NIXA FIRE PROTECTION DISTRICT

301 South Nicholas Road Nixa, MO 65714
Business (417) 725-4025 Fax (417) 725-2393

REQUEST FOR QUOTE (RFQ)

METAL ROOF REPLACEMENT – FIRE STATION 4

Nixa Fire Protection District | Christian County, Missouri

Issue Date: March 11, 2025 **Bid Due Date:** April 17, 2025 by 1:00 p.m.

Nixa Fire Protection District — Fire Station 4
1773 S. Nicholas Rd., Nixa, MO 65714
Contact: (417) 725-7314

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1. INTRODUCTION AND PURPOSE

The Nixa Fire Protection District ("District") is soliciting sealed bids from qualified, licensed metal roofing contractors for the complete removal and replacement of the existing metal roof at **Fire Station 4, 1773 S. Nicholas Rd., Nixa, MO 65714**. The District is a public entity organized under Missouri Revised Statutes Chapter 321 and is committed to procuring services in a competitive, transparent, and fiscally responsible manner.

Quotes must be submitted in a sealed envelope clearly marked **"SEALED BID – Metal Roof Replacement – Fire Station 4"** and delivered to the District no later than **1:00 p.m. on Thursday, April 17, 2025**. Bids will be presented to the Board of Directors for consideration and award on or after **April 21, 2025**.

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2. SCOPE OF WORK

The selected contractor shall furnish all labor, materials, equipment, tools, and supervision necessary to complete the following at approximately **2,200 square feet** of roof area:

- **Remove existing metal roofing** — complete tear-off of all existing metal panels and associated components

- **Replace roof decking** across the entire roof surface as needed; the contractor shall inspect, document, and report any deteriorated or damaged decking prior to installation of new materials
- **Install synthetic underlayment** across the full field of the deck using approved fasteners per manufacturer specifications
- **Install eave and gable trim**
- **Install closure strips** (eave and ridge, open and closed cell as applicable)
- **Install sidewall flashing** at all wall-to-roof intersections
- **Install new 29-gauge metal roofing panels** — product specifications and color subject to District approval; contractor shall provide manufacturer's product sheet with bid
- **Roof penetrations** — properly flash all existing penetrations (vents, exhaust, HVAC units, pipes, or other items as encountered); exact quantity unknown at time of bid — contractor shall include **per-penetration unit pricing** in their submittal
- **Tear off and haul away** all debris using an on-site dumpster; site to be left clean and free of roofing material, fasteners, and waste
- **Full and thorough cleanup** upon project completion
- All work shall comply with applicable **Missouri building codes**, manufacturer installation specifications, and **OSHA safety regulations**

Warranty: Contractor shall provide a **Limited Lifetime Warranty on materials** from the manufacturer. Contractor's workmanship warranty terms shall be clearly stated in the bid submittal.

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3. PRE-BID SITE VISIT

A pre-bid site visit is **optional but strongly encouraged**. Prospective bidders wishing to inspect Fire Station 4 prior to submitting their bid must schedule an appointment with:

Whitney Weaver, Assistant Chief, Nixa Fire Protection District Email: wweaver@nixafire.gov Office: (417) 725-7314

Site visits will be accommodated during normal business hours. Contractors are responsible for all conditions observed during the site visit and for incorporating any necessary work into their bid.

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4. PROJECT TIMELINE

Milestone	Date
RFQ Issued	March 11, 2025
Bids Due	April 17, 2025, by 1:00 p.m.
Board Award (on or after)	April 21, 2025
Notice to Proceed	Within 5 business days of contract execution

Milestone	Date
Substantial Completion	No later than June 30, 2025

Time is of the essence. The District reserves the right to assess liquidated damages for failure to achieve substantial completion by June 30, 2025. The facility must remain operational during construction; the contractor shall coordinate work schedules with the District project manager.

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5. SUBMITTAL REQUIREMENTS

All quotes must include the following to be considered responsive:

1. **Contractor Qualifications** — company name, years in business, primary contact name and title, applicable contractor license number(s)
2. **Itemized Bid** — labor and materials broken out separately; per-penetration unit price for flashing work
3. **Material Specifications** — manufacturer name, product line, gauge, color options, and warranty documentation for all primary roofing materials proposed
4. **Proposed Project Schedule** — anticipated start date and completion timeline
5. **References** — minimum of three (3) references from comparable commercial or institutional metal roofing projects completed within the past five (5) years; include contact name and phone number
6. **Certificate of Liability Insurance** — see Section 6
7. **Proof of Workers' Compensation Insurance** — current and valid
8. **Signed Prevailing Wage Compliance Statement** — acknowledging compliance with RSMo §290.250
9. **Manufacturer's Warranty Documentation** — confirming Limited Lifetime Warranty eligibility for proposed materials

Incomplete submissions may be deemed non-responsive at the District's discretion.

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6. INSURANCE REQUIREMENTS

The selected contractor shall procure and maintain the following minimum insurance coverage throughout the duration of the project:

- **Commercial General Liability:** $1,000,000 per occurrence / $2,000,000 aggregate
- **Workers' Compensation:** As required by Missouri law

The **Nixa Fire Protection District shall be named as Additional Insured** on the contractor's Commercial General Liability policy. Certificates of Insurance must be submitted to the District prior to commencement of any work.

7. PREVAILING WAGE

This project is subject to the Missouri prevailing wage law pursuant to **RSMo §290.250**. Not less than the prevailing hourly rate of wages as determined by the Missouri Department of Labor and Industrial Relations shall be paid to all workers performing work under this contract. The contractor is responsible for obtaining, posting, and complying with the applicable annual wage order.

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8. EVALUATION CRITERIA

Bids will be evaluated based on the following:

- Total bid cost
- Contractor qualifications, experience, and references
- Roofing material quality, manufacturer warranty, and compliance with specifications
- Proposed project schedule
- Completeness and responsiveness of the submittal

The District is not obligated to accept the lowest bid. The Nixa Fire Protection District reserves the right to reject any or all bids, waive minor informalities, and award to the proposal deemed most advantageous to the District and best value to the public.

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9. SUBMISSION INSTRUCTIONS

Sealed bids must be received no later than **1:00 p.m. on Thursday, April 17, 2025**, at:

Nixa Fire Protection District
"SEALED BID – Metal Roof Replacement – Fire Station 4"
301 S. Nicholas Rd. Nixa, MO 65714

Late, faxed, or emailed bids will not be accepted. Bids will be opened following the deadline. Bidders are welcome to attend.

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10. QUESTIONS AND CONTACT

All questions regarding this RFQ must be submitted to:

Whitney Weaver, Assistant Chief

Email: wweaver@nixafire.gov |
Office: (417) 725-7314

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11. GENERAL PROVISIONS

The District reserves the right to cancel this solicitation at any time prior to the execution of the contract. Submission of a bid constitutes acknowledgment and acceptance of all terms and conditions set forth herein. All submitted bids become public records subject to the Missouri Sunshine Law (RSMo Chapter 610) following contract award. Contractors and their employees are prohibited from offering gifts, entertainment, or other benefits to District personnel in connection with this procurement.

This Request for quotes is issued by the Nixa Fire Protection District pursuant to Missouri Revised Statutes Chapter 321. NFPD is an equal opportunity organization and encourages responses from minority-owned, women-owned, and veteran-owned businesses.

Issued by: Whitney Weaver, Assistant Chief, Nixa Fire Protection District

Date Issued: March 11, 2025