



## **REQUEST FOR PROPOSALS – PC1112**

### **ROOFING SERVICES**

**Issue Date: April 9, 2019**

**Proposals Due: April 30, 2019 at 2 PM PST**

**Issued by:**

**Reliant Asset Management Solutions (RELIANT)  
680 S. Waterman Ave. Suite B-2  
San Bernardino, CA 92408**



**REQUEST FOR PROPOSALS**

**ROOFING SERVICES PC1112**

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# **RELIANT ASSET MANAGEMENT SOLUTIONS**

## **Roofing Services**

### **I. INTRODUCTION**

Reliant Asset Management Solutions (Reliant) is a non-profit organization formed to further the mission of operating and sustaining affordable housing. Our main goal is to work with government organizations and private landlords to help elevate housing assets in a cost effective manner to their maximum potential. Reliant manages 718 housing units located throughout the County of San Bernardino.

We value our vendors and contractors as partners in our mission to help elevate housing assets in a cost effective manner to their maximum potential by providing operating and sustaining affordable housing throughout San Bernardino County.

### **II. PURPOSE**

The purpose of this Request for Proposals is to solicit responses from qualified companies to furnish services to Reliant as identified in the “Scope of Work” of this request. A complete, detailed listing of the site is included in the scope of work.

Proposers may submit bids per service area and/or the entire proposal. The Service Area’s are listed in Exhibit A. Proposers shall include all locations in a Service Area in their pricing for their bid and provide a cost for each location. Evaluation and awards will be made to the proposer(s) who best meet the needs of Reliant.

### **III. RFP INSTRUCTIONS**

#### **a. Contact Information**

This RFP is being issued, as will any addenda by Reliant Asset Management Solutions (Reliant). The contact person for the Reliant is:

Brandi Crutchfield, Procurement Specialist  
680 S. Waterman Ave. Suite B-2  
San Bernardino, CA 92408-2841  
Email: [bcutchfield@Reliantams.org](mailto:bcutchfield@Reliantams.org)

**b. RFP Submission and Format**

By this Request for Proposals, Reliant solicits proposals to be received by **2PM PST on April 30, 2019** in the form outlined below. **Late submittals will not be accepted.**

1. All requested proposal items requested on this RFP document must be submitted by email to: [bcrutchfield@Reliantams.org](mailto:bcrutchfield@Reliantams.org). Please make sure to include:
  - Identification of the company or individual(s) including name, address, telephone number, fax number, and email address (“Contact Form” included with bid documents – Page 38)
  - Name, title, address and telephone number of contact person during the period of the evaluation process
  - All requirements per the Scope of Work
  - Any other items requested in this RFP

If you have questions regarding this proposal, you must submit them to Brandi Crutchfield no later than **2PM PST on April 18, 2019.**

**c. RFP Terms and Conditions**

Reliant reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of Reliant’s choosing.

**e. Timetable**

Release of RFP	April 9, 2019
Question Due	April 18, 2019 @ 2PM PST
Answers to Questions	April 23, 2019
Proposals Due	April 30, 2019 @2PM PST
Evaluation Process	April/May 2019
Presentations	If applicable
Award of Contract	May/June 2019

Reliant may insert elective choices such as site visit, oral interviews, presentations, demonstrations, shortlist, best and final offers, etc.

Questions regarding the contents of this RFP must be submitted in writing on or before time and date and directed to the RFP Contact listed in

Section II, Paragraph A - Purpose. All questions submitted will be answered and posted on Reliant's website. <https://www.Reliantams.org/>

**h. Term of Contract**

Reliant intends to award a contract for its requirements as follows:

The Contract period will be for a three (3) year period beginning approximately May/June 2019 through May/June 2022, with the option to renew one (1) year at a time up to 2 years through approximately May/June 2024.

Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from Reliant.

The Notice to Proceed shall set forth the precise date of commencement of the work.

Contractor shall make its non-exclusive services available during the entire contract period.

Reliant may amend the contract during the contract period to add and/or delete properties or services at individual sites. In the event of an addition, Contractor will be asked to provide a quote for services for the additional site(s) or services. Contractor shall be notified in writing 30 days in advance of such changes.

