



St. Johns River

Water Management District

Ann B. Shortelle, Ph.D., Executive Director

4049 Reid Street • P.O. Box 1429 • Palatka, FL 32178-1429 • (386) 329-4500
On the Internet at floridaswater.com.

February 10, 2021

Interested Firms

Re: 36538 Quote Request, Roof Replacement Sunnyhill Service Center

Dear Contractor,

The District is requesting quotes for the above referenced project. This letter is forwarded to you as an invitation to provide a quote based on the Statement of Work (SOW) attached as Exhibit 1. The quote shall include all labor, materials, insurance, permits and other related costs for the services described in the SOW.

If you are interested in this project, responses are due by **5:00 pm Tuesday March 30, 2021**. Reproductions of the cost schedule may be used to submit a price. All quotes must either be submitted as an attachment to an email (in PDF form) to dkedwards@sjrwmd.com or faxed to (386) 329-4546.

There is a non-mandatory site visit scheduled for those interested in submitting a quote for this project. The meeting will be held between the hours of 10:00 am to 12:00 noon Wednesday March 24, 2021 . The address is 19561 SE Hwy 42 Umatilla, Florida 32784. Call Sam Morris at (386) 937-0511 to confirm your attendance.

Minimum Qualifications:

Respondents must meet the minimum qualifications below and all supporting documentation must be submitted with the response to this quotation request:

1. Proof of firm's ability to do business in the state of Florida. (documentation must be provided with quote response).
2. Proof of Roofing License with the State of Florida. (documentation must be provided with quote response).

Once quotes are received, staff will review each quote and will make a recommendation for award based on the lowest total amount for the entire project, upon meeting all requirements specified in this quotation request.

If you have any further questions, please contact me at (386) 329-4866 or at dkedwards@sjrwmd.com. Thank you for your consideration of this request.

Exhibit 1 – Statement of Work
Exhibit 2 - Quote Cost Schedule
Exhibit 3 – Qualification Form
Exhibit 4 – Insurance Requirements

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NOTE: Please check the box provided if you are unable to provide a quotation for this service at this time and return to my attention at dkedwards@sjrwmd.com.

I am unable to provide a quotation at this time for the following reason(s):

Respondent's Signature

Respondent's Company Name

EXHIBIT 1 - STATEMENT OF WORK

I. INTRODUCTION:

The Blue House was built somewhere between 1928 and 1930, it houses District Staff and a Visitor Center for the Public. The roof is two-foot-wide five v tin and is extremely old the sub-roof is tongue and groove wood. The tin is rusty and there is some rot visible in the sub-roof.

II. OBJECTIVES:

The objective of this project is to provide a structurally sound and watertight roof for protection of District staff and property. The location of the Office is in Marion County at 19561 SE Highway 42 Umatilla, Florida 32909.

III. SCOPE:

Contractor shall provide all materials, labor and equipment necessary for the replacement of the roof as described in this statement of work.

Contractor responsibilities:

- Contractor will be responsible for all necessary permits need for completion of this work
- Contractor shall use two-foot-wide five v tin to match existing roof which meets or exceeds the permit specifications required by Marion County and is on the Florida Product Approval list
- Contractor shall comply with all applicable requirements and standards of OSHA
- Contractor shall provide a schedule and the number of employees assigned to work this project, listing all positions to the District Project Manager
- Contractor shall provide an experience English speaking supervisor to be on site during all hours that work is performed
- All materials used shall be stored in a clean, neat and safe manner with designated areas approved by the District Project Manager
- Contractor will be responsible for removing all trash and debris from the site during this project
- Contractor shall agree to follow customary/standard industry practice in the performance of all roofing services specified herein
- Contractor shall contact the District Project Manager to discuss any unforeseen repairs required not included in the original submittal prior to any additional work being done

District responsibilities:

- District shall provide a safe and secure location to store material during construction
- District shall provide final inspection and approval of submitted invoice

Working hours for this project will be from 7:00am through 5:00pm, Monday through Friday. The District reserves the right to adjust work hours to serve the specific needs of the facility. Any deviation in work hours will be coordinated through the District Project Manager.

IV. TIMEFRAMES

Contractor may begin work 14 days of the Effective Date of the Agreement, which is the date upon which the last party has dated and executed the same. The start date may be deferred up to 30 days due to unforeseen permit delays. Work shall be completed by September 30, 2021.

