



City of Westland

INSTRUCTIONS FOR PROPOSALS

City Hall Roof Project

Department of Facilities

Bid Due Date: February 10, 2026 @ 10:00 a.m.

1. Unless otherwise called for, **two copies** of the Bid/Proposal, typewritten or printed in ink, must be submitted.
2. Carefully read and comply as applicable with the standard Terms and Conditions.
3. No taxes are to be included in any bid/proposal price. Generally, states and political subdivisions are exempt from Federal taxes. In the event that taxes must be paid on any materials necessary to complete the contract, the Contractor shall bear the cost and responsibility of such taxes. To the extent any sales, import or other taxes apply, they are to be invoiced as a separate item.
4. The Instructions to Bidders and Terms and Conditions are part of the proposal package and should be read thoroughly and considered when submitting bids.
5. Awarded bidders should allow for approximately 30 days from receipt of invoice to receive payment from the City of Westland.
6. The request for proposal and any accompanying documents shall be submitted by the time specified (*no exceptions will be made*) in a sealed envelope addressed as follows:

**City of Westland
Purchasing Division
36300 Warren Road
Westland, MI 48185**

For electronic bid submissions, please refer to the attached how to guide for frequently asked questions and submission steps.

In addition, subject matter of the proposal, date and the hour of the bid opening as stated in the invitation should be printed in the lower left corner of the envelope. Failure to do so may result in premature opening of/or failure to open.



City of Westland

BID/PROPOSAL TERMS AND CONDITIONS

1. PREPARATION OF BIDS/PROPOSAL:

- a. Bidders are expected to examine specifications and all instructions.
- b. If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the specifications or other conditions within the invitation, he/she may submit to the Purchasing Division a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation will be made only by an addendum duly issued by the designated City Representative. A copy of each addendum will be mailed or delivered to each person in receipt of the invitation. Failure on the part of the prospective bidder to receive a written interpretation prior to the time of the opening of bids will not be grounds for withdrawal of proposal. Bidder will acknowledge receipt of each addendum issued by stating it in his proposal. Oral explanations will not be binding.
- c. Each bidder shall furnish all information required on Bid Form. The person signing the Bid Form must initial any and all erasures and/or other changes made to the bid document.

2. SUBMISSION OF BIDS/PROPOSALS:

- a. Bids may be submitted in sealed envelopes and shall include the following information on the face of the envelope: bidder's name, address, subject matter of proposal, date and hour of bid opening as stated in the invitation. Failure to do so may result in a premature opening of or failure to open such proposal.
- b. Effective March 7, 2022, Bidders have the option to submit their proposal electronically. Please refer to the attached how to guide for frequently asked questions and submission steps.
- c. Bidders are responsible for submitting proposals before the stated closing time. Delays in the mail or technology constraints will not be considered. Any proposal received after the stated closing time will not be opened and shall not be considered in the bid opening. No exceptions will be made.
- d. In the event no bid is to be submitted, do not return the invitation. However, a letter or post card should be sent to the Purchasing Division advising whether future invitations are desired.
- e. Any bid may be withdrawn by giving a written notice to the Purchasing Division before stated closing time. After stated closing time no bid may be withdrawn or canceled for a period of 60 days after said closing time.
- f. All Bids and/or proposals are to be submitted on the bid forms supplied in the bid package.
- g. When reviewing bids, totals written out in words will take precedence over totals written in figures.

3. CONSIDERATION OF BIDS/PROPOSALS:

- a. A designated City Department Head shall represent the City in all matters pertaining to this proposal and contract in conjunction therewith. The City reserves the right to reject any or all proposals and to disregard any informality in the bids and bidding.
- b. Proposals submitted on Bid Forms are understood to be according to Specification Date. Variations in proposals will be considered when same are submitted on Substitution Proposal forms furnished herein and all required information is contained in such proposal.

In cases where an item requested is identified by a manufacturer's name, trade name, catalog number or reference, it is understood that the bidder proposed to furnish the item

so identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated by submission of the Substitution Proposal form.

Reference to any of the above is intended to be descriptive, but not restrictive and only indicates articles that will be satisfactory. Bids of "equal" will be considered, provided that the bidder states in his proposal exactly what he proposed to furnish, including sample, illustration, or other descriptive matter which will clearly indicate the character of the article covered by such proposal.

