

# City of Dover

March 20, 2026

To Whom It May Concern:

The City of Dover will receive sealed proposals on April 23, 2026, at 2:00 PM local time for the purpose of contracting for **CITY HALL ROOF REPLACEMENT, RFP NUMBER 26-0018FM**. The proposal must be submitted with three (3) paper copies and one (1) electronic copy on either a CD/DVD or flash drive in a sealed envelope to: City of Dover Procurement Office, 710 William Street, Dover, DE 19904. **All vendors must complete the request for proposal (RFP) notice and send it via email to [doverwhse@dover.de.us](mailto:doverwhse@dover.de.us) or by fax to (302) 736-7178 if they intend to submit a proposal. Any vendor not returning the form may not receive published addenda.**

A non-mandatory pre-proposal meeting will be held on April 2, 2026, at 10:00 A.M. The meeting will be at City Hall Caucus Room located at 15 E Lockerman Plaza, Dover, DE 19901.

Your submission is not revocable for ninety (90) days following the response deadline indicated above.

## **LATE SUBMISSIONS:**

A proposal received after the closing date and time for receipt of the proposals is late and shall not be considered. It is the responsibility of the submitter to ensure that the proposal is received prior to the closing date and time.

## **QUESTIONS:**

If you have questions concerning this Request for Proposal, they must be made in writing and emailed to me at [doverwhse@dover.de.us](mailto:doverwhse@dover.de.us). **All questions must be submitted no later than April 9, 2026.** All questions will be compiled and answered in the form of an addendum and will be emailed to all prospective proposers who return the attached RFP notice and will be posted on the City of Dover web site, <https://www.cityofdover.com/bid-procurement>. All changes or corrections to this Request for Proposal will be handled by addenda issued by the Purchasing Office. The receipt of all addenda must be acknowledged in the proposal submission.

The City of Dover reserves the right to request corrections, clarifications, and/or additional information pertaining to the proposer's response.

Proposals will be opened publicly at the time and place designated in this letter. All proposals will be opened in the presence of the Procurement Manager or his/her designee. All other information contained in the proposals shall be considered confidential to avoid disclosure of contents prejudicial to competing offerors during the process of negotiation. The main purpose of the RFP opening is to reveal the name(s) of the proposer(s), not to serve as a forum for determining the award.

The contract shall be awarded within 90 days of the closing date to the offeror whose proposal is determined in writing to be most advantageous to the City. All prices must be held firm for a minimum of 90 days from the date of the opening. The proposals and summaries shall not be open for public inspection until after receipt of a fully executed contract.

Public employees and elected officials must discharge their duties impartially so as to assure competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of City procurement. Dover Code Article II Section 30 (Appendix A of this policy), establishes standards of ethical conduct among public officials and employees. Vendors participating in the City procurement will be disqualified from the procurement if the employee, official or vendor is found to be in violation of the City's ethical standards and a referral of the matter will be presented to the Ethics Commission.

Please reference the City of Dover Purchasing Policy if you have any questions at:

<https://www.cityofdover.com/media/Purchasing/Policy/Purchasing%20Policy%20Final%2005-23-2022.pdf>.

The City of Dover reserves the right to waive technicalities, to reject any or all submissions, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the City.

**All vendors must completely fill out, sign, date, and return the attached "Consent for Disclosure Under the Freedom of Information Act (FOIA)" form with their submission.** Failure to return the completed form will be deemed consent to the disclosure of all information included in the submission after the receipt of a signed contract or issuance of a purchase order. **Any and all proprietary information contained within the bid must be isolated and clearly marked.** The cover must indicate that the bid contains such information.

Minority, women, veteran, service-disabled veteran, and individuals with disabilities owned vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted proposal documents.** **The vendor must provide authoritative proof of minority ownership such as identification in the certification directory maintained by the State of Delaware Office of Supplier Diversity to qualify for this preference.** This preference is to be considered as a stand-alone and cannot be added to any other preference that may be allowed. This preference shall not apply to subcontractors.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the annual value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

Rule 2: Vendor located within Kent County, Delaware (applicable only if no vendor qualifies under rule 1)

Rule 3: Vendor located within the State of Delaware (applicable only if no vendor qualifies under rules 1 & 2)

In the event that no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted proposal documents.** This preference is to be considered as stand-alone and cannot be added to any other preference that may be allowed.

A performance bond shall be required from the successful proposer for a construction contract. Such a bond shall be for the full amount of the contract. If the contractor fails to provide such a bond or a binder within fifteen days of the award of the contract, the award of the contract or the contract shall be void. The bond shall be released by the City of Dover upon successful completion of the contract and upon a detailed inspection of the contracted work.

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the City of Dover may contract for an equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

Neither the contractor nor the City of Dover shall be held liable for non-performance under the terms and conditions of this contract due but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

Vendors must provide references to the City of Dover upon request. Vendor references may be checked to verify the proposer's ability to perform the contract requirements, the quality of work, and the ability to meet obligations.

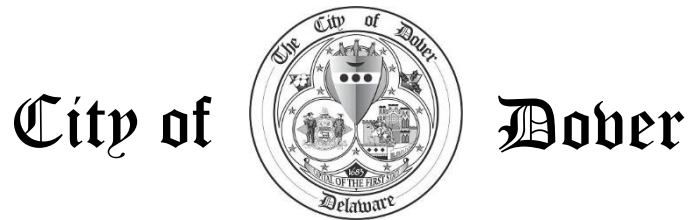
**ENVELOPES MUST BE MARKED "CITY HALL ROOF REPLACEMENT, RFP NUMBER 26-0018FM."**

No faxed or emailed proposals will be accepted.

The City of Dover shall have the right to reject any or all proposals if deemed to be in the best interest of the City, such as but not limited to local vendor preference and minority vendor preference while awarding.

Sincerely,

Barry Wolfgang  
Contract and Procurement Manager  
City of Dover  
(302) 736-7795  
[www.cityofdover.com](http://www.cityofdover.com)



**REQUEST FOR PROPOSAL NOTICE**

RFP Number: 26-0018FM      RFP Opening: April 23, 2026 at 2:00 P.M.

