CITY OF WHITEWATER
INVITATION TO BID (ITB)

CITY OFFICE/FIRE STATION ROOF - Skylight Removal

ITB No.: 2026-05-SKYRE
Issue Date: May 8, 2026
Closing Date: TBD

1. Introduction

The City of Whitewater is accepting bids for the removal of eight (8) existing skylights on the Fire Station portion of the City Building located at 201 S. Elm Street, Whitewater, KS 67154, along with restoration of the roof and ceiling openings to a fully watertight and finished condition.
The project also includes inspection and unit pricing for any hail-related or other roof damage identified during the work.

2. Scope of Work

The successful bidder shall furnish all labor, materials, equipment, supervision, permits, and incidentals necessary to complete the following:

- Removal of eight (8) skylights, including frames, curbs, flashings, glass/panels, and associated components.
- Proper infill of roof openings with new metal roof panels matching the existing roof system.
- Roof deck repair/replacement as needed.
- Interior ceiling closure (drywall, insulation, painting, etc.) to match existing conditions.
- Inspection and repair of hail damage or other to the roof (with unit prices).
- Daily temporary weather protection to keep the building watertight and operational.
- Complete cleanup and disposal of all debris.
- Compliance with all applicable codes, regulations, and City requirements.

Approximate Roof Area: 10,500 sq. ft. over the Fire Station portion.
See attached aerial photo highlighting the skylights and project area.
A mandatory pre-bid site visit is required. Contact the City Clerk to schedule.
Possible Site Visit Date & Time: _____

3. Bid Submission Requirements

All bids must include:

- Completed Bid Form (Attachment A – to be developed)
- Lump sum price for the base scope (8 skylights + restoration)
- Unit prices for: roof deck replacement (per sq. ft.), metal panel replacement (per sq. ft.), and hail damage repairs
- Evidence of required licenses and certifications (Kansas registered roofing contractor)
- List of recent, similar projects completed within the last 5 years (preferably public building or metal roof projects)
- Proof of insurance and bonding capacity

4. Contract Term

This is a one-time construction project. The City will issue a notice to proceed once all requirements are met. Contractor shall coordinate scheduling with the Fire Chief to minimize disruption to operations.

5. Instructions to Bidders

Bids must be submitted in a sealed envelope clearly marked:
"Bid for Skylight Removal – ITB No.: 2026-05-SKYRE"
to:

City of Whitewater
Anne Morrow
201 S Elm, PO Box 149
Whitewater, KS 67154

Or emailed with Subject Line:
"Bid for Skylight Removal – ITB No.: 2026-05-SKYRE"
to:

Anne Morrow, City Clerk	or	Tim Edlredge, Mayor
cityclerk@whitewaterks.gov		mayor@whitewaterks.gov

6. Evaluation Criteria

Bids will be evaluated based on:

- Cost/Price
- Quality and completeness of bid
- Proposed timeline / schedule
- Contractor qualifications and past performance on similar projects
- Compliance with ITB requirements

7. Contact Information

For questions regarding this ITB, contact:

Anne Morrow
City Clerk
Email: cityclerk@whitewaterks.gov
Office Phone: 316-799-2445

OR

Tim Eldredge
Mayor of Whitewater
Email: mayor@whitewaterks.gov
Office Phone: 316-799-2445
Phone: 316-250-3931