



CITY OF MARCELINE REQUEST FOR PROPOSALS

CITY HALL FOAM ROOF COATING PROJECT

The City of Marceline hereby requests proposals for the **City of Marceline City Hall Foam Roof Coating Project** to be provided in accordance with the terms, conditions and specifications established herein.

Sealed proposals will be received to the attention of the City Clerk, 116 North Main Street USA, Marceline, MO 64658, until **3:00 PM**, Central Time, on **Tuesday, March 3, 2026**.

It is the sole responsibility of the Proposer to assure that their bid is received by the City before the date and time set for receiving bids. Bids must be signed and sealed in an envelope prominently marked:

RFP – City Hall Roof Project

The City of Marceline reserves the right to reject any or all bids, and to waive technicalities and informalities when such a waiver is determined by the City of Marceline to be in its best interest.

Signature of the bid by the Proposer constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein. Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto.

Submitting a bid in no way obligates the City of Marceline to compensate any contractor for any costs associated with the development of any bid.

M/WBE businesses are encouraged to apply. The City of Marceline is an equal opportunity employer.

SITE INSPECTION AND QUESTIONS:

To access the facility for inspection or for questions, the Proposer may contact City Hall at 660.376.3528 during the normal working hours of 8:00 AM – 5:00 PM, M-F, excluding holidays. The deadline for questions shall be **Monday, February 24, 2026**. No questions will be entertained or responded to verbally during the bid period.

PROJECT SCOPE:

The Project for City Hall roof involves the main structure only. Preparation of the surface will include, but not limited to, cleaning, rinsing, and filling any depressions with foam. Then coating the roof to at least an average of 1" of foam and applying a base coat, including walls. A final reflective topcoat will be used to complete the installation. The foam is to have a minimum R-Value of seven (7). A minimum labor and materials warranty of five (5) years is required. A Proposer may submit alternate roof coating options if they choose and provide and explanation of the benefits over a coated foam roof material. Proposers are also permitted to submit multiple types of roof sealing and insulating options including options with greater labor and material warranties than the minimum required.

CONTRACTOR QUALIFICATIONS:

Proposing contractors shall have experience in commercial roofing projects and have been in business for at least five (5) years.

Proposing contractors shall have Liability Insurance. Proof of General Commercial Liability and Property Damage Insurance, including vehicle coverage with a combined single limit for injury and/or property damage of not less than \$1,000,000.00 per occurrence with an annual aggregate of not less than \$2,000,000.00 and proof of Workman's Compensation Insurance with statutorily limits required by any applicable state law and Employers Liability Insurance with minimum limit of \$1,000,000 per occurrence. Contractor shall make the City an additional insured on each policy of liability insurance that bidder is required to maintain under the contract documents. The Contractor's insurance will be primary and noncontributory to any insurance of the City. Nothing in the insurance shall waive any defenses of the City including but not limited to sovereign immunity or official immunity.

Proposing contractors shall have or obtain a Marceline business license. If the cost of the project exceeds \$75,000, the Contractor shall pay prevailing wages for the labor on the project pursuant to Section 290.010 -290.340 RSMo. If the cost of the project exceeds \$50,000, the Contractor shall provide the City with payment and performance bonds for the project.

Proposing Contractors are informed that pursuant to Section 285.530 RSMo as a condition of the award of any contract in excess of five thousand dollars (\$5000), the successful bidder shall, by sworn affidavit and provision of documentation, affirm its enrollment and documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection to the contracted services. Successful bidders shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Proposing Contractors shall participate in E-Verify.

The project approved by this Ordinance is subject to the requirements of Section 292.675, RSMo, which requires all contractors or subcontractors doing work on the Project to provide and require its on-site employees to complete, a ten (10) hour course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA

Program. The training must be completed within sixty (60) days of the date work on the project commences. On-site employees found on the worksite without documentation of the required training shall have twenty (20) days to produce such documentation.

The Contractor shall also provide an affidavit for public benefits under Section 208.009 RSMo.

PROJECT QUALIFICATIONS:

- 1) The proposal shall include all necessary work and materials for the project, including design, procurement, and installation of the scope of work concept and specifications. This includes, but is not limited to:
 - a) Permits, review by state and other authorities having jurisdiction if necessary. The City will provide all City permits and inspections with no cost to the successful bidder.
 - b) Any needed mechanical, electrical, or construction changes in order to prepare the site.
 - c) General construction.
- 2) The Contractor is responsible for verifying existing site conditions. The building is accessible during the business hours of 8:30 AM – 4:30 PM, M-F with 24 hours advanced notice.
- 3) Coordination with staff regarding scheduling. The Contractor is responsible to notify the City Hall staff of shutdowns, equipment relocation, vehicle removal, needed staging areas for equipment or supplies, or any other potential building interruptions with 24 hours' notice.
- 4) Removal and legal disposal of all equipment and material required within the scope of work.
- 5) Clean the area of work to a reasonable extent during the project and to "as Found" condition after the completion of work. Protect other areas of the Power Plant and nearby building/parking lots from dirt, debris, and overspray.
- 6) All work shall be accomplished in accordance with the applicable Federal, State, and Local Codes and restrictions. The contractor is responsible for securing and paying any fees associated with the required inspection of this work with the exception of the City inspection and permits which will be handled by the City of Marceline. Copies of all approved inspections shall be provided to the City of Marceline.

SUBMITTAL REQUIREMENTS:

- 1) Up to three (3) reference projects of a similar type as possible to include project name, customer, location and date. A Customer reference familiar with the project and phone or email contact may be requested if needed during the evaluation process.

- 2) Project schedule. The City intends to start construction as soon as the weather and the contractor's schedule allows. The contractor shall submit a preliminary work schedule as well as a desired payment schedule along with the proposal. Weather delays are understood to have a major impact of scheduling. The project must be completed within 120 days of commencement.
- 3) Certificate of Insurance(s)
- 4) Warranty duration and terms for material and labor.
- 5) Proposals for annual maintenance service (if needed) and/or inspections.
- 6) Roofing material type, durability, life expectancy, weather rating, maintenance, long term maintenance costs, etc.