



**REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL
ROOFTOP REPAIR AND REPLACEMENT SERVICES**

Advertised:	March 5, 2026
Site Visit (Optional):	March 6, 2026
Deadline for Questions:	4:00 p.m., March 11, 2026
Proposals Due:	4:00 p.m., March 16, 2026
Potential Award Timeframe:	March 2026

Project Manager

Email: support@sopec-oh.gov

Executive Director

Luke Sulfridge

Administrative Offices

Athens: 340 West State St., Ste. 134 B-C, Athens, Ohio 45701

Dayton: 31 S. Main St., Ste. 385, Dayton, OH 45402

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Public Notice

The Sustainable Ohio Public Energy Council (SOPEC) invites qualified vendors to submit a Proposal to provide rooftop repair and replacement services. Vendors may download the RFP documents by visiting: <https://www.sopec-oh.gov/bids>. Sealed Proposals are due and must be received by SOPEC no later than 4 p.m. (EST), March 16, 2026. For questions concerning this RFP, contact SOPEC in writing only, at: support@sopec-oh.gov. SOPEC reserves the right to reject any and all proposals and/or to waive minor irregularities or informalities in the competitive process.

Advertised in The Athens Independent on March 10, 2026.

I. General Information

The Sustainable Ohio Public Energy Council (SOPEC) is a regional council of governments, organized under Chapter 167 of the Ohio Revised Code, that functions as a shared energy office dedicated to providing innovative and sustainable energy solutions. SOPEC is governed by the members it serves, with a General Assembly and Board of Directors made up of elected officials and representatives from its member communities and political subdivisions, which currently includes over fifty (50) member communities and political subdivisions across the State of Ohio. SOPEC provides shared administrative, financial, technical, grant writing, and legal services required for high-value public energy programs and projects that support sustainable communities. With a strong focus on community engagement and environmental stewardship, SOPEC is at the forefront of promoting green energy initiatives.

II. Project Overview

- A. **Project Description.** SOPEC recently purchased the Russell Garage building, a former single-story automotive service facility of approximately 2100 square feet, with the goal to renovate the building into a usable office space for staff and community members. The building sits on a site on Columbus Road in Athens, Ohio that is approximately 4445 square yards; partially paved with some gravel. The Successful Proposer is expected to perform the necessary repair and replacement work to the roof of the facility in coordination with SOPEC (hereinafter collectively referred to as “Project”).
- B. **Project Objective.** SOPEC invites qualified roofing professionals to submit proposals for the repair and replacement of the current rooftop of the facility. This building is currently located at 136 Columbus Road, Athens, Ohio 45701. The Project expectations and details are described in the Scope of Services.
- C. **Scope of Services.** For the purposes of seeking Proposals for the Project, SOPEC has developed a Scope of Services, attached hereto as **Exhibit A**, which may be further developed and refined during the Proposal evaluation process and the negotiation of any contract that may be awarded to the Successful Proposer(s), if any. The final Scope of Services for the Project may include any, all, or none of the elements as contained in **Exhibit A**.
- D. **Required Documents.** The list of Required Documents for this RFP is attached hereto as **Exhibit B**. All Required Documents are to be filled out in their entirety, notarized when applicable, and included with the Proposal. Please be sure to include any documentation required.
- E. **Sample Contract.** A sample contract is provided, attached hereto as **Exhibit C**, setting forth the proposed terms, conditions, provisions and/or specifications, which shall govern the relationship of SOPEC and the Successful Proposer, if any, upon the award of a contract for the Project.

- F. Exceptions to RFP.** Any exceptions to this RFP will be considered and included in SOPEC’s evaluation. If the Proposer fails to list any exceptions, SOPEC will assume compliance with the terms, conditions, and requirements of the RFP, including the Sample Contract, and the Proposer shall not raise any exceptions later if selected for award. Please see Required Documents (**Exhibit B**) for the RFP Exceptions Form.
- G. Times.** All times set forth in this RFP are listed at Athens, Ohio local time.
- H. Timeline of Events.** The following is the timeline of events concerning the submission and consideration of Proposals and the award of the contract to the Successful Proposer(s). All dates listed may be altered at SOPEC’s sole and complete discretion.