Reliant may award the contract at a time other than that stated in the Schedule. In which case Reliant, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

**i. Reliant Reserves the Right to:**

1. Request an oral interview with, and additional information from, companies/individuals prior to final selection of a provider.
2. Consider information about a company/individual in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

**IV. RFP QUESTIONS FOR PROVIDERS**

**a. Organizational and Personnel Background**

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

**b. Experience**

Discuss your experience, in serving as a provider of Roofing services.

**c. Miscellaneous Discussion Questions**

1. Identify the specific individuals who would be assigned to work with Reliant and specify which person would be the primary contact person with Reliant.
2. Identify the specific locations for which you are proposing to provide services on Proposal Form Exhibit C.
3. Provide an estimate of the time that will be required to begin Roofing Services as outlined in Exhibit A.

**d. Price**

Proposers may submit pricing on a Region/Service Area by Region/Service Area basis (asset management point); multiple, and/or all Region/Service Area's; or the entire proposal. Proposers shall include all locations in a Region/Service Area in their pricing for their bid and provide a cost for each location. Evaluation and awards will be made to the proposer(s) who best meet the needs of Reliant.

We realize that contractors cannot predict aspects of future prices such as fuel, fees, insurance and tipping fees. However please use an inflation factor to figure your future year bid. If there are increases to the bid that were unforeseen which are higher than the cost of inflation for the previous year period, the vendor shall be permitted to request an equitable adjustment in their fees to offset the costs. The contractor shall be required to provide documented proof of the increases through their supplier invoices or other documentation to substantiate any request for increase.

**e. Affirmative Action**

Reliant requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

**V. RFP REVIEW**

At a Reliant meeting, scheduled after such review, some of the companies that have responded may be asked to be available for interviews. If so, those

companies will be given not less than three (3) business days notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

## VII. COMPANY QUALIFICATIONS

Proposals shall be considered from responsible organizations or individuals engaged in the performance of Roofing Services. Proposals must include information on competency in performing comparable Roofing Services, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- a. Brief history of company
- b. A listing of five (5) references where similar services were performed. The client reference shall include the name of organization, contact person, address, and telephone numbers. At least three (3) references must be for multi-family apartment or condominium properties. Proposers who do not provide multi-family apartment or condominium property references may be considered as non-responsive.
- c. Vendor shall describe their understanding of the project scope, their proposed approach to performing the services, and submit a proposed schedule.

## VIII. SELECTION CRITERIA

All proposals will be initially evaluated to determine if they meet the following minimum requirements:

### **Minimum Proposer Qualifications (pass/fail):**

- a. Experience of organization: Have at least three (3) years experience in providing Roofing services for other similar sized entities with similar scope;
- b. Provide at least five (5) references for which like services have been performed within the past five (5) years; Reliant reserves the right to contact any party that the Proposer has worked for in the past and to reject a Proposer based on past poor performance. Contractor references contain at least three (3) references must be for multi-family apartment or condominium properties. **Proposers who do not provide multi-family apartment or condominium property references may be considered as non-responsive.**

- c. Meet other presentation and participation requirements listed in this RFP;
- d. Have no outstanding or pending complaints as determined through the Better Business Bureau, State of California Contractor's State License Board and State of California Department of Consumer Affairs, and have no unsatisfactory record of performance with any public agency; and
- e. Have the administrative and fiscal capability to provide and manage the proposed services.

## **IX. RFP REQUIREMENTS AND CONDITIONS**

### **Minimum Requirements**

This RFP sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

### **Cost of the Proposal**

Costs incurred by any proposer in the preparation of its response to the RFP are the responsibility of the proposer and will not be reimbursed by Reliant. Proposers shall not include any such expenses as part of their proposals.

### **Clarification to Proposals**

Reliant reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

### **Cancellation of the RFP**

Reliant reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of Reliant. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

### **Collusion**

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of Reliant has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

## **X. INSURANCE REQUIREMENTS**



A. **Proof of Insurance**, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name Reliant as an additional insured. Following are the standard types and minimum amounts.

- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *Reliant Additional Insured* or,
- Commercial General Liability:** \$3,000,000; combined single limit bodily and property damage liability per occurrence; *Reliant additional named insured.*
- Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *Reliant Additional Insured.*
- Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- Professional Liability:** \$1,000,000; per occurrence and aggregate.
- Workers' Compensation:** \$1,000,000 per accident for Bodily Injury or Disease.
- Self Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- Environmental Liability:** \$500,000; per occurrence and aggregate; *Reliant Additional Insured.*
- Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *Reliant additional named insured.*
- Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *Reliant Additional Insured.*

B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

C. **Indemnification and Insurance Requirements**

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless Reliant and its authorized officers, directors, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by Reliant on account of any claim therefore, except where such indemnification is prohibited by law.

