



THE CITY OF EDGEWOOD, FL REQUEST FOR PROPOSAL

Solicitation #: 2026-EPD-01

Title: Flat Roof Replacement (City of Edgewood, FL)

Description: The CITY of Edgewood is requesting bids from qualified firms to provide Flat Roof Replacement Services (approximately 3,944 SF) as outlined in this solicitation.

Term/Duration: Lump sum (fixed fee) contracted to be completed within 90 calendar days from issuance of a Notice to Proceed (NTP).

Solicitation Release Date: Tuesday, February 24, 2026

Pre-Bid/Proposal Meeting: Thursday, March 5, 2026 at 10:00 am EST
Edgewood Police Dept. 5565 S. Orange Avenue, Edgewood, FL 32809

Deadline for Questions: Monday, March 16, 2026, at 12:00 PM (Noon) EST

Bid/Proposal Due Date: Friday, March 27, 2026, at 12:00 PM (Noon) EST

Contact Person*: **Sandra Riffle, City Clerk**
SRiffle@edgewood-fl.gov

City of Edgewood
5565 S. Orange Avenue
Edgewood, FL 32809

Cc: **Dean DeSchryver, Police Chief**
DDeschryver@edgewood-fl.gov

Submission Requirements: Electronically via **Euna Open Bids/DemandStar website.**

* All questions/inquiries must be directed in writing to the contact persons above; failure to do so will be cause for disqualification of an award under this RFP.

SECTION I – BACKGROUND / GENERAL INFORMATION

1. Background

The City of Edgewood, FL (CITY) is in an urban environment within Orange County.

- Firms/Individuals receiving an award, if any, will be required to procure and maintain insurance coverage throughout the term of providing these services to include General Liability (\$1M/2M Aggregate), Auto Liability (\$1M), and Workers Comp (\$500K or Exemption) with additional coverage and provisions as deemed necessary by the CITY. BIDDERS are not required to obtain insurance to respond to this solicitation prior to an award but must demonstrate the ability to meet insurance requirements.
- The selected BIDDER(s) will be required to submit a completed and fully executed BIDDER Application and Registration Form to the CITY of Edgewood.
- The solicitation and selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between the CITY of Edgewood and any entity. If the CITY selects a firm/individual to provide the services described in this solicitation, any legal rights and obligations between the successful firm/individual, if any, and the CITY will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement and executed by the parties.
- Firms/Individuals shall treat any information contained in this solicitation (or accumulated through other written or oral communication with the CITY) as confidential information.
- Any information provided by the CITY to firms/individuals in this solicitation is to be used solely to permit a reply to this solicitation, and firms/individuals shall make no other use of the information, including sharing the information with corporate affiliates and subsidiaries, without the prior written consent of the CITY.

2. Fraud and misrepresentation

Any individual, corporation, or other entity that attempts to fulfill the requirements of this solicitation through fraud, misrepresentation, or material misstatement may be deemed non-responsible, and such individual, corporation, or other entity's qualification may be null and void.

3. Confidentiality/non-disclosure

BIDDER shall treat any information contained in this solicitation (or accumulated through other written or oral communication with the CITY) as confidential information. Any information provided by the CITY to BIDDER in this solicitation is to be used solely to permit BIDDER to reply to the solicitation, and BIDDER shall make no other

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use of the information, including sharing the information with corporate affiliates and subsidiaries, without the prior written consent of the CITY. BIDDER shall hold the information contained in this solicitation in strict confidence, and the information obtained will not be disclosed to any third-party, vendor, affiliate, or subsidiary, without the CITY's prior written consent.

- 4. Addenda/revisions to solicitation** If it becomes necessary to revise or clarify any part of this solicitation, the CITY will modify this solicitation by issuance of written addenda. All addenda will be clearly marked as such and will become part of the solicitation documents.

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SECTION II – SCOPE OF WORK/SERVICES

The CITY is requesting proposals from qualified contractors to recover the existing flat roofing system.

1. Project details

1.1. Removal of Existing Roofing

- CONTRACTOR shall remove existing flat roof material, flashings, metal trim, and floor tile to the wood decking.
- CONTRACTOR must assess if the top layer/tier of the roof's underlayment insulation must be removed. CONTRACTOR shall only remove and replace if wet or damaged materials/insulation is identified.
- CONTRACTOR shall remove any existing stucco from the vertical wall at the transition between the upper and lower roof decks.
- CONTRACTOR shall not disturb existing roofing insulation.
- CONTRACTOR shall only tear off what can be made watertight in the same day
- Cut back any existing stucco on parapet walls to accept new flashings.
- CONTRACTOR shall sweep and remove all loose particles and clean debris from the roof surface.

