

Request for Quotes
9/23/2025

Agency: Muhlenberg Job Corps Center
3875 State Route 181 N.
Greenville, KY 42345



This is a Subcontracting Opportunity

I. SOLICITATION

This Request for Quote is provided for the repairs to affected roofing area on building 1436 at the Muhlenberg Job Corps Center operated by Insights Training Group, LLC under Contract number **1605JE22C0007** with the United States Department of Labor. The extent of the work is described below.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the solicitation. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes (RFQ). Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the RFQ. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the request to quote. The full listing of the Terms and Conditions can be found on the Insights website at www.insightssl.net.
- (2) Award on the quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by e-mail shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to **MuhlenbergPurchasing@jobcorps.org**.

1. REPRESENTATION

A. Specific Requirements

1. The parties mutually agree that this agreement shall be in effect **once a PO is generated and provided to the vendor who is awarded business with MJCC.**
2. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
3. All conflicts and requests for interpretation or clarification shall be submitted to the Muhlenberg Job Corps Center Director.

B. Specific Requirements

The prospective offerors must take such steps as may be necessary to ascertain the nature and scope of the work.

1. **A pre-bid onsite visit will be held on October 8th, 2025 10:00am CST.**
2. **Any follow up questions will need to be submitted to the Purchasing Agent by October 15th, 2025 5:00pm CST.**
3. **Follow up questions will be answered and shared with all interested bidders by October 20th, 2025 at 5:00pm CST.**
4. **Quotes must be submitted by Friday, October 24th, 2025 at 5:00pm CST.**
5. **Once awarded, Contractor must be able to start to provide a timeline for prompt delivery of supplies and for completing labored repair services as agreed to with the MJCC's Corporate team.**

II. INSTRUCTIONS – QUOTE SUBMISSION REQUIREMENTS

All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

1. Offerors must provide evidence of licenses, certification, and be registered in the State of Kentucky to perform the scope of work [as applicable].
2. Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
3. Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Labor and materials cost must be detailed in the response when applicable. Labor Rates will be determined as applicable under FAR 22.403-1-CWRR. Contractor Wage Rate Requirement.
4. A minimum 60-day bid guarantee is required.
5. Goods and services are sales/use tax-exempt.
6. Subcontractor must accept purchase orders with net terms.
7. Subcontractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9

a. Contractor must acknowledge the need for and provide proof of their ability to secure bonding (performance and payment). The Miller Act requires that prime contractors for the construction, alteration, or repair of Federal building furnish a payment bond for contracts in excess of \$100,000.

III. SCOPE OF WORK (SOW):

In 2023/2024 a new roof was installed on MJCC's Dorm Building #1436. Persistent leaks have occurred on rear side of the building.

1. **Qualified roofing contractors should bid the removal of all shingles, underlayment and metal work at cricket parapet area including the area about 4' around and above the cricket detail at the affected area.**
2. **Roofing Contractor is to verify source of the leaks and confirm that no water is traveling under/above underlayment from somewhere up-slope of the cricket.**
3. **Replace any damaged plywood, install ice /water shield/proper shingle underlayment over entire affected area**
4. **Furnish/install new shingles, step flashing, counterflashing, and metal over parapet. All material to match existing. Apply proper sealant on brick in affected area.**
5. **This area appears to require approximately 200 square feet of new roofing material in total, Contractor must determine actual affected area during the site visit.**
6. **Warranty required for any repairs made.**

There are 2 options available based on prior inspections of the affected area: [Next Page]

OPTION 1

Project Overview

This project involves a partial shingle roof replacement for the northeast side of Building 1436 Dormitory. The work will address multiple deficiencies identified during inspection, including issues with the original installation and damaged flashing. The primary goal is to restore the roof's integrity, prevent water intrusion, and ensure proper drainage and flashing performance. This project will be completed under a surety bond, ensuring performance and compliance with all required standards.

