conditions

The City of Chowchilla shall not be liable for any pre-contractual expenses incurred by the any contractor, nor shall any firm include such expenses as part to the proposed cost. Pre contractual expenses include any expense incurred by a proposal and negotiation any terms with the City.

The City reserves the right to accept or reject any or all Requests for Proposals (RFPs) and to award the contract to the business who best complies with specifications as determined by the bid analysis. RFP's not complete with bid will be rejected. A City of Chowchilla committee will make the final determination to award the contract.

RFP'S may, at the City's discretion, be rejected if they contain any alterations, additions, conditional or alternatives, are incomplete, or contain erasures or irregularities of any kind. The City reserves the right to reject any and all proposals. The City expressly reserves the right to postpone submittal opening for its convenience and to reject any and all submittals responding to this RFP.

The selected business must agree to indemnify, hold harmless and defend the city, its officers, agents and assigns from any liability or loss resulting from suits, claims, or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.

The selected business will be required to comply with all existing State and Federal labor laws, including the applicable to equal opportunity employment provisions and prevailing wages.

The City reserves the right to negotiate special requirements and proposed service levels using the selected proposal as a basis. Compensation for services will be negotiated with the selected.

All responses to this RFP shall become the property of the City of Chowchilla and will be retained or disposed of accordingly.

No amendments, additions or alternates shall be accepted after the submission date and time.

All documents, records, designs and specifications developed by the selected business in the course

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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of providing services for the City of Chowchilla shall be the property of the City. Acceptance by the City of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for services.

The City reserves the right to issue a written notice to all participating firms of any change in the RFP submission schedule should the City determine, in its sole discretion, that such changes are necessary.

### 1.3 Statement of Purpose

The City of Chowchilla is seeking proposals for the Civic Center Plaza Roof Replacement located at 130 South Second Street Chowchilla, Ca. 93610.

You are invited to submit a proposal for Roof Replacement for the Civic Center Plaza. Detailed Bid information, insurance requirements and Scope of Work & Specifications, and Bid Proposal Form are herein included.

### 1.4 Scope of Work & Statement of Understanding

City shall have the right to amend the Scope of Work within the Agreement by written notification to the Contractor. In such event, the compensation and time of performance shall be subject to renegotiations upon written demand of either party to the Agreement. All specifications are listed under **Exhibit "A"**

#### Summary of Work

Consists in general of providing all equipment, labor, and incidentals to mobilize and provide all insurance and bonds required to replace roof at the Civic Center located at 130 South Second Street in accordance with City Standards Specifications, and these special provisions. The Civic Center Plaza Building Layout and Roof Structure is enclosed in EXHIBIT "A" of this RFP.

Contractor shall provide:

1. Provide local roof replacement permit by the City and current City Business License.
  - a. Include the cost of this permit in the bid.
2. Remove and dispose of materials as spelled out in the documents, and in accordance with regulations.
3. Remove and dispose of existing roof system, associated flashings, and any other miscellaneous materials.
4. Leave the coping in place and skirt up to the coping during the roof replacement process.
5. Inspect the roof deck and perform repairs, as needed (planks boards as preexisting).
6. Repair as preexisting drains with new vinyl membrane (60 mil, TPO membrane).
7. Install new flashings at the pipe penetrations, as needed.
8. Install new walk pads as to preexisting locations.
9. Install 60 mil TPO membrane roof systems in accordance with specification, including drains and preexisting roof layout.
10. Install new vinyl membrane at the parapet wall locations.
11. Install all necessary vinyl for a complete weather-tight installation.

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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12. Install skirt metal around all AC units
13. Remove all roofing related debris from the premises.
14. Provide specified contractors workmanship warranty and specified manufacturer's warranty.
15. Provide a 10-year, 15-year, 20-year material PVC roofing material
16. Provide a 10-year, 15-year, 20-year PVC 60 mil TPO vinyl membrane, please see guidelines in section 2.2.
17. A minimum 10-year, 15-year and or 20-year Warranty from Sika Plan/Sarnafil or comparable material, please see guidelines in section 2.2.

NOTE – There is not a requirement for liquidated damages within the bid document. However, this would be an item to be negotiated on with the City Attorney upon selection of a successful bidder

The work to be done consists in general of providing all equipment, labor, tools and incidentals to mobilize and provide all insurance and bonds required to replace the roof at the Civic Center in accordance with City Standard Specifications, California Building Codes and these Special Provisions. Contractor must be prepared to begin work 15 days after the execution of contract.

