

**BIBB COUNTY SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**  
**For**  
**ALEXANDER II ROOF PROJECT**  
**PROJECT NUMBER 16BBEJ06RF081**  
**RFP NUMBER 17-6**

For all questions about this RFP contact via email:  
Elaine Wilson – Director of Procurement  
PH. - 478-765-3522  
EMAIL – Elaine.Wilson@bcsdk12.net

**RELEASED ON:**

**SEPTEMBER 12, 2016**

**DUE ON:**

**October 13, 2016; 2:00 P.M. Eastern Time**

## 1.0 **INTRODUCTION**

### 1.1 **Purpose of Procurement**

The Bibb County School District (herein after referred to as “District”) is seeking proposals from contractors qualified and experienced in roofing projects consisting of miscellaneous repair and/or replacement of existing roof materials.

### 1.2 **Objective**

To provide weather tight roofs for Alexander II

### 1.3 **Proposal Certification**

The Bibb County School District (BCSD) certifies that the use of competitive sealed bidding will not be practical or advantageous to the Board in completing the acquisition described in this RFP. Competitive sealed proposals will be submitted in response to this RFP. All proposals submitted pursuant to this request will be made in accordance with the provisions of this RFP.

### 1.4 **Schedule of Events**

This Request for Proposals will be governed by the following schedule:

#### **DATES**

09/12/2016	Release of RFP
9:00 AM 9/22/2016	Site Visit
2:00 PM 09/29/2016	Deadline for written questions
5:00 PM 10/6/2016	Answers to written questions posted on the BCSD website (will be posted as they are received)
2:00 PM 10/13/2016	Proposals due
5:00 PM 10/17/2016	Award (not later than)

### 1.5 **Restrictions on Communications with Staff/Questions**

All questions about this RFP must be submitted in the following format:

Company Name

1. Question
2. Citation of relevant section of the RFP, Plans or specifications.

Questions must be directed in writing (email/fax) only to the Issuing Officer:

Elaine.Wilson@bcsdk12.net

Fax: 478-765-8545

From the issue date of this RFP until a contractor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any Board staff except through the Issuing Officer named herein, or during the Offeror's conference, or as provided by existing work agreement(s). The Board reserves the right to reject the proposal of any Offeror violating this provision.

All questions concerning this RFP must be submitted in writing (fax or email may be used) to the Issuing Officer. No questions other than written will be accepted. No response other than written will be binding upon the Board. Questions and answers will be posted to the Bibb County School District website as they are received. Website address is <http://schools.bibb.k12.ga.us/Page/27965>

#### **1.6 Definition of Terms**

Board – Bibb County School District  
District –Bibb County School District  
BCSD – Bibb County School District  
OCGA – Official Code of Georgia Annotated (State Statute)  
Offeror – Respondent to this Request for Proposal  
RFP – Request for Proposal

#### **1.7 Background**

For information on the Bibb County School District, visit [www.bibb.k12.ga.us](http://www.bibb.k12.ga.us).

#### **1.8 Delivery of Proposals**

All proposals must be delivered to the Bibb County Purchasing Department, 484 Mulberry Street, Macon, Ga 31201. BCSD will not be responsible for any proposals delivered incorrectly or not received by the specified date and time.

#### **1.9 Mandatory Site Visit**

All Vendors submitting proposals are required to attend the mandatory site visit on September 22nd, 2016 at 09:00 AM. to 11:30 A.M. at 1156 College Street Macon, GA, 31201. At the site visit, all contractors will meet with school personnel and the roof consultant for this project. Contractors who fail to participate in the mandatory site visit will not be considered for award.

#### **1.10 Non-Performance**

The school system reserves the right to discontinue service of all and any portion of any contract resulting from this bid for reason of unsatisfactory product or service or any reason determined to be detrimental to the health and welfare of students and school personnel and to hold the Contractor in default. Failure to furnish all items per the contract, in a timely manner, as specified, shall constitute unsatisfactory service.

Upon completion of the project and before acceptance and final payment will be made, the successful contractor shall clean and remove from the work site, all surplus and discarded materials, temporary structures and debris.

## **2.0 MANDATORY REQUIREMENTS**

This section identifies all mandatory requirements, which must be addressed in the proposal before further consideration will be given. Each response must reference the item number to which it is in reference.

### **2.0.1 Detailed Description of the proposed roofing system**

All portions of the roofing system must be in compliance with the drawings and specifications for the project.

