



**PARK COUNTY GOVERNMENT**  
**Board of County Commissioners**  
**Invitation for Bid (IFB)**  
**Facilities Department – Roof and Shingle Repair**

Contact

Questions regarding this Invitation For Bid (IFB) shall be directed to Jeremy Steffen; Procurement Specialist, 719.836.4278 (Phone), [jsteffen@parkco.us](mailto:jsteffen@parkco.us).

Background

The purpose of this IFB is to select a qualified contractor to repair and replace roof shingles. A complete cost breakdown of all materials and installation hardware will be provided by all bidders. Labor cost for installation shall be fully disclosed.

Scope of Work

- A. Expected to include, but not be limited to, tasks identified below.
- B. Provide itemized list of labor and materials used to replace and repair roof shingles.
  - i. Remove old asphalt shingles
  - ii. Install new metal roofing
  - iii. Disposal of all job site materials.
  - iv. Quantity of materials shall be verified by bidder/contractor
- C. Location(s) of service requested;
  - i. Lake George substation
  - ii. Bailey animal control (dog pound)
- D. Analyze and monitor all related OSHA rules and regulations in regards to project.
- E. Submit monthly reports to Park County Finance Department in regards to construction site lifecycle.
- F. Conduct in coordination with County Finance staff subrecipient monitoring, if applicable, as required by uniform guidance.
- G. Review and monitor, in coordination with County Finance staff, that all related expenditures comply with uniform guidance and other county policies.
  - Park county reserves the right to add, modify, or delete tasks and job sites as necessary; any such action shall be formalized by a written amendment to the contract.
- H. All materials must meet industry standards and shall only use approved materials. Please reference approved product list.
- I. If subcontractor is to be used by the bidder Park County shall have final approval of said subcontractor.

Address/Location of Job Site(s)

1. Lake George/Sheriff substation

39145 US-24, Lake George, CO 80827

2. Bailey Animal Control  
59865 US Hwy 285, Bailey, CO 80421

### Work Zone Preparation

Park County Government Public Works Department will provide paid labor and staffing to prepare the job site(s) for use. Necessary job site preparations including but not limited to cleaning will be completed before winning bidder arrives at the job site(s).

### Deliverables

Upon completion of the assessment, bidder/contractor shall provide a report that includes the findings of the assessment and recommendation for distribution plan and timeline. It shall include a summary of the construction lifecycle. An itemized list of labor, product cost, fees and all other financial matters shall be fully disclosed. Upon completion of assessment by bidder, contractor may provide a copy of assessment and recommendations. Alternative repair materials, installation methods and build management may be considered by Park County Public Works. If necessary please attach alternate build instructions with original bid document.

### Materials Specifications and Cost (Approved product list)

- Install new ‘Pro-Panel 2’ metal roofing and trim
  - Reference - <https://www.metalsales.us.com/products/pro-panel-ii/>
    - 25-year manufacturer’s warranty
    - Color preference will be disclosed
- Trim to include rakes, eaves, sidewalls and cap.
- Installation of new roof to include required ice and water shield including synthetic underlayment
  - High temperature rated material
  - Designed for use under metal roofs
  - Synthetic underlayment
- Quantity of materials shall be verified by bidder/contractor
- Lake George
  - 27 total squares (shingle count)
    - 82 feet of ridge
  - Total expenses including material, labor and fees will not exceed \$34,000.00.
- Bailey Animal Control
  - 13 total squares (shingle count)
    - 70 feet of ridge
  - Total expenses including material, labor and fees will not exceed \$17,000.00.
- Total project cost for both job sites will not exceed \$51,000.00.

Job site will be cleaned throughout construction lifecycle including haul away and disposal of all materials.

### Permit(s)

Bidder(s) shall be responsible for application and obtainment of all Local, County, State and Federal permits required to cover the project(s) build.

### Schedule

Proposals will be reviewed and, if necessary, follow-up questions may be issued to one or more bidders/contractors. The goal is to have an assigned contractor as soon as possible. The County will provide copies of relevant documents for contractor use. After a bid has been accepted by the County the winning bidder shall provide a timeline to complete the project. The County will inspect the progress of the build checking materials, installation and labor expenses throughout the duration of the build. The Public Works department is aware of supply chain issues that may adversely affect the start, build and completion of the project(s).

