



# BAY CITY HOUSING COMMISSION

315 14<sup>th</sup> Street

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Bay City, Michigan 48708

(989) 892-9581

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## ***Bid for Replacing Roof Shingles at Ten Family Dwellings and Repairs to Existing Roofs For The Bay City Housing Commission***

The Bay City Housing Commission is requesting pricing to remove and replace the roof shingles at 10 single family or duplex dwelling locations, including the attached or free-standing sheds and repairs at seven (7) other dwellings owned by the Bay City Housing Commission (BCHC).

**Scope of work, new roof.** Removal of all existing shingles (five have single layer; five have two layers on half the roof), felt, ridge vents and replace with new dimensional shingle, drip edge, ice/water shield (per manufacture and code), new rubber flashing for waste pipes and flues and ridge vent. Inspect sheeting and report to maintenance leader any deficiencies. Further specifications for roofing are noted in this RFP. Each site is a two-story dwelling except as noted. The addresses in the base bid are:

1903 Water St, 4 BR	302 Mosher St, 4 BR (a)	1107/1107 ½ Leng, 2 BR Duplex (a)
1907 Water St, 5 BR	1810 Mountain, 5 BR (a)	208/208 ½ N. Dewitt, 2 BR Duplex (a)
607 Frank St, 5 BR	1110 Walnut, 4 BR (a)	
809 Howard, 3 BD Ranch		702/704 Elm, 2 BR Duplex (b)

(a) Two layers singles on rear half of dwelling (b) Front half only (single layer); back has new singles

**Scope of work, replace damaged or missing shingles.** The dwellings below have missing or damaged shingles that need repair. All are 3-tab style from several different manufacturers (BCHC knows the product and color used at each dwelling). If waste pipe or vent flue boot is deteriorated, replace it. If ridge vent is removed for repair, include new section of ridge vent and cap shingles. Please match the replacement shingles as close in color to the existing shingles. Assume an average of one-hour time block will be needed for each site. Each dwelling has two-stories accept where noted.

919 Jefferson (2 story)	1213 Webster (2 story)	809 Bangor (ranch)
921 Jefferson (2 story)	613 Alp (2 story)	901 Water (ranch)
1000 Jackson (2 story)		

**Unit Prices** are requested for labor and materials to be added to a complete roof replacement; the additional labor and materials to replace plywood or OSB per building must be noted during the cost of this project. We are also requesting pricing for one (1) hour block for the roof repairs.

**Bid Submission, Due Date and Time.** All quotes shall be submitted on the **enclosed bid form** along with a completed Non-Collusive Affidavit *are required*. **Bids are due on Friday, May 3, 2024 at 12:00 Noon EST** and delivered to:

Family Dwelling Roof Replacement Bid  
Bay City Housing Commission  
315 14th St.  
Bay City, MI 48708

Bids can be submitted by electronic mail to Assistant Director Karl Opheim at [karl@baycityhousing.com](mailto:karl@baycityhousing.com). If you have questions, please contact him at 989-892-9581 x107.

No site visit is scheduled for this project. Each site is available anytime for interested contactors to review the condition of each address above at their own convenience.

**Bid Evaluations.** The Bay City Housing Commission reserves the right to reject any or all proposals, waive any informality in the quote process, or to terminate the quote process at any time if deemed by BCHC's to be in its best interests. Under the competitive proposal process negotiations of price, revision of scope may be necessary.

**Non-Collusive, Non-Debarred Affidavit.** The successful bidder needs to certify that neither he nor the firm, partnership or association in which he/she has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, 29 CFR Part 5, or pursuant to Section 3(a) of the *Davis-Bacon Act*, as amended (40 U.S.C. 276a-2(a)), or that any part of this contract has been or will be subcontracted to any subcontractor if such subcontractor, firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor as noted by regulations.

**Wage rates.** Contractors shall follow the U.S. Department of Labor area prevailing wage and benefit rates for all on site employees. General Decision No. MI240011, Mod #2, March 15, 2024, Residential Construction for Bay City County:

Roofer	\$ 29.58 (per hr. wages)	\$ 18.33 (fringe)
Carpenter (helpers)	\$ 20.11 (per hr. wages)	\$ 9.50 (fringe)

Contractor is required to submit weekly payment of payroll and fringe reports Form WH-347 and Statement of Compliance and form WH-348 for each week during the course of work. These reports will be submitted with the payment request. (<http://www.dol.gov/whd/forms/wh347instr.htm>).

**HUD General Conditions for Small Construction Contracts.** FORM 5370 EZ will apply to all contracts under \$100,000 will be followed with this project. A copy is available upon request. The web address for a copy is: [http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/administration/hudclips/forms/hud5a](http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/hud5a) or you can contact Karl Opheim, Assistant Director at 989-892-9581 ext. 107. The successful contractor is expected to be familiar with the provisions of this document.

All work on this project shall be in accordance with all applicable federal, state and local codes and regulations having jurisdiction over this project. Bids shall include all state and local permits, fees and taxes.