### **2.0.2 Costs**

Provide a Base Costs along with the requested unit pricing shown in appendix A.

Successful bidders must provide a “turn key job.” Price offered should include all labor and materials to complete entire project. Price offered should include all shipping and handling charges, F.O.B. destination, delivery, uncrating of products and installation at school site. All pricing shall be in accordance with all applicable city, state, and federal codes.

### **2.0.3 Time Line**

Contractors shall include an estimated timeline of events including tear-off, deliveries, beginning installations, and completion date. Assuming a start date of November 01, 2016.

### **2.0.5 Experience/References**

The System requires a high level of service and support from the successful vendor. Vendors must have worked in a K-12 education environment and include examples including photos of work completed in other school districts, a list of three references from current projects. Each reference must contain the reference’s name, address, telephone number, and point of contact. This may be waived if three or more projects have been completed by the contractor for BCSD in the past two years.

### **2.0.6 Site Management**

The successful contractor will be responsible for managing the site and coordinating all construction activities in cooperation with the school and capital program department.

### **2.0.7 Changes/Issues**

The successful contractor shall report to the Executive Director of Capital Programs during the execution of this project and shall update and submit to the Director of any proposed changes or issues concerning the original design plan.

### **2.0.8 Removal of Packaging and Debris**

The successful contractor shall keep the work site and surrounding area free from accumulation of waste materials and debris during this project. Once project is complete, all debris and garbage must be removed from the building.

### **2.0.9 Company Background and Experience**

Offeror will describe their background, relevant experience, and qualifications, including, but not limited to the following:

### **2.0.10 Company Structure**

The Offeror will include in the proposal the legal form of their business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved and the office location that will be the point of contact during the term of any resulting contract.

### **2.0.11 Experience**

The Offeror must include in the technical proposal the number of full consecutive years they have been operating under their current business name.

The Offeror will provide a list of at least three clients for whom similar services, as detailed in this RFP, have been provided during the past three years. The list must include:

- dates of service
- name of contact person
- title of contact person
- phone number of contact person

The Offeror will also disclose any services terminated by the client(s) and the reason(s) for termination.

### **2.0.12 Business Litigation**

The Offeror will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the status and/or disposition.

## **2.1 PROPOSAL FORMAT**

### **2.1.1 Technical proposal shall include the following:**

1. Full name and address of the Contractor.
2. Cost Proposal – Appendix A
3. A brief, concise summary of two (2) pages or less of the proposal.
4. Response to each item listed in the Mandatory Requirements Section 2 of this RFP numbered and labeled.
5. A list of requested services from BCSD (i.e. removal of equipment if needed, electrical work, including temporary power).
6. Proposal Certification (Appendix B)
7. Contractor Affidavit / Immigration and Security Form (Appendix C)
8. Sample Contract listing Exceptions, if any (Appendix D)
9. Vendor Registration Form (Appendix E)

## **3.0 PROPOSAL SUBMISSION AND EVALUATION**

### **3.1 Process for Submitting Proposals**

#### **3.1.1 Preparation of Proposal**

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete proposal. The Offeror is solely responsible for the cost of responding to this RFP. Reimbursement for cost of preparation of response will not be made.

#### **3.1.2 Packaging of Proposal**

The Offeror's proposal in response to this RFP must be prepared as follows:

**Outside of package must include the following:**

**RFP 17-6 Alexander Two Roofing Project**

**Due Date: October 13, 2016, 2:00PM EST**

#### **3.1.3 Submission of Proposals**

Proposals must be submitted to:

BCSD – Purchasing Dept.  
Attn: Elaine Wilson – Director of Procurement  
484 Mulberry Street - Suite 280  
Macon, Georgia 31201

**Any proposal received after the due date and time will not be evaluated.**

**3.2 Evaluation Process**

The evaluation of proposals received on or before the due date and time will be conducted in the following phases.

**3.2.1 Administrative Review**

The proposals will be reviewed by the Issuing Officer for the following administrative requirements:

1. Submitted by deadline
2. All required documents have been submitted
3. All documents requiring an original signature have been signed and are included

**3.2.2 Mandatory Requirements Review**

Proposals, which pass the administrative review, will then be reviewed by the Evaluation Team to ensure all requirements identified in Section 2 are addressed satisfactorily.

**3.2.3 Proposal Evaluation**

Proposals, which pass the Mandatory Requirements Review, will be reviewed by the Evaluation Team for quality and completeness.

