



# CLAY COUNTY PUBLIC HEALTH CENTER



800 Haines Drive  
Liberty, MO 64068  
p. 816-595-4200  
clayhealth.com

DATE: 17 February 2026

TO: Qualified Roofing Contractors

**RE: Request for Proposal for Commercial Roof Replacement**

Clay County Public Health Center (the “Health Center”) is releasing a request for proposals (RFP) to solicit sealed proposals from qualified, licensed vendors who specialize in commercial roof replacement. The successful vendor will be responsible for all labor, supervision, materials, equipment, transportation, and services necessary to perform high quality work as further described in the Scope of Work. A copy of the RFP is located on our website at [www.clayhealth.com](http://www.clayhealth.com).

A **required** walkthrough will be held Monday February 23, 2026, at 10:00 am.

Sealed proposals are to be addressed to Clay County Public Health Center, 800 Haines Dr., Liberty, MO 64068 and **received by March 2, 2026, by 4:30 p.m.** Proposals received after this date/time will be returned to sender unopened. Proposals must be sealed and marked “Roof Replacement Proposal.” Any questions regarding the proposal should be sent in writing to [rfp@clayhealth.com](mailto:rfp@clayhealth.com).

The Health Center reserves the right to reject any or all proposals and to waive any irregularity in the proposals. A private bid opening will be held by the Health Center. Proposals are scheduled to be reviewed at the Board of Trustees meeting in March. Respondents will be notified in writing following the approval of the award.

**The schedule of the proposal process is as follows:**

Release of RFP	February 17, 2026
<u>Required</u> Facility Walkthrough	February 23, 2026 at 10:00 a.m.
Submittal Deadline	March 2, 2026, by 4:30 p.m.
Intended Award Date	March 20, 2026

Sincerely,

Darrell Meinke,  
Director of Public Health

*The mission of the Clay County Public Health Center is to deliver the essential public health services of prevention, promotion, and protection to the communities of Clay County.*

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### A. BACKGROUND & PURPOSE

Since 1953 Clay County Public Health Center has developed and administered effective programs and services for our citizens, as well as encouraged and collaborated with community partners to maintain a healthy community. Today we continue to ensure that our efforts address the county's most important health problems and concerns, as well as ensure we engage our citizens in assessing and planning to address our specific public health needs.

The Health Center is issuing this Request for Proposal ("RFP") to solicit sealed proposals from qualified, licensed vendors ("Vendors") who specialize in commercial roof replacements, to furnish all professional services, equipment, labor and materials necessary at 800 Haines Drive, Liberty, MO. Detailed specifications are detailed within this RFP.

The award will be based on the proposal that is most advantageous to the Health Center in terms of value. The Health Center is price conscious but is not required to accept the lowest price proposal. Responses will be evaluated to determine the most advantageous proposal on a number of factors including but not limited to price, conformance to specifications, products, references, schedule, and warranty.

The Health Center reserves the right to request additional information from any Vendor, reject any or all proposals, to waive any irregularity in the proposals, and to not guarantee a minimum value for the contract to be awarded. The cost for developing the submittal is the sole responsibility of the Vendor.

### B. INSTRUCTIONS

- a. **Submit three (3) copies of the proposal and documents.**
- b. **Submit with Proposal:**
  1. Vendor Qualification Form
  2. Vendor Reference Form
  3. Vendor Fee & Specifications Form
  4. Execution of Proposal Form
  5. A copy of all agreements and service terms that will be required to initiate any proposed services.
- c. The following documents are not required to be included in the Vendor's proposal. However, the Vendor must be able to provide the following prior to execution of a contract.
  - **Current Business License.** A copy of the current business license will be required and will serve as documentation that the business has been in operation a minimum of five (5) years.
  - **Professional Liability Insurance.** The Vendor to whom the contract is awarded shall provide to the Health Center with documentation for the following: General Professional Liability Insurance

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Certificate with the following minimum limits: \$1,000,000 each incident/occurrence; auto insurance \$500,000 combined single limit per accident for bodily injury or property damage.