1.2. New Roof Installation

- CONTRACTOR shall comply with all GAF manufacturer specifications (or comparable manufacturer to GAF specification details), details, and product information sheets (Attachment F – GAF Specifications). Install modified base sheet tagged to code.
- CONTRACTOR must assess if the top layer/tier of the roof's underlayment insulation must be removed. CONTRACTOR shall only remove and replace if wet or damaged materials/insulation is identified.
- If new roofing is to be adhered to any coated surface, it must be power-washed to remove loose and delaminating materials.
- CONTRACTOR shall replace any damaged plywood and framing as needed, including sheets of plywood in the proposal.
- CONTRACTOR shall be responsible for all impairments and shall secure, repair, and replace:
 - Roof penetration
 - Overflow and typical emergency services
 - Roof drainage
 - Plumbing vent flashing
 - Flashing and metal trim
 - Valleys
 - Drip edges
 - Parapet elevation

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- Crickets/pitches
- Gutters, gutter guard
- Down spouts
- Ensure that the deck slopes properly towards the drains.
- Install modified self-adhered smooth interply over base sheet.
- Install modified self-adhered felt on vertical wall.
- Re-flash existing roof drains and ensure they are working properly.
- Install 1 ply of granulated modified self-adhered cap sheet.
- Apply any new stucco where needed. Match the texture as closely as possible to any existing.
- All roofing material must meet Orange County's Approval.
- The Contractor will be responsible for securing (stowing or covering) all items in the building, such as electronics, furniture, ceiling fans, AC units, etc. Any damages caused during the works will be the sole responsibility of the Contractor to make good or replace.

1.3. In general, the work includes, but is not limited to:

- Supply all labor and materials.
- Supply all drawings/prints and any other documentation needed by the Orange County and the CITY.
- All materials used for the manufacture or construction of any supplies, materials or equipment shall be new. The items proposed must be new, the latest model, of the highest quality, and of the highest-grade workmanship, and must be certified by the product manufacturer as acceptable for the required installation.
- All work performed shall be as per Orange County's current code(s).
- It is the contractor's responsibility to complete all permit applications & supply all NOAs needed to complete this project.
- If CONTRACTOR requires the removal of wiring and cabling, the CITY shall be notified promptly.
- Schedule of Values (SOV) and proposed schedule shall be submitted with proposals.
- Adhesion failures due to existing coatings are not covered by the GAF Guarantee, so it is important to test adhesion prior to proceeding with installation of new materials. Existing materials are excluded from the GAF Guarantee
- Contract Orange County's Building Department for all inspections, before and during the installation process.
- Contact the Orange County Building Department for the final inspection prior to leaving the jobsite.

2. Additional project requirements

2.1. General location of work: If property is damaged while Contractor is performing the specified work or is removed for the convenience of the work, it shall be repaired or replaced at the expense of the Contractor in a manner acceptable to the CITY prior to the final acceptance of the work. Such property shall include, but not be limited to:

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structures, parkways, sidewalks, curbs and gutters, driveways, walls, fences, water features, footings, underground utilities, sod, shrubs, and trees affected by the work.

2.2. Pre-Existing Damage: CONTRACTOR shall notify the CITY in writing of the site having pre-existing damage to structures, parkways, sidewalks, curbs, roadways, swales, adjacent improvements, etc., before beginning work. Failure to do so shall obligate the Contractor to make repairs.

2.3. Storage of materials: CONTRACTOR must provide for the CONTRACTOR's own storage of material and equipment, if needed. No on-site storage is permitted in the work area unless the materials have been positioned on site for immediate installation into or on the building.

2.4. Warranty and guarantee: All products furnished by the selected BIDDER shall be supplied with all warranties and guarantees of the manufacturer. Warranties on workmanship shall be for a period of not less than 1 year; said period to commence upon the date products are installed, or accepted by Orange County, whichever last occurs. The roof should be free of leaks caused by substandard installation. Materials should be installed in strict accordance with the manufacturer's specifications and recommendations.

2.5. Repair or replacement: Should any defect appear during this period, the CONTRACTOR shall, at their expense, have repaired or replaced such item upon receipt of written notice from the CITY or Orange County of said defect. Said repair or replacement must be accomplished within ten (10) calendar days after receipt of notification of the defect.

2.6. Price: Costs stated in responses to this solicitation shall remain fixed and firm for all services to be performed. BIDDERS are responsible for addressing all inquiries with the Contact Person listed in this solicitation to obtain clarification on concerns and issues that may affect costs and their ability to complete the solicited task(s). Any price adjustments after proposal submission must be requested in writing and approved by the CITY.

