



## LAUDERDALE COUNTY BOARD OF SUPERVISORS

2600 Courthouse Blvd, 2nd Floor  
Meridian, Mississippi 39301  
601-482-9746  
[purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org)



### REQUEST FOR PROPOSALS (RFP)

#### RFP NO. LC080-2025: ROOF REPAIR – LAUDERDALE COUNTY AGRI- CENTER

##### PACKET INCLUDES THE FOLLOWING:

- Legal Advertisement
- Purpose and Overview (Section A)
  - Purpose
  - Project Description
  - Procedures for Responding
  - Questions & Inquiries
  - Addenda
- Specifications and Details (Section B)
- Proposer's Requirements & Qualifications (Section C)
- Insurance & Liability Coverage (Section D)
- Forms and Attachments
  - Bid Proposal Form Pg. 7
  - Vendor Data Sheet Pg. 8
  - Vendor Subcontractor Data Sheet Pg. 9
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**PROPOSALS ARE DUE ON OR BEFORE FRIDAY, JANUARY 09, 2026, NOT LATER THAN 9:00 A.M. CDT**

***NO LATE RESPONSES WILL BE ACCEPTED***

**BID OPENING: Friday, January 09, 2026, at 10:00 A.M.**

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Name of Company

# LEGAL NOTICE

## **REQUEST FOR PROPOSALS**

**NOTICE** is hereby given that the Lauderdale County Board of Supervisors will receive proposals until 9:00 a.m. on Friday, January 09, 2026, for the following:

### **RFP NO. LC080-2025: ROOF REPAIR - LAUDERDALE COUNTY AGRI-CENTER**

The Board of Supervisors is soliciting proposals from qualified Respondents that are interested in repairing the metal rooftops for the Lauderdale County Agricultural Center. To be considered, prospective companies must submit a complete response as required based on the documents within the proposal package. The bid opening will be held in the boardroom located on the 1<sup>st</sup> floor of the Government Center.

Detailed specifications and forms/documents can either be downloaded from Lauderdale County Board of Supervisors website at <https://lauderdalecounty.org> or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Electronic Bids** can be submitted via Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Sealed Bids** can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 2600 Courthouse Blvd, 2<sup>nd</sup> Floor – Suite 2002, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each bid must be received in a sealed envelope which is clearly marked on the outside:  
“RFP #LC080-2025 ROOF REPAIR - LAUDERDALE COUNTY AGRI-CENTER”

After the time and in a designated room and place, the names of the Companies submitting bids will be publicly read. No further information will be read, discussed, or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum to this Bid. Any bids received after the date and time listed above will not be accepted.

From the bids submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended.

No Vendor may withdraw his/her submission within thirty (30) days after date of opening bids without the consent of Lauderdale County Board of Supervisors.

The County reserves the right to select the bid which best meets the needs of Lauderdale County.

The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all bids and waive informalities in bidding.

**LAUDERDALE COUNTY REQUEST FOR PROPOSALS:  
RFP NO. LC080-2025: ROOF REPAIR LAUDERDALE COUNTY, MS  
AGRI-CENTER**



**SECTION A – PURPOSE AND OVERVIEW**

**1. PURPOSE**

The purpose of this Request for Proposals is to solicit interest from qualified, licensed contractors/roofers to repair the existing metal roof at Lauderdale County Agricultural Center to eliminate the current roof failures and attain watertight status within the facility.

A qualified firm will be selected through a fair and open process at the sole discretion of the County. 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.

**2. PROJECT DESCRIPTION**

This proposal is to secure a vendor to repair the roof in its entirety, which has been defined as five (5) separate sections of metal rooftops at the Lauderdale County Agri-Center, which is located at 1022 Hwy 19 South, Meridian, MS 39301.

The project entails the removing and replacing of fasteners, pipe flashing, heater vents, and installing new butyl sealant, as outlined for each specific area.

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

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

**3. PROCEDURES FOR RESPONDING**

- a. All proposals should be delivered to:  
Lauderdale County Board of Supervisors  
Purchasing Department  
2600 Courthouse Blvd, 2<sup>nd</sup> Floor  
Meridian, MS 39301
- b. Email submission for the RFP are prohibited and will not be accepted. Electronic Bids can be submitted via Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).
- c. While there will be not pre-bid conference, if you would like to schedule a time to tour the facility, you can contact Steve Bryan, Maintenance Director, by phone at 601-513-9291 or email at [sbryan@lauderdalecounty.org](mailto:sbryan@lauderdalecounty.org). **Site visits are by appointment only.**
- d. Proposals must be received on or before January 09, 2026, at or before 9:00 a.m. CST. Proposals received after 9:00 a.m. shall not be considered in the proposal process. The official time is determined by the clock in the office of the Purchaser.

