



Boone County, Kentucky

REQUEST FOR PROPOSALS #BCFY22-11

ROOF RESTORATION AT THE BOONE COUNTY JAIL

ACCEPTANCE DATE: Tuesday, August 10th, 2021 at 2:00 p.m. (Local Time)

MANDATORY
PRE-PROPOSAL
MEETING/TOUR Tuesday, August 3, 2021 at 1:00 p.m. (Local Time)
Boone County Jail (back loading dock area)
3020 Conrad Lane, Burlington, KY 41005

ACCEPTANCE
PLACE Boone County Fiscal Court
2950 Washington Street
PO Box 960
C/O Finance Department
2nd Floor Administration Building
Burlington, Kentucky 41005

Requests for information related to this Invitation should be directed to:

Michael Albrecht
E-mail address: malbrecht@boonecountyky.org

Issue Date: July 23rd, 2021

ANYONE IN NEED OF ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF
DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, SHOULD
CONTACT THE HUMAN RESOURCES OFFICE AS SOON AS POSSIBLE

NOTICE

The Boone County Fiscal Court will receive sealed proposals c/o Finance Department / Room #205, Second Floor, Administration Building, 2950 Washington Street, Burlington, Kentucky 41005, from businesses interested in providing **ROOF RESTORATION AT THE BOONE COUNTY JAIL**. The services to Boone County will include low slope roof repair and restoration. Proposals will be accepted until Tuesday, August 10th, 2021 at 1:00 p.m. and will be opened at that time in the Fiscal Courtroom, First Floor, of the Administration Building. Late, electronically submitted or facsimile proposals will not be accepted.

PROPOSAL ENVELOPE MUST BE LABELED: "SEALED PROPOSAL: ROOF RESTORATION AT THE BOONE COUNTY JAIL." Envelopes must also be labeled with the name and address of the vendor submitting the proposal.

Any qualified firm or individual interested in offering these services may obtain a copy of the specifications may be obtained in the Finance Office Room #205, 2950 Washington St, Burlington, KY 41005, from the Boone County Kentucky website www.boonecountky.org/publicnotices or by contacting Michael Albrecht at 859-334-3652.

The hearing and/or speech-impaired may call 1-800-648-6057 and an interpreter will call the County for you.

Boone County reserves the right to reject any and all proposals, to waive any informalities and to negotiate for the modifications of any proposal or to accept that proposal which is deemed the most desirable and advantageous from the standpoint of customer value and service and concept of operations, even though such proposal may not, on its face, appear to be the lowest and best price. No proposal may be withdrawn for a period of thirty (30) days after scheduled time of receipt of proposals.

The Boone County Fiscal Court is an Equal Opportunity Employer. WBE/MBE firms are encouraged to respond to this Request for Proposals.

INTENT

Whenever a specific "Brand Name" is used in these specifications, it is used for descriptive purposes only. The Boone County Property Maintenance Review Committee shall be the sole judge of whether a proposal meets the intent of these specifications.

This is a request for proposals. Any reference to bidder in this document shall be construed as the vendor/firm/contractor submitting the proposal.

KENTUCKY PREFERENCE LAW

The scoring of proposal is subject to a preference for Kentucky resident bidders and Preferences for a Qualified Bidder. *Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.

SPECIFICATIONS

1. GENERAL INFORMATION

Boone County, Kentucky, herein referred to as the “County”, is soliciting Request for Proposals (RFP) from qualified firms/contractors that specialize in the restoration of the low slope roof for the project at the Boone County Jail located at 3020 Conrad Lane, Burlington, KY 41005. Approximate roof area is 79,000 sq ft.

2. SPECIFICATIONS

The services desired are set forth in this Request for Proposals. Representatives of the Boone County Fiscal Court “County” will review the submitted proposals of each party. The Fiscal Court reserves the right to amend the specifications. Addenda will be available on the County website. Obtaining addenda is the responsibility of the offering party, not the County.

Attached as Exhibit A are detailed specifications for the project.

3. NOTICE

Pursuant to the provisions of KRS 45A.343, the contractor or vendor is required to reveal to the County any final determination of a violation of KRS Chapters 136, 139, 141, 337, 338 and 342 by the contractor or vendor within the previous five (5) years; and further that said contractor or vendor has been and is in continuous compliance with the provisions of KRS Chapters 136, 139, 141, 337, 341, and 342 for the duration of the contract. The failure of a contractor or vendor to reveal a final determination of a violation to a local government, or to comply with the statutory requirements, is considered grounds for cancellation of a contract and disqualification of the contractor or vendor from eligibility for any County contracts for a period of two (2) years.