The designated City Representative hereby reserves the right to approve as an equal, or to reject as not being an equal, any article proposed which contains major or minor variations from specifications requirements, but which may comply substantially therewith.

- c. The City reserves the right, when it seems to be in the best interest of the City, to award the bid in part or in whole, reject any bids or waive informalities.
- d. Pursuant to Chapter 2, Section 2-707(a), of Westland City Code, before any contract is awarded which requires approval by the City Council, the vendor must disclose any substantial interest held by any city official or city employee or their immediate family in the vendor's business.
- e. Alternate proposals will be considered.
- f. After the bidding deadline, discussions may be conducted between the City and some or all of the responsible bidders who submit proposals determined to be reasonably likely to be selected for award for the purpose of clarification to assure full understanding of, responsiveness to, and compliance with the solicitation requirements. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers.
- g. The City may, between the bidding deadline and signing of a contract with the Respondent, reject any Respondent and select another if the City believes it is in its best interest to do so.

4. FAIR EMPLOYMENT PRACTICE AND NON-DISCRIMINATION:

The firm or their subcontractors shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status or handicap. The firm shall take affirmative action to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, marital status or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection of training, including apprenticeship. Breach of this covenant may be regarded as a material breach of contract.

5. PERSONNEL REQUIREMENTS:

All companies must comply with the Fair Employment Practice Act, Executive Order 1126 entitled the "Equal Employment Opportunity," as amended by Executive Order 11375 and Department of Labor Regulations (41 CFR Part 60), and other Federal, State and City requirements which are applicable to grants-in-aid programs.

All companies shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, marital status or handicap. Companies shall take affirmative action to ensure that applicants are employed, and employees are treated during employment without regard to race, color, religion, sex, age, national origin, marital status, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection of training, including apprenticeship.

All companies must agree that the city of Westland, the County of Wayne, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access, during regular business hours, to any books, documents, papers and records of their company which are directly pertinent to this agreement, for the purpose of making an audit, examination, excerpts and transcriptions. The company shall maintain all records for three years after all pending matters under this agreement are closed.

6. INDEMNIFICATION

Proposer to the fullest extent permitted by law agrees to indemnify, defend and save harmless the City of Westland and its elected and appointed officials and officers, agents, servants and employees from and against all loss or expense, including cost and attorney's fees by reason of liability imposed by law upon the City of Westland and its elected and appointed officials and officers, agents, servants and employees for damages because of bodily injury, including death, resulting from or sustained by any person or persons on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of the contract whether such injuries to persons or damage to property is due or claimed to be due to the negligence of the City of Westland, its elected and appointed Officials, officers, appointed agents, servants and employees, except only if such injury or damage is occasioned by the sole negligence of the City of Westland

7. INSURANCE PROVISIONS

The proposer shall purchase and maintain, throughout the term of this agreement, comprehensive general liability insurance, including contractual liability, to protect the provider from all claims for bodily injury, including accidental death, personal injury, and property damage arising from operations under this agreement, whether such operation be by the proposer, subcontractor, agent, or by anyone else directly or indirectly employed by the proposer. In addition, all statutory insurance requirements, including worker's compensation, shall be met. All required insurance policies shall be issued by reputable insurance companies duly authorized to engage in the insurance business in the State of Michigan. Limits of such insurance shall be stated below:

Worker's Compensation	Statutory
Comprehensive General Liability	\$1,000,000
Employer's Liability	\$1,000,000 per occurrence
Motor Vehicle Insurance – Owned, Non- Owned and Hired	
Bodily Injury	\$500,000 per occurrence
Property Damage	\$500,000 per occurrence

The City of Westland shall be named on such policies as insured or named as additional insured. Failure to maintain insurance coverage throughout the life of the contract, consistent with the provisions of this Section, shall be considered a breach of contract. Proposer shall procure and maintain during the life of the contract umbrella excess liability insurance in the single amount limit of at least two million dollars. This insurance shall be project specific and the umbrella excess policy wording shall apply to the Proposers general liability and its automobile liability insurance. Each insurance policy shall specify that no policy may be terminated for any reason unless 30 days prior written notice of such proposed termination shall be given to the City of Westland, and before commencing any work related to the contract Proposer shall provide the City of Westland certificates of insurance for the required insurance policies.

