

# East Wing Roof Replacement

## Scope of Work

The Hotel Roanoke and Conference Center is seeking qualified firms to remove and replace the EPDM section of roofing identified as the East Wing as highlighted in attached aerial photographs.

- Shift existing ballast stone for reuse on new roof EPDM.
- Remove and dispose of existing EPDM.
- Remove any wet or damaged insulation. Replace as needed.
- Furnish and install new ½" fan fold EPS over insulation.
- Furnish and install .060 EPDM roofing membrane.
- Furnish and install new gravel stop around perimeter of new roof membrane. Metal to be minimum 24ga. Black finish.
- Furnish and install all required pipe boots, flashing and seal all roof penetrations per manufacturer's specifications.
- Install two (2) walk pads as required at access points.

Proposal shall include all crane work required to stock and remove debris.

Proposal shall include all disposal fees associated with project. Quote to include a 20 year, no limit on labor or materials warranty.

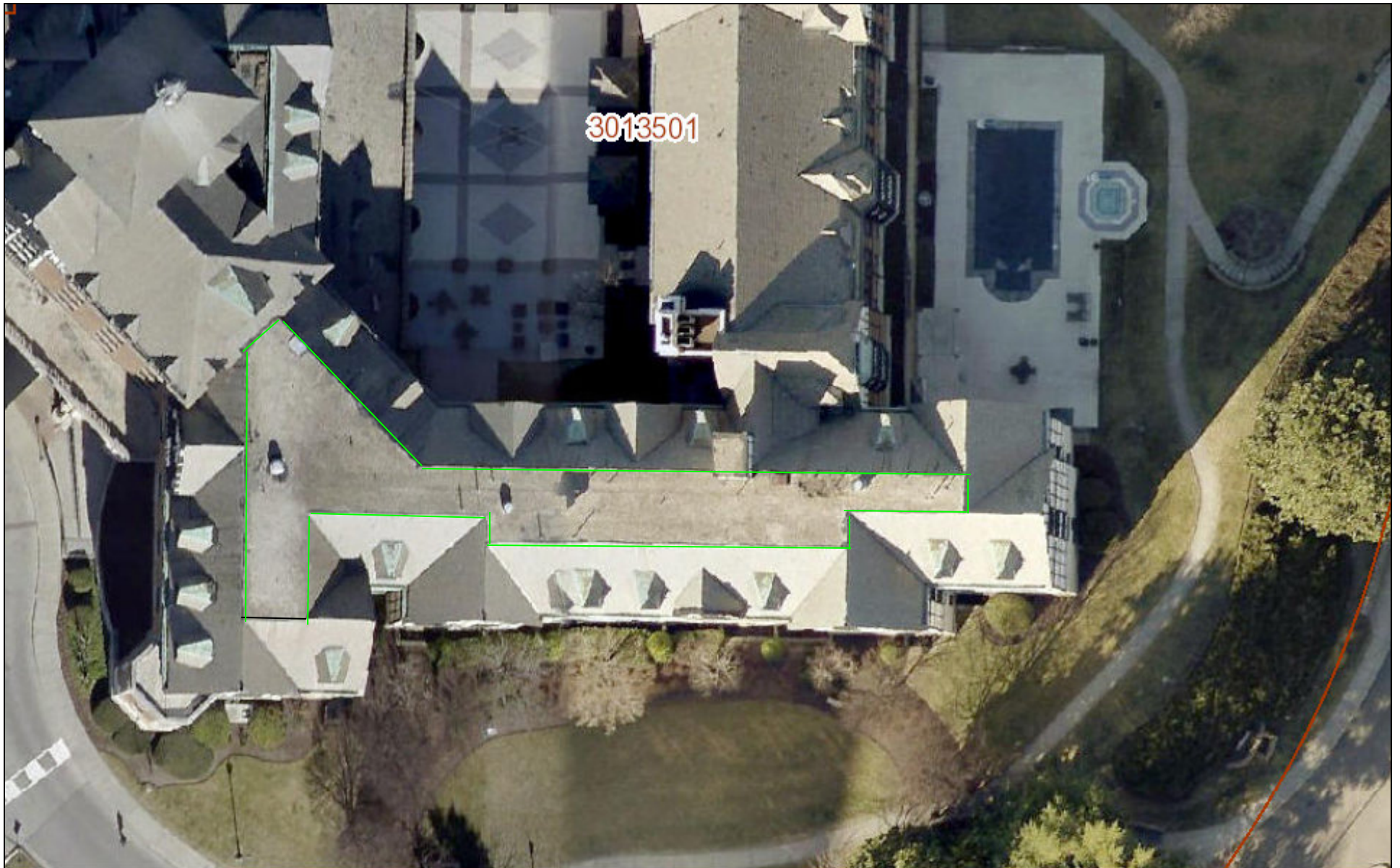
Proposal shall include all necessary licenses and permits.

