

**PONTIAC PUBLIC LIBRARY  
REQUEST FOR PROPOSAL**

The Pontiac Public Library Board of Trustees is issuing this RFP (Request for Proposal) to solicit sealed proposals from qualified, licensed contractors who specialize in roof replacement.

The library reserves the right to accept or reject any or all proposals, either in part or in whole, to waive any formalities and to accept the proposal which it believes to be in the best interest of the Library. No library board or staff member shall have a financial interest in this proposal.

The selected contractor shall agree to indemnify, defend, and hold harmless the Library, its officers, agents, and employees from and against all claims, losses, costs or damages caused by his acts or those of his agents, or anyone for whom he may be responsible. The library disclaims any responsibility for injury to proposers, their agents, or to others while examining the work site or at any other time.

Prior to the Library's entering into a contract, the successful proposer shall produce evidence satisfactory to the Library of insurance coverage, and naming the Pontiac Public Library as an additional insured thereon.

SCOPE OF WORK

The Pontiac Public Library is located in downtown Pontiac, Michigan. The Library is seeking qualified, licensed contractors who specialize in the replacement of a roof.

All work performed by the contractor shall comply with the pertinent OSHA, local, state, and federal government regulations and must include a 10 year extended warranty for all work done with no additional cost to the Pontiac Public Library. In addition, a limited warranty on scheduled maintenance for 5 years must be included.

WORK LOCATION

The work takes place at the Pontiac Public Library, 60 East Pike Street, Pontiac, Michigan 48342.

Contractor must obtain firsthand information concerning any probable interference and the available facilities for transporting, handling, and storing construction equipment and materials and concerning other conditions which may affect their work.

### WORK SCHEDULE

All work shall be scheduled in advance with the Library.

Contractor shall satisfactorily complete all work under this Contract within 30 days.

### CONFORMITY TO PLANS, SPECIFICATIONS, AND CONTRACT DOCUMENTS

All work shall conform to the plans, specifications, and contract documents submitted by the proposer and authorized by the Library.

### AGREEMENT

The Agreement with the contractor will detail the payment procedures and documentation needed for the services rendered. The billing submitted by the contractor must provide a written description of the work completed and include any necessary justification as/if necessary.

Proposals from qualified, licensed contractors should be hand delivered in hard copy form and submitted in a sealed envelope and addressed to Pontiac Public Library, 60 East Pike Street, Pontiac, Michigan 48342 "Attention Pontiac Public Library Board of Trustees" by February 10, 2023. **No electronic or faxed submissions will be accepted.**

#### **The contact person for this RFP:**

**Rosie Richardson, Chairperson of the Board of Trustees**

Pontiac Public Library

60 East Pike Street

Pontiac, Michigan 48342

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