All materials, removal and disposal, clean-up, advance warning, construction barricades and signing must be included in the bid. Any work to be completed after original RFP submitted, must first be approved by the city, otherwise unannounced cost will be the sole responsibility of the contractor. The city will not be held financially liable for work without prior approval, as in the contractor will swallow cost, if work is not approved. Contractors are required to have a current City of Chowchilla Business License, Appropriate classification and valid contractor's licenses and all required City Permits.

Any damages inflicted to the Civic Center by the awarded contractor will be the financial responsibility of the contractor, as in any damages to Civic Center will be at the contractors expense.

The contractor must keep the roof weather tight in the event of possible rain.

### 1.5 Outcome and Performance Standards

The contractor must also be prepared to begin work fifteen (15) days after the execution of an agreement contract. The start date will be approved by the City of Chowchilla Committee as it relates to any inclement weather forecast.

Bidders are expected to carefully examine the RFP, bid specifications and conditions contained herein. It is the intent of the City to award to the company whose proposal is the most advantageous to the City from the standpoint of suitability to purpose, quality, services, previous experience, price, date of delivery, and to accept the bid that is in the best interest of the City.

### 1.6 Work Schedule

**Contractor shall commence work within fifteen (15) days of issuance of a purchase order and shall complete work within thirty (30) days thereafter.** The work to be performed by Contractor shall be coordinated with department staff.

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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Roof access will be given to the North side of the building, this will be coordinated with City Staff when bid is awarded, as to not obstruct Public Transit or Chowchilla's Police Department access.

### Site Inspection

Contractor must contact **CITY INSPECTOR** to physically inspect roof, and must be present at the site during the inspection.

### 1.7 Payment Schedule

Contractor shall notify City in writing when work is completed. City shall inspect the site within five (5) days thereafter. Acceptance of work shall be determined in the sole judgment of City. Contractor shall submit itemized statements for work performed upon completion of work. City shall make any payment due within thirty (30) days after receipt of such bill in accordance with City Council disbursement schedule.

### 1.8 Contractual Terms and Term of Contract

- Coordinate the delivery schedule, time frame with the owner and owner's agent;
- Bid proposals shall remain valid for at least 60 days after the opening of bids. No bid proposal may be withdrawn after the bid opening.
- City may find it beneficial to request additional information.
- Failure to provide specification brochures may invalidate your proposal.
- Business shall submit one (1) original Bid Proposal and three (3) copies.
- The business shall have contact available to respond to questions from the City regarding proposal prior to award as needed.

### 1.9 Cleanup Cost

Contractor shall include in the bid all costs for cleanup during performance and upon completion of work on this project, as outlined in Chowchilla Municipal Code, *Ord No. 8.05.050*: Recycling of Construction and Demolition Waste. Contractor will remove all unused equipment and instruments of service, all excess or unsuitable material, trash, rubbish and debris, and legally dispose of same. Contractor shall leave entire area in a neat, clean and acceptable condition as approved by the City of Chowchilla.

## SECTION 2 – PROPOSAL FORM AND CONTENT

### 2.1 Requirements for Request for Proposal

**No bid proposal will be considered for award unless all necessary information from the proposal is completed and submitted with RFP.**

**Forms should be completed and signed by the bidder and delivered prior to the time and date specified in this RFP.**

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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Company shall submit one (1) original and three (3) copies of bid proposal.

### 2.2 Documents to be submitted in proposal

**1. Executive Summary:** The proposer(s) may use this section to introduce the proposal or to summarize the key provisions of the RFP.

**2. Statement of Understanding:** The proposer(s) shall include a detailed statement of understanding of the project as found in section 1.4 of this RFP.

**3. Project Team and Qualifications:** This portion should include the name of the person who will be responsible for the management and administration of roof replacement with the City with a resume of that person's experience and qualifications, the names and resumes of the assigned staff and sub-contractors, relevant technical experience and the availability of the staff for the services. After selection of a firm by the City, no substitution of key staff or sub-contractors may occur without the written approval of the City.

**4. Similar Project Examples and References:** The proposal should include a listing of projects that are similar, or that can support the proposer's abilities, to fulfill the services requested in this RFP. **At a minimum, the listing should include project title, project location, Project Manager Contact information** and range of project budget, and any other information that could be useful during the evaluation process. Provide the Project Manager(s) name and the primary contact for all related city projects.

**5. Additional Information:** Any other information that the proposer(s) feels applicable to the evaluation of the proposal or of their qualification for accomplishing the project should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.

