

Fusion F.C.

REQUEST FOR ROOF REPLACEMENT PROPOSAL

**Red Land Soccer Club Complex**

**250 Old Quaker Road Etters Pa**

September 1, 2021

Fusion F.C. Board of Directors

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Fusion F.C.

REQUEST FOR ROOF REPLACEMENT PROPOSAL

**INSTRUCTIONS TO PROPOSERS**

The Board of Directors of Fusion F.C. has directed Kevin Catlin, Vice President of Facilities to obtain bids to replace the roof on the Fusion F.C. clubhouse locations at 250 Old Quaker Rd Etters PA.

1. Due Date: SEALED PROPOSALS must be received no later than September 15, 2021 at Fusion F.C. Office at 250 Old Quaker Road, Etters, PA ATTN: Kevin Catlin Bids may be delivered to the club office and placed in the mailbox or mail slot, or mailed to: Fusion F.C. Office, P.O. Box 243, Lewisberry, PA 17339-0243 before the deadline.

1. Signature on Proposal: In addition to executing all forms, affidavits, and acknowledgements for which signature and notary blocks are provided, the Proposer must correctly sign the Acknowledgement of Receipt and Proposal Signature Form. If the proposal is made by an individual, that person’s name and business address shall be shown. If made by a partnership, the name and business address of an authorized member of the firm or partnership shall be shown. If made by a corporation, the person signing the proposal shall show the name of the state under the laws of which the corporation was chartered. Anyone signing the proposal as agent shall file with the proposal evidence of his authority to do so.
2. Familiarity of Laws: The Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility.
3. Qualifications of the Proposer: The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared with the necessary organization, capital, and equipment to complete the work to the satisfaction of the Fusion F.C..
4. No proposer shall submit more than one proposal. Proposers shall be disqualified and their proposals rejected if the Fusion F.C. has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any existing contract, or for failure to demonstrate proper licensure and business organization.
5. Submission of Proposal: Submit (2) two copies of the proposal forms and other requested attachments at the time and place indicated herein, which shall be addressed to the “BOARD OF DIRECTORS ONLY” enclosed in an opaque sealed envelope marked with the project title and name and address of the Proposer accompanied by the required documents.
6. Modification and Withdrawal: Proposals are valid for up to 60 days after the date of submission.
7. Proposal Form: All blanks on proposal forms must be completed in ink or typewritten. The proposal shall contain an acknowledgement of all Addenda (the numbers of which must be filled in on the Acknowledgement Form). In making its proposals, each Proposer

represents that it has read and understands the proposal documents and that the proposal is made in accordance therewith, including verification of contents of proposal package against the Table of Contents.

1. Basis of Award/Right to Reject or Award: Fusion F.C. reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed appropriate.
2. Proposers are also encouraged to make on-site visits to the area for which services are required in order to gain an understanding of the scope of the area to be served. The Proposer must be familiar with the area and any natural features which will affect the work. Ignorance on the part of the Proposer will in no way relieve them from responsibility. No appointment is required to visit the clubhouse, keep in mind that fields can be a little busy after 5pm.
3. Insurance: All Proposers shall include as part of their proposal a current Certificate of Insurance detailing the company’s insurance coverage including the required minimum coverages listed below (A). In the event that Proposer is notified of award, it shall provide proof of Insurance Coverage in accordance with Items (A) & (B) below within fourteen (14) calendar days after notification or within such approved extended period as the Owner may grant. Failure to provide proper proof of insurance coverage shall constitute a default. The following minimum limits must be maintained during the duration of the Contract without exception and failure to do so shall constitute a default.

A . Minimum Limits

 Commercial General Liability: - $1,000,000 per occurrence

 Automobile Liability: - $1,000,000 CSL or Equivalent per occurrence

 Workers Compensation: - $500,000 accident/ $500,000 disease/ $500,000 ea. employee