8. SEVERABILITY OF CONTRACT

In the event any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this agreement, but this agreement shall be construed as if such invalid or unenforceable provisions had never been contained. Further, in the event that any provision of this agreement shall be held to be unenforceable by

virtue of its scope, but may be made enforceable by a limitation thereof, such provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the laws of the jurisdiction in which enforcement is sought.

9. AMENDMENTS TO CONTRACT

When awarded, the agreement shall not be changed, modified, altered, or amended in any respect without the mutual consent of the parties hereto, which consent shall be evidenced by a written amendment to the agreement executed by both parties.

(Vendor's Name) _____

(Address) _____

(Email Address) _____

(Telephone Number) _____

(Name of Person Completing) _____

(Title) _____

Signature _____ Date _____



City of Westland

VENDOR ETHICS DISCLOSURE STATEMENT

NOTE: Pursuant to Chapter 2, Section 2-707(a), of Westland City Code, before any contract is awarded which requires approval by the City Council, the vendor must disclose any substantial interest held by any city official or city employee or their immediate family in the vendor's business.

- Please fill out this form to the best of your knowledge and belief; attach additional pages if needed.
- Pursuant to Chapter, Section 2-707(b) of the Westland City Code, your completed disclosure statement (original) is a public document to be filed with the Westland City Clerk, 36300 Warren Road, Westland, Michigan 48185. A copy of your disclosure statement will be forwarded to the Board of Ethics.

(Vendor's Name) _____

(Address) _____

(Name of Person Completing) _____

(Title) _____

The following individuals or their immediate family members, to the best of my knowledge, have a substantial interest in (Vendor's Name) _____ :

Name of Individual with Substantial Interest:

Mayor _____

City Council Member _____

City Clerk _____

Department Directors _____

Deputy Directors _____

Board or Commission Members _____

Employee _____

None of the Above _____

I certify that to the best of my knowledge, information and belief the above is true.

Signature _____

Date _____



City of Westland

EVALUATION PROCESS

QUALIFICATIONS AND MINIMUM EVALUATION CRITERIA

After proposals are received, the City reserves the right to conduct a qualifications-based selection process taking into consideration the fee proposed. In the event the City awards a bid pursuant to this RFP the City will enter into a contract for services, of form and substance approved by the City, with the successful bidder.

The City of Westland reserves the right to interview any number of qualifying providers as part of the evaluation process. The decision as to which provider to contact (if any) will be based upon the following criteria: qualified, capable, cost effective, and experienced provider(s) determined in the evaluation process.

Meetings with short-listed proposers will provide additional information and criteria upon which the City will base its selection decision. The City of Westland reserves the right to select, and subsequently recommend for award, the proposed firm(s)' services which best meets its required needs, quality levels, and budget constraints.

The proposal award will not be based solely upon cost, but will be evaluated based upon criteria formulated around the most important features of services, of which experience, references, capacity, and scheduling may be overriding factors. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

The City of Westland reserves the right to reject any and all proposals or to make an award based on the proposals, or to negotiate further with one or more firms. Subsequent negotiations may be conducted, but such negotiations will not constitute acceptance, rejection or a counter-offer on the part of the City. The City reserves the right to request Best and Final offers.

The following represents the principal selection criteria, which will be considered during the evaluation process:

1. Experience and Qualifications
Proposers shall demonstrate competence, experience, and financial capability to carry out the terms of this contract. The City will require proof of these qualifications. The proposer shall include any and all information pertinent to aiding the City in determining the capabilities of the proposer.
2. Capacity
Proposer should clearly identify all available resources within the company
3. Methodology/Work Plan
Provide the company's method of approach or work plan summary to meet the City's needs for the scope of work specified.
4. Comparable Projects
Provide a list of comparable projects and contracts that have been successfully completed by your company.
5. Cost
Cost proposal per proposal form
6. Past Performance



City of Westland

BONDS

BID SECURITY

Each bid must be accompanied by cash, certified check of the bidder, or a bid bond duly executed by the bidder as principal and having as surety thereon a surety company approved by the City, in the amount of 5% of the bid as a guarantee on the part of the bidder that he will, if called upon to do so, enter into contract in the attached form, to do the work covered by such Proposal and at the price stated therein and to furnish acceptable surety for its faithful and entire fulfillment. Such cash, checks or bid bonds will be returned to all except the three lowest bidders within a reasonable time after the accuracy of all the bids have been determined, and the remaining cash, checks or bid bonds will be returned promptly after the City and the accepted bidder have executed the Contract, or if no award has been made within ninety (90) days after the date of the opening of bids, upon demand of the bidder at any time thereafter, so long as he has not been notified of the acceptance of his bid.