- e. An original and one (1) copy of the RFP must be placed in a ***sealed envelope*** and clearly labeled

***"RFP #LC080-2025 ROOF REPAIR - LAUDERDALE COUNTY AGRI-CENTER"***  
***YOUR COMPANY NAME***  
***YOUR COMPANY ADDRESS***

No responsibility will be attached to any County representative for premature opening of a bid not properly addressed and identified.

- f. The proposal shall be signed by an official authorized to bind the offer.
- g. All materials submitted in response to this RFP become the property of Lauderdale County, upon delivery, and are to be appended to any formal documentation that would further define or expand any resulting contract.
- h. The proposals submitted will be considered public information. If proprietary information is included to support the proposal, it must be packaged separately and labeled "CONFIDENTIAL."
- i. Lauderdale County Purchasing Office will not be responsible for late or incomplete responses due to mistakes, delays of the respondent, or carrier used by the respondent, or weather delays. A postmark will not be considered proof of timely submission.

#### **4. QUESTIONS & INQUIRIES**

All questions and requests for clarifications shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this proposal and shall be received in writing at the Lauderdale County Purchasing Department no later than **3:00 pm on Friday December 19, 2025**.

*Questions shall not be submitted to anyone other than the Purchasing Director or his/her representative. Submissions shall clearly identify the RFP Number in the subject line, and include the Vendor's name, address, and the name of the person submitting the question.*

*All questions are to be submitted by e-mailed to [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org).*

No communications of any kind may be considered a change to the terms, conditions, and specifications in this RFP unless a formal written addenda is prepared and posted to the County's website.

#### **5. ADDENDA**

Responses to all questions received will be sent to each Company/Vendor known to have copies of the RFP. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original RFP and will be posted to both the Lauderdale County website at <https://lauderdalecounty.org> and Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

Before your submission and periodically prior to the RFP closing, you are encouraged to check the site for any addenda or other materials that may have been issued affecting the bid.

***It is Bidder's sole responsibility to review this site and retrieve all related documents up to the RFP due date.***

## **SECTION B – SPECIFICATIONS AND DETAILS**

The roof of the Agri-Center is sectioned into five areas; however, Section #2 is split into two parts for the purpose of this proposal. Below is a description of the work required for each section, which coincides with building photo found on Page 13.

### **STABLES AREA (MARKED 1 ON BUILDING OVERVIEW)**

- Remove existing fasteners from existing metal roof system
- Install new oversized fasteners in existing fastener location
- Replace base flashing at wall next to arena

### **CENTER HIGH ROOF – *BACK SIDE* (MARKED 2 ON BUILDING OVERVIEW)**

- Remove existing fasteners from the existing roof system
- Install new oversized fasteners in existing fastener location

### **CENTER HIGH ROOF – *FRONT SIDE* (MARKED 2 ON BUILDING OVERVIEW)**

- Remove existing fasteners from the existing roof system
- Install new butyl sealant in vertical and horizontal laps-half of roof
- Install new oversized fasteners in existing fastener location

### **FRONT LOW ROOF AREA (MARKED 3 ON BUILDING OVERVIEW)**

- Remove existing fasteners from the existing roof system
- Install new butyl sealant in vertical and horizontal laps
- Install new oversized fasteners in existing fastener location
- Remove existing pipe flashing and replace with new flashings
- Remove existing heater vent flashing and replace with new heater vents, flashing
- Remove existing exhaust vent flashing and replace with new exhaust vents, flashing

### **WARM UP ARENA (MARKED 4 ON BUILDING OVERVIEW)**

- Remove existing fasteners from existing metal roof system
- Install new oversized fasteners in existing location
- Replace base flashing at wall next to arena

### **CENTER REAR LOW ROOF (MARKED 5 ON BUILDING OVERVIEW)**

- Remove existing fasteners from existing metal roof system
- Install new oversized fasteners in existing fastener location

## **SECTION C - PROPOSER'S REQUIREMENTS & QUALIFICATIONS**

To be considered for award of this contract, the Proposer must meet the following:

1. Proposing bidders shall demonstrate substantial experience in the roofing industry with a minimum of ten (10) years of experience. This will be determined from the completion of the enclosed Professional Reference sheet that is to be returned with your proposal.
2. Proposing bidders shall guarantee all work against defects in materials and workmanship for a minimum period of not less than ten (10) years following final inspection and date of acceptance of the work.
3. The Proposer must provide warranty details and terms for workmanship and materials, extended warranty, etc.

