



Date: 5.7.19

To: Roofing Contractors

From: Mark Rives; Facilities Director  
YWCA of Metropolitan St. Louis  
3820 West Pine  
St. Louis, MO 63108  
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Attached is a Request for Proposal (RFP) for removal and replacement of the roofing system at the location listed below. We are seeking proposals from individuals or companies with a documented track record in providing roofing services to the commercial and institutional areas.

**YWCA 3820 W. Pine St. Louis Mo. 63108**

**SEND PROPOSAL SUBMISSION TO THE ABOVE ADDRESS  
PROPOSAL SUBMISSION DATE: 5.31.19  
CONTRACTOR COMMENCEMENT DATE: TBD**

Meeting – A YWCA representative will be available by contacting Mark Rives for appointment.

PLACE: Call for appointment  
DATE: Call for appointment  
TIME:

Minority-Owned Businesses will be given special consideration in the evaluation process, but are not guaranteed the contract award.

Award will be made to the lowest, best and most responsible bidder. Award notification will be made within 5 to 10 business days after receipt. Evaluation interview meetings with finalists may be necessary. Submissions should be on the most favorable terms possible. The YWCA retains the right to reject any and all proposals received in response to this RFP.

Confidentiality – The contractor and the YWCA agree to keep the information related to all contracts in strict confidence. All information is to be treated on a “need to know basis.”

## **BID FORMAT**

All bids must be submitted on 8 ½" x 11" papers and categorized as stated in the bid sections

### **Bid Sections**

- Cover Letter
- Contractor Information Form
- Bid Quotations
- Insurance and Indemnity
- Contractor's Certifications Form
- Roofing Contractors Qualification Statement

## YWCA General Requirements

We stress that our interest is in **QUALITY WORKMANSHIP and SERVICE.**

### **Part 1 – General**

- A. **Roofing contractor requirements.** The roofing contractor shall be responsible for performing all work necessary including scheduling, coordinating and managing to accomplish the roof replacement as described in the plans and specifications while complying with the following:
1. Contractor must have written safety program acceptable to the YWCA and be implemented for at least twelve (12) months.
  2. Contractor must have a full time person responsible for safety with a minimum of thirty (30) hours of OSHA construction safety training.
  3. Contractor must have as experience modification rate of 1.0 or less and an incident rate less than the U.S. Department of Labor average.
  4. All above information to be provided within twenty four (24) hours upon request.
- B. **Deviations.** In the event this specification deviates from the manufacturer's current specification, this specification prevails, except where they conflict with the manufacturer's requirements for the specified guarantee.
- C. **Specification amendments.** Drawings, addenda and modifications may be issued subsequent to the printing of this specification. Ascertain that such amendments to this specification are acceptable alterations with approval from YWCA and manufacturer.
- D. **Contractor Acceptance.** Prior to the project start, ascertain that all aspects of this Specification and possible modifications are workable and do not conflict with the manufacturer's requirements for the specified guarantee. Upon commencement of the work, it will be presumed that this Specification and drawings, addenda and modifications are satisfactory to both the contractor and the manufacturer in their entirety.
- E. **Supplied Material.** Supply all materials of the roofing system, including accessory products and perimeter flashing. The bidding contractor, by making his bid, represents that the bid price is based on the use of the materials needed to complete all areas in the scope of work.
- F. **Existing Conditions.** If discrepancies are discovered between the existing conditions and specifications, the YWCA representative and manufacturer will be notified by phone/email for direction prior to commencing with the work. Necessary steps will be taken to make the building watertight until the discrepancies are resolved.

