

## **Request for Proposal (RFP)**

### **TPO Roof Retrofit System**

Community Action Partnership Head Start

1015 West 4th Street, Cameron, MO (Clinton County)

#### **1. Introduction**

Community Action Partnership Head Start ("Owner") is soliciting proposals from qualified roofing contractors to provide all labor, materials, equipment, and supervision required to install a TPO retrofit roof system at its facility located at 1015 West 4th Street, Cameron, MO.

This project must be performed in accordance with the Scope of Work outlined in this RFP, manufacturer's specifications, applicable building codes, and Missouri State Prevailing Wage Laws.

Project max cost \$130,000

#### **2. Scope of Work**

##### **2.1 Roof System Installation**

Preferred Option/Other options, or phases will be considered

- Install EPS flute filler mechanically fastened over the existing metal roof.
  - Install ½" coverboard over flute filler.
  - Fully adhere a 60 mil TPO membrane to the coverboard.
  - Complete all flashing, seams, penetrations, and terminations in accordance with manufacturer's specifications.
- \*Contractor can also provided recommended most cost-effective option, if available

##### **2.2 Sheet Metal Work**

- Fabricate and install new coping, gravel stop, gutters, and downspouts.
- All sheet metal to be 24-gauge prefinished steel.

##### **2.3 Warranty**

- Provide a workmanship warranty covering defects in installation.
- Optional manufacturer's warranty shall be priced separately.

### **3. General Requirements**

- Work Hours: Monday – Friday, 7:00 AM – 5:30 PM, unless otherwise approved. -  
Prevailing Wage: Contractor shall comply with Missouri State Prevailing Wage Laws. --  
Weekly Certified payroll records must be submitted.
- Safety: All work shall comply with OSHA standards.

### **4. Proposal Requirements**

Proposals must include the following information:

1. Company name, address, and primary contact information.
2. Proof of licensing, bonding, and insurance.
3. Project approach and timeline.
4. Itemized cost proposal, including base bid and any alternatives (e.g., manufacturer's warranty options).
5. Local references from at least three similar projects completed within the last five years.

### **5. Evaluation Criteria**

Proposals will be evaluated based on the following factors:

- Compliance with Scope of Work and RFP requirements.
- Contractor qualifications, experience, and references.
- Cost competitiveness and clarity of pricing.
- Warranty coverage and quality of proposed materials.
- Ability to meet project schedule.

### **6. Submission Instructions**

- Deadline: 11/10/2026
- Delivery: Proposals must be submitted to [aphillips@capstjoe.org](mailto:aphillips@capstjoe.org).

### **7. Questions**

Arnold McClain at 1.816.722.1045

### **8. Rights Reserved**

The Owner reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed to be in the best interest of the organization.