

**REQUEST FOR PROPOSALS**  
Commercial Roof Replacement

The Jasper County Public Library Board (the "Board") is issuing a Request for Proposals (RFP) pursuant to Ind. Code 5-22-9 requesting responses from qualified commercial roof replacement contractors to replace the roof on the Wheatfield Library located at 350 S. Bierma Street, Wheatfield, IN 46392. To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals. Proposals must be received at the address listed below no later than 6:00 p.m. Central Time on April 14, 2025.

Jasper County Public Library  
Evie Parrish - Director  
"Proposal for Commercial Shingled Roof Replacement – Wheatfield Library"  
901 Birch St. SW, DeMotte, IN 46310, IN

**SCOPE**

The Board is seeking interested and qualified contractors to submit a proposal to replace the existing shingled roof on the Wheatfield Branch of the Jasper County Public Library.

Providers must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

**INSTRUCTIONS**

Proposals will be received until 6:00 p.m. Central Time on April 14, 2025 at the DeMotte Library at which time and place the bids will be opened. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the bidder and "RFP – Wheatfield Library Commercial Roof Replacement".

Submittals shall consist of one (1) clearly marked original and one (1) copy of your response which shall be signed and submitted to the Rensselaer Library no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the Board.

Questions regarding this Request for Proposals shall be directed to Steve Staszewski, Pre-Design and Construction Operations for Abonmarche, 315 W. Jefferson Blvd., South Bend, IN 46601; 574.334.8877; or [sstaszewski@Abonmarche.com](mailto:sstaszewski@Abonmarche.com).

The contract will be awarded to the offer deemed most advantageous to the Board. In determining the most advantageous offer, the Board will consider the following evaluation criteria: inspection, testing, quality, workmanship, delivery, suitability, ability to deliver the Project on time, total Project cost and other criteria

contained in this RFP. The listed order of the evaluation criteria does not indicate their order of importance. The Board reserves the right to reject all Bids. It may waive any informalities or minor defects in the Bids at its discretion.

The Board reserves the right to reject any or all proposals and engage in an interview and discussion process with all responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award. Discussions will be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements, and to negotiate and receive the offeror's best and final offer in keeping with the requirement that all eligible offerors are accorded fair and equal treatment with respect to the opportunity for discussion and revision of proposals.

### **GENERAL PROPOSAL REQUIREMENTS**

The selected offeror will enter into an agreement prepared by legal counsel to the Board meeting the statutory requirements for public contracts. The specifications outlined in this RFP will be made a part of the agreement entered into between the Board and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, specifically the detailed information provided in "Services Requested" section, along with any information provided in any addenda that may be issued.

1. **Cover Page:** The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. **Resumes, Qualifications, and Experience:** This section contains an overview of the bidder's background, training, and experience. Provide at least three but not more than five similar projects that you have completed in the last five years. Also provide information on the equipment that the bidder has for the performance of the work.
3. **Services Provided:** This section contains the information requested as detailed in "Services Requested" section of this RFP.
4. **Pricing:** The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized.
5. **Certification:** The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
6. **Affidavit:** The bidder shall submit a Non-Collusion Affidavit as required under Indiana law stating:
  - a) That the bidder has not entered into a combination or agreement: (i) relative to the price to be bid; or (ii) to prevent a person from bidding; or (iii) to induce a person to refrain from bidding; and
  - b) That the bidder's bid is made without reference to any other bid.
7. **Financial Statements:** The bidder shall provide financial statements for the current and prior year. Financial statements submitted will not be disclosed to the public.



8. **Additional Attachments:** All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the Board to consider and any value-added goods or services that Board might be interested in.

This Request for Proposals is not an offer of contract. Successful bids are subject to an acceptance of a public works compliant contract prepared by the Board and including all applicable statutory requirements. Receipt of a proposal neither commits the Board to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the Library's right to negotiate in its best interest, at the Board's sole discretion. The Board reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The Board reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the Board.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's sole responsibility. No work performed by the selected contractor that is out of the scope as defined by the executed agreement with the Board will be reimbursed unless specifically authorized by the Board in writing.

### **SERVICES REQUESTED**

The Board is seeking a qualified contractor to replace the shingled roof at the Wheatfield Library branch. The Board will rely upon the contractor's expertise and experience to suggest the best roofing solution suited to the building. This Request for Proposals identifies the requirements that are considered to be the minimum by the Board. Specific details described within this Request for Proposals notwithstanding, it will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship.

The proposed services must include, but need not be limited to, the following:

1. Complete turnkey project to remove and replace entire shingled roof at the Wheatfield Branch located at 350 S. Bierma Street, Wheatfield, IN 46392.
2. The general work to be performed in replacing the roof will be the following:
  - a. any necessary safety measures installed;
  - b. all electrical/mechanical disconnections for the careful work around any telemetry or equipment on the roof;
  - c. complete removal of the existing roof and flashing;
  - d. installation of the roofing, flashing, and other appurtenances;
  - e. all electrical/mechanical reconnections required for the proper installation of any equipment on the roof; and
  - f. removal and proper disposal of project debris and complete site restoration. Contractor shall protect and include all necessary electrical/mechanical disconnections and reconnections for any equipment located on the roof. Contractor estimate must provide total cost of project, including draw amounts and dates. Contractor proposal must provide a detailed description of work to be performed. Contractor proposal must provide a detailed description of material(s) to be used. Contractor proposal must provide a detailed description of warranty coverage, including specific manufacturer and installer warranties.
  - g. Roofing shall consist of 30# Felt, 30 Year Architectural Asphalt Shingles, Drip Edge and Flashings. All colors of shingles and sheet-metal are to be approved by Owner prior to beginning work.



