

REQUEST FOR PROPOSALS: ROOFING CONTRACTOR



PEE DEE REGIONAL COUNCIL OF GOVERNMENTS

**2314 PISGAH RD
FLORENCE, SC 29501**

P.O. BOX 5719 FLORENCE, SC 29502

(843) 702-3133 or (843) 669-3138 Attn: Mrs. Alicia Pippin

apippin@peedeecoq.org

About Pee Dee COG:

The Mission of the Pee Dee Regional Council of Governments is to assist local governments and organizations in a wide variety of planning, economic development, workforce investment and other technical services that will help meet the human and physical development needs of the region.

SUBMISSION DEADLINE: The date and time for receipt of Proposals is **Tuesday, August 31st 2021 by 5:00pm**

The Pee Dee Regional Council of Governments (PDRCOG) is hereby issuing this Request for Proposals (RFP) to roofing businesses/contractors that have the interest and capability to perform the scope of services described below.

REQUIRED: Interested contractors must schedule a pre-construction walk-through with Pee Dee Regional Council of Governments. At this time, square footage and materials should be determined and verified by contractor.

Materials used should be of high quality and durability. Shingle type should be Architectural/equivalent shingles with at least a 25-year life.

The following (2) buildings are considered in this request: **Building A & Building B**

Prepare 2 separate bids for each building, including separate schedule of fees.

The Administration Building (**A**): Approximately 5000 sq. feet. Building A requires roof inspection and repair. This building has a combination roof with leaks in multiple locations.

The Grants Building (**B**): Approximately 3000 sq. feet. Building B requires a full roof replacement with ridge cap (s) and/or attic fan(s). Building has original flat base roof with a gable roof built overhead. The HVAC equipment for this building occupies this space in between.

Recommendations for better air flow between flat roof area and gable roof is requested. The structure has an inactive chimney on the back side, and we are seeking recommendations for possible removal.

Services to be performed include the furnishing of all labor, materials, tools, equipment, supplies, and incidental & customary work necessary to competently complete job.

Full roof replacement services and/or repair shall include replacement of roofing, flashing, vents, ridge caps, and any areas of damaged surface. Repair and replacement scope of work may include but is not limited to; removing and disposing of existing roof materials, felt paper, rotted wood, and installing new roof materials as prescribed by roofing manufacturers.

Warranties shall be in force for their full term.

Any sub-contractor used must be approved by PDRCOG. Any unforeseeable costs must be reviewed and approved.

Contractor is responsible for daily clean up and disposal of all materials/nails from grounds before leaving site.

Include the following in your submittal:

1. Summary list of all qualifications including appropriate contractor's license, proof of insurance, Workman's Compensation, etc.
2. A schedule of all service fees including permits and cost of labor & materials broken down by each building (Building A & Building B separated under own bid). Contractor to pull all permits. Contractor to supply a cost per sq ft. to repair or replace roofing to account for any damaged areas under existing shingles. (rotted/damaged plywood, etc.)
3. Preferred Payment Terms (Note: payment can be issued within 5 to 7 days of satisfactory completion, possibly sooner.)
4. Labor and Material Warranties
5. Timeline for work to be initiated, and approximate completion timeline.
6. References from customers/clients: At least (3).
7. Recommendations for better air flow solutions and chimney removal for Building (B)

Each contractor must submit quote/proposal no later than **Tuesday, August 31st 2021 by 5:00pm** to Alicia Pippin, Office Manager, 2314 Pigsaw Rd. Florence, SC 29501. Proposals may be submitted in person, email, or regular mail. Proposals brought in person should be sealed.

Bids will be determined on qualifications and ability, timeline & price quotes, responsiveness to RFP, and any other factors deemed necessary.

Basis of Selection/Bid Tabulation:

All responses will be reviewed by our Executive Director and a team that will be assembled to review and score each proposal. The contract is expected to be awarded within 30 days of proposal due date. Awarded contractor must furnish a W-9 to Pee Dee Regional Council of Governments.

Capability and Qualifications: 25 Points/percent: Contractor's qualifications, references, experience, and recommendations will be considered.

Cost/Timeline: 50 Points/percent: contractor will be evaluated on the ability to minimize costs and the ability to successfully complete a project in a reasonable time frame. A timeline should be estimated for availability to begin work, as well as an estimated timeline in which work will be completed.

Responsiveness under the terms of the RFP 25 points/percent: Complete and accurate response to this RFP will be weighted.

Pee Dee Regional Council of Governments has sole discretion to accept or reject, in whole or in part, any proposals with or without cause, unless otherwise prohibited by law.

Bid Preparation Costs: All costs incurred for bid preparation, site visitation and investigations, presentations, or contract negotiation, are the responsibility of each respective Contractor and will not be reimbursed by Pee Dee Regional Council of Governments.

The Bidder is aware of and agrees that if awarded the contract, they are bound by the following: Contractor shall release and hold harmless the Pee Dee Regional Council of Governments, their respective boards, and employees from any and all suits, claims, losses, damages, costs, liabilities or judgments. The contractor shall perform the job(s) in accordance with the specifications, and under which the contract was awarded. Warranty the products and labor against defective material or workmanship. Repair or replace any property damaged during construction. All construction materials such as discarded shingles, wood, nails etc. will need to be cleaned up and disposed of upon completion.