If said bidder shall neglect or refuse to execute a contract, including all required bonds and insurance documents, within fifteen (15) days after written notice by the Owner, the amount of the bid deposit or bond shall be forfeited to the Owner as liquidated damages for such refusal or neglect.

SECURITY FOR FAITHFUL PERFORMANCE

The Contractor shall furnish a Performance Bond in the amount of this contract in favor of the City of Westland. The Performance Bond shall guarantee the City satisfactory performance hereunder. The City agrees to release the Performance Bond upon the Contractor's satisfactory completion of this contract.

The bids shall be accompanied by a letter from a surety company satisfactory to the City stating that the necessary bonds will be furnished by it to the Contractor bidding in the event he is successful. The Bidder shall furnish a surety bond in an amount at least equal to the total two-year bid, one hundred percent (100%) of the contract as security for faithful performance. The surety bond must remain in effect for the full two-year contract period. If the extension clause is optioned after the initial contract period, bonds will not be required for the additional two –years.

LABOR & MATERIAL BOND

The successful bidder shall be required to furnish a Labor and Material Bond in an amount at least equal to the total bid (100%) of the contract as security for payment of all persons performing labor, furnishing materials and equipment rental in connection with this Contract. The bond must remain in effect for the full two-year contract period. If the extension clause is optioned after the initial contract period, bonds will not be required for the additional two years.

MAINTENANCE & GUARANTEE BOND

The Contractor, as a condition of precedent to final payment, shall execute in favor of the City a Maintenance and Guarantee Bond form attached in an amount at least equal to 100% of the contract price. The guarantee shall cover all work performed and materials furnished under this Contract for a period of one (1) year subsequent to the date of final estimate.



City of Westland

ADDENDUM ACKNOWLEDGMENT FORM

The receipt of the following addenda is hereby acknowledged:

Addendum No. _____, dated _____

Addendum No. _____, dated _____,

Addendum No. _____, dated _____,

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan Public Act 517 of 2012, any Bidder that submits a bid on a request for proposal with the City of Westland shall certify that Bidder is not an Iran linked business. An Iran linked business is not eligible to submit a bid on a request for proposal with the City. See attached definitions regarding this certification.

The undersigned Bidder does hereby certify, pursuant to Michigan Public Act 517 of 2012, that:

Bidder is not a person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, or

Bidder is not a financial institution that extends credit to another person if that person will use the credit to engage in investment activities in the energy sector of Iran.

Date: _____

By: _____

Its: _____

Subscribed and sworn to before me, a Notary Public on this _____ day of _____, 20____

Notary Public _____

_____, County, Michigan

My Commission Expires: _____

DEFINITIONS

- (A) "Energy sector of Iran" means activities to develop petroleum or natural gas resources or nuclear power in Iran.
- (B) "Investment" means 1 or more of the following:
 - i. A commitment or contribution of funds or property.
 - ii. A loan or other extension of credit.
 - iii. The entry into or renewal of a contract for goods or services.
- (C) "Investment activity" means 1 or more of the following:
 - i. A person who has an investment of \$20,000,000.00 or more in the energy sector of Iran.
 - ii. A financial institution that exceeds \$20,000,000.00 or more in credit to another person, for 45 days or more, if that person will use the credit for investment in the energy sector of Iran.
- (D) "Iran" means any agency or instrumentality of Iran.
- (E) "Iran linked business" means either of the following:
 - i. A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.
 - ii. A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.
- (F) "Person" means any of the following:
 - i. An individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group.
 - ii. Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in section 1701(c) (3) of the international financial institutional act, 22 USC 262r(c) (3).
 - iii. Any successor, subunit, parent company, or subsidiary of, or company under common ownership or control with, any entity described in subparagraph (i) or (ii).
- (G) "Public entity" means this state or an agency or authority of this state, school district, community college district, intermediate school district, city, village, township, county, public authority, or public airport authority.