3.0. Additional Contractor Responsibilities

- CONTRACTOR is responsible for providing pricing (Exhibit A – Schedule of Values) based on the actual field measurements, quantity of materials, site conditions, and Labor.
- CONTRACTOR shall supply all materials, equipment (cranes, scaffolding, hoist, lifts, ladders, etc.), and labor necessary for the total completion of the required Scope of Work and transportation of material to and from the roof in a safe manner.
- OSHA regulations and locking equipment mechanisms shall be used daily.
- CONTRACTOR shall be responsible for and use care in the protection of the CITY's property and shall protect other areas not in this Scope of Work from dirt, damage, vehicle tracks, and unwarranted conditions. If such damage occurs, CONTRACTOR shall be solely responsible for the restoration of such damage as a result of CONTRACTOR's or any of CONTRACTOR's employees.

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- CONTRACTOR shall deliver all roofing materials to the site in original containers, with factory seals intact.
- All materials must be new, not reconditioned products.
- CONTRACTOR shall make arrangements with the CITY for material storage, and proper access areas where the work is to be performed.
- CONTRACTOR must store all pail goods in their original undamaged containers in a clean, dry location within their specified temperature range.
- CONTRACTOR shall not expose materials to moisture in any form before, during, or after delivery to the site.
- CONTRACTOR shall reject delivery of materials that show evidence of contact with moisture.
- CONTRACTOR must cover and protect materials at the end of each workday.
- CONTRACTOR shall not remove any protective tarpaulins until immediately before material will be installed.
- CONTRACTOR shall maintain a full workforce from start to the completion of the project. A qualified English-speaking supervisor shall be required on the jobsite at all times.
- CONTRACTOR and all approved subcontractors must be properly clothed in identifiable uniforms, recommended hard hats, etc., while working on the premises or when entering any part of the work area.
- CONTRACTOR shall be on site for all deliveries, on loading, and off-loading of all materials, supplies, generators, lifts, cranes, dumpster, portable, etc. required for this project.
- CONTRACTOR must provide continual dumpster rotation to ensure debris is disposed of in a timely manner. The dumpster shall not interfere with pedestrian traffic and parked vehicles. Absolutely NO DUMPING.
- CONTRACTOR shall be responsible for providing restroom portables, locking mechanisms for safety and uninvited entry, proper rotation, and maintaining cleanliness.
- CONTRACTOR shall provide and practice Occupational Safety and Health Administration (OSHA) safety when using cranes, hoist(s), ladders, lift apparatus, scaffolding, materials, tools, etc., required to complete project.
- CONTRACTOR shall be responsible for job safety administration (including tools, equipment, and work methods) and must comply with applicable OSHA safety regulations.
- If CONTRACTOR considers leaving equipment overnight on site, the CITY shall be advised prior to approval, and all equipment shall require a locking mechanism and/or be tagged out.
- CONTRACTOR can perform work on weekends (Saturday and Sunday), unless otherwise confirmed by the CITY.
 - This building is open for business Monday through Friday.

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- The CITY shall be notified of the work schedule in advance of commencement of services.
- No work shall be performed on holidays, extreme weather conditions, and emergency advisory notices.
- CONTRACTOR shall rope off and erect warning signs in areas where work is being performed or where any chance of damage or injury could occur.
- Completion of Work:
 - CONTRACTOR shall be responsible for cleaning up the entire surface area above and below ground for debris.
 - CONTRACTOR shall sweep using a magnetic device to pick up nails, loose fasteners, and other particles around the roof surface and ground surface daily.
 - CONTRACTOR shall remove rental equipment, cranes, scaffolding, hoists, lifts, ladders, portable generators, dumpsters, portables, etc. off the premises upon completion of work.

3.1. Permit Requirements (If Applicable):

- All work performed under the resultant agreement shall be in strict compliance with the Florida Building Code, industry standards, OSHA regulations, and Orange County.
- CONTRACTOR shall be responsible for timely obtaining all necessary permits and inspections through Orange County.
- CONTRACTOR shall provide the CITY with copies of all permit documents, engineering calculations, drawings, plans, manufacturer product information, warranty documentation, and any other relevant information necessary for proper maintenance at the completion of the project. These materials shall be provided in an organized manner and in a format selected by the CITY.

4. UNFORESEEN CONDITIONS Many times, as work progresses, situations arise that are unforeseen, or problems are uncovered that are outside of the scope of CONTRACTOR's work. When such situations arise, CONTRACTOR must stop work in this area, and the CITY and CONTRACTOR must come to some mutual agreement prior to the resumption of work. At no time is CONTRACTOR to continue such new work without a written agreement from the CITY if any additional charges are to be billed beyond the original contract amount.