- **Workers Compensation Insurance.** The safety of the successful bidder's employees or representatives and others in or around the area of service or maintenance is the responsibility of the successful bidder. Proof of worker's compensation insurance will be required.
- **Completed W-9 or 1099 Tax Form.** Completed forms will be required.

## C. SCOPE OF WORK

### 1. General Requirements

- a. The Contractor shall furnish all labor, supervision, materials, equipment, tools, permits, inspections, and incidentals necessary to perform a complete removal and replacement of the existing roofing system at Clay County Health Center, comprising approximately 28,500 square feet of roof area. Refer to Exhibit A-D for photograph references.
- b. All work shall be performed in strict accordance with this RFP, the executed contract, manufacturer requirements, and all applicable federal, State of Missouri, and local laws, codes, ordinances, regulations, and as per Clay County Annual Wage Order No. 32. The Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction.

### 2. Existing Roof Removal and Disposal

**The vendor shall:**

- a. Remove and dispose of the existing roof membrane, insulation, membrane flashings, sheet metal flashings, fasteners, and associated materials down to the appropriate structural substrate.
- b. All removal debris must be removed from rooftop daily and deposited in acceptable dumpsters or removed from site.
- c. Legally transport and dispose of all debris in compliance with Missouri Department of Natural Resources (MDNR) regulations and all applicable environmental requirements.
- d. Protect the roof deck, interior spaces, building systems, and adjacent property from damage, water intrusion, or contamination during all phases of demolition.
- e. Immediately notify the Owner in person of any concealed or unforeseen conditions encountered during demolition that may affect scope, cost, or schedule.

No additional work related to concealed conditions shall proceed without written authorization from the Owner.

### 3. New Roofing System Installation

**The Vendor will provide and install a complete fully adhered single-ply roofing system that:**

- a. Achieves a minimum overall thermal resistance value (R-30) in compliance with the International Energy Conservation Code (IECC) as adopted by the State of Missouri.
- b. Includes polyisocyanurate insulation, glass mat gypsum cover board, 60-mil TPO membrane, adhesives, fasteners, flashings, terminations, drains, coping caps, edge metal, gutters,

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- downspouts, and accessories necessary to form a fully integrated and watertight system. All metal components to match existing color and finish.
- c. Design a system matching that of a tested roofing assembly by a qualified testing agency which meets all fire and wind design requirements with appropriate perimeter and corner attachment enhancements as per ASCE-16.
  - d. Is installed in strict accordance with:
    - i. Manufacturer's written specifications
    - ii. 2018 International Building Code (IBC) as adopted by Liberty, Missouri
    - iii. Local jurisdiction building and fire codes
  - e. Is fully compatible with existing rooftop penetrations, mechanical equipment, and structural conditions.

All materials shall be new and free from defects.

#### 4. Warranty Requirements

**The vendor will provide:**

- a. A minimum twenty (20) year manufacturer's warranty, covering the roofing membrane, insulation, flashings, and system components, including wind and watertightness coverage.
- b. A separate contractor workmanship warranty for a period not less than two (2) years from the date of final acceptance.
- c. All warranties shall be transferable and issued upon final inspection and acceptance by the Owner and manufacturer.

#### 5. Unit Price Allowance

**Bidders shall include a unit price allowance for replacement or repair of deteriorated roof decking discovered during demolition.**

- a. Unit pricing shall be submitted per square foot, inclusive of labor, materials, fasteners, and disposal.
- b. Deck repairs shall be limited to areas verified by the Owner or Owner's representative.
- c. No decking repair work shall be performed without written authorization from the Owner.
- d. The Owner reserves the right to adjust the contract amount based on actual quantities installed at the approved unit price.