Work area to be cleaned up daily as to minimize debris from landscaping and any areas affected by project.

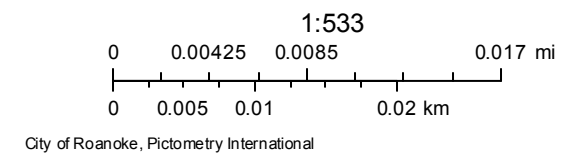
Work to be performed between the hours of 9:00 AM to 6:00 PM to minimize disruption to guests.

Include in proposal additional line item for copper drip edge.

# East Wing Roof



November 1, 2017





## The Hotel Roanoke & Conference Center Invitation for Bid

Date: \_\_\_\_\_11/1/17\_\_\_\_\_

Bid Name: <b>East Wing EPDM Roof Replacement</b>		Bid Opening Date: _____11/27_____, <b>2017</b>	
		Bid Opening Time: <b>2:00 p.m.</b>	
Legal Name of Bidder:			
Mailing Address:			
Terms:			
Phone:		Fax:	E-mail:
Acknowledge each addendum received:	# Date	# Date	# Date
Printed name and title of authorized person submitting Bid:			
Signature:		Date:	
Issued by:	The Hotel Roanoke & Conference Center (Hotel) 110 Shenandoah Ave. NE Roanoke, VA. 24016	Purchasing Phone: 540-853-8258 Fax: 853-8798 Email: rconner@HotelRoanoke.com	

This Invitation for Bid consists of these parts:

1. All Sections of the Invitation for Bid.
2. Bid form (Attachment A).

**The Hotel Roanoke & Conference Center**  
**INVITATION FOR BID NO. \_\_\_\_\_18-13\_\_\_\_\_**

**SECTION 1. PURPOSE.**

The purpose of this Invitation for Bid (IFB) is the procurement of

**(Information to be supplied to Purchasing by Department or Division)**

The Hotel Roanoke & Conference Center (Hotel) invites any qualified Bidder to respond to this IFB by submitting a Bid for such work, service, and/or items consistent with the terms and conditions herein set forth.

The Hotel will review each bid and may elect to issue separate awards to the lowest responsive and responsible Bidder(s) for such goods or services.

**SECTION 2. GENERAL INSTRUCTIONS TO BIDDERS.**

- A. Bids, to be considered, must be received by The Hotel Roanoke & Conference Center, Accounting Department, 110 Shenandoah Ave. Roanoke, VA. 24016, at or before 2:00 p.m., local time, on \_\_\_\_\_11/27/17\_\_\_\_\_, at which time all Bids received will be opened and read. Bids received after 2:00 p.m. will not be accepted or considered. The IFB and related documents may be obtained during normal business hours from Randy Conner, Director of Engineering (540) 853-8258, or from the Hotel's website [www.HotelRoanoke.com/bids](http://www.HotelRoanoke.com/bids).
- B. The bid envelope shall be clearly marked on the front of that envelope with the notation and completed information as follows:  
  
**"Bid Name: East Wing EPDM Roof Replacement Opening date: 11/27/17"**
- C. **If you download this IFB from the Hotel's website and intend to submit a proposal, you should notify Randy Conner, Director of Engineering that you have done so. However, each Bidder is solely responsible for ensuring that such Bidder has the current, complete version of the IFB documents, including any addenda, before submitting a bid. The Hotel is not responsible for any IFB obtained from any source other than the Hotel.**
- D. Payment terms and delivery date(s) must be shown on the submitted Bid, if applicable.
- E. All Bids are to be submitted in accordance with all terms, conditions, rules, regulations, requirements and specifications identified in and by this IFB.
- F. Bids are to be on the Form as provided with or as otherwise specified in this IFB. If a Bid Form is provided, no changes are to be made to the Bid Form. Any changes to Bid amounts must be initialed.
- G. All Bids shall be signed by a person on behalf of the responding Bidder who is appropriately authorized to do so. The printed name of that authorized person should be shown as well. Any Bid submitted should be in the complete legal name of the Bidder responding. No Bid will be considered from any Bidder not properly licensed as may be required by law.