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- I. Project Definitions.** For purposes of this RFP, the words, terms, and phrases set forth below shall have the indicated meanings. Any other terms, words, or phrases herein shall have their ordinary meaning.
1. *Project* means “the necessary repairs and replacement to the rooftop of the facility located at Columbus Road in coordination with SOPEC.”
 2. *Proposal* means “the written response to this RFP, including, without limitation, any modifications or revisions thereto, submitted pursuant to the terms, conditions, and provisions set forth in this RFP”.
 3. *Proposer* means “any vendor that submits a Proposal”.
 4. *RFP* means this “Request For Proposals”.
 5. *RFP Documents* mean “this RFP and the documents listed in the Exhibits, any addenda, or documents issued by SOPEC after release of this RFP but before the Proposal due date”.
 6. *Sample Contract* means “the agreement provided by SOPEC to the Successful Proposer setting forth the proposed terms, conditions,

provisions, and/or specifications which may govern the relationship of SOPEC and the Successful Proposer, if any, upon the award of the Project”.

7. *SOPEC* means the “Sustainable Ohio Public Energy Council”.

III. Proposal Format and Requirements

- A. **Proposal Format.** All Proposals must be electronically uploaded to SOPEC using the link provided in Section IV below.
- B. **Proposal Requirements.** All Proposals must contain the information requested in this Section III to be considered a responsive Proposer. Proposals should be no more than thirty (30) pages, not including resumes and required documents, and assembled in sequential order of the requested information, including and without limitation, information regarding the following:
 1. **Brief Narrative.** A brief narrative describing the Proposer, its subcontractors, Proposer and subcontractor personnel, and Proposer and subcontractor experience. Please limit the brief narrative not to exceed three (3) pages.
 2. **Description of the Proposer.** Proposer’s company/organization description, background information, business affiliations and/or partnerships of the Proposer. The description must include the following information:
 - a) A brief description of the Proposer’s company/organization background, date founded, and ownership of the Proposer (e.g., past history, present status, future plans, company/organization size, years in business, number of locations as well as the number of years operating in Ohio).
 - b) Describe any other business affiliations or partnerships Proposer currently has in place that may impact Proposer in providing the Project(s).
 3. **Proposer’s Minimum Qualifications and Experience.** Provide a brief description of Proposer’s qualifications and experience for performing the Scope of Services, and without limitation, information regarding the following:
 - a) A list showing at least three (3) client references demonstrating five (5) years of experience for which Proposer has provided similar services to those listed in the Scope of Services (Exhibit A):

- 1) Provide contact information for those references that may be contacted by SOPEC; and
 - 2) Include any experience and references with the government segment.
 - b) Proposers should be able to demonstrate their experience providing similar services through references.
4. **Proposer's Personnel and Subcontractors.** Include a list of all persons to be assigned or employed on the Project by the Proposer. In addition, the Proposal shall also identify information on Proposer's team leader and all key personnel who will be the primary daily contact with SOPEC.
5. **Approach to the Project.** Provide a detailed plan setting forth the manner in which you are proposing to deliver services for this Project, including Project objectives, milestones, communications, how any changes will be implemented, and any information or decisions required of SOPEC.
- a) Briefly describe any additional features, attributes, or conditions which SOPEC should consider in the selection process.
 - b) Provide any other information that Proposer feels applicable to the evaluation of the Proposal or of their qualifications for providing the Project. Use this section to address those aspects of the Proposer's services that distinguish it from other Proposers. Additional information shall be considered when evaluating.
6. **Fee Components and Pricing.** Describe the fee components for the Project and incorporate the following:
- a) Proposals should include recommended activities under each category listed in the Scope of Services (**Exhibit A**), along with:
 - 1) A timeline of those activities occurring during March 2026; and
 - 2) A recommended budget for each of the categories in **Exhibit A**.
 - b) Pricing should display detailed pricing for each category, a description, and an overall cost.
 - c) Proposals should include hourly rates for miscellaneous services. Additional services, commission charges, or other additional costs should be identified separately.

