REQUEST FOR PROPOSALS (RFP)

Pathfinder Elementary ROOF REPLACEMENT PROJECT

Issuing Organization: Fremont Public Schools
Project Location: Pathfinder Elementary, 109 W 44th, Fremont, MI, 49412
RFP Release Date: 11/20/2026
Proposal Due Date: 12/17/2026 at 1:00 PM EST
District Contact: Sean Seabolt – Director of Operations, 231-373-9163, sseabolt@fremont.net
Owner's Representative / Project Manager: Jay Boyd, 616-570-4687, jay@crsIIcreps.com

1. Overview & Project Scope

Fremont Public Schools (the "District") is soliciting sealed or electronic proposals from qualified, experienced commercial roofing contractors (each a "Bidder") for the reroofing and roof replacement project at **Pathfinder Elementary**, located at 109 W 44th, Fremont, MI, 49412. The project generally consists of furnishing all labor, materials, tools, equipment, supervision, and permits necessary to complete the installation and warranty of a Sure Seal 60 mil EPDM membrane Fully Adhered Roofing System including flashings and insulation as specified herein.
Roof Section 1, in strict accordance with the technical specifications in **Appendix B**.
Roof Section 2, 4-peaked LGI areas to be 30-year warrantable shingled roof.

2. Proposal Schedule & Submission Instructions

Milestone	Target Date / Time	Details
RFP Release	11/20/26	Distributed to prospective contractors and posted publicly.
Pre-Bid Conference & Walk-Through	12/9/26 at 1:00 PM	On-site inspection at Pathfinder Elementary – Media Center.

Milestone	Target Date / Time	Details
Substitute System Pre-Qualification	11/25/26 at 3:00PM	Written requests for alternate manufacturers due to Owner's Representative.
Deadline for Bidder Questions	12/14/26 at 1:00 PM	Submit all RFIs in writing to sseabolt@fremont.net, and jay@crsIIcreps.com
Proposals Due	12/17/26 at 1:00 PM	Late proposals will not be accepted under any circumstances.
Board of Education Action	January 2026 Board Meeting	Selected contractor notified the following business day.
Substantial Completion Deadline	July 30, 2027	All work must be finalized prior to the start of the academic year.

Submission Delivery Methods: Proposals must be received no later than **12/17/26, 1:00pm** via one of the following methods:

- **By Mail / Hand Delivery:** Fremont Public Schools, Attn: Sean Seabolt, 450 E Pine, Fremont, MI, 49412. Clearly mark the sealed envelope: *Pathfinder Elementary Roof RFP"*.
- **By Email:** Send PDF packet to **sseabolt@fremont.net** with the exact subject line: *"Pathfinder Elementary Roof RFP"*.

3. General Terms & Proposal Requirements

1. **Compliance with Specifications:** Proposals shall be prepared in full compliance with all provisions of this RFP and **Appendix B**. Bids stating merely "as per plans and specs" without itemized compliance will be rejected.

2. **Intent to Respond:** Interested Bidders are strongly encouraged to email an Intent to Respond to **sseabolt@fremont.net** to ensure receipt of all addenda, pre-bid notes, and clarifications.
3. **Site Inspection & Existing Conditions:** Before submitting a proposal, each Bidder shall inspect the job site to verify all roof dimensions, penetrations, drainage conditions, and obstacles. Failure to inspect the site or inquire about ambiguities shall not relieve the selected Bidder from full compliance with the Contract Documents or serve as a basis for change orders.
4. **Ambiguities & Addenda:** Any Bidder discovering a discrepancy, omission, or conflict in the RFP must notify the District in writing prior to the question deadline. Clarifications will be issued exclusively via written addenda to all registered Bidders.
5. **Required Proposal Forms (Appendix A):** Each Bidder must complete and submit all required forms in **Appendix A**: (a) Official Bid Proposal Form, (b) Notarized Familial Relationship Disclosure Affidavit, and (c) Notarized Iran Economic Sanctions Act Compliance Affidavit.
6. **Bonding & Insurance:** *A 5% Bid Bond and 100% Performance/Payment Bond are required.* Awarded Contractor must provide a Certificate of Insurance naming Fremont Public Schools as Additional Insured prior to mobilization.
7. **District Rights & Indemnification:** All proposals become the property of the District upon submission. The District reserves the right to accept or reject any or all proposals, waive informalities or irregularities, and award the contract to the lowest qualified, responsible Bidder deemed in the District's best interest. By submitting a bid, each Bidder agrees to indemnify and hold harmless the District, its Board members, employees, and consultants from any claims arising out of the bidding process.

APPENDIX A: REQUIRED BIDDING & DISCLOSURE FORMS

A-1. Official Bid Proposal Form

Having carefully examined the RFP, project site, technical specifications (Appendix B), and Addenda Nos. _____, the undersigned proposes to furnish all labor, materials, equipment, and supervision required to complete the **Pathfinder Elementary Roof Replacement Project** for the lump-sum price(s) below:

Bid Item / Scope Description	**Proposed Lump-Sum Price**
Base Bid: Roof Section 1- Flat	$_____

Bid Item / Scope Description	Proposed Lump-Sum Price
Base Bid: Roof Section 2-4 shingled area	$_____
TOTAL COMBINED PROPOSAL PRICE	**$**_____
Unit Price (if applicable): Damaged Metal/Wood Deck Replacement (per sq. ft.)	$_____ / sq. ft.
Unit Price (if applicable): Wood Blocking Replacement (per linear ft.)	$_____ / linear ft.

Bidder Company Name: _____
Address: _____
Authorized Representative Name & Title: _____
Phone / Email: _____

Signature & Date: _____

A-2. Familial Relationship Disclosure Affidavit

(Required pursuant to MCL 380.1267 for Michigan Public School Districts — adapt if outside Michigan)
The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirements provided in the Request for Proposals, hereby represents and warrants, except as provided below, that **no familial relationships exist** between the owner(s) or any employee of the Bidder and any member of the Board of Education of [School District Name] or the Superintendent of [School District Name].
List and describe any Familial Relationships (write "NONE" if not applicable):
_____
_____
_____
_____
BIDDER: _____
By (Signature): _____ **Its (Title):**
_____

STATE OF MICHIGAN)
COUNTY OF _____) ss.
Subscribed and sworn to before me on this _____ day of _____, 20____, by _____.
_____, Notary Public
_____ County, Michigan | My Commission Expires: _____

A-3. Affidavit of Compliance – Iran Economic Sanctions Act

(Michigan Public Act No. 517 of 2012)
The undersigned, the owner or authorized officer of the below-named applicant (the "Applicant"), pursuant to the compliance certification requirement provided in the [School District Name] Request for Proposals, hereby certifies, represents, and warrants that the Applicant (including its officers, directors, and employees) is **not an "Iran linked business"** within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Applicant is awarded a contract, the Applicant will not become an "Iran linked business" at any time during the course of performing any services under the contract. The Applicant acknowledges that any person found to have submitted a false certification is responsible for a civil penalty of not more than $250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine, and shall be ineligible to bid on a request for proposal for three (3) years from the determination date.
APPLICANT: _____
By (Signature): _____ **Title & Date:** _____
STATE OF MICHIGAN)
COUNTY OF _____) ss.
Subscribed and sworn to before me on this _____ day of _____, 20____, by _____.
_____, Notary Public
_____ County, Michigan | My Commission Expires: _____

APPENDIX B: TECHNICAL ROOFING SPECIFICATIONS

Part 1 — General Requirements