

April 7, 2025



Request for Proposal (RFP) for New Roof Installation

The Homeless Alliance, Inc. is accepting proposals to provide a new metal roof installation on a roughly 7,500 square foot building. Please note that we are acting at the direction of our Chief Executive Officer and all proposals will go before a review committee of leadership of the Homeless Alliance. Final authority on all purchases rests with the Homeless Alliance Board of Directors. A description of the organization, the services needed, and other pertinent information follows.

Background of The Homeless Alliance, Inc.

The mission of The Homeless Alliance is to rally the community to end homelessness. We are a 501(c)(3) organization. You can get more information on our website at www.homelessalliance.org.

Services to Be Performed

Your proposal is expected to cover the following services:

1. Removal and haul away of existing roof
2. Installation of new roof
3. Cleaning of existing gutters
4. Work must be performed and completed no later than September 12, 2025.

Key Personnel

Following is a list of key persons you may wish to contact with respect to this engagement:

- Holly Smith, Director of Administration, 405-747-6445, hsmith@homelessalliance.org

Relationship With Prior or Current Service Provider

We have no current engagement with a service provider and are seeking proposals from multiple companies.

Your Response to This Request for Proposal

In responding to this request, please provide the following information:

1. Please provide a list of comparable organizations you have experience with, either currently or previous clients.
2. Warranty information for new roof
3. Identify the primary person responsible for the account.
4. Any contractors submitting a bid must produce written proof of liability insurance and worker's compensation coverage as well as an I-9.

Evaluation of Proposals

The leadership of the Homeless Alliance will evaluate proposals on a qualitative basis. This includes a review of the firm's peer review and related materials, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

If you choose to respond to this request, please do so by April 25, 2025.

Please let us know if you choose not to respond to this RFP.

Sincerely,

A handwritten signature in blue ink that reads "Holly Smith". The signature is fluid and cursive, with the first name "Holly" and the last name "Smith" clearly legible.

Holly Smith
Director Of Administration
405-747-6445