## 2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming Reliant and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

## 3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against Reliant, its officers, employees, agents, volunteers, Contractors and subcontractors.

## 4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs Reliant carried or administered by Reliant.

## 5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to Reliant Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

## 6. Insurance Review

The above insurance requirements are subject to periodic review by Reliant. Reliant's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of Reliant. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against Reliant, inflation, or any other item reasonably related to Reliant's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

## **XI. CONTRACT CONDITIONS**

### **Americans with Disabilities Act**

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

### **Law of the State of California**

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

### **Contract Terms and Final Selection**

The selected company/individual will be expected to sign Reliant's Contract Agreement, which will specify the term of service, likely to be annually. If the selected applicant and Reliant cannot come to terms with respect to the contract, Reliant reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to Reliant.

## EXHIBIT A

### ROOFING SERVICES

#### SPECIFICATIONS

It is the intent of this RFP is to establish a term contract, with a vendor or multiple vendors for the Reliant Asset Management Solutions for labor, materials and equipment necessary to provide Roofing repairs and replacements for rental units on an “as needed” basis. Reliant owns and manages multiple affordable housing units in a variety of configurations, throughout the County.

All work is to be performed according to industry standards, according to the material manufacturers’ recommendations and to the satisfaction of Reliant. The Contractor will perform Roofing repairs and replacements for buildings owned by Reliant and located throughout San Bernardino County as requested by the Maintenance Supervisor or their designee. Reliant offers no guarantee of any amount of work to be performed under the Contract.

***The repeated failure of any Contractor to provide service when contacted shall result in that Contractor's contract being canceled for nonperformance. Reliant shall document failure to respond, and the Contractor may not be permitted to participate in future contracts for these services.***

#### SERVICE AREA LOCATIONS:

1320 Webster St. Redlands, CA 92374
208, 212, 216, 220 Sun Ave. Redlands, CA 92374
306 & 310 Sun Ave. Redlands, CA 92374
48 San Mateo St. Redlands, CA 92374
Kendall Park Apartments - 2490 Kendall Dr. San Bernardino, CA 92407
Kendall Drive Apartments - 1416 Kendall Dr. San Bernardino, CA 92407
1353 & 1355 Sepulveda Ave. San Bernardino, CA 92404
1592 & 1594 Belle St. San Bernardino, CA 92404
1405 N. Lugo Ave. San Bernardino, CA 92404
7207, 7209, 7211, 7213, 7215, 7217 Garden Dr. San Bernardino, CA 92404
2312, 2324, 2336 N. Golden Ave. San Bernardino, CA 92404
12171, 12173, 12181, 12183 14th St. Yucaipa, CA 92399
12626 14th St. Yucaipa, CA 92399
35152 Eureka Ave. Yucaipa, CA 92399
18185 Casaba Rd. Adelanto, CA 92301
18172 Larkspur Rd. Adelanto, CA 92301

