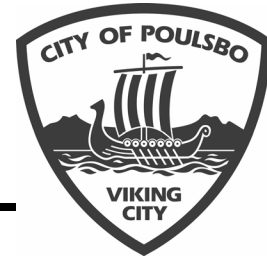


# City of Poulsbo

*Public Works Department*

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## Request for Quotation (RFQ)

**City of Poulsbo – Parks & Recreation Roofing Project - Approximately 1500sq ft**

**19545 Front St**

**Poulsbo, WA 98370**

### Introduction

The City of Poulsbo Parks & Recreation Department is requesting quotations from qualified contractors for the repair and/or replacement of roofing at designated Parks & Recreation facilities. The intent of this RFQ is to secure competitive pricing for high-quality workmanship that ensures long-lasting protection of City assets.

### Scope of Work

The roofing project shall include, but not be limited to:

- Inspection of existing single ply roof systems at identified Parks & Recreation facilities.
- Removal and disposal of old roofing materials as required.
- Installation of new roofing system – 60 MIL roofing membrane per manufacturer recommendation.
- Repair or replacement of underlayment, flashing, vents, scuppers as needed.
- Compliance with all relevant building codes, safety standards, and manufacturer installation guidelines.
- Site cleanup and proper disposal of debris.

### Site Visit

A pre-bid site is scheduled for **9/22/25 at 9:00 am**. If you are unable to attend and need to reschedule, please contact Victor Cienega at: 360-536-1904. Contractors are strongly encouraged to attend in order to assess project conditions.

## Contractor Requirements

- Prevailing wages be paid and documented in compliance with RCW 39.12.
- A Performance Bond be executed in compliance with RCW 39.08 before beginning work.
- The Contractor holds a current Washington State Contractor's License.
- Contractor must deliver a certificate of insurance naming the City as additionally insured before beginning work meeting the City of Poulsbo insurance requirements.
- Contractor must have a current City of Poulsbo Business License before beginning work.
- Contractor shall be in good standing regarding L&I premium payment prior to award of any contract.

## Submission Requirements

Quotations should include:

1. Company information and contact details.
2. Detailed cost proposal (labor, materials, disposal, permits, etc.).
3. Proposed project schedule and estimated completion time.
4. Warranty details for both labor and materials.

## Deadline for Submission

Quotations must be submitted by:  
**09/29/25, 4:00 pm**

Send responses to:  
[vcienega@cityofpoulsbo.com](mailto:vcienega@cityofpoulsbo.com)

## Contact Information

Any questions please contact:  
**Victor Cienega**  
City of Poulsbo  
Phone: 360-536-1904  
Email: [vcienega@cityofpoulsbo.com](mailto:vcienega@cityofpoulsbo.com)

