Request for Proposal (RFP) No. 2026-01

Project Title: Rochester Middle School & Rochester Primary School Roof Replacements
Issuing Agency: Rochester School District
Date of Issue: May 18, 2026

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1. Introduction & Project Overview

Rochester School District (the "District") is soliciting **sealed proposals** from qualified, licensed roofing contractors to provide a full replacement of the roofing system at **Rochester Primary School and Rochester Middle School**, located in Rochester, Washington.

The purpose of this RFP is to select the **most responsive and responsible proposer whose proposal is determined to be the best value to the District**, considering price, qualifications, experience, and ability to successfully complete the project within the required **Summer 2026 (Mid-June to Mid-August)** construction window while maintaining a safe school environment.

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2. Project Location

Rochester Primary School
7440 James Rd. SW
Rochester, WA 98579

Rochester Middle School
9937 Hwy. 12 SW
Rochester, WA 98579

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3. Scope of Work

The successful contractor shall furnish all labor, materials, equipment, supervision, permits, and services necessary to provide a complete, watertight, and code-compliant roofing system. All work shall be performed in accordance with manufacturer requirements, industry standards, and all applicable federal, state, and local codes.

The Scope of Work includes, but is not limited to, the following:

A. Removal and Disposal

- Complete removal of existing roofing systems, including composition asphalt shingles, underlayment, insulation, fasteners, flashings, and accessories.
- Legal off-site disposal of all removed materials.

B. Deck Inspection and Repair

- Inspection of roof decking following tear-off.
- Replacement of damaged or unsuitable decking unable to receive fasteners.

- Deck replacement shall be addressed through unit pricing or allowance as identified in the proposal.

C. Installation – Composition Shingle Areas

- Ice and water barrier at eaves and valleys
- Synthetic underlayment
- Malarkey Legacy Architectural asphalt shingles
- New flashings, accessories, and code-compliant ventilation

D. Manufacturer Certification

- The contractor must be an authorized or premium level certified installer approved by Malarkey to qualify the project for a full-system warranty.

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4. Warranties

A. Manufacturer Warranty

- A minimum **standard 20-year total system warranty** covering the complete roofing assembly.

B. Contractor Workmanship Warranty

- A minimum **fifteen (15) year written workmanship warranty** covering installation defects.
- All corrective work shall be performed at no cost to the District, including labor, materials, and associated repairs.
- The workmanship warranty shall commence on the date of Final Acceptance.

C. Warranty Submittals

- Draft warranty documents shall be submitted prior to Substantial Completion for District review.
- Final executed warranties shall be provided prior to Final Payment.

D. Warranty Priority

- In the event of a conflict between warranty documents, the warranty providing the greatest benefit and protection to the District shall govern.

5. Project Schedule & Liquidated Damages

The Contractor shall achieve Substantial Completion within the Contract Time established by the District to allow occupancy for the start of the 2026–2027 school year.

Failure to achieve Substantial Completion within the required Contract Time shall result in liquidated damages of Five Hundred Dollars ($500.00) per calendar day for each day beyond the required completion date. Liquidated damages shall accrue beginning the first calendar day following the required Substantial Completion date.

Liquidated damages may be deducted from progress payments or retainage. The parties agree that liquidated damages represent a reasonable estimate of anticipated damages and are not a penalty.

6. General Requirements & Compliance

The successful proposer shall comply with all applicable local, state, and federal laws and regulations.

- **Public Works:** This project is a public works contract as defined by RCW 39.04.
- **Contractor Registration:** Contractors must be registered with the Washington State Department of Labor & Industries (L&I) at the time of proposal submission.
- **Prevailing Wage:** In accordance with RCW 39.12, prevailing wages shall be paid. A Statement of Intent to Pay Prevailing Wages must be filed prior to payment, and an Affidavit of Wages Paid must be filed prior to final payment.
- **Performance & Payment Bonds:** The successful proposer shall provide performance and payment bonds for the full contract amount in accordance with RCW 39.08.
- **Retainage:** The District will withhold five percent (5%) retainage in accordance with RCW 60.28.

7. Minimum Bidder Responsibility Criteria

In accordance with RCW 39.04.350, all proposers must meet the following minimum responsible bidder criteria at the time of proposal submission:

- Valid Washington State Contractor's License (RCW 18.27)
- Unified Business Identifier (UBI) number
- Industrial Insurance coverage (Title 51 RCW)
- Employment Security Department registration (Title 50 RCW)
- Washington State excise tax registration (Title 82 RCW)

- Completion of L&I Public Works Training, if required under RCW 39.04.350
- Not currently debarred from bidding on public works projects

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8. Insurance Requirements

The successful contractor shall maintain insurance coverage meeting or exceeding the following minimum limits:

- Commercial General Liability: $2,000,000 per occurrence / $4,000,000 aggregate
- Automobile Liability: $1,000,000 combined single limit
- Workers' Compensation: As required by Washington State law
- Employer's Liability: $1,000,000

The District shall be named as an **Additional Insured** on a primary and non-contributory basis. Certificates of insurance shall be provided prior to issuance of a Notice to Proceed.