- e) Proposer agrees to immediately pass any reductions or cost savings on to SOPEC expected during the contract period.

IV. Submitting the Proposal

- A. **Submission Information.** All Proposals must be uploaded electronically in PDF format labeled, “Proposer’s Name – SOPEC ROOFTOP REPAIR”. Please include Proposer’s full name and upload to the following link: support@sopec-oh.gov.
- B. **Proposal Documents.** All submitted Proposal responses (unless otherwise stated, hereinafter referred to as “Proposal”) must be uploaded to the link provided no later than 4:00 p.m., March 2026. All Proposals will be time and date stamped upon receipt by SOPEC, and such shall be considered the official time and date of receipt.
- C. **Proposal Submission.** It is the sole responsibility of the Proposer for the uploading of its Proposal to the link provided prior to the deadline as provided herein. Failure to submit Proposal electronically as instructed above shall not be considered as a valid submission to SOPEC. SOPEC is not liable for non-submission and/or late submission of any response due to Proposer not having correct information.
- D. **Proposal Preparation Costs.** Proposer shall be liable for all costs or expenses related to investigating, preparing, and submitting a Proposal in response to this RFP as well as any costs or expenses related to the negotiation and award of any contract resulting from this RFP.
- E. **Termination of RFP Process.** At any time prior to the execution of any contract awarded pursuant to this RFP by SOPEC, SOPEC may terminate the process set forth in this RFP for any or no reason.

V. Proposal Questions, Modifications, Withdrawal, and Opening

- A. **Proposer Requests for Information and Addendums.** Any questions or requests for information from a Proposer shall be submitted in writing only to SOPEC via email at: support@sopec-oh.gov. Any and all such requests must be received no later than 4:00 p.m. on March 11, 2026. SOPEC shall respond to any properly submitted questions or requests for information by a written addendum issued to all Proposers who have obtained an RFP packet for this Project. In addition, SOPEC, on its own initiative, may issue such other addenda as it may deem appropriate from time to time.
- B. **Modification of Proposal.** At any time prior to the opening of Proposals, a Proposer may modify its Proposal in writing by submitting a modification marked in the same manner as the original proposal via email to: support@sopec-oh.gov. Any such modification must be received by SOPEC prior to the opening date and time of the Proposals to be considered effective.

- C. **Withdrawal of Proposal.** Prior to the opening of Proposals, a Proposer may withdraw its Proposal provided the Proposer makes a written request to withdraw the Proposal. Such a request to withdraw the Proposal must be received by SOPEC prior to the opening of Proposals at: support@sopec-oh.gov.
- D. **Proposal Opening.** All Proposals received by 4:00 p.m., March 16, 2026, shall be electronically opened. No proposed pricing information will be released at the time of the opening.
- E. **Rejection or Waiver of Proposals.** SOPEC may, in its sole and complete discretion, reject any or all Proposals, waive any irregularities contained in a Proposal or Proposals, or terminate the process set forth in this RFP at any time if it is determined in the best interest of SOPEC to do so. Solicitation and opening of any Proposal submitted in response to this RFP does not create any express or implied obligation of SOPEC to enter into any contract.

