Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

REQUEST FOR PROPOSAL
ROOFING CONTRACTORS
(PRIMARY & SECONDARY 2027)

The Warner Robins Housing Authority (WRHA) is currently accepting proposals for Roofing Services for a one (1) year period with the option for two one (1) year extension. The Authority operates 443 units of Housing.

Interested and qualified roofing contractors who have successfully demonstrated their ability to perform any of the above listed work are invited to submit proposals. **Small businesses; minority businesses; women owned businesses; and roofing contractors that are familiar with the SECTION 3 PROGRAM are encouraged to respond.**

Proposals will be received from November 16, 2026, until December 16, 2026, at 5:00 PM ET at WRHA's Central Office located at 112 Memorial Terrace, Warner Robins, GA 31093. Bid packets must be downloaded from the Warner Robins Housing Authority website. The website address is www.warnerrobinsha.com. ALL PACKETS MUST BE RETURNED IN A SEALED ENVELOPE, WITH "PROPOSAL FOR ROOFING SERVICES" ON BOTH SIDES OF THE ENVELOPE. Unmarked packets or packets received before November 16, 2026, or after December 16, 2026, will not be considered. Only the successful bidders will be notified by phone and a follow up letter. Bid results will be posted to the website after a contract or contracts have been signed.

The purpose of the Request for Bids/ Proposal is to select one or more contractors for the type of service requested and to enter into an agreement for roofing services.

WRHA is an EEO/ADA compliant employer and reserves the right to reject any or all proposals, to waive any informality in the specifications or proposal process or to cancel in whole or in part this Request for Bids/ Proposal if it is in the best interest of WRHA to do so. The attention of bidder/proposers is directed to the fact that the proposed work will be financed in whole or in part with Federal Funds, all applicable Federal Statues, ruling and regulations will apply. WRHA also reserves the right to award multiple contracts for services if it is in the best interest of the Housing Authority to do so.

Contractors may withdraw a proposal either personally, by written request or by FAX at any time prior to the scheduled closing time of receipt of proposals. NO PROPOSAL SHALL BE WITHDRAWN FOR A PERIOD OF THIRTY (30) DAYS after the opening of Proposals without consent of WRHA.

Any questions or clarifications or request to visit the site, may be directed to the attention of Robert Gidney, Procurement and Contract Officer at rgidney@warnerrobinsha.com.

Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

PROPOSAL REQUIREMENTS

SCOPE OF SERVICES

Contractor shall supply trained roofers to perform roofing services as directed. The contractor will also provide all equipment and supplies associated with roofing.

Contractors shall be required to demolish and remove existing roof materials and dispose of all waste material. Repairs shall be billed on an agreed upon hourly rate and percent mark-up on materials, in accordance with the pricing schedule attached hereto. Roof replacements and other major upgrades will be purchased under separate contracts and are excluded from this contract. Work to be performed under this contract will include, but is not limited to, the following repairs:
1. Cracks 2. Blisters 3. Drains 4. Vents 5. Scuppers 6. Gutters 7. Jacks 8. Roof hatches 9. Sleepers 10. Flashing 11. Copings 12. Downspouts 13. Dormers 14. Face 15. Gravel stops 16. Parapet walls 17. Pitch pans/pocket 18. Vents 19. Expansion joints

Other Services may include: 1. Roof inspections 2. Leak tests and repairs 3. Waterproofing 4. Minor restoration 5. Core samples/testing and 6. Moisture surveys. The contractor and all personnel utilized in the performance of the work shall have experience with the following type of roof systems and materials:

NOTE: At no time during a repair shall a torch be used to install roofing membrane.

Warranty Workmanship of each Contractor and/or their subcontractors shall be warranted free of defects in materials and workmanship for one (1) year from the date of final acceptance by the Warner Robins Housing Authority.

Work Hours

The regular service hours are 8:00 AM until 5:00 PM, Monday through Thursday. Friday work may be authorized if necessary, but only with prior approval. The successful bidders must be able to complete services during this time frame; refrain from disturbing our Residents and leave the Community once services are completed. Contractors are to refrain from driving on or parking on the lawn. All roofers or workers must have on shirts with the company name on it or a name badge. Short pants are not to be worn for safety reasons.