Unforeseen additional services costing less than \$1,000 are expected by the CITY. An allowance of \$1,000 has been included in the attached **Exhibit A – Schedule of Values** for the listed possible unforeseen additional services, if needed. Unforeseen additional services above \$1,000 shall require mutual agreement between CONTRACTOR and the CITY. In cases of unforeseen additional services exceeding \$5,000, the CITY reserves the right to rescind the award and award the project to the next-highest-scoring or lowest-priced bid.

5. WARRANTY

- All manufacturers' warranties shall pass through without restriction to the CITY.
- Any warranties offered by CONTRACTOR shall be in addition to the manufacturer's warranty and shall not be a substitute.
- BIDDER's base price for any product offered shall be inclusive of warranty.

5.1. MANUFACTURER'S WARRANTY:

- Manufacturer Warranty for all roofing materials: There shall be a minimum of twenty (20) Years from the date of installation.
 - The Manufacturer's Guarantee with single-source edge-to-edge coverage and no monetary limitation, where the manufacturer agrees to repair or replace components in the roofing system, which causes a leak due to a failure in materials or workmanship.
 - Leaks caused by any non-GAF materials, such as the roof deck, existing materials, or non-GAF insulation, are not covered.

5.2. WORKMANSHIP AND INSTALLATION WARRANTY:

- Workmanship and Installation Warranty: There shall be a minimum of two (2) years from the date of installation.

6. LOCATION OF SERVICES

The services described in this solicitation shall be completed at the location identified below:

Edgewood Police Department
5565 S. Orange Avenue
Edgewood, FL 32809

All equipment, materials, and installation required in this Scope of Work shall be transported and installed at the above-listed address.

7. PERIOD OF PERFORMANCE CONTRACTOR shall complete the project and all required services within sixty (90) calendar days from issuance of Notice to Proceed.

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SECTION III – QUALIFICATIONS REQUIREMENTS

1. General Qualifications

Proposals shall be considered only from bidders normally engaged in performing the type of work specified in this solicitation. BIDDER must have adequate organizational resources, facilities, equipment, and personnel to ensure prompt and efficient service to the CITY.

At a minimum, qualifying proposals shall demonstrate that the BIDDER has the qualifications necessary to provide high-quality, functional services. To ensure the BIDDER can provide an acceptable level of service to the CITY, the BIDDER must meet the following minimum qualifications:

- Hold a current certified license as a Roofing Contractor and must have a minimum of five (5) years' experience in providing similar services.
- Provide three (3) current references for three (3) completed individual projects of similar size, scope, and complexity which were completed within the past five (5) years.
- Must have the listed current personnel and maintain a fully equipped organization capable, technically and financially, of performing the work required, and must have performed similar work in a satisfactory manner
- Carry and maintain adequate insurance consistent with the requirements listed in this solicitation. BIDDERS are not required to obtain insurance to respond to this solicitation prior to an award but must demonstrate the ability to meet insurance requirements.
- Meet any other requirements outlined in this solicitation.

2. Pre-bid conference/site visit A pre-bid conference/site visit has been scheduled for interested firms to attend before the due date for this solicitation.

2.1. Attendance and attendees:

- Attendance is highly recommended, but not mandatory.
- Please note that BIDDERS may ask questions; however, **all questions must be submitted to the Contact Person by the due date to receive a formal written response. Phone calls will not be accepted as a method for answering questions.**
- An employee or representative of the prime contractor or primary BIDDER responding to this solicitation must attend the pre-bid/proposal conference in order to receive credit for attendance. Subcontractors or other individuals may not attend for the prime contractor or primary BIDDER.

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The date, time, and location of the pre-proposal conference are as follows:

2.2. Meeting details:

PRE-BID CONFERENCE/SITE VISIT	
Date:	Thursday, March 5, 2026
Time:	10:00 AM EST
Location:	5565 S. Orange Avenue Edgewood, FL 32809
Note:	BIDDER shall be responsible for taking all roof measurements during the Pre-Bid Conference and determining the quantity of material and supplies required throughout the project duration.

2.3. Notice regarding location:

2.4. Questions:

- Bidders may ask questions during the Pre-Proposal Conference. These questions may or may not be answered during the Pre-Proposal Conference, as decided by the CITY. For questions not answered during the Pre-Proposal Conference, answers may be provided in an official addendum to prospective bidders.
- Questions outside of the Pre-Proposal Conference must be submitted to the Contact Person(s) in writing by the Deadline for Questions to receive a formal written response.

2.5. GENERAL:

- Roof must be accessed by ladder. A ladder may not be available at the location. Prospective bidders should bring their own thirty-foot (30') ladder to access the roof, if necessary. The CITY shall not provide ladders or a lift gate for prospective bidders to view the roof.
- Prospective bidders shall not access the roof until given permission to do so by the CITY. Accessing the roof without the CITY's permission may result in disqualification.
- At the CITY's discretion, the CITY may videotape and/or audiotape the Preproposal Conference, whether held in-person or online. This recording may only be shared internally with the CITY key personnel and may not be provided to prospective bidders who attended the Pre-Proposal Conference, as determined by the CITY.

