

**CITY OF MILAN
REQUEST FOR PROPOSALS
INSTRUCTIONS TO BIDDERS**

**Roof Replacement Project
BID OPENING: September 17, 2021
at 2:00 p.m. Eastern Time**

1. Unless otherwise specified, ***two original signed copies*** of the Bidder's proposal must be submitted.
2. Bidders must carefully read and thoroughly comply with these Instructions to Bidders, the Terms and Conditions, and the Specifications (together, the "Invitation to Bid"). The Instructions to Bidders, Terms and Conditions, Specifications, and the Bidder's proposal, including all attachments and accompanying documents, shall become part of the contractual agreement entered into with the successful bidder.
3. Proposals shall include all applicable taxes, licensing, permitting, regulatory, import and other fees and costs applicable to the contract (the "taxes and fees"). Generally, the City is exempt from State and Federal taxes. In the event that taxes and fees must be paid on any materials or work necessary to complete the contract, the Bidder shall bear the cost and responsibility of all such taxes and fees and must take such costs into account in submitting its proposal. To the extent any taxes and fees apply, they must be separately identified and itemized in the proposal.
4. The Bidder shall be required to comply with all provisions of the Federal Davis-Bacon Act (Federal prevailing wages): Yes ___ No X
5. The Bidder shall be required to comply with all Community Development Block Grant requirements: Yes ___ No X
6. The City reserves the right to award the bid in whole or in part, to reject any or all proposals, to waive informalities, and to negotiate the terms of the proposals with a Bidder of the City's choosing.
7. Bidders shall submit their proposals, including additional documentation as is necessary or appropriate, by the date and time specified (*no exceptions will be made*) in a sealed envelope addressed as follows:

City of Milan Proposal for **Roof Replacement Project**

147 Wabash Street Milan,
Michigan 48160-1594

8. Failure to properly address or deliver the proposal may result in premature opening and disqualification of/or failure to open and disqualification of the proposal. The Bidder assumes all risks regarding the City's receipt of the proposal and the proposal's compliance with the Instructions to Bidders and the Terms and Conditions.

CITY OF MILAN BIDDER
DISCLOSURE STATEMENT
Roof Replacement Project

Disclosure of Familial Relationship

The Bidder hereby represents and warrants, except as provided below, that no familial relationship exists between the owner(s) or any employees of the Bidder and any City official or City employee.

List and describe any familial relationships: _____

Disclosure of Substantial Interest in Business

The Bidder hereby represents and warrants, except as provided below, that no City official or City employee or their immediate family has any substantial interest in the Bidder's business.

List and describe any substantial interest held by a City official, City employee, or their immediate family in Bidder's business:

I certify and swear that to the best of my knowledge, information and belief the above information is true, accurate, and complete.

BIDDER: _____

TITLE: _____

SIGNED: _____

PRINTED NAME: _____

DATE: _____

**CITY OF MILAN
SPECIFICATIONS
Roof Replacement Project**

SPECIFICATIONS:

The City of Milan hereby invites companies to submit pricing to remove and replace roof systems on three city facilities. The facilities include the Milan Fire Station 33 Wabash Street, DPW Storage Building 455 Squires and Community House 51 Neckel Dr.

Bids will be accepted until 2:00 pm, Friday, September 17th, 2021. Bids shall be submitted in sealed envelopes marked "Roof Replacement Bids" A complete Invitation to Bid document may be obtained online at www.milanmich.org
www.bidnetdirect.com

SCOPE OF WORK

Remove (3) existing roof systems and properly disposal of removed materials.

Fire Station: Submit pricing to remove existing roof system and install flat EPDM rubber roof system with tapered insulation boards.

DPW Storage Building: Submit pricing to remove existing shingle roof system and install a metal panel roof system, with better than code underlayment, rake & drip edge and ridge vent. Submit alternate pricing to install an asphalt shingle roof system.

Community Building: Submit pricing to remove existing shingle roof system and install a metal panel roof system, with better than code underlayment, rake & drip edge and ridge vent. Submit alternate pricing to install an asphalt shingle roof system.

Proposed materials will be subject to approval by the City of Milan's Public Works and/or Building Inspection Department.

All questions must be emailed to Stan Kirton at stanleyk@milanmich.org

**CITY OF MILAN
PRICING
Roof Replacement Project**

FIRE STATION:

Base Bid: _____

COMMUNITY HOUSE ANNEX:

Base Bid: _____

Alternate Bid: _____

DPW STORAGE BUILDING:

Base Bid: _____

Alternate Bid: _____

BIDDER: _____

TITLE: _____

SIGNED: _____

PRINTED NAME: _____

DATE: _____

**CITY OF MILAN
REFERENCES**

Roof Replacement Project

Reference #1	
Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #2	
Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #3	
Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	