



Request for Proposals

Roof Replacement Services

October 1, 2024 – Jan 10, 2025

Matana Banks
Executive Director
Hampton Housing Authority
20 College Street
Hampton, Georgia 30228
(770) 946-4039

Request for Proposals

The Hampton Housing Authority (HHA) invites proposals from contractors for Roof Replacement Services at its properties located on West King Road, Hampton, GA, 30228. The work consists of Roof Replacement and Interior Repair services at each property as defined in the Proposal Package.

Written Proposals will be received by mail or delivery until 12:00 P.M. on January 10, 2025, One original and two copies of the proposal are required to be submitted addressed to:

Matana Banks, Executive Director
Hampton Housing Authority
20 College Street
Hampton, GA 30228

RE: ROOF REPLACEMENT SERVICES PROPOSAL

Any proposals received after that time will not be accepted.

A proposal package will be available for pick-up at, 20 College Street, Hampton, GA during regular business hours or downloaded from www.hamptonha.org under Notices tab, Vendors/Employment button. HHA regular business hours are Monday and Thursday between the hours of 8:00 a.m. and 5:00 pm and Wednesday 8am-12pm.

NOTE: ALL CONTRACTORS ARE RESPONSIBLE FOR MAKING ALL MEASUREMENTS AND FOR VERIFYING EXISTING CONDITIONS. SITE VISITS WILL BE HELD UPON REQUEST.

Contractors must provide proof of general liability and workers' compensation insurance. HHA expects to award the contract to the lowest (priced) responsive proposal.

Should you have any questions, or require more information, please call 770-946-4039.

Matana Banks
Executive Director

Submission of Proposals

Proposals should clearly communicate the capabilities and experience of the firm or individual.

One original and two copies of the proposal package are required to be submitted to the following no later than 12:00 P.M. on January 10, 2025.

Matana Banks, Executive Director
Hampton Housing Authority
20 College Street
Hampton, GA 30228

Proposals should be clearly marked ROOF REPLACEMENT SERVICES PROPOSAL

Determination of Responsiveness

All proposals will be evaluated, and each will be determined responsive to the RFP based upon:

Capacity to Complete Work

Contractors must provide information sufficient to demonstrate the necessary workforce to complete the work in a timely manner. Contractors must have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and,

Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended, debarred or under a HUD-imposed LDP

Quality of References

Contractors must provide a minimum of three (3) references where the work was similar in nature, size and scope including a contact name, address, telephone number, fax number and a date the work was completed.

Insurance Requirement

Any contractor considered for this work must have current active insurance coverage in force with the ability to name the Authority as “additionally insured” upon award of the contract. Failure to provide proof of in-force insurance will result in the proposal being considered non-responsive. Minimum coverage required is as follows:

<u>Description of Coverage</u>	<u>Minimum Coverage</u>
General Liability	\$1,000,000/Occurrence
Workers' Compensation	\$500,000/Accident

General Conditions

Roof Replacement Services

Work Location:

Three Buildings located at this site – West King Road Properties, Hampton, GA, 30228. All three buildings will require roof replacement services. One unit will require interior repairs.

General Work Requirements:

1. The Contractor is responsible for maintaining the work site at all times and must provide for the safety of residents, visitors, and property.
2. The sites shall be maintained free of debris or trash at all times and all tools, equipment, materials, and refuse must be removed.
3. The Contractor is responsible for the repair of any damage to the Authority's grounds or property, including cosmetic damage. This includes replacement of grass or shrubbery, removal of debris or damage to any Authority or tenant property.
4. The Contractor shall acknowledge that it is an independent contractor and not an employee of the Authority. The Contractor shall indemnify and hold the Authority harmless from any and all claims or threats of claim from any person or entity arising out of the actions (or inactions) of the Contractor. The contractor shall not utilize any of the agency's equipment without prior authorization from the Authority Executive Director.

Contractor must supply warranty for all material and labor provided by the contractor including manufacturers warranty, and workmanship warranty,

It is understood that except as otherwise specifically stated in the contract, the contractor 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 necessary for the execution of work shall be secured by the contractor but no fees will be charged to the contractor. All supplies and materials 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 HHA

Scope of Work

1. Prepare site for removal of old material
2. Tear off old layer/layers down to plywood or decking
3. Repair or replace any damaged or rotted sheathing
4. Clean up job site, run magnet to remove nails, dispose of all roofing debris
5. Install 30-year architectural shingles, Owens Corning OAKRIDGE
6. Synthetic underlayment
7. Ice and water shield
8. Starter shingle
9. Drip edge
10. Hip & ridge cap
11. Ridge vent/attic ventilation (match existing)
12. Cooler and pipe flashings
13. Wall and step flashing as needed
14. 1 ¼” coil nails (6 nails per shingle).
15. Sealant as needed
16. Replace Pipe Jack Collars
17. Detach and reset box vents

After evaluation of proposals, HHA will make a determination based upon a best value approach, not the lowest proposal amount. Bid should include Sq. ft. and/or linear foot measurements where applicable.

We appreciate detailed and comprehensive bids. The Hampton Housing Authority reserves the right to reject any and all proposals and to waive any informality in the RFP selection process. We further reserve the right to make a contract award that will be in the best interest of our agency.

**PROPOSAL FORM
HAMPTON HOUSING AUTHORITY**

Due: January 10, 2025

All sealed Proposals must be delivered to the following address:

Matana Banks
Executive Director
20 College St
Hampton GA, 30228

Having carefully examined the Proposal requirements including the General Conditions, and the Request for Proposals for Hampton Housing Authority any addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached Proposal for the total sum not to exceed:

Grand Total \$ _____

Respectfully Submitted,

Name of Firm: _____

Address of Firm: _____

Telephone Number: _____

Email address: _____

Name Title: _____

Signature: _____