

STATE OF IDAHO
DEPARTMENT OF LANDS



ROOF REPLACEMENT – KOOTENAI VALLEY SUPERVISORY AREA

REQUEST FOR QUOTE NO. 26-1114

DUE BEFORE 2:00:00 P.M. P.T. on AUGUST 25, 2025

**REQUEST FOR QUOTE
AND
INSTRUCTIONS**

Quotes will be received by the Idaho Department of Lands for the following:

ROOF REPLACEMENT – KOOTENAI VALLEY SUPERVISORY OFFICE

DELIVERY LOCATION: Idaho Department of Lands
Kootenai Valley FPD
6327 Main
Bonners Ferry, ID
83805

INSTRUCTIONS: All price quotes must be entered on the attached Schedule A. The signed Schedule A shall be Electronically Submitted to the email listed below. Idaho Department of Lands will award a contract to the qualified vendor submitting the lowest responsible and responsive quote. The TOTAL PRICE will be the basis for award.

IDL reserves the right to enter negotiations in accordance with IDL Procurement Policy #455.

SITE VISIT: A pre-bid site visit will be held at 10:30 AM P.T. on Wednesday, August 13, 2025, at Kootenai Valley FPD, 6327 Main, Bonners Ferry, ID 83805. While attendance is not mandatory, interested vendors are encouraged to attend and participate. All measurements included in this document are approximations and a site visit is recommended to verify distances are accurate dimensions needed for quoting.

QUOTES DEADLINE AND ELECTRONIC DELIVERY REQUIREMENTS: Quotes must be received before 2:00:00 P.M. P.T. on August 25, 2025. IDL is not responsible for delayed delivery of electronically submitted quotes. The date and time of electronically received quotes, to the IDL email address listed below, will be used to determine if electronically submitted quotes were received by the due date and time specified. If you are not able electronically transmit your quote by email you must call 208.666.8613 and your quote will be recorded over the phone. Late Quotes will not be accepted. Fax Quotes will not be accepted. Mailed Quotes will not be accepted.

Quote Email Address:
mrsande@idl.idaho.gov

QUESTIONS: Questions pertaining to this RFQ must be submitted in writing by email to mrsande@idl.idaho.gov . The deadline for receiving questions is 12:00:00 P.M., on 8/18/2025. Responses to all questions received will be posted as an addendum on the IDL website at www.idl.idaho.gov . Verbal questions will not be accepted.

Any contract related to this solicitation will be awarded in LUMA.

You must be registered in LUMA to receive a contract.

SCHEDULE A

STATE OF IDAHO
DEPARTMENT OF LANDS
REQUEST FOR QUOTE
THIS IS NOT AN ORDER

Requisition Number: 26-1114

Date: _____

INSTRUCTIONS:

- Responders must use this form in submitting prices.
- All bids over \$50,000.00 require a Public Works License.
- All permits will be the responsibility of the Contractor; any permit fees will be paid for by the Contractor and should be included in the Contractor's quote.
- All measurements included in this document are approximations and a site visit is recommended to verify distances are accurate dimensions needed for quoting.
- Project Site Address: 6327 Main, Bonners Ferry, ID 83805

QUAN.	UNIT	ARTICLES	TOTAL PRICE						
1	LS	Remove and Replace Roof per Attached Scope of Work	\$ _____						
<table border="1"> <thead> <tr> <th>Action</th> <th>Due Date</th> </tr> </thead> <tbody> <tr> <td><i>Request for Quote Responses Due Before:</i></td> <td><i>3:00:00 P.M. P.T. , 8/25/2025</i></td> </tr> <tr> <td><i>Project Completion Required by:</i></td> <td><i>10/20/2025</i></td> </tr> </tbody> </table> <p align="center">Can you successfully complete the project by 10/20/2025? _____</p> <p align="center">If 'no", on what date would the project be completed? _____</p> <p align="center">Yes or No _____</p>			Action	Due Date	<i>Request for Quote Responses Due Before:</i>	<i>3:00:00 P.M. P.T. , 8/25/2025</i>	<i>Project Completion Required by:</i>	<i>10/20/2025</i>	
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<p>If your informal bid is over \$50,000.00, you must include your active Idaho Public Works Contractor License Number here: _____</p>									
<p>Delivery requested <u>per</u> specifications</p> <p><u>EMAIL SIGNED QUOTE TO:</u></p> <p>mrsande@idl.idaho.gov</p>		<p>We have stated hereon the prices at which we will furnish and at destination named above, the articles or services as specified. Delivery will be made as specified above.</p> <p>Firm _____</p> <p>Street _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Phone _____ Fax _____</p> <p>E-Mail _____</p> <p>Taxpayer ID# _____</p> <p>Signed by _____</p> <p>Printed Name _____</p> <p>Title _____</p>							