Warner Robins Housing Authority
112 Memorial Terrace
Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

INSURANCE

The Contractor shall procure, at its own expense, and keep in full force during the term of this Service Agreement, Comprehensive and Automobile Liability Insurance and Workmen's Compensation as follows:

(a) Automobile Liability on owned and non-owned motor vehicles used in connection with this Agreement and shall contain a limit of bodily injury of at least $500,000 per person and a total limit per occurrence of at least $500,000 and property damage limit of $500,000 per accident.

(b) Commercial General Liability with a combined single limit for bodily injury of not less than $1,000,000 injury and $500,000 property damage per occurrence to protect the Contractor against claims for bodily injury or death and damage to the property of others.

(c) Worker's Compensation shall be maintained in accordance with the State of Georgia requirements.

The Housing Authority shall be named as an additional insured on each policy. The Contractor shall furnish WRHA (annually) certificates of insurance.

SELECTION CRITERIA

Service providers shall provide a company profile; number of employees; and the names of key personnel to contact for emergency purposes.

Selection will also be weighted as follows:

Criteria	**Percent Weight**
Hourly Cost	40%
Availability on call	30%
Company Profile	15%
References	15%

Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

Bidders are to insure that they are capable of supplying services in sufficient quantity as needed to meet demand. Pre-qualifications, shall include but not limited to, number, capacity, and experience in servicing developments of a similar size.

The proposal will be awarded to the company submitting the most competitive proposal that includes price, qualifications and responsive service, and meets all the requirements and specifications.

Monthly statements will be mailed to **WRHA to the Director of Facilities Maintenance, Mr. Robert Gidney. Each invoice should detail the cost per service performed. A separate statement for each site (properly identified) is required for WRHA's accounting and consumption records.** Invoices will be paid once a month.

The bidder is solely responsible for the employment, uniform identification, control and conduct of his employees during the course of this contract.

The Contract will become effective on the date of signing for a period of one (1) year with the option for two one (1) year extensions. In the event the bidder does not perform the services as specified herein to the satisfaction of WRHA, the Authority reserves the right to cancel the contract at any time for cause, by giving at least fourteen (14) days written notice of the intent to cancel this contract.

SUBMITTAL REQUIREMENTS

1. Copy of Business License
2. List of at least 4 references.
3. Proposal Sheet
4. All other required documents must be submitted prior to any contract award.

Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

In submitting this proposal, the undersigned agrees:

(a) That the Owner reserves the right to waive irregularities, to reject proposals and to award the Contract to the most qualified contractor, should it be in the best interest of the Owner to do so;

(b) That in the event the contractor does not perform the services as stipulated in the contract to the satisfaction of the Warner Robins Housing Authority, the Authority may cancel the contract at any time by giving at least fourteen (14) days written notice of the intent to cancel the contract; and

(c) The contractor shall be responsible for the employment, control and conduct of his/her employees during the course of the contract.

The undersigned hereby designates his business structure and location:

Contractor is: (check one)

Sole Proprietor ( ) Partnership ( ) Corporation ( )

If the Contractor is a Sole Proprietor, state the following:

Name(s) of Partners:

_____ _____ _____

If the Contractor is a Corporation, state the following:

Organized under the laws of the State of _____

Name(s) and title(s) of officers authorized to sign the contract:

_____ _____ _____

The Proposal is authorized and submitted by:

_____ _____
(Name of Firm) Authorized Official (Please Print)

_____ _____
(Signature) (Title)

_____
(Date)

(Seal and attest Seal if Proposal is submitted by a Corporation)

Warner Robins Housing Authority

112 Memorial Terrace
Warner Robins, GA 31093
478-225-1208 (Office)
478-329-9347 (Fax)

PROPOSAL SHEET

Hourly cost for Roofing **$_____**

Hourly cost for Roofers helper **$_____**

After hours hourly cost **$_____**

Proposal submitted by: _____

Date: _____

Phone Number: _____

EMAIL ADDRESS: _____