- G. Job site is to be kept clean and safe at all times. The contractor shall comply with all provisions and requirements of the Occupational Safety and Health Act of 1970. The Contractor is fully responsible for the safety and health of all persons engaged in said work and acknowledges that, with respect to such persons, the YWCA shall not be construed as nor be held liable for any obligations as an employer within the meaning of the Act. Failure to comply with this provision will allow the YWCA to terminate the agreement immediately without notice.
- H. All bids and proposals rendered by the Contractor to the YWCA shall be quoted in prices good for 90 days. Contractor shall be responsible for careless workmanship. If a task is not performed to produce the specified, standard result, it shall be re-done at the Contractor's expense. Rework shall be performed without charge and shall not interfere with nor detract from the performance of regular, scheduled work.
- I. Some Locations may require work to be performed after hours or on weekends which ever schedule provides the least disruption to YWCA daily operations.
- J. Davis Bacon Act is required for this bid package. (Certified payroll will be required when requested).
- K. Release of lien Waiver will be required at end of project before full payment can be made.
- L. Contractor must meet all bid requirements before last payment is made.
- M. Damage to YWCA property will be fully reimbursable to YWCA and be the responsibility of the contractor.
- N. Contractor and YWCA representative will discuss and review project specifications before the start of the project so as to eliminate any confusion or misunderstandings of work expectations to be performed.
- O. Contractor is to provide schedule for all services. Contractor to field verify roof dimensions. No work on the gymnasium roof.
- P. No work called for in this proposal is to be subcontracted to another company, Contractor. Without Prior approval of the YWCA.
- Q. This is not an invitation or offer to contract and creates no obligations on the part of the YWCA and no rights on the part of the participant. YWCA reserves the right to reject or accept proposals in whole or in part, or to discuss different or additional terms to those contemplated by this RFP. YWCA may modify, amend, terminate or extend the RFP process for any or all participants, as YWCA shall deem appropriate.
- R. The participant will be solely responsible for any costs it may incur in connection with this RFP. YWCA is not liable for any of participant's costs or expenses, and will not reimburse participant for any of its costs or expenses under any circumstance, including rejection of any or all proposals or cancellation of the RFP.

- S. YWCA reserves the right to waive deficiencies, informalities or irregularities in any proposal received and to accept the proposal which, in the YWCA's own judgment is in the YWCA's own best interests. YWCA reserves the right to request new or additional information at any time prior to the submission of a proposal or in response to a proposal.
- T. YWCA has the right to negotiate with any participant during and following the RFP process, and as part of that negotiation, to negotiate changes, amendments or modifications to the proposal without disclosure to other participants and without offering other participants the opportunity to amend their proposals.
- U. The YWCA reserves the right to accept or reject any proposal without explanation.
- V. All personnel are to be employees of the Contractor, but will be subject at all times to approval of the YWCA. In addition, at the start of the contract, and continuing for as long as deemed necessary by the YWCA, at its sole election.
- W. Nothing herein contained shall be deemed nor construed by the YWCA or Contractor as creating the relationship of principal or agent or of a partnership or joint venture. It is understood that the Contractor is an independent contractor, supplying services to the YWCA. All work performed by the Contractor and its personnel will at all times be subject to review and acceptance by the YWCA. The YWCA reserves the right to modify these specifications at any time during the term of this agreement and negotiate added costs, if any.
- X. The Contractor shall comply with all applicable laws, regulations and ordinances in its business conduct at the YWCA and shall furnish the YWCA with copies of any and all permits, inspections and licenses required. Contractor to provide all necessary permits, inspections to complete the work.

## 1.2 QUALIFICATIONS

- A. Roofing Material Manufacturer: A company specializing in the manufacturing of products specified for EPDM membrane roofing materials, with a minimum 25 years documented experience.
- B. Roofing Materials Applicator: A company specializing in performing the work in this section, with a minimum of 5 years of documented experience with the manufacturer listed in the base bid. In addition, the contractor shall have at least 50 installations similar to the one specified with the base manufacturer and must have (1) key personnel on site while job in progress that has attended a quality control seminar by the membrane manufacturer in the last 12 months.

### 1.3 SCOPE OF WORK

- A.** Provide all labor, material, tools, equipment and supervision necessary to complete the installation of the roofing system selected. Fully adhered EPDM roofing system. Include roof boards, accessories, insulation, flashings (perimeter flashings) as specified herein and as indicated in accordance with the manufacturers most current specifications and details for the areas indicated. All sheet metal associated with the roof system (drip edge, copings, termination bars and fascia) shall be included with the total roof system warranty and be in accordance with the latest ANSI/SPRI ES-1 requirements.
- B. EXTENT OF WORK** – The roofing contractor shall:
- Be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job conditions that affect their work.
  - Confirm all given information and advise YWCA prior to bid of any conflicts that will affect their cost proposal.
  - Be responsible for performing all work necessary to accomplish the roof system installation described in their bid quote and specifications, including sheet metal, carpentry, HVAC, electrical, plumbing, equipment etc.

