

COUNCIL MEETING AGENDA REQUEST FORM

COUNCIL MEETING DATE: August 22, 2023

SUBJECT/REASON FOR AGENDA ITEM: _____

Temporarily Alcohol Permit Waiver | Open Container Law Waiver

Other: _____

Please be specific about the reason to be on the agenda.

A resolution to authorize the Mayor to enter into contract with Roofing Solutions, for \$44,950.00 to repair the damaged roof at 1290 S.W. Ave. Fire Department Headquarters. RFP 24-09

Requested By: _____

NAME: Jana Soileau

ADDRESS _____

PHONE # _____ CELL PHONE: _____

EMAIL: _____ FAX: _____

Please note that the Hammond City Council meets the Second and Fourth Tuesday of the Month at 5:30pm, 312 East Charles Street, Hammond, LA 70401, All requests have to be submitted to the City Council Clerk by the Wednesday prior of the meeting no later than 4:30pm, All requests can be submitted electronically to cockerham_la@hammond.org or fax (985) 277-5611. If you have any questions please call (985) 277-5610

BELOW TO BE FILLED OUT BY COUNCIL CLERK

DATE RECEIVED: _____ TIME RECEIVED: _____

Council Clerk: Lisa Cockerham Agenda Item Number _____

Approved: _____ (Yes) _____ (No)

Remarks: _____

Kip Andrews
Council President

Lisa Cockerham

Date



**City Of Hammond
Purchasing Department**

**RFP # 24-09
For**

Hammond Fire Headquarters Roof and Gutter Repairs

**Proposals Shall Be Received by the Purchasing Department,
City of Hammond
310 East Charles Street
P. O. Box 2788
Hammond, Louisiana 70404-2788**

Until

10:00 a. m. on August 09, 2023

At Which Time All Proposals Will Be Opened and Read Aloud

Contact Asst. Chief Anthony Maurer for a site visit @ 985-969-6279

**For Additional Information or Questions, Contact:
Jana Thurman – Purchasing Manager
purchasing@hammond.org**

This is the Proposal of:

Date: 8/9/23
Company: Roofing Solutions, LLC
Section 3 Business/WBE/SBE/MBE/DBE: N/A
Address: 17260 Jefferson Hwy Ste. D.
City: Baton Rouge State: LA ZIP Code: 70817
Person to Contact: Lauren Reynolds
Phone: 225-744-3917 Fax: 225-744-0037
Email: LReynolds @ roofingolutionsla.com

Your Proposal is important to us.

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

Project:

Hammond Fire Department Headquarters
1290 SW Railroad Ave
Hammond, La. 70403

Existing Main Roof = Trapezoidal Panel 24" wide Galvalume over open purlins
Copper Gutters

Existing Fire Truck Bay = Trapezoidal Panel 24" wide Galvalume over open purlins
Copper Gutters

Copper Gutters are to be given to owner to scrap.

Work to be completed:

Main Building

-**remove and replace** gutters/4x5 downspouts and 9" Fascia metal. New minimum 24 gauge Kynar finish gutters (match existing profile 6" back 5" bottom 6" front, gutter has 20" stretch out) (downspouts 4x5 , keep the same quantity and location of existing) (Fascia has a 13-1/4" stretch out) This includes necessary #17 fasteners to replace existing at Eave. Inside closures, tape sealants and correct fasteners shall be installed.

-remove abandoned conduit line/post running through soffit and valley. It's no longer active. Valley flashing shall be replaced. Wood Soffit has rotted out.

-remove and replace all "Ridge Flashing" including 24" Outside Steel Closures. Ridge profile should stay the same as what's currently installed. Replace following approved detail. Ridge flashing has a 29" Stretch out. Ridge to be made from 24 gauge Galvalume material

- All Vent Stacks and Pipes running through the Trapezoidal Panel need the Dektite Boots removed and replaced. Boots shall be properly installed using Tape sealant, Chem Links Duralirk 50 and Stainless Steel Clamping bands at top of boot.

-Where main building tie into the Fire Truck Bay, The "Sidewall Flashing" should be pulled up fasteners replaced and existing sealants removed and replaced with new Chemlink Duralirk 50

-At Section where the tree fell on the roof. The roof panels shall be replaced from the rake flashing on right side of the building up to the Valley flashing at the center of building. New mechanically seamed roof panels to be 24 gauge Galvalume Plus Trapezoidal Panels by Schulte or Mcelory. Follow manufacturer's details for replacement of panels. Including insulation, proper clips, back up plates, tape sealants and fasteners.

Fire Truck Bay

--**remove and replace** gutters at front and back of Bay. 4x5 downspouts and 9" Fascia metal. New minimum 24 gauge Kynar finish gutters (match existing profile 6" back 5" bottom 6" front, gutter has 20" stretch out) (downspouts 4x5 , keep the same quantity and location of existing) (Fascia has a 13-1/4" stretch out) This includes necessary #17

fasteners to replace existing at Eave. Inside closures, tape sealants and correct fasteners shall be installed.

- A minimum of 3 downspouts on the front and 3 downspouts on the back shall be installed.

Instructions to proposers

PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING MANAGER DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website www.hammond.org, online at www.bidexpress.com or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP states that only the brand name will be considered for reasons of compatibility, etc. The RFP number, Proposers name, address, Louisiana Contractor License number and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered or mailed.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time.

Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

Proposals shall be accepted only on the RFP forms furnished by the City of Hammond Purchasing Department. The City of Hammond shall only accept proposals from those proposers in whose name the RFP forms and or specifications were issued. Altered or incomplete proposals forms, or use of substitute forms or documents, shall render the proposal non-responsive and subject to rejection.

The RFP package, including the specifications and copies of any addenda issued shall be submitted to the Purchasing Department as THE RFP. All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial

shall be cause for rejection of the proposal as non-responsive. All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive.

Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Agent/Fire Chief, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding. If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

Liability:

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor. The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.

Worker's Compensation:

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act.

The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

RFP Form for Public RFP 24-09

As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.

I hereby acknowledge that I have received the following Addenda and they are reflected as part of this proposal,

List by date and Addendum number N/A

I certify that I am duly licensed in Louisiana to perform the work. Louisiana License # 44196

Work to be complete within 30 days after receipt of order.

Proposal Amount

Proposer agrees to Furnish All Material, Supplies and Services in complete accordance with all RFP 24-09 Specifications for the sum indicated:

(Amounts shall be shown in words and digits. In case of discrepancy, words shall govern.)

Total Price Forty-four Thousand Nine Hundred Fifty DOLLARS
(\$ 44,950.00)

Lauren M. Reynolds (Lauren M. Reynolds) Roofing Solutions, LLC
Signature of Proposer Authorized Rep. Company Name



Jana Thurman <thurman_je@hammond.org>

Hammond Fire Station Roof Repairs RFP's

1 message

Jana Thurman <thurman_je@hammond.org>

Tue, Jul 25, 2023 at 10:02 AM

To: Butch Caballero <bcaballero@roofingsolutionsla.com>, Brett Allen <brett@ind-roofing.com>, Keith Bush <keith@rooftech-no.com>

Cc: Daniel Folks <folks_dt@hammond.org>, Anthony Maurer <maurer_aj@hammond.org>, Ryan Burks <ryanburks@rycars.com>

Good Morning,

The City of Hammond has issued 4 RFP's for Roof Repairs at our Hammond Fire Stations. We would like to welcome your proposal

I've attached all 4 RFP's, please review the specifications and submit a proposal by the closing date if you are interested.

Thanks,

Jana Thurman Soileau

Purchasing Manager, City of Hammond

PO Box 2788, Hammond, LA 70404

O: 985-277-5633 | Fax: 985-277-5636

thurman_je@hammond.org

4 attachments **RFP 24-09 Hammond Fire Headquarters Roof and Gutter Repairs.pdf**
236K **RFP 24-10 Central Fire Station Roof Repairs.pdf**
228K **RFP 24-11 Hammond Airport Fire Station Roof Repair.pdf**
233K **RFP 24-12 Hammond Fire Station #2 Roof Repair.pdf**
235K



Jana Thurman <thurman_je@hammond.org>

Read: Hammond Fire Station Roof Repairs RFP's

1 message

Ryan Burks <ryanburks@rycars.com>

Tue, Jul 25, 2023 at 10:41 AM

To: "thurman_je@hammond.org" <thurman_je@hammond.org>

Your message

To: Ryan Burks

Subject: Hammond Fire Station Roof Repairs RFP's

Sent: Tuesday, July 25, 2023 10:02:04 AM (UTC-06:00) Central Time (US & Canada)

was read on Tuesday, July 25, 2023 10:41:01 AM (UTC-06:00) Central Time (US & Canada).



Jana Thurman <thurman_je@hammond.org>

Read: Hammond Fire Station Roof Repairs RFP's

1 message

brett@ind-roofing.com <brett@ind-roofing.com>
To: thurman_je@hammond.org

Tue, Jul 25, 2023 at 10:38 AM

Your message

To: Butch Caballero; Brett Allen; Keith Bush
Cc: Daniel Folks; Anthony Maurer; Ryan Burks
Subject: Hammond Fire Station Roof Repairs RFP's
Sent: 7/25/2023 10:02 AM

was read on 7/25/2023 10:37 AM.



Jana Thurman <thurman_je@hammond.org>

Read: Hammond Fire Station Roof Repairs RFP's

1 message

Keith Bush <ke th@rooftech-no.com>

Tue, Jul 25, 2023 at 11:13 AM

To: "thurman_je@hammond.org" <thurman_je@hammond.org>

Your message

To: Keith Bush

Subject: Hammond Fire Station Roof Repairs RFP's

Sent: Tuesday, July 25, 2023 10:02:04 AM (UTC-06:00) Central Time (US & Canada)

was read on Tuesday, July 25, 2023 11:13:20 AM (UTC-06:00) Central Time (US & Canada).



Jana Thurman <thurman_je@hammond.org>

Read: Hammond Fire Station Roof Repairs RFP's

1 message

Butch Caballero <bcaballero@roofingsolutionsla.com>

Tue, Jul 25, 2023 at 10:16 AM

To: "thurman_je@hammond.org" <thurman_je@hammond.org>

Your message

To: Butch Caballero

Subject: Hammond Fire Station Roof Repairs RFP's

Sent: Tuesday, July 25, 2023 10:02:04 AM (UTC-06:00) Central Time (US & Canada)

was read on Tuesday, July 25, 2023 10:16:26 AM (UTC-06:00) Central Time (US & Canada).