Scope of Work

The contractor will replace approximately 13 squares (1,300 sq. ft.) of shingles in the tarp-covered area on the northeast side of the building and an additional 4 squares (400 sq. ft.) for localized repairs on other roof planes, totaling 17 squares (1,700 sq. ft.).

Demolition and Preparation

- Carefully remove all shingles, underlayment (if necessary), flashing, and trim from affected areas.
- Inspect roof decking for structural damage and notify the Maintenance Manager immediately if replacement is required,
- Install appropriate temporary safety measures and protective coverings to safeguard landscaping, building components, and occupants.

Installation Requirements

- Replace shingles using Owens Corning Duration Series, color Amber (non-cool).
- Install underlayment meeting ASTM D226 or equivalent standards.
- Replace all affected flashing, including parapet flashing, end wall flashing, skylight flashing, and any other components necessary to ensure watertight integrity.
- Use corrosion-resistant nails and fasteners per manufacturer specifications.
- Ensure proper installation of step flashing and integration with shingles and underlayment for full waterproofing.
- Follow all manufacturer installation guidelines and local building codes.
- All joints, seams, and penetrations in the roofing system must be properly sealed with a high-quality roofing-grade sealant compatible with shingles, flashing, and underlayment materials.
- Areas requiring caulking include:
 - Flashing along parapets, end walls, and skylights
 - Seams between new and existing flashing
 - Roof penetrations such as vents, pipes, and mechanical supports
- The contractor shall prepare all surfaces prior to caulking by removing dirt, debris, and moisture to ensure proper adhesion.
- Apply caulking smoothly and continuously to prevent gaps, voids, or over-application that may cause streaking or pooling.
- Tool and finish all caulking to provide a neat, uniform appearance while maintaining full coverage for waterproofing.
- Verify all caulked areas after curing to ensure watertight integrity and adjust as necessary.
- All caulking work must comply with manufacturer recommendations and applicable building codes to prevent water intrusion and roof system failure.

Flashing and Associated Work

- Replace any improperly installed or damaged flashing at parapets, end walls, skylights, and other affected areas.
- Verify all flashing is correctly integrated into the roofing system to prevent leaks.

Cleanup and Disposal

- Maintain a clean work area throughout the project.
- Conduct a final magnet sweep to remove nails or sharp debris.
- Dispose of old materials at a licensed facility in compliance with local environmental regulations.

Bonding and Safety Compliance

- The contractor must provide a surety bond guaranteeing project completion and quality of work.
- Work must comply with OSHA safety standards, including:
 - Fall protection (29 CFR 1926 Subpart M)
 - Ladder safety (29 CFR 1926 Subpart X)
 - Personal protective equipment standards (29 CFR 1926 Subpart E)
- A site-specific safety plan must be submitted before work begins, detailing emergency procedures, fall protection measures, and daily toolbox talks.

Deliverables

The contractor will provide:

- Proof of bonding and insurance prior to project start.
- A safety plan and work schedule before mobilization.
- Manufacturer warranty documents for all roofing materials.
- Minimum One-year contractor workmanship warranty along with all appropriate manufacturer's warranty.
- A final project report with photos and inspection checklists signed by both contractor and center representative(s).

Project Schedule

PHASE	DURATION (In Days)	START DATE	END DATE
Mobilization / Safety Setup			
Tear-Off & Preparation			
Shingle & Flashing Install			
Final Cleanup & Inspection			
Total Estimated Duration:			

Acceptance Criteria

The project will be considered complete when:

- All shingles and flashing are replaced according to specifications.
- The roof passes final inspection with no deficiencies.
- The site is cleared of all debris and hazards.
- Warranties and close-out documentation are submitted to the center.

OPTION 2

Project Overview

This project involves a full-side shingle roof replacement for the northeast side of Building 1436 Dormitory. The work addresses multiple deficiencies identified during inspection, including issues with the original roof installation and damaged flashing. The objective is to restore the roof's integrity, ensure watertight performance, and maintain proper drainage and flashing. This project will be completed under a surety bond to guarantee performance and compliance with all applicable standards.