The Boone County Fiscal Court reserves the right to reject any and all submissions and to waive formalities.

4. QUALIFICATIONS

All interested parties must possess all federal, state and/or local qualifications/licenses to provide services in Boone County and the Commonwealth of Kentucky.

Insurance - Proposer is required to maintain insurance coverage as follows:

Coverage	Minimum Limits of Liability, Terms and Coverage
Commercial General Liability	\$1,000,000 bodily injury and property damage each occurrence, including advertising and personal injury, products and completed operations
	\$5,000,000 products/completed operations, independent Contractor's liability, contractual liability, and coverage for property damage from perils of explosion, collapse, or damage to underground utilities, commonly known as XCU
	\$5,000,000 general annual aggregate
Auto Liability Insurance	\$1,000,000 each person, bodily injury and property damage, including owned, non-owned and hired auto liability
Workers' Compensation	Statutory Limitations
Employer's Liability	\$1,000,000 bodily injury by accident, each accident
	\$1,000,000 bodily injury by disease, each employee
	\$1,000,000 bodily injury by disease, policy aggregate
Umbrella/Excess Liability	\$5,000,000 each occurrence and annual aggregate
	Underlying coverage shall include General Liability, Auto Liability, and Employer's Liability
	\$1,000,000 annual aggregate covering damages or liability arising or resulting from Contractor's services rendered, or which should have been rendered, pursuant to the Contract
Property	The Contractor shall purchase and maintain property insurance covering machinery, equipment, mobile equipment, and tools used or owned by the Contractor in the performance of services under the Contract. The County shall in no circumstance be responsible or liable for the loss or damage to, or disappearance of, any machinery, equipment, mobile equipment and tools used or owned by the Contractor in the performance of services under the Contract.

Proof of insurance shall be furnished to the County with bid submission. Certificate of insurance naming **Boone County Fiscal Court as additionally insured** shall be furnished within fifteen (15) days of contract execution.

Licensing - Maintain all current applicable Kentucky technical licenses.

5. SCOPE OF WORK

Boone County, Kentucky, invites the submittal of written proposals from qualified firms/contractors that specialize in the restoration of ‘low slope’ or ‘built up’ roofs. This purpose of this proposal is to provide for the repair and restoration of the existing roof for the Boone County Jail located at 3020 Conrad Lane, Burlington, KY 41005. The building is occupied, and care must be taken to limit vapors into the building through the rooftop HVAC units.

6. PROPOSED SCHEDULE

The County would like to move quickly in selection of a firm to begin the process. The selected firm should be prepared to begin work shortly after a contract is signed with the goal of completing work on an aggressive schedule. This anticipated schedule is negotiable with justification from the consultant.

7. EXPERIENCE AND QUALIFICATIONS

Boone County is seeking an installer/firm that can demonstrate the following list of required qualifications:

- A. Must be approved by manufacturer;
- B. Must meet all of the requirements to conduct business in Boone County and the Commonwealth of Kentucky;
- C. Must provide a minimum of three (3) professional references;
- D. Provide locations of three (3) recent projects of similar size and scope; and
- E. Must meet all other requirements as outlined in this RFP.

If applicable, the firm should provide a list of potential conflicts of interests due to personal interests or work done for others.

8. MINIMUM REQUIREMENTS TO BE INCLUDED IN SUBMISSION

A. Pricing Proposal.

The proposal must include lump sum pricing for all elements listed in this document and highlighted. Proposal pricing shall be:

- 1) Repair of noted areas and restoration of roof.

B. Specifications for hardware and materials included in proposal.

A complete set of specifications, cut sheet drawings and information for all hardware used to establish the proposal pricing must be included with the proposal submission and as required in the system specifications.

C. References

The submission must also include three references with contact information, any exceptions noted and any conflicts of interest related to this proposed project.

D. Project Timeline

A proposed project timeline for installation must be included with the proposal submission.

E. Firm Information

Brief summary of firm history and signed copy of the proposal Acknowledgement Form (contained within the RFP) and W9 for the company.

F. Warranty and Technical Support

Documentation of hardware/material/craftsmanship warranty and technical support (if available).

F. Insurance Requirements

Certificate of Insurance demonstrating required coverages as listed in section 4.

