

**CITY OF PELHAM
REQUEST FOR PROPOSAL**

**PELHAM CITY HALL ROOF REPAIR- 108 HAND AVE.
PELHAM, GEORGIA**



ISSUING AGENCY

**CITY OF PELHAM
108 HAND AVE. W
PELHAM, GA 31779
PHONE: 229-294-7900**

ISSUE DATE

October 18, 2023

CITY CONTACT

Christian Drake

BID CLOSING DATE

November 1, 2023

BIDS ARE DUE AT THE ADDRESS SHOWN ABOVE NO LATER THAN

**NOVEMBER 1, 2023, AT 12:00 PM
EST.**

**ELECTRONIC SUBMISSIONS VIA E-MAIL OR FAX WILL NOT BE
ACCEPTED.**

**THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS
REQUEST FOR PROPOSAL (RFP) ON OR BEFORE THE STATED DATE
AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY
OF THE OFFEROR.**

Contact Information

**Christian Drake, City Manager
Email: cdrake@cityofpelhamga.com
Telephone: 229-294-7900**

PELHAM CITY HALL ROOF REPAIR - 108 HAND AVE. PELHAM, GEORGIA

Dear Prospective Bidders,

The City of Pelham is seeking qualified contractors to submit proposals for the roof repair of Pelham City Hall located at 108 Hand Ave. W, Pelham, GA 31779. This project is a critical component of our ongoing commitment to maintaining and enhancing the infrastructure of our community.

Scope of Work:

The scope of work for the Pelham City Hall roof repair project includes, but is not limited to:

1. Thorough inspection and assessment of the current roof condition.
2. Detailed documentation of required repairs, replacements, or enhancements.
3. Removal and environmentally responsible disposal of any damaged or deteriorated roofing materials.
4. Replacement or repair of roofing components, including but not limited to shingles, underlayment, flashing, and any associated structural elements.
5. Application of weatherproofing and sealants as necessary.
6. Cleanup and removal of all debris generated during the repair process.
7. Final inspection and quality assurance to ensure compliance with industry standards and local building codes.

Proposal Submission Guidelines:

Interested contractors are invited to submit their proposals in accordance with the following guidelines:

1. Proposal Deadline: All proposals must be submitted by November 1st at 12:00 p.m., which provides a 14-day window from the date of this RFP.
2. Submission Format: Proposals should be sent in a sealed envelope marked "Roof Repair Proposal - Pelham City Hall" to the City Manager's Office at 108 hand Ave Pelham, GA 31779.
3. Proposal Content: Proposals should include a cover letter, company profile, relevant experience, proposed timeline, detailed cost estimate, and references.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Demonstrated experience in similar roof repair projects.
2. Qualifications and certifications of the contractor and project team.
3. Clarity and completeness of the proposal.
4. Cost competitiveness.
5. References from previous clients.

The City of Pelham appreciates your interest in participating in this project. We look forward to receiving your proposal by November 1, 2023, at 12:00 P.M.

Thank you for your consideration.