VI. Standard Terms and Conditions

- A. **Budgeting.** SOPEC's budgets are subject to the annual appropriation of funds by the SOPEC General Assembly.
- B. **Taxes and Payment.** The Proposer is hereby notified that:
 - 1. SOPEC is exempt from State sales or use taxes and therefore, such taxes shall not be included in any rate or price quotations submitted as part of any Proposal; and
 - 2. SOPEC does not pay retainers, deposits, or make any other advance payments prior to services rendered.
- C. **Invoicing.** Invoices must be submitted to SOPEC within sixty (60) days after Services have been rendered and such invoice(s) received shall be paid within thirty (30) days of its approval by SOPEC. Notwithstanding any term, condition, or provision set forth in the RFP, SOPEC shall not be obligated or liable to the Successful Proposer and/or any other party for any late payment, collection costs, fees, and/or interest charges.
- D. **Indemnification and Insurance.** The Successful Proposer is advised that in addition to any other terms, conditions, or provisions that may be contained in any contract awarded and executed as a result of this RFP (including without limitation warranty provisions), the Successful Proposer shall agree to the following indemnification and insurance provisions:
 - 1. **General Duty to Indemnify.** The Successful Proposer shall indemnify and hold harmless SOPEC, its directors, officers, employees, and representatives from and against all claims, damages, losses, liens, causes of action, suits, judgments, and expenses (including reasonable attorney's

fees and other reasonable costs of defense), of any nature, kind or description, which:

- a) are caused by or result from the performance of the Services by the Successful Proposer, anyone directly or indirectly employed by the Successful Proposer, any sub-contractor of the Successful Proposer, or anyone for whose acts the Successful Proposer is legally liable;
- b) are attributable to bodily injury, personal injury, sickness, disease, or death of any person, or to damage to or destruction of property; but
- c) only to the extent they are caused by any negligent, reckless, or willful act, error or omission of the Successful Proposer, anyone directly or indirectly employed by the Successful Proposer, any sub-contractor of the Successful Proposer, or anyone for whose acts the Successful Proposer is legally liable. The terms and conditions of this paragraph shall survive termination of this contract for any reason.

2. PLEASE NOTE: THE GENERAL DUTY TO INDEMNIFY SOPEC IS NOT NEGOTIABLE. IF YOU ARE UNABLE TO AGREE TO THE PROVISION SET FORTH ABOVE, SOPEC WILL BE UNABLE TO ENTER INTO A CONTRACT WITH YOUR COMPANY.

3. **Liability Insurance.** Proposals must include proof of insurance and bonding. The Successful Proposer shall purchase and maintain the following liability and other insurance at the indicated limits, under the terms set forth below:

- a) *General Liability Insurance*, containing the following limits and terms:
 - 1) \$1,000,000.00 per occurrence.
 - 2) \$2,000,000.00 aggregate.
 - 3) \$1,000,000.00 Products/Completed Operations Aggregate.
 - 4) Name SOPEC as an additional insured.
 - 5) Waiver of subrogation in favor of SOPEC and all related entities or subsidiaries, employees, agents and/or representatives.
 - 6) Automobile Liability Insurance, containing a limit of \$1,000,000.00 per occurrence.
 - 7) Worker's Compensation and Employer's Liability Insurance, containing the following limits:
 - Statutory Limits for the State of Ohio \$500,000.00/\$500,000.00/\$500,000.00 Employer's Liability Limit.

- 8) Professional Liability Insurance covering errors, omissions, and/or negligence of the Advisor with a coverage limit of \$5,000,000.00.
- 9) Umbrella Liability Insurance containing the limit of \$2,000,000.00 per occurrence and terms including the following “form coverage.”
- b) The limits set forth above may be adjusted according to industry standards, risk, and further assurances.
- c) Each policy of insurance required to be purchased and maintained by the Successful Proposer shall be purchased from an insurance carrier rated by A.M. Best as A-, VII or better.
- d) Each policy and respective certificate of insurance shall expressly provide that should the Successful Proposer’s insurance lapse, be cancelled, non-renewed, or materially altered, the Successful Proposer shall provide SOPEC with no less than thirty (30) days prior written notice of such cancellation, non-renewal, expiration, or material alteration of the coverage contained in such policy or evidenced by such certificate of insurance.
- e) The Successful Proposer shall maintain all insurance in the required amounts, without interruption, from the date of the execution of the contract until the date of the termination of the contract or the date of payment of the final invoice issued by Successful Proposer, whichever is later. Failure of the Successful Proposer to comply with the terms and conditions of this paragraph shall constitute a material breach of the contract and shall be cause for termination of this Contract by SOPEC.
- f) Insurance policies required to be purchased and maintained by the Successful Proposer may include a reasonable loss deductible, as is customary for the Successful Proposer’s industry, which shall be the sole responsibility of the Successful Proposer to pay in the event of any covered loss.

