

	<p>City of Bellefontaine Neighbors            9641 Bellefontaine Road            St. Louis, MO 63137</p> <p>(314) 867-0076</p>
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**BID FORM**

**Date: September 25<sup>th</sup> 2024**

<b>PROJECT TITLE:</b>	<b>ROOF/GUTTER REPLACEMENT</b>
<b>SUBMISSION OF BIDS:</b>	<p>Sealed bids for the above project shall be received at City Hall, 9641 Bellefontaine Rd. St. Louis, MO 63137. <b>Attention: City Clerk</b>, no later than <b>Noon on October 31st 2024</b>. Sealed envelopes shall be identified with the following information: "Roof/Gutter Replacement"/ Attn: City Clerk/ From &lt;Company Name&gt;".</p> <p>Technical questions should be directed to:            Mr. Clayton Klein, City Engineer (email <a href="mailto:cklein@cityofbn.com">cklein@cityofbn.com</a>, tel. 314-374-1448)            Copying...            Mr. Jeff Ross, Director of Public Works (email: <a href="mailto:jross@cityofbn.com">jross@cityofbn.com</a>, tel 314-413-1116).</p> <p>Site visits may be scheduled by contacting Mr. Jeff Ross, Director of Public Works, (email: <a href="mailto:jross@cityofbn.com">jross@cityofbn.com</a>, 314-867-0076)</p> <p>All questions and/or clarifications will be answered by addendum.</p>
<b>BID OPENING:</b>	The sealed bids will be open publicly and read aloud at 1:00pm on Friday, November 1 <sup>st</sup> 2024 at Bellefontaine Neighbors City Hall Council Chambers, 9641 Bellefontaine Road, St. Louis, MO 63137
<b>BACKGROUND:</b>	The City of Bellefontaine Neighbors City Hall Building constructed in 1968 is approximately (20,000) sq. ft. The city is soliciting proposals for the replacement of the buildings' roof and gutter systems.
<b>TIMING:</b>	Proposals will be submitted in Fall of 2024. It is expected that approval will come in Fall of 2024 and an order for the work

	will be issued shortly thereafter. The City of Bellefontaine Neighbors reserves the right to reject any and all bids at their sole discretion.
<b>PERMITS:</b>	Contractors shall apply for and obtain permits from all Authorities Having Jurisdiction (AHJ)
<b>SCOPE OF WORK:</b>	<p>The Scope of Work for this contract should include furnishing of all labor, materials and equipment necessary to remove and replace the existing roof system, gutters and downspouts at 9641 Bellefontaine Rd. (City Hall). The current roof system (approximately 7,500 sq. ft in total), consists primarily of Flintkote, asphalt felt, gravel, bitumen, shingle and flashings. Insulation will be required around rooftop air conditioners.</p> <p><b><u>Base Bid</u></b> Provide a lump sum bid to replace flat roof area and gutters with material similar to existing, including labor, material and warranty information.</p> <p><b><u>Bid Alternate</u></b> Provide a bid for an alternate material for the flashing, gutters and downspouts while maintaining the current aesthetics of the building. Please provide copies of the specification sheets for the particular products you intend to use.</p> <p><b><u>Job Special Provisions</u></b></p> <ul style="list-style-type: none"> <li><b>A.</b> The Contractor shall carefully review the project to determine all necessary design parameters.</li> <li><b>B.</b> The Contractor shall submit signed Contracts, Performance Bond, Certificate of Insurance and other required submittals to the Director of Public Works prior to the issuance of a Notice to Proceed with the work.</li> <li><b>C.</b> The Contractor shall provide a work schedule showing all phases of work and submittals including project scoping and construction.</li> </ul> <p><b><u>Pre-Construction Meeting</u></b></p> <ul style="list-style-type: none"> <li><b>A.</b> Prior to construction, the Contractor shall meet with City Staff in a pre-construction meeting to review construction procedures, conditions and coordination with any related work.</li> <li><b>B.</b> The Contractor will also provide emergency phone numbers at this meeting for all key personnel, including on-site personnel associated with the project.</li> </ul> <p><b><u>Site Working Requirements</u></b></p> <ul style="list-style-type: none"> <li><b>A.</b> The Contractors' working hours are from 7:00 a.m. to 6:00 p.m., Monday through Friday.</li> <li><b>B.</b> City staff and visiting public shall have unrestricted access to main building entrance throughout project.</li> </ul>

	<p>Entry area shall be protected from falling debris during project.</p> <p><b>C.</b> Placement of onsite dumpster shall be coordinated with Director of Public Works.</p> <p><b>D.</b> Building shall be protected from water intrusion during all phases of work.</p> <p><b>E.</b> Staging of equipment and materials will be allowed on the parking lot of City Hall.</p>
<b>CONTRACTOR INCLUSIONS:</b>	Insurance, Commercial Automobile Liability, Workers' Compensation Liability Coverage or Umbrella, Bid bond, Performance and Payment bond is required.
<b>CITY COMPLIANCE REQUIREMENTS:</b>	
<b>CONTRACT TIME:</b>	If this bid is accepted, we will complete the work in (_____) calendar weeks from acceptance of this Bid.
<b>ACCEPTANCE:</b>	This offer is open to acceptance and is irrevocable for ninety (90) days from the bid date. If this bid is accepted by the City of Bellefontaine Neighbors Missouri, we will authorize the work within 30 days and commence on-site work as scheduled with the Project Management Staff.
<b>OFFERS:</b>	<p>Having examined the Place of Work and all matters referred to in the Instruction to Bidders and the Contract Documents prepared by the City of Bellefontaine Neighbors Missouri for the above-mentioned project, we the undersigned, hereby offer to enter into a Contract to perform the work for the Sum of:</p> <p><b>Roof/Gutter Replacement Base Bid \$</b> _____ dollars</p>

**BID FORM SIGNATURE(S)**: Submitted by:

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

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

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

We are a (Proprietorship, Partnership or Corporation) \_\_\_\_\_

If Incorporated, State Incorporated in: \_\_\_\_\_

We (are/are not) licensed for work in St. Louis County. License or Federal ID Number: \_\_\_\_\_

_____ Authorized Signing Officer (If Corporation, SEAL here)	_____ Title	_____ Date
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_____ Authorized Signing Officer	_____ Title	_____ Date
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If the Bid is a joint venture or partnership, add additional forms of execution for each member in the appropriate form or forms as above. Bellefontaine Neighbors reserves the right to refuse any bid.