

# REQUEST FOR QUOTE

Project:  
HUB Building 3<sup>rd</sup> Floor Reroof

Project Location:  
125 West Central Avenue, Coos Bay, Oregon

This solicitation for quotes is made by the Oregon International Port of Coos Bay (the Port).

To receive consideration, quotation must be received by the Port no later than 5:00 p.m. on **May 22, 2026**.

Quotes may be submitted via email, mail, fax, or in person to the following:

**Rick Adamek Director of Asset Management**

**Email:** radamek@portofcoosbay.com

**Fax:** (541) 269-1475

**Phone:** (541) 267-7678

**Physical Address:**

125 W. Central Avenue

Suite 300

Coos Bay, OR 97420

**Mailing Address:**

125 W. Central Avenue

Suite 300

Coos Bay, OR 97420

The Port will not be responsible for unreadable or misdirected submittals.

## Scope of Work

The project consists of the following:

1. The three roof areas to be replaced (third-floor roofs) are (1) 12' x 12' and 10' x 30' forming a single "L" shape area, (2) 3' x 80', (3) 3' x 35'.
2. Prepare the existing roofs for installation of the roof by cutting any large bubbles in the existing membrane, removing counter flashings as needed, and cleanup of all debris prior to installation of the new roof materials.
3. Supply and install new insulation/recovery board over the entire area of work. Supply and install new single ply membrane to the entire roof areas. The new membrane shall be mechanically fastened as per the manufacturer's recommendations.
4. Provide and install new termination bars, sealants, and counterflashing as needed to provide a weathertight roof system.
5. Supply and install new roof vents as recommended by the manufacturer to relieve condensation and to provide air pressure regulation between the old and new roof membranes.
6. Clean up and disposal of all work-related debris.
7. Supply a minimum 15-year warranty covering labor and materials for the new roof system.
8. For those wanting to see the existing roofs, the Port will make the work area available on Wednesday, May 13, 2026. Contact Rick Adamek at 541-435-5500 for an appointment.

\*The Port is requesting the winning bidder be able to complete work prior to winter.

## Terms

Offered prices shall remain firm for a minimum of 90 days after the due date of this RFQ. Accepted prices shall remain firm for the duration of the contract.

The Port reserves the right to accept or reject any or all quotes, waive irregularities, to accept any part of a quote, to withhold the award, and to make no award as is deemed to be in the best interests of the Port.

The successful bidder must be licensed to do business in the State of Oregon.

Bids should be submitted with minimum of Net 30 days for payment. Payment period will begin upon satisfactory completion of the work and upon receipt of the invoice.

Bids must not include any federal, state, local, excise or use taxes. Exemption certificates will be furnished on request.

Quotes shall be based on prevailing wage rates if the submission exceeds \$50,000.00. Oregon BOLI prevailing wages and/or the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), as supplemented by the Department of Labor Regulations (29 CFR part 5), whichever is higher.

Contractor shall be expected to execute the Port's standard form contract for services (other than public improvements) prior to commencing work, and to comply with the terms and conditions therein. A copy of the standard form contract is available upon request.

## Insurance Requirements

Prior to the commencement of work on this Project, and at all times during the project, the successful bidder agrees to keep and maintain public liability and property damage insurance, including coverage for motor vehicles, in the amounts specified and affords coverage as described below:

1. The Contractor, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017 which requires them to provide workers' compensation coverage for all their subject workers, applicable in connection with the death, disability or injury of Contractor's officers, agents, servants or employees arising directly or indirectly out of the performance of this contract; or shall provide documentation to Port establishing to their satisfaction that Contractor is exempt from Workers' Compensation coverage pursuant to ORS Chapter 656. Each policy required by this section shall be endorsed to provide a waiver of subrogation in favor of the Oregon International Port of Coos Bay.
2. Employers' Liability Insurance with Limits of not less than One Million Dollars (\$1,000,000) each accident, One Million Dollars (\$1,000,000) policy limit for disease, and One Million Dollars (\$1,000,000) each employee for disease per occurrence. Each policy required by this section shall be endorsed to provide a waiver of subrogation in favor of the Oregon International Port of Coos Bay.
3. Commercial General Liability (CGL) including Products & Completed Operations coverage with a minimum combined single limit of not less than One Million Dollars (\$1,000,000) per occurrence and an aggregate limit of Two Million Dollars (\$2,000,000) for injury to or death of persons and damage to or loss or destruction of property, including the loss of use thereof. Such policy shall be endorsed to provide products and completed operations coverage and contractual liability coverage for liability assumed under this Contract. All coverage shall be on an occurrence basis and not on a claim-made basis. The CGL insurance shall also be endorsed to provide the following coverage and conditions: 1) waiver of subrogation in favor of the Oregon International Port of Coos Bay, 2) Coverage provided on a primary and non-contributory basis with any insurance of the Port or any other party, 3) Per Project

Aggregate, 4) Waiver of Subrogation for the Port 5) Severability of Interests. Unless otherwise provided for by a separate policy of pollution insurance, the Commercial General Liability policy shall also be endorsed to provide Contractors Jobsite Pollution coverage for pollution incidents, for bodily injury, death and property damage to third parties and for the costs to identify, test for, clean up, detoxify and monitor the sudden and accidental release of pollutants at or emanating from the contract area. The Commercial General Liability policy shall be endorsed to name the Oregon International Port of Coos Bay, its Commissioners, Officers, Executives, employees and agents as additional insureds.

4. Commercial Automobile Liability Insurance for all owned, non-owned and hired vehicles, with a combined single limit of not less than One Million Dollars (\$1,000,000) each occurrence for injury to or death of persons and damage to or loss or destruction of property. In addition, the Commercial Automobile Liability Insurance policy shall be endorsed to provide ISO Form CA 99 48 Pollution Liability – Broadened Coverage for Covered Autos. The policy, or policies, of insurance shall be endorsed to name the Oregon International Port of Coos Bay, its Commissioners, Officers, Executives, employees and agents as additional insureds and shall include a “severability of interests” provision. Each policy required by this section shall be endorsed to provide a waiver of subrogation in favor of the Oregon International Port of Coos Bay.
5. Umbrella or Excess Liability Insurance providing a limit not less than One Million Dollars (\$1,000,000) which specifies and directly provides excess coverage over the policies of Employers Liability, Commercial Auto Liability and Commercial General Liability insurance. The policy, or policies, of insurance shall be endorsed to name the Oregon International Port of Coos Bay, its Commissioners, Officers, Executives, employees and agents as additional insureds and shall include a “severability of interests” provision. Each policy required by this section shall be endorsed to provide a waiver of subrogation in favor of the Oregon International Port of Coos Bay.
6. Contractor’s Jobsite Pollution Liability (CJPL) Insurance, covering Contractor and all subcontractors operations performing work at the jobsite, with a combined single limit of not less than One Million Dollars (\$1,000,000). The CJPL insurance shall provide coverage for pollution incidents, for bodily injury, death and property damage to third parties and for the costs to identify, test for, clean up, detoxify and monitor the sudden and accidental release of pollutants. The policy or policies shall be endorsed to name the Oregon International Port of Coos Bay, its Commissioners, Officers, Executives, employees and agents as additional insureds.

Contractor shall provide a copy of these insurance requirements to all subcontractors and require them, in writing, to carry the same coverage and meet the same coverage conditions, including naming the Port as an additional insured as specified, unless waived in writing by the Port. Contractor shall ensure that each insurance policy required by this contract shall not be suspended, voided, canceled, non-renewed or reduced in coverage or limits without thirty (30) days advance written notice to the Port.

The insurance policies must be underwritten by a company licensed in the state where work is to be performed, and carry a minimum Best’s rating of “A-VII” or better. Contractor shall furnish the Oregon International Port of Coos Bay with certificates of insurance, including copies of endorsements, showing compliance with these insurance provisions at least five (5) business days prior to commencement of the work.