## **SECTION D - INSURANCE AND LIABILITY COVERAGE**

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 if you prefer.

Lauderdale County will not be responsible for any damage 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 damage/or injuries.

*The following pages must be completed, along with the Cover Page (pg. 1), and returned/submitted with your Proposal. Failure to do so will result in the submission being deemed non-responsive.*

**[THIS SPACE WAS LEFT BLANK INTENTIONALLY]**

## PROPOSAL FORM

### RFP NO. LC080-2025: ROOF REPAIR - LAUDEDERDALE COUNTY AGRI-CENTER

Proposal of \_\_\_\_\_,  
(Company/Business Name)

an (individual) (partnership) (corporation) organized under the laws of the State of \_\_\_\_\_.

The undersigned, having carefully read and considered the terms and conditions does hereby offer to perform such services on behalf of the County, of the type and quality and in the manner described, and subject to and in accordance with the terms and conditions set forth in the Proposal Documents at the costs hereinafter set forth:

#### PRICING FOR ROOF REPAIR(S):

\$ \_\_\_\_\_ *Materials*    \$ \_\_\_\_\_ *Labor*    \$ \_\_\_\_\_ *Other Charges/Fees*

\$ \_\_\_\_\_ *TOTAL PROJECT COST*

*Estimated Timeline to Complete Project:* \_\_\_\_\_

*What date can you begin work on this Project?* \_\_\_\_\_

***\*\*The work week for this project is Monday thru Thursday from 7:00 am – 5:00 pm\*\****

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

NAME & TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_

#### **\*\*\*\*MANAGEMENT POINT OF CONTACT/OR SUPERVISOR FOR ASSIGNED JOB\*\*\*\***

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DIRECT PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CELL: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCAL ADDRESS *(if different from above)*: \_\_\_\_\_

## VENDOR DATA FORM

*I, the undersigned, do hereby acknowledge I have read all the requests listed herein and have submitted my bid and all documentation required accordingly.*

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

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

\_\_\_\_\_

\_\_\_\_\_

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

FEDERAL ID #: \_\_\_\_\_ (Attach Form W-9)

***I hereby certify that I am authorized to sign this proposal for/or on behalf of the company.***

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

***(Authorized Principal)***

DIRECT PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PRINTED NAME & OFFICIAL TITLE: \_\_\_\_\_

**\*\*\*\*\*PLEASE PROVIDE ADDITIONAL INFORMATION BELOW IF APPLICABLE\*\*\*\*\***

Owner/Stakeholder #1: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Stakeholder #2: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent Company Name ***(if different from above)***: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**



## VENDOR SUBCONTRACTOR DATA SHEET

*The Bidder shall indicate below the name of each subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify the work/services to be performed/provided by the subcontractor. (If applicable, otherwise indicate N/A & enter company name below)*

### Sub-Contractor Information: (If applicable)

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Work/Services to be performed/provided: \_\_\_\_\_

### Sub-Contractor Information: (If applicable)

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Work/Services to be performed/provided: \_\_\_\_\_

### Sub-Contractor Information: (If applicable)

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Work/Services to be performed/provided: \_\_\_\_\_

\_\_\_\_\_  
Company Name of Bidder

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

# NON-COLLUSION AFFIDAVIT OF BIDDER

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says that:

1. He/or She is \_\_\_\_\_ of \_\_\_\_\_ the bidder  
Title Company Name  
that has submitted the attached proposal.

2. He/or She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid.

3. Such Bid is genuine and is not a collusive or sham bid.

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm, or person to fix the price or prices in the attached bid or any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against Lauderdale County or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED \_\_\_\_\_

TITLE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Mississippi. My Commission Expires: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**

## VENDOR PROFESSIONAL REFERENCE SHEET

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(s) required for this agreement. Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_

Please provide a minimum of three (3) references, which may substantiate **current** performance and experience in the type/or scope of work/service required for this contract. This should include the following: Business Name, Address, Contact Person, Length of Time of Service, Phone Number, and their email address.

1. Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Length of Time of Service: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Length of Time of Service: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_ Length of Time of Service: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Company Name of Bidder/Vendor

\_\_\_\_\_  
Signature of Person Completing

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**

## ADDENDA FORM

### RFP NO. LC080-2025: ROOF REPAIR - LAUDERDALE COUNTY AGRI-CENTER

The following Addenda have been received. The modifications to the Proposal Documents noted below have been considered and all costs are included in the Proposal Total.