3. Contractor is responsible for securing all required permits and inspections.
4. On-site space requirements must be made known for the contractor and equipment parking.
5. Contractor must work with on-site project coordinator on timelines for project start and end. This includes working with local staff for access inside building when necessary.

#### **TIME OF WORK AND COMPLETION.**

The contractor shall complete all work by August 30, 2025. Any electrical work activities requiring power disconnection must be completed within 24 hours. The contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written approval of the Library Director. The work to be completed pursuant to this Request for Proposals will be scheduled between the hours of 7:00 am and 6:00 pm, Monday through Saturday, unless the contractor obtains written permission from the Library Director.

#### **MAINTENANCE OF PROJECT SITE**

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the Library Director. The contractor's operations shall not interfere with Library operations and/or emergency vehicles.

The contractor shall protect all abutting property from injury or loss and shall defend and hold the Board, its agents and employees harmless from all such damages, injuries and loss occurring because of contractor's work, and for any other claims, liabilities or damages otherwise related to Contractor's work, including legal fees and expenses.

The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the Board.

The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of the Board, its agents or employees, including fire, vandalism and malicious mischief, and shall complete the work in accordance with this Request for Proposals within the time provided in this Request for Proposals.

#### **CONTRACTOR REQUIREMENTS**

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the Board will consider the selected contractor to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.

The contractor shall be responsible for operating the site in a manner so as to minimize the risks associated with its being a nuisance during times when construction activities have been suspended and the site is not occupied by the contractor or its employees or subcontractors.



The proposal must include a list of similar roofing projects completed, as well as the name and contact information for that business or individual to use as reference. The Board reserves the right to investigate the qualifications and experience of each offeror and to negotiate additional or revised terms to those contained in any proposal.

The Contractor must be able to meet the insurance requirements specified in Appendix A. Contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the Board for any reason.

### **SELECTION PROCESS**

The Board will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure and ability to meet the needs of the Library. The Board reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The Board may interview selected bidder(s). The Board will award the contract to the offeror whose proposal is deemed most advantageous to the Board, in the Board's sole discretion. The Board reserves the right to consider other factors not named here in making its decision. This includes timeliness, cost, quality of materials used, and documented experience pertaining to similar roofing projects.

### **PRE-BID ACCESS TO ROOF**

Prospective bidders are encouraged to conduct a site visit prior to bid submittal. A pre-bid walk thru will be conducted at the Wheatfield Library Branch by Abonmarche on April 7, 2025 at 2:00 pm. Central Time. Contact Steve Staszewski, Pre-Design and Construction Operations for Abonmarche, 315 W. Jefferson Blvd., South Bend, IN 46601; 574.334.8877; or [sstaszewski@Abonmarche.com](mailto:sstaszewski@Abonmarche.com) to arrange a date and time for inspection of roof.

### **FEES**

The proposal must include a "not-to-exceed" price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the work. Please see attached bid form.

### **SUBCONTRACTS**

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the Board prior to initiation of a contract. Bidders and their subcontractors must comply with all statutory requirements, confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

### **QUESTIONS**

Any interested party may submit, in writing via email to [sstaszewski@abonmarche.com](mailto:sstaszewski@abonmarche.com) questions regarding this RFP and proposed services not later than April 10, 2025 at 3:00 pm local time. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.



**BID FORM**  
Commercial Roof Replacement  
Proposal Issued March 25, 2025

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

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

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bid Amount (Lump Sum): \_\_\_\_\_ dollars (\$\_\_\_\_\_)

Alternates—Please Describe:

Exceptions—Please Describe

I have read the Request for Proposals dated March 25, 2025

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



**APPENDIX A**  
**CONTRACTOR'S LIABILITY INSURANCE**

The Contractor shall purchase and maintain such insurance as will protect the Board, its agents and employees from claims as set forth below, which may arise out of or result from the contractor's operations under the Contract, whether such operations be by Contractor or any subcontractor or by anyone employed by any of them or anyone for whose acts the Contractor may be liable:

- claims under workmen's compensation, disability benefit and other similar employee benefit acts meeting statutory requirements;
- claims for damages because of bodily injury, occupational sickness or disease, or death of its employees;
- claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees;
- claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person;
- claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- claims for damages due to the use of hired or owned vehicles.

Certificates of Insurance acceptable to the Board shall be filed with the Board prior to commencement of the work. The Board, its agents and employees must be named and included as additional insureds under the Contractor's general liability and comprehensive auto liability insurance policies. Proof that the Board has been named as an additional insured on the Contractor's general liability and auto liability insurance must be provided in the form of an additional insured rider to said policy, an ACORD Certificate of Insurance or by other proof acceptable to the Board's Attorney.

The Contractor's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Contractor's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Contractor shall require its subcontractors to procure and to maintain during the life of the subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Contractor's and its subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages. The above stated limits shall apply on a per project basis for this Project. All coverage shall be primary and not supplemental to the Board's coverage.

The above insurance is not, and shall not be construed as, a limitation upon Contractor's obligation to indemnify the Board.

