



**City of Pittsburg, KS
Public Works and Utilities Department**

Request for Proposal

616 N Broadway
Roof Replacement

Proposal Due Date:

Tuesday February 17th 2026 @ 2:00 PM

Request for Proposals

616 N Broadway Roof Replacement

General Information:

Introduction:

The City of Pittsburg is seeking qualified roofing contractors to submit proposals for the complete removal of existing bituminous roof and replacement with a thermoplastic polyolefin membrane (TPO) system. Contractors must possess or obtain a Class E License with City of Pittsburg, and be registered as a roofing contractor with the State of Kansas prior to any execution of contract documents. Contractors shall provide all labor, materials, equipment, and services for the work to be performed. When applicable, all applications shall follow 2012 International Building Code.

Location of Project:

616 N Broadway Pittsburg KS 66762

Scope:

1. Scope of Work

a. Existing Roof Removal

- Removal of all roof penetrations, flashings, gutters, and downspouts.
- Removal of all roof top equipment and related piping.
- It is the intent for all removals to have all materials removed to the structural wood deck or masonry parapet substrate. This would include any excess adhesives or sealants.
- All materials and debris removed shall be disposed of according to regulations.

b. Substrate Preparation

- Wood for repair of trusses shall be pressure treated lumber of the same size or larger of that being repaired or replaced
- Sheeting shall be $\frac{3}{4}$ " – exterior grade plywood
- Inspect deck and report structural concerns
- Replace damaged decking as needed for installation of roofing materials as per manufacturer's recommendations.

- Contractor to remove and reinstall any wood blocking at rear of building or material transitions to allow for proper adherence of roofing system. Rough carpentry framing shall be set as a unit cost measure based in lineal feet.
- Replace decking at locations where penetrations were removed
- Contractor should include 2,200 square feet and decking that will need to be replaced. An allowance line-item will be included in bid for additional decking replacement purposes.
- A line-item unit cost shall be included in proposal for replacement of damaged roof truss top cords. This cost shall be based on a lineal foot price of cord to be replaced.

c. Insulation Installation

- Contractor shall provide and install 2" thick Polyisocyanurate insulation in compliance with manufacturer's requirements for application with wood decking and TPO roof system.
- 2-inch Polyiso Insulation- 4'X8' panel minimum
- Approvals/Standards
 1. ASTM C 1289 Type II, Class 2, Grade 2 (20 psi)
 2. ASTM C 1289 Type II, Class 2, Grade 3 (25 psi)
 3. UL 1256, 790, 263
 4. FM 4450, 4470

d. TPO Roof System Installation

- TPO membranes must comply with ASTM D6878, ASTM D751, D2137, D1204, D1149, D471, D751, D1876, and D573 which evaluates thickness over scrim, tearing strength, elongation, brittleness, linear dimension change, Ozone resistance, seam strength, and heat aging
- Thickness: Common specifications include 60 mil (0.060)
- Composition: A tri-laminate sheet consisting of a TPO polymer base, a polyester-reinforced fabric scrim (middle layer), and a TPO top ply.
- Solar Reflectance: High-reflectance white membranes typically meet Energy Star and Cool Roof Rating Council (CRRC) standards, with initial solar reflectance values around 0.78 and a Solar Reflectance Index (SRI) near 100.
- Color – White
- Widths – 12 to 16 feet wide
- Installation shall be mechanically fastened.
- Install all flashings, termination bars, adhesives, and accessories as necessary to provide a complete watertight roofing system.
- Contractor shall ensure positive drainage across entire roof.

- Manufacturer's representative shall inspect roof upon completion, and a copy of the inspection report shall be delivered to the City.
- All warranties will commence only after manufacturer's written approval.

e. Metals / Flashings

- Contractor to provide and install all parapet cap flashings
- Contractor to provide gutter and related downspouts.
- Flashing – 22 gauge painted metal- White

f. Warranty Or Guarantee

- Material Warranty: Provide membrane manufacturer's limited warranty agreeing to replace material that leaks due to manufacturing defects within 15 years.
- Enhanced Material Warranty: Provide membrane manufacturer's limited warranty agreeing to replace material that leaks due to manufacturing defects and cost of labor to correct leaks within 15 years.
- System Guarantee: Provide manufacturer's system guarantee.
 1. Term: 15 years
 2. Liability Limit: No dollar limit on covered repairs.
 3. Scope of Coverage:
 - a. Repair of covered leaks resulting from manufacturing defects, ordinary wear and tear, or workmanship in applying the covering materials, subject to certain exclusions.
 - b. Leaks due to winds up to 90 mph (145 km/hr) excluding hurricanes and tornados.
 - c. Hail up to 1 inch (25 mm) in diameter.
 - d. Extended Correction Period: Correct defective work within 2-year period commencing on date of Substantial Completion.

g. Additional Requirements

- Access to roof shall be made via the exterior of the building. During the commencement of the work the City will temporarily shut down the alleyway directly behind the building to help facilitate the work.
- Access to the interior of the building will be allowed only upon request for specifically defined work to commence.
- Contractor to the best of their ability shall limit prolonged exposure of the structural deck to moisture and "ponding conditions"
- Contractor shall be responsible for all safety compliance objectives to facilitate the work.

