



1201 NEO Loop Grove, Oklahoma 74344

(918) 786-6107 Fax (918) 786-8939

www.cityofgroveok.gov

COMMUNITY CENTER

ROOF REPAIR

BID PACKET

BID DUE:
MONDAY, OCTOBER 7, 2024
9:00 A.M.

CITY OF GROVE
BID PACKET

Section I
Notice to Bidder

ADVERTISEMENT FOR BIDS

The City of Grove is seeking bids for roof repairs per bid specifications on roof areas as identified on the specification drawing of the Grove Community Center, 104 W 3rd Street, Grove, OK

Bids must be in a sealed envelope marked **ROOF REPAIR BID** and must be received in the office of the City Clerk on or before 9 a.m. on Monday, October 7, 2024, at which time they will be opened. Mail or deliver bids to the City of Grove – 1201 NEO Loop, Grove, Oklahoma 74344 Attention City Clerk, Laura Davila. Electronic bids will not be accepted. Specifications are included in the bid packet; additional information may be obtained by contacting Building and Grounds Superintendent Craig Criger via email grovebg@gmail.com or call 918-964-1919. The City of Grove reserves the right to reject any and/or all bids.

Laura Davila
City Clerk

**PUBLISHED IN THE GROVE SUN AS A LEGAL NOTICE
FRIDAY, SEPTEMBER 13, 2024, AND SEPTEMBER 20, 2024 RUN TWO (2) TIMES**

**PUBLISHED ON THE CITY OF GROVE WEBSITE www.cityofgroveok.gov
BEGINNING TUESDAY, SEPTEMBER 3, 2024, THROUGH MONDAY, OCTOBER 7, 2024**

CITY OF GROVE
BID PACKET

Section II
Instruction to Bidders

A. SUBMISSION

All bids must be submitted in a sealed envelope marked **ROOF REPAIR BID** and must include the bidder's name, address and phone number. Sealed bids must be received in the office of the City Clerk on or before 9 a.m. on Monday, October 7, 2024, at which time they will be opened. Mail or hand deliver bids to:
Office of the City Clerk
City of Grove
1201 NEO Loop
Grove, Oklahoma 7434

If the bid is forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the City of Grove at the above address.

B. ACCEPTANCE OF BIDS

All bids shall "hold firm" after submission to the City for thirty (30) days.

The City reserves the right to reject any and/or all bids. The City reserves the right to accept the lowest responsible bidder.

The City reserves the right to negotiate particular aspect of the bid item and/or related optional items.

C. BID SPECIFICATIONS

Bid Specifications and Specification Drawing are included in Bid Packet. Bids shall be all-inclusive and include materials, labor and other incidental charges for the repairs of the existing roof of the City of Grove Community Center located at 104 W. 3rd Street, Grove, OK.

D. BID EVALUATION

Bid evaluation by the City of Grove will be based on a minimum of the following criteria: Completeness of bid documents; contractor's past performance; contractor's reliability factors; contractor's maintainability considerations; contractor's logistical and service support. The City of Grove shall be the sole judge of these criteria, and their decision shall be final.

E. CLEAN-UP AND RESTORATION

Contractor is responsible for clean-up and removal of all debris resulting from contractor's work. The City reserves the right to expedite the clean-up and/or debris removal if the contractor does not satisfactorily complete the work or does not do so in a timely manner. If this occurs, the cost of clean-up and/or debris removal shall be withheld for the final payment to the contractor. Contractor is also responsible for the restoration of any damage to the grounds due to construction of the project. Restoration includes, but is not limited to, ground leveling, sod replacement, and repair of any damaged appurtenances or equipment.

F. ADDITIONAL INFORMATION

Additional information related to the project may be obtained by contacting:
Craig Criger, Buildings & Grounds Superintendent
Email grovebg@gmail.com
Phone (918)-964-1919

E. FORMAT

All bids must be submitted on the Bid Proposal form provided in Section III, Bid Submission Requirements.

CITY OF GROVE
BID PACKET

Section III
Bid Submission Requirements

All bids must include the following information and shall be submitted in the following order:

- A. **Bid Proposal**
All bids shall be submitted on the Bid Proposal form, as provided in this section.
- B. **Non-Collusion Affidavit**
A signed Non-Collusion Affidavit, as provided in this section, shall be submitted.
- C. **Bid Specifications**
A signed Bid Specification form shall be submitted
- D. **Bid Bond**
A Bid Bond in the amount of five percent (5%) of the total amount bid shall be attached to all bids as a guarantee that the successful bidder will, enter a contract and file the required bonds no later than October 21, 2024. A cashier's check made out to the City of Grove may be submitted in lieu of a bid bond.
- E. **Bonds Required**
Performance and Payment Bonds, each in 100% of the bid amount, covering faithful performance, and payment of all obligations arising thereunder, will be required by the City of Grove.
- A warranty bond in the amount of 100% of the bid amount covering defective workmanship and materials will be required for a period of one year after acceptance of the project by the City of Grove.
- F. **Insurance**
The policies of insurance shall be executed by insurance or indemnity carrier authorized to do business in the state of Oklahoma and shall in all respects conform to the required of the Governmental Tort Claim Act, Title 51 Oklahoma Statutes Section 151 et seq. With liability limits to be no less than the amount specified therein and with City to be an additional insured on all such required policies of insurance.
- G. **Construction Deadline and Penalty**
The successful bidder hereby agrees to commence work within fourteen (14) calendar days of the Notice of Award and Notice to Proceed and to fully complete the project within sixty (60) calendar days thereafter. The time will end when the city accepts the project as complete. If construction extends past the sixty (60) calendar days, the successful bidder will be PENALIZED \$100 per day starting on the sixty-first (61st) calendar day and every day thereafter until the project is accepted as complete by the purchaser. The total PENALTY will be deducted from the final payment of the purchaser to the contractor.
- Request for an extension of the sixty (60) calendar days completion requirement must be submitted in writing to the City of Grove and state the reason for the request. The City of Grove reserves the right to deny the request.
- Weather days will be allowed as needed upon approval by the City of Grove.
- H. **Literature**
All bids must include manufacturer's literature, information, photographs, etc. for the particular proposed item in this bid packet.

I. Warranty Information

The bidder must provide all extended warranty information regarding the particular item in this proposed bid. The bidder must also provide the name and address of the nearest service location for the proposed bid item.

J. Contract

In the event, they are successful bidder, a draft contract document must be provided.

Failure to submit any of the items listed in this section may result in the rejection of the bid.

CITY OF GROVE
BID PROPOSAL

Proposal of _____ (hereinafter called "Bidder"), organized and existing under the laws of the State of _____, doing business as _____*, to the City of Grove (hereinafter called "Owner").

In compliance with your Solicitation for Bids, Bidder hereby proposes to perform all labor and provide materials per the Bid Specifications on the area identified on the Specification Drawing (Bid Specifications and Specification Drawing are included with the Bid Packet) of the Grove Community Center, 104 W 3rd Street, Grove, OK

By submission of this bid, each Bidder certifies, and in the case of a joint bid each party certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication or agreement as to any matter relating to this bid, with any other Bidder or with any competitor.

Bidder hereby agrees to commence work within fourteen (14) calendar days of the Notice of Award and Notice to Proceed and to fully complete the project within sixty (60) calendar days thereafter.

BID SCHEDULE

Total Bid Amount	\$
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Bid submitted by: _____
Company Name

Company Representative: _____
Signature

Printed Name: _____ Title: _____

Bid submitted on the _____ day of _____, 2024.

*Insert "a corporation", "a partnership" or "an individual", as applicable.

NOTE: Bid must be submitted on this Bid Proposal form.

CITY OF GROVE
NON-COLLUSION AFFIDAVIT

STATE OF OKLAHOMA)
) §
COUNTY OF _____)

_____, of lawful age, being first duly sworn upon oath, states that (s)he is the agent authorized by the Bidder to submit the attached bid. Affiant further states that the Bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding or with any State, County or City official or employee as to quantity, quality or contract or in any discussions between bidders any State, County or City official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

Affiant

Subscribed and sworn to before me this _____ day of _____, 2024.

Notary Public

My Commission Expires:

NOTE: This form must be submitted with the bid.

CITY OF GROVE
BID SPECIFICATIONS

1. Tear off multiple layers of old roofing down to steel deck and clean and prepare for new roof application.
2. Install new 1.5" poly iso-cyanurate roof insulation over all roof areas and secure down using deck screws and 3" steel plates to an 1-90 wind uplift pattern.
3. Install new 60 mil TPO membrane over entire roof area fully adhered with TPO bonding adhesive as per manufacturers specifications.
4. Install new TPO clap drain inserts in all drains, new TPO pipe flashing on vent pipes, and new TPO pitch pockets as per existing.
5. Install new 60 mil TPO base flashings on parapet wall fully adhered.
6. Flash all laps and seams in TPO membrane using a hot air welder as per manufacturers specifications.
7. Install new flush mount counter flashing, new slip flashing, new drip edge flashing as per existing.
8. Install new pre-finished "Z" flashing and coping cap as per existing.
9. Install new wood blocking and pads under electrical and gas lines.
10. Clean-up and haul away all debris caused by work performed.

_____ (Bidder) hereby states that they have read and understand the Bid Specifications listed above, the Specification Drawing (included in the Bid Packet) and will provide Labor and Materials to complete the project per the Bid Specifications and Specification Drawing within sixty (60) calendar days of the NOTICE OF AWARD and NOTICE TO PROCEED.

Company Representative: _____
Signature

Title: _____

Printed Name: _____

Date: _____

NOTE: This form must be submitted with the bid.

CITY OF GROVE
SPECIFICATION DRAWING