IDL PROJECT #26-1114

SCOPE OF WORK

PROJECT NAME: ROOF REPLACEMENT - KOOTENAI VALLEY

PROJECT LOCATION: Kootenai Valley FPD, 6327 Main, Bonners Ferry, ID 83805

PROJECT COMPLETION DATE: October 20, 2025

PROJECT OVERVIEW:

The IDL Bonners Ferry, Idaho office complex, referred to as the Kootenai Valley Forest Protection District, requires replacement of the existing roof.

WORK TO BE PERFORMED: Demolition will include the removal from the building AND site of the existing asphalt shingles, roof vent covers, and any soffit, sheeting, or fascia material being replaced. Replacement must be a minimum 30-year asphalt shingle roof to include replacement of shingles, synthetic underlayment, vent covers (roof jacks) and any sheeting, soffit, and fascia compromised by or displaying signs of rot, to include painting (to match existing building color) of the replaced soffit and fascia. Building is 3,040 square feet. Roof appears to be 4:12 pitch.

PROJECT REQUIREMENTS:

1. Contractor will ensure they meet any and all State trade licensing requirements. All work to be completed will meet all applicable State and Federal laws.
2. Contractor shall be responsible for all permits and permit fees.
3. Contractor will remove and dispose of existing shingles, synthetic underlayment, vent covers (roof jacks) and any sheeting, soffit, and fascia compromised by or displaying signs of rot, and associated materials being replaced.
4. Contractor will purchase and install roof shingles, synthetic underlayment, vent covers (roof jacks) and any sheeting, soffit, and fascia compromised by or displaying signs of rot, to include the painting of the replaced soffit and fascia. in accordance with manufacturer's specification.
5. Contractor is responsible for verifying the accuracy of all measurements.
6. Contractor will protect building and landscape and leave the premises in a clean and debris free condition.

SAFETY:

Contractor shall comply with all applicable local, state, and federal safety regulations including:

- Federal Occupational Safety and Health Administration (OSHA) Standards.
- The Contractor will be solely responsible for safety at the site.

PROJECT PERIOD AND SCHEDULE:

Contract work may commence after the Contractor received a Notice to Proceed and has had a prework conference with the COR/FIC. All work must be completed by 10/20/2025 in compliance with all Contract terms, clauses, and associated special provisions (if applicable).

Extending the completion date beyond 10.20.2025 will only be made in writing at the determination of the COR/FIC and in an official modification to the impending agreement by the IDL solicitation lead. This will only be done for two potential reasons: A) all informal bids received during the solicitation phase note the completion date is unrealistic but work can still be completed well before the typical first snow event of the season in the area and/or B) discovery of underlying structural or material issues come about during the project timeline that require a modification to the schedule to make certain the work can be safely and fully completed.

PAYMENT:

Invoices must be sent to invoicing@idl.idaho. Invoices that are not sent to this address may be delayed in processing and payment. Invoices must include the Contract Number and a unique invoice number to prevent delays in processing.

Payment will be made to the Contractor upon satisfactory completion of fieldwork at the rates set forth in Schedule A. Payment will be made after receipt of the contractor's invoice for satisfactorily completed work. Invoice shall be submitted at the satisfactory completion of project. Per Idaho Code 67-2302 (2) IDL has up to 60 days from receipt of an invoice for processing and payment.

IDAHO DEPARTMENT OF LANDS STANDARD

INFORMATION

ADDENDA

It will be the respondent's responsibility to check for any addenda prior to submitting a quotation. In the event it becomes necessary to revise any part of the solicitation documents, addenda will be made available. Information given to a respondent will be available to all other respondents if such information is necessary for purposes of submitting a quotation or if failure to give such information would be prejudicial to uninformed respondents.

BURDEN OF PROOF

ANY VARIATIONS of brand names or deviations from the specifications MUST BE CLEARLY STATED. It shall be the responsibility and burden of the submitting vendor to furnish the State WITH ITS ORIGINAL SUBMISSION sufficient data to determine if the goods or services offered conform to the specifications.

ORAL INFORMATION

The State will not be responsible for any verbal or oral information regarding a quote.