Bid proposals are to be submitted in a sealed envelope, clearly marked "**Roof Replacement: Civic Center Plaza**" by no later than **September 14, 2017, at 2:00 pm.** Proposal packages must provide product detailed specifications and manufacture warranties. Bid Proposals will not be accepted via E-mail or Fax. Include a return address on the outside of the envelope. No bid proposal will be accepted after the date and time shown in this request for proposal.

**6. Section 5:** signed and dated with primary contact information.

### 7. One (1) base bid and two (2) alternative bids

- a. A line item budget of the scope of work listed in the RFP for the Roof Replacement: Civic Center Plaza. **Meaning a cost breakdown of all material, wages, warranty, etc.**
- b. Contractor and Sub Contractor License numbers and classifications
- c. List of related projects should be included with the name of the contact person and the telephone number for which the firm as recently or currently provides services under the scope of work.

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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- d. Scope of Work: The firm shall describe the proposed work by task, including any tasks to be performed by sub-contractors, if approved.
- e. The city is asking for one (1) base bid and two (2) alternative bids, please label types of material accurately.
  - a. Base bid
    - i. 20-year Sika Plan/Sarnafil or comparable material roof warranty,
    - ii. 20-year Sika Plan/Sarnafil or comparable material PVC 60 mil TPO vinyl membrane, and
    - iii. 20-year PVC roofing material
  - b. Bid Alternative #1
    - i. 15-year Sika Plan/Sarnafil or comparable material roof warranty,
    - ii. 15-year Sika Plan/Sarnafil or comparable material PVC 60 mil TPO vinyl membrane, and
    - iii. 15- year PVC roofing material
  - c. Bid Alternative #2
    - i. 10-year Sika Plan/Sarnafil or comparable material roof warranty,
    - ii. 10-year Sika Plan/Sarnafil or comparable material PVC 60 mil TPO vinyl membrane, and
    - iii. 10-year PVC roofing material

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

### BID PRICE

**Base Bid**

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Extension</u>
1.	20-year Sika Plan/Sarnafil or comparable material roof warranty	1	L.S.	\$ _____	\$ _____
2.	20-year Sika Plan/Sarnafil or comparable material PVC 60 mil TPO vinyl membrane	1	L.S.	\$ _____	\$ _____
3.	20-year PVC roofing material	1	EACH	\$ _____	\$ _____

Total Base Bid: \$ \_\_\_\_\_

Total Base Bid in Words: \_\_\_\_\_

**Bid Alternative #1**

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Extension</u>
1.	15-year Sika Plan/Sarnafil or comparable material roof warranty	1	L.S.	\$ _____	\$ _____
2.	15-year Sika Plan /Sarnafil or comparable material PVC 60 mil TPO vinyl membrane	1	L.S.	\$ _____	\$ _____
3.	15-year PVC roofing material	1	EACH	\$ _____	\$ _____

Total Bid Alternative #1: \$ \_\_\_\_\_

Total Bid Alternative #1 in words: \_\_\_\_\_

**Bid Alternative #2**

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Extension</u>
1.	10-year Sika Plan /Sarnafil or comparable material roof warranty	1	L.S.	\$ _____	\$ _____
2.	10-year Sika Plan /Sarnafil or comparable material PVC 60 mil TPO vinyl membrane	1	L.S.	\$ _____	\$ _____
3.	10-year PVC roofing material	1	EACH	\$ _____	\$ _____

Total Bid Alternative #2: \$ \_\_\_\_\_

Total Bid Alternative #2 in words: \_\_\_\_\_



# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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Note:

1. Bidders are **REQUIRED** to submit prices for the Bid Alternates one (1) base bid and two (2) alternative bids. Bids that do not include prices for the Bid Alternates will be considered non-responsive.
2. The lowest responsible bidder will be determined on the basis of the total of the Total Bid Price inclusive of the Bid Alternates.

The estimate of construction quantities herein set forth is approximate only, being given as a basis for the comparison of bids, and the City does not expressly or by implication agree that the actual amount of work will correspond therewith, but reserves the right to increase the amount of any class or portion of the work or to omit portions of the work as may be deemed necessary or expedient by the Engineer.

All bids will be compared on the basis of the Engineer's Estimate of the quantities of work to be done. The undersigned has checked carefully all of the above figures and understands that the City shall not be responsible for any errors or omissions on the part of the undersigned in preparing this bid.