B. **Please include the following on the certificate of insurance.**

* 1. Reference Fusion F.C. on the certificate.
	2. All coverage must be written with an insurance carrier that has an A.M Best’s Key Rating of A- or greater.
	3. State additional insured on certificate and mark box with a “Y” for certificate holder as additional insured. Additional insured: Fusion F.C. *must be individually listed as additional insured with respect to all coverage, except workers compensation and employers liability.*
	4. General liability must include contractual liability.
	5. A 30 days’ notice of cancellation is required.
	6. All auto policies need to cover “any Auto” **or** “Hired, Non-Owned and scheduled.”
	7. An authorized agent must sign the certificate.
1. Indemnification: The successful Proposer shall fully indemnify and hold harmless Fusion F.C. and Kevin Catlin, Vice President of Facilities from and against all claims, damages, costs and losses arising, in whole or in part, from Contractor’s negligence or breach of contract.
2. All proposals shall include the following information in addition to any other requirements of the proposal documents:
	1. Identify your company name, address, city, state, zip code, telephone, and fax numbers.
	2. Identify any parent corporation and/or subsidiaries and affiliations, if applicable.
	3. Provide a brief overview of your company including the number of years in business, number of employees, nature of business and description of clients.
	4. Include the names and resumes of the firm’s principal officers.
	5. Identify the name, title, address, phone, fax number, e-mail address of the primary contact person and supervisors, including resumes of staff members available for this project.
	6. Provide a narrative description of the Proposer’s approach to providing the services as described in the scope of services, provided herein. (Limit to 5 pages).
	7. Include Audited Financial statements for the previous 3 years.
	8. Three References, including the name, address, and phone number of a contact person, from projects of similar size and scope.
	9. List any industry award/recognition that you have received, the awarding party, and the date received.
	10. Current sample certificate of insurance.
	11. A list of any and all lawsuits that the Proposer is or has been a party to in the past five (5) years.
	12. A list of any and all licensure disciplinary actions the Proposer or its employees is or has been a party to in the past five (5) years.
	13. Completed copies of all other forms included within the proposal documents.
	14. Contractor shall provide copies of state and local licenses, permits, and any required approvals or registrations.
	15. Contractor shall describe in full its plan for the transition from the existing force and how it intends to operate that transition in a smooth, workmanlike manner.
3. Any question regarding the Proposal Documents, including specifications or other requirements contained in the Request for Proposal, must be filed in writing within and received no less than 7 days before the due date. These questions should be directed at clarifying issues related to the RFP contents so that the Respondents may be able to provide informed responses within their proposals.
4. The proposals shall be ranked based on the Fusion F.C. evaluation of the Proposer’s ability to perform the services for the project as demonstrated by the documentation provided by the Proposer and reference checks of the Proposer’s clients. Proposals shall be evaluated using the following point system:

 Evaluation Criteria Points

(1) Experience with Similar Projects/References \_\_20\_\_

(2) Personnel Capabilities and Quality \_\_20\_\_

(3) Understanding of the Scope of Work \_\_20\_\_

 (4) Price. \_\_40 \_

 Total 100

Fusion F.C.

**ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS**

**AND PROPOSAL SIGNATURE FORM**

Proposer hereby acknowledges all associated addendums:

Addendum No. dated

Addendum No. dated

Addendum No. dated

Addendum No. dated

Addendum No. dated

**Signature Date**

**Name/Title**

**EXHIBIT A – SCOPE OF SERVICES/WORK**



1. **PERSONNEL**
	1. **Contractor** will provide all labor, transportation and supervision necessary to perform the work described herein.
	2. Field personnel will be equipped with all necessary supplies, tools, parts and equipment and trained to perform work in a safe manner.
	3. Personnel will be licensed for all applicable maintenance functions, including any pesticide applications, as required by law.
	4. **Contractor** recognizes that its personnel are perceived as representatives of the **Client** while on the **Client’s** property and, as such, will conduct themselves in an efficient, well-mannered, well-groomed and workman-like manner at all times.
	5. Any damage caused by **Contractor** personnel shall be repaired promptly at no cost to the **Client.**
	6. All work performed by **Contractor** will be coordinated with the **Client** to minimize disruption and to maximize safety to people and vehicular traffic on the property.
2. **CONTRACTOR’S VEHICLES AND EQUIPMENT**
	1. **Contractor** service vehicles must be well maintained and clean in appearance. Vehicles must be properly licensed and tagged, and operated only by licensed personnel.
	2. All **Contractor** vehicles must operate in a safe and courteous manner while on the **Client’s** property. Pedestrians have the right-of-way, and service vehicles are expected to yield.
	3. All trailers, storage facilities, and maintenance equipment must be in good condition and present a clean and neat appearance.
	4. Tools and equipment must be properly suited for their purpose and used in a safe manner utilizing the appropriate safety gear when necessary.
3. **ADDITIONAL PROVISIONS**
	1. **Contractor** will provide the **Client** with a contact list for use in case of emergencies and will have personnel on call after regular business hours to respond accordingly.
	2. **Client** has the right to award a partial contract or split this RFQ between multiple **Contractors** if the **Client** feels that one **Contractor** cannot perform all requested duties or does not possess the proper equipment required of this RFQ, and is in the best interest of the **Client**
	3. The Board of Directors of Fusion F.C. will have final say in RFQ award.

**EXAMPLE – WORK AUTHORIZATION FORM**

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