Description: City Hall Roof Replacement

If you are interested in the Request for Proposal described above, you can download it in Adobe PDF format from our web site <http://www.cityofdover.com/bid-procurement>. Any amendments or other additional information related to this solicitation will be posted with the original document on the web site.

If you do not have internet access and want to receive this Request for Proposal, all subsequent amendments, or additional information on the RFP package, please provide the requested information to:

The City of Dover  
 Purchasing Office  
 710 William Street  
 Dover, DE 19904  
 Fax: (302) 736-7178, attention Procurement Manager  
 E-mail: [doverwhse@dover.de.us](mailto:doverwhse@dover.de.us)

Please complete the following and return this form to the City of Dover Purchasing Office.

Company: _____	Vendor Response /Request
Address _____	No submission at this time, please retain on vendor list
_____	Please send complete RFP package
Contact: _____	I will download the RFP package
Phone _____	I intend to submit
Email _____	I do not intend to submit
_____	



**CONSENT FOR DISCLOSURE UNDER  
THE FREEDOM OF INFORMATION ACT (FOIA)**

**REQUESTS FOR PROPOSAL AND INVITATIONS TO BID**

From time to time, the City of Dover receives requests under the Freedom of Information Act (FOIA) for information submitted in response to Requests for Proposals and Invitations to Bid. This information shall be provided to those who request it under FOIA; however, in accordance with 29 Del. C. §10002(1)(2), trade secrets and commercial or financial information obtained from a person which is of a privileged or confidential nature are not deemed public records.

Please indicate your preference regarding the disclosure, under FOIA, of the information that you are submitting by checking the appropriate box and providing the information below. Please note that prior to issue of a purchase order or full execution of a contract, only the names of vendor(s) and bid tabulations will be released for Invitations to Bid, and only the names of vendor(s) and information deemed necessary for City Council to make an informed decision on award approval will be released for Requests for Proposals.

- I consent to the disclosure of all information included in this submission.
- This submission includes trade secrets and commercial or financial information which is of a privileged or confidential nature that is exempt from disclosure under 29 Del. C. §10002(1)(2). In accordance with 29 Del. C. §6923(j)(4) and §6924(j)(3), I have isolated and identified in writing the confidential portions of the submitted proposal/bid and attached a statement that explains and supports my claim that the proposal/bid items identified as confidential contain trade secrets or other proprietary data and I am prepared to defend against disclosure. I understand that any items not so identified are subject to disclosure.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

RFP/Bid No. \_\_\_\_\_

For additional information, please contact: City of Dover - City Clerk's Office  
P.O. Box 475  
Dover, DE 19903  
[cityclerk@dover.de.us](mailto:cityclerk@dover.de.us)  
Phone (302) 736-7008; FAX: (302) 736-5068

*Please note that this form is a public record and will be provided to those who request information regarding Requests for Proposals and Invitations to Bid under FOIA.*

**CITY OF DOVER, DELAWARE**

**REQUEST FOR PROPOSALS**

**FOR**

**CITY HALL ROOF REPLACEMENT**

**PROPOSAL NUMBER**  
**26-0018FM**



**March 2026**

**Issued By:**

**City of Dover**  
**Purchasing Office**  
**710 William Street**  
**Dover, Delaware 19904**  
**(302) 736-7795**  
**Fax (302) 736-7178**

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### PROPOSAL DOCUMENTS

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ITP	Invitation to Proposal.....	ITP-1 thru ITP-5
IP	Instructions to Proposers.....	IP-1 thru IP-3
IFP	Information for Proposers.....	IFP-1 thru IFP-2
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## ADVERTISEMENT FOR PROPOSALS

Sealed proposals will be received on behalf of the City of Dover, (herein called the "Owner") at the City of Dover, City of Dover Procurement Office, 710 William Street, Dover, DE 19904 no later than 2:00 p.m. EST on Thursday, April 23, 2026. Proposals will then be publicly opened and read aloud immediately thereafter for the following:

### CITY HALL ROOF REPLACEMENT

**Proposal No.: 26-0018FM Contract Duration: Contract is to be effective from the date of signing through the completion of this project. Prices shall be firm for the entire period of the contract.**

The City of Dover requests proposals for **City Hall Roof Replacement** at our City Hall 15 E Lookerman Plaza location. The overall responsibility of the contractor(s) is to coordinate, plan, manage, and replace existing EPDM roof with a new TPO roof system as described in the **City Hall Roof Replacement, Request for Proposals, Proposal No.: 26-0018FM**.

Local vendor preference shall be considered for materials, equipment, construction contracts, and utility contracts. Local vendor preference shall be three percent (3%) of the annual value of the award. The term local vendor is defined as a gradually increasing range with preference assigned as follows:

Rule 1: Vendor located within the city limits of the City of Dover.

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Rule 3: Vendor located within State of Delaware (applicable only if no vendor qualifies under rule 1 or 2).

If in the event no vendor qualifies under rules 1, 2, or 3, no local vendor preference will be awarded. **The vendor must identify qualification and claim to the preference on the submitted proposals documents.** This preference is to be considered as standalone and cannot be added to any other preferences that may be allowed.

Minority, women, veteran, service-disabled veteran, and individuals with disabilities owned vendor preference shall be three percent (3%) of the value of the award. **The vendor must identify qualification and claim to the preference on the submitted proposal documents. The vendor must provide authoritative proof of minority ownership such as identification in the certification directory maintained by the State of Delaware Office of Supplier Diversity to qualify for this preference.** This preference is to be considered as a stand-alone and cannot be added to any other preference that may be allowed. This preference shall not apply to subcontractors.

The right is reserved, as the interests of the City of Dover may appear, to reject any and all proposals, to waive any information in proposals received, and to accept or reject any items of any proposal.