VII. Applicable Law

- A. Venue.** The terms, provisions, and conditions as set forth in this RFP, the submission and evaluation of any Proposals submitted in response to this RFP, the negotiation, award, execution, and construction of the terms, conditions, provisions, and the scope of services of any contract resulting from this RFP, and all other matters or claims related to this RFP and/or any contract resulting from this RFP shall be solely governed by, and construed in accordance with, the laws of the State of Ohio without regard to its choice of law provisions and to the exclusion of the law of any other jurisdiction. Any action, claim, suit, or proceeding related to this RFP or any contract resulting from this RFP shall be brought only in a court having appropriate jurisdiction and venue in Montgomery County, Ohio.
- B. Public Records.** A Proposal submitted pursuant to this RFP shall become the property of SOPEC. Pursuant to and subject to this RFP and the Ohio Revised

Code, all information submitted shall become a record open to the inspection of the public upon the completion or termination of the selection process set forth in this RFP. However, if there is material in a Proposal that a Proposer deems to be confidential or a trade secret, it should be clearly identified and marked confidential. Submission of a Proposal in response to this RFP shall be deemed acknowledgement and acceptance of the terms and provisions contained in this paragraph B.

VIII. Proposal Evaluation

- A. Evaluation Criteria.** Proposals shall be evaluated based upon the Proposer's ability to meet the requirements set forth in this RFP as stated in the submitted Proposal, any clarifications that SOPEC may request from individual Proposers, and the criteria below. SOPEC reserves the right to give each of the following criteria such weight as it deems appropriate in its sole and complete discretion:
1. Proposer's ability to perform the proposed scope of services;
 2. Proposer's experience and the quality of its available services;
 3. Proposer's understanding of SOPEC's requirements as expressed in the Proposal Scope of Services; and
 4. The proposed fee schedule and estimate of costs based on the information set forth in this RFP. The estimate shall clearly present anticipated personnel, administrative, equipment, travel, per diem, and miscellaneous costs such as shipping, supplies, or other items.
- B. Evaluation of Proposals.** SOPEC's Executive Director or designee shall appoint an Evaluation Committee ("Committee") to evaluate the Proposals received. The Committee shall evaluate all Proposals received and rank the Proposers based upon the evaluation criteria set forth above in Section A, Evaluation Criteria, and the responsiveness to the RFP requirements. SOPEC reserves the right to request additional information from Proposers as needed. If such information is requested, the Committee is not required, at this stage of the evaluation process, to request the same information from all Proposers.
- C. Notifications.** All Proposers submitting a response to this RFP will be notified upon final determination of the Successful Proposer(s) selected to perform the Project.

