

REQUEST FOR PROPOSAL – DRL ROOFING REPAIR PROJECT 2026

Butler Technology and Career Development Schools is requesting proposals for the D. Russel Lee Roofing Repair Project.

If you are interested in being considered, please submit a written proposal to David Plotts by December 12th, 2025 at noon, 12:00pm. Proposals may be submitted by mail or in person at 3605 Hamilton-Middletown Road, Fairfield Township, OH 45011. Please provide 1 original, 1 copy and 1 electronic copy of your proposal in a sealed envelope marked “Butler Tech – “D. Russel Lee Roofing Repair Project.”

Prices and services included in any submittal must be maintained by the submitting company for sixty (60) days. By submitting a proposal, the respondent is acknowledging that it has reviewed the proposal specifications provided by Butler Tech, if any, and that the proposal contains the labor, materials, equipment, and incidentals necessary to complete the work specified in accordance with the specifications, other documents and any addenda as may be issued by Butler Tech.

Proposals will be evaluated based on cost of equipment and services provided in accordance with the attached specifications, and your responses to the questions listed below as well as any other factor determined by Butler Tech. Butler Tech reserves the right to waive any irregularities, defects or omissions and to accept or reject any part of or the entirety of any proposal for any reason deemed valid and reasonable by Butler Tech. The respondent whose proposal is accepted shall enter into negotiations for the contract for equipment and/or services contemplated herein.

Please provide answers to the following questions on a separate typed sheet. Responses should be concise and to the point, but will include the information necessary to communicate the information you desire.

1. Name of Company:
 Address:
 Telephone No.
 Business Structure:
 Contact Person:
2. How many years has the company been doing business? Provide a brief one-page history of the company related to providing roofing services.
3. Provide 3 references from K-12 schools or other similar projects in scope and size. Include the project name, location, scope and size. Also include a school district contact name and phone number for each project
4. What is your previous experience working with the Butler Technology and

Career Development Schools, if any?

5. What sets your firm apart from other companies who have provided Roofing Repairs and Maintenance Services to public schools?
6. Does your organization have any open litigation pending against it at this time? If so, please provide the party names, the nature of the litigation and the status of the litigation? Additionally, has your company had litigation instituted against it by any of its customers in the past five years?
7. A bid bond is required for this Project.
8. A performance bond is required for this Project.

Schedule Of Activities: Complete schedule

November 20th, 2025: *Issue Request for Proposal*

RFP and all attachments will be available at www.butlertech.org/bids.

December 3rd at 10:00 a.m. EST *Pre-Proposal meeting*

Location is the D Russel Lee building main entrance located at 3603 Hamilton Middletown Road, Fairfield Twp., OH 45011: All contractors/vendors that wish to be considered are required to attend the pre-proposal meeting to ensure the scope of services being requested by Butler Tech is fully understood.

December 9th, 2025, 4:00 p.m. EST: *Deadline for Questions*

Any questions must be submitted in writing via email to David Plotts by 4:00 p.m. EST on this date. (plottsd@butlertech.org)

December 12th, 2025, Noon, 12:00 p.m. EST: *Proposal submittal deadline*

Location is the Butler Tech Board Room, located at Central Office 3605 Hamilton Middletown Road, Fairfield Twp., OH 45011 – Upper Floor

Proposal opening will occur on December 12th, 2025 at 12:00 p.m. EST. It is the responsibility of the vendor/contractors to ensure that their proposals are received prior to the deadline. Proposals received after the above date and time will not be considered.

Company must provide 1 original, 1 copy and 1 electronic copy of the proposal, in a sealed envelope labeled “Butler Tech – D Russel Lee Roofing Repair Project.”

Additional Documents

Attachment 1: Roof Map 2025

Attachment 2: DRL Main Building Eagle View

Attachment 3: 2026 Butler Tech DRL Specifications 11-18-25

Attachment 4: Bid Form – Please complete the attached Bid Form and include with each copy of the Proposal.