**Lauderdale County Board of Supervisors**

**410 Constitution Ave, 11th Floor**

**Meridian, Mississippi 39301**

**601-482-9746 Main**

**601-482-9744 Fax**

**BID PACKET**

**FOR**

**RFP NO: #001-2021 – ROOF REPAIR: LAUDERDALE COUNTY JAIL**

**PACKET INCLUDES THE FOLLOWING:**

* Bid Overview
* Scope of Work
* Specifications
* Pre-Bid Conference Information
* Additional Information
* Vendor Data Form
* Bid Proposal Form
* Professional Reference Sheet
* Bid Instructions w/Acknowledgement
* Bid Certification
* Aerial View

**BID OPENING: Tuesday, March 16, 2021 at 10:00 A.M.**

**BID DUE DATE: Tuesday, March 16, 2021 not later than 9:00 A.M.**

**NO LATE BIDS WILL BE ACCEPTED**

Company Name

Prepared by Stephanie Jackson, Purchasing Agent

**RFP FILE NO: 001-2021**

LAUDERDALE COUNTY BOARD OF SUPERVISORS

410 CONSTITUTION AVE, 11TH FLOOR, MERIDIAN, MS 39301

**RFP NO: #001-2021 – ROOF REPAIR: LAUDERDALE COUNTY JAIL**

**A. OVERVIEW**

The Lauderdale County Board of Supervisors is requesting proposals from qualified, licensed contractors/roofers to repair the existing roof of the Lauderdale County Jail, which is approximately 405 SQ FT, located at Raymond P. Davis – Annex Building 2001 5th Street, Meridian, MS 39301.

Subject to the terms, conditions, provisions, and the enclosed specifications, responses to this solicitation will be received at this office until the stated date and time. Responses received after the scheduled due date and time will be rejected. Proposals must be submitted in a sealed package marked on the outside with the Contractor’s name, address, and this solicitations name and number.

This solicitation does not commit Lauderdale County to award a contract, to pay any costs incurred in the preparation of proposals submitted, or to procure or contract for the services. The County reserves the right to accept or reject or cancel in part, or in its entirety offers received as a result of this request if deemed to be in the best interest of the County to do so.

**B. SCOPE OF WORK**

The project consists of repairing the existing roof at the Lauderdale County Jail. The current roofing is BUR material and there are areas that leak in its current condition.

1. This is a repair of the entire roof. This approach is to eliminate the current roof failures and attain watertight status within the facility.

2. Bidder agrees to commence work on or before a date to be specified and to fully complete the project within Thirty (30) calendar days of the “Notice to Proceed”.

3. The contract will be a lump sum contract. One (1) payment request shall be submitted after final project approval from the County.

**C. SPECIFICATIONS**

Evaluate the site and submit a proposal indicating your recommendation on how best to repair the roof to include, but not limited to:

* Method to remove/or cover the current roof and include the cost of said removal.
* Type of repair recommended to the existing roof and identifies the process/material to be used.
* Include a timeline for the project to be completed in its entirety.
* Provide warranty details and terms for workmanship and materials, extended warranty, etc.
* Total cost of the proposal submitted for this project, which should be commensurate with the work that is to be performed.

***The specifications listed above are the minimum requirements for this proposal. However, you are encouraged to submit any additional documentation you feel necessary to support the method of repair you are proposing.***

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LAUDERDALE COUNTY MISSISSIPPI

**D. PRE-BID CONFERENCE**

A mandatory pre-bid conference will be held at 10:00 a.m. on Tuesday, March 02, 2021 in the Board of Supervisors Board Room located on the 1st floor of the Raymond P. Davis – Annex Building at 410 Constitution Avenue, Meridian, MS 39301. ***All bidders are responsible for attending the meeting during which time you will be allowed to ask pertinent questions, walk and inspect the roof to gauge the requirements needed to put forth a comprehensive proposal*.**

Change orders will not be accepted for failure to realize the scope of the work required.

**ADDITIONAL INFORMATION TO BIDDERS**

The Lauderdale County Board of Supervisors reserves the right to seek clarification of bid responses from vendors submitting proposals.

The Lauderdale County Board of Supervisors is exempt from all Federal, sales and use taxes.

**WARRANTY:**

Bidder is to guarantee all work against defects in materials and workmanship for a minimum period of not less than fifteen (15) years following final inspection and date of acceptance of the work.

If a leak develops in the roof during the term of this warranty, due to defective material, the Bidder/Vendor shall negotiate with the Manufacturer, at their expense, to obtain the materials necessary to return the defective area to a watertight condition.

