City of Blue Earth
City Building – Annual Roof Inspection Contract
Request for Proposal

Mary Kennedy
City Administrator
125 W 6th Street
Blue Earth, MN 56013
mkenndy@becity.org
507.526.7336
City of Blue Earth

Request for Proposal
City Buildings Annual Roof Inspection

Issue Date: January 25, 2021
Due Date: February 19, 2021, 5:00 pm.
REQUEST FOR PROPOSAL (RFP) – City Building Roof Inspection Services

Notice is hereby given that proposals will be received by the City of Blue Earth, Minnesota for:
annual roof inspections for all city buildings with City Administrator, 125, W 6th Street, Blue
Earth MN 56013. Proposals received later than 5:00 pm February 19, 2021 will not be
considered. A copy of this Request for Proposal (RFP) may be obtained from the City’s website
at www.becity.org. The City of Blue Earth reserves the right to reject any and all proposals, and
to waive irregularities and informalities in the submittal and evaluation process. This RFP does
not obligate the City to pay any costs incurred by respondents in the preparation and submission
of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any
expressed or implied services. The City of Blue Earth assures that no person shall, on the
grounds of race, color, national origin, or sex be excluded from participation in, be denied the
benefits of, or be otherwise subjected to discrimination under any program or activity. The City
of Blue Earth further assures that every effort will be made to ensure non-discrimination in all of
its programs and activities, whether those programs are federally funded or not. In addition to
nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a
contract shall comply with federal, state and local laws, statutes and ordinances relative to the
execution of the work. This requirement includes, but is not limited to, protection of public and
employee safety and health; environmental protection; waste reduction and recycling; the
protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 25th day of January 2021.

Mary Kennedy
City Administrator
507-526-7336
Background

The City of Blue Earth is located 49 miles south of Mankato, MN 41 miles west of Albert Lea, MN and 24 miles east of Fairmont, MN right at the intersection of MN State Hwy 169 and Interstate 90. The City has a population of 3,133 and is the county seat of Faribault County.

Scope of Work

The City of Blue Earth is seeking proposals from qualified, professional firms to provide annual roof inspections and provide a summary of repair and maintenance recommendations.

Project Description

The purpose of this RFP is to solicit proposals from vendors to act as the exclusive roof inspection company for properties of the City set forth in this document, with the responsibilities and upon the terms and conditions set forth herein. The ideal vendor(s) will have experience in roof inspection, construction, maintenance, and repair.

Response Requirements

- Qualifications and Experience – summarize your firm’s qualifications, experience, and special expertise in providing the type of services identified in the Project Description.
- Project Approach – provide a brief overview of your company’s inspection methods, and practices and how they would meet the needs identified in the requested services section. Describe how communication and reporting would occur between your firm and the City.
- Pricing Methodology – provide base fees expressed as an itemized fixed annual fee per building/structure. Any additional fees (above the fixed fee) should be itemized as a separate line item and priced as a cost reimbursement plus administrative markup with the markup clearly identified.
- References – include a list of references (including contact names, telephone numbers and email addresses) of at least two (2) recent or current properties inspected by your firm within the last four years of the same size and nature. The City reserves the right to contact references without prior notification.
- Proposals must be made in the official name of the firm or individual under which the business is conducted (showing official business address) and MUST BE SIGNED by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- A statement indicating the number of calendar days the proposal shall be valid.
Requested Services

The City of Blue Earth owns several properties including office spaces, rental facilities, park shelters, and garages. A full list of buildings complete with use and address can be found below. At the end of the RFP packet, please find arial photos of the buildings. We are seeking a firm to conduct annual roof inspections on all buildings. The requested services include:

- At least one inspection of each City-owned building per year.
- A comprehensive report of findings for each roof with recommendations for repair and maintenance.

