

Request for Quotes - JOHNSON CITY HOUSING AUTHORITY

Work Project: Roof Replacement: Lake Terrace Development (2 Buildings Total)

2418-2424 Stone Drive & 2442-2448 Sandy Drive (1 Building)
2426-2432 Stone Drive & 2434-2440 Sandy Drive (1 Building)
Johnson City, TN. 37601

Issue Date: March 10, 2026
To: Prospective Vendor(s)
Subject: Request for Quotes

Overview:

The Johnson City Housing Authority (JCHA) is accepting quotes for *Roof Replacement: 2418-2424 Stone Drive & 2442-2448 Sandy Drive and 2426-2432 Stone Drive & 2434-2440 Sandy Drive – Lake Terrace, (2 buildings Total), Johnson City, TN. 37601* from qualified contractors. Contractor must have the capabilities including staff and equipment.

A Tennessee Contractor's license is required prior to contracting for projects \$25,000 or more and must be listed on Tn. Department of Commerce & Insurance Administration License Roster.

Scope of work will be: as identified and/or discussed with JCHA's Project Manager or Representative. Work to be conducted in a manner that meets industry standards, Housing authority Guidelines, applicable codes, laws, and regulations. Furthermore, by submittal and signature of proposal, contractor agrees to hold the Authority harmless for any possible occurrences while on property including any personal injury or property damage to employees or third parties which result from the contractors' activities. proper insurance verification, must be provided upon request. HUD form HUD 5370-EZ and HUD Table 5.1 of the HUD Handbook No. 7460.8 rev-2, incorporated by reference at WWW.HUD.GOV

Fully Executed Quotations must be received by **4:00 PM on April 9, 2026** and may be delivered as follows:

- Keystone Development office located at 1212 E. Watauga Avenue, Johnson City, TN. 37601, (Mon.-Thur. 7AM-4:30 PM and closed at lunch approximately 11:30 AM-12:00 PM).
- By personal delivery to JCHA's Project Manager.

Early submittals prior to April 9th will be permitted.

JCHA reserves the right to reject any and/or all quotes. Costs for this work project is projected to be within the small purchase threshold, thus allowing award by sufficient quotations. This is not a bid and there will not be a public bid opening however contractors and applicable quote amounts may be posted to JCHA's website after submittal due date. Contract award is contingent on funding availability and management approval.

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In order to obtain information regarding HUD's reporting requirements, please check all that apply:

Section 3 Business-

Section 3 Businesses are:

- a. 51% or more owned by residents of public housing or persons whose income does not exceed HUD's local area low-income limits (i.e. Section 3 residents); or
- b. Compromised of 30% or more full time employees who are Section 3 residents; or
- c. Can provide evidence of a firm commitment to award 25% or more of sub-contract to business that meet a. or b.

Women Business Enterprise (WBE)-

Is defined as a business concern that is at least 51% owned by one or more women, and whose management and daily business operations are controlled by one or more of these owners.

Minority Business Enterprise (MBE) -

Is defined as a business concern that is at least 51% owned by minorities and whose management and daily operations are controlled by one or more of these owners.

- Please include copies of any applicable certifications regarding Section 3, WBE, or MBE status

Specifications:

1. The work included under these specifications, consist of providing all items, articles and materials, as specified or approved equivalent, including all labor, materials, services, equipment, and incidentals necessary for the completion of the work, unless noted otherwise.
2. **General Roof Shingles (laminated/architectural GAF Timberline Natural Shadow/HDZ, Hickory color) and RhinoRoof U20 Synthetic Underlayment or approved equivalent to be supplied by the Contractor.**
3. **All roofing materials are to be supplied by the Contractor as applicable to the existing roof including but not limited to; ridge vents, pipe boots (slide over or split as applicable), roof vents, drip edges where applicable, starter shingles, hip/ridge shingles, flashing, trim, nails, fasteners, etc.**
4. The work shall be completed no later than 30 calendar days after Notice to Proceed.
5. Removal of existing shingles and roofing felt down to the existing decking, including misc. flashing and proper disposal.
6. Sweep decking and inspect for defective material. Roof surfaces are to be smooth, dry, and free from any rotten or deteriorated decking/sheathing.
7. Notify JCHA representative of any defective decking and get prior approval before replacement of decking. Decking replacement material will be plywood, (no OSB).
8. Daily "sweep" grounds with a magnet or other applicable tool to insure all nails are removed.

