



# CITY OF SHREWSBURY PUBLIC WORKS BUILDING ROOF REPLACEMENT 2026

Request for Proposals

Response Due Date: MARCH 6, 2026  
Time: 9:00 AM CST

Shrewsbury Public Works Department  
[publicworks@shrewsburymo.gov](mailto:publicworks@shrewsburymo.gov)  
314-645-7541

# City of Shrewsbury, Shrewsbury Public Works Building Roof Replacement

## REQUEST FOR PROPOSALS

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### INTRODUCTION:

The Shrewsbury Public Works Department is accepting bids from qualified vendors for the replacing of tin roof on the Public Works building (located at 7309 Melbourne Ave, Shrewsbury, MO). The project will include tear off and haul away of existing roof and installing of new commercial panel 24 gauge.

### PROCUREMENT SCHEDULE:

- RFP issued: January 30, 2026
- Bids due: March 6, 2026, by 9:00 am CST

### BIDS:

Sealed bids will be accepted until and opened at 9:00 a.m. on Monday, March 6<sup>th</sup> at:

Shrewsbury City Center  
Attn: Public Works Department Roof Replacement RFP  
5200 Shrewsbury Avenue  
Shrewsbury, MO 63119

### BID ACCEPTANCE:

The City reserves the unqualified right to reject any and all bids or to accept that bid, if any which in its sole and absolute judgement, will under all the circumstances, best serve the public interest. Bids must remain valid for at least sixty (60) days after submittal date.

### INCURRING COSTS:

This request for bids does not commit the City of Shrewsbury to pay for any cost incurred by successful bidders in the preparation of a proposal to this request.

### SALES TAX EXEMPTION:

The city warrants that it is exempt from federal excise taxes and Missouri sales and use taxes. The company need not include any sales tax in their bidding.

### MANDATORY SITE VISIT

Interested bidders must schedule a site visit prior to bidding on the project. Appointments can be made by contacting Chris Meine 314-645-7541 or [Cmeine@shrewsburymmo.gov](mailto:Cmeine@shrewsburymmo.gov).

### ADDITIONAL INFORMATION:

Questions regarding this bid or for additional information contact Chris Meine, Director of Public Works at [Cmeine@shrewsburymmo.gov](mailto:Cmeine@shrewsburymmo.gov) or [publicworks@shrewsburymmo.gov](mailto:publicworks@shrewsburymmo.gov)

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### BID FORM

Pursuant to and in compliance with your Advertisement for Bids, The Information for Bidders, and other documents relating thereto, the undersigned hereby propose to furnish all permits, tools, equipment, labor and material and to perform all work necessary for: Public Works roof replacement, 7309 Melbourne Ave, Shrewsbury, MO 63119 as required by and in strict accordance with the Contract documents at the following prices:

### SCOPE OF WORK

Replace tin roof on public works building, 7309 Melbourne Ave, and replace with new commercial 24-gauge panel. Haul away the existing roof and prep the decking for installation. All edges and starter course will be installed, and pipe covers, and flashing will be replaced.

**TOTAL** \_\_\_\_\_ \$ \_\_\_\_\_

Bidder understands that City reserves the right to reject any and all bids, waive any informalities in the bids or to accept the bid determined to be the lowest responsible bid.

Upon receipt of Notice of Acceptance of the bid, bidder will execute the contract within seven (7) days.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(If an Individual) \_\_\_\_\_

Doing business as \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

(If a Corporation) \_\_\_\_\_

By \_\_\_\_\_ Title \_\_\_\_\_

## AGREEMENT FOR PUBLIC WORKS BUILDING ROOF REPLACEMENT

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the CITY OF SHREWSBURY, (hereinafter referred to as "City") and \_\_\_\_\_, a Missouri corporation, (hereinafter referred to as "Contractor").

WHEREAS, City is the owner of the Public Works building roof located at 7309 Melbourne Ave., Shrewsbury, Missouri 63119 (hereinafter referred to as "Roof Replacement")

WHEREAS, the City has solicited proposals for replacing the roof of the Public Works building, after evaluation of all relevant data has determined to award the Contract to Contractor,

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, it is hereby agreed by and between the parties as follows:

The Contractor shall perform all required work and shall provide and furnish all permits, labor, materials, necessary tools, equipment, and services to complete the roof replacement, in strict compliance with the Contract Documents. It is understood and agreed that said labor, materials, tools, equipment, and service shall be furnished; and said work performed and completed under the direction and supervision and subject to the approval of the Owner or its authorized representative.

The Contractor further agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this Contract; and that his information was secured by personal investigation and research and not from any estimates of the Owner; and that he will make no claim against the Owner by reason of estimates, tests, or representation of any officer, agent, or employees of the Owner.

The Contractor expressly warrants that he has employed no third person to solicit or obtain this Contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised, or agreed to pay to any third person in connection therewith, any brokerage, commission, or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the Contract Price

City of Shrewsbury, Shrewsbury Public Works Building Roof Replacement

REQUEST FOR PROPOSALS

demanded by him, included any sum by reason of any such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this Contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this Contract by the Owner, and that the Owner may retain to its own use from any sums due or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

Total Amount- \_\_\_\_\_

Bidder understands that the City of Shrewsbury reserves the right to reject any and all bids, waive any informalities in the bids or to accept the bid determined to be in the best interest and/or most advantageous to the City.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

By \_\_\_\_\_ Representing \_\_\_\_\_