

**FREMONT COUNTY IOWA
COURTHOUSE ROOF REPLACEMENT/REPAIR
Request for Proposals**

Procurement Timeline

RFP Publish Date	April 25, 2022
RFP Pre-Bid Meeting	May 4, 2022
RFP Due Date	May 17, 2022
Board Approval	May 25, 2022
Project Initiation	as soon as possible

REQUEST FOR PROPOSALS

Fremont County, Iowa, is requesting proposals for the replacement of the county courthouse's roof.

Project Name: Courthouse Roof Replacement/Repair

The selected contractor will work with the Fremont County Board of Supervisors and Troy Housh, Fremont County Courthouse Maintenance Supervisor.

Contractor(s) interested in submitting proposals are required to attend a Pre-Bid meeting scheduled for May 4, 2022, from 9:00 am-12:00 pm, or to schedule and attend another meeting with Troy Housh, Fremont County Courthouse Maintenance Supervisor, prior to submitting a proposal. The goal is to show the contractors the extent of the work needed. Proposals will only be accepted from contractor(s) that attend the Pre-Bid meeting or schedule a meeting with Troy Housh before submitting a bid. **Troy Housh's phone number is 712-313-2000.** The meeting will be held at the following location:

**Fremont County Courthouse
506 Filmore Street
Sidney, Iowa 51652**

Responses to this RFP should be single spaced, font size of at least 12, margins no less than 1.00 inch, and are limited to ten double-sided pages between covers, not including blank dividers. Number all pages consecutively. Proposals exceeding these limits will not be accepted. Inclusion of promotional literature of a general nature is not solicited, but if submitted, will count toward the overall length restriction.

Proposals must be submitted by 3:30 pm May 17, 2022, as one hard copy and one electronic copy. Hard copies must be post marked by the due date or delivered directly to the following address:

**Randy Hickey, Supervisor
c/o Dee Owen, Auditor
506 Filmore Street
Sidney, Iowa 51652**

Electronic copies should be submitted as a PDF with the subject line, "Courthouse Roof Replacement/Repair Proposal." Submissions should be sent to the following email addresses:

Randy Hickey: rhipkey@co.fremont.ia.us

Dee Owen: dowen@co.fremont.ia.us

Troy Housh: thoush@co.fremont.ia.us

Questions that arise after the Pre-Bid meeting should be submitted in writing to Troy Housh by email to thoush@co.fremont.ia.us. All questions and answers will be distributed to contractors in attendance at the Pre-Bid meeting. All contractors will be notified in writing regarding results of the selection process.

The successful bidder will need to furnish a corporate surety bond for faithful performance of the contract in an amount equal to one hundred percent of the contract.

SCOPE OF WORK

Replace or repair the Fremont County Courthouse roof.

Fremont County reserves the right to reject any and all proposals or to waive any irregularities in any proposal if judged to be in the best interest of Fremont County. This RFP does not obligate Fremont County to offer a contract to any firm, nor pay any cost incurred in the preparation of proposals submitted in response to this request.

The checklist of items required for proposal submission:

1. Company contact information
2. Statement of Qualifications
3. Proposed Methodology to Complete Scope of Work
4. Plan Development Milestones and Timeline
5. Proposed warranty of workmanship