City Buildings:

<table>
<thead>
<tr>
<th>Building</th>
<th>Use</th>
<th>Address</th>
<th>Arial Photo</th>
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<tbody>
<tr>
<td>City Hall</td>
<td>Office</td>
<td>125 W 6\textsuperscript{th} Street</td>
<td>A</td>
</tr>
<tr>
<td>Senior Center</td>
<td>Social</td>
<td>118 W 7\textsuperscript{th} Street</td>
<td>B</td>
</tr>
<tr>
<td>Library</td>
<td>Social</td>
<td>124 W 7\textsuperscript{th} Street</td>
<td>C</td>
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<tr>
<td>Ag Center</td>
<td>Office Complex</td>
<td>411,415,435 S Grove Street</td>
<td>D</td>
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<tr>
<td>Wastewater Treatment Plant</td>
<td>Facility</td>
<td>521 N Grant Street</td>
<td>E</td>
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<tr>
<td>Public Works Garage</td>
<td>Garage</td>
<td>401 S Sailor Street</td>
<td>F</td>
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<tr>
<td>Fitness Center</td>
<td>Facility</td>
<td>320 White Oak Road</td>
<td>G</td>
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<tr>
<td>Public Safety Center</td>
<td>Facility</td>
<td></td>
<td>H</td>
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<tr>
<td>Swimming Pool</td>
<td>Facility</td>
<td>111 W 14\textsuperscript{th} Street</td>
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<tr>
<td>Putnam Park</td>
<td>Park Shelter</td>
<td>111 W 14\textsuperscript{th} Street</td>
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<tr>
<td>Steinberg Park</td>
<td>Park Shelter/Restrooms</td>
<td>39041 E 7th St, Blue Earth, MN 56013</td>
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<tr>
<td>Faribault County Fairgrounds</td>
<td>Restroom</td>
<td>235 Midway Rd, Blue Earth, MN 56013</td>
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Length of Contract

The length of the contract is expected to be a two-year term with an option to extend for one additional year.

Official Contact

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the City Administrator. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements.
You may contact the city administrator:

Mary Kennedy  
City Administrator  
125 W. 5th Street, Blue Earth, MN 56013  
PO Box 38  
mkennedy@becity.org  
507-526-7336

**Instructions**

Proposals must be received by no later than 5:00 pm on February 19, 2021. We prefer that proposals be submitted by email to mkennedy@becity.org.

As an alternate to email, proposals can be mailed or delivered to: Mary Kennedy, City Administrator, 125 W. 5th Street, PO Box 38, Blue Earth, MN 56013. If submitting a paper proposal, the original plus two (2) copies of all proposals in printed form must be submitted in a sealed envelope or box with the following words clearly marked on the outside of the envelope **Roof Inspection Services RFP**. The supplier’s name and address must be clearly indicated on the envelope.

**Required Information**

The proposal must include the following:

1. Completed Attachment A Form  
2. Acceptance of Terms and Conditions  
3. Bid

**Pricing**

Pricing must be complete. Pricing information supplied with the response must be valid for at least 180 days. All one-time and recurring costs must be fully provided and itemized per building/structure. Provide estimates of total hours and hourly rates associated to each requested service associated with this RFP.

**RFP Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 25</td>
<td>Release RFP</td>
</tr>
<tr>
<td>February 19</td>
<td>Proposals Due</td>
</tr>
<tr>
<td>March 1</td>
<td>Applicant Selected</td>
</tr>
<tr>
<td>March 2</td>
<td>Notify Selected Applicant</td>
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Attachment A

CITY OF BLUE EARTH ANNUAL ROOF INSPECTION PROPOSAL

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<th>Company</th>
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<table>
<thead>
<tr>
<th>Contact</th>
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<tr>
<th>Phone</th>
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SERVICES PROVIDED THROUGH CONTRACT

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PRICING

Please submit bid on a separate sheet and attach.

Proposal should include billing structure and cost for inspection per building/structure.
Acceptance of Terms and Conditions

Use this form to indicate exceptions your firm takes to any terms and conditions listed in this RFP. Proposals which take exception to the specifications, terms or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reason(s) therefore, and language substitute(s) (if any) below. Failure to take exception(s) shall mean the proposer accepts the conditions, terms and specifications of the RFP. If your firm takes no exception to the specifications, terms, and conditions of this RFP please indicate so.

Exception(s), Reason(s) therefore, and Language substitute(s):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

☐ None.

By: _____________________________________

_________________________________________

Date ____________