The following are the maximum possible points of each category:

Experience: Experience in similar projects	15 Points
Schedule: Proposed Start and Duration of the project.	25 Points
Cost: Fees for providing full scope of work	40 Points
References:	10 Points

**3.3 Rejection of Proposals/Cancellation of RFP**

The Board reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Board. It is also within the right of the Board to reject proposals that do not contain all elements and information requested in this document. The Board reserves the right to cancel this RFP at any time. The Board will not be liable for any cost/losses incurred by the Offerors throughout this process.

## **4.0 TERMS AND CONDITIONS**

### **4.1 RFP Amendments**

The Board reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted promptly to the Bibb County School District Purchasing website, which is located at the following web address: <http://schools.bibb.k12.ga.us/Page/27965>. Offerors are encouraged to check this website frequently.

### **4.2 Proposal Withdrawal**

A submitted proposal may be withdrawn prior to the due date by a written request to the Issuing Officer. A request to withdraw a proposal must be signed by an authorized individual.

### **4.3 Cost for Preparing Proposals**

The cost for developing the proposal is the sole responsibility of the Offeror. The Board will not provide reimbursement for such costs.

### **4.4 Contract**

The Contract, ConsensusDocs 200 Standard Agreement and General Conditions between Owner and Constructor (Lump Sum Price), which the Board intends to use with the successful Offeror, is attached to this RFP and identified as Appendix C. Exceptions to the Contract should be identified and submitted with the Offeror's proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in this RFP, Project Specifications or Plans.

Prior to award, the apparent winning Offeror will be required to enter into discussions with the Board to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve contractual differences will lead to rejection of the Offeror's proposal.

The Board reserves the right to modify the Contract to be consistent with the successful offer and to negotiate with the successful Offeror other modifications, provided that no such modifications affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.



**4.5 Conflict of Interest**

If an Offeror has any existing client relationship that involves the Bibb County School District, the Offeror must disclose each relationship.

**4.6 Compliance with Laws**

The Contractor will comply with all State and Federal laws, rules, and regulations.

## Appendix A

### COST PROPOSAL

RFP #17-6

#### Alexander II Roof Project

Description	Quote in words <i>(i.e.: nine thousand, two hundred, fifty)</i>	Numeric Quote <i>(i.e. :\$9,250.00)</i>
<b>BASE COST</b>		\$
<b>ALTERNATES</b>		
ALTERNATE ONE: Amount to be added to the Base Bid for the rehabilitation of existing soffits, and trim at the Classroom West High Slope roof.	Total add	\$
ALTERNATE TWO: Amount to be added to the Base Bid for installation of new recover SBS modified bitumen roof membrane system, at the Classroom North Low Slope roof and the Office roof, in lieu of Thermoplastic (TPO) Roof system specified as Base Bid.	Total add	\$
ALTERNATE THREE: Amount to be added to the Base Bid for installation of new recover SBS modified bitumen roof membrane system as specified in Section 07 52 16.11, "Modified Bituminous Membrane Roofing", at the Classroom West Low Slope.	Total add	\$
ALTERNATE FOUR: Amount to be added to the Base Bid for installation of new recover SBS modified bitumen roof membrane system as specified in Section 07 52 16.11, "Modified Bituminous Membrane Roofing", at the Stair roof.	Total add	\$
ALTERNATE FIVE: Amount to be added to the Base Bid for installation of new recover SBS modified bitumen roof membrane system as specified in Section 07 52 16.11, "Modified Bituminous Membrane Roofing", at the Hallway roof.	Total add	\$
ALTERNATE SIX: Amount to be added to the Base Bid for installation of new recover SBS modified bitumen roof membrane system as specified in Section 07 52 16.11, "Modified Bituminous Membrane Roofing", at the Gym roof.	Total add	\$

ALTERNATE SEVEN: Amount to be added to the Base Bid for the complete tear-off of the existing standing seam metal roof panel roof system assembly at four Building Entrance Roofs, followed by installation of new standing seam metal roof panel roof system assembly.	Total add	\$
ALTERNATE EIGHT: Amount to be added to the Base Bid for the rehabilitation of existing wall cladding system at the Classroom West Low Slope Roof.	Total add	\$
<b>TABLE OF MISC UNIT COSTS</b>		
Unit Price No. 1: Replacement f Existing Deteriorated Wood Blocking, Framing And Nailers, or Wood Plank Decking	per board foot	\$
Unit Price No. 2: Replacement Of Existing Deteriorated Wood Decking	per square foot	\$
Unit Price No. 3: Rehabilitation of Existing Metal Deck..	per square foot	\$
Unit Price No. 4: Existing Metal Deck Removal and Replacement.	per square foot	\$
Unit Price No. 5: Abatement of Wet Insulation Prior to Recovering With New Roofing	per square foot	\$
Unit Price No. 6: Abatement of .Wet Roof Membrane System Where Existing Roof Is to Remain	per square foot	\$