Scope of Work

The contractor will replace approximately 63 squares (6,300 sq. ft.) of shingles on the primary affected side of the building and an additional 4 squares (400 sq. ft.) for localized repairs on other roof planes, totaling approximately 68 squares (6,800 sq. ft.).

Demolition and Preparation

- Remove all shingles, underlayment, flashing, and trim from the affected areas.
- Inspect roof decking for structural integrity; notify the owner if decking replacement is required.
- Install temporary safety measures and protective coverings to safeguard landscaping, building components, and occupants.

Installation Requirements

- Replace shingles using Owens Corning Duration Series, color Amber (non-cool).
- Install underlayment meeting ASTM D226 or equivalent standards.
- Replace all affected flashing, including parapet flashing, end wall flashing, skylight flashing, and any other components necessary for watertight performance.
- Use corrosion-resistant fasteners per manufacturer specifications.
- Ensure step flashing is properly installed and integrated with shingles and underlayment to prevent water intrusion.
- Follow all manufacturer installation guidelines and local building codes.

Flashing and Associated Work

- Replace improperly installed or damaged flashing at parapets, end walls, skylights, and other critical areas.
- Verify all flashing integration with shingles and underlayment for full waterproofing.

Cleanup and Disposal

- Maintain a clean work area throughout the project.
- Conduct a final magnet sweep to remove nails or other debris.
- Dispose of all old materials at a licensed facility in compliance with local environmental regulations.
- All joints, seams, and penetrations must be sealed with a high-quality roofing-grade sealant compatible with shingles, flashing, and underlayment.
- Areas requiring caulking include flashing at parapets, end walls, skylights, seams between new and existing flashing, and roof penetrations such as vents and pipes.
- Surfaces must be cleaned and free of debris and moisture before caulking.
- Apply caulking smoothly and continuously to prevent gaps, voids, or over-application.
- Tool and finish caulking to ensure a neat, uniform appearance while maintaining full coverage.
- Inspect all caulked areas after curing to confirm watertight integrity.
- All caulking must follow manufacturer recommendations and applicable building codes.

Bonding and Safety Compliance

- The contractor must provide a surety bond guaranteeing project completion and quality.
- All work must comply with OSHA safety standards, including fall protection, ladder safety, and personal protective equipment.

- A site-specific safety plan must be submitted prior to work, including emergency procedures, fall protection measures, and daily toolbox talks.

Deliverables

The contractor will provide:

- Proof of bonding and insurance prior to mobilization.
- Safety plan and work schedule.
- Manufacturer warranty documents for all new roofing materials.
- Minimum One-year contractor workmanship warranty along with all appropriate manufacturer's warranty.
- Final project report with before-and-after photos and inspection checklist signed by the contractor and owner representative.

Project Schedule

PHASE	DURATION (In Days)	START DATE	END DATE
Mobilization / Safety Setup			
Tear-Off & Preparation			
Shingle & Flashing Install			
Final Cleanup & Inspection			
Total Estimated Duration:			

Acceptance Criteria

The project will be considered complete when:

- All shingles and flashing are replaced according to specifications.
- The roof passes final inspection with no deficiencies.
- The site is cleared of debris and hazards.
- Warranties and close-out documentation are provided to the owner.

IV. INSURANCE

Prior to starting any work or service physically on center, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the State of Kentucky compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor's responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give MJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

V. EVALUATION FACTORS FOR AWARD:

1. Insights Training Group, LLC anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose quote is technically acceptable and the lowest price.

1. **Invoicing/Certified Payroll**

Invoices shall be rendered by Contractor with net terms.

2. **Indemnification**

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Insights Training Group, LLC, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

3. **Facility Operating Hours**

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

IX. PERIOD OF PERFORMANCE

Period of performance – It is anticipated that the contract will be awarded by October 31st, 2025. It is anticipated that the project be completed within 45 days of award.