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9. Installation is to be conducted in accordance with manufacturer's instructions and according to all applicable building codes.
10. Pneumatic nailers are permitted. No staples are to be used on synthetic underlayment installation, use cap nails instead.
11. Existing plumbing vent stack boots and power pole mast boots are to be replaced.
12. Provide aluminum edging (color to match existing metal) along the perimeter of the roof, turned into gutters, and nailed every 24 inches.
13. Sectional Ridge Vents will be required on the building as applicable, to be set 18+/- inches from each of the exterior wall under the roof overhang.
14. Sectional Ridge Vents, as applicable, shall be nailed securely at each end and along each side at each rafter.
15. Roof decking, as applicable, shall be cut along the entire apex of the roof to expose a continuous 2 Inch clear opening for ventilation, unless otherwise specified by the ridge vent manufacturer.
16. End caps are to be securely installed where required.
17. Each ridge vent joint shall be waterproofed with 100% silicone caulk, (color to match or clear).
18. Flashing along perpendicular areas are to be replaced by contractor unless JCHA project manager confirms existing flashing is satisfactory and not necessary to replace.
19. Contractor to provide a minimum of 1 Year warranty for workmanship regarding labor installation.
20. Work schedule to be approved by Housing Authority.
21. Housing Authority dumpsters shall not be used.
22. Contractor to have the proper license and is responsible for the proper licenses, fees, and permits required to conduct work as applicable.
23. Contractor's company must perform work and may only subcontract to others with pre-approval from Housing Authority.
24. Contractor will, in providing labor for the Project, comply with the provisions of the Tennessee Lawful Employment Act, including without limitation maintaining and making available for inspection by Owner, as they may deem necessary, appropriate Form I-9's for all employees assigned to the Project.
25. Contractor to be responsible for providing "Fall Protection" for employees and ensuring employees comply with such standards as noted by OSHA/TOSHA or any other applicable agency. Any harness used as a Personal Fall Arrest System (PFAS) needs to be inspected, fit correctly and tie off to the anchor properly.
26. Contractor is responsible for temporary power, water, and/or restroom facilities however JCHA may provide such items if readily available.
27. No extras will be accepted unless covered by a fully approved and executed Change Order.
28. All contractors shall comply with OSHA safety requirements. Any contractor OSHA violation fee is to be paid by contractor.
29. The contractor certifies by quote/bid submission that it is not included on the list created pursuant to Tenn. Code Ann. § 12-12-106 of the Iran Divestment Act.
30. Comply with Executive Order 11246 regarding Equal Employment Opportunity
31. Comply with a Drug-Free Workplace in accordance with Federal and/or State guidelines and provide certification through contract signature or other forms, as provided by Housing Authority.
32. Roofing of front & back porch roof overhangs with rain diverters are applicable.
33. Comply with the latest building codes, state and federal laws, relative to public works contracts including the American with Disabilities Act

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34. Comply with Section 3 of the HUD act of 1968 and encourage utilization of Minority and Women Business Enterprises as feasible.
35. Insurance requirements are as follows:

GENERAL LIABILITY: *Contractor shall carry standard ISO General Liability coverage, written on an occurrence basis - including Completed Operations. The coverage must be endorsed to name Johnson City Housing Authority in contract document as an "additional insured" providing "Your Work" coverage (i.e. ongoing operations and Completed Operations) "arising out of" work performed by the Contractor. The "Additional Insured" form shall also state that this insurance shall be primary without right of contribution from any other insurance available to the "additional insureds".*

The CGL must be written on an occurrence basis, with minimum limits of:

Each Occurrence	\$1,000,000
General Aggregate - Per Project	\$2,000,000
Products and Completed Operations Aggregate	\$1,000,000
Personal/Advertising Injury	\$1,000,000
Medical Payments	\$5,000

COMPREHENSIVE AUTOMOBILE LIABILITY on occurrence basis covering all Owned, Non-Owned and Hired Vehicles for limits of liability equal to \$1,000,000 Combined Single Limit.

WORKER'S COMPENSATION including Occupations Disease insurance meeting the statutory requirements of the State in which work is to be performed together with a Broad Form All States Endorsement and containing **Employer's Liability** insurance in an amount of at least \$100,000 Each Accident / \$500,000 Disease – Policy Limit / \$100,000 Disease – Each Employee. Workers Compensation shall waive the rights of subrogation in favor of all additional insureds.

