

**NOTICE OF SOLICITATION  
UNIFORM INSTRUCTIONS FOR PROPOSALS  
CITY OF BISBEE**

**PROVIDE MATERIAL AND LABOR FOR INSTALLATION OF NEW ROOF**

**1. Introduction**

The City of Bisbee is seeking sealed bids and proposals (“Proposals”) in the manner specified herein from qualified vendors (“Vendor”) capable of providing the following goods and/or services:

**The City of Bisbee is accepting sealed bids and proposals to provide material and labor for the removal of the existing roof and installation of a new roof at the Bisbee Senior Center.**

**2. SCHEDULE OF EVENTS**

<b>Submittal Due Date:</b>	<b>May 04, 2022 by 4:00PM (Arizona, MST)</b>
<b>Submittal Location:</b>	<b>City Clerk, City of Bisbee 76 Erie Street Bisbee, AZ 85603</b>
<b>Inquires may be directed to:</b>	<b>Matthew Gurney Public Works Director 76 Erie Street. Bisbee, AZ 85603 (520) 432-6262 or (520) 432-6002</b>

**3. Nature of the Purchase**

The specifications and descriptions of the work and/or materials required are described in the attached “Specifications, Scope of Work or Requirements” that accompanies this Notice.

**4. Preparation of Proposal**

4.1 It is the responsibility of the Vendor to examine the entirety of this Notice of Solicitation and to seek clarification of any requirement that may not be clear. This Notice of Solicitation includes the City of Bisbee’s standard Purchase Contract, which the successful bidder will be required to execute.

4.2 The City will not reimburse any costs incurred in developing, presenting, or providing the Proposal. All materials and documents submitted in response become the property of the City and will not be returned.

4.3 All Proposals submitted to the City become a public record. If the Vendor believes that any information included in a Proposal should remain confidential, the Vendor must specifically identify that information and its reasons. In the event of any public request for this information, the City will use its best reasonable efforts to provide the Vendor with notice of this request and an opportunity to obtain a court order, at the Vendor's sole expense, protecting this information from release prior to making it available.

4.4 The specifications included in this Notice of Solicitation are the minimum level required. All Proposals submitted must be for products or services that meet or exceed the minimum level of all such specifications.

4.5 If brand names or specific products are identified in the specifications, the Vendor may propose substantially equivalent alternatives. For any such Proposal, the Vendor must submit technical literature or detailed production information sufficient to allow the City to evaluate the nature of the proposed product.

4.6 Prices shall be submitted on a per unit basis, by line item, when applicable. The prices offered should not include applicable state and local taxes. The City will reimburse the Vendor for applicable transaction or sales taxes, provided that they are separately identified in any invoice. The Vendor will be responsible for the payment of all applicable taxes.

4.7 Any exceptions that are included with the Proposal shall be submitted in a clearly identified separate statement by which the Vendor specifically identifies the precise terms to which any exception is made and describes any alternative offer, if applicable. Any exception that is not clearly identified will be without force and effect. An attached preprinted form of contract or the Vendor's standard terms will not be considered to be a specific statement of exception.

## **5. Submission of the Proposal**

5.1 **Two copies** of the Sealed Proposals must be in the actual possession of the City Clerk on or prior to the exact time and date indicated in the Schedule of Events. Late proposals will not be considered.

5.2 Sealed Proposals must be submitted in a sealed envelope or container with the following information clearly indicated on the outside:

- a. Name of the Solicitation, as indicated by the City.
- b. Name and address of the Vendor

5.3 Proposals shall be submitted in writing, by a paper document that is printed, typed or in ink. Proposals submitted directly to the City by electronic means, by facsimile, electronic mail, or otherwise, shall not be accepted. Any substitute for any document forms provided with this Notice of Solicitation must be legible and must contain the same information requested by any such form.

5.4 Proposals may be withdrawn upon the submission of written, signed request submitted by the Vendor prior to the due date and time. Proposals may not be amended or withdrawn after the due date and time.