City of Dover, Delaware

By Barry Wolfgang  
Contract and Procurement Manager  
City of Dover

**SECTION ITP**  
**INVITATION TO PROPOSER**

**PROPOSAL NUMBER: 26-0018FM**

Sealed Proposals, three (3) Paper copies and one (1) electronic copy, will be received by the City of Dover, City of Dover Procurement Office, 710 William Street, Dover, DE no later than **2:00 P.M. on April 23, 2026 for City Hall Roof Replacement**, at which time the proposals will be opened and names of each proposer will be publicly announced.

**I. NAME OF SOLICITING GOVERNMENT**

**City of Dover, Delaware  
City Hall – The Plaza  
P.O. Box 475  
Dover, Delaware 19903-0475**

**II. GENERAL REQUIREMENTS**

**A. Scope of Services**

**LOCATION**

City of Dover City Hall  
15 East Loockerman Plaza  
Dover, DE 19901

The **City Hall Roof Replacement** is to be performed for the City of Dover City Hall on the two-story building, the connector corridor and lower Parapet roof

All materials associated with the **City Hall Roof Replacement** are to be approved by the appropriate City of Dover staff prior to permitting submission.

Remove and properly dispose of existing metal edge, copings (excluding lower parapet walls), EPDM roofing and insulation down to wood decks to inspect condition of roofing substrate prior to the installation of new roofing system.

Install a roofing manufactures self-adhering vapor barrier over roof decks.

Mechanically fasten two layers of polyisocyanurate insulation in accordance with the Manufacture’s approved fastening pattern. The insulation system shall provide a minimum R-value of R25.

Install tapered insulation in the direction of the drains and crickets in between the drains.

The roofing system shall consist of a fully adhered 60-mil White TPO membrane including a temporary protective cover film to be removed at the completion of construction).

Install new Drains and tie into existing piping.

Reuse existing .040 aluminum copings at the lower parapet walls. On the two-story building and the connector corridor Fabricate and install new .040 aluminum metal edge that match color of existing coping. Install New wood blocking to match insulation height if necessary.

Install approximately seventy (70) walk pads around the HVAC units and service areas.

All permits, stamped drawings, temporary protection and inspections will be the responsibility of the contractor to obtain.

The contractor shall provide a safety plan to reduce the risk or eliminate the risk of injuries in the performance of work. Should any accidents or injuries arise either to a person or property, the contractor is to notify the appropriate Facilities Supervisor immediately and cooperate fully in any required investigation.

The contractor shall adhere to the proper disposal methods for all materials and waste as per local regulatory requirements. The contractor's personnel shall be properly trained in the installation of any and all approved materials.

The contractor shall provide a minimum 2-year workmanship warranty upon completion.

The contractor shall provide a minimum 20-year manufacturer's warranty upon completion.

The contractor shall Set up an maintain fall protection in accordance OSHA requirements. All safety measures shall be taken to prevent injury to staff and patrons.

Successful vendor(s) must notify the contract administrator when substituting work or services outside the parameters of the contract.

The successful vendor(s) shall perform the specified services for City of Dover City Hall Building and ensure that all work areas are contained and clearly posted.

Successful vendor(s) will furnish all tools and supplies.

Successful vendor(s) will be liable for damages, which occur to the building or its equipment due to its carelessness or the carelessness of its employees.

All installation shall be performed during the hours of 7:30 am to 3:00 pm, five (5) days per week, Monday through Friday with the exception of Holidays and City closures.

## City Of Dover Observed Holidays

- New Year's Day or observed
- Martin Luther King Jr. Day or 3rd Monday in January,
- President's Day (third Monday in February),
- Good Friday,
- Memorial Day,
- Juneteenth,
- 4th of July or observed,
- Labor Day or observed,
- Veteran's Day (11th of November) or observed,
- Thanksgiving Day and the day after Thanksgiving,
- Christmas Day or observed
- Designated City close of business days as defined in advance by the City

Each bidder is expected to develop a plan to perform the **City Hall Roof Replacement** for the City of Dover City Hall to include an estimated duration of project, two (2) proposed start dates after 6-1-2026, and a detailed safety plan.

**The City of Dover reserves the option to award to multiple vendors.**

**\*\*\*A performance bond shall be required from the successful proposer\*\*\***

### III. STATEMENT OF QUALIFICATIONS (SOQ)

- A. All vendors submitting proposals shall include the following: a current financial statement, an acceptable experience record, and any other documents deemed necessary by the City of Dover. **Below is a detailed list of the items that must be submitted, in the order provided, to the City of Dover on the date of the proposal opening.**
1. Business name and contact person, together with the address, telephone number, facsimile number and email address, of the office from which the services will be provided.
  2. The prospective proposer must provide a letter from their Accountant stating that they have conducted an annual review of the company's financial standing and that there are no financial concerns with their ability to continue operations. This statement must be current and not more than one (1) year old.
  3. Identify the point of contact (POC) for this project, as well as the staff responsible for quality control and other specialties. Provide each person's title and project-specific responsibilities.

4. Documentation that the business is licensed, insured and authorized to do work in the State of Delaware and the City of Dover
5. A minimum of three (3) references must be provided. Governmental references preferred. For each reference listed, the information provided should consist of the following:

- (1) **Name and mailing address of the owner/business**

- (2) **Name, telephone number, and email address of your contact person within said business**

Provide a list of references the City may contact in order to assist in the evaluation of your past performance. Please limit these references to owners/municipalities that such services similar to the ones specified in the Invitation to Proposal has been performed.

6. Information on the nature and magnitude of any litigation or proceeding whereby, during the past three (3) years, a court or any administrative agency has ruled against the proposer in any matter related to the professional activities of the proposer. Similar information shall be provided for any current or pending litigation or proceeding.
7. A statement to the effect that the selection of the proposer shall not result in a conflict of interest with any other party which may be affected by the work to be undertaken. Should any potential or existing conflict be known by a proposer, said proposer must specify the party with which the conflict exists or might arise, the nature of the conflict, and whether or not the proposer would step aside or resign from the engagement or representation creating the conflict. (The City reserves the right to select more than one firm to perform the required services to avoid conflict of interest and other similar occurrences.)
8. Any additional information that you feel will be beneficial to the City in evaluating your qualifications to perform the proposed scope of work.