### 1.4 REFERENCE STANDARDS

References in these specifications to standards, test methods, codes etc., are implied to mean the latest edition of each standard adopted. The following is an abbreviated list of associations, institutions and societies, which may be used as references throughout these specifications.

<u>ASTM</u>	American Society for Testing and Materials
<u>FM</u>	Factory Mutual Engineering and Research
<u>ASCE</u>	American Society of Civil Engineers
<u>NRCA</u>	National Roofing Contractors Association
<u>SPRI</u>	Single Ply Roofing Institute
<u>OSHA</u>	Occupational Safety and Health Administration
<u>SMACNA</u>	Sheet Metal and Air Conditioning Contractors National Association
<u>UL</u>	Underwriters Laboratories

### 1.5 RELATED DOCUMENTS

General provisions of the Contract, including General and Supplementary conditions, and manufacturer's most current specifications and details, apply to this section. Industry standards described in the latest publications of the National Roofing Contractors Association and the Single Ply Research Institute also apply to this section.

## 1.6 SYSTEM PERFORMANCE REQUIREMENTS

**General:** Install EPDM roofing system to withstand wind loads, Structural movement, thermally induced movement, and exposure to weather and light foot traffic without failure.

UL Listing: Provide labeled materials, which have been tested and listed in “Roofing Materials Directory” for applications indicated. With Class A rated materials/system for roof slopes.

The Roofing System must have been successfully tested to meet or exceed the calculated uplift pressure required by the International Building Code (ASCE-7) or ANSI/SPRI WD-1.

**NOTE:** Install Roofing Manufacturers required system enhancements to achieve the specified warranty.

## 1.7 SUBMITTALS

Submit specifications, installation instructions and general recommendations from manufacturers literature for types of roofing required. Provide roof plan, membrane details, tapered insulation/cricket layout and sheet metal details. Shop drawings will be required to be reviewed before job can begin. Provide schedule of project completion at pre-job meeting.

## 1.8 QUALITY ASSURANCE

Perform work in strict conformance to manufacturer’s latest standards and details. Eliminate the use of uncured flashings and use pressure sensitive materials or cured material whenever possible. Use non penetrating membrane securement details whenever possible.

## 1.9 JOB CONDITIONS

Proceed with installing materials only when existing and forecasted weather conditions will permit work to be performed according to the manufacturer’s recommendations and warranty requirements, and when substrate is dry. Comply with manufacturer’s written instructions for proper material storage. Material Safety Data Sheets (MSDS) must be on site during roofing application.

## 1.10 PROTECTION

- A. Roofing contractor shall adequately protect building, paved areas, service drives, lawn, shrubs trees etc. from damage while performing the required work. Provide canvas, boards and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the application.
- B. During the roofing contractor's performance of the work, the building will be occupied. The contractor shall take precautions to prevent the spread of dust and debris, particularly where such materials may sift into the building. The roofing contractor shall provide labor and materials to construct, maintain and remove necessary, temporary enclosures to prevent dust and debris in the construction areas from entering the remainder of the building.
- C. Do not overload any portion of the building, by either use of or placement of equipment, storage of debris, or storage of materials.
- D. Protect against fire and flame spread. Maintain adequate fire extinguishers.
- E. Take precautions to prevent drains from clogging during roofing application. Remove debris at the completion of each day's work and clean drains, if required. At completion, test drains to ensure the system is free running and drains are water tight. Remove strainers and plug drains in areas where work is in progress. Install flags or other telltales on plugs. Remove plugs each night and ensure drains are clean.
- F. Protect adjacent surfaces against staining and mechanical damage.
- G. Do not allow insulation products prolonged exposure to weather. Contractor to tarp or protect all insulation products prior to installation. If insulation is exposed to moisture prior to application, insulation shall be removed from site and replaced with new insulation by approved manufacturer at sole cost to contractor.
- H. Roofing contractor shall provide and be responsible for providing overnight and temporary weather protection at all times. Install and protect all building and roofing components during all phases of work.
- I. Provide protection for all roof areas exposed to traffic during construction.
- J. Exercise caution during adhesive spraying to avoid overspray.



