**TO:   Firms expressing interest in Re-ROOFING & Re-SIDING the 1930(?) “Barn” building a historic structure located at the Planters Exchange Museum Site, 304 9th Avenue, Havana, FL 32333**

**FROM:  Bill Piotrowski, Facilities Lead & Co-Chair, Havana History Museum**

THANK YOU for your interest in working with the Havana History & Heritage Society (HHHS) in the reconstruction work described below. It is the HHHS’s intention to employ the firm to provide services for the metal re-roofing & exterior wood re-siding of a historic building (approximately 900 square feet). This building is located on the south section of the Planters Exchange Historic site at 304 9th Avenue, Havana, FL 32333.

Please contact Bill Piotrowski or Pat Kitching for any clarification or assistance helpful to your completion of the requested information.   **Contact Pat for a complete set of architect plans.**

(850) 510-4979 [wd.piotrowski@outlookcom](mailto:wd.piotrowski@outlookcom) or

Pat Kitching (352) 214-1831 [patkitching@aol.com](mailto:patkitching@aol.com).

**QUALIFICATION INSTRUCTIONS, CRITERIA, & GENERAL INFORMATION:**

Submit a written response (**via email**) to [patkitching@aol.com](mailto:patkitching@aol.com) or delivered to the Havana History Museum at 204 2nd Street NW, Havana, FL 32333)

0n or before 5 PM August 14, 2025

Submissions must include – these are ESSENTIAL\*:

1. Company name, location, contact information, & length of time in business.
2. Appropriate licensing & insurance for commercial roofing & construction projects.
3. Experience in re-roofing older structures, preferably including historic sites.
4. Ability to comply with the engineering requirements (see attached engineering review) including remediation of any structural concerns relating to the proposed re-roofing (foundations, structural, loads, materials).
5. Names of client contacts for at least three successful projects within the past five years of similar scope, size, and complexity.
6. Match of skills, capabilities, and prior job experience to HHHS site re-roofing specifications, structural repairs, and historic site requirements.
7. Ability to start and complete both the re-roofing & construction work within the next four months; including compliance of County code approvals.
8. Proposed Project Cost for completion of the proposed re-roofing project.

Further NOTES:

* Contact Bill Piotrowski or Pat Kitching to arrange a site visit July 21-23; available for questions by email [wd.piotrowski@outlook.com](mailto:wd.piotrowski@outlook.com) or 850-510-4979 or via email or call to [patkitching@aol.com](mailto:patkitching@aol.com) (352) 214-1831
* Prospective vendors are encouraged to call for further information or assistance.
* **Plan on attending a special session to discuss specific requirements & any questions with the architect & site administrators on August 5, 12 PM, onsite – meet at the Museum Porch at 204 2nd Street NW, Havana.**
* HHHS reserves the right to reject all responses, to negotiate changes in the new scope of work or services to be provided, and to otherwise waive informalities.
* Method of Selection: Responses will be reviewed by the Reconstruction Design Team (RDT), with the RDT recommendation pending approval by the Havana History & Heritage Society (HHHS) Board of Directors.   Oral presentations may or may not be required. All criteria listed\* will factor into the recommendation.
* Email Pat to receive a digital copy of the Engineer Review for the exact site work location (“Area B” Figure 1, page 1) & engineering specifications, and the Architect Plan Specifications.

Pre-Submittal Site Visit: all interested Responders are encouraged to schedule a site visit. Monday July 21 – Wednesday, July 23. Call , text, or email to schedule: 352-214-1831 or [patkitching@aol.com](mailto:patkitching@aol.com) .

|  |  |
| --- | --- |
|  | Re-Roofing PROPOSAL REVIEW CRITERIA |
|  |
|  |  |  |
| a | Business Licensing, Registration, & Insurance |  |
| b. | Name, Contact Information, Address |  |
| c. | Business ratings |  |
| d | Historic Site Experience |  |
| e | Gadsden County area - location preference for company & materials sourcing |  |
| f | Prior Site References (at least 3 within the last five years), including contact information |  |
| g | Experience in working with Architect & Engineering Plans & consultants |  |
| h | Experience with Gadsden County Codes & Compliance Requirements |  |
| i | Roofing Material:  5V crimp; 30-40 year warranty; color - Reflective Index >.6; match to existing new Zax or equivalent screws; |  |
| j | Maintaining "historic character" of site and previous construction (also subject to experience w State Historic Preservation Division Reviews) |  |
| k | Provides both roofing and general contracting services as necessary to meet structural requirements & repairs |  |
| l | Competitive pricing - in consideration of all listed criteria items |  |
| m | Must provide major product information and warranties, and comply with requirements for full product warranties |  |

Vendor selection & recommendation is expected to be finalized no later than August 15, 2025