15864, 15876 & 15888 Chehalis Rd. Apple Valley, CA 92307
13162 & 13177 Mohawk Rd. Apple Valley, CA 92308
15780 Sago Rd. Apple Valley, CA 92307
13652 Yakima St. Apple Valley, CA 92307
21463 Yucca Loma Rd. Apple Valley, CA 92307
16015, 16062, 16188 & 16240 Juniper St. Hesperia, CA 92345
16031 & 16041 Orange St. Hesperia, CA 92345
14457 Welsh Ct. Hesperia, CA 92345
Desert Village - 14469 Rodeo Dr. Victorville, CA 92395
15230 Condor Rd. Victorville CA 92394
15722 Tern St. Victorville CA 92394
61550 Division St., Joshua Tree, # 1-9
6442 Desert Queen Ave, Twentynine Palms, #1-10
6443 Splitrock Ave., Twentynine Palms, #1-10
7441 Cherokee Trail, Yucca Valley, # 1-6
7333 Dumosa Ave., Yucca Valley, #1-11
55730 Pueblo Trail, Yucca Valley, # 1-4
56201 Papago Trail, Yucca Valley, #1-9
17668 & 17698 Marygold Ave. Bloomington, CA 92316
9878 Alder Ave. Bloomington, CA 92316
709 7th St. Colton, CA 92324
9590 Acacia Ave. Fontana, CA 92335
18291 & 18293 Athol St. Fontana, CA 92335
18290 & 18292 Pine Ave. Fontana, CA 92335
9164 & 9180 Maple Ave. Fontana, CA 92335
8148 Cypress Ave. Fontana, CA 92335
16988 Reed St. Fontana, CA 92336
9045 Chantry Ave. Fontana, CA 92335
9034 Pepper St. Fontana, CA 92335
24514, 24516, 24518, 24520, 24526, 24528, 24530, 24532, 24538, 24540, 24542 & 24544 Canada St. Loma Linda, CA 92354
9395 & 9405 La Grande St. Rancho Cucamonga, CA 91701
12605, 12613, 12623, 12631 & 12641 Benson Ave. Chino, CA 91710
Robert O Townsend - 9190 Monte Vista Ave. Montclair, CA 91763
10369 & 10379 Pradera Ave. Montclair, CA 91763
4733 & 4743 Kingsley St. Montclair, CA 91763
4805 & 4807 Kingsley
4649, 4659, 4651 & 4661 Oakdale St. Montclair, CA 91763
5161 Bandera St. Montclair, CA 91763
713 North Vine Ave. Ontario, CA 91763

1520 East Fairfield Ct. Ontario, CA 91761
1307 W. Stoneridge Ct. Ontario, CA 91762
1212 E. Princeton St. Ontario, CA 91764
1102 Bahia Ct. Ontario, CA 91762
1054 Elma St. Ontario, CA 91764
1409 S. Euclid Ave. Ontario, CA 91762
319 & 323 W. Francis St. Ontario, CA 91762
753 Ralston St. Ontario, CA 91762

Proposals will be accepted and awarded by geographic area. Contractors may submit proposals for all or some of the service areas. Successful Contractor(s) awarded for a service area will be required to provide their services to all locations within the geographic service area. It is the intent of Reliant to award multiple contracts for the Agency and/or individual service areas.

## **1.01 WORK INCLUDED**

### **1) General Scope of Work**

- a) Through this bid, Reliant is establishing a contract with a Contractor for the repair of roofs on various Reliant buildings in the San Bernardino County area on an as-needed basis. The Contractor who is selected will be expected to provide these repairs based on the prices quoted in this bid.
- b) The Contractor shall provide all labor, materials, equipment and supervision with incidental services necessary to make needed repairs.
- c) Reliant facilities consist of multiple buildings, ranging in age from those recently built to those which are over 50 years old. Building types range from offices to residential houses.
- d) The roofing on these facilities may be an asphalt shingle, clay tile, bituminous or roll type roof. The selected Contractor shall have the experience, ability, and staff to perform any and all repairs for each type of roofing material and application.
- e) The repairs may include, but is not limited to; any or all of the following repair and or replacement tasks:
  - i) aluminum flashing
  - ii) fascia boards
  - iii) drip edge
  - iv) plywood sheeting
- f) When repairs are required, the Contractor will be contacted by a member of the Maintenance Management staff and will be expected to make the repairs in a timely manner, based on the pricing contained in this proposal.

- g) If repairs are beyond the scope of this pricing, the Contractor is expected to contact the Maintenance Supervisor and/or Property Manager with an explanation and an estimated cost for these repairs.
- h) The contractor will be expected to fully complete the attached price breakdown in the bid form.
- i) Reliant Management and the Procurement & Contracts Manager reserves the right before making an award to have the premises of the bidder inspected, or to take any action necessary to determine fitness, reliability and ability to perform. The inspection could check the physical location, facilities, and/or equipment for the ability to perform and comply with the conditions of the bid.

## **2) COMPLETION**

- a) Upon completion of each repair, or when directed by the Management or Maintenance Supervisor, the Contractor shall conduct careful inspection with Management or Maintenance Supervisor and shall correct all defective work to the satisfaction of Reliant.
- b) Remove all scrap, litter and debris resulting from operations specified herein, and leave work and the premises in clean and satisfactory condition.

