



REQUEST FOR PROPOSALS (RFP)

329 Dodge Street, Buffalo, IA 52728

(563) 381-2226

Date: August 7, 2025

REQUEST FOR PROPOSALS (RFP)

Roof Replacement – Buffalo Community Center

Location: 426 Clark Street, Buffalo, Iowa

The City of Buffalo is accepting sealed proposals for the **removal and replacement of the roof** at the Buffalo Community Center located at 426 Clark Street. This project includes all labor, materials, equipment, and disposal necessary to complete the roof replacement in accordance with the specifications provided.

Proposal Submission

Sealed proposals will be accepted until **Noon, September 02, 2025**, at Buffalo City Hall.

If mailed, send to:

City of Buffalo

P.O. Box 557

Buffalo, Iowa 52728-0557

Please mark the envelope in the lower left-hand corner:

“Sealed Proposal – Buffalo Community Center Roof Replacement”

Include the name of the company submitting the proposal.

Proposals will be opened on the due date and potentially awarded at the **City Council Meeting on September 08, 2025, at 6:00 p.m.**, held in the Council Chambers at City Hall.

Scope of Work

- Removal of existing roofing material
- Inspection and repair of underlying structure as needed
- Installation of new roofing system (shingle or metal, per specifications)
- Flashing, gutters, and downspouts as applicable

- Site cleanup and disposal of debris
 - Compliance with all applicable building codes and safety regulations
-

Minimum Proposal Requirements

- Company name, contact information, and project lead
 - Detailed cost estimate including labor, materials, and contingencies
 - Estimated project timeline
 - Proof of insurance and bonding
 - References from similar municipal or commercial projects
-

Insurance Requirements

The selected contractor must provide:

- Workmen's Compensation as required by statute
- Public Liability and Property Damage:
 - \$500,000 each combined single incident
 - \$250,000 motor vehicle bodily injury per person
 - \$500,000 each accident
 - \$1,000,000 property damage
 - \$1,000,000 excess, blanket basis, liability umbrella

The contractor shall name the **City of Buffalo** as co-insured and submit certificates of insurance prior to beginning work. Certificates must remain on file throughout the contract term.

Contact for Questions

For further information or to schedule a site visit, contact:

Josh Ferkel, Public Works

Phone: (563) 381-3530

Email: bufpublicworks@mchsi.com