5. ANTICIPATED TIMELINE:

Solicitation Release Date	Tuesday, February 24, 2026
Deadline for Questions	Monday, March 16, 2026, At Noon EST
Bid/Proposal Due Date	Friday, March 27, 2026, at Noon EST

* Dates (if any) are subject to change at the discretion of the CITY.

SECTION IV – SUBMISSION REQUIREMENTS / CONTACT PERSON

1. **Contact person(s)** BIDDER(s) wishing to submit a response to this solicitation **MUST** submit documentation to demonstrate that they meet **ALL** requirements in this solicitation, including the submission of all applicable attachments, exhibits and/or forms.

Cone of Silence: Bidders shall not contact any other employee of the CITY for information with respect to this solicitation. Any violation of the above restriction on correspondence may constitute grounds for rejecting a response at any time.

2. **Submission requirements**

BIDDER must include the items listed below as part of their submission to be considered for award: Failure to submit all information may result in disqualification or lower ranking due to not meeting these requirements. Required Attachments and Exhibits provided to BIDDER by the CITY shall not be altered by BIDDER and shall only be filled in as instructed by the CITY, unless otherwise instructed by the CITY. Bids that include altered files may be disqualified, as determined by the CITY.

3. **Submission instructions**

- Electronic submissions in response to this solicitation be uploaded to **Euna Open Bids/DemandStar** by the Proposal Due Date and time detailed in this solicitation
- Email, physical correspondence, flash drives, or any other physical media shall not be accepted. Links to file-sharing websites or portals will not be accepted.
- Submissions must be clear, concise, organized, legible, and easy to read and navigate. Submissions may be returned to the BIDDER and may require reorganization and resubmission. Submissions which are deemed by the CITY to be illegible or unintelligible may be disqualified.
- All parts, pages, figures, and tables should be numbered and labeled clearly. If submitting separate files, the File Name of each submitted attachment and exhibit must include the assigned letter; for example, Attachment A's File Name must state, at a minimum, "Attachment A." BIDDER may include additional information in the File Name, if needed.
- In order to fairly evaluate all responses, bidders should not include additional information other than what is asked to be provided. This includes any information related to BIDDER's organization that was not specifically asked to be provided.

4. **Attachments and exhibits**

Please note, Attachments are reference documents which require BIDDER's review. Exhibits are documents that the BIDDER must provide or complete and sign, according to the instructions specified by the CITY in the "Submission Instructions."

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4.1. ATTACHMENTS

Attachment	Description	Submission Instructions
Attachment A	Insurance Requirements	Review information. No further action needed.
Attachment B	Contractor Licensing Requirements	Review information. No further action needed.
Attachment C	Images	Review information. No further action needed.

4.2. EXHIBITS

Exhibit	Description	Submission Instructions
Exhibit A	Schedule of Values (SOV)	Review all tabs and fill-in required information. Provide a completed and signed PDF version.
Exhibit B	Qualification Questionnaire	Complete and Submit
Exhibit C	Contractor Certification Regarding Debarment and Suspension	Complete, sign, and submit
Exhibit D	Non-collusion affidavit of prime bidder	Complete, sign and submit
Exhibit E	Proposed subcontractor list	Complete, sign, and submit. If no subcontractors are expected to be used, please note, sign, and submit.
Exhibit F	Acknowledgement of Project Conditions	Sign and Submit
Exhibit G	List of Recently Completed Projects and Contract Amounts	Complete, sign, and submit.
Exhibit H	List of References	Complete, sign, and submit.
Exhibit I	Firm Certification	Complete, sign, and submit.
Exhibit J	Drug-Free Workplace Form	Complete, sign, and submit.
Exhibit K	Acknowledgement of Receipt of Addenda	Complete, sign, and submit form ONLY if an addendum has been issued.

5. Price

Prices stated in proposal responses to this solicitation remain fixed and firm for all services to be performed for a minimum period of one hundred and eighty (180) calendar days from the Proposal Due Date.

6. Post submission

Any price adjustments after proposal submission must be requested in writing and approved by the CITY. CITY may be required to clarify items related to their submission, which may include, but are not limited to, verifying submitted information and confirming comprehension of the full requirements of the Scope of Work, and is expected to be responsive. Bidders deemed by the CITY to be unresponsive may be disqualified.