## **3) WARRANTY**

- a) The Contractor and or manufacturer shall warrant all work performed under this contract for a period of two years from the date of Reliant acceptance of completed job.
- b) Any defects in materials or workmanship appearing during this period shall be corrected without cost to Reliant.

## **1.02 PROJECT COORDINATORS**

1. The Reliant project coordinators for this project are the Maintenance Supervisors or Project Coordinator, who can be contacted via telephone numbers, which will be provided to the awarded contractor(s). Any work at the site shall be scheduled through Reliant at least forty-eight (48) hours in advance of the work.
2. The contractor shall provide a Project Coordinator for the duration of the term of this agreement.
3. The contractor's Project Coordinator shall have a cellular telephone, which number shall be provided to Reliant. The Project Manager shall establish a routine for communications with Reliant to provide a prompt and timely response to any concerns or problems that may arise. Time and frequency of direct meetings may vary as determined by Reliant. When the contractor or its agents are on the site, the Project Manager shall contact Reliant at least daily to review overall performance, receive special instructions regarding the scope of work or other pertinent items regarding the contract, and the contractor's performance.

4. Before the work commences, the contractor must provide a work schedule that is approved by Reliant.

### **1.03 CONTRACTORS EMPLOYEES**

1. The contractor shall ensure that personnel are knowledgeable of all the requirements of these specifications. The contractor shall be responsible for instructing his employees in safety measures considered appropriate. CAL OSHA safety requirements shall be complied within all activities under this award.

### **1.05 SITE CONTROL**

1. Any areas being prepared, repaired, or finished shall be secured from public access, clearly marked, and barricaded, if necessary. At all times, work shall not interfere with ingress or egress of the building or normal operations by tenants, Reliant employees or vehicles. All surrounding surfaces and vegetation shall be protected from contact with any materials used in this project.
2. The contractor is solely responsible for damage to surrounding surfaces, facilities, vegetation, vehicles, or persons caused by its materials, equipment, workers, or agents. The contractor shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of this project. No materials or equipment shall be left on the site when the contractor's workers are not present. The contractor is responsible for protecting the work from damage from any source prior to final acceptance.

### **1.06 WORK SCHEDULE**

- A. The Contractor shall perform work when needed and requested, including day and night hours as well as weekends and holidays.
- B. The Contractor shall be required to visit the potential job site and submit a written quotation prior to the authorization of work, at no additional charge to Reliant. The quotation shall be provided within" three (3) business days" of the original request, and shall include a detailed summary in accordance with the contract rates. If the quotation is accepted and the work performed, the Contractor's invoice shall not exceed the quoted

### **1.07 CLEAN-UP**

At completion of work, remove all materials, supplies, debris and rubbish and leave each area in a clean, acceptable condition.



## **PART 2—CONTRACT PROVISIONS**

### **2.01 MINIMUM PROPOSER REQUIREMENTS**

1. The Contractor shall be a full time, commercial roofing contractor with his only line of work being roofing. Contractors not meeting this requirement will not be considered. Reliant does not consider general contractors as meeting this requirement.
2. The Contractor shall possess and maintain a valid State of California contractor's License, Class B or appropriate specialty contractor's license.
3. The Contractor shall provide evidence of his existence in the roofing business for a minimum of three (3) years.
4. The Contractor shall provide references from at least five (5) commercial facilities and/or municipalities for which work has been completed in the past 12 months. References shall be indicated in the Bid Form.

### **2.02 CONTRACT PRICING**

1. Cost shall include all materials, equipment and labor for standard application.
2. The Bidder shall quote a separate hourly rate for any work for which a "square footage" calculation cannot be determined. Overtime work shall be performed only upon Reliant request. The Contractor will be compensated at a rate of 1.5 times the quoted hourly rate; this rate will also apply to work performed on holidays.
3. Supplies and materials shall be provided to Reliant at manufacturer's suggested retail price, less discount. The discount shall be indicated on the Bid Form.
4. The following shall apply to all hourly rate pricing:

Regular time is defined as Reliant normal business hours, 7:30 a.m. to 4:30 p.m., Monday through Friday.

Overtime work shall be performed only upon Reliant request by the Property Manager or their designee.