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9. Equity & Inclusion

- **Equal Employment Opportunity (EEO):** The contractor shall comply with all applicable EEO requirements and shall not discriminate in employment practices.
- **MWBE Participation:** The District encourages participation by OMWBE-certified Minority and Women's Business Enterprises. No minimum participation goal is established for this project.

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10. Proposal Submission Process

A. Schedule

Milestone	Date
RFP Issued	May 18, 2026
Site Walkthrough	May 26, 2026**
Deadline for Questions	June 1, 2026
Proposal Due Date	June 4, 2026 @ 2:00pm

The District reserves the right to modify the schedule by addendum.

** A site walkthrough is scheduled for May 26, 2026 at 10:00 AM. All interested bidders are asked to RSVP by emailing the Project Manager at kwyatt@kwacg.com no later than 24 hours prior to the walkthrough. Attendees shall meet at the parking lot at Rochester Middle School.

B. Submission Requirements

Proposals must be submitted in a sealed envelope clearly marked:

"PROPOSAL – ROCHESTER PRIMARY SCHOOL & ROCHESTER MIDDLE ROOF REPLACEMENTS"

Submission Address:
Rochester School District
Attn: Jill Pratt, Business Manager
10140 Highway 12 SW
Rochester, WA 98579

Electronic, emailed, faxed, or digitally transmitted proposals will not be accepted.

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11. Required Proposal Submittals

Proposals shall include, at a minimum:

- Responsible Bidder Questionnaire
- Completed Bid Form
- Non-Collusion Affidavit
- Proof of Contractor Registration and UBI
- Prevailing Wage Acknowledgement
- Relevant Experience and References
- Bonding and Insurance Statement of Ability

Failure to submit required information may result in the proposal being deemed non-responsive.

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12. Evaluation Criteria

Proposals will be evaluated to determine the most advantageous proposal to the District, considering the following criteria:

- Cost Proposal
- Responsiveness to RFP requirements
- Contractor qualifications and relevant experience
- Responsible bidder compliance
- Project approach and schedule, including ability to complete work during Summer 2026
- Quality of references for similar public works projects

The District may seek clarification, conduct reference checks, or request additional information as part of the evaluation process.

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13. Reservation of Rights

The District reserves the right to reject any or all proposals, waive minor informalities or irregularities, request clarification, and award the contract in the best interest of the District in accordance with applicable law.

Responsible Bidder Questionnaire

Project:_____
RFP / Bid No.: _____
Owner / Agency: _____
Bidder (Legal Business Name): _____
DBA (if applicable): _____
Address:_____
City/State/ZIP:_____
Contact Person & Title: _____
Phone:_____**Email:** _____

Instructions

This questionnaire must be completed, signed, and submitted with the proposal. Failure to provide complete and accurate information may result in a determination that the bidder is not a responsible bidder.

Part A — Business & Registration

1. **Unified Business Identifier (UBI) Number:**
   _____
2. **Washington State Contractor Registration Number:**
   _____
   ☐ Active ☐ Inactive
3. **Business Structure:** ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietor ☐ Other: _____
4. **Years in Business:** _____

Part B — Licensing, Insurance & Bonds

5. The bidder holds all required licenses, registrations, and permits to perform public works in Washington State.
   ☐ Yes ☐ No (If no, explain):
   _____
6. The bidder has the ability to obtain required bonds and insurance for this project (including payment and performance bonds).
   ☐ Yes ☐ No (If no, explain):
   _____

Part C — Labor, Wage & Employment Compliance

7. The bidder has not been disqualified from bidding on public works projects in Washington State within the past two (2) years.
   ☐ Yes ☐ No (If no, explain):
   _____

8. The bidder has not been found out of compliance with prevailing wage laws within the past three (3) years, or if so, all issues have been fully resolved.
   ☐ Yes ☐ No (If no, explain):
   _____

9. The bidder complies with all Washington State and federal labor, wage, and hour laws.
   ☐ Yes ☐ No (If no, explain):
   _____

Part D — Taxes & Industrial Insurance

10. The bidder is registered with and in good standing with the Washington State Department of Revenue.
    ☐ Yes ☐ No

11. The bidder is registered with and in good standing with the Washington State Department of Labor & Industries (industrial insurance and contractor registration).
    ☐ Yes ☐ No

12. The bidder is registered with and in good standing with the Washington State Employment Security Department.
    ☐ Yes ☐ No