#### **IV. COMPENSATION**

- A. The proposal should clearly state the fee to be charged for **City Hall Roof Replacement** as outlined within this proposal. Each proposal is to have a breakdown of materials, labor, permitting, etc. Three (3) paper copies and one (1) electronic copy of the Proposal Form must be submitted at the specified proposal time.

V.

**EVALUATION CRITERIA**

A. In order to ascertain which proposal best meets the needs of the City, proposals will be independently evaluated, according to the following criteria, by two (2) or more qualified individuals of the City’s staff:

	Factor	Point Range
A	<b>Relevant Experience:</b> Demonstrated experience with similar municipal and/or commercial roofing projects of comparable size and complexity; familiarity with public work requirements, systems and problems; and history of delivering high quality results.	0 to 20
B	<b>Key Personnel:</b> Qualifications, certifications, and relevant experience of key personnel assigned to the project.	0 to 10
C	<b>Cost Proposal:</b> Total project cost and overall value to the City of Dover.	0 to 40
D	<b>Project Schedule:</b> Quality, completeness, and feasibility of the proposed project schedule including sequencing and ability to minimize disruption to city operations.	0 to 10
E	<b>Safety Plan:</b> Quality and completeness of the contractors safety plan including demonstrated commitment to jobsite safety, OSHA compliance, and risk mitigation practices.	0 to 10
F	<b>Warranty &amp; System Quality:</b> Quality of proposed roofing system, manufacturer reputation and strength of warranty or warranties provided.	0 to 10
	Maximum Points	100

END OF SECTION

**SECTION IP**  
**INSTRUCTIONS TO PROPOSERS**

**I. PROPOSAL SUBMISSION**

A. All proposals should be delivered to:

**Barry Wolfgang**  
**Contract and Procurement Manager**  
**City of Dover Purchasing Office**  
**710 William Street**  
**Dover, Delaware 19904**

B. Questions regarding scope of services or proposal process:

1. To ensure fair consideration for all proposers, communication to or with any department or departmental staff during the submission process, will be prohibited except as provided in the third paragraph below. Any communication between proposer and the City will be initiated by the appropriate staff member in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Such communications initiated by a proposer may be grounds for disqualifying the offending proposer from consideration for award of the proposal and/or any future proposal.
2. Any questions relative to interpretation of the scope of services or the proposal process, shall be addressed as indicated below, in ample time before the period set for the receipt and opening of proposals.
3. Questions or comments should be directed in writing to:

**Barry Wolfgang**  
**Contract and Procurement Manager**  
**City of Dover Purchasing Office**  
**710 William Street**  
**Dover, Delaware 19904**

**E-mail address: doverwhse@dover.de.us**

C. In order to be acceptable, **three (3) paper copies and one (1) electronic copy of the proposal must be submitted in a sealed envelope on the outside of which shall be plainly marked "Sealed Proposal: City Hall Roof Replacement RFP Opening Thursday, April 23, 2026 @ 2:00 P.M. Proposal No.: 26-0018FM", together with the name and address of the company submitting the proposal. Proposals will be received until 2:00 P.M. or hand delivered no later than 2:00 P.M. on Thursday, April 23, 2026, at which time they will be publicly opened in the City of Dover Purchasing Office, 710 William Street, Dover, Delaware 19904.**

D. Proposers are fully responsible for the timely delivery of proposals. Late proposals will not be accepted and will be returned to the proposer unopened. Telegraph, telephone, facsimile machine, and electronic mail proposals will not be accepted under any circumstances.

E. In the event that personal interviews are deemed necessary, and your business is included among those selected for interview, you will be contacted in order to schedule

a mutually agreeable date and time for the interview.

- F. It is anticipated that a final decision on the business to be selected will be made within 30 days or upon approval by City Council, whichever occurs earlier. All proposers will subsequently be contacted and advised of the Department's decision.

## II. TERMS AND CONDITIONS

- A. The City reserves the right to reject any or all proposals, with or without cause, to waive technicalities, or to accept the proposals which in its judgment best serves the interests of the City. The City further reserves the right to award the contract to the next most qualified proposer if the successful proposer does not execute a contract within thirty (30) days after being notified of the award of the proposal.
- B. The City reserves the right to request clarification of information submitted and to request additional information from one or more proposers. All costs associated with the presentation of the proposal and any supplemental information shall be borne solely by the proposer, and shall not be passed on to the City under any circumstances.
- C. Any proposal may be withdrawn until the date and time stated above for the opening of the proposals. Any proposal not so withdrawn shall constitute an irrevocable offer to sell to the City the services indicated for a period of ninety (90) days, or until one or more of the proposals have been accepted by the Department, whichever occurs earlier.
- D. Any written agreement or contract resulting from the acceptance of a proposal shall be prepared on forms either supplied by or approved by the City, and shall contain, at a minimum, applicable provisions of this invitation to proposal. The City reserves the right to reject any agreement that does not conform to the request for proposals or any other City requirements for agreements and contracts. The following are representative of the provisions to be included within the contract documents:
  - 1. Termination - If through any cause, the firm selected shall fail to fulfill the obligations agreed to in a timely and efficient manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least thirty (30) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.
  - 2. Assignment - The proposer shall not assign any interest in the contract and shall not transfer any interest in the same without the prior written consent of the City.
  - 3. Non-discrimination - The successful proposer must specify in the contract that the firm will not discriminate under the contract, against any person as provided in any federal, state, or local government laws and regulations.
  - 4. Certificate of Insurance - The contractor selected must present proof of insurance coverage of a nature and amount deemed adequate by the City and be willing to execute a hold harmless indemnification for the City.
  - 5. Publication of Information - No reports, information, or data given to or prepared by the firm under the contract shall be made available to any individual or organization by the firm without the prior written approval of the City. This provision shall only apply insofar as it does not conflict with the provisions of the Freedom of Information Act.

- E. The successful Proposer shall be required to enter into a contract with the City of Dover which shall reflect the services requested in the Invitation to Proposal, without delay upon notice of award of contract.

**III. PROPOSAL PROCESS SCHEDULE**

- A. The City will use the following tentative timetable in the selection process, which should result in the selection of a proposer by Tuesday, June 9<sup>th</sup> 2026.