Requirements

2. Proposal Requirements

- a. Proof of Registry with State of Kansas
- b. Proof of Class E license with City of Pittsburg
- c. Proof of Certification for TPO manufacturers installation
- d. List of 3 similar projects within the last 5 years
 - References for projects listed
- e. Specifications of Materials to be used
 - Warranties for materials submitted
- f. Detailed Cost Breakdown to be submitted with bid.
- g. Brief company overview and / or staffing can be included by not required.
- h. Any special notes or alternatives for consideration to the scope of the project can be submitted and should be separate from the base bid request with unit price breakdowns
- i. Contractor shall provide earliest anticipated start date.
- j. Constructor shall provide anticipated working days to complete the project.

Timeline

3. City of Pittsburg – Proposed Timeline

- a. Issue Date- January 28th, 2026
- b. Pre-Bid Conditions Review- February 9th, 2026 @ 2:30 PM @ 616 N Broadway
- c. Questions Due- February 11th, 2026, by 5:00 PM
- d. Responses Finalized- February 13th, 2026, by 5:00 PM
- e. Proposal Submission Deadline- February 17th, 2026 @ 2:00 PM
- f. Recommendation of Award to Commission – February 24, 2026
- g. Notice to Proceed – To be issued

Procedure

4. Evaluation Criteria
 - a. Cost
 - b. Related experience & references
 - c. Anticipated start and duration
 - d. Warranties
5. Attachments
 - a. Bid Form
 - b. Signature Sheet
 - c. Certificate Regarding Immigration and Reform Control
 - d. Existing Conditions Photos

Method of Submission:

Proposals shall be submitted by mail, hand delivered, to the following address. Envelopes used in submitting Proposals must be clearly marked, **“PROPOSAL: 616 N Broadway- Roof Project”**.

Jacob Bennett Deputy City Clerk
City of Pittsburg, Kansas
201 W 4th St
P.O. Box 688
Pittsburg, Kansas 66762

The deadline for submission is **Tuesday, February 17th, 2026, by 2 p.m., Central Standard Time.**

Questions and Answers:

Contractor inquiries shall be submitted in writing to

Matt Bacon
Matt.bacon@pittks.org

General Terms and Conditions

Performance Bond: Required – Executed with Contract

Contract: The successful firm will be required to enter into a written contract with the City.

General Terms and Conditions – Cont.

Insurance:

The City of Pittsburg has certain insurance requirements that must be met. The FIRM will be responsible to purchase and maintain at its sole expense the following insurance coverage:

- Professional liability insurance covering negligent acts, errors or omissions of FIRM, its agents, officers, and employees. Total aggregate policies of insurance shall be in an amount of not less than Two Million Dollars and 00/100 Cents (\$2,000,000.00).
- A comprehensive general liability policy of insurance shall be purchased and maintained that lists the City as an additional insured. Such policy of insurance shall be in an amount of not less than Two Million Dollars and 00/100 Cents (\$2,000,000.00).
- A Workmen's Compensation and Employer's Liability Policy shall be procured and maintained. This policy shall include an "all states" endorsement. Said insurance policy shall also cover claims for injury, disease or death of employees which, for any reason does not fall within the provisions of the Workmen's Compensation Law. Liability Limits shall not be less than:
 - Workmen's Compensation – Statutory
 - Employer's Liability - \$1,000,000.00 Each Occurrence.
- FIRM shall furnish the City copies of all insurance polies or certificates of insurance relating to the insurance policies that must be maintained hereunder.

In addition, insurance policies applicable hereto shall contain a provision that the City shall be given thirty (30) days written notice by the insurance company before each policy is substantially changed or cancelled.

Nondiscrimination Agreement

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

**THE FOLLOWING DOCUMENTS
TO BE SUBMITTED FOR BIDDING PURPOSES:**

PROPOSAL

BID FORM

SIGNATURE SHEET

**CERTIFICATION REGARDING IMMIGRATION
REFORM & CONTROL**

Bid Form

\$_____ Per LF Cost of Roof Blocking Replacement

\$_____ Per SF of Structural Wood Decking Replacement

\$_____ Per LF of Truss Top Cord Replacement

Total Lump Sum Bid \$_____

Total Calendar Days to Complete Project from Notice to Proceed
Calendar Days _____ Days

*** Detailed Line-Item cost breakdown to be submitted with bid,
if not received, bid will be voided***



Item: 616 N Broadway- Roof Project

Closing Date: February 17th , 2026 @ 2:00 PM Local Time

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

Legal Name of Person, Firm or Corporation_____

Mailing Address_____ City, State & Zip Code_____

Telephone:(____)_____ Cell:(____)_____ Fax:(____)_____

Tax Number _____

CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. DO NOT enter your SSN on this signature sheet. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the Division of Purchases at a later date.

E-Mail _____

Signature _____ Date _____

Typed Name _____ Title _____

In the event the **contact for the bidding process** is different from above, indicate contact information below.

Bidding Process Contact Name_____

Mailing Address_____ City, State & Zip Code_____

Telephone:(____)_____ Cell:(____)_____ Fax:(____)_____

E-Mail _____

If **awarded a contract and purchase orders** are to be directed to an address other than above, indicate mailing address and telephone number below.

Award Contact Name _____

Mailing Address _____ City, State & Zip Code _____

Telephone:(____) _____ Cell:(____) _____ Fax:(____) _____
E-Mail _____

**CERTIFICATION REGARDING
IMMIGRATION REFORM & CONTROL**

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the City, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the City's request, Contractor is expected to produce to the City any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

Signature, Title of Contractor

Date