After an award has been granted to the winning bidder a construction team must be mobilized at the job site(s) within 14 days of notice of award. Potential onsite staff includes surveyors, engineers, management, laborers, inspectors and other authorized staff.

Project build lifecycle from onsite start to finish is approximately 21 days.

### Bid Posting Location(s), Begin and Closure Dates

Park County will publicly post (list) this project on the following websites;

<https://www.parkco.us/bids.aspx>

<https://www.bidnetdirect.com/colorado/parkcountypublicworks>

You may also see a printed advertisement in the local newspaper, “The Flume.”

<https://www.theflume.com/>

The bid will be live posted on 8.31.2021. Contractors will be able to submit questions including formal bids at this time. The bid will close on 9.22.2021 at 12:00 AM MST.

### Pre-Proposal Inquiries

Pre-proposal questions can be submitted via email prior to 9.14.2021.

### Proposals/References

Proposals shall be submitted to the project contact via email by 9.21.2021. Proposals shall include a statement of understanding; proposed team members and their qualifications; team experience on similar projects; a proposed approach and schedule; and any suggested changes to the scope of work. Please include 3 professional references that demonstrate experience with similar construction repair and operation contracts.

### Warranty

Contractor(s) is required to provide a 3-year warranty for all work completed. The warranty period shall cover all defects in materials and craftsmanship.

### Insurance

Contractor shall procure and maintain, for the duration of the contract, insurance against claims for injuries to persons and/or damages to property. Aforementioned injuries and/or property damage(s) may arise from General Contract Terms and Provisions compliance. The performance of said Contractor, his agents, representatives, employees or subcontractors and their collective work/labor must be professionally licensed and insured.

Contractor shall provide, at a minimum, the following:

#### A. Commercial General Liability

Insurance Services covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000.00 per occurrence.

#### B. Commercial Automobile Liability

Insurance Services covering any auto or, if Contractor has no owned autos, hired and (non-owned), with limit no less than \$1,000,000.00 per accident for bodily injury and property damage.

#### C. Workers' Compensation

Insurance as required by the State of Colorado, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000.00 per accident for bodily injury or disease.

D. Professional Liability (Errors and Omissions)

For consultant contracts, insurance appropriate to Consultant’s profession, with limit no less than \$1,000,000.00 per occurrence or claim, \$3,000,000.00 aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, Park County requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to Park County.

Tax Exemption

*Government Agencies & Offices*

Colorado statute exempts from state and state-collected sales tax all sales to the United States government and the state of Colorado, its departments and institutions, and its political subdivisions (county and local governments, school districts and special districts) in their governmental capacities only (§39-26-704.1, C.R.S.). For more information, review FYI Sales 63.

Immigration Status of Employees/Independent Contractors

IMPORTANT: Colorado law imposes obligations on employees to verify the immigration status of their employees that extend beyond the obligations imposed by federal law.

Colorado law (C.R.S. § 8-2-122) imposes the following additional requirements:

(1) Within 20 days after hiring each new employee, an authorized representative of the employer must sign an affirmation that the employer has complied with all of the immigration laws.

(2) The employer must retain legible copies of both the affirmation and the documents required by federal law to verify immigration status. This means that the employer must retain the Form I-9 for the employee AND a copy of the documents the employer examines in the course of completing the Form I-9. The Division of Labor and Employment may conduct random audits of employer files for compliance with this document retention law. To comply with the affirmation requirement, it is recommended that employers download the “Affirmation of Legal Work Status” form from the Division of Labor and Employment website. This form is available at: <http://www.coworkforce.com/lab/AffirmationForm.pdf>.

*Independent Contractor Requirements*

Colorado law requires all public entities (including charter schools) to include numerous certifications and covenants in all of their personal services contracts with independent contractors regarding the immigration status of the independent contractor's employees and subcontractors. See C.R.S. § 8-17.5-102.

In addition, if the personal services contractor is an individual or a sole proprietorship (i.e., not a corporation or other form of legal entity), the contractor must sign an affidavit verifying immigration status. § 24-76.5-103.

#### Bid Withdrawal/Cancelation

Any decision to permit or deny correction or withdrawal of a bid shall be supported by a written determination prepared by the director, head of a purchasing agency or their designee. Bidder shall be notified of specific reason for cancelation including requirements that were not met. Any contractors listed as unacceptable by Park County Government or the State of Colorado will not be allowed to bid on said projects.