



## Request for Proposals (RFP)

### Shingle roof replacement

The Rowan County Public Library ("the Library") is seeking proposals from qualified, licensed, and insured roofing contractors to perform a full asphalt shingle roof replacement.

### Contact Information

The Library Board of Trustees thanks all potential and prospective contractors for their interest in working with the Rowan County Public Library and looks forward to reviewing proposals.

The project site is located at the Library's primary facility and grounds, as follows:

**Rowan County Public Library**  
**175 Beacon Hill Rd**  
**Morehead, KY 40351**

Interested parties with questions or seeking clarification regarding this project or this document should contact Jason Slone, Chairman of the Library Board of Trustees.

Phone: (606) 356-0182

Email: [jslone@moreheadchamber.com](mailto:jslone@moreheadchamber.com)

### Scope of Work

This project includes removal of the existing roof and installation of a new shingle roofing system in accordance with all applicable codes, as follows:

- Removal and proper disposal of all existing roofing materials down to roof decking
- Thorough inspection of all exposed decking and structural components
- Provision of a written report detailing any and all damage found, including a separate cost estimate for necessary repairs

- Installation of new asphalt shingles and underlayment according to local building codes and manufacturer guidelines
- Replacement or reuse, as appropriate, of flashing, vents, ridges, and all related roofing components
- Complete site cleanup and debris removal upon completion

## Proposal Requirements

Proposals must include the following information:

1. Contractor information
  - a. Company name, primary contact person, and address
  - b. Valid contractor licenses (state and local)
  - c. Proof of general liability insurance and workers' compensation
2. Project estimate
  - a. Itemized cost for labor, materials, permits, and debris removal
  - b. Separate pricing for any potential additional work (e.g. decking replacement)
3. Warranty terms
  - a. Minimum workmanship warranty of... (duration, e.g. 5 years)
  - b. Manufacturer's warranty on shingles (minimum of 25 years preferred)
  - c. Specify any exclusions or limitations
4. Timeline
  - a. Estimated start and completion dates
  - b. Explanation of potential extensions or delays
5. The Library will conduct a mandatory pre-bid meeting for prospective contractors on June 23, 2025 at 1pm at the Rowan County Public Library. The purpose of this meeting is to address any questions regarding the project specifications and bidding process. Additionally, contractors wishing to conduct a pre-bid inspection of the roof may schedule an appointment by contacting Jason Slone, Chairman of the Library Board of Trustees.

6. All contractors must be insured for liability and workers' compensation. Copies of applicable insurance certificates must accompany bids. Minimum coverage is \$1,000,000 per occurrence, \$2,000,000 aggregate on general liability; workers' compensation coverage must be in compliance with state law.
7. The relationship of the contractor to the Library shall be that of an independent agency, and the contractor shall be required to hold harmless the Library from all liabilities of any type.
8. A proposer will be permitted to withdraw their proposal unopened after it has been deposited if a request to do so is received in writing by the Library Board of Trustees prior to the time specified for the opening of proposals.

## Submission Deadline

All proposals must be received no later than July 3, 2025 by 3pm EST. Submit proposals in person, in a sealed envelope, to:

**Rowan County Public Library**  
**ATTN: Roof replacement bid**  
**175 Beacon Hill Rd**  
**Morehead, KY 40351**

## Selection Criteria

The Library reserves the right to accept or reject any and/or all proposals for any reason. Proposals will be evaluated based on contractor qualifications, cost, warranty, and ability to meet the project timeline.