

REQUEST FOR PROPOSAL

Plattsburg Head Start Facia Board and Soffit Repair

Project Owner:

Community Action Partnership of Greater St. Joseph
Contact: Ashley Phillips
Email: aphillips@capstjoe.org

Project Location:

305 N 7th, Plattsburg, MO 64477

Bid Submission Deadline:

05/28/2026

PROJECT SUMMARY

The Community Action Partnership is seeking proposals for the repair of damage exterior roof-edge components on the Plattsburg Head Start to repair the facia and soffit board. This will be a Davis-Bacon Prevailing Wage Job.

SCOPE OF WORK

1. Removal of gutter sections
2. Replace fascia and soffit if necessary
3. Check drip edging/flashing determine if repair is necessary
4. Reinstall or replace gutter
5. Paint or seal

CONTRACTOR REQUIREMENTS

- Must hold appropriate licenses and insurance in the State of Missouri.
- Must comply with all federal, state, and local regulations.
- Must follow environmental health and safety standards.
- Contractor will be required to pay prevailing wage, and provide certified payroll reports.

BID SUBMISSION REQUIREMENTS

All bids must include:

- Company name and contact information
- Proof of insurance
- Description of proposed repair method
- Materials to be used
- Estimated project duration
- Warranty information for workmanship and materials
- Total project cost with itemized pricing if possible

Submit bids to: Ashley Phillips

Name: Ashley Phillips

Email: aphillips@capstjoe.org

EVALUATION CRITERIA

Bids will be evaluated based on:

- Overall cost
- Contractor experience and qualifications
- Proposed timeline
- Completeness of submission
- Compliance with project specifications

PROJECT TIMELINE

Expected project start date: June 15, 2026

Completion deadline: June 30, 2026

(Timeline may be negotiated based on contractor availability and program needs.)

SITE VISIT

To schedule a visit, contact Ashley Phillips at aphillips@capstjoe.org prior to 05/28/2026.