



Date: February 22, 2021

To: EMSA Board of Trustees

CC: Jim Winham, President & CEO
Lora Conger, CFO
Angela McLain, CRO and Compliance Officer

From: Frank Gresh, CIO
Brian Bottom, Facilities Maintenance Manager

Re: Roof Replacement and Repair RFP #FM2021-0001

RFP# FM2021-0001 was released on January 22, 2021. The purpose of the RFP was to solicit proposals from qualified vendors for two projects at our new Oklahoma City location. The first project was to replace the roof on the front part of the building, the second project was overall maintenance and needed repairs on all of the other roofs. The roof replacement was needed because the existing roof was original to the building and had multiple leaks throughout the entirety of it. There were six responses received. The proposers are Citadel Roofing, Evans Roofing, Ground Zero Roofing, Heritage Hills Roofing and Construction, Tier 1 Roofing, and Warranty Roofing.

We received a variety of proposals because we intentionally did not specify that any particular materials or processes be used in the replacement. We brought in a roofing materials expert (that had no relationship to any of the proposers) for their guidance and recommendations as to what materials and processes were being proposed. Several of the roofers did not propose a total replacement of the roof, rather they recommended a “layover” roof (after mitigating existing wet insulation) that was simply installing new roof material on top of existing material. After reviewing that method, we have determined it is in our best interest to do a complete “tear off” of the existing roof and full replacement using Thermoplastic Olefin (or TPO) roofing materials. Performing a total replacement will substantially improve the life of the new roof and mitigate any underlying issues. Only three vendors provided the complete tear off option.

As we reviewed the proposals, we noted that many of the vendors did not include enough information in their response to allow us to completely evaluate the organizations to make sure that they were actually qualified to provide the services EMSA requested.

After thoroughly reviewing all proposals, we find that Evans Roofing is the Lowest Secure Bidder with a compliant proposal that meets or exceeds all our specifications for both projects.

We recommend we proceed with both projects with Evans Roofing as the vendor. The reasons for this recommendation are as follows:

- Evans provided the most comprehensive proposal that covered not only recommendations about the roof, but also information about the company so that we could properly evaluate them and their proposal.
- Evans provided much more information about the roof substructure and is recommending a much better level of insulation that will allow our HVAC systems to perform more efficiently.
- Evans proposed using a fully adhered system for the roof vs a mechanically connected roof system which will help prevent leaks and damage to the roof in the Oklahoma wind.

Attached to this memorandum you will find a review document that covers all our criteria and does a side-by-side cost comparison.

Should you have any additional questions, please feel free to ask

Request for Proposal: Roof Replacement and Repair: Proposal Review and Pricing Evaluation
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Evaluation of responses

Item #	Requirement	Citadel Roofing	Evans Roofing	Ground Zero Roofing	Heritage Hills Roofing and Construction	Tier 1 Roofing	Warranty Roofing
1) Process Overview and Procedures							
1.3	Schedule – were proposals received on time?	Yes	Yes	Yes	Yes	Yes	Yes
1.4	Attended pre-bid conference and building walk-through?	Yes	Yes	Yes	No – but clearly inspected the roof prior to proposal submission	Yes	Yes
1.5	Proposals provided in response to the RFP should be valid for a minimum of 180 days	No	No	No	No	No	No
1.7	Proposals must be organized and indexed in the format identified herein in Sections 2 and 3.	No – proposal was two pages and a page of references	Yes – not fully in requested format, but sufficiently indexed as to find things in the proposal	No- provided two pages of proposals, one page of references and one page of insurance	Partial – provided most of the information, but not indexed.	Yes– not fully in requested format, but sufficiently indexed as to find things in the proposal	Partial – provided some of the information, but not indexed.
1.7	A PDF (or equivalent) electronic copy of the response is required. It must be sent via email by the date and time identified above. The subject line should clearly state that it is a vendor’s proposal and reference this RFP. It should be sent to the contact listed below.	Yes	Yes	Yes	Yes	Yes	Yes
2) Proposer Information (responses to each point must be included in proposer’s response)							
2.0	The proposer <u>must provide a history for their company.</u> Information to be included in this	No	Yes	No	Partial	Yes	Yes

