

Seeking Requests for Proposals for Addition of Porch Roof

Rooftop of Virginia CAP (RTOV) is soliciting Requests for Proposals (RFP) from licensed, qualified contractors to complete a roof addition to the front porch area of our Independence Head Start Center located at 110 Blue Devil Drive, Independence, VA 24348.

The general scope of work consists of, but is not limited to, the addition of a roof; complete with post, joist, sheathing etc. covering the porch area at the front entrance to the center. Clean-up is required to complete the project. Architectural drawings of this project are available on our website, www.rtov.org. Site visits are available upon request during the week of March 20-24, 2023, by contacting Terri Gillespie at the phone number below.

Cost will be over \$2,000 and will require compliance with Davis-Bacon regulations. Proof of licensing and bonding is required. Proof may be required that contractor has never been suspended or debarred from working with federal government. Please specify any warranty information in the proposal. The project must be complete by July 20, 2023. RTOV intends to award to the most responsive and responsible contractor on a fixed price contract for furnishing all materials, equipment, labor, and supervision.

RFPs shall be submitted to the Attention of Cliff Testerman in a sealed envelope via mail to PO Box 853, Galax or hand delivered to the main agency location, 206 North Main Street, Galax. RFPs will also be accepted in PDF form via email to ctesterman@rtov.org. Deadline for submission is Tuesday, March 28, 2023 at 4:00 PM. RFPs received after that date and time will not be considered. RFPs will be opened on Wednesday, March 29, 2023, at the RTOV main location.

Questions regarding this solicitation may be directed to the following contacts: Cliff Testerman, ctesterman@rtov.org, 276-236-7131, ext.247 or Terri Gillespie, tgillespie@rtov.org, 276-236-7131, ext.222.

RTOV reserves the right to reject any or all RFPs, to waive informalities or irregularities in any estimate, to advertise for new RFPs, or to do the work by other means, as may be determined in the best interest of Rooftop of Virginia CAP.

The project is to be paid by federal funding received through the Department of Health and Human Services and other grants and/or donations provided to RTOV.

Request for Proposal Requirements – Porch Roof Addition 2023

A. Project Description

Addition of roof to existing porch at Independence Head Start Center.

B. Project Time Frame

All work should be completed no later than July 20, 2023.

Name of Submitting Firm:	
Name of Principal Business Owner:	
FEIN/SSN#:	
Mailing Address:	
Phone:	
Virginia Contractor License #:	

C. Submissions shall include:

- a. This document having been completed and signed by the principal business owner.
- b. Proof of contractor license.
- c. Proof of bonding.
- d. Proof of experience: 2 customer references or equivalent indicating firm's experience in completing projects of similar or comparable scope.
- e. If applicable, information regarding any warranty that might be provided for the project.
- f. Proposed estimate of the project noting costs for materials, labor, etc.
- g. Any other information deemed important for the selection process.

D. Deadline for Submission is Tuesday, March 28, 2023 at 4:00 PM.

In compliance with this Request for Proposal, including all provisions and attachments references herein, and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described. It is understood that this proposal may be modified, by mutual agreement in subsequent negotiations.

Printed Name: _____

Signature: _____

Date: _____