The undersigned shall fill out all blanks in the Bid Proposal form. In case of a discrepancy between words and figures, the words shall prevail. In case of a discrepancy between the products of the unit price times the quantity and the total price or extension of an item, the unit price times the quantity of the item shall prevail.

If this proposal shall be accepted and the undersigned shall fail to contract as aforesaid and to furnish bonds as provided in said specifications, with sureties satisfactory to the City, within ten (10) days after the bidder has received notice from said City that the contract is ready for execution, the City may, at its option, determine that the bidder has abandoned the contract.

The undersigned hereby certifies that this bid is genuine, and not sham or collusion, or made in the interest or in behalf of any person not therein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought by collusion to secure for himself an advantage over any other bidder.

The City reserves the right to reject any or all bids.

### 2.3 Evaluation and Award Process

The lowest responsible/responsive proposal will be awarded upon issuance of the purchase order and "Notice to Proceed (NOP)" is anticipated to occur around **SEPTEMBER 27, 2017**. In determining which proposal is in the best interest, the City will take into consideration the bid price, and the experience, qualifications, references, responsibility and currently available facilities of the Bidder to perform the work. The City of Chowchilla reserves the right to accept or reject any or all proposals or portions thereof. The right is also reserved to waive any minor irregularities.

The completed proposal must be properly signed, and submitted on the attached forms along with any supporting documents. The bid and resultant purchase contract are subject to the accompanying Terms

**REQUEST FOR PROPOSAL**

**ROOF REPLACEMENT: CIVIC CENTER PLAZA**

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and Conditions. It will be the responsibility of the company to meet all criteria in the Terms and Conditions, and Scope of Work & Specifications and include all of the services listed herein.

The City intends to retain the engineering services of the individual or firm evaluated to be the best qualified to perform the work for the City, cost and other factors considered. The City shall screen all applications and the top candidates may be selected for interviews.

In review the proposals the City will carefully weigh the following from section **2.2 Documents to be Submitted** in proposal, but are **NOT** limited to:

- Did the proposer include all necessary information?
- Did the proposer submit 1 bid and 2 alternatives?
- Did the proposer submit the correct number of copies?
- Did the proposer submit similar projects – a list of references?
- Did the proposer submit a scope of work?
- Did the proposer submit section 5, signed and with necessary contact information.

**2.4 Tentative Process Schedule**

RFP Issued	August 28, 2017
Proposals Due	September 14, 2017
Tentative Contract Award	September 27, 2017
Begin Work	October 2, 2017

Send Proposals:                      City Clerk  
(1 Original /3 Copies)              City of Chowchilla  
    130 S. Second Street  
    Civic Center Plaza  
    Chowchilla Ca. 93610

Mark Envelope:        **PROPOSAL– “Roof Replacement: Civic Center Plaza”**

**SECTION 3 – REQUIRED BUSINESS DOCUMENTS**

**General Commercial Liability Insurance, Automobile Insurance, And Worker’s Compensation:**

The Contractor shall furnish to City of Chowchilla, a Certificate of Insurance, in triplicate, indicating insurance coverage with respect to the liability assumed by the Contractor under the provisions of this Article XI, and shall further indicate insurance coverage with minimum limits as shown in (1.) or (2.) and (3.) as follows:

Contractor shall maintain limits no less than:

1. Commercial General Liability: (Including operations, products and completed operations.) \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Employer's Liability: \$1,000,000 per accident for bodily injury or disease.

Contractor's Property Damage Liability Insurance shall include coverage for property damage caused by blasting, collapse, structural injuries or damage to underground utilities. The policy shall not contain the so-called "x", "c" or "u" exclusions. The Certificate of Insurance shall further provide ten-days "Notice of Cancellation" or reduction in coverage shall be given the City of Chowchilla.

An Additional Insured Endorsement to the Contractor's Commercial General Liability Insurance Policy naming **the City of Chowchilla, and all officers, volunteers and employees shall also be furnished in triplicate.**

Copies of the approved Certificate of Insurance and Additional Insured Endorsement forms will be furnished to the Contractor upon award of the Contract.

In the event of a partial or total destruction by the perils insured against, of any or all of the work or materials herein provided for, at any time prior to the final completion of the contract and the final acceptance by the City of Chowchilla of the work or materials to be performed or supplied thereunder, the Contractor shall promptly reconstruct, repair, replace, or restore all work or materials so destroyed or injured at his sole cost and expense. Nothing herein provided for shall in any way excuse the Contractor or his surety from the obligation of furnishing all the required materials and completing the work in full compliance with the terms of the contract.