<b>PROPOSED SYSTEM AND MANUFACTURER</b>		
	SYSTEM	MANUFACTURER
STEEP SLOPE METAL RETROFIT		
LOW SLOPE T.P.O. RETROFIT		
LOW SLOPE MODIFIED BITUMEN RETROFIT.		

Contractor Owner / Officer

\_\_\_\_\_

Title

\_\_\_\_\_

Address

\_\_\_\_\_

City, State Zip

\_\_\_\_\_

Signature of Offeror: \_\_\_\_\_

Printed Name of Above: \_\_\_\_\_

(AFFIX CORPORATE SEAL)

The bidder hereby acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

## Appendix B

Must be include with the proposal

### PROPOSAL CERTIFICATION

I certify that I have read and understand the terms and conditions herein except as stated below. I further state that I am and/or my company is capable, able to, and will provide the requested products and/or service described herein. I am the owner or agent of the company stated below and am authorized and empowered to contract. By my signature on this RFP, I/we guarantee and certify that all items included in my bid meet or exceed specifications.

I certify that this quotation is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a quotation for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal Law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the quotation and certify that I am authorized to sign this quotation for the Contractor.

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

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

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

COMPANY WEBSITE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

# Appendix C

Must be included with this proposal

## Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of Bibb County School District has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
  
\_\_\_\_\_

# Appendix D

## DISTRICT STANDARD CONTRACT SAMPLE CONTRACT



**ConsensusDocs™**  
BUILDING A BETTER WAY

**ConsensusDocs™ 200**  
**STANDARD AGREEMENT AND GENERAL CONDITIONS BETWEEN OWNER AND CONSTRUCTOR**  
**(Lump Sum Price)**

**GENERAL INSTRUCTIONS.** These instructions are solely for the information and convenience of ConsensusDocs users, and are not a part of the document. Gray boxes indicate where you should click and type in your project information. The yellow shading is a Word default function that displays editable text and is not necessary for document completion. Shading can be turned off by going to the Review tab, select "Restrict Editing" button and uncheck "Highlight the regions I can edit". In Word 2003 you will find this option under the Tools tab, Options, Security tab, Protect Document button.

**EMBEDDED INSTRUCTIONS** are provided to help you complete the document. To display or hide instructions select the "¶" button under the "Home" tab to show all formatting marks. Instruction boxes are color coded as follows:

- Red Boxes:** Instructions for fields that are typically required to complete contract.
- Blue Boxes:** Instructions for fields that may or may not be required for a complete contract.
- Green Boxes:** Provide general instructions or ConsensusDocs Coalition Guidebook comments, which can be found at [www.ConsensusDocs.org/guidebook](http://www.ConsensusDocs.org/guidebook).

**ENDORSEMENT.** This document was developed through a collaborative effort of organizations representing a wide cross-section of the design and construction industry. The organizations endorsing this document believe it represents a fair allocation of risk and responsibilities of all project participants.

Endorsing organizations recognize that this document must be reviewed and adapted to meet specific needs and applicable laws. This document has important legal and insurance consequences, and it is not intended as a substitute for competent professional services and advice. Consultation with an attorney and an insurance or surety adviser is strongly encouraged. Federal, State and Local laws may vary with respect to the applicability or enforceability of specific provisions in this document. CONSENSUSDOCS SPECIFICALLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. PURCHASERS ASSUME ALL LIABILITY WITH RESPECT TO THE USE OF THIS DOCUMENT, AND CONSENSUSDOCS AND ANY OF THE ENDORSING ORGANIZATIONS SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT OR CONSEQUENTIAL DAMAGES RESULTING FROM SUCH USE. For additional information, please contact ConsensusDocs, 2300 Wilson Blvd, Suite 400, Arlington, VA 22201, 866-925-DOCS (3627), [support@consensusdocs.org](mailto:support@consensusdocs.org) or [www.ConsensusDocs.org](http://www.ConsensusDocs.org).



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