



Requests for Proposals for Roof Replacement at the City of Tallapoosa

RFP Issue Date	December 4 th 2025
RFP Close Date	December 18 th , 2025
Contact Person	McKay Kelley, Director of Community Development MKelley@tallapoosaga.gov 25 E. Alabama Street, Tallapoosa, GA 30176

Introduction

The City of Tallapoosa is soliciting proposals from qualified contractors to remove and replace the asphalt shingle roof at the Tallapoosa Civic and Cultural Arts Center, located at 261 Robertson Avenue. The building serves various purposes, including recreational programming, community events, and private rentals. The project area is estimated to be approximately 14,000 square feet.

Figure A- Map of Reroofing Location



Please also note that we understand that once the old roofing is removed from the facility, there could possibly be some damaged decking, fascia, or other unseen damage or rotted areas. When approved by the city manager, this will be done on a cost-plus basis in addition to the original contract.

Submittal Requirements

All submissions shall include:

1. A completed Proposal Title Sheet (Attachment 1) and Project Bid Form (Attachment 2)
2. E-Verify Affidavit
3. Proof of insurance (liability and workman's compensation)

Sealed proposals should be submitted to the City Hall, 25 E. Alabama Street, Tallapoosa, GA 30176. Submittals shall be in a sealed envelope marked "Roof Replacement at Tallapoosa Civic and Cultural Arts Center."

Additional RFP Information

Response Material Ownership

The material submitted in response to the RFP becomes the property of the City of Tallapoosa and will only be returned to the contracted firm at the city's option.

Any person may review responses after the final selection has been made.

General Conditions of RFP

- A. The City reserves the right to reject all proposals, waive any informality, request interviews of Contractor(s) before awarding, and select and negotiate the Contract services in the City's best interest.
- B. The Contractor shall guarantee to perform the services offered and the total price of the proposal for a period of at least 60 days from the deadline for submission of proposals.
- C. The City reserves the right to accept all or part of any proposal and to negotiate a contract for services and costs with the selected Contractor.
- D. The Contractor shall provide all necessary personnel, materials, and equipment to perform and complete all work under this proposal.
- E. The City intends to recommend awarding a contract to the City Council for the requested services within one (1) month of receiving the proposals. The Contractor shall be prepared to commence work immediately upon executing a contract with the City.
- F. Unless otherwise stated, invoices are to be submitted to City Hall upon service delivery to the City. The invoice must include itemizing all services provided, including unit list price, net price, extension total amount(s) due, and previously paid amounts.
- G. Unless otherwise stated, payment will be made within thirty (30) days of the completion of the service, in an acceptable fashion, to the City and receipt of the invoice, whichever is later.
- H. Unless otherwise specified all costs listed are firm for the contract term.
- I. Neither party shall be liable for any inability to perform its obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or other act of nature.
- J. Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal Service or delivered in hand to the parties as stated in the contract.

ATTACHMENT 1 - Proposal Title Sheet

DATE: _____

I/we _____ the undersigned, do hereby propose to furnish the City of Tallapoosa , a Civic and Cultural Arts Center Roof Replacement Proposal, in accordance with all terms and specifications contained herein:

Contractor Information		
Business Name		
Sole proprietorship?	Circle One	YES / NO
Partnership?	Circle One	YES / NO
Corporation?	Circle One	YES / NO
CSLB Contractor #		
DIR License #		
List Legal Names of the Company		
Total Number of Employees		
Point of Contact		
Name		
Phone Number		
Email		
Signature & Title		

ATTACHMENT 2 - PROJECT BID FORM

Task	Price
Prep & Demolition Work	\$
Re-roof Work	\$
TOTAL	\$