

Request for Proposal  
Roof Renovation Project

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Taipei Economic & Cultural Representative Office in United States (Buyer) is looking for a qualified roof contractor (Bidder) to perform roof renovation at the office building located at 4201 Wisconsin Avenue, NW, Washington, DC, USA. The Bid information and Scope of Work are listed as following:

1. Name of Project: TECRO Office Building Roof Renovation Project
2. Case No. USA10605001
3. The Advertisement Date: May 11, 2017
4. The Bid Open on May 31, 2017 at 5:00pm
5. Work Period: The work shall be completed within 40 business days
6. Estimated Budget: \$270,000.00, Buyer has tax exempt status.
7. Scope of work:
  - I. Complete removal, repair, and reconstruction of existing roof system of property located at 4201 Wisconsin Avenue, NW, Washington, DC, USA. Bidder shall dispose of existing roof system and repair damaged deck of the main roof, if any, as well as the roof of the stair access cap and the roof of the elevator mechanical house.
  - II. Bidder shall remove and reinstall in a workman like fashion any part of the premises that must be removed to accomplish the Project work describe herein, including but not limited to wiring, decking, structural elements, masonry, concrete and electrical systems, if any.
  - III. Bidder shall remove and properly dispose of all materials, including but not limited to any debris, removal and disposal of which is necessitated by this Project.
  - IV. All necessary removal and reinstallation of any part of the building necessary to accomplish the work, such as removal and replacement of wiring, wood panel, etc. All such items must accomplish without any price increase.
  - V. Bidder shall supply and install on layer of 2.5-inch insulation and one layer of 3-inch insulation with R-Value not less than 30.
  - VI. Bidder shall install a high-quality minimum 60 Mil waterproofing membrane appropriate for the application, and which shall cover the entire roof area including the roof of the stair access cap and the roof of the elevator mechanical house.
  - VII. Bidder shall replace all caps flashing, including the cap flashing at the roof access stair cap and the roof of the elevator mechanical house.
  - VIII. Bidder shall clean and test the roof drainage system to sure the system is functional on the main roof.
  - IX. Bidder shall clean and test the roof drainage system to sure the system is functional on the roof of the elevator mechanical house.
  - X. Bidder represents and warrants that it possesses all licenses, certifications and government approvals necessary to the performance of the Project work.
  - XI. Bidder shall follow and adhere to all applicable national, state and local laws, codes and regulations, including but not limited to applicable construction codes, EPA and other environmental laws and regulations and all laws and regulations pertaining to disposal of materials.
  - XII. Bidder shall communicate regularly with the Buyer regarding the progress of the work, and shall promptly report any issues in writing that may delay the progress of the work or that may constitute the basis of claims against the Buyer.

- XIII. Bidder must prepare construction materials and provide personnel to complete the Project work within the deadlines.
  - XIV. Bidder shall be responsible for the progress of the Project and meet all deadlines and milestones.
  - XV. Buyer personnel will coordinate with Bidder to monitor work progress, and Bidder shall follow Buyer's instructions.
  - XVI. Bidder shall use the most efficient methods possible for completing the Project work.
  - XVII. Any damage to the premises caused by the Bidder shall be repaired immediately and restored in workman like fashion and at the expense of the Bidder.
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- 8. This case is subject to open bid and on a turn-key (design-build) basis; after being awarded, the Bidder must provide a design for accomplishing the work, and the design shall meet the Local Government codes and standards for all requirements and shall approved by Buyer.
  - 9. Bidder must follow all national, state and local laws and regulations, and must conduct a site visit before bidding.
  - 10. This job includes all necessary removal and reinstallation of any part of the building necessary to accomplish the work, such as removal and replacement of wiring, wood panel, etc. All such items must accomplish without any price increase.
  - 11. Bidder must use the most efficient way to conduct work, with the results being the most efficient for the Buyer to maintain.
  - 12. Before the work may begin, all appliances, equipment and materials must be approved by Taipei Economic and Cultural Representative Office in the United States (TECRO/Buyer)
  - 13. Payment: Payment shall be as follows: After signing the contract, Bidder shall provide a standby letter of credit of 30% of the Total Contract Price, or a performance bond of 100% of the Total Purchase Order Price. Buyer will then pay 30% of the Total Contract Price as an advance payment. The remaining balance shall be paid after the visual inspection and functional test of the system and acceptance by Buyer, and upon Bidder's presentation of warranty and inspection listed in 14 and 15.
  - 14. Warranty: Bidder shall provide two-year warranty and without charge and the certificate of manufacturer's 20-year No Dollar Limit (NDL) warranty.
  - 15. Inspection: Upon completion of work, Bidder will notify Buyer and provide detailed printed photos and the certificate of manufacturer's 20-year No Dollar Limit (NDL) warranty. Buyer will then inspect the work.
  - 16. Penalty: Liquidated damages for delay in the amount of 0.1% of the price per day, maximum 15%.
  - 17. Miscellaneous:
    - A. In accordance with local laws and regulations, the Bidders shall be qualified for selling and installation such kind of goods and work. When the Bidder is bidding, Buyer assumes that the Bidder is a qualified seller and is not responsible for the bidder's qualifications.
    - B. This case is an open bidding. Bidder's qualification and bid price will be considered together in one step.
    - C. The awardee will be made on total price basis.
    - D. Where a Government Estimate is set for the procurement, a Bidder whose tender meets the requirements set forth in the invitation documentation and is the lowest tender within the government estimate shall be the winning bidder.

- E. Bidder must follow all national, state and local construction and other law. If any potential issues arise, bidder must promptly report to Buyer so that all issues may be resolved.
- F. Bidder must follow all EPA regulations, such as air pollution, water regulations, waste, etc.
- G. Award will be made based on the bid alone, with no pre-award conference. Bidder shall coordinate with Buyer to conduct a site survey. Failure to do so will not allow any increase in the total price after award.
- H. Site survey. The premises may be inspected by appointment with Ms. Sun at (202) 895-1843