



## **Marion County Housing Authority**

### **Invitation to Bid Roof Replacement – Spruce Terrace**

Issued by:

Marion County Housing Authority  
2645 Portland Rd. NE, Suite 200  
Salem, OR 97301  
Phone: 503-798-4176  
Email: [procure@mchaor.org](mailto:procure@mchaor.org)

# INVITATION TO BID

**Project Name:**  
**Roof Replacement – Spruce Terrace**  
**Solicitation Number: 2025-08S**

Marion County Housing Authority  
2645 Portland Rd. NE #200  
Salem, OR 97301  
503-798-4176  
[procure@mchaor.org](mailto:procure@mchaor.org)

**Location:**

Spruce Terrace Apartments  
840 N. Pershing Street  
Mount Angel, Oregon

Multi-family residential property with 19 buildings, including maintenance shed, 34 Units (1-bedroom, 2-bedroom, and 3-bedroom units).

## 2. Project Scope

The Contractor shall furnish all labor, materials, tools, equipment, supervision, and services required to complete the following:

- Complete tear-off and removal of all existing roofing materials and thorough cleaning of roof decks.
- Removal and lawful disposal of all debris off-site.
- Replacement of any rotten or damaged roof deck substrates as needed. Replacement substrate costs shall be quoted and billed as a separate line item per piece installed.
- Installation of ice and moisture barrier protection in all vulnerable areas.
- Application of underlayment over the entire deck area.
- Installation of new composition asphalt shingles and ridge cap vents.
- Shingle minimum standards:
  - Owens Corning Duration or equivalent
  - Warranty: Limited lifetime
  - Wind Resistance: 130 mph
  - Fire Rating: Class A
  - Algae Resistance: Yes
  - Durability: SureNail® Technology for excellent grip
- Bid should include manufacturer name, name of shingles and equivalent specifications.
- Shingle color to be decided by property manager.

- Final cleaning of the site, including use of a magnetic broom to remove nails and debris. Contractor must clean gutters of debris.
- Contractor will provide sanitary accommodation and power for electric equipment. MCHA will provide 2 parking spaces for placement of Sani-Can and hand washing station.

All work must comply with:

- Oregon Building Codes.
- BOLI Prevailing Wage Requirements.
- ORS 279C and Marion County Public Contracting Rules.

### 3. Mandatory Pre-Bid Site Visit

Date: \_\_N/A\_\_

Time: \_\_N/A\_\_

All interested vendors are required to schedule a site visit with the Marion County Housing Authority (MCHA) prior to submitting a bid. Site visits must be arranged in advance by contacting Merrie Neely via email at [procure@mchaor.org](mailto:procure@mchaor.org) or by phone at 503-798-4176 to coordinate access to the property.

### 4. Contract Duration

- Substantial Completion: To be achieved in accordance with a mutually agreed upon schedule, establishing both the start date and the substantial completion date at the time of contract execution.
- Final Completion: To be achieved in accordance with a mutually agreed upon schedule, establishing both the start date and the final completion date at the time of contract execution.
- Stipulation: All work shall be performed during normal business hours. Units will be occupied throughout the duration of the project; therefore, the contractor must coordinate activities to minimize disruption to residents and property operations.

### 5. Bid/Quote Submission Requirements

Bidders must submit:

#### 1. Written Quote/Proposal including:

- Lump sum base bid.
- Unit pricing for substrate replacement.
- Acknowledgment of any Addenda.
- Proposed project schedule. (Subject to Item 4, Contract Duration)

#### 2. Responsibility Documentation:

- Proof of CCB Registration and Licensing.
- Proof of insurance:

Contractor shall provide proof of insurance of not less than the following amounts as determined by MCHA:

\$1,000,000 Per occurrence limit for any single claimant; and \$2,000,000 Per occurrence limit for multiple claimants.

- Certification of compliance with ORS 701 and BOLI wage laws.
- Evidence of experience completing at least three comparable projects.
- References.

#### 3. Bid Security (Bid Bond): Not required

#### 4. Performance and Payment Bonds:

- Required if awarded contract exceeds \$100,000. {See Addendum 2}

### 6. Bid Due Date and Submission

Bid Deadline:

Date: September 17th, 2025

Time: 3:00 PM PDT

Submission Instructions:

Quotes must be submitted through the Housing Agency Marketplace\* or sealed hard copy to:

Marion County Housing Authority

Attn: Procurement

2645 Portland Rd NE, Suite 200

Salem, OR 97301

Emailed quotes will not be accepted.

Quotes received after the deadline may be rejected.

### 7. Evaluation and Award

Quotes will be evaluated based on:

- Lowest responsive and responsible quote.
- Completeness of submission.
- Demonstrated qualifications and experience.
- Compliance with Prevailing Wage and Licensing requirements.
- Ability to meet project schedule.

Award:

Marion County Housing Authority intends to award to the lowest responsible quote, but reserves the right to:

- Reject any or all quotes.
- Waive minor informalities.
- Negotiate minor contract terms.
- Postpone award for up to 30 days.

### 8. Prevailing Wage Requirements

This project is subject to Oregon BOLI Prevailing Wage Rates for public works contracts. All bidders and subcontractors must comply with ORS 279C.800-.870.

### 9. Insurance and Bonding

- Insurance Requirements: As specified in the General Conditions.
- Performance and Payment Bonds: Required for contracts over \$100,000.
- Bid Security (Bond): Not required

## **10. Contact for Questions**

Project Contact:

Name: Merrie Neely

Phone: 503-798-4176

Email: [procure@mchaor.org](mailto:procure@mchaor.org)

## **11. Attachments**

- Sample Contract
- Quote Proposal Form
- Addendum 1: BOLI Wage Determination
- BOLI Prevailing Wage Chart (July 5,2025)
- Subcontractor Disclosure Form
- Addendum 2: Performance and Payment Bonds
- Housing Agency Marketplace Instructions

## **12. Advertisement and Solicitation**

This Invitation to Bid will be:

- Placed on the Housing Agency Marketplace site: <https://www.housingagencymarketplace.com/>
- Posted on MCHA's procurement webpage.
- Distributed directly to qualified contractors.

## **13. Legal Authority**

This solicitation is issued under the authority of:

- ORS 279C.335(1)(b) Intermediate Procurement
- Marion County Public Contracting Rule §40-0160
- Marion County Housing Authority Local Contract Review Board policies.