**Site hours.** All dwellings are occupied so work shall be performed during regular business hours Monday through Friday between 8:00 a.m. and 4:00 p.m., excluding official Housing Commission holidays, unless other arrangements are made in advance with Owner. A three-day advanced written notice must be given to each tenant prior to start of work. Housing Commission staff will draft and deliver this notice.

**Warranty.** Provide written warranty, signed by the manufacturer of primary roofing materials and contractor, agreeing to replace defective materials including any leakage of water, abnormal aging or deterioration of materials, and other failure of roofing to perform as required within warranty period. Warranty period for the materials is for not less than thirty (30) years from date of substantial completion. Workmanship shall be warranted against all defects by the Contractor for a **period of five (5) years** and shall cover the cost of repair due to faulty application and will include all materials, taxes and all other incidental costs.

**Clean up and site inspection.** Contractor shall protect the building and property from damage by the reroofing process. Clean up and remove all old shingles and other related debris, excess materials including all nails on the roof, in the gutter and on the ground daily. Upon completion of each new roof or repaired roof, a representative of BCHC shall make an acceptance inspection at each dwelling. Any work found not to be installed in accordance with this direction shall be corrected to bring to owner satisfactory completion.

**Liability and Worker's Compensation Insurance.** No work on site may begin without liability and workman's compensation insurance in force and *Certificate(s) of Insurance* on file with the Bay City Housing Commission. All policies shall name the Bay City Housing Commission as an additional named insured on a primary and non-contributory basis. An IRS W-9, Request for Taxpayer Identification Number will need to be on file with BCHC.

Workers' Compensation and Occupational Disease Insurance. In accordance with federal and required state Workers' Compensation laws. The employer's liability limit must be a *minimum* of \$100,000 per accident and \$100,000 per disease, per employee with a policy limit of \$500,000.

Commercial General Liability with a combined single limit for bodily injury and property damage of not less than \$ 1,500,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others and use of all equipment. If the Contractor has a "claims-made" policy, then the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and the extended reporting period may not be less than five years following the completion date of the Contract.

Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.

**Voluntary alternate.** Bidders may submit voluntary alternate proposals for equal or enhanced materials for our consideration. Brochures and/or specification sheets and any other information **must** accompany any alternate quotes.

### **Materials and Procedures**

1. Shingles: Class A, Dimensional-style, fiberglass, self-sealing with manufacture's limited lifetime warranty. Pre-approved products noted below or Owner approved equal. Assume three different colors will be used for complete roofs.

Timberline Natural Shadow by GAF or Landmark by Certaineed or owner pre-approved equal.

2. Underlayment: Shall be woven 7 mil thick synthetic underlayment such as U20 from Rhino Roofing or owner approve equal.

3. Eave and Valley Underlayment: Shall be Weather Watch, ice and water barrier as manufactured by GAF, or WinterGuard Waterproofing Underlayment as manufactured by CertainTeed or Owner approved equal.

4. Drip Edge and Roof Edge Trim: Prefinished aluminum #DRE152912 as manufactured by Alcoa Building Products, Rec-5 by OEN, Roof Edge ADE 15 by Sell Even Building Products.

5. Ridge Vents: RidgeMaster Plus as manufactured by Mid-American or Owner approved equal.

6. Roof Vent Pipes: Replace all weatherproof boots with non-caulk roof flashing, sized to fit vent circumference as manufactured by Oakey Company, Cleveland, OH.

Prior to start of each roof repair, contractor will meet on site with BCHC maintenance leader for a final evaluation of each roof to determine the extent of the deterioration of the shingles and decking. Each roof is a 4/12 pitch.

Remove existing roof shingles, underlayment, drip edge, flashing at plumbing vents and chimneys, ridge vents, attic ventilators, etc. Prior to installation of the new roof, verify the condition of the roof sheathing to be sure it has the proper expansion space or is delaminating or deteriorated beyond its life expectancy. Contractor will contact owner and document dwelling with a photograph of the decking that needs replacing. This specification has a unit price to remove and replace any decking.

**Installation.** Install appropriate underlayment, shingles, flashing and other accessories in strict accordance with manufacturer's instructions.

Install underlayment over entire roof with ice and water barrier on all eave and valley areas with eaves (5'-6" up from fascia) and valleys (3' -0" width minimum).

Valleys are to be woven at roof intersections equal pitches. Use closed cut valley construction on with valley underlayment per manufacturer's instruction where intersecting roof pitches are not equal.

Do not install underlayment or shingles over wet surfaces or at temperatures below 45° F.

Do not start work on any new site until all work on previous building(s) has been completed or if weather conditions are threatening, or unless work on a building can be completed the same day.

Successive horizontal row application will be employed. The method of installing shingles up the run of the roof in sections will not be allowed and will be just cause for materials to be removed from the site and new materials properly installed at no additional cost to the Owner. Valleys of equal pitch shall be woven.

Fasteners shall be air powered or hand driven nails of sufficient length and holding power as required for proper securing of the material as per manufacture guidelines. Staples are not allowed to be used.

