

Invitation to Bid

Issue Date: 11/03/2023

Project Name: On Call Roof Repair and Preventative Maintenance

Project Number: 298-RoofRepairOnCall-FY24

Pursuant to North Carolina General Statutes Chapter 160A Article 2, Bids will be received by the City of Asheville for the following:

Description of Bid:

The City of Asheville is requesting the submission of qualified contractors to provide roofing services for certain locations within Asheville, NC. The City of Asheville requires the assistance of a contractor to perform roofing services on a work order basis, this is an indefinite quantity/indefinite delivery contract proposal not to exceed \$29,999. The City is seeking a firm whose combination of experience and expertise will provide timely, cost effective and quality driven professional services to the City.

Scope of Work:

The ability to make assessments and needed repairs to:

- The Field of Roof
- Drains
- Scuppers
- Gutters/ and downspouts
- Drip Edge
- Parapet Wall
- T-Bar
- Expansion Joint
- Coping
- Counterflashing
- Gravel / Ballast
- Curb
- Flue
- Stack
- Pitch Pan
- Skylight
- Deck
- Debris
- Report Necessary Repairs Needed to Owner

Initial inspection and repairs will be completed within 30 days of the effective date. All preventative maintenance inspections and/or repairs will be completed per the following months:

In addition to the preventative maintenance inspections, the contract will provide each of the following services:

- 24 Hour Emergency Service
- Same Day Leak Repair Service (upon request,)
- Roof Drawings
- Budgeting Assistance
- Continuity of Service Technicians, for Individualized Attention and Relationship Building

BidSchedule:

Issuance of Bid	Thursday, Nov 3, 2022
Pre-Bid Meeting (not mandatory but Highly Suggested) Facility Maintenance Building 75 Shelburne Rd Asheville, NC	Friday, Nov 10, 2023, 2:30pm
Deadline to Submit Questions	Tuesday, Nov 14, 2023, 5:00pm
Bids Due	Wednesday, Nov 23, 2023, 4:00pm
Projected Project Start	Wednesday, December 13, 2023

Pre-Bid Meeting attendance is highly encouraged but not mandatory. We will have a representative from the ABI office to explain required ABI documents.

Bid Documents:

Invitation to Bid Documents are posted on the City procurement website at www.ashevillenc.gov/bids. This is *the official source* of this solicitation. All updates to this solicitation shall come in the form of published addenda and shall be published to the same location. **The City will not be responsible for full or partial sets of Contract Documents including any addendum obtained from any other source.**

Bids should be delivered as follows:

Physical Address (FedEx, UPS, Hand Delivery):

City of Asheville - Capital Projects Department
 Attn: Tony Rathbone/Vicky Haskell
 70 Court Plaza Suite 100
 Asheville, NC 28801

City Hall hours of operation: 8:30am to 5:00pm (EST), Monday through Friday

Email Address: (Bidders may email bids at their own risk):**

eMail subject: '298-RoofRepairOnCall-FY24'
 eMail sent to: capitalprojects@ashevillenc.gov

**** The City of Asheville may send an acknowledgement of receipt of bid, however this does not guarantee eMailed bids are received. Bidders may eMail bids at their own risk.**

The City of Asheville reserves the right to reject any or all Bids and to waive informalities.

Information:

All questions concerning this Invitation to Bid should be submitted via email to:

Tony Rathbone
trathbone@ashevillenc.gov

Please send a confirmation/test email to capitalprojects@ashevillenc.gov prior to submitting your questions. Please put "298-RoofRepairOnCall-FY23" in the subject line of your email. You will receive a confirmation email or receipt. If you do not receive a confirmation email, please reach out to the City of Asheville at 828-767-2077 before the submission deadline. This number is for email test failures only.

Asheville Business Inclusion Policy: The City of Asheville has adopted the Asheville Business Inclusion Policy to encourage women and minority businesses' participation in the public bidding process. The purpose of this outreach effort is to increase the likelihood of availability and utilization of MWBEs in the award of contracts. Bidders are hereby notified that this Bid is subject to that Policy's provisions. Questions regarding the Asheville Business Inclusion Policy may be directed to City of Asheville, Post Office Box 7148, Asheville, NC 28802-7148 or by phone at (828) 259-8050 or by email abi@ashevillenc.gov.

Bidders are invited to show proof of MWBE status, to include NC Office of Historically Underutilized Businesses or other MWBE certifications. If not already certified with the ABI Office at the City of Asheville, bidders are further invited to become certified with the City of Asheville as an MWBE vendor. Please use this link: [ABI Certifications](#)

It is the Policy of the City to (1) provide minorities and women an equal opportunity to participate in all aspects of its contracting and procurement programs and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities.

The Bidder shall provide applicable ABI Affidavits, as described in the project manual on page 16 - Asheville Business Inclusion (ABI Goals), with their bid in order to be deemed responsive, failure to do so will result in the Bidders bid being deemed non-responsive and disqualified.

Certification of a Drug-Free Workplace:

Prospective Contractors are notified that the City of Asheville has adopted a Drug-Free Workplace Policy requiring successful contractors to insure that a drug-free workplace is provided in the performance of any City of Asheville contract. By submitting a bid, the Prospective Contractor certifies that if awarded the Contract, they and their subcontractors shall comply with the City's Drug-Free Workplace Policy. The policy may be viewed at the following: [Drug Policy](#)

Miscellaneous Requirements of the Bids:

- Prospective Contractors are notified of a City policy that prohibits contracting with persons or firms who are delinquent in the payment of ad valorem taxes owed to the City of Asheville.
- All bids must be submitted on the FORM provided.

- End -