City of Westland

References Sheet

The City of Westland requires all applicants to submit three references.

Reference #1

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #2

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	

Reference #3

Business Name:	
Contact:	
Address:	
Phone Number:	
E-mail Address:	



City of Westland

PROPOSAL FORM

Bidder:		
Item Description	Unit	Unit Price
City Hall Roof Project	LS	
Removal & Replacement of Wet Insulation	Sq. Ft	
Removal & Replacement of Wet Cover Board	Sq. Ft	
Replacement of Wet Membrane and Flashings	Each	

Contractor:

Name:

Position:

Signature:

Date:

Additional Contractor Comments:



City of Westland

SPECIFICATIONS

The City of Westland is inviting qualified and experienced Design-Build teams to submit proposals for the comprehensive replacement of the roofing system at **Westland City Hall**. This project utilizes a **Design-Build delivery method**, seeking a single point of responsibility to manage the entire lifecycle of the project—from initial structural assessment and architectural engineering (if necessary) to final construction and warranty implementation. Our primary objective is to secure a high-performance, energy-efficient solution that addresses current drainage inefficiencies while ensuring minimal disruption to the facility's ongoing operations.

Proposals should demonstrate a "Best Value" approach, highlighting your team's ability to provide innovative design solutions, sustainable material selection, and an accelerated construction schedule. We look forward to partnering with a team that prioritizes quality craftsmanship and proactive communication to deliver a long-term, leak-free asset for our facility.

Sealed or electronic proposals will be received by the Purchasing Division, located at 36300 Warren Road, Westland, MI 48185 on **February 10, 2026 at 10:00am** (no exceptions will be made for late filings) at which time the proposals will be publicly opened and read aloud. For electronic bid submissions, please refer to the attached how to guide for Frequently asked questions and submission steps.

Inquiries

All inquiries, questions, etc. concerning the RFP shall be forwarded to City Controller, Devin Adams, via email at dadams@cityofwestland.com and Facilities Director, Ali G Awadi, via email at awadi@cityofwestland.com. All questions must be in writing and must be received by **4:00 P.M. on February 3, 2026**.

Mandatory Pre-Bid Meeting

A mandatory pre-bid meeting is scheduled for all prospective Respondents as follows:

DATE: January 27, 2026
TIME: 10:00 A.M.
LOCATION: Westland City Hall
36300 Warren Road
Westland, MI 48185

This meeting is to be held to brief prospective Respondents after the RFP has been issued but before proposals are submitted. Generally, the purpose is to explain and clarify complicated specifications and requirements.

Prospective Respondents are encouraged to attend the meeting and to submit written questions in advance so that prepared answers can be delivered during the conference.

Remarks and explanations at the conference will not qualify the terms of the solicitation. Terms of the solicitation and specifications remain unchanged unless the solicitation is amended in writing.

Westland City Hall – 36300 Warren Road, Westland, MI 48185

Approximate Square Footage: 69,251



Westland City Hall Roof Project

A. Submittals & Documentation Requirements

The Contractor shall submit the following for review and approval by the City of Westland (City) prior to ordering materials or commencing installation:

1. Manufacturer Product Data / Cut Sheets:

Submit manufacturer technical data sheets for all roofing system components, including but not limited to membrane, insulation, cover board, fasteners, adhesives, flashing materials, drains, sealants, edge metal, and accessories.

2. Roof System Details:

Submit manufacturer-approved roof assembly details indicating:

- o Roof system type and configuration
- o Base layer(s), insulation thickness, cover board (if applicable)
- o Attachment method (mechanically attached, fully adhered, induction welded, etc.)
- o Perimeter and corner enhancements
- o Drain and penetration detailing
- o Transition and termination details

3. Flashing Details:

Provide detailed drawings or manufacturer details for:

- o All penetration flashings (pipes, stacks, equipment)
- o Curbs, skylights, parapet walls, and wall terminations
- o Roof drains and scuppers (if applicable)
- o Expansion joints (if applicable)

4. Warranty Submittals:

Provide draft copies of all warranties proposed, including:

- o Contractor workmanship warranty
- o Manufacturer warranty
- o Full system warranty documentation and coverage terms

5. Installer Credentials:

Contractor shall submit documentation confirming the roofing installer is authorized by the specified manufacturer to install and issue the required warranty for the proposed system.