The Certificate of Insurance shall further provide a clause for ten (10) days' notice of cancellation shall be given to the City of Chowchilla.

### **Equal Opportunity Employer:**

The City of Chowchilla is an "equal opportunity" employer. Qualified Disabled Veterans Business Enterprises and "small DBEs" are encouraged to participate in this project.

### **Prevailing Wages:**

The prevailing wage rate law is mandatory for all work performed under this contract. Copies of local rates are available online at [www.dir.ca.gov/DLSR](http://www.dir.ca.gov/DLSR).

### **Agreement:**

Submission of a signed proposal will be interpreted to mean that Contractor has hereby agreed to all the terms and conditions set forth in all the pages of this Request for Proposal including required Insurance requirements. Successful bidder will enter into an agreement document once awarded.

### **Warranty of Work:**

Contractor shall fully warrant all materials, equipment and service against poor and inferior quality of workmanship for a period of not less than two (2) years from date of final acceptance by the City. Contractor shall correct any defective work subsequently discovered and all incomplete, inaccurate or defective work shall be remedied by the Contractor on demand without cost to the City. Such work shall be completed in a timely manner during the warranty period.

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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### **Compliance with OSHA:**

Contractor agrees to comply with all applicable Federal and State Occupational Safety and Health Act, laws, standards and regulations, and will indemnify and hold the City harmless for any failure to so conform.

### **Protection of Public:**

Adequate warning devices, barricades, guards, flagmen, or other necessary precautions shall be taken by the Contractor to give advice and reasonable protection, safety and warning to persons and vehicular traffic concerned in the area and in the buildings.

### **Subcontracting:**

None of the services herein shall be subcontracted without the prior written consent of the City.

### **Public Codes:**

#### **15.06.040 Building permits, fees, applications, and inspections**

The provisions for building permits, fees, schedules, and all matters relating to permits shall be as set forth herein or in the latest resolution of the City Council establishing a schedule of fees and charges.

*(Ord. 306-79 § 2.030 (part), 1979)*

*(Ord. No. 451-09, § 9, 1-12-2009; Ord. No. 467-13, § 5, 1-14-2014 )*

#### **15.06.050 Permits required:**

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

*(Ord. 306-79 § 2.030 (part), 1979)*

*(Ord. No. 467-13, § 6, 1-14-2014 )*

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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### SECTION 4 – CONTACT INFORMATION

#### Contact Information

Questions regarding the scope of services may be directed to:

Celeste Gray  
Administrative Analyst  
559.665.8615 x308  
Email: [cgray@cityofchowchilla.org](mailto:cgray@cityofchowchilla.org)

Jason Rogers  
Director of Public Works  
559.665.8615, ext. 300  
E-mail: [jrogers@cityofchowchilla.org](mailto:jrogers@cityofchowchilla.org)

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

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### SECTION 5 – SIGNED DOCUMENTATION

All bidders are hereby notified of the following modification to the contract documents, construction specifications and construction plans. This modification is to become a part of said contract documents, construction specifications and construction plans.

**Contractor:** \_\_\_\_\_

**By (Print Name and Title):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This addendum shall supersede all previously issued specification and drawings.** All other conditions remain unchanged. The following changes, modification, corrections, clarifications, and/or additions as set forth herein shall apply to the above documents and shall be made a part thereof and shall be subject to all of the requirements thereof as though originally specified and/or shown.

**Bidders shall include this signed acknowledgement with the Bid Proposal Form and submit to the City Clerk prior to the bid opening. Any bid proposals which do not include this acknowledgement will be rejected.**

# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

Submittals must include all the following elements. Elaborately packaged or lengthy submittals are neither required nor desired. Submittals should be concise and contain relevant information by which the City can judge the qualifications of the dealer.

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

BUSINESS PHONE (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

E-mail Address of contact person: \_\_\_\_\_

Phone number of contact person: \_\_\_\_\_

TO: CITY OF CHOWCHILLA, MADERA COUNTY, hereinafter called the CITY.

The undersigned, as bidder, declares that the only persons, or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has carefully examined the Specifications/criteria and Terms and Conditions therein referred to; and he/she proposes and agrees if this proposal is accepted, that he/she will contract with the CITY to provide equipment specified in the contract in the manner and time therein prescribed, and according to the requirement of the City of Chowchilla as therein set forth, and that he/she will take in full payment therefore the following prices bid:

Authorized Bidder Name: \_\_\_\_\_

Print Name

Date

Signature: \_\_\_\_\_

Any other information that the proposer feels applicable to the evaluation of the proposal or of their qualification for accomplishing the project should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.



# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

### “EXHIBIT A”

#### CIVIC CENTER AERIAL VIEW

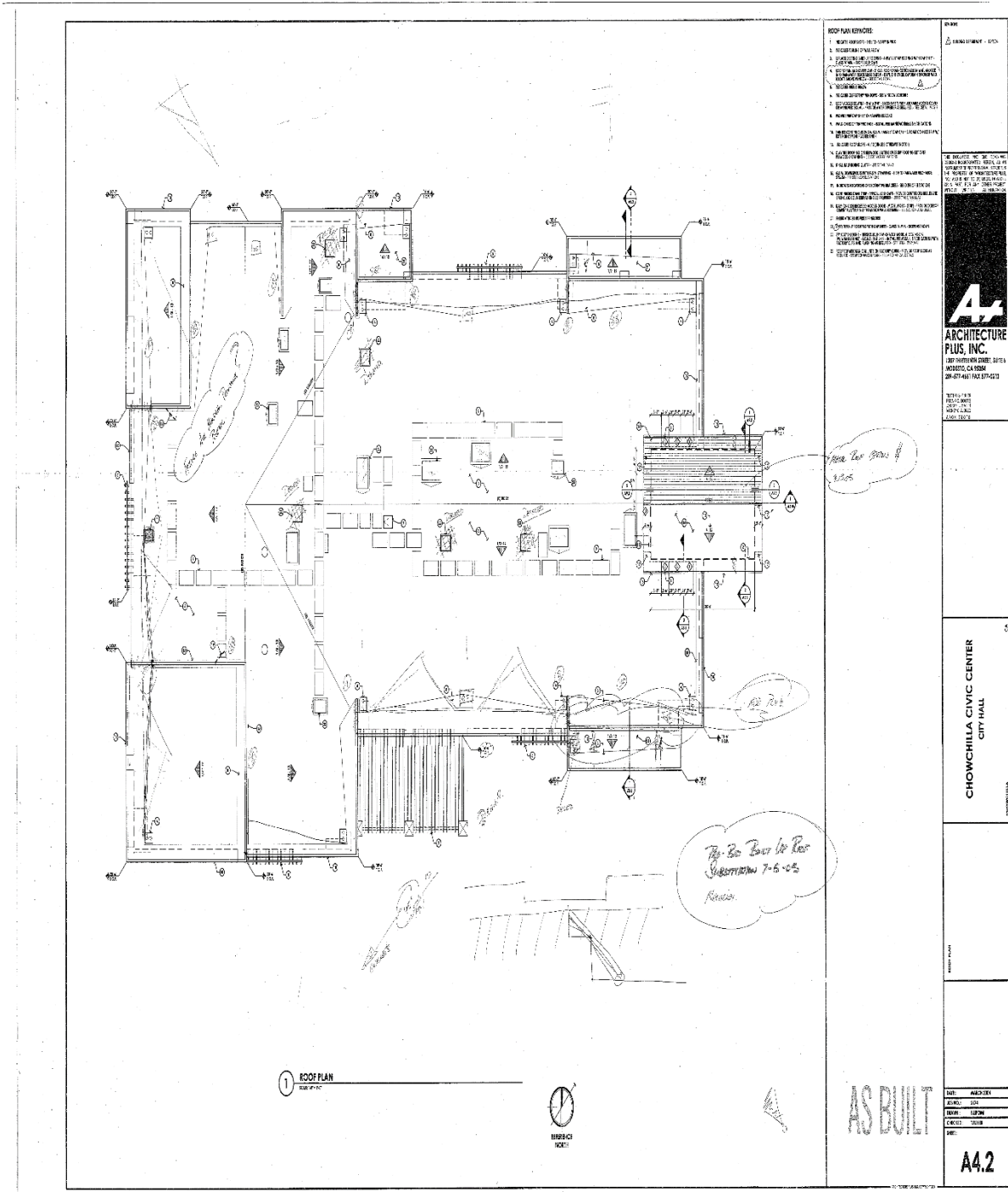




# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

### CIVIC CENTER FLOOR PLAN



# REQUEST FOR PROPOSAL

## ROOF REPLACEMENT: CIVIC CENTER PLAZA

### CIVIC CENTER OFFICE SET-UP