V. BUDGET

Contractor may submit itemized invoices no more frequently than bi-weekly by one of the following two methods: (1) by mail to St. Johns River Water Management District, Director of Financial Management or (2) by e-mail to acctpay@sjrwmd.com. The invoices shall be submitted in detail sufficient for proper pre-audit and post-audit review. If necessary, for audit purpose, the District may require, and Contractor shall provide, additional supporting information to document invoices.

VI. PROJECT MANAGEMENT

Sam Morris, Project Management
(386) 937-0511
smorris@sjrwmd.com

EXHIBIT 2 - QUOTE COST SCHEDULE
(Note: This page must be submitted with response.)

DUE NO LATER THAN 5:00 TUESDAY MARCH 30, 2021 - RESPONSES SHALL BE SUBMITTED TO THE PROCUREMENT SPECIALIST AS IDENTIFIED ON THE FIRST PAGE OF THIS REQUEST.

SUNNYHILL SERVICE CENTER	LUMP SUM TOTAL
ROOF REPLACEMENT	\$

I HEREBY ACKNOWLEDGE, as Authorized Representative for the Respondent, that I have fully read and understand all terms and conditions as set forth in this quotation, and upon award of such quotation, shall fully comply with such terms and conditions.

RESPONDENT (FIRM NAME)

ADDRESS

SIGNATURE

TYPED NAME & TITLE

TELEPHONE NUMBER

EMAIL ADDRESS

EXHIBIT 3 – QUALIFICATIONS DOCUMENTATION FORMS
(This form to be included with quote submittal)

As part of the quote request, Respondent shall complete the following so that the District can determine Respondent's ability, experience, and facilities for performing the Work.

Name of Respondent: _____

Respondent's tax identification No.: _____

Year company was organized/formed: _____

Number of years Respondent has been engaged in business under the present firm or trade name:

Total number of years Respondent has experience in similar work described in quote request of the Instructions to Respondents: _____

Has Respondent previously been engaged in the same or similar business under another firm or trade name? If so, please describe each such instance.

Has Respondent ever been adjudicated bankrupt, initiated bankruptcy, or been the subject of bankruptcy proceedings on behalf of the current entity submitting this bid or a prior entity that Respondent substantially operated or controlled? If yes, please describe the nature and result of those proceedings and the entity involved.

Describe the background/experience of the person or persons who will be primarily responsible for directing the Work that will be performed pursuant to this bid. This inquiry is intended to encompass the project manager and/or superintendent who will be engaged on a daily basis in directing performance of the Work.

EXHIBIT 4 — INSURANCE

Contractor shall acquire and maintain until completion of the Work the insurance coverage listed below, which constitutes primary coverage. Contractor shall not commence the Work until the District receives and approves Certificates of Insurance documenting required coverage. **Contractor's General Liability policy shall name the St. Johns River Water Management District (the "District") as Additional Insured.** All required policies shall include: (1) endorsement that waives any right of subrogation against the District for any policy of insurance provided under this requirement or under any state or federal worker's compensation or employer's liability act; (2) endorsement to give the District no less than 30 days' notice in the event of cancellation or material change. Certificates of Insurance must be accompanied by copies of the requested endorsements.

Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the District. Approval will not be unreasonably withheld. Contractor is responsible for any deductible or self-insured retention. Insurance must be placed with insurers having an A.M. Best rating of A-V or greater. District receipt of insurance certificates providing less than the required coverage does not waive these insurance requirements.

- (a) **Workers' Compensation Insurance.** Workers' compensation and employer's liability coverage, including maritime worker's compensation, if applicable, in not less than the minimum limits required by Florida law. If an exemption from workers' compensation is declared, an exemption letter issued by Florida Department of Financial Services, Division of Workers' Compensation, shall be submitted to the District.
- (b) **General Liability.** Commercial General Liability Insurance on an "Occurrence Basis," with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury, and property damage. Coverage shall include: (1) contractual liability, (2) products and completed operations, (3) independent contractors, and (4) broad form property damage. Extensions shall be added or exclusions deleted to provide the necessary coverage. "Claims made" coverage will be accepted only after verification that "occurrence" coverage is not available.
- (c) **Automobile Liability.** Minimum requirements per Florida law.