Date	Event
Friday, March 20, 2026 Friday, March 27, 2026	Publicly Advertise RFP #26-0018FM
Thursday, April 2, 2026	Non-mandatory pre-proposal meeting at City Hall
Thursday, April 9, 2026	Deadline for submitting questions
Thursday, April 16, 2026	Addendum issued/answers to proposers questions published
<b>Thursday, April 23, 2026</b>	<b>Proposal Deadline to submit final proposals (Proposal Opening). (3 paper and 1 electronic copy by 2:00 pm)</b>
Thursday, April 30, 2026	City Completes Evaluation of Proposals
Tuesday, June 9, 2026	City Issues Notice of Award
Tuesday, June 16, 2026	Contract Execution

END OF SECTION

## SECTION IFP

### INFORMATION FOR PROPOSERS

Proposals will be received by the City of Dover (herein called the "OWNER") at the City of Dover, City of Dover Purchasing Office, 710 William Street, Dover, Delaware 19904, at the date and time stated in the Invitation to Proposer.

Each proposal must be submitted in a sealed envelope, addressed to the City of Dover, Attn: Mr. Barry Wolfgang, City of Dover Purchasing Office, 710 William Street, Dover, Delaware 19904. Each sealed envelope containing a PROPOSAL must be plainly marked "Sealed Proposal CITY HALL ROOF REPLACEMENT RFP Opening **Thursday, April 23, at 2:00 P.M. Proposal No.: 26-0018FM**" and the envelope should bear on the outside the name of the PROPOSER, his address, his license number, if applicable, and the name of the project for which the PROPOSAL is submitted. If forwarded by mail, the sealed envelope containing the PROPOSAL must be enclosed in another envelope addressed to the OWNER at the City of Dover, 710 William Street, Dover, Delaware 19904.

All PROPOSALS must be made on the required Proposal form. All blank spaces for proposal prices must be filled in, in ink or typewritten, and the Proposal form must be fully completed and executed when submitted. Three (3) paper copies and one (1) electronic copy of the Proposal form are required.

The OWNER may waive any informalities or minor defects or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of PROPOSALS or authorized postponement thereof. Any proposal received after the time and date specified shall not be considered. No PROPOSER may withdraw a proposal within ninety (90) days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the OWNER and the PROPOSER.

PROPOSER must satisfy themselves of the accuracy of the estimated quantities in the PROPOSAL Schedule by examination of the site and review of the drawings and specifications including ADDENDA.

Products or equipment of manufacturers not named in the specifications may be proposed as an "or equal" by using the Add/Deduct Items Section of the Proposal Form and stating the name of the substitute manufacturer and the amount to be added to or deducted from the total proposal. The evaluation of the proposals will be based on using only the named manufacturers unless costs exceed available funds. PROPOSER shall list manufacturers of major products and equipment in conformance with specified equipment.

After proposals have been submitted, the PROPOSER shall not assert that there was a misunderstanding concerning the quantities of WORK or of the nature of the WORK to be done.

The OWNER shall provide to PROPOSER prior to PROPOSING, all information which is pertinent to, and delineates and describes, the land owned and rights-of-way acquired or to be acquired.

The CONTRACT DOCUMENTS contain the provisions required for the construction of the PROJECT. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the CONTRACTOR or relieve him from fulfilling any of the conditions of the contract.

The NOTICE TO PROCEED shall be issued within ten (10) days of the execution of the Agreement by the OWNER. Should there be reasons why the NOTICE TO PROCEED cannot be issued within such a period, the time may be extended by mutual agreement between the OWNER and the CONTRACTOR.

The OWNER may take such investigations as he deems necessary to determine the ability of the PROPOSER to perform the WORK, and the PROPOSER shall furnish to the OWNER all such information and data for this purpose as the OWNER may request. The OWNER reserves the right to reject any PROPOSAL if the evidence submitted by, or investigation of, such PROPOSER fails to satisfy the OWNER that such PROPOSER is properly qualified to carry out the obligations of the Agreement and to complete the WORK contemplated therein.

To demonstrate qualifications for performing the WORK identified within the CONTRACT DOCUMENTS, PROPOSER is requested to submit written evidence of financial position, previous experience, current commitments, and license to perform work in the State of Delaware as stated in the Invitation to Proposer. Failure to submit the requested information will be deemed sufficient to disqualify the PROPOSER.

A conditional or qualified PROPOSAL will not be accepted. Award will be made to the lowest responsible PROPOSER.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the PROJECT shall apply to the contract throughout.

Each PROPOSER is responsible for inspecting the site and for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure or omission of any PROPOSER to do any of the foregoing shall in no way relieve any PROPOSER from any obligation in respect to his PROPOSAL.

The low PROPOSER shall supply the names and addresses of major material SUPPLIERS and SUBCONTRACTORS when requested to do so by the OWNER.

END OF SECTION

**CITY HALL ROOF REPLACEMENT  
CITY OF DOVER, DELAWARE**

**PROPOSAL FORM**

Date: \_\_\_\_\_

Proposal of \_\_\_\_\_ (hereinafter called "PROPOSER"), organized and existing under the laws of the State of Delaware doing business as \_\_\_\_\_. To the City of Dover (hereinafter called "OWNER").

In compliance with the Invitation to Proposal, PROPOSER hereby proposes to perform City Hall Roof Replacement, Invitation to Proposal No. 26-0018FM, in strict accordance with the PROPOSAL DOCUMENTS, within the time set forth therein, and at the prices stated below. The PROPOSER has examined the Contract Documents and Specifications with related documents and the site of the proposed work, being familiar with all of the conditions surrounding the construction of the proposed project including materials and supplies, and to construct the project in accordance with the CONTRACT DOCUMENTS at the price stated below. The price is to cover all expenses incurred in performing the work required under the Contract Documents of which this PROPOSAL is a part.

The PROPOSER declares that the attached documents therein referred to have been carefully examined and are understood. It is proposed and agreed if the PROPOSAL is accepted to contract with the City of Dover the required work in the manner set forth in the documents.

