

# **Request for Proposal**

Ess Lake Owners Association, Inc.

P.O. Box 388

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## **SUMMARY**

Ess Lake Owners Association, Inc., is accepting proposals for the repair of the Ess Lake Pavilion. The recent ice storm caused damages to the roof and some support structures. The Ess Lake Board of Directors is making this request for proposals to gather bids for the repair of the roof and structure. The pavilion is located within Ess Lake Estates on the shore of Long Lake. Please submit proposals by June 20, 2025.

## **GUIDELINES FOR BIDS**

We will accept bids for this project until 5 p.m., June 20, 2025. All documents must be prepared and signed by those authorized to do so. Further terms are subject to development pending the selection of a bid. We require all bidders to clearly represent their subcontracting intentions.

## **PROJECT PURPOSE AND SCOPE:**

The project is to repair and replace damaged lumber and roofing. The contractor will be responsible for removing and disposal of damaged lumber and roof materials.

## **REQUIREMENTS**

Each proposal should include the following for consideration:

- Cost of materials and labor
- Documentation of license and Insurance
- References

## **CRITERIA**

Ess Lake Owners Association, Inc. will evaluate proposals based on the following criteria:

- Overall cost
- Company experience

## **PROPOSAL TIMELINE AND PROJECT DEADLINE**

Proposals are due in writing to the Ess Lake Owners Association, Inc. at either the **address or email above**. Proposals will be evaluated until June 21, 2025, after which all bidders will be notified of their status within three business days. Upon contract award, work must be completed within two months.