9. PROPOSAL SUBMISSION, SITE VISITS AND RFP INQUIRIES INFORMATION

A. Submission Date and Time: Tuesday, August 10th, 2021 at 2:00 p.m. (Local Time)

The proposal must be submitted to the County Finance Office, Second Floor, Administration Building, 2950 Washington Street, Burlington, Kentucky 41005, by the above referenced submission date and time. Late, electronically submitted or facsimile proposals will not be accepted.

Please clearly mark the submittal with the title of this RFP and the name of the responding firm. Only those responses received prior to or on the submission date and time will be considered.

B. Required Site Visit

The site is available to tour on Tuesday August 3, 2021 at 1:00 p.m. (Local Time). Meet at back loading dock.

C. RFP Inquiries

Inquiries/Questions regarding this RFP should be posed in writing no later than August 5, 2021, and be directed to:

Michael Albrecht, Director of Property Maintenance
malbrecht@boonecountyky.org

Answers will be provided as an addendum on the procurement page of the county's website at www.boonecountyky.org/publicnotices page by August 6, 2021.

10. PROJECT AWARD

Boone County reserves the right to evaluate all submitted proposals and to award the project to the submission deemed to be in the best interest of the county.

The County's selection will be made based on an evaluation using the following criteria, weighted as indicated.

- a) Total cost/value to the County (35%)
- b) Technical Support/Customer Service (5%)
- c) Overall Quality of Proposal (10%)
- d) Schedule Timeline/ Ability to meet deadlines (35%)
- e) Project Portfolio (15%)

Total 100%

The Boone County Fiscal Court may, in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all Proposals; re-advertise this Request for Proposal; postpone or cancel at any time the Proposal process; waive any informalities of or irregularities in the process; negotiate with any party or request additional information if it so desires.

Proposals that are not submitted on time and/or do not conform to the Boone County Fiscal Courts requirements will not be considered. The County may determine, at its sole discretion, whether any aspect of the proposal satisfies the criteria established in this Proposal. In all cases, the Boone County Fiscal Court shall have no liability to any contractor for any costs or expense, incurred in connection with this proposal or otherwise.

The County will allow a proposer's representative bearing proper authorization and identification to sign for, receive, and withdraw the proposer's unopened proposal prior to submission deadline. A firm wishing to modify his/her proposal may do so by withdrawing the initial submission and then submitting a modified proposal prior to the deadline. Neither the staff nor the facilities of the County will be available to assist a proposer desiring to make modifications.

It will be the proposer's responsibility to make all modifications. The County may conduct discussions with persons submitting proposals for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

The County will use the requirements set forth in the RFP as the basis for proposal evaluation. After identification of the responsible institution(s) or whose proposal appears to be most advantageous to the County, the County will enter into contract preparation activities with the proposer. If at any time the contract preparation activities are judged to be ineffective, the County may cease all activities and begin contract preparation activities with the next highest rated proposer, and the process may continue until a contract is executed. The County reserves the right to cease all contract preparation activities at any time and reject all proposals if such action is determined to be in the best interest of the County.

11. REFERENCE TO SPECIFIED EQUIPMENT CLARIFICATION

It should be noted by proposers that with respect to specific models for the specifications that follow for the Roof Restoration for the Boone County Jail Request for Proposals, references to specific models are provided for reference only. The intent of providing such references is to clarify required functionality and features and NOT to require any specific model of equipment. In every instance where a reference is made to a specific brand or model, the RFP should be read to also accept a proposal that includes an equivalent brand or model providing the same function or features.

12. SPECIFICATIONS

A complete set of specifications is included as Exhibit A

13. OTHER INFORMATION

A. CONTRACTOR BACKGROUND CHECKS

Due to the nature of the building, all contractor staff working in the building will be required to pass a background check provided by County staff. Staff working solely outside the building are not required to submit a background check.

B. BUILDING SYSTEMS AVAILABILITY

Due to the nature of the building, all contractor work in the building will be required to limit system downtime to the working day.

C. CONTRACTOR AVAILABILITY

Contractor shall be on call during Warranty period to answer any questions Owner might have. The Owner reserves the right to use any excess training hours, not used by time of system completion, for future training as requested by Owner until total number of training hours has been completed.

D. CONTRACTOR EQUIPMENT STAGING

Contractor shall be responsible for proper care, storage and staging of all equipment included in the project.

E. DOCUMENTATION

All Owners manuals and or maintenance information shall be provided in printed form (2 copies) as well as electronic PDF format to the owner and owner representative.

F. WARRANTY AND SUPPORT

Unless otherwise noted, Contractor shall guarantee all materials, equipment, etc., two (2) years from date of final Owner acceptance of system. This guarantee shall include all labor, material and travel time.