A certificate of insurance form must be filed with **Johnson City Housing Authority** prior to the commencement of any work and must state coverage will not be altered, cancelled or allowed to expire without thirty (30) days written notice by certified mail to **Johnson City Housing Authority** If any of the above coverages are subject to or are in excess of any deductibles or self-retention, these amounts must be stated on the certificate, and said deductibles and self-retention will be the sole responsibility of contractor.

It is understood and agreed that the insurance coverage and limits, required above, shall not limit the extent of contractor's responsibilities and liabilities specified within Contract Documents or by law.

It is understood and agreed that authorization is hereby granted to refuse entry to job site and to withhold payments to contractor until a properly executed Certificate of Insurance is received by **Johnson City Housing Authority**.

Contractor's Insurance Requirements set forth herein shall become and be part of any purchase order or contract issued by **Johnson City Housing Authority** to contractor as though fully set forth in said purchase order or contract.

Should contractor fail or neglect to provide the required insurance, **Johnson City Housing Authority** shall have the right, but not the duty, to provide such insurance and deduct from any money that may be due or become due to contractor for any and all premium or costs **Johnson City Housing Authority** incurs. Equivalent insurance coverage must be obtained from each

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subcontractor, if any, before permitting them on the site of the project. Otherwise, such insurance for subcontractors must be included within contractor's insurance policies.

INDEMNIFICATION. The contractor shall secure, defend, protect, hold harmless and indemnify the (Johnson City Housing Authority) and any of their respective agents, servants and employees against any liability, loss, claims, demands, suits, costs, fees and expenses whatsoever arising from bodily injury, sickness, disease (including death resulting there from), of any persons, or damage or destruction of any property, including loss of use, arising out of or in connection with the performance of any work relating to this Contract, including extra work assigned to the contractor, based upon any act or omission, negligent or otherwise, of (a) the contractor or any of its agents, employees or servants, (b) any subcontractor, supplier or material men of the contractor or any agents, employees, or servants thereof, (c) any other person or persons.

The obligations of indemnification contained herein shall exclude only those matters in which the claim arises out of the sole negligence of the owner or any of their respective agents, employees or servants.

PRICING TABLE - A

Column A	Column B	Column C	Column D
Building Type - ID	No. of Buildings	Units-Address	Costs for Each Building
A-2	1	2418-2424 Stone Drive & 2442 & 2448 Sandy Drive, Johnson City, TN 37601 (1 Bldg.) Lake Terrace	
A-2	1	2426-2432 Stone Drive & 2434 & 2440 Sandy Drive, Johnson City, TN 37601 (1 Bldg.) Lake Terrace	
	2 (Total Bldgs.)		TOTAL \$

NOTE: Since the condition of the existing decking & fascia boards cannot be determined until the demolition work has commenced, the following work items will be determined on-site during the progress of the work. Such work must be approved by Housing Authority Representative.

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PRICING TABLE – B

C. Work Item (As Applicable)	Address of Work Item	Price
1. Fixed Price for materials and labor for the removal and replacement of deteriorated roof decking (Plywood) per square foot, as specified, subject to written approval for replacement by an authority's Representative.	2418-2424 Stone Drive & 2442 & 2448 Sandy Drive, AND 2426-2432 Stone Drive & 2434 & 2440 Sandy Drive, Johnson City, TN 37601 (2 Bldgs.) Lake Terrace	\$ _____ per Sq. Ft. (NOTE: 4x8 sheet of plywood = 32 Sq. Ft.)
2. Fixed Price for materials and labor for the removal and replacement of deteriorated fascia board per lineal foot, as specified, subject to written approval for replacement by an authority's Representative	2418-2424 Stone Drive & 2442 & 2448 Sandy Drive, AND 2426-2432 Stone Drive & 2434 & 2440 Sandy Drive, Johnson City, TN 37601 (2 Bldgs.) Lake Terrace	\$ _____ per Ln. Ft.

SUBMITTED BY:

Company Name

Address

Phone

City, State, Zip

Signature

Date

PLEASE SUBMIT SAME QUOTE ON COMPANY LETTERHEAD FORM ALSO.

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SITE MAP