5. Holiday work shall be performed only upon Reliant request. Holidays that qualify for holiday rate billing are as follows:

New Year's Day  
Memorial Day  
Christmas Day

Labor Day  
Thanksgiving Day  
Independence Day

6. All hourly rates quoted “must include” overhead, profit, travel and all administrative costs. Trip charges are not permitted under this contract.
7. The Contractor may be required to have the hours worked certified by Reliant personnel at the job site.

### **2.03 WORK AUTHORIZATION**

1. The Contractor shall be required to visit the potential job site and submit a written quotation prior to the authorization of work, at no additional charge to Reliant. The quotation shall be provided within” three (3) business days” of the original request, and shall include a detailed summary in accordance with the contract rates. If the quotation is accepted and the work performed, the Contractor’s invoice shall not exceed the quoted amount unless previously authorized by the Property Manager or the Maintenance Supervisor or their designee.

**Exhibit B**

**Contact Information Form**

To: Brandi Crutchfield, Procurement Specialist  
E-mail: [bcrutchfield@Reliantams.org](mailto:bcrutchfield@Reliantams.org).

This email is to acknowledge that we are in receipt of your RFP# PC1112 and have noted our intention to bid.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**I PLAN TO SUBMIT A BID.**

- Yes, I will be submitting a bid.
- Maybe, I need to research and get more information (contact Reliant-information listed above)

**NO BID.** Indicate *any* of the following. We:

- Do NOT desire to be retained on the vendor list.
- Desire to be retained on the vendor list, but decline to bid based on the following:
  - Cannot comply with specifications/scope of work, Explain: \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
- Cannot meet delivery requirements, Explain: \_\_\_\_\_
- \_\_\_\_\_
- Do not regularly provide this type of product/service
- Other, Explain: \_\_\_\_\_
- Please update my information as listed above.

**HOW YOU FOUND OUT ABOUT THE BID.** Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: \_\_\_\_\_
- Trade Publication, please list: \_\_\_\_\_
- Plan Room, please list: \_\_\_\_\_
- Other, Explain: \_\_\_\_\_

**EXHIBIT C  
PROPOSAL FORM**

Proposal: **Roofing Services PC-1112**

Vendor Name: \_\_\_\_\_

To: Reliant Asset Management Solutions (Reliant)  
680 S. Waterman Ave. Suite B-2  
San Bernardino, CA 92408

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the Scope of Work in accordance therewith, for the sum of:

Item	Description	Yr1 2019-20	Yr 2 2020-21	Yr 3 2021-22
	Provide pricing per the specifications of RFP PC1112 for:			
1	Straight time rate (per hour)			
2	Overtime rate (per hour)			
3	Holiday and Sunday Rate (per hour)			
4	Flashing/Asphalt shingle roof (per linear foot)			
5	Flashing/Clay tile roof (per linear foot)			
6	Flashing/Bituminous roof (per linear foot)			
7	Flashing/Roll roof (per linear foot)			
8	Repair of Asphalt shingle roof (per square foot)			
9	Repair of Clay tile roof (per square foot)			
10	Repair of Bituminous roof (per square foot)			
11	Repair of Roll roof (per square foot)			
12	Material Cost markup (percentage)			
13	Transportation charges (if any)—list by service area if variance			
14	Additional charges/services (please list—attach to sheet)			

2. In submitting this proposal it is understood that the right is reserved by Reliant Asset Management Solutions to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.
3. In submitting this proposal I assert that my staff has visited the sites for which I am bidding, as I understand that if I am awarded a contract for those sites, I will be responsible to perform the services listed in this RFP.

**NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.**

Date _____, 20____	_____
	(Company Name)
_____	_____
(Official Address)	(By)
_____	_____
	(Title)
_____	_____
(Contractors State License Number)	(Telephone Number)

**CURRENT CLIENT REFERENCES (REQUIRED)**

*Submit this form with the BID, failure to do so is grounds for disqualification.*

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers/email \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers/email \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers/email \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers/email \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers/email \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Bidder's Company Name \_\_\_\_\_  
Legal Structure \_\_\_\_\_

Principle Office Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Phone Number & Fax Numbers \_\_\_\_\_  
Email \_\_\_\_\_

Federal Employer Identification \_\_\_\_\_  
Title of Person Authorized to Sign \_\_\_\_\_

Print Name of Person Authorized to Sign \_\_\_\_\_