14. DRAWINGS AND REPORTS

Attached as Exhibit B.

15. PERFORMANCE BOND, RETAINAGE & LIQUIDATED DAMAGES

A. Performance Bond

Required for the amount of the contract amount. Must be issued prior to job initiation.

B. Retainage

10% of total project cost shall be held in retainage until 30 days after written acceptance by manufacturer and owner.

C. Liquidated Damages

Due to the sensitive nature of the project completion this project, liquidated damages in the amount of \$100.00 per day shall apply for each business day past the contracted completion date.

Terms and Signature Sheet
(Required to be Included with Proposal Submission)

In compliance with this Proposal and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature certifies that the accompanying proposal is not the result of or affected by any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. I hereby certify that I am authorized to sign this proposal for the Proposer.

NAME OF PROPOSER: _____ DATE: _____

ADDRESS: _____

FEDERAL ID #: _____
(Attached W-9)

SIGNATURE: _____

OFFICIAL TITLE: _____

PHONE (_____) _____ FAX (_____) _____

REQUIRED PROPOSAL PRICING FOR BIDDERS, OFFERORS AND CONTRACTORS

Roof Restoration for the Boone County Jail

Lump sum amount \$ _____

Any exceptions:

Signature

Printed Name

Title

Date

Company Name _____
Address _____

EXHIBITS

**BOONE COUNTY, KENTUCKY
JAIL**

Roof Restoration

Exhibit A attached as file:

**SPECIFICATIONS FOR THE BOONE COUNTY JAIL ROOF RESTORATION
EXHIBIT A**

Exhibit B attached as file:

**INFRARED INSPECTION OF BOONE COUNTY JAIL ROOF
EXHIBIT B**

KENTUCKY PREFERENCE LAWS

The scoring of proposals is subject to Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries.

***Vendors not claiming resident bidder or qualified bidder status need not submit the corresponding affidavit.**

Reciprocal preference for Kentucky resident bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400

Determining the residency of a bidder for purposes of applying a reciprocal preference

Any individual, partnership, association, corporation, or other business entity claiming resident bidder status shall submit along with its response the attached Required Affidavit for Bidders, Offerors, and Contractors Claiming Resident Bidder Status. The BIDDING AGENCY reserves the right to request documentation supporting a proposer's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

A nonresident bidder shall submit, along with its response, its certificate of authority to transact business in the Commonwealth as filed with the Commonwealth of Kentucky, Secretary of State. The location of the principal office identified therein shall be deemed the state of residency for that bidder. If the bidder is not required by law to obtain said certificate, the state of residency for that bidder shall be deemed to be that which is identified in its mailing address as provided in its bid.

Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries.

Pursuant to 200 KAR 5:410, and KRS 45A.470, Kentucky Correctional Industries will receive a preference equal to twenty (20) percent of the maximum points awarded to a bidder in a solicitation. In addition, the following "qualified bidders" will receive a preference equal to fifteen (15) percent of the maximum points awarded to a bidder in a solicitation: Kentucky Industries for the Blind, any nonprofit corporation that furthers the purposes of KRS Chapter 163 and any qualified nonprofit agencies for individuals with severe disabilities as defined in KRS 45A.465(3). Other than Kentucky Industries for the Blind, a bidder claiming "qualified bidder" status shall submit along with its response to the solicitation a notarized affidavit which affirms that it meets the requirements to be considered a qualified bidder-affidavit form included. If requested, failure to provide documentation to a public agency proving qualified bidder status may result in disqualification of the bidder or contract termination.

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING RESIDENT BIDDER STATUS (Not Required unless claiming Resident Bidder Status)

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

Is authorized to transact business in the Commonwealth;
Has for one year prior to and through the date of advertisement
Filed Kentucky income taxes;
Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a proposer's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____
Address _____

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ this _____ day of _____, 20____.
(Company Name)

Notary Public
[seal of notary] My commission expires: _____

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS CLAIMING
QUALIFIED BIDDER STATUS**

(Not Required Unless Claiming Qualified Bidder Status)

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a "qualified bidder" in accordance with [200 KAR 5:410\(3\)](#); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular "qualified bidder" status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a proposer's claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature	Printed Name
Title	Date

Company Name _____
Address _____

Subscribed and sworn to before me by _____ (Affiant) _____ (Title)
of _____ this ____ day of _____, 20__.
(Company Name)

Notary Public
[seal of notary] My commission expires: _____