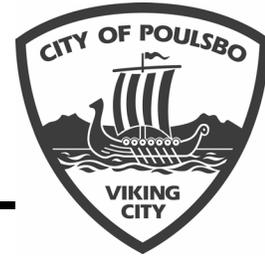


City of Poulsbo

Public Works Department



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 Public Works 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.
- Inspect and replace any defective/ or rotten sheeting. Assume up to 10 sheets will need to be replaced.
- Install roofing underlayment as vapor barrier over existing plywood deck.
- Install rigid insulation to equal a total value of R-13.
- Installation of new roofing system – 60 MIL roofing membrane per manufacturer recommendation.
- Membrane to extend full height and wrap over top of parapet wall
- 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 visit is scheduled for **Friday February 20, 2026, at 10:00 am** at 19545 Front St. in Poulsbo , WA. 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.). Please include a price per sheet of plywood replacement.
3. Proposed project schedule and estimated completion time.
4. Warranty details for both labor and materials.

Deadline for Submission

Quotations must be submitted by: **Friday February 27, 2026, at 2:00 pm**

Send responses to:

azieman@cityofpoulsbo.com

Contact Information

Any questions please contact:

Victor Cienega

City of Poulsbo

Phone: 360-536-1904

Email: vcienega@cityofpoulsbo.com

