



**VILLAGE OF MONTICELLO**  
2 PLEASANT STREET  
MONTICELLO, NY 12701  
(845)794-6130  
VILLAGEOFMONTICELLO.COM

11/26/2025

## **RFP: Roof Repair Services [Village of Monticello]**

**Issuing Organization:** Village of Monticello

**Proposal Due Date:** December 2, 2025

### **1. Introduction**

The Village of Monticello is seeking qualified and experienced roofing contractors to provide labor, materials and equipment necessary to repair the roof of the Village Hall (directly above the Police Chief's office, and the Old Fire House), located at 2 Pleasant Street Monticello, NY 12701. The intent of the RFP is to obtain competitive proposals and select a contractor who can complete the work efficiently, safely, and in accordance with industry standards.

### **2. Project Overview**

The roof at the Village Hall has exhibited issues including but not limited to: leaks, damaged shingles, flashing deterioration, structural concerns. The goal of this project is to restore the roof to a weather-tight and structurally sound condition.

### **3. Scope of Work**

The selected contractor shall be responsible for:

- I. Inspection & Assessment**
  - a. Conduct a full on-site roof inspection.
  - b. Provide a detailed assessment report identifying all deficiencies.
- II. Roof Repairs**
  - a. Replace damaged or missing shingles/tiles/panels.
  - b. Repair or replace flashing, underlayment, and ridge components as needed.
  - c. Address leaks and any water-damaged substrate areas.
  - d. Seal penetrations, vents, and chimneys.
  - e. Ensure proper drainage and gutter condition (if within scope).
- III. Materials & Standards**
  - a. Use materials meeting or exceeding local building codes.
  - b. All materials must be new and of professional-grade quality.
- IV. Site Management**
  - a. Maintain a clean and safe worksite.
  - b. Protect surrounding structures, landscaping, and public access areas.
- V. Closeout & Warranty**
  - a. Provide a final inspection and report.
  - b. Supply material and workmanship warranties (minimum: [    ] years).



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#### **4. Proposal Requirements**

Proposals must include:

- I. Company Information**
  - a. Legal business name, address, contact person.
  - b. Proof of licensing, bonding, and insurance.
  - c. Years in business and relevant experience.
- II. Project Approach**
  - a. Proposed timeline and methodology.
  - b. Staffing plan and key personnel.
- III. Cost Proposal**
  - a. Detailed itemized cost breakdown.
  - b. Labor rates, material costs, and any contingency allowances.
- IV. References**
  - a. Minimum of three (3) recent similar projects.

#### **5. Evaluation Criteria**

Proposals will be evaluated based on:

- a. Contractor experience and qualifications
- b. Completeness and clarity of proposal.
- c. Price and overall value
- d. Timeline and project approach
- e. References and past performance
- f. Warranty offered

*The Village reserves the right to accept or reject any proposals.*

#### **6. Site Visit**

A mandatory site visit will be held on: \_\_\_\_\_

#### **7. Submission Instructions**

Proposals must be submitted by: \_\_\_\_\_



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Send Proposals to:

Village of Monticello Manager  
James Snowden  
[jsnow@villageofmonticello.com](mailto:jsnow@villageofmonticello.com)  
2 Pleasant Street  
Monticello, NY 12701

## 8. Questions

All inquiries must be submitted in writing to:

James Snowden, Village Manager  
Janine Gandy, Village Clerk  
[clerk@villageofmonticello.com](mailto:clerk@villageofmonticello.com)

## 9. Terms & Conditions

- a. The Village is not obligated to award a contract.
- b. Contractors are responsible for all costs related to preparing proposals.
- c. Work must comply with all local, state and federal regulations.

## 10. Timeline

Milestone	Date
RFP Issued	
Site Visit	
Questions Due	
Proposals Due	
Contractor Selection	
Work Start (Estimated)	
Work Completion (Estimated)	