**EVALUATION CRITERIA:**

It is the intent of Lauderdale County to award the contract to the best and/or lowest responsive and responsible bidder complying with these instructions, provided the proposal submitted in the RFP is deemed reasonable and in the best interest of the Lauderdale County Board of Supervisors.

**LATE BID OR MODIFICATIONS:**

1. Bid and modifications received after the time set for the bid submittal shall not be considered. Modifications in writing received prior to the deadline will be accepted. The County will not be responsible for misdirected bids. Bidders should email the County Purchasing office at [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org) to ensure receipt of their submittal documents prior to opening time and date listed.
2. The time set for the deadline shall be local time for Meridian, Mississippi (CST) on the date listed.

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**INSURANCE – LIABILITY:**

The bid winner shall be required during the term of the agreement to maintain the following insurance, the evidence of which must be presented to the County Purchasing Clerk before work can begin.

* Comprehensive General Liability insurance coverage in the minimum amount of $1,000,000
* Automobile Liability of at least $250,000 per occurrence
* Umbrella Coverage of at least $500,000

Bidders can include Certificates of Liability with their submitted proposal should you so choose.

Lauderdale County will not be responsible for any damages caused to the personal property of any individual/or business as a result of the material, equipment or negligence of the bidder/or anyone in their employment. It is the responsibility of the bidder to ensure that safety precautions are taken in all instances to avoid damages/or injuries.

By signing below, you acknowledge that you understand all terms set forth and outline up to this point.

**SIGNATURE OF ACKNOWLEDGEMENT:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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LAUDERDALE COUNTY BOARD OF SUPERVISORS

410 CONSTITUTION AVE, 11TH FLOOR, MERIDIAN, MS 39301

**RFP NO: #001-2021 – ROOF REPAIR: LAUDERDALE COUNTY JAIL**

**VENDOR DATA FORM**

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/or on behalf of the company.***

NAME OF COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEGAL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PHONE (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FEDERAL ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attached W-9)

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICIAL TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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LAUDERDALE COUNTY BOARD OF SUPERVISORS

410 CONSTITUTION AVE, 11TH FLOOR, MERIDIAN, MS 39301

**BID PROPOSAL FORM - ROOF REPAIR: LAUDERDALE COUNTY JAIL**

NAME OF COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROOFING MATERIAL/PROCESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **QTY /UOM** | **EXISTING ROOF MATERIAL REMOVAL**  ***(If applicable)*** | **UNIT PRICE** | **TOTAL PRICE** |
|  |  | **$** | **$** |
|  |  |  |  |
| **QTY /UOM** | **PRODUCT/MATERIAL DESCRIPTION** | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  | | |  |
| **QTY** | **EQUIPMENT COST**  ***(List Equipment being Used)*** |  |  |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  | | |  |
| **QTY/UOM** | **LABOR COST** |  |  |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  | | |  |
| **QTY** | **WARRANTY**  ***(Additional Cost if Any)*** |  |  |
|  | 15- **or** 20-Year Material/Workmanship Warranty |  | **$** |
|  | Additional/Extended Warranty |  | **$** |
|  | | |  |
| **TOTAL PROJECT PROPOSAL:** | | | **$** |

***\*\*This form must be completed and returned with submitted Proposal\*\****

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LAUDERDALE COUNTY BOARD OF SUPERVISORS

410 CONSTITUTION AVE, 11TH FLOOR, MERIDIAN, MS 39301

**VENDOR PROFESSIONAL REFERENCE SHEET**

***TO BE COMPLETED AND SUBMITTED WITH PROPOSAL***

QUALIFICATIONS: Firms shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

Indicate the length of time you have been in business as a company providing the type of service

required for this agreement. Years\_\_\_\_\_\_\_ Months\_\_\_\_\_\_\_

Please provide a minimum of three (3) references, which may substantiate past work performance and experience in the type of work required for this contract. This should include the following: Business Name, Address, Phone Number and Contact Person

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Company Name of Bidder/Vendor

LAUDERDALE COUNTY MISSISSIPPI

**INSTRUCTIONS TO BIDDERS**

1. ALL BIDS SHALL BE ON LAUDERDALE COUNTY BID FORMS AND SUBMITTED IN DUPLICATE.

2. ALL BIDS SHALL BE FOB MERIDIAN, MS AND MUST INCLUDE ANY PRE-DELIVERY CHARGES.

3. BID SHALL INCLUDE THE COMPANIES COMPLETED FORM W-9.

4. ALL BIDS SHALL BE ADDRESSED TO THE LAUDERDALE COUNTY BOARD OF SUPERVISORS,

C/0 PURCHASING CLERK, 410 CONSTITUTION AVENUE - 11TH FLOOR, MERIDIAN, MS 39301 AND CLEARLY MARKED ON OUTSIDE OF ENVELOPE AS FOLLOWS:

**RFP NO:** 001-2021 **BID DUE DATE:** March 16, 2021 by 9:00 A.M.

(**ENTER BID NO.)**

BIDS MAY ALSO BE ELECTRONCIALLY SUBMITTED VIA THE CENTRAL BIDDING WEBSITE AT:

[WWW.CENTRALBIDDING.COM](http://WWW.CENTRALBIDDING.COM).

**THE PURCHASING DEPARTMENT WILL NOT ACCEPT FACSIMILE (FAX) NOR EMAIL TRANSMISSIONS OF THIS PROPOSAL.**

IT SHALL BE INCUMBENT UPON EACH BIDDER TO UNDERSTAND THE SPECIFICATIONS AS LISTED HEREIN AND TO OBTAIN CLARIFICATION WHEN NECESSARY. IT IS NOT THE INTENT OF THE SPECIFICATIONS TO LIMIT THE BIDDING TO ANY MAKE OR MANUFACTURE OF MATERIALS, BUT RATHER TO SELECT SUCH MATERIALS TO FILL A SPECIFIC NEED AND PERFORM A SPECIFIC TASK. ANY REFERENCE TO NAME-BRAND MATERIALS IS INTENDED TO ESTABLISH STANDARDS ONLY AND BIDS SUBMITTED IN MATERIALS EQUAL THERETO SHALL BE CONSIDERED.

NO RESPONSIBILITY WILL ATTACH TO ANY PERSON EMPLOYED BY THE BOARD FOR PREMATURE OPENING OF ANY BID NOT PROPERLY ADDRESSED AND IDENTIFIED AS STIPULATED ABOVE.

THE LAUDERDALE COUNTY BOARD OF SUPERVISORS RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL BID(S) AND TO WAIVE INFORMALITIES.

**INTIAL ACKNOWLEDGEMENT:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RFP FILE NO: 001-2021**

I, (we) fully understand that this bid is irrevocably subject to the following:

1. that by signing this bid I (we) certify that I (we) have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding;
2. that no itemized attachments to this bid form will be allowed;
3. that the Lauderdale County Board of Supervisors reserves the right to reject any or all bids;
4. that bids must be firm; bids determined not to be firm by the Lauderdale County Board of Supervisors shall be treated as void;
5. that unit price bid quotes shall be completed by the bidder with no further calculations required of the Lauderdale County board of supervisors in order to determine firm unit prices;
6. that the bid form must be signed and dated in appropriate place by bidder or his authorized agent;
7. that all material furnished shall meet or exceed the minimum requirements of the Mississippi Standard specifications for State Aid Road and Bridge construction, latest edition with approved supplemental provisions and revisions.
8. that I (we) may omit price quotes on any item which cannot be furnished or supplied for the full term as specified in the publication;
9. that I (we) hereby certify that the prices quoted herein do not exceed the prices permitted by law;
10. this is to certify that the undersigned is in compliance with the Civil Rights Act of 1964, as amended; the Civil Rights Act of 1968, as amended; the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Handicapped Act; the Sex Discrimination Act; the Copeland "antikickback” Act; and all executive orders and regulations relating to the above referenced acts, and all regulations issued under said Acts, and additionally, certify that the undersigned does not discriminate in employment and/or operations on the basis of sex, race, color, creed, religion, national origins, handicapped status or age.
11. The undersigned bidder hereby certifies and/or affirms that (he) (she) (it) is currently in compliance with and shall, for the term of the referenced project contract or service period, remain in compliance with all pertinent United States government Rules, Regulations, and Standards relating to the funds, project or service, and/or Anti-Discrimination, GAO, O. MB, or Specific departmental Standards. Further, this bidder is informed about and is familiar with all such Federal requirements and shall cooperate with Lauderdale County in complying with all audits and other inquiries to confirm compliance with such requirements.
12. It is requested you bid on MDOT Office of State Aid specifications, but if unable to do so, bid on material produced in accordance with your specifications, but you are to attach copies, in duplicate, of the specifications for all items bid on in your proposal that do not conform to the MDOT Office of State Aid specifications whether or not such specifications have been previously submitted.

**DATED AND CERTIFIED BY:**

SIGNATURE OF BIDDER OR AUTHORIZED AGENT

DATE SIGNED