DISQUALIFICATION AND AWARD INFORMATION

The state reserves the right to make reasonable inquiry to determine the responsibility of a contractor. Such requests may include but not be limited to financial statements, credit ratings, statements of experience and past performance, references, etc. Successful contractors must show to the satisfaction of the Idaho Department of Lands that they have sufficient equipment and work crews to complete the work contracted by the time specified. The unreasonable failure of a contractor to promptly supply information in connection with such a request is reason for disqualification. Except as otherwise provided by law, information furnished by the contractor pursuant to this provision may not be disclosed outside the Idaho Department of Lands without prior written consent of the Contractor. Disqualification of a high-ranking contractor may be pursued when their reputation, experience or references are such as to create a doubt about satisfactory job completion or if the price quotes are considerably below Department estimates and the other quotes. The purchasing agent will contact the contractor and request that they disqualify themselves by withdrawing in writing. If the contractor refuses to withdraw, the purchasing agent may notify the contractor in writing or email that the Department will not offer the contractor a contract and proceed with an award to the next responsible contractor.

PARTNERSHIPS

Contractors responding as partners must furnish the Idaho Department of Lands the name of the partnership, names of the partners, and the partnership's federal taxpayer ID number. All payments will be made to the partnership.

INTERNAL REVENUE SERVICES REPORTING REQUIREMENT

IRS rules and regulations require employers to submit a miscellaneous income form (IRS form 1099) for all contractual persons who receive \$600 or more in a calendar year. Incorporated firms are exempt from this reporting requirement. The contractor's taxpayer identification number (Social Security or employer number) must be listed on the signature page of the contract.

PUBLIC RECORDS

The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a state or local agency regardless of the physical form or character. ALL, OR MOST (there are exceptions), OF THE INFORMATION CONTAINED IN YOUR RESPONSE TO THE STATE'S SOLICITATION WILL BE A PUBLIC RECORD SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW.

WORKERS COMPENSATION INSURANCE

All persons working for the State under any contract of hire, expressed or implied, must be covered by worker's compensation insurance. (Reference Title 72, Idaho Code). Contact the Idaho Industrial Commission with any Worker's Compensation questions.

Any contractor who hires employees to accomplish the contracted work must provide a certificate of worker's compensation insurance.

PREFERENCES

Section 67-2349, Idaho Code, requires application of a preference in determining which contractor submitted the lowest responsible quote. If the contractor who submitted the lowest quote is domiciled in a state which has a preference law that penalizes Idaho domiciled contractors, then the State must apply a preference. The penalty applied to out-of-state contractors competing against Idaho contractors is determined by the penalty applied by the contractor's domiciliary state to its out-of-state contractors.

In determining domicile, the following "rule of thumb" will be used: Corporations – the state in which the corporation is chartered or incorporated; Sole proprietor or partnership – the state in which the permanent headquarters of the business is located.

A contractor domiciled outside the boundaries of the state of Idaho may be considered as an Idaho domiciled contractor provided that there exists for a period of one year preceding the date of the quote a significant Idaho economic presence as defined herein. A significant Idaho economic presence shall consist of the following: (a) That the contractor maintains in Idaho fully staffed offices, or fully staffed sales offices or divisions, or fully staffed sales outlets, or manufacturing facilities, or warehouses or other necessary related property; and (b) if a corporation, that it be registered and licensed to do business in the state of Idaho with the Office of the Secretary of State.

REJECTION OF QUOTES AND CANCELLATION OF QUOTE SOLICITATION

Prior to the issuance of a contract, the State shall have the right to accept or reject all or any part of a quote when: (i) it is in the best interests of the State of Idaho; (ii) the quote does

responsible quote; (iv) a finding is made based upon available evidence that a respondent is not responsible or is otherwise incapable of meeting specifications or providing an assurance of ability to fulfill contract requirements; or (v) the item offered deviates to a major degree from the quote specifications, as determined by the State (minor deviations, as determined by the State, may be accepted as substantially meeting the quote requirements of the State of Idaho). Deviations will be considered major when such deviations appear to frustrate the competitive solicitation process or provide a respondent an unfair advantage. Prior to the issuance of a contract, the State shall have the right to reject all quotations or to cancel a solicitation or request for quotations. Cancellation may be for reasons that include but are not limited to: (i) inadequate or ambiguous specifications; (ii) specifications have been revised; (iii) property is no longer required; (iv) there is a change in requirements; (v) all quotes are deemed unreasonable or sufficient funds are not available; (vi) quotes were not independently arrived at or were submitted in bad faith; (vii) it is determined that all requirements of the solicitation process were not met; (viii) insufficient competition; or (ix) it is in the best interests of the state of Idaho.