\*Corporation, Partnership, or Individual as applicable.

PROPOSER acknowledges receipt of the following ADDENDUM (if applicable):

\_\_\_\_\_

The PROPOSER declares that the only person, firm or corporation, or persons, firms or corporations, that has or have any interest in this proposal or in the Contract or Contracts proposed to be taken is or are the undersigned; that this proposal is made without any connection or collusion with any person, firm or corporation, making a proposal for the same work.

Items to be included with Proposal:    \_\_\_ Completed Proposal Form (3 Copies)  
  \_\_\_ Proof that all requirements specified within the Invitation to Proposal are met.

***IF ABOVE ITEMS ARE NOT INCLUDED WITH PROPOSAL, PROPOSER WILL BE DEEMED NON-RESPONSIVE***

The proposer agrees that this proposal shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time for receiving proposals.

Upon receipt of written notice of the acceptance of this proposal, proposer will execute the formal contract attached within 10 days of delivery.

The names and addresses of all members of a firm or the names, addresses, and titles of every officer of a corporation as the case may be, must be given here by the member if the firm or by the officer or agent of the corporation who signs the Proposal.

Respectfully submitted:

_____ Signature	_____ Company Name
_____ Title	_____ Address
_____ Date	_____
_____ License Number (if applicable) Telephone No. SEAL – (If PROPOSAL is by a corporation)	

If a Partnership, state names and addresses of Partners here:

_____	_____
_____	_____
_____	_____



**NOTE:**

- Contractor shall supply documentation to answer all requirements in the Statement of Qualification section, located in Section ITP, Subsection III. Failure to supply will result in a non-responsive proposal.

**LOCAL VENDOR PREFERENCE**

Circle One:    Rule 1            Rule 2            Rule 3            None

**MINORITY OWNED VENDOR PREFERENCE**

Circle One:    YES                    NO

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Contractor's Name

---

Signature

Title

Date

END OF SECTION

## **AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT is made as of the \_\_\_\_ day of \_\_\_\_\_ in the year 2026, between The City of Dover, a Delaware Municipal Corporation, whose address is 15 Loockerman Plaza, Dover, Delaware 19901 (hereinafter referred to as the CITY), and \_\_\_\_\_ (COMPANY NAME), whose address is, \_\_\_\_\_ (hereinafter referred to as the CONTRACTOR).

NOW, THEREFORE, in consideration of the mutual benefits accruing to the parties to this Agreement, and for other good and valuable considerations, the parties agree as follows:

### **1. SERVICES**

The CONTRACTOR shall perform the following services as identified in the:

**SEE REQUEST FOR PROPOSAL CITY HALL ROOF REPLACEMENT FOR THE CITY OF DOVER RFP NO.: 26-0018FM AND THE SUBMITTED PROPOSAL FORM.**

Nothing herein shall limit the CITY's right to obtain proposals or services from other professionals for similar projects at any time the City so chooses.

### **2. INDEMNIFICATION**

The Contractor, and any agent or subcontractor, shall defend, indemnify and hold harmless the City of Dover and its officials, officers, board members, council members, commissioners, representatives, employees, agents, and contractors, against any and all liability, costs, damages, fines, taxes, special charges by others, penalties, payments (including payments made under any Workers' Compensation Laws or under any plan for employees' disability and death benefits), and expenses (including reasonable attorney fees of the City of Dover and all other costs and expenses of litigation). Claims arising in any way, including any act, omission, failure, negligence or willful misconduct, in connection with the work, construction, maintenance, repair, presence, use, or operation by Contractor, or Contractors officers, directors, employees, agents, and sub-contractors, shall be responsible for Claims. Such Claims include, but are not limited to, the following:

- A. Intellectual property infringement, libel and slander, trespass, unauthorized use of television or radio broadcast programs and other program material, and infringement of patents;
- B. Cost of work performed by City of Dover that was necessitated by Contractors failure, or the failure of Contractors officers, directors, employees, agents, or sub-contractors, to perform work, or maintain City of Dover facilities in accordance with the requirements and specifications of this Agreement, or from any other work authorized under this Agreement.
- C. Damage to property, injury to or death of any person arising out of the performance or nonperformance of any work or obligation undertaken by Contractor, or Contractors officers, directors, employees, agents, and sub-contractors, pursuant to this Agreement;

### **3. PROCEDURE FOR INDEMNIFICATION**

- A. City of Dover shall give notice promptly to Contractor of any claim or threatened claim, specifying the factual basis for such claim and the amount of the claim. If the claim relates to

an action, suit or proceeding filed by a third party against City of Dover, the notice shall be given to Contractor by City of Dover no later than ten (10) calendar days after written notice of the action, suit or proceeding was received by City of Dover.

- B. Failure to timely give the required notice will not relieve the Contractor from its obligation to indemnify the City of Dover unless the City of Dover is materially prejudiced by such failure.
- C. The City of Dover will have the right at any time, by notice to the Contractor, to participate in or assume control of the defense of the claim with counsel of its choice, which counsel must be reasonably acceptable to the Contractor. The Contractor agrees to cooperate fully with the City of Dover. If the City of Dover so assumes control of the defense of any third-party claim, the Contractor shall have the right to participate in the defense at its own expense. If the Contractor does not so assume control or otherwise participate in the defense of any third-party claim, it shall be bound by the results obtained by the City of Dover with respect to the claim.
- D. If the City of Dover assumes the defense of a third-party claim as described above, then in no event will the City of Dover admit any liability with respect to, or settle, compromise or discharge, any third party claim without the Contractors prior written consent, and the Contractor will agree to any settlement, compromise or discharge of any third-party claim which the City of Dover may recommend which releases the City of Dover completely from such claim.
- E. Municipal Liability Limits. No provision of this Agreement is intended, or shall be construed, to be a waiver for any purpose by either Utility of any applicable State limits on municipal liability.
- F. Disclaimer: The City of Dover makes no express or implied warranties with regard to its structures, fixtures, materials, or other equipment, all of which are hereby disclaimed. The City of Dover makes no other express or implied warranties, except to the extent expressly set forth in this Agreement. The City of Dover expressly disclaims any implied warranties of merchantability or fitness for a particular purpose.
- G. Duty to Competent Supervision and Performance. The Contractor shall ensure that its employees, servants, agents, and subcontractors have the necessary qualifications, skill, knowledge, training, and experience to protect themselves, their fellow employees, employees of the Utility, and the general public, from harm or injury while performing work permitted pursuant to this Agreement. In addition, the Contractor shall furnish its employees, servants, agents, and subcontractors with competent supervision and sufficient and adequate tools and equipment for their work to be performed in a safe manner.
- H. Duty to Inform. The Contractor further warrants that it understands the imminent dangers (INCLUDING SERIOUS BODILY INJURY OR DEATH FROM FALLING) inherent in the work necessary to perform the work expected under this agreement by Contractors employees, servants, agents, contractors or subcontractors, and accepts as its duty and sole responsibility to notify and inform Contractors employees, servants, agents, contractors or subcontractors of such dangers, and to keep them informed regarding same.