IX. Awarding the Contract

- A. Information Provided to Successful Proposer(s).** SOPEC shall provide to the Successful Proposer(s), upon request, any information concerning the Project to which it has access. SOPEC may, in its sole discretion, provide information to the Successful Proposer(s) in electronic format.
- B. Negotiation and Award of Contract.** After non-excluded Proposers have been evaluated and ranked, SOPEC's Executive Director or designee shall enter into contract negotiations with the highest ranked Successful Proposer. If negotiations between such highest ranked Successful Proposer and SOPEC's Executive Director or designee fail to result in a contract between SOPEC and the Successful Proposer, those negotiations shall be terminated, and SOPEC's Executive Director or designee may enter into contract negotiations with the next highest ranked Successful Proposer. The previously described process may continue until a contract has been successfully negotiated between SOPEC and a Successful Proposer or until there are no Proposers left in which to hold contract negotiations.
1. Negotiations shall cover such terms, provisions, conditions, scope of services, and other matters as the parties deem appropriate to attain the objectives of the Project contemplated in this RFP.
 2. In SOPEC's sole and complete discretion, SOPEC may terminate contract negotiations with a Successful Proposer and begin contract negotiations with the next highest ranked Proposer.
 3. At any time prior to the execution of a contract by SOPEC's Executive Director, the Executive Director may cancel or terminate the process set forth in this RFP for any or no reason.
 4. No contract negotiated between SOPEC and the Successful Proposer shall become effective until the terms, conditions, provisions, and services negotiated between SOPEC and the Successful Proposer have been reduced to a written contract, and the resulting contract has been executed by the Successful Proposer and SOPEC's Executive Director.
- C. Contract Execution.** Any contract awarded shall be signed by the Successful Proposer(s) and returned within thirty (30) days after the Successful Proposer(s) has received the "Notice of Award" and negotiated the contract for signature.
1. No contract resulting from negotiations with the Successful Proposer(s) or from the process set forth in this RFP shall be considered binding upon SOPEC until execution of the contract by the Successful Proposer(s) and SOPEC's Executive Director pursuant to the procurement policy.

EXHIBIT A – SCOPE OF SERVICES

SOPEC seeks qualified roofing professionals to submit proposals for the necessary repairs and replacement of the rooftop structure on the former Russell's Garage facility owned by SOPEC. The goals of the project are to restore the facility to a usable office and community space for SOPEC staff members and the public.

Additional consideration will be given to firms that have experience working with government agencies. There is no expressed or implied obligation for SOPEC to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

I. Scope of Work

The Successful Proposer's role will include all tasks associated with a successful repair and/or replacement of the rooftop structure of the former Russell's Garage facility located on Columbus Road, resulting in the delivery of a fully functional roof to SOPEC. SOPEC anticipates the work to include:

1. Tear-off and disposal of the old materials (one layer of roofing), repair or replacement of supporting structures (fascia, etc.), supply and installation of the new materials, and clean up of the entire work area (all nails and other materials). Use of hardwood and high quality wood planking roofing materials is required (i.e. no plywood or particle board materials) as the aim is to perform as close to a historical restoration as possible. A light-colored EPDM over foam top surface is preferred, but other options are also welcome.
2. Obtaining all permits, licenses, applications, and meeting applicable codes and standards.
3. Working collaboratively with SOPEC, the City of Athens, Athens County, and/or any required permitting or licensing agencies through the project.

II. Additional Information

SOPEC will offer the opportunity for a site visit and a pre-proposal meeting with interested applicants.

1. Representations and Warranties: The Successful Proposer shall warrant that all materials and equipment furnished for the Project shall be new unless otherwise specified and that all work shall be performed in a good and workmanlike manner, shall be of good quality, free from faults and defects, and in conformance with applicable industry standards. All such warranties shall run for at least one (1) year from the date on which the Project is complete. Longer warranties are encouraged and will be evaluated as part of the evaluation criteria.

IV. Schedule

The tentative RFP schedule is listed below. This may be modified at any time.

Project Milestone	Date
RFP Released	March 5, 2026
Site Visit (Optional)	March 6, 2026
Deadline to Submit RFP Questions	March 11, 2026
RFP Responses Due	March 16, 2026
Award of Contract/Notice to Proceed	March 2026

Respondents are required to provide a preliminary project schedule as part of their response. Exact dates are contingent upon approvals by the SOPEC Executive Director, or designee, and execution of contracts by all parties.

EXHIBIT B – REQUIRED DOCUMENTS

Each Proposal must contain the following documents, attached hereto as Exhibit B, which must be filled out in their entirety, fully executed, and included with the Proposal:

- A.** Affidavit of Authority;
- B.** W-9 Form;
- C.** Exceptions to RFP; and
- D.** Certificate of Insurance.