#### 6. Working Hours and Operational Constraints

- a. Work shall be performed Monday through Friday, 7:00 a.m. to 4:30 p.m., if weekends are necessary, add additional hours needed to the proposed project schedule.
- b. Work outside these hours shall require prior written approval from the Owner.
- c. The Vendor will all coordinate all work to maintain uninterrupted Health Department operations and safe access for staff, patients, and the public.

## **7. Schedule and Project Timeline**

**Each bid will include a detailed proposed project schedule, identifying:**

- a. Mobilization
- b. Demolition phases
- c. Installation milestones
- d. Inspections
- e. Substantial and final completion dates
- f. Commitment of maximum calendar days on-site, subject to \$500 per day liquidated damages if surpassed.

The Contractor shall prosecute the work diligently and complete the project within the proposed schedule, subject to approved changes.

## **8. Communication and Coordination Requirements**

**The Contractor shall maintain consistent and documented communication throughout the duration of the project as follows:**

- a. Weekly progress report emailed/submitted to the facility manager including work completion, schedule status, weather delays, safety concerns, and identified impacts to cost or schedule.
- b. Daily notification: activity that disrupts building operations, restricted access, large deliveries, or crane operations.
- c. Immediate notification: property damage, water intrusion, building compromise, and conditions that materially affect schedule or cost.
- d. Detailed communication plan will be agreed upon before work begins.

## **9. Safety and Site Controls**

**The Vendor will:**

- a. Comply with all OSHA regulations, Missouri labor laws, and Owner safety policies.
- b. Provide fall protection, barricades, signage, and controlled access as required.
- c. Maintain a clean, orderly, and hazard-free job site at all times.
- d. Be responsible for the safety of employees, subcontractors, building occupants, and the public.

## **10. Inspections, Closeout, and Acceptance**

- a. Coordinate all required inspections with the Owner, local authorities, and the roofing manufacturer.
- b. Correct any deficiencies identified during inspections at no additional cost.
- c. Submit all closeout documentation, including warranties, inspection reports, product data, and certifications.
- d. Final acceptance shall arise only after satisfactory completion of all work and receipt of all required documentation.

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**D. TERMS**

- a. The Health Center reserves the right to reject any and all proposals.
- b. If a proposal is accepted the Health Center will execute a contract based upon items contained in this proposal.
- c. The Vendor shall carefully examine the proposal document and the site for the proposed work. Failure of any Vendor, if any, to read and familiarize itself with the provisions governing the Work to be performed will not release such Vendor, if any, of any of the requirements set forth herein. The Vendor shall inspect the site at which the proposed work is to be performed and familiarize itself with all the conditions affecting the agreement and detailed requirements for such work. If the Vendor's bid is accepted, the Vendor will be responsible for all errors in its proposal resulting from its failure or neglect to comply with these instructions. The Health Center will, in no case, be responsible for any change in anticipated profits resulting from such failure or neglect.
- d. The Vendor shall procure all permits, licenses, bonds, pay all required charges, taxes, and fees, and give all notices necessary and incidental to the due and lawful performance of the work. All costs involved shall be considered incidental to the agreement. The Vendor is responsible for scheduling the required inspections for their respective work.
- e. The Vendor must obtain prior authorization and provide a quote for work outside the scope of work outlined above.
- f. The Health Center reserves the right at any time to alter the specifications to meet increased or decreased needs. If such changes cause an increase/decrease in costs or time required for services, or otherwise affects any other provision of the agreement, an equitable adjustment shall be made, and this agreement shall be modified in writing accordingly. Further, as warranted, the Health Center reserves the right to obtain additional work quotes and service from companies other than the successful Vendor.
- g. The Vendor shall notify the Facility Manager any time Vendor representatives come on site.
- h. The Vendor shall perform work in accordance with all state and federal regulations.
- i. Should the Vendor fail to perform the above scope of work within a reasonable amount of time, the contract may be voided immediately upon notification to the Vendor.
- j. The Vendor in the performance of this contract will be held financially responsible for any damage to the grounds, building, or equipment caused by their representatives. Skillful care is expected in performing the work. It is the responsibility of the successful bidder to repair or replace all damaged property, the damage for which Vendors employees or anyone working under the Vendors direction is responsible. Damage is to be repaired or replaced by the Vendor at no cost to the Health Center within a reasonable period, but not to exceed sixty (60) days after job completion.
- k. The Health Center is not responsible for accidents for injuries incurred by the Vendor's employees. The Vendor is required to maintain adequate insurance coverage. The Vendor shall save and hold harmless, pay on behalf of, protect, defend, indemnify the Health Center, assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage to property of the Health Center or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Vendor their employees, including losses, expenses or damages sustained by the Health Center, as well as the Health Center officers, agents, and employees from any