## 1.11 WARRANTIES

- A. Provide two year Contractor's warranty beginning on the date of substantial completion.
- B. Provide manufacturer's 15 year total system warranty covering both labor and material. Maximum wind speed coverage shall peak gusts of 73MPH (per local code) measured at 10 meters above ground level.
- C. All new materials including Metal Edge Trim, insulation etc. must be included under total system warranty.

## PART 2 – PRODUCTS

### 2.1 POLYISOCYANURATE INSULATION

- A. Rigid roof insulation panel composed of a closed cell polyisocyanurate foam core bonded on each side to fiber reinforced facers. Insulation must be protected from open flame and kept dry at all times. Install only as much insulation as can be covered the same day by completed roof system. ASTM C1289-06, TYPE II, Class 1.
- B. Rigid roof insulation panel composed of a closed cell polyisocyanurate foam core bonded on each side to premium performance coated glass facers. Insulation must be protected from open flame and kept dry at all times. Install only as much insulation as can be covered the same day by completed roof system. ASTM-C1289-06, TYPE II, Class 2.
- C. Provide tapered insulation when required with slope and starting thickness as required. Insulation system must be covered under total system warranty.

### 2.2 HIGH DENSITY POLYISO

High density polyiso is a rigid roof insulation panel composed of a high- density, closed-cell polyisocyanurate foam cored laminated to a premium-performance, coated glass fiber-mat facer, with an R-value of 2.5 and minimum compressive strength of 100 psi.

### 2.3 HIGH DENSITY COMPOSITE POLYSIO

High Density Composite Polysio is a rigid polyisocyanurate roof insulation panel with a ½" high density polyiso with 100 psi laminated to the top with coated glass fiber-mat facer. Meeting ASTM 1289-11 TYPE II class@ Grade 3.

### 2.4 SADDLES/CRICKETS/TAPERED STRIPS

Install factory fabricated medium glass facers polyisocyanurate insulation products. Crickets (double the field slope-starting at 0" inches) are to be installed on the high side of roof curbs and penetrations to properly divert the water.

## 2.5 **MECHANICAL FASTENERS** (when required for membrane and insulation for wood, metal decks, gypsum and lightweight decks)

Fasteners and plates shall be FM approved, and/or approved by the manufacturer of the primary roofing products. The fasteners shall provide attachment required to meet the specified uplift performance. The fastening pattern for each panel to be used shall be as recommended by the manufacturer and approved by the manufacturer of the roofing system and to meet warranty and uplift requirements.

## 2.6 **SUBSTRATE ADHESIVE**

Provide a two (2) component polyurethane construction grade low-rise expanding adhesive. The adhesive and its installation methods must be acceptable to the Roofing System Manufacturer and included in the specified warranty. The adhesive must also be compatible with the specified roofing system.

## 2.7 **POLYURETHANE SEALANT/CAULKING**

Sealant to be a one-component elastomeric gun grade polyurethane sealant, NP-1 as manufactured by Sonnenborn Building Products, or approved equal, with installation per manufacturer's recommendations.

## 2.8 **ROOF DRAIN REPLACEMENT**

Replace roof drains as needed.

## 2.9 **ROOF MEMBRANE & ACCESSORIES**

Furnish 60 mil reinforced and or non-reinforced EPDM to the minimum physical properties of ASTM D4637. Factory applied splice tape is recommended.

Accessories including adhesives, splice tape, primers, cleaning solvents, sealers, pipe flashings etc. are to be per manufacturer's specifications.

## 2.12 **SHEET METAL**

A. New metal edging shall be installed with 16 gauge (min) continuous cleat. All new metal shall be included in the roofing manufacturer's total system guarantee for the total system.

**NOTE:** Certified Shop Fabricated perimeter edge metals in accordance with ANSI ? SPRI ES-1 requirements are also acceptable if covered by the Roofing System Warranty. Roofing Manufacturer Certification confirmation required.