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CITY may be required to submit and/or sign additional documentation, forms, exhibits, etc., after the Proposal Due Date and before the resultant agreement is drafted as a continuation of the solicitation requirements and/or as part of the vendor registration process. Should BIDDER be unable or unwilling to satisfy this requirement, BIDDER may be disqualified. The CITY reserves the right to negotiate any and all submitted pricing, payment terms, warranties, etc. with the BIDDER or selected CONTRACTOR during the evaluation process, drafting phase of the resultant agreement, and/or at a time otherwise determined by the CITY.

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SECTION V EVALUATION AND SELECTION

The CITY will conduct a comprehensive, fair, and impartial evaluation of all responses to this solicitation. The CITY shall select the most responsive, responsible, and qualified BIDDER based on pricing. Prior to the final selection, BIDDER(s) may be required to submit additional information which the CITY may deem necessary to further evaluate the BIDDERS' responses.

8. ATTACHMENTS, EXHIBITS & FORMS:

- Exhibit A – Schedule of Values
- Exhibit B – Statement of Qualifications
- Exhibit C – Subcontractor and Supplier Listing

1. Evaluation criteria The CITY will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this solicitation.

2. The CITY shall evaluate all submissions in the order listed below:

- On-time and complete submission (with all required documentation)
- License requirements
- Projected completion date and lead time
- Previous performance at a satisfactory level
 - The CITY reserves the right to eliminate any submission should BIDDER have evidence of previous poor or unsatisfactory performance for similar or dissimilar services performed for the CITY or other companies.
- Statement of Qualifications or Qualification Questionnaire
- Current and pending workload with the CITY performing similar and dissimilar services, and the capability to take on additional responsibilities without negatively impacting existing opportunities
- Any other relevant factors, as listed in the solicitation
- Pricing versus the market
 - Pricing will be listed from lowest price to highest price for all bidders whose submission meets the minimum requirements listed above.

The applicable bid(s) will be eliminated if any of the following apply:

- Any criteria or requirements are incomplete
- Any criteria or requirements are not met
- The required schedule cannot be met
- Any other relevant factor(s) are not met, as determined by the CITY.

The remaining bid(s) will be evaluated based upon the evaluation criteria identified in the table below and an awardee(s) will be determined:

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Evaluation Criteria	Points
Qualifications: Evaluation of BIDDER’s professional qualifications, certifications, relevant experience, past performance, etc. relevant to this project.	30
Pricing: BIDDER’s pricing will be evaluated against the market.	20
Lead Time: Evaluation of BIDDER’s lead time. The CITY will give preference to bidders with the shortest confirmed lead time.	10
Total Possible Score	60

The bidder(s) with the best overall score will be the apparent awardee(s), pending final review and satisfaction of all requirements regarding the qualifications and documentation. The CITY may select one (1) respondent or multiple respondents to provide the solicited services by awarding based on the highest-scoring bid per category, location, service type, etc. The CITY reserves the right to split the award in its sole discretion. This solicitation and selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between the CITY and any entity. If the CITY selects a CONTRACTOR(s) to provide the services described in this solicitation, any legal rights and obligations between the successful CONTRACTOR(s), if any, and the CITY will come into existence only when an agreement is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the agreement and any other documents specifically referred to in that agreement and executed by the parties.

Should the highest-scoring or lowest-priced vendor(s) be unresponsive or unable to complete the vendor registration process, the CITY reserves the right to halt the vendor registration process for the highest-scoring or lowest-priced vendor(s) and proceed to the next highest-scoring or lowest-priced vendor(s). Should the next highest scoring or lowest-priced vendor(s) be unresponsive or unable to complete the vendor registration process, the CITY will continue to halt the vendor registration process and move onto the next highest scoring or lowest priced vendor(s) until a vendor(s) is successfully registered

2. Right to rescind award The awarded CONTRACTOR(s) will be required to enter into a formal agreement for these services after award. The CITY expects the awardee to suggest minimal revisions to this agreement. The CITY reserves the right to rescind an award should the awardee be considered, in the CITY’s sole opinion, to be inflexible in its agreement negotiations.

3. DBE/SBE/MBC Participation

Disadvantaged Business Enterprise Proposer is required to indicate whether the Firm and/or any proposed subconsultants are Disadvantaged Business Enterprise (DBE). The City of Edgewood encourages the use and participation of DBEs in procurement and evaluation proceedings, and evaluation proceedings will be conducted in accordance with established guidelines regarding equal employment opportunity and nondiscrimination on the basis of race, color, sex, or national origin. Interested certified Disadvantaged

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Business Enterprise (DBE) firms, as well as other minority-owned and women-owned firms, are encouraged to respond.