- H. Bids that have been appropriately opened cannot be changed, adjusted, corrected or modified in any way other than complete withdrawal. Withdrawal must be requested within two days of the Bid opening by delivering, in writing, to the Hotel.
- I. All Bids, appropriately received, will be evaluated by considering the requirements set forth in the IFB, the quality, workmanship, economy of operation, suitability for intended purpose, delivery, payment terms and price of product or service being requested in this Bid.
- J. Bids are to be submitted on the type, brand, make, and/or kind of product and/or service requested or its approved equal, to be solely determined by the Hotel, unless otherwise specified. Should a Bid be for a product and/or service as an equal, the name, make, model and type of that which is being Bid must be clearly stated. The Bid must also be accompanied by descriptive literature of the product to allow for evaluation. Failure to provide this information may result in the Bid being considered non-responsive and may not be considered.
- K. All items, identified in this IFB, are to be quoted and provided completely assembled or put together and set in place.
- L. The Hotel reserves the right to cancel this IFB or reject any or all Bids, to waive any informalities in any Bid and to purchase any whole or part or quantity of the items and/ or services listed in the IFB.
- M. Each Bidder is to notify in writing the Engineering Department if any of Bidder's owners, officers, employees, or agents, or their immediate family members, is currently or has been in the past year, an employee of the Hotel or has any responsibility or authority with the Hotel that might affect the procurement transaction or any claim resulting therefrom. If so, please provide the Engineering Department with the complete name of each such person and their connection to the Hotel. Each Bidder is advised that the Ethics in Public Contracting and Conflicts of Interests Act of the Code of Virginia, as set forth in this IFB , apply to this IFB. Such information should be provided in writing with the Bid response.
- N. Each Bidder is required to determine which license, if any, it is required to have under VA Code Sections 54.1-1100 et seq. Each Bidder shall so state on the Bid Form, or in its response, if no Bid Form is provided, whether it has a VA license under such sections and, if so, the type of license and/or license number. Failure to include this information may result in the Bid being rejected as non-responsive.
- O. The Hotel may request additional information, clarification, or presentations from any of the Bidders after review of the Bids received.
- P. The Hotel is not liable for any costs incurred by any Bidder in connection with this IFB or any response by any Bidder to this IFB. The expenses incurred by a Bidder in the preparation, submission, and presentation of the Bid are the sole responsibility of the Bidder and may not be charged to the Hotel
- Q. General and/or technical questions regarding the Scope of Services and/or items required, or procurement questions under this IFB may be directed to Randy Conner, Director of Engineering, at 540-853-8258, or faxed to 540-853-8798.

### **SECTION 3. MISCELLANEOUS.**

- A. Ownership of all data, materials, and documentation originated and prepared for the Hotel pursuant to the IFB shall belong exclusively to the Hotel.
- B. Any interpretation, correction, or change of the IFB will be made by an addendum. Interpretations, corrections or changes of this IFB made in any other manner will not be binding and Bidders must not rely upon such interpretations, corrections, or changes. The Hotel Engineering Department will issue Addenda. Addenda will be faxed, e-mailed or mailed to all who are listed as having received the IFB package.
- C. The Hotel may make investigations to determine the ability of the Bidder to perform the work and/or provide the services and/or items as described in this IFB. The Hotel reserves the right to reject any Bid if the Bidder fails to satisfy the Hotel that it is qualified to carry out the obligations and requirements requested in this IFB.
- D. The Successful Bidder must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, and drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.
- E. It is the policy of the Hotel to maximize participation by minority and women owned and small business enterprises in all aspects of Hotel contracting opportunities.
- F. The Successful Bidder shall comply with all applicable City, State, and Federal laws, codes, provisions, and regulations. The successful Bidder shall not during the performance of any resultant contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- G. Contractor shall comply with the provisions of Virginia Code Section 2.2-4311.2, as amended, which provides that a contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Contractor must supply Owner with its Virginia State Corporation Commission identification number or explain in writing why it has no such number.
- H. Providers of any outside services and/or items shall be subject to the same conditions and requirements as the Successful Bidder in regards to laws, codes, or regulation compliance. The Hotel reserves the right of approval for any subcontract work, including the costs thereof.