B. Prefinished counter flashing and miscellaneous metals shall be Kynar 500 standard color painted finished steel sheet, with a minimum thickness of 24 gauge. Material and installation shall also be in accordance with SMACNA.

## **2.13 NEW WOOD NAILERS**

New treated wood blocking and supports, # 2 & better construction grade, to comply with the Preservative Process by Pressure Process: AWWPA C2. Preservative chemicals shall be acceptable to authorities having jurisdiction and contain no arsenic or chromium. Kiln dry lumbar after treatment to a maximum moisture content of 19 percent. Do not use material that is warped. Fasteners into treated blocking shall have hot-dip zinc coating complying with ASTM A 153 or be Type 304 stainless steel.

## **2.14 ROOF COVER BOARD**

Roof cover board to be Secure rock as manufactured by United States Gypsum Company (or approved equal) The composition shall be impact resistant, nonstructural, fiber-reinforced gypsum panels manufactured with a minimum 97% certified recycle content, with moisture and mold resistance throughout the panel core and surface; manufactured to conform to ASTM C1278. Roof board must be covered under total system warranty.

## **2.15 PIPE SUPPORTS**

In lieu of protection pads attached to treated wood blocking, if specified for gas and electrical lines etc. contractor shall install DURA-BLOK supports for all piping other than PVC condensate lines, or approved equivalent, per manufacturer's guidelines and requirements.

## **2.16 SILICONE SEALANTS**

Silicone building sealants is a one-part low modulus, neutral-curing silicone sealant for use in high-movement weather sealing applications for new and remedial construction joint sealing applications. Dow Corning 790 silicone sealant or approved equal. Furnish and install closed cell backer rod per manufacturer's recommendations.

## **2.19 HIGH TEMPERATURE SILICONE SEALANT**

General purpose one-component silicone adhesive/sealant shall be used for high temperature applications (maximum 356 degrees) Dow Corning 732 Multi-Purpose Sealant or approved equal.

## **2.20 MODIFIED BASE SHEET**

Base sheet to meet or exceed the requirements of ASTM D6163 Type 1, Grade S for SBS-Modified bituminous sheet materials using glass fiber reinforcements.

# **PART 3 – EXECUTION**

## **3.1 GENERAL**

Manufacturer's requirements for the application of the EPDM roofing system shall be strictly followed.

- A. Contractor shall remove and dispose of all existing roofing system(s). Flashings etc. Contractor shall follow all Federal, State and Local laws and regulations during the entire removal and disposal process, as well as more stringent guidelines if supplied by YWCA in writing. Provide temporary roofing and temporary protection as necessary to protect building structure and interior from inclement weather and elements. If temporary roofing is installed and left in place, it must also be covered by roofing system warranty specified.
- B. Verify conditions are satisfactory to receive the new roof system. Beginning work constitutes acceptance of conditions. Check projections, curbs and decks for condition, rust and inadequate anchorage, foreign materials, moisture or unevenness that would prevent quality and execution of new roofing system. The roofing substrate shall be kept free of foreign particles prior to and while installing the roof system. If unacceptable conditions are discovered, contractor to notify YWCA immediately in order for corrective actions to be discussed and approved by both YWCA and Roof Systems Manufacturer.

### **3.2 INSULATION/FIBER BOARD INSTALLATION**

Install insulation to meet the system performance criteria and the roofing manufacturer's requirements. Stagger joints, butt boards and cut around penetrations and perimeters with no gap exceeding 1/4". Install insulation to shed water at roof penetrations. Stagger roof insulation joints both horizontally and vertically if multiple layers are provided. Secure material to the substrate as specified with the required mechanical fasteners or adhesive in accordance with the manufacturer's specifications.

### **3.3 LOW RISE FOAM ADHESIVE**

Low rise foam adhesive to be applied using the bead method with 3/4" to 1" bead on 4" maximum centers.

### **3.4 SADDLES/CRICKETS/TAPERED EDGE STRIP INSTALLATION**

Install fabricated medium glass facer polyisocyanurate insulation products. Crickets(double the field slope-starting at 0" inches) are to be installed between drains, on the high side of the roof curbs and penetrations to properly divert water.

