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## Advertisement for Bids (Informal - N.C.G.S. 143-131)

**Issue Date:** 2/13/2025

**Project Name:** On Call Roof Repair and Preventative Maintenance

**Project Number:** 298-FY25- On Call Roof Repair

Pursuant to North Carolina General Statute 143-131, 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 to city owned facilities 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 \$29,900 annually. The contract will have an option to continue for an additional 3 years after a satisfactory completion of the 1st year. 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:**

To make assessments and needed repairs to the field of a roof, drains, scuppers, gutters/downspouts, drip edge, parapet wall, T-bar, expansion joint, coping, counterflashing, gravel/ballast, curb, flue, stack, pitch pan, skylight, deck, and debris essential for maintaining the integrity and functionality of a roofing system.

The City of Asheville requires 24-hour emergency service, same-day leak repair upon request, roof drawings, and budgeting assistance. Additionally, the contractor should provide continuity of service technicians to foster individualized attention and relationship building with City staff.

- 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

The contractor will need to 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, February 13th, 2025
Pre-Bid Meeting (not mandatory but Highly Suggested) Meeting location 75 Shelburne Rd, Asheville, NC 28806	Tuesday, February 18th at 1pm
Deadline to Submit Questions	Wednesday, February 19th, at 3pm
<b>Bids Due</b>	<b>Friday , February 28th at 3pm</b>
Projected Project Start	Monday, March 17th 2025

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](http://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.**

Email Address: (Bidders may email bids at their own risk):\*\*  
 eMail subject: 298-FY25-On Call Roof Repair  
 eMail sent to: [ivasbinder@ashevillenc.gov](mailto:ivasbinder@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:

Lisa Vasbinder  
[lvasbinder@ashevillenc.gov](mailto:lvasbinder@ashevillenc.gov)

Please send a confirmation/test email to Lisa Vasbinder prior to submitting your questions. Please put “**298-FY25-On Call Roof Repair**” 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 828-620-1372 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 828-259-5811 or by email [abi@ashevillenc.gov](mailto: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.

**Construction and Construction-Related Services ONLY:** A 2023 disparity study conducted by the City of Asheville indicated a disparity among Black or African-American and Hispanic-owned businesses on construction or construction-related services contracts. The study indicated that of the contractors available for utilization on construction contracts, 1.4% are within the aforementioned minority groups. The City of Asheville has set an annual aspirational goal of 1.4% for contracts awarded within the construction industry to include Black or African-American and Hispanic-owned businesses. Although achieving this goal is not a criterion for the award of this Contract, it is expected that documents will reflect that every effort has been made to conduct inclusive outreach to ensure that contractors with existing disparities have an opportunity to participate in contracting with the City of Asheville.

The Bidder shall provide applicable ABI Affidavits, as described in the project manual on page 17 - 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.

**Drug Free Workplace:** The City of Asheville is a drug-free workplace employer. By submitting this bid, the prospective contractor certifies that if awarded the contract, they and their subcontractors shall comply with the

following:

The City requires contractors/vendors entering into a contract with the City to provide a drug-free workplace in the performance of said contract. The contractor, upon execution of the contract, certifies that it will provide a drug-free workplace during the performance of the work on this contract. The contractor agrees to do the following:

Notify employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken for violations of such prohibitions. Responsive actions should be appropriate and sufficient to address and remediate any violations of this requirement.

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

- End -