#### **SECTION 4. EVALUATION FOR LOWEST RESPONSIVE AND RESPONSIBLE BIDDER.**

To determine the lowest responsive and responsible Bidder with respect to this Bid, the following factors, among such others as will protect and preserve the interest of the Hotel may be considered:

- A. Total extended Bid price as set forth on the Bid Form;
- B. The specified terms and discounts, if any, of the Bid;
- C. The ability, capacity and skill of the Bidder to perform the contract and/or provide the services and/or items required promptly, or within the time specified, without delay or interference;
- D. The character, integrity, reputation, judgment, experience and efficiency of the Bidder;
- E. The quality of performance on previous contracts or services;
- F. The previous and existing compliance by the Bidder with laws and ordinances relating to other contracts, purchase orders, items and/or services provided by Bidder in other matters;
- G. The equipment and facilities available to the Bidder to perform the Contract and/or provide the services and/or items requested in the IFB;



- H. The sufficiency of the financial resources and ability of the Bidder to perform the Contract and/or provide the services and/or items requested in the IFB;
- I. The quality, availability, and adaptability of the supplies, materials, equipment and/or services the Bidder can provide for the particular use and/or work requested in the IFB;
- J. The ability of the Bidder to provide future maintenance, parts, and service for the items requested in the IFB.

## **SECTION 5. CONTRACTOR'S AND SUBCONTRACTOR'S INSURANCE.**

Successful Bidder, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Contract the insurance policies and/or bonds required. Any required insurance policies and/or bonds shall be effective prior to the beginning of any work or other performance by successful Bidder, or any of its subcontractors, under any resultant Contract. All such insurance shall be primary and noncontributory to any insurance or self-insurance the Hotel may have. The policies and coverages required are those as may be referred to in the sample contract and/or the terms and conditions attached to this IFB, but shall include workers' compensation coverage regardless of the number of employees, unless otherwise approved by the Hotel.

## **SECTION 6. NEGOTIATIONS WITH LOWEST RESPONSIVE AND RESPONSIBLE BIDDER.**

If the Bid by the lowest responsive and responsible Bidder exceeds available funds, the Hotel reserves the right to negotiate with the apparent low Bidder. The conditions and procedures under which such negotiation may be undertaken are that the appropriate Hotel officials shall determine that the lowest responsive and responsible Bid exceeds available funds and notify such Bidder of its desire to negotiate. Thereafter, negotiations with the apparent low Bidder may be held to obtain a contract within available funds involving discussions of reduction of quantity, quality, or other cost saving mechanisms. Any such negotiated contract shall be subject to final approval of the Hotel, in the sole discretion of the Hotel.

## **SECTION 7. HOLD HARMLESS AND INDEMNITY.**

Successful Bidder shall indemnify and hold harmless the Hotel and its officers, agents, owners, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Successful Bidder's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, on or near Hotel's property or arising in any way out of or resulting from any of the work or items to be provided under the Contract, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Successful Bidder agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of the Contract.

## **SECTION 8. PAYMENT FOR SERVICES.**

Payment(s) to the Successful Bidder shall be made in accordance with the provisions of the resultant Contract or purchase order, subject to final approval by the Hotel.

**ATTACHMENT A**  
**To**  
**IFB #18-13**  
**BID FORM**

**Bids containing any conditions, omissions, unexplained erasures, alterations or items not called for in the bid, or irregularities of any kind, may be rejected by the Hotel as being nonresponsive. No changes are to be made to the Bid Form. Any changes to a Bid Amount must be initialed by the person signing the Bid Form.**

The undersigned hereby agrees, if this Bid is accepted by the Hotel, to provide the services and/or items in accordance with this Invitation for Bid and to execute a contract for such services and/or items.

\_\_\_\_\_  
Legal Name of Bidder Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print or Type Name and Title