

REQUEST FOR PROPOSAL

Services Requested: Parking Lot Asphalt Repairs, Seal Coat*, and Striping

Property Locations: 3 Properties located in Missoula, MT 59808

- 1) NorthCentre I, 2640 North Reserve Street**
- 2) NorthCentre II, 2800 North Reserve Street**
- 3) Lake Shopping Center, 2323, 2401, and 2415 North Reserve Street ***

* only Lake Shopping Center needs seal coated

Gateway Limited Partnership (“**Owner**” or “**GLP**”) is requesting proposals for parking lot asphalt services on three (3) of its properties located off North Reserve. Please read each property’s Scope of Work for details specific to that property.

Note that these properties may be awarded separately.

Contractors (“**Contractor**”, “**Company**”, “**your**” or “**you**”) are hereby invited to submit a statement of qualification and a proposal to provide these services in accordance with this request for proposal (“**RFP**”).

1. RFP SCHEDULE

Issue Date	April 22, 2025
Pre-proposal Site Visit	May 5, 2025
Proposal Submissions Due	May 20, 2025
Notification of Award	May 30, 2025

Proposals will not be evaluated unless all documents requested are submitted in a complete package. The information requested is the minimum required to qualify for consideration. Your statement of qualification should include company history, company principals, safety program, and appropriate licenses. The selected contractor will be required to enter into an agreement based on the specifications outlined in this RFP.

The property is managed by the Washington Corporations’ Facilities Department.

2. SCOPE OF WORK

See the scope of work (“SOW”) for details.

The SOW includes the following documents:

1. SOW – NC1 (2 pages)
2. Exhibit A-1 – NC1 – Drawing (1 page)
3. SOW – NC2 (3 pages)
4. Exhibit A-2 – NC2 – Drawing (1 page)
5. SOW - Lake (3 pages)
6. Exhibit A-3 - Lake – Drawing (1 page)

If there is a contradiction between this RFP and the SOW, this RFP controls.

3. PRE-PROPOSAL SITE VISITS

Before submitting a proposal, Contractors are encouraged to thoroughly examine the property and fully understand the conditions that in any way could affect their proposal. Failure to do so, will in no way, relieve the Contractor from satisfactory performance under the proposal submitted. **A pre-proposal site visit is scheduled for Monday, May 5, 2025 at 10:00 am meeting at North Centre II front parking lot NW corner.**

4. PRE-PROPOSAL QUESTIONS

All questions concerning this RFP and all correspondence must be submitted in writing by contacting:

Brian Brush, bbrush@washcorp.com
cc: maintenancebids@washcorp.com

Questions will not be accepted by phone. All questions must include contractor's name and email address and be submitted 72 hours prior to proposal due date.

5. QUALITY CONTROL & SUBCONTRACTING

Work performed under this proposal shall be performed in accordance with a contract between you and Owner. If the contract allows, subject to approval in writing by Owner's representative, you may subcontract any work to be performed under this contract. However, your election to subcontract any work does not relieve you from any responsibility or liability under this contract. Work must be successfully completed in accordance with all applicable state and federal regulations and laws.

6. INSURANCE REQUIREMENTS

Contractor and all subcontractors shall procure and maintain the following types and limits of insurance for the duration of this Agreement:

<u>Type of Insurance</u>	<u>Limits of Liability</u>
Worker's Compensation	Statutory
Employer's Liability	\$1,000,000
Commercial General Liability – Personal Injury/Property Damage	\$1,000,000 combined single limit per occurrence; \$2,000,000 aggregate
Automobile Liability – Bodily Injury And Property Damage -Hired car, owned and non-owned autos	\$1,000,000 combined single limit per occurrence

Owner shall be an additional insured on Contractor's commercial general liability and automobile liability policies, including a waiver of subrogation on both policies in favor of GLP.

A signed Certificate or Certificates of Insurance shall be furnished to Owner before work is performed or furnished by Contractor. Contractor shall provide notice to Owner in accordance with the insurance policy of any change, modification, cancellation or termination of any insurance policy.

Contractor shall proactively provide Owner with updated insurance certificates on an annual basis.

7. PROPOSALS

7.1 Proposals are due by **11:59 P.M. Tuesday May 20, 2025**

PROPOSALS must be submitted online at: <https://maintenancebid.washcorp.com>.

Bid Detail/Proposal must include:

- A. North Centre I
 - 1. Cost per sq. ft – striping
 - 2. Mobilization Cost
 - 3. Total cost of parking lot
- B. North Centre II
 - 1. Cost per sq. ft – striping
 - 2. Cost of repairs per sq. ft – asphalt
 - 3. Mobilization Cost
 - 4. Total cost of parking lot
- C. Lake Property
 - 1. Cost per sq. ft – striping
 - 2. Cost per sq. ft. – Seal Coat
 - 3. Mobilization Cost
 - 4. Total cost of parking lot
- D. Other Costs
 - 1. Provide Time and Material rate for additional work not specified
 - 2. Other (any other fees)*

* Contractor's bid will include costs of all equipment, fuels, materials, insurances, fees and transportation costs associated with all aspects of the work.

7.2 Required Documents *(Current contractors only need to submit the proposal)*

- Proposal (All costs including but not limited to taxes and insurance)
- Statement of qualification & certifications
- Licenses – Business, etc.
- Sample invoice
- References - three to five independent references required
- Certificate of insurance evidencing current coverage as noted in this RFP

All contractors submitting a proposal may be subject to a background check.

8. CONTRACTOR QUALIFICATIONS

- 8.1 Contractor certifies that is has completed within the past three (3) years a minimum of three (3) projects of similar nature and scope of work.
- 8.2 Contractor maintains a permanent place of business with a minimum of five (5) years in the business.



9. OWNER RESERVATIONS

9.1 Owner reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by Owner to be in the best interests of Owner even though not the lowest bid.

9.2 Owner reserves the right to negotiate any and all elements of any proposal.

*****End of RFP*****