

REQUEST FOR PROPOSALS (RFP)
Hangar Roof Screw Replacement & Roof Sealing Project
Milford Municipal Airport
Milford, Utah

RFP Issue Date: July 22, 2026

Proposal Due Date: August 5, 2026 at 2 pm

1. Invitation to Bid

Milford City is seeking proposals from qualified contractors and/or experienced handyman services to perform maintenance and repairs on an existing metal hangar roof at the Milford Municipal Airport.

The purpose of this project is to prevent water intrusion and extend the life of the roof by replacing existing fasteners and sealing potential leak areas. Milford City reserves the right to reject any or all proposals and to accept the proposal deemed to be in the City's best interest.

2. Project Description

Building Information

- Approximate roof area: 4,800 square feet
- Existing metal hangar roof
- Office roof is excluded from this project
- Existing roof screws have loosened due to age, weather exposure, and high winds

Scope of Work

The successful contractor shall provide all labor, materials, equipment, and supervision necessary to:

1. Inspect the entire roof surface.
2. Remove and replace all existing roof screws.
3. Install new high-quality, weather-resistant roofing screws with neoprene washers suitable for metal roofing systems.
4. Repair stripped or enlarged screw holes as needed to ensure secure fastening.
5. Seal all visible cracks, gaps, penetrations, and other potential leak points with a roofing sealant compatible with metal roofing.
6. Remove and properly dispose of all project debris.
7. Leave the work area clean and safe upon completion.



3. Contractor Qualifications

Contractors should:

- Hold a valid Utah contractor license, if required by law.
- Maintain general liability insurance.
- Have experience with metal roof repair and maintenance.
- Comply with OSHA safety requirements.

Proof of licensing, insurance, and references may be required prior to contract award.

4. Site Visit

Interested contractors are encouraged to inspect the site prior to submitting a proposal.

To schedule a site visit, contact:

Russell Smith

435-463-9565

5. Proposal Requirements

Proposals shall include:

Contractor Information

- Company name, Contact person, Address, Phone number & Email address

Experience

- Brief description of similar projects completed

Project Cost

Provide a lump-sum price including labor, materials, equipment, disposal, and all associated costs.

Schedule

Milford City desires completion by **October 31, 2026**. Provide an estimated start and completion date.

References

Provide three references for similar roofing or maintenance projects.

6. Insurance and Warranty

The selected contractor shall provide proof of:

- General Liability Insurance
- Workers Compensation Insurance (if applicable)

Contractor shall provide a minimum **one-year warranty** on workmanship and materials associated with this project and identify any additional manufacturer warranties available.

7. Selection Criteria

Proposals will be evaluated based on:

- Cost, Experience and qualifications, References, Project schedule, Quality of materials proposed, Ability to complete the work in a timely manner

Milford City is not required to accept the lowest proposal.

8. Proposal Submission

Submit sealed proposals to:

Milford City

Attn: Airport Roof Project

26 South 100 West

Milford, Utah 84751

Or email to: mbealer@milford.utah.gov

Proposal Deadline: August 5, 2026 at 2 pm

Late submissions may not be considered.

Bid Opening: August 5, 2026 at 2 pm at the Milford City Administrative Building

Reserved Rights

Milford City reserves the right to reject any or all proposals, waive informalities, request additional information, and award the contract in the manner deemed most advantageous to the City.