



Jackson County Board of Commissioners

67 Athens Street
Jefferson, Georgia 30549
Phone: (706) 367-6309
Fax: (706) 367-1505
Email: lbernat@jacksoncountygov.com

INVITATION TO BID

October 7, 2015

Bid Number: ITB 5310-01

Bid Name: Gordon Street Roofing Bid

The Jackson County Board of Commissioners is soliciting bids for the repair of the exterior roofing at the Gordon Street Parks and Recreation Office Building. Specifications, terms and conditions are contained herein.

BID DUE DATE/TIME: November 6, 2015 at 10:00 am

RETURN BID VIA: eBid at www.vendorregistry.com or deliver to:

Jackson County Board of Commissioners
Attn: Purchasing Department – ITB 5310-01, Gordon Street Roofing Bid
67 Athens Street
Jefferson, GA 30549

PUBLIC BID OPENING DATE/TIME: November 6, 2015 at 11:00 am, local time pertaining

LOCATION: 67 Athens Street, Jefferson, GA 30549

Direct all questions concerning this bid to:

Len Bernat

Jackson County Purchasing Manager

(706) 367-6309

lbernat@jacksoncountygov.com

1. GENERAL INFORMATION FOR BIDDERS:

A. From the issue date of this Invitation to Bid (ITB) until an award has been announced, vendors shall not communicate with any Jackson County elected official or employee, with the exception of the name stated above or the Director of Purchasing, concerning this ITB or any information herein.

B. Whenever the terms “shall”, “must”, “will”, or “is required” are used in the ITB, the item being referred to is a mandatory requirement of this ITB and failure to meet any mandatory requirement may be cause for rejection of the bid.

C. All amendments and or addendums will be posted on the Jackson County Purchasing Information website, www.jacksoncountygov.com and at www.vendorregistry.com . It is the bidder’s responsibility to check this site on a regular basis. The Board will not be responsible for any information not viewed by bidders. All bidders must register at www.vendorregistry.com so that the County has all the necessary vendor information to establish the vendor in the Financial Software System so that payments can be made promptly to the vendor awarded the contract.

2. QUOTATIONS

A. The Board of Commissioners reserves the right to:

- (1) waive formalities and technicalities in any quotation;
- (2) reject any and/or all quotations when in the Board’s judgment; it will be in the best interest of the County;
- (3) accept the quotation that in its judgment will be in its best interest of the County;
- (4) purchase from any source, in part or in whole any supplies, equipment or services;
- (5) at its option, award on individual items or on a lump sum basis;
- (6) award this bid to the vendor who in the Board's opinion is most responsive and responsible and will perform in the best interest of the County;
- (7) negotiate final product and final price.

B. Price alone will not be the determining factor in award of this bid.

3. PRICE: Prices quoted shall include all costs and charges to include, but not limited to purchasing, packing, transporting the equipment and/or services described herein. The Jackson County Government is exempt from state sales tax. All fees shall be included in the bid price. Bidders must quote based on the bid unit listed.

4. SAMPLES: No samples are required for this bid.

5. AWARD: This bid will be awarded to one (1) vendor.

6. TRADE NAME: Bidders are required to indicate the brands and models of merchandise and/or services quoted. Unless listed as “brand/model only”, brand names and models listed in specifications are used as a standard of quality and/or clarification of desired product.

7. MARKING: This is a service bid and the Contractor will be responsible for providing all materials therefore there are no packaging requirements.

8. SAFETY: Material Safety Data Sheets shall be provided for all applicable items.

9. DELIVERY: All work on this project will be accomplished at 441 Gordon Street, Jefferson, Georgia, 30549. During the project, the contractor shall operate in a manner that allows regular business to be conducted at the location. The contractor shall keep their work area neat and clean at all times and shall be responsible for ensuring the area is cleaned at the end of each work day. The Contractor shall coordinate with the Director of the Jackson County Parks and Recreation Department to determine a staging area for the contractor's material and equipment during the project.

10. INSPECTION: All merchandise and services shall be subject to inspection after arrival at destination or completion of work. In case any items are found to be defective or otherwise not in conformity with specifications or statement of work, the Board has the right to reject such items and/or services and return them at bidder's expense.

11. PAYMENT: The Jackson County Board of Commissioners shall make payment for goods and services within thirty (30) days upon receipt, inspection and acceptance by BOC personnel and receipt of invoice. Payment may be made by check or by ACH.

12. FACILITIES AND EQUIPMENT: The bidder shall be responsible for the protection of the Jackson County Government's premises and property, and will be held liable for any damages caused by the bidder, bidder's employee(s) or bidder's agent(s) during the execution of this bid, resultant purchase orders or contracts.

13. INTERPRETATION: If a bidder contemplating submitting a price quotation is in doubt as to the true meaning of any part of these documents, submit a request for interpretation to the Purchasing Manager at (706) 367-6309 or by email at lbernath@jacksoncountygov.com . All such interpretations will be posted at the aforementioned web pages.

14. INDEMNIFICATION:

A. The bidder does hereby indemnify and shall hold harmless the Jackson County Government, its Board members, employees, agents, and servants (each of the foregoing being hereafter referred to individually as "Indemnified Party") against all claims, demands, causes of actions, actions, judgments or other liability including attorney's fees (other than liability solely the fault of the Indemnified Party) arising out of, resulting from or in connection with the Bidder's performance or failure to perform this agreement, including but not limited to:

- (1). All injuries or death