



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: #2023-20

TITLE: Roof for Elliott Building FCSO

Solicitation Schedule & Deadlines:

August 23, 2023	Solicitation Release/Advertising Date
August 30, 2023 9:00AM	Site Visit (Meet in front lobby of FCSO)
	MANDATORY SITE VISIT!
September 7, 2023 10:00AM	Deadline for Submitting Questions
September 12, 2023 4:30PM	Deadline to post Addendum
September 21, 2023 2:00PM	Deadline to Submit Response
September 21, 2023 2:30PM	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"
September 21, 2023 2:00PM

Shakara Bray, Purchasing Agent

Meagan Cowsert, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.gov

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

USE THESE FORMS ONLY

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Pricing Form completed and signed

_____ I have reviewed the County Holiday List

_____ Affidavit for Work Authorization completed and Notarized

(Additional required verification is included)

_____ Certificate of Insurance (COI)

_____ I have one original and two copies that are labeled accordingly

_____ I have included contact information

_____ Envelope is sealed and label attached

_____ W9 is completed and included in packet

Background

Franklin County is soliciting bids from qualified vendors to replace the existing metal roof with a new metal roof and add insulation and gutters to the "Elliott Building" at the Franklin County Sheriff's Office.

SPECIFIC REQUIREMENTS/SCOPE OF WORK

1. This Contractor shall arrange, schedule, and organize as it pertains to this scope of work.
2. Construction work shall only be allowed during the following hours: 7AM 4PM (Monday through Friday) Any time outside these hours needs to be pre-approved by the Sheriff and/or a Sheriff appointed staff member to handle this project. A list of county holidays is attached. (See attached list)
3. Contractor to remove existing Metal roof. Approximately 40' by 100' in size.
4. Contractor will need to remove existing roof vents.
5. Contractor will remove all existing roof insulation, gutters, and downspouts.
6. Contractor will install the following:
 - Metal Roof
 - Ridge Cap
 - Rake Trim
 - Foam Closures
 - Roof Insulation at a minimum of 4 inches thick
 - Gutters
 - Downspouts
7. Include cleanup of all rubbish and debris on a daily basis to an area designated by FCSO. Disposal of debris will be at the expense of the vendor.
8. The Color of the material will need to be approved with FCSO Facilities Director, Bill Barnes.
9. All start-up, labor, tools, equipment, materials and supervision to complete the work.
10. Coordinate all work with the Sheriff's maintenance director at FCSO, Bill Barnes.
11. Include cold and hot weather protection as required to maintain the project schedule.
12. It is the County expectation that the Contractor will hold appropriate licenses/certifications for trade.
13. Contractor to provide a timeline from awarding of the bid to completion of the installation. County understands that the weather could effect this timeline.
14. Any and all damage caused by the contractor to the facility and/or property will be at the Contractor's expense to repair and/or replace.

15. Pre-bid meeting, site visit to the location of the building is mandatory. See dates above.
16. See Insurance requirements.

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative)
as _____ (Position/Title)

first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____ . I am

Day

Month, Year

commissioned as a notary public within the County of _____, State of _____ and my commission expires on Date _____

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity Representative's Name (Please Print)	Authorized Business Entity Representative's Signature
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Business Entity Name	Date
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As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's. or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

PRICING FORM

2023-20 Roof Elliott Building FCSO

REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Labor for removal	Price	\$ _____
Labor for install	Price	\$ _____
Cost of material	Price	\$ _____
Misc. Services-Please list what these services include	Price	\$ _____

Total Cost \$ _____

Company Name _____

Authorized Signature _____

Printed name and title _____

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

ATTACHMENT 1

SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2023-20 DATE: September 21, 2023 2:00PM

DESCRIPTION: Roof Elliott Building FCSO

Vendor Name: _____

Vendor Address: _____