### **3.5 ROOF MEMBRANE INSTALLATION**

Unroll and position membrane without stretching. Allow the membrane to relax approximately 30 minutes before splicing. Apply adhesive per manufacturer's specifications.

### **3.6 SPLICING**

Seam Tape Splice – Overlap adjacent sheets a minimum of 4” and fold back top sheet to expose splice surfaces. Provide tape splices per manufacturer’s recommendations. Do not use adhesive splice method without written approval from YWCA and manufacturer.

### **3.7 WOOD BLOCKING**

During the reroofing process, the Roofing Contractor shall check to be sure that the nailers are in good condition and well secured to the building. The Roofing Contractor shall notify YWCA if unexpected conditions or deteriorated materials are discovered. Questionable members shall be removed and replaced per the proposal unit price. Securely attach treated wood blocking to substrate to safely resist an uplift force of 200 lbs. per lineal foot. Each member to have a minimum of 2 fasteners located not more than 3 inches from each end and spaced a maximum of 12 inches on center and penetrate the wood to achieve the pull out resistance. Fasteners shall be staggered for wood members wider than 6 inches with a maximum spacing of 12 inches on center. New wood blocking that will be in contact with any metal to have 15 lb. felt paper installed between the treated wood and metal. Fasteners shall be type 304 stainless or with hot-dipped zinc coating complying with ASTM A 153/A.

### **3.8 SHEET METAL**

Install per manufacturer’s printed specifications and details and. Follow SMACNA recommendations for installation procedure.

### **3.9 FLASHING**

Install per manufacturer’s requirements. Pressure sensitive uncured flashing limited to overlayment of vertical seams, flash inside/outside corners, vent pipes and unusually shaped penetrations.

### **3.10 ROOF COVER BOARD INSTALLATION**

Roof cover boards shall be installed as specified in accordance with uplift requirements and roof membrane manufacturer’s written recommendations. All joints should be staggered with edge joints located on, and parallel to deck ribs. End joints of adjacent lengths should be staggered. Board ends and edge joints to be fitted according to manufacturer’s recommendations.

### **3.11 PIPE SUPPORTS**

Install pipe supports (Dura-Blok) in accordance with manufacturer’s recommendations. Contact roof system manufacturer as to requirements as needed.

### **3.12 EXPANSION JOINTS**

Install expansion joint support and flash with cured membrane. All deck to wall expansion joints require appropriate membrane securement installed on the deck. Expansion joint filler must be installed prior to installation of expansion joint to help eliminate internal pressure and condensation.

### **3.13 CLEANUP**

Protect adjacent surfaces from staining or soiling. Protect roof drains from collecting debris from roofing operations. Completed roof areas and surrounding areas are to be kept clean, free from any trash or other material collected from roofing operation. Perimeter of building will be kept clean from roofing operations. Upon substantial completion roofing contractor will ensure roof, perimeter of building, shrubs, trees, pavements are clean and free of any debris from roofing operation.

### **3.14 FINAL INSPECTION**

When project is substantially complete Roofing Contractor shall contact YWCA and roofing manufacturer to confirm warranty inspection. All punch list items which may be reviewed by roofing manufacturer's inspector and will be sent to all parties. All items on the punch list must be addressed prior to final payment. The roofing contractor shall state in writing that all punch list items have been completed with pictures confirming repairs.

## Conditions For Contractors' Bids

### 1. Insurance and Indemnity

Contractor shall carry and maintain such liability insurance as will protect Contractor and the YWCA from claims under any workers compensation acts and from any other damages from personal injury, including death, which may be sustained by Contractor's workers or any of their servants, agents, or employees and the general public, and from claims for property damage, which may be sustained by any of them. Contractor shall furnish a certificate included with this proposal acceptable to the YWCA that Contractor has in effect the following minimum level of insurance.

