

# **Request for Bids**

## **Richland Library**

### **Roof Assessment and Repair**

#### **Summary**

The Pulaski County Library District (PCLD) requests bids from qualified contractors for roof replacement, including assessment of possible structural concerns causing the roof to sag, at the Richland Library, located at 111 W. Camden Ave., Richland MO 65556. Bids must be received no later than 5:00 p.m. Monday, May 12, 2025.

Questions regarding the project can be submitted to [emily@pulaskilibraries.org](mailto:emily@pulaskilibraries.org). A log of questions received and answered will be available upon request.

#### **General Scope of Work**

- License(s), permits, and any necessary utility coordination
- Assessment of roof and underlying structure
- Repair of all issues
- Roof replacement

#### **Site Visit**

Please contact Emily Slama at 573-774-5026 or [emily@pulaskilibraries.org](mailto:emily@pulaskilibraries.org) to schedule a site visit prior to submitting a bid proposal.

#### **Selection Criteria**

- Compliance with bid request process
- References from previous clients
- Cost

#### ***Disclaimer***

The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this bid request; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new; and to accept, request clarification or further negotiate the terms, conditions, and/or methodology of any response if, in the Library's sole judgement, the best interests of the Pulaski County Library District will be so served.

***This Request for Bid Document is available at any PCLD Branch, PCLD Admin Office, and on our website at [pulaskicounty.lib.mo.us](http://pulaskicounty.lib.mo.us)***

## **Submission Checklist**

- Schedule and complete site visit.
- Include all required permit, material, and labor costs in bid.
- Include a timeline/project schedule
- References - Include contact information for at least two (2) prior clients.
- Include a certificate of insurance.
- Bid proposal must be received on or before 5:00 p.m. Monday, May 12th, 2025.

## **Bid Timeline**

Please submit a complete bid to the Pulaski County Library District, either by mail to PO Box 340, Richland, MO 65556 or in person to the PCLD Administration Office at 310 Historic 66 West, Waynesville, MO 65583. Bids will be opened and distributed to the Library Board electronically on Tuesday, May 13th. The Library Board will discuss and vote upon the bids at the regular PCLD Board Meeting held Thursday, May 15th at 11:30 a.m. at the Waynesville Library.

## **Default**

PCLD reserves the right to cancel the awarded bid if work is not started as indicated in the bid. In case of delay, the Contractor must contact the Library Director regarding said delay and arrange an alternate schedule if agreeable to PCLD.

## **Insurance Requirements**

A Certificate of Insurance is to be provided by the selected Contractor within fifteen (15) calendar days following the notice of award and prior to work proceeding. Said Certificate of Insurance shall include language stating that there will be no cancellation, non-renewal, or reduction of coverage without thirty (30) days prior written notice to the Library. Contractor agrees to include the Pulaski County Library District as an Additional Insured on all pertinent insurance policies. Further, the chosen Contractor shall not allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in the amounts, forms, and companies satisfactory to the library as follows:

## **Workers Compensation Insurance**

The Contractor shall take out and maintain during the life of this project, Workers Compensation Insurance for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits.

## **Commercial General Liability Insurance**

The Contractor shall take out and maintain Commercial General Liability insurance as shall protect it and any subcontractor performing work covered by this project. The amounts of insurance shall not be less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability.

## **Business Automobile Liability**

The Contractor shall maintain during the life of this project, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

## **Subcontractors**

Contractor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Contractor shall provide to the Library copies of Certificates of Insurance evidencing coverage for each subcontractor. Subcontractors' Commercial General Liability and Business Automobile Liability insurance shall name Pulaski County Library as Additional Insured.

## **Indemnity Agreement**

To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the Pulaski County Library District, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the Pulaski County Library District, its officials nor any of its employees in the course of their

official duties. Failure to maintain the required insurance in force may be cause for termination.

## **Applicable Law**

In submitting a bid, the respondent warrants that it has complied with all applicable laws, rules, and ordinances of the United States, Missouri, or any other governmental authority or agency in providing the product(s) or service(s) specified herein.

## **Compliance With Employment Laws**

In connection with the furnishing of supplies or performance of work during this project, the company agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws.

## **Prevailing Wage/Labor Standards**

Prevailing wage shall not be required for public works where the estimated cost, or accepted bid, is \$75,000 or less.

## **Safety Training**

The Contractor and all subcontractors must require all on-site employees to have completed the ten-hour OSHA safety training program required under Section 292.675, RSMo.