Part E — Safety & Legal History

13. Within the past three (3) years, the bidder has not been cited for willful safety violations, or if cited, has corrected all violations and is in compliance.
    ☐ Yes ☐ No (If no, explain):
    _____

14. Within the past five (5) years, the bidder has not been involved in litigation, claims, or judgments that would materially affect its ability to perform this project.
    ☐ Yes ☐ No (If no, explain):
    _____

Part F — Subcontractors (if applicable)

15. The bidder will require all subcontractors to meet Washington State responsible bidder requirements and provide documentation upon request.
    ☐ Yes ☐ No

Certification & Signature

I certify under penalty of perjury under the laws of the State of Washington that the information provided in this questionnaire is true, complete, and correct. I understand that the Owner may rely on this information in determining bidder responsibility.

Authorized Representative (Print Name): _____
Title: _____
Signature: _____
Date: _____

This questionnaire is intended to support responsible bidder determinations for Washington State public works projects and may be supplemented with additional documentation upon request.

Non-Collusion Affidavit

Project: _____
RFP / Bid No.: _____
Owner / Agency: _____

Contractor (Legal Business Name): _____
UBI Number: _____

Affidavit of Non-Collusion

I, the undersigned, certify under penalty of perjury under the laws of the State of Washington that:

1. I am the duly authorized representative of the contractor named above and am authorized to make this affidavit on behalf of the contractor.
2. The proposal submitted by the contractor for the above-referenced project has been prepared independently and without collusion, communication, agreement, or understanding with any other bidder or proposer relating to:
    - The amount or terms of the proposal,
    - The intention to submit or not submit a proposal, or
    - Any attempt to restrict or suppress competition.
3. No officer, employee, or agent of the Owner/District has been involved in the preparation of this proposal or has received any improper benefit related to this proposal.
4. The contractor has not knowingly disclosed the contents of its proposal to any other bidder or proposer prior to the proposal due date, except as required by law.
5. The contractor understands that any false statements or misrepresentations made in this affidavit may result in disqualification of the proposal, termination of the contract, or other remedies available under state law.

Certification

I certify under penalty of perjury under the laws of the State of Washington that the foregoing statements are true and correct.

Authorized Representative (Print Name): _____
Title: _____
Signature: _____
Date: _____

This affidavit is required as part of the proposal submittal for Washington State public works projects.

Prevailing Wage Acknowledgement

Acknowledgement

The undersigned contractor hereby acknowledges and agrees as follows:

1. The contractor understands that this project is a **Washington State public works project** and is subject to the prevailing wage requirements of **Chapter 39.12 RCW** and all applicable rules and regulations of the Washington State Department of Labor & Industries.
2. The contractor agrees to pay prevailing wages to all workers, laborers, and mechanics employed on the project in accordance with the applicable wage determinations in effect at the time the work is performed.
3. The contractor acknowledges that, if awarded the contract, it will be required to submit:
    - An **Intent to Pay Prevailing Wages** prior to the release of any payments, and
    - An **Affidavit of Wages Paid** upon completion of the project, in the form and manner required by Washington State law.
4. The contractor understands that failure to comply with prevailing wage requirements may result in withholding of payments, penalties, and other remedies available to the Owner under state law.

Certification

I certify under penalty of perjury under the laws of the State of Washington that I am authorized to make this acknowledgment on behalf of the contractor and that the statements above are true and correct.

Authorized Representative (Print Name): _____
Title: _____
Signature: _____
Date: _____

This acknowledgement is required as part of the proposal submittal and does not replace the statutory Intent and Affidavit forms required after contract award.

Bonding and Insurance Statement of Ability

Statement of Ability

The undersigned contractor hereby certifies and represents the following:

1. The contractor has the **financial capacity and bonding relationship** necessary to obtain all required bonds for this project, including **performance and payment bonds**, in the full amount of the contract, in accordance with Washington State public works requirements.

2. The contractor has the ability to obtain and maintain all required insurance coverages for this project upon award of contract, including but not limited to:

    - Commercial General Liability
    - Automobile Liability
    - Workers' Compensation (Industrial Insurance)
    - Any additional insurance required by the Owner

3. The contractor understands that **actual bonds and insurance certificates are not required at the time of proposal**, but must be provided prior to contract execution or commencement of work, as required by the Owner.

4. The contractor acknowledges that failure to provide required bonding and insurance upon request may result in the proposal being deemed non-responsive or the contract award being withdrawn.

Certification

I certify under penalty of perjury under the laws of the State of Washington that I am authorized to make this statement on behalf of the contractor and that the information provided above is true, complete, and correct.

Authorized Representative (Print Name): _____
Title: _____
Signature: _____
Date: _____

This statement is submitted for proposal evaluation purposes only and does not replace the statutory bonding or insurance requirements applicable after contract award.