- a. *Workers Compensation Insurance* meeting statutory limits plus Occupational Disease Insurance, if separate Occupational Disease coverage is needed in the State of Missouri:
  - \$100,000 each employee
  - \$100,000 each person
  - \$500,000 policy limit
- b. *Comprehensive General Liability Insurance* with limits insuring against bodily injury, property damage, personal injury and advertising injury:
  - \$1,000,000 each occurrence
  - \$2,000,000 general aggregate
  - \$2,000,000 products/completed operations aggregate
- c. *Employer's Liability*:
  - \$100,000 each accident
  - \$100,000 disease – policy limit
  - \$500,000 each employee
- d. *Automobile Liability Insurance*:
  - \$1,000,000 each accident
- e. *Umbrella Excess Liability*:
  - \$5,000,000 each occurrence
  - \$5,000,000 aggregate
- f. *Bond*: All employees will be bonded in an amount not less than \$100,000 per occurrence.
- g. *Pollution Coverage*: Pollution coverage provided by Bodily Injury, Property Damage & Cleanup costs resulting directly from physical injury to tangible property due to accidental release of pollutants brought by Contractor to a job site with limits of \$100,000 each incident and \$100,000 aggregate.
- h. All liability policies shall name the YWCA as additional insured.

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless, the client and their agents and employees from and against all claims, damages, loses and expenses, including but not limited to attorney's fees arising out of or resulting from the performance of the contracted service, provided that any such claim is attributable to bodily injury to or destruction of tangible personal property including the loss of use resulting there from, and to the extent only that it is cause in whole or in part by any negligent act or omission of the service contractor, anyone directly or indirectly employed by the service contractor, or anyone for whose acts the service contractor may be liable.

## Conditions for Contractors' Bids

### 2. References

List several of your current accounts of schools or office buildings in your bid and include the following information: account name, address, type, start date, contact name, title and telephone number.

### 3. Staffing

- a. The Contractor shall consider as **HIGH PRIORITY** the **IMAGE** of the employees assigned to the YWCA. We insist on cleanliness and well grooming.
- b. Staffing shall be as required to perform the necessary work to maintain the appearance of the YWCA facilities. We depend on the Contractor to know what it takes to do the job.
- c. The Contractor shall provide competent, **high-caliber** employees. The YWCA has the right to insist, in writing, that the staff be changed for any reason.
- d. In addition to normal service, the Contractor will be responsible for, at least, the following:
  - i. Contractor supervisory and management staff shall be available on request by the YWCA staff at **any time**.
  - ii. The Contractor executive management staff shall be available to meet with the YWCA at any time in order to review levels of service

### Requirements for Contractor's Bid

- a. State your firm's qualifications to prove you are professionally qualified for this job should your firm be awarded the contract.
- b. Should your firm be awarded the contract, state who your project manager, supervisors, lead persons will be and their qualifications for the job and position with your company.
- c. We are aware that it is difficult to obtain employees who are dependable, do quality work, and project an acceptable image to our YWCA buildings.
- d. The Contractor must submit a list of at least two (2) local emergency numbers of management level supervisory personnel who are authorized to dispatch backup working crews in the event of a request by the YWCA for such services.
- E. Must provide a working e-mail account for communication purposes.



**Contractor Information**

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Emergency #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Owner of Company: \_\_\_\_\_

Do you operate as a Corporation, in what state are you incorporated? \_\_\_\_\_

List names of officers:

\_\_\_\_\_  
\_\_\_\_\_

Number of employees in St. Louis operation: \_\_\_\_\_

Total number of employees in company: \_\_\_\_\_

\_\_\_\_\_  
*Signature of principle or officer*

\_\_\_\_\_  
*Date*

### **Contractor's Certifications**

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Proposer.
- B. The individual signing certifies that the Proposer is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Proposer.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Proposer prior to an award to any other Proposer.
- E. The individual signing certifies that there has been no attempt by the Proposer to discourage any potential Proposer from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.
- G. The individual signing certifies that the Proposer does not have financial or other interest in the YWCA, which could be deemed as a conflict of interest.
- H. The individual signing certifies that the Proposer or any individual to be assigned to the contract does not have a record of conviction of child abuse or neglect or use of illegal drugs.
- I. The individual signing certifies that the Proposer is a minority vendor.    **(YES) (NO)**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019 \_\_\_\_\_.

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*Proposer's Firm Name*

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*Signature of Proposer's Representative*

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*Printed Name and Title of Individual Signing*