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	section is <u>tax identification number, age of company, number of employees, experience with comparable accounts, and a brief description of the existing relationship with EMSA if there is one</u> , including past purchases in excess of \$50,000.						
2.1	All proposals should outline the proposer's and/or manufacturer's customer support methodologies as well as examples of how the customer support is provided. Further information about warranties and support should be outlined in section 3.	No	Yes	No	Yes	Yes	Yes
2.2	References provided and acceptable	Yes	Yes	Yes	Yes	Yes	Yes
2.3	Provided contact information for reference	Yes	Yes	Yes	Yes	Yes	Yes
2.4	Each proposer <u>must provide financial background of their organization</u> for evaluation of the stability of the company.	No	Yes	No	Yes	Yes	Yes
2.5	The proposer must clearly stipulate that payment is due no earlier than thirty (30) days after invoice and appropriate acceptance by EMSA.	No	Yes – Provided timing of payments required.	No	Yes	No	Yes

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2.6	Provide all pertinent information related to the proposer(s) insurance carriers and levels of coverage, including liability, worker's compensation, etc.	No	Yes – Certificates with EMSA as named certificate holder provided	Yes	Yes	Yes – Certificates with EMSA as named certificate holder provided	Yes
2.7	Non-Collusion	No	No	No	No	No	No
2.8	Non-Exclusion from Medicare/Medicaid	No	No	No	No	No	No
2.9	All shipping, handling, and freight costs should be included the proposal as much as possible.	No	Yes	No	Yes	Yes	Yes
3) Solution Overview and Requirements							
3.0	The purpose of this RFP is to solicit <u>two separate and distinct proposals including pricing</u> from qualified organizations, one for the roof replacement on roof 1 and one for the roof repairs on roofs 2-5. Two separate proposals provided?	Yes	Yes	Yes	Yes	Yes	No – only provided proposal for roof replacement (provided three options)
3.1	Type of roof replacement proposed (lay over vs. tear off)?	Provided both lay over and tear off options	Provided both lay over and tear off options	Only provided tear off	Only provided lay over and pour over options	Only provided lay over	Only provided lay over
	Fastening system recommended?	Lay over – adhered Tear off – mechanically attached	Both options – fully adhered	Mechanically fastened	Fully adhered and poured on	Fully adhered	Options for mechanically fastened and fully adhered

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	Warranty Period and information provided	Yes	Yes	Yes	Yes	Yes	Yes
3.2	Provided proposal for both roof replacement and repair of other roofs?	Yes	Yes	Yes	Yes	Yes	No – only provided proposal for roof replacement (provided three options)
	Provided overview and plan for inspecting and repairing all of the other roofs?	Yes – not very detailed	Yes – specific as to what will be done	Yes – specific as to what will be done	Yes – specific as to what will be done	Yes – Specific for each individual roof	N/A
	Provided specific issues that need to be addressed?	No	Yes	No	No	Yes	N/A
4) General							
4.1	Attested to General Terms and Conditions	No	No	No	No	No	No
4.3	Copies of appropriate organization licensure for work that is in the scope of these projects should be included with the proposals.	No	Yes	No	Yes	No	Yes

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Pricing Evaluation

Type of Replacment Roof 1	Citadel Roofing	Evans Roofing	Ground Zero Roofing	Heritage Hills Roofing and Construction	Tier 1 Roofing	Warranty Roofing
Lay Over (Primary Option)	\$ 78,215.00	N/A		\$ 129,250.00	\$ 132,000.00	\$ 70,300.00
Lay Over (Other Options)				\$ 78,950.00	\$ 175,636.00 ³	\$ 87,940.00
Tear Off	\$ 126,875.00	\$ 167,238.40	\$ 132,900.00	N/A	N/A	N/A
Tear Off (Other Options)		\$ 122,813.00 ²				
Roof Repairs	\$ 6,000.00 ¹	\$ 33,600.00	\$ 26,675.00	\$ 19,624.25	\$ 6,260.00 ⁴	N/A
Roof Repairs (Other Options)					\$ 7,500.00 ⁵	
					\$ 15,000.00 ⁶	

¹ Proposal stated Cost: Not to exceed \$6,000 without prior approval

² This was a partial tear off in the leak areas only (front of the building)

³ This is a hail resistant option

⁴ This does not include roof 5 (see appendix)