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and all such losses, expensed, damages, demands and claims. The Vendor further agrees to defend any suit or action brought against the Health Center based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Vendor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Vendor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Vendor.

- I. All respondents to this RFP shall indemnify and hold harmless the Health Center and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The Health Center reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Health Center also reserves the right to seek clarifications, to negotiate with any Vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. If this RFP is withdrawn or the project canceled for any reason, the Health Center shall have no liability to any respondent for any costs or expenses incurred regarding this RFP or otherwise.
- m. Failure to submit all the mandatory forms from this RFP package may be just cause for the rejection of the qualification package. However, the Health Center reserves the right to decide, on case-by-case basis, at its sole discretion, whether to reject such a proposal as non-responsive.
- n. The Health Center reserves the right to award any contract to the next most qualified Vendor if the successful financial institution does not execute a contract within 30 days of being notified of the selection.

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**EXHIBIT A**



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**EXHIBIT B**



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**EXHIBIT C**



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EXHIBIT D



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**VENDOR QUALIFICATION FORM – PAGE 1 OF 2**

Full Legal Business Name

Address

Contact Name & Title

Contact Phone & Email

Type of Business

Corporation

Partnership

Individual

Other, Explain:

How many years has your business operated without interruption?

How many years has your business performed commercial roof replacements?

Has your business been in bankruptcy, reorganization, or receivership in the last five (5) years? If yes, explain:

Describe (or enclose information) regarding the services offered by your business:

Describe the qualifications of the key personnel who will be assigned to this project:

Describe how your business will maintain quality control for this project:

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**VENDOR QUALIFICATION FORM – PAGE 2 OF 2**

Describe your businesses experience with commercial roof replacement and any additional information that is valuable to your proposal:

List any of requirements in the Scope of Work you are not able to accommodate. Be sure to detail any exceptions, special conditions, other fees, other services or deviations from the requested scope or other information defined in this proposal.

**VENDOR REFERENCE FORM**

***A minimum of three references are required. All references must be from customers for whom your business has completed work similar to the specifications of this proposal. Additional pages may be attached if necessary.***

References for

(Name of Vendor Submitting Proposal)

1. Business Name

Street Address

City, State & Zip

Contact Person Name & Title

Phone & Email

Describe Scope of Work and approx. dates of service

2. Business Name

Street Address

City, State & Zip

Contact Person Name & Title

Phone & Email

Describe Scope of Work and approx. dates of service

3. Business Name

Street Address

City, State & Zip

Contact Person Name & Title

Phone & Email

Describe Scope of Work and approx. dates of service

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**EXECUTION OF PROPOSAL FORM**

The responding Vendor certifies the following by checking the following items:

That this proposal was signed by an authorized representative of the business.

That the potential Vendor has determined the cost and availability of all services and/or materials associated with performing the services outlined herein.

That all costs associated within the proposal submitted have been determined and included in the Vendor's response.

Therefore, in compliance with the foregoing Request for Proposals, and subject to all terms and conditions thereof, the undersigned offers and agrees to the conditions as set forth in this Request for Proposal with no exceptions. In the event of exceptions, exceptions must be clearly noted and detailed within the Vendor's response.

Name of Vendor Submitting Proposal

Authorized Signature

Date

Printed Name & Title