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EXHIBIT A

Schedule of Values (SOV)		
Project Name: 5565 S. Orange Avenue, Edgewood, FL 32809		
Contractor Name:		
CONTRACT ITEMS		
Description	Total – (lumpsum)	Comments, if applicable
Supervision	\$0	
Project Manager/Supervisor/Staff		
Other		
Permits, drawings, engineering, plans, calculations, inspections through appropriate agencies, etc.		
Daily and final cleaning		
Removal and Disposal	\$0	
Removal/Disposal of existing roofing system, as specified		
Equipment	\$0	
Equipment		
Portable Generator		
Dumpster Expenses		
Portable Rentals (as needed)		
Masonry	\$0	
Masonry / Lath / Stucco / Plaster		
Wood, Plastics, and Carpentry	\$0	
Rough Carpentry		
Thermal & Moisture Protection	\$0	
Flat Roof Replacement, including removal		
Sloped Roof Repair		
Finishes and Specialty	\$0	
Interior Demo: Walls / Ceilings / Floors		
Metal Stud / Drywall / Finishing		
Deck repairs and removal items: paint, drains, etc.		
Aluminum Flashing		
Additional Items:		
Unforeseen Circumstances		
Contingency for unforeseen Circumstances	\$1,000.00	N/A
TOTAL PROJECT COSTS		

The bidder attests that the base bid amount (below) herein proposed includes the entirety of the work, fees, taxes, profit, overhead, general requirements, general conditions, etc., of the project, as per the bid documents. Completed Work to be inspected and approved prior to payment submittal. **SOV must be completed to be eligible for award, no exceptions.**

RFP 2026-EPD-01 Flat Roof Replacement (Edgewood Police Department)

EXHIBIT A Continued

\$ _____

Base bid (figure)

Corporate Name (Print): _____

Corporate Officer of Owner (Signature): _____

Corporate Officer of Owner (Print): _____

Title: _____

Date: _____

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EXHIBIT B

STATEMENT OF QUALIFICATIONS

The undersigned guarantees the truth and accuracy of all statements and answers herein contained.

1. How many years has your organization been in business as a General Contractor?

2. What is the last project of this nature you have completed?

3. Have you ever failed to complete work awarded to you: If so, where and why?

4. Name three individuals or corporations for which you have performed work and to which you refer?

5. List of the following information concerning all contracts on hand as of the date of submission of this proposal: (In case of co-venture, list of the information for all co-ventures).

Name of Project Owner	Total Contract Value	Contracted Date of Completion	% Completion to Date

(Continue list if necessary)

Statement of Qualifications Continued

6. Have you personally inspected the proposed work and have a complete plan for its performance?

7. Will you sublet any part of this work? If so, please list subcontractors

8. What equipment that you own is available for the proposed work?

9. What equipment will you purchase for the proposed work?

10. What equipment will you rent for the proposed work?

11. The following is a given summary of the Financial Statement of the undersigned: (List of assets and liabilities and use of insert sheet if necessary.)

12. State the true, exact, correct, and complete name of the partnership, corporation, or trade name under which you do business, and the address of the place of business. (If a corporation, state the name of the President and Secretary. If there is a partnership, state the name of all the partners. If a trade name is used, state the names of the individuals who do business under it. It is absolutely necessary that this information be furnished.)

Exhibit B Statement of Qualifications Continued

CORRECT NAME OF BIDDER

- a. The business is a (Sole Proprietorship) (Partnership) (Corporation)
- b. The address of the principal place of business is:

- c. The names of the corporate officers , or partners, or individuals doing business under a trade name, are as follows:

BIDDER

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EXHIBIT C

CONTRACTOR CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned as an officer and an authorized representative of Contractor certifies that Contractor and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
- B. Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- D. Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

_____ I am unable to certify the above statements. My explanation is attached.

EXHIBIT D

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

The Bidder hereby declares that the undersigned is the person or persons responsible within the firm for the final decision as to the price(s) and amount of this bid and the Bidder further declares that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be disclosed prior to the bid opening.
3. No attempt has been made or will be made to solicit, cause, or induce any firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other firm or person to submit a complementary bid.
5. The Bidder has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other firm or person, or offered, promised, or paid cash or anything of value to any other Bidder or person, whether in connection with this or any other project, in consideration for an agreement or promise by any other firm or person to refrain from bidding or to submit a complementary bid on this project.
6. The Bidder has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any other firm or person, and has not been promised or paid cash or anything of value by any other firm or person, whether in connection with this or any other project, in consideration for the firm's submitting a complementary bid, or agreeing to do so, on this project.
7. The Bidder has made a diligent inquiry of all members, officers, employees, and agents of the Bidder with responsibilities relating to the preparation, approval or submission of the firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this Declaration.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____ Date: _____

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DIVISION OF WORK	SUBCONTRACTOR / SUPPLIER NAME, ADDRESS, PHONE #	PRINCIPAL OFFICER / CONTACT

Provide a signature identical to that shown on the Bid Form.