## **6. Award of the Contract**

6.1 The City reserves the right to waive any immaterial defect or informality in a Proposal; to reject any or all Proposals or portions thereof; to reissue this Notice of Solicitation; and to accept a Proposal on a partial basis, if in the best interests of the City.

6.2 Unless otherwise stated, the Contract will be awarded to the lowest responsive, responsible bidder who has demonstrated the ability to perform as required. Factors that will be considered in making this award include technical capability of the Vendor, performance history, demonstrated availability of the necessary people and equipment, price and timeliness of the performance.

## **7. Certification**

7.1 By signing and submitting a Proposal, the Vendor certifies that the Proposal did not involve any collusion or other anti-competitive practice; that the Vendor will not discriminate against any employee, applicant, or customer in violation of applicable state and federal law; and that the Vendor has not given, offered to give and will not give any economic opportunity, future employment, gift, loan, gratuity, trip, favor or discount to any City employee or official in connection with the Proposal.

7.2 The Vendor further certifies that the individual signing the Proposal has the authority to make a binding legal commitment on behalf of the Vendor to perform and deliver everything that is required in connection with the Proposal. Unless otherwise stated herein, the Proposal shall be effective for a period of thirty (30) days.

**PROPOSAL**

**TO THE CITY OF BISBEE:**

The undersigned hereby offers the following Proposal and agrees to furnish the materials and/ or services requested in compliance with all of the terms, conditions, specifications, and other descriptions of the work associated with this Notice of Solicitation. The Vendor certifies that he or she has read, understands and will fully and faithfully comply with the Notice of Solicitation, its attachments and any referenced documents. The Vendor also certifies that the prices offered were independently developed without consultation with any of the other bids or potential bidders.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Company's Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

**[ATTACH PROPOSAL TO THIS PAGE]**

**ACCEPTANCE OF PROPOSAL  
NOTICE OF AWARD**

The Proposal is hereby accepted by the City of Bisbee. This document shall also constitute notice of award of the Contract to the Vendor.

The Vendor is bound to provide the materials and/or services identified in the Proposal, subject to all terms, conditions, specifications, amendments, and other requirements set forth in this Notice of Solicitation and the Contract.

The Vendor shall not commence any billable work or provide any materials or services under this document until the Vendor and the City execute the Contract and the Vendor receives a formal notice to proceed from the City of Bisbee.

City of Bisbee

By \_\_\_\_\_

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

Its: \_\_\_\_\_

## **SPECIFICATIONS, SCOPE OF WORK OR REQUIREMENTS**

### **MATERIAL AND LABOR FOR SENIOR CENTER ROOF**

The limits of the roof to be removed and installed are the entire roof area. Exact area and dimensions should be verified and are the responsibility of the vendor. The vendor may request a site visit by contacting the City of Bisbee Public Works Department.

#### **Specifications**

**5,656 SFT of existing roofing to be removed and replaced with new materials.**

#### **Scope of Work**

It is understood that except as otherwise specifically stated in the contract, the vendor shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses (including the City of Bisbee) necessary for the execution of work shall be secured by the vendor but no fees will be charged to the vendor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the City of Bisbee.

#### **I. Demolition**

- Disposal of the old roofing materials is the responsibility of the vendor.
- Due to the large area of roofing materials to be removed, the vendor shall install a plastic cover at the end of each day of work to prevent the entry of dust, insects, and bats while the replacement work lasts.
- Vendor will oversee transportation of materials and labor force to and from the job site, cleaning areas in premises where work was performed, removal of all materials, leftovers, and garbage from premises.
- If any decking needs replaced, the vendor will protect all furnishings and furniture in the premises, included but not only, floors, doors, door frames, windows, outlets, gardens.
- Vendor will also be responsible of any damage of premises resulting of this job, and restoration of the damages will be expected to occur within the 5 calendar days of the period given to complete the job.

#### **II. Installation of New Roof**

- All materials and construction practices shall comply with manufactures guidelines in accordance with the IBC (International Builders Code), Chapter 15 Roof Assemblies and Rooftop Structures.