⁵ This is an option to coat roof #5

⁶ This is an option to retrofit a TPO metal roof #5



Roof Replacement and Repair for New Oklahoma City Office

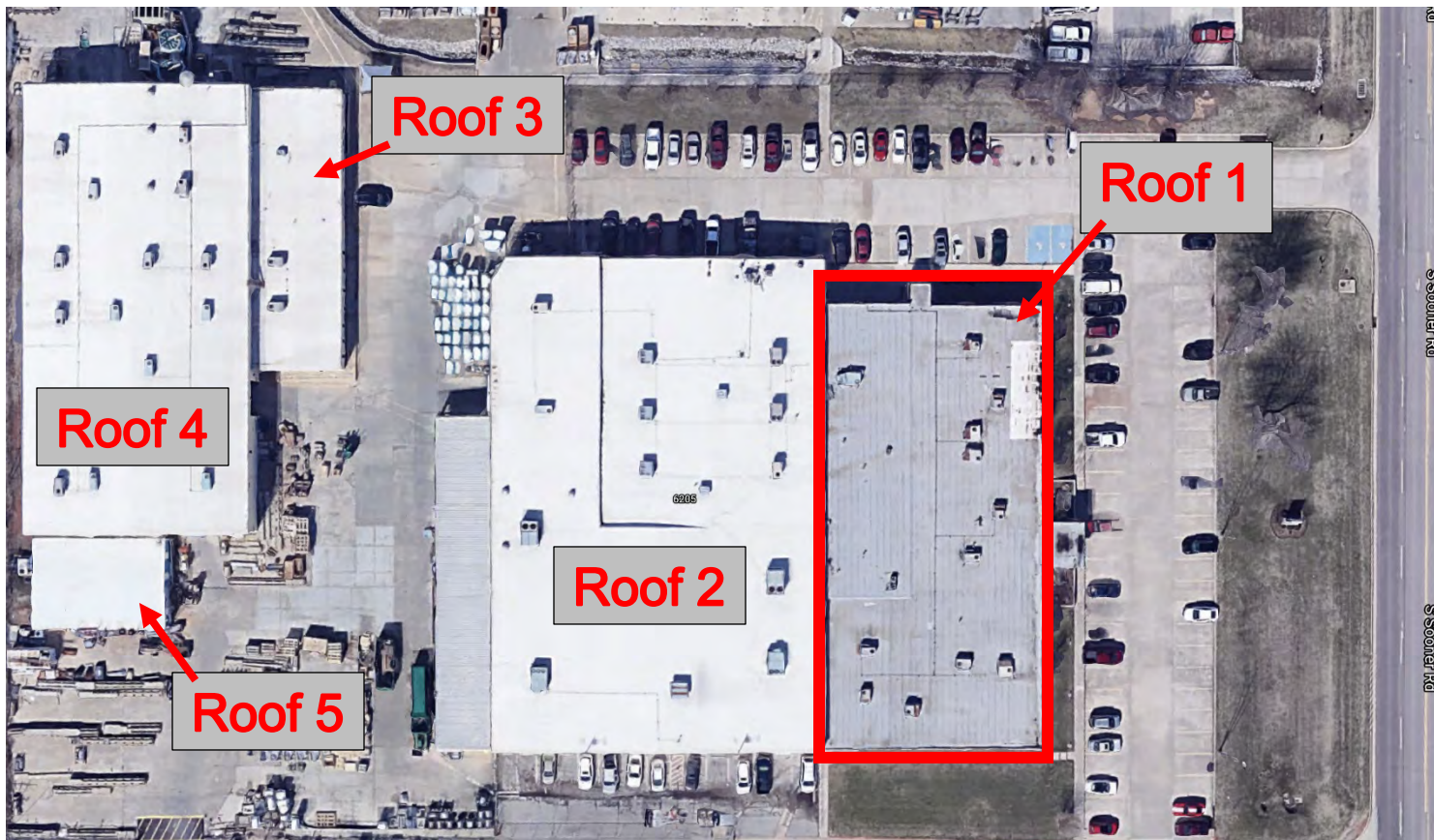
January 22, 2021

**RFP# FM2021-0001
Attachment 1**

Roof Arial Photos

**Emergency Medical Services Authority (EMSA)
1111 Classen Drive
Oklahoma City, OK 73103**

Figure 1: Arial overview of property showing all of the roofs.



Pictures on the following pages show the property in a more three-dimensional view. These are all from Google (<https://www.google.com/maps/@35.4034285,-97.424843,166m/data=!3m1!1e3>).

Figure 2: From the south looking north



Figure 3: From the west looking east



Figure 4: from the north looking south



Figure 5: from the east looking west