BIDDER: _____ LICENSE #: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

EXHIBIT F

ACKNOWLEDGEMENT OF PROJECT CONDITIONS

The Contractor acknowledges that no representations as to the work have been made by the Owner, the Project Engineer or by any one on the Owner's behalf, except as in this Contract expressly set forth. The Contractor warrants and represents that it has visited the site of the proposed work, that it has familiarized itself with existing conditions and the character of the operations to be carried on the Project per the requirements of the design documents and that it fully understands the facilities, difficulties and restrictions attending the execution of the Work under the Contract; the Contractor acknowledges that it has examined the Project and applicable regulatory requirements and from its own investigations has satisfied itself as to the nature and location of the Work, the general and local conditions, and all matters which may in any way affect the Work or its performance and the Contractor agrees that it will not make any claim for or have any right to, damages because of any misinterpretation or misunderstanding of the Contract or because of any lack of information or because of any incorrect information or inaccuracies contained or conveyed by any borings or by any diagrams, drawings, surveys, maps or samples, or by reason of any conditions (subsurface or otherwise) at the site which are not disclosed thereby unless such conditions could not have been discovered by a legitimate investigation of Contractor. The Contractor further acknowledges that any estimate of quantities set forth in this Contract is approximate, that the quantity of labor and materials requisite to complete its work may be more or less than estimated and that no action for damages shall accrue to the Contractor by reason of such difference if any in the absence of a written change order.

Acknowledged and signed by:

Signature

Print Name

Date

EXHIBIT G

LIST OF RECENTLY COMPLETED PROJECTS AND CONTRACT AMOUNTS

Provide the required information for a minimum of three (3) separate, verifiable projects. The work listed must be similar in nature to that specified in the solicitation.

1. Client Name: _____

a. Client Address _____

b. Client Phone _____

c. Contact Person _____

d. Project Name _____

e. Location of Project _____

f. Description of Project _____

g. Project Performance Date _____

h. Contract Amount: _____

2. Client Name: _____

a. Client Address _____

b. Client Phone _____

c. Contact Person _____

d. Project Name _____

e. Location of Project _____

f. Description of Project _____

g. Project Performance Date _____

h. Contract Amount: _____

3. Client Name: _____

a. Client Address _____

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b. Client Phone _____

c. Contact Person _____

d. Project Name _____

e. Location of Project _____

f. Description of Project _____

g. Project Performance Date _____

h. Contract Amount: _____

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT H

LIST OF REFERENCES

Provide the required information for a minimum of three (3) separate and verifiable references.

1. Reference 1:

a. Name _____

b. Address _____

c. Phone Number _____

d. Email Address _____

2. Reference 2:

a. Name _____

b. Address _____

c. Phone Number _____

d. Email Address _____

3. Reference 3:

a. Name _____

b. Address _____

c. Phone Number _____

d. Email Address _____

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT I

FIRM CERTIFICATION

I/we make the following certifications and assurances as a required element of this solicitation, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. I/we understand that the Seminole Tribe of Florida will not reimburse me/us for any costs incurred in the preparation of this proposal.
3. I/we agree that submission of the attached qualifications constitutes acceptance and understanding of the contents of the solicitation and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
4. No attempt has been made or will be made by the Firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
5. I/we grant the Seminole Tribe of Florida the right to contact references and others who may have pertinent information regarding the ability of the Respondent and the lead staff person to perform the services contemplated by this proposal.

On behalf of the firm submitting this proposal, I hereby certify the above statements:

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT J

DRUG-FREE WORKPLACE FORM

The undersigned Bidder does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under procurement a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or no contest to, any violation of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one: _____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

Business Name: _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date _____

EXHIBIT K

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

Bidder acknowledges receipt of the Following Addenda:

Addendum No. 1, dated: _____ Addendum No. 5, dated: _____

Addendum No. 2, dated: _____ Addendum No. 6, dated: _____

Addendum No. 3, dated: _____ Addendum No. 7, dated: _____

Addendum No. 4, dated: _____ Addendum No. 8, dated: _____

COMPANY NAME: _____

BY (PRINT): _____

TITLE: _____

SIGNATURE: _____

ADDRESS: _____

CITY/STATE: _____ ZIP CODE: _____

TELEPHONE: (____) _____

FAX: (____) _____

EMAIL: _____

ATTEST: _____

TITLE/SEAL: _____

Note: Attest for a corporation must be by the corporate secretary; for a partnership by another partner; for an individual by a notary.

Note: If the Bidder is a corporation, the Bid shall be signed by an officer of the corporation; if a partnership, it shall be signed by a partner. If signed by others, authority for signature shall be attached.

The full names and addresses of persons or parties interested in the foregoing Bid, as principals, are as follows:

Name	Address
_____	_____
_____	_____
_____	_____