X. Attachment 1 – Contract Clauses by Reference

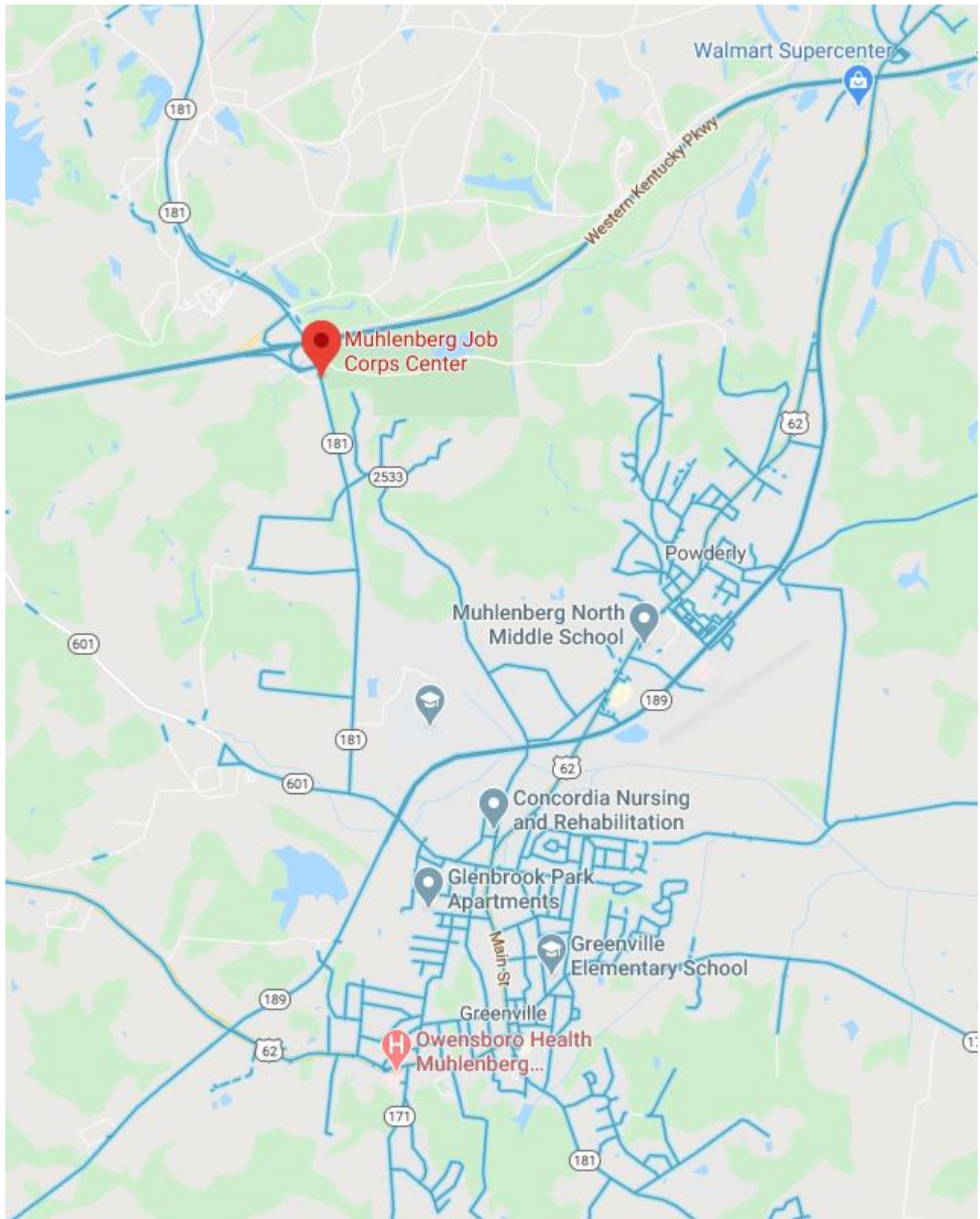
This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full text. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at: www.Insightsllc.net.

XI. Attachments 2-5

Attachment 2: Vicinity Map

Attachment 3: Site Plan

VICINITY MAP



SITE MAP