*(If no addenda, please indicate with N/A in space provided.)*

1. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
2. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
3. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
4. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_

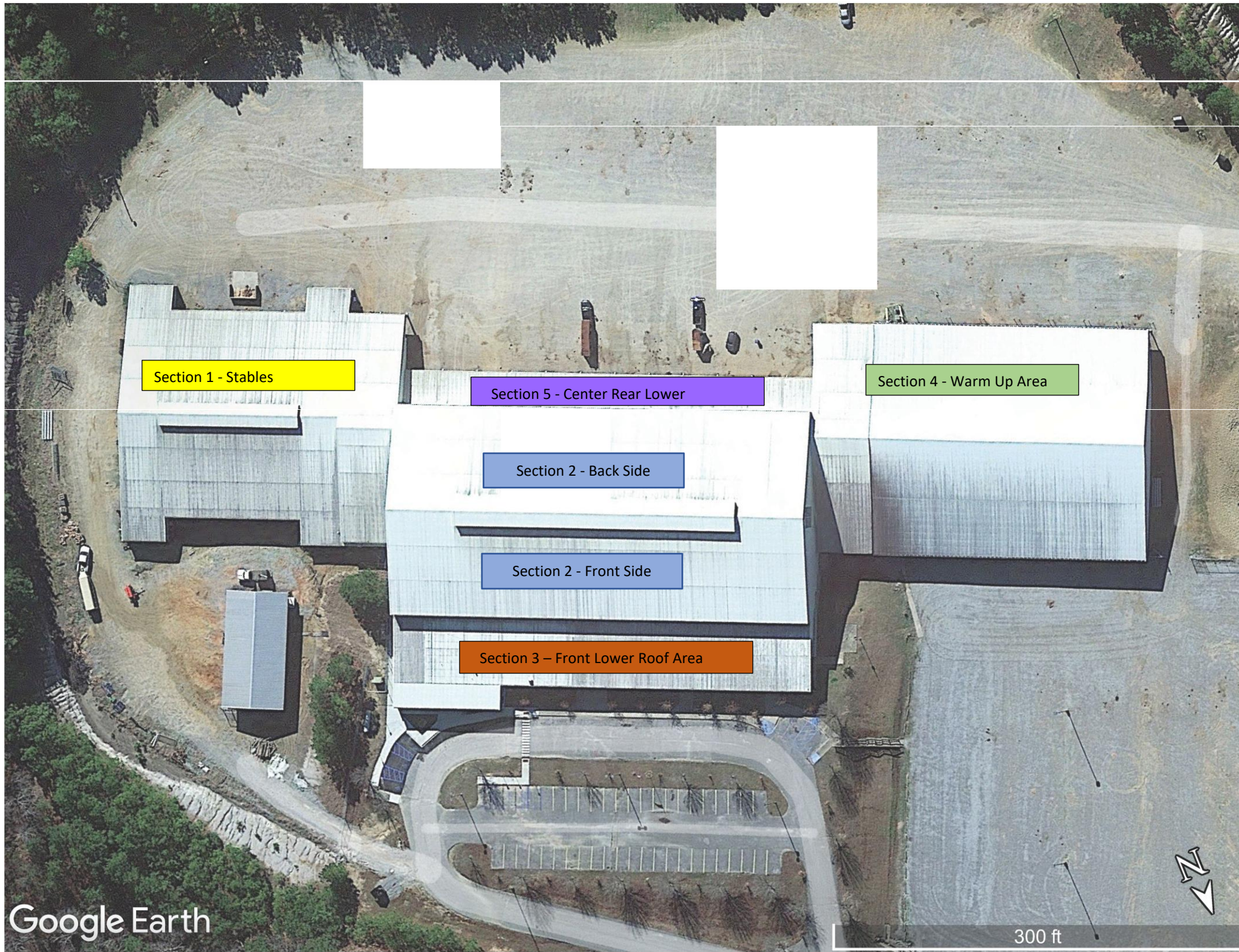
#### Addendum Acknowledgement:

\_\_\_\_\_  
Signature of Proposer or Authorized Agent

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED/SIGNED AND RETURNED WITH YOUR PROPOSAL**





Section 1 - Stables

Section 5 - Center Rear Lower

Section 4 - Warm Up Area

Section 2 - Back Side

Section 2 - Front Side

Section 3 – Front Lower Roof Area





## LINK TO BUILDING VIDEOS

The attached link will direct you to a OneDrive file, which contains five (5) short videos showing the current roof issues/leaks for your viewing. It is our hope that this will provide you with some insight into the extent of the repairs needed.

 [Agri-Center Roof](#)

