**EXHIBIT A**

**Project Location**

Sumner Cemetery, Parcel #0420233058, 12324 Valley Ave E, Puyallup, WA 98372

**Introduction**

The City of Sumner is seeking a Contractor to overlay existing chapel mausoleum roof and install new densdeck and TPO single-ply membrane.

This project will be completed according to small public works project guidelines, with solicitation from a minimum of five (5) contractors listed on the MRSC Public Works Roster. Award of this contract will go to the lowest responsible quotation.

**Scope of work**

The Contractor will be required to provide all service and work to complete the project within thirty (30) working days. The quote shall consist of the cost to repair the roof of the Chapel Mausoleum. All demolition and removal of debris shall be in accordance with all applicable City, County, State and Federal Laws.

Overlay existing, approximately 3,710 square foot, chapel mausoleum roof and install new densdeck and TPO single-ply membrane. Project includes:

1. Prepare grounds and building as necessary for construction.
2. Provide and install densdeck gypsum board to the entire roof deck (glued down).
3. Provide and install (4) new bell drains (size to be determined).
4. Provide and install new pipe flashings to the (8) gas exhaust stacks and the (1) plumbing pipe.
5. Provide and install TPO thermoplastic polyolefin single-ply membrane to the entire roof deck, with all flashings and accessories required for proper installation.
	1. Membrane to be fully adhered using TPO bonding adhesive
6. Provide and install new 26 gauge coping metal to the parapet walls with new neoprene screws.
7. Daily, all debris generated by contractor will be cleaned up and/or organized in a professional manner, including gutters and downspouts, as to not interfere with the services provided at the Cemetery.

Provide final architectural/construction drawings and/or designs for the work noted above.

*Install any necessary sediment and erosion control measures to prevent sediment transport (silt fence, straw waddles, etc.). Wetlands should not be impacted as a result of this project.*

The City of Sumner intends to commence this project within 10 calendar days after execution of contract and the issuance of a notice to proceed, with all work completed within 30 working days.

**Selection Procedure**

Subsequent to the deadline for acceptance of quotations, the City will evaluate the quotations and related submission materials, as outlined above, and will determine rankings based upon the lowest responsible bid. If an agreement cannot be reached with the lowest responsible bidding company, the City will contact the company with the next-lowest responsible bid and attempt to negotiate with that company. The process will be repeated until an agreement is reached.

**Selection Criteria**

The Contractor selected for this project will be the lowest responsible bidder as defined by RCW 43.19.1911(9).

**Submittal Deadline**

One copy of the quote in response to the bid request must be mailed or emailed to the attention of Derek Barry, Public Works Manager, at 1104 Maple Street Suite 260, Sumner, WA 98390 or derekb@sumnerwa.gov, by **10:00 a.m., on Tuesday, October 16, 2018**. Digital submittals shall be Adobe Acrobat PDF format. The applicant is responsible for insuring that digital submittals have been received, bounced emails or other delivery failure will not justify a late submittal.

Any quotation received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted as proof of submittal. Deliveries in person will be accepted by the Public Works Department, 2nd Floor, City Hall, 1104 Maple St, Sumner, WA 98390.

**Proposal Contact Person**

All questions regarding this solicitation should be directed to Derek Barry, Public Works Manager, at 253.299.5714.

The City of Sumner in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Contractors that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit quotation in response to this bid request and will not be discriminated against on the grounds of race, color or national origin or sex in consideration for an award.

**Attachments**

* Proposal