#### 4. INSURANCE

Policies Required. Prior to the commencement of any work and until completion and final payment is made for the work / final acceptance of the work for the Project RFP No. 26-0012WW, the Contractor will provide and maintain the following minimum levels of insurance at Contractor's own expense. The cost of the required insurance shall be included in the Contractor's proposal price and no adjustment shall be made to the contract price on account of such costs unless such approval is provided. The term Contractor shall include Subcontractors and Sub-Subcontractors of every tier. Contractor shall furnish Certificates of Insurance evidencing and reflecting the effective date of coverage as outlined below. In no event shall Work be performed until the required evidence of Insurance is provided in accordance with these Contract Documents and is approved by the City of Dover. If found to be non-compliant, City of Dover may purchase the required insurance coverage(s) and the cost will be borne by the Contractor through direct payment/reimbursement to City of Dover or City of Dover may withhold payment to the Contractor for amounts owed to them.

1. All insurance shall be procured from insurers permitted to do business in the State in which the project is taking place and having an A.M. Best Rating of at least "A-, Class VIII".
2. Contractor shall not have a Self Insured Retention (SIR) on any policy greater than \$50,000, which is the responsibility of the Contractor. If Contractor's policy(ies) has a Self Insured Retention exceeding this amount, approval must be received from City of Dover prior to starting work. In the event any policy includes an SIR, the Contractor is solely responsible for payment within the SIR of their policy(ies) and the Additional Insured requirements specified herein shall be provided within the SIR amount(s).
3. All insurance required herein, with the exception of the Professional Liability Insurance, shall be written on an "occurrence" basis. Claims-Made coverage must include:
  - i. The retroactive date must be on or prior to the start of work under this contract; and
  - ii. The Contractor must purchase "tail coverage/an extended reporting period" or maintain coverage for a period of three years, subsequent to the completion of their work / final payment.
4. The Contractor's insurance carrier (s) shall agree to provide at least thirty (30) days prior written notice to City of Dover in the event coverage is canceled or non-renewed. In the event of cancellation or non-renewal of coverage(s), it is the Contractor's responsibility to replace coverage to comply with the Contract requirements so there is no lapse of coverage for any time period.

In the event the insurance carriers will not issue or endorse their policy(s) to comply with the above it is the responsibility of the Contractor to report any notice of cancellation or non-renewal at least thirty (30) days prior to the effective date of this notice.

5. Contractor shall provide City of Dover with Certificates of Insurance, evidencing the insurance coverages listed below, ten days prior to the start of work and thereafter upon renewal or replacement of each coverage. The Contractor shall not begin any work until City of Dover has reviewed and approved the Certificate of Insurance. The required

insurance shall not contain any exclusions or endorsements, which are not acceptable to City of Dover.

Failure of City of Dover to demand such certificate or other evidence of full compliance with these insurance requirements or failure of City of Dover to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

With respect to insurance maintained after final payment in compliance with a requirement below, an additional certificate(s) evidencing such coverage shall be provided to City of Dover with final application for payment and thereafter upon renewal or replacement of such insurance until the expiration of the time period for which such insurance must be maintained.

6. City of Dover, (including City of Dover's Parent, Subsidiaries, and Affiliates) shall be added as ADDITIONAL INSUREDS on all liability policies (except Workers' Compensation and Professional Liability Policy, where applicable), for ongoing operations and completed operations (using ISO Endorsements CG 2010 and CG 2037, or their equivalents) on a primary noncontributory basis. Coverage to include ongoing and completed operations. Each of the Additional Insured's respective directors, officers, partners, members, employees, agents and representatives shall also be afforded coverage as an Additional Insured. Coverage should be provided for a period of three years subsequent to the completion of work/final payment.

City of Dover reserves the right to require Contractor to name other parties as additional insureds as required by City of Dover.

There shall be no "Insured versus Insured Exclusion" on any policies (other than "Named Insured versus Named Insured"); all policies will provide for "cross liability coverage" as per standard ISO policy forms.

7. Waiver of Rights of Subrogation: Contractor shall waive all rights of recovery against City of Dover and all the additional insureds for loss or damage covered by any of the insurance maintained by the Contractor.
8. The amount of insurance provided in the required insurance coverages, shall not be construed to be a limitation of the liability on the part of the Contractor.
9. The carrying of insurance described shall in no way be interpreted as relieving the Contractor of any responsibility or liability under the contract.
10. Any type of insurance or any increase in limits of liability not described above which the Contractor requires for its own protection or on account of statute shall be its own expense.
11. Contractor shall promptly notify City of Dover and the appropriate insurance company(ies) in writing of any accident(s) as well as any claim, suit or process received by the Contractor arising in the course of operations under the contract. The Contractor shall

forward such documents received to his insurance company(ies), as soon as practicable, or as required by their insurance policy(ies).