### **Watertight Integrity**

The Contractor shall maintain complete watertight integrity of the structures during the construction or replacement of the existing roofing systems to the Owner's satisfaction. The Contractor is fully responsible for all costs incurred in drying, repair or replacement of the damaged interiors and exteriors of the structures under construction or modernization to the Owner's complete satisfaction.

(PASTE or TYPE ON BIDDER'S LETTERHEAD,  
and SUBMIT WITH BID)

NON-COLLUSIVE AFFIDAVIT

State of (\_\_\_\_\_) ss.

County of (\_\_\_\_\_)

\_\_\_\_\_, being first duly sworn, deposes and  
says:

That he/she is \_\_\_\_\_ (a partner or officer of the firm of,  
etc.) the party making the foregoing proposal or bid, that such-proposal or bid is genuine and  
not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly  
or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has  
not in any manner, directly or indirectly sought by agreement or collusion, or communication or  
conference, with any person, to fix the bid price or of any other bidder, or to fix any overhead,  
profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage  
against the Bay City Housing Commission or any person interested in the proposed contract;  
and that all statements in said proposal or bid are true.

NON-DEBARRED CERTIFICATION

This is to certify that the below signed bidder is not nor have been debarred, suspended or  
otherwise prohibited from contacting or entering into construction or modernization agreement  
with any federal, state or local agency including the U.S. Department of Housing and Urban  
Development.

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

Signature: \_\_\_\_\_

Bidder, if the bidder is an individual  
Partner, if the bidder is a partnership  
Officer, if the bidder is a corporation

Subscribed and sworn to \_\_\_\_\_ before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

My commission expires \_\_\_\_\_ 20 \_\_\_\_\_

PROPOSAL FORM

⇒ **PLEASE PASTE YOUR COMPANY'S LETTERHEAD AT THE TOP OF THIS PAGE**

Bid For: Family Dwelling Roof Replacement and Repair Bid

To The: Bay City Housing Commission (owner)  
315 14th Street  
Bay City, MI 48708

Gentlemen:

The Undersigned, having familiarized myself with the local conditions affecting the cost of this work, and the Contract Documents (Advertisement and Instructions to Bidders, Non-Collusive Affidavit, HUD 5370 EZ General Conditions, Description of Work) and any Addenda issued, hereby proposes to perform everything required to be performed and to provide and furnish all the labor, materials, tools, expendable equipment, utility and transportation services, etc., necessary to perform and complete in a workmanlike manner all of the Building Trades Work required under the Base Bid for the aforementioned project, all in strict accordance with the Contract Documents prepared by Bay City Housing Commission in connection with, and any addenda issued thereto for the sum of:

\_\_\_\_\_ Dollars ( \$ \_\_\_\_\_ )

**Unit Price A**, for an additional complete shingle replacement for a single family, 2 story home (1907 Water, 5 BR example) \$ \_\_\_\_\_

**Unit Price B**, for an additional complete shingle roof replacement for a duplex dwelling (208/208 1/2 N. Dewitt, 2 BR Duplex example) \$ \_\_\_\_\_

**Unit Price C, Roof Sheathing.** Price for materials and labor to replace two (2) 4'x8'x1/2" sheets of deteriorated roof decking with APA plywood or OSB per building. \$ \_\_\_\_\_

**Unit Price D Repair.** Add or deduct a one-hour time block for labor and materials for shingle repairs at either a single or two story or duplex dwelling.

\$ \_\_\_\_\_

1. In submitting this bid, it is understood that the right is reserved by the Bay City Housing Commission to reject any or all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver a contract on the prescribed form.
2. Attached hereto is an affidavit in proof that the Undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitted proposal for the contract for which this proposal is submitted.

3. The bidder represents that he ( ) has, ( ) has not, participated in a previous contract subject to the Equal Opportunity clauses prescribed by Executive Orders 10925, 11114, or 11246, or the Secretary of Labor, and that he ( ) has, ( ) has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the Clause).
4. Completion Date: The undersigned agrees if awarded the contract, to complete the work in full on or before the time proposed below.

<u>SCOPE</u>	<u>DURATION</u> <u>(Estimate Calendar Days)</u>
Base Bid	_____

**ACKNOWLEDGEMENT OF ADDENDA**

The following addenda (if issued) has been received, is hereby acknowledged, and the execution is included in the above proposal amount: Addendum No. \_\_\_\_\_, Dated \_\_\_\_\_

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

The information contained in this proposal is to be relied upon by the Bay City Housing Commission, and such information is warranted by the bidder to be true. The bidder agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the bidder, as may be required. Attach additional sheets if necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 2024

Print/Type Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Address: \_\_\_\_\_ City/Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Bids are due Friday, May 3, 2024 at 12 Noon p.m. EST** at Bay City Housing Commission, 315 14th Street, Bay City, Michigan 48708 via mail or other direct delivery, email to [Karl@BayCityhousing.com](mailto:Karl@BayCityhousing.com). All email submissions maybe must be followed by a signed hardcopys within five business days.