AWARD PROCEDURES

IDL reserves the right to enter into negotiations in accordance with IDL Procurement Policy 455.

IDL will email all respondents of its intent to award a contract(s) and the party(ies) to whom the contract(s) will be awarded and will then email a contract award to the successful respondent(s).

Respondents to whom a contract has been awarded will have fourteen (14) calendar days from the mailing date of the award notice to return to the State a signed copy of the contract along with the required bonding and certificates of insurance. If the State does not receive such documents within the specified time period, the State may declare, at its sole discretion, that all respondent's rights to the contract are forfeited, and the State may proceed without further delay or notice to award the contract to the next low respondent.

INSURANCE REQUIREMENTS

a. Contractor shall obtain and maintain insurance at its own expense as required herein for the duration of this Agreement, and comply with all limits, terms and conditions stipulated. Policies shall provide, or be endorse to provide, all required coverage. Contractor shall provide certificates of insurance or certified endorsements as applicable for the insurance required. Contractor shall not commence work under this Agreement until satisfactory evidence of all required insurance is provided to the State.

b. All insurance, except for Workers Compensation, and Professional Liability/Errors and Omissions shall be endorsed to name the State of Idaho, the State Board of Land Commissioners, and the Idaho Department of Lands as Additional Insured.

c. All insurance shall be with insurers rated A-, VII, or better in the latest Bests Rating Guide, and be in good standing and authorized to transact business in Idaho. The coverage provided by such policies shall be primary. Policies may contain deductibles, but such deductibles shall not be deducted from any damages due the State.

d. By requiring insurance herein, the State does not represent that coverage and limits will necessarily be adequate to protect Contractor, and such coverage and limits shall not be deemed as a limitation on Contractor's liability under the indemnities granted to the State.

e. Contractor shall maintain insurance in amounts not less than the following;

(1) Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a combined single limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The CGL shall be written on standard ISO occurrence form (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, advertising injury, and liability assumed under an insured contract including the tort liability of another assumed in a business contract.

(2) Automobile Insurance

The Contractor shall maintain automobile liability insurance which shall provide a minimum \$1,000,000 combined single limit per occurrence and shall include coverage for owned, non-owned (rented), and hired automobiles.

(3) Worker's Compensation Insurance

The Contractor shall maintain worker's compensation insurance in amounts as required by statute in all states in which the Contractor performs work, and employer's liability insurance with a limit of \$100,000 Bodily Injury by Accident each Accident; \$100,000 Bodily Injury by Disease – each employee; and \$500,000 Bodily Injury by Disease – Policy Limit.

f. The Contractor shall require all subcontractors utilized in performance of this Agreement to provide certificates of insurance to the State evidencing insurance coverage with the required additional insured endorsements as set forth in the preceding paragraphs.

INDEMNIFICATION

a. Contractor shall indemnify, defend, and save harmless the State, its officers, agents, employees, and volunteers from and against any and all liability, claims, damages, losses, expenses, actions, settlements, attorneys' fees, and suits whatsoever caused by, arising out of, or in connection with Contractor's acts or omissions under this Agreement or Contractor's failure to comply with any state or federal statute, law, regulation, or rule.

b. Upon receipt of the State's tender of indemnity and defense, Contractor shall immediately take all reasonable actions necessary, including, but not limited to, providing a legal defense for the State, to begin fulfilling its obligation to indemnify, defend, and save harmless the State. Contractor's indemnification and defense liabilities described herein shall apply regardless of any allegations that a claim or suit is attributable in whole or in part to any act or omission of the State under this Agreement. However, if it is determined by a final judgment that the State's negligent act or omission is the sole proximate cause of a suit or claim, the State shall not be entitled to indemnification from Contractor with respect to such suit or claim, and the State, in its discretion, may reimburse Contractor for reasonable defense costs attributable to the defense provided by any Special Deputy Attorney General appointed pursuant to section c.

c. Any legal defense provided by Contractor to the State under this section must be free of any conflicts of interest, even if retention of separate legal counsel for the State is necessary. Any attorney appointed to represent the State must first qualify as and be appointed by the Attorney General of the State of Idaho as a Special Deputy Attorney General pursuant to Idaho Code Sections 67-1401(13) and 67-1409(1).