Note: Work shall not commence until submittals have been reviewed and accepted by the City.

B. Pre-Bid Walkthrough & Mandatory Site Visit (Continued)

A mandatory pre-bid site walkthrough will be held to allow Contractors to observe existing conditions, access limitations, roof layout, and potential staging restrictions.

Westland City Hall Roof Project

- Contractors who do not attend the mandatory walkthrough shall be considered non-responsive and may be rejected.
- Contractors shall be responsible for verifying roof conditions, access points, staging areas, and identifying all visible roof components, drains, penetrations, mechanical equipment, skylights, and existing roof type.

The City reserves the right to require sign-in documentation confirming attendance.

C. Roof System Type & Installation Requirements

Contractors shall propose a complete roof system suitable for the existing condition and compatible with manufacturer warranty requirements. The Contractor shall clearly indicate in their bid:

1. Project Approach:

Specify whether the proposed installation is:

- Full tear-off to deck, OR
- Recover over existing system (if permitted and feasible)

2. Proposed Roof Assembly:

Include the following minimum information:

- Membrane type (e.g., EPDM, TPO, PVC, Modified Bitumen)
- Thickness and reinforcement (if applicable)
- Insulation type and total thickness
- Cover board type/thickness (if applicable)
- Attachment method (mechanically attached, adhered, induction welded, etc.)
- Tapered insulation/crickets for positive drainage (if proposed)

3. Compliance Requirements:

Proposed system shall meet or exceed all applicable codes and manufacturer requirements including wind uplift rating and fastening density requirements.

4. Existing Conditions:

Contractor shall include any required preparation work to achieve a warrantable installation, including but not limited to repairs to substrate, nailers, drains, or penetrations.

D. Safety, Staging, Traffic & Occupant Protection Plan

Prior to starting work, the Contractor shall submit a Site Safety and Logistics Plan for City approval, including:

Westland City Hall Roof Project

1. Work Hours & Building Occupancy Protection:

Work shall be coordinated to minimize disruption to building operations. Contractor shall protect building occupants, entrances, walkways, and adjacent property at all times.

2. Safety and Access Control:

Contractor shall provide barricades, signage, and controlled access to staging areas. Roof access points shall be secured daily.

3. Staging & Material Storage:

Identify proposed staging areas, material delivery routes, storage locations, dumpster placement, and equipment locations.

4. Debris and Dust Control:

Contractor shall maintain daily cleanup and prevent debris from entering drains, HVAC intakes, or adjacent areas.

E. Permits, Inspections & Code Compliance

The Contractor shall obtain all required permits and inspections (fees are waived), including but not limited to:

- Building permits
- Roofing permits
- Fire department or safety permits (if applicable)
- Final inspections and sign-offs

All work shall be performed in accordance with all applicable federal, state, and local codes and standards.

Contractor shall provide proof of permit issuance prior to starting work and shall furnish copies of inspection approvals upon request.

F. City Review & Approval Points

The following items require City review and approval prior to execution:

1. Thermal Imaging Moisture Scan Report and Marked Roof Areas
2. Roof System Submittals and Final Assembly Selection
3. Skylight Condition Report and Replacement Recommendations
4. Drain and Drain Component Replacement Plan
5. Safety/Logistics Plan and Staging Locations
6. Warranty Documentation and Manufacturer Acceptance

Westland City Hall Roof Project

Work related to these items shall not proceed without written confirmation from the City.

G. Unit Pricing for Unforeseen Wet Insulation

To reduce the likelihood of excessive change order pricing, Contractors shall provide unit pricing for unforeseen wet insulation removal and replacement beyond areas identified in the thermal imaging scan.

Contractor shall include the following unit prices in the bid:

1. **Removal & Replacement of Wet Insulation (per square foot):**
Includes removal, disposal, replacement insulation, labor, and reinstallation of roofing system components required to restore warrantable conditions.
2. **Removal & Replacement of Wet Cover Board (per square foot):**
Includes removal, disposal, replacement, and reinstall.
3. **Replacement of Wet Membrane and Flashings (per linear foot or per each):**
For penetrations, edge flashings, and similar components.

Additional wet insulation removal and replacement shall be approved in writing by the City prior to execution and shall be compensated using the approved unit prices unless otherwise negotiated.



EBS for vendors

(Electronic Bid Submission)

Quick FAQ

What is an electronic bid submission?

Electronic bid submission (EBS) is the electronic transfer of proposal bid data between a supplier and a contracting authority. The BidNet Direct EBS feature allows suppliers to submit bids/proposals online via BidNet Direct. The BidNet Direct E-bid submission feature includes safeguards to ensure the security and authenticity of the material being transferred. Vendors must be registered to www.BidNetDirect.com to participate in EBS.

When do buyers see my submission?

Submitted documents are stored in a secure fashion with a high level of security. Bids are opened by the buyer only after the closing date and time have passed.

Submitting Your Bid Using the EBS

Reminders before submitting a bid:

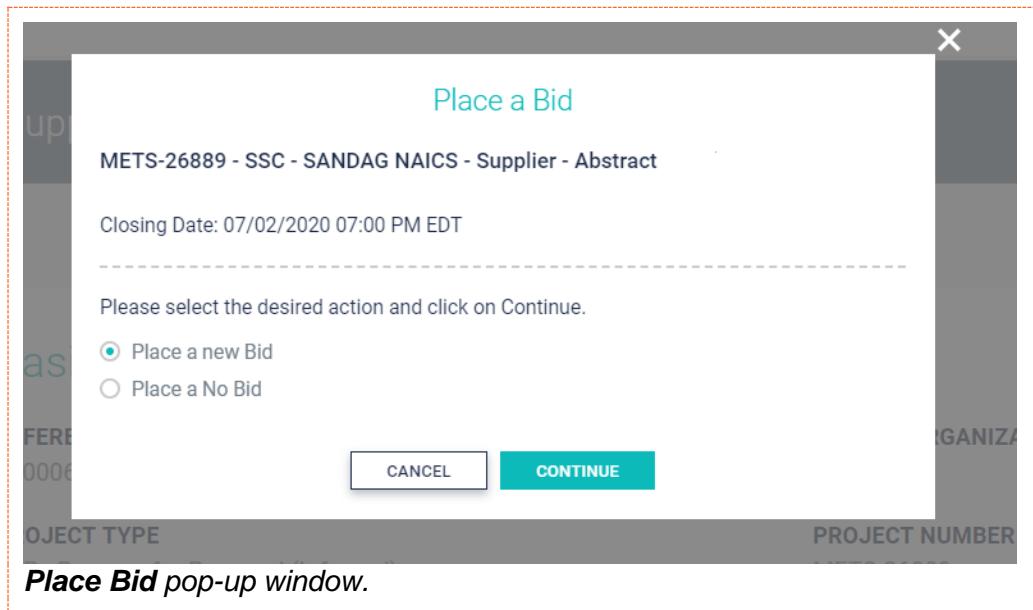
Click on the Documents and Document Request List tabs to verify that you have downloaded the required Documents.

Verify that you are a Follower of this Solicitation (if so, the top button will indicate that you are Following). You should do this to be alerted of ANY addendum or communication regarding the solicitation.

You may have to click on Intent to Bid before making a formal Bid. This is an optional, but commonly used, request by buyers.

To submit a bid:

Click on Place Bid button. The Place a Bid modal window appears.



Select the Place a new Bid radio button, and click on Continue. The Create Bid interface opens.

Creating a Bid typically takes place in three steps: the Proposal, the Submission, and the Confirmation. A red "Bid Not Submitted" will show until your bid has been successfully submitted.

**BidNet[®]
DIRECT**

SOLICITATIONS REPORTS PARTICIPATING ORGANIZATIONS

CREATE BID

METS-26889 - SSC - SANDAG NAICS - SUPPLIER - ABSTRACT

Closing Date: 07/02/2020 07:00 PM EDT

1- Proposal 2- Submission 3- Confirmation

Documents Pricing

BID DOCUMENTS - BID DOCUMENTS (OPTIONAL)

Documents defining the proposal

Drag & Drop or [browse for your file](#)

Drag & Drop or [browse for your zip file](#)

File Size Uploaded Date Processing Status Actions

No files uploaded.

BID NOT SUBMITTED

?

CANCEL SAVE & QUIT NEXT

Create Bid: Proposal - Documents tab.

Simply drag-and-drop the files one at a time in the Add File area or on the Add File button. If you have many documents in a compressed file, drag-and-drop the file in the Import ZIP File area or on the Import ZIP File button. The files will appear in the File section.

Once the files are uploaded, click on the next tab. This might be the Pricing tab or the Questions tab, depending on the type of Solicitation.

Fill out the information in either lump sum or line item bidding, depending on the fields.

CREATE BID

12345 - RFQ - ADDITIONAL EQUIPMENT 001

Closing Date: 2018-01-31 12:00 AM EST

1- Proposal → 2- Submission → 3- Confirmation

Documents **Pricing**

Total Bid Price* Corresponds to the Base Price, excluding taxes, as stated on the Bid Form

[?](#) **CANCEL** **SAVE & QUIT** **PREVIOUS** **NEXT**

Create Bid: Proposal - Pricing tab.

Closing Date: 2020/01/30 10:00:00 AM EST

1- Proposal → 2- Submission → 3- Confirmation

Documents **Pricing**

[Download Template](#) [Import Proposals](#)

1.0 HOURLY LABOUR RATES Item Bids: 0/8

▼ 1-CARPENTRY AND MILLWORK UNIT RATE Item Bids: 0/2

Items	Bid
111 - Journeyman UOM: Hourly Rate	Amount*: <input type="text"/> Weight: <input type="text"/> Add Comment
222 - Apprentice/Trade helper UOM: Hourly Rate	Amount*: <input type="text"/> Add Comment Weight: <input type="text"/>

▼ 2-ELECTRICIAN UNIT RATE Item Bids: 0/2

Items	Bid
111 - Journeyman UOM: Hourly Rate	Amount*: <input type="text"/> Add Comment Weight: <input type="text"/>

Create Bid: Proposal - Line Items tab.

If there are multiple line items, a template will appear that you can simply download the template, fill in your pricing and any comments and then upload the file.

B	C	D	E	F	G	H	I	J
1	Group ID/Name	Group Type	Code	Description	Weight	UOM	Amount *	Comment
2	dfgdgfdgdf	Unit Rate	12	gdfg	0	Bulk		
3	gdfgdfg	Ratio - Markup	12	dgfdgff		Percent		
4								
5								
6								
7								
8								
9								
10								
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14								
15								
16								
17								
18								
19								
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21								
22								

0 < 0.9 1-CXXCVX 2-9 3-CXXCVX + : 4 >

Line Item template.

Once the template is filled-out, you can upload the file by clicking on the **Import Proposals** button. The list will fill itself out with the information taken from the **XLS** file.

Download Template **Import Proposals**

 You have successfully uploaded bid information for 5 of 5 items.

CREATE BID
123456 - IN BID PRICING
Closing Date: 2018/02/26 12:30:00 PM NST

1- Proposal → 2- Submission → 3- Confirmation

Documents Questions Pricing

1 Delivery Date*
When can you delivery?  

2 Varieties*
How many varieties of products do you have?

3 Bid Price*
Please detail your bid price \$

 **BID NOT SUBMITTED**
11d 00h 04m left to bid 

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Create Bid: Proposal - Questions tab.

You will need to re-enter your password for the BidNet Direct platform.

CREATE BID
12345 - RFQ - ADDITIONAL EQUIPMENT 001
Closing Date: 2018-01-31 12:00 AM EST

1- Proposal → 2- Submission → 3- Confirmation

Exceptions
Does this bid contain No Yes exceptions?

Bidder Compliance & Authentication
The Bidder agrees to submit and sign this Bid electronically and agrees that his/her bid is valid, authorized, and binding; and certifies that all required documentation has been completed.
Bidder represents and warrants that the person signing this Bid is an authorized agent who has fulfilled all requirements to possess actual authority to bind Bidder to each and every term, condition, article and obligation of this Bid and any resultant Contract.
I declare that the foregoing is true and correct

Bid Submitted By (Full Name): Steve Longtin
For security reasons please re-enter your password:

?

Create Bid: Submission interface.

And finally, you will need to confirm to submit the bid.