**REQUIRED COVERAGES - the following may be provided through a combination of primary and excess policies in order to meet the minimum limits set forth below:**

1. **Workers' Compensation and Employer's Liability:**

Provided in the State in which the work is to be performed and elsewhere as may be required and shall include:

- a. Workers' Compensation Coverage: Statutory Requirements
- b. Employers Liability Limits not less than:
  - Bodily Injury by Accident: \$100,000 Each Accident
  - Bodily Injury by Disease: \$100,000 Each Employee
  - Bodily Injury by Disease: \$500,000 Policy Limit
- c. USL&H, Maritime Liability, FELA, and DBA Coverage, if applicable.
- d. Includes coverage for sole proprietors, partners, members or officers who will be performing the work.
- e. Where applicable, if the Contractor is lending or leasing its employees to City of Dover for the work under this contract (e.g. crane rental with operator), it is the Contractor's responsibility to provide the Workers Compensation and Employer's Liability coverage and to have their policy endorsed with the proper Alternate Employer Endorsement in favor of City of Dover.

2. **Commercial General Liability:**

Provided on ISO form CG 00 01 04 13 or an equivalent form including Premises - Operations, Independent Contractors, Products/Completed Operations, Broad Form Property Damage, Contractual Liability, and Personal Injury and Advertising Injury.

- a. Occurrence Form with the following limits:
  - (1) General Aggregate: \$2,000,000
  - (2) Products/Completed Operations Aggregate: \$2,000,000
  - (3) Each Occurrence: \$1,000,000
  - (4) Personal and Advertising Injury: \$1,000,000
- b. Products/Completed Operations Coverage must be maintained for a period of at least three (3) years after final payment / completion of work (including coverage for the Additional Insureds as set forth in these Insurance Requirements).
- c. The General Aggregate Limit must apply on a **Per Project basis**.
- d. No Exclusions for residential construction with respect to the work to be completed by the Contractor.
- e. Coverage for "Resulting Damage".



insurance waivers of subrogation required by this Agreement. City of Dover shall be given thirty (30) calendar days advance notice of cancellation or nonrenewal of insurance during the term of this Agreement.

- C. Limits. The limits of liability set out in this Agreement may be increased by mutual consent of the parties, which consent will not be unreasonably withheld by either party, in the event of any factors or occurrences, including substantial increases in the level of jury verdicts or judgments or the passage of state, federal or other governmental compensation plans, or laws which would materially increase the City of Dover's exposure to risk.
- D. Deductible/Self-insurance Retention Amounts. Contractor shall be fully responsible for any deductible or self-insured retention amounts contained in its insurance program or for any deficiencies in the amounts of insurance maintained.

**5. CODES, LAWS, AND REGULATIONS**

The CONTRACTOR will comply with all applicable codes, laws, regulations, standards, and ordinances in force during the term of this Agreement.

**6. PERMITS, LICENSES, AND FEES**

The CONTRACTOR will obtain and pay for all permits and licenses required by law that are associated with the CONTRACTOR performance of the Scope of Services.

**7. ACCESS TO RECORDS**

The CONTRACTOR will maintain accounting records, in accordance with generally accepted accounting principles and practices, to substantiate all invoiced amounts. Said records will be available for examination by the CITY during the CONTRACTOR's normal business hours. Said records will be maintained for a period of three (3) years after the date of the invoice.

**8. CONTINGENT FEES PROHIBITED**

The CONTRACTOR warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONTRACTOR any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. In the event of a breach of this provision, the CITY shall have the right to terminate this Agreement without further liability and at its discretion, deduct from the contract price, or otherwise recover, the full amount of any such fee, commission, percentage, gift or consideration paid in breach of this Agreement.

**9. PAYMENT**

It is understood and agreed by and between the parties hereto that this Contract is in the amount of \_\_\_\_\_ and \_\_\_\_\_ Dollars [\$\$X.XX] as per the Proposal submitted by the Contractor on \_\_\_\_\_, 2026, and accepted by the City. All requests for payment shall be accompanied by supporting documentation which will include proof of the work performed in accordance with the Contract Documents and other CITY required supporting documentation. Any reimbursement for expenses shall include receipts or copies of the invoices. No other costs or services shall be billed to the CITY.

**10. INDEPENDENT CONTRACTOR**

The CONTRACTOR is an independent contractor and as such will be responsible for paying his own Federal income tax and self-employment tax, or any other taxes applicable to the compensation paid under this agreement.

**11. ASSIGNMENT**

Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to the Agreement, whether arising in tort, contract, or otherwise, without the written consent of the other party. These conditions and the entire Agreement are binding on the heirs, successors, and assigns of the parties hereto.

**12. NO THIRD PARTY BENEFICIARIES**

This Agreement gives no rights or benefits to anyone other than the CONTRACTOR and the CITY.

**13. JURISDICTION**

The laws of the State of Delaware shall govern the validity of this Agreement, its interpretation and performance, and any other claims related to it. In the event of any litigation arising under or construing this Agreement, venue shall lie only in Kent County, Delaware.

**14. TERM AND TERMINATION**

All or part of this Agreement may be terminated by the CITY for its convenience on thirty (30) days written notice to the CONTRACTOR. In such event, the CONTRACTOR will be entitled to compensation for services competently performed up to the date of termination. In the event of termination not the fault of the CONTRACTOR, the CONTRACTOR shall be compensated for with Reimbursable Expenses then due and all Termination Expenses.

**15. CONTACT PERSON**

The primary contact person under this Agreement for the CONTRACTOR shall be

Name: \_\_\_\_\_, Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_.

The primary contact person under this Agreement for the CITY shall be Andrew McNatt, Facilities Manager, P.O. Box 475, Dover Delaware, 19903. P: 302-736-7069, Department of Central services.

**16. APPROVAL OF SERVICE PERSONNEL**

The CITY reserves the right to approve the contact person and the persons actually performing the services on behalf of the CONTRACTOR pursuant to this Agreement. If the CITY, in its sole discretion, is dissatisfied with the contact person or the person or persons actually performing the services on behalf of the CONTRACTOR pursuant to this Agreement, the CITY may require the CONTRACTOR assign a different person or persons be designated to be the contact person or to perform the services hereunder.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates under each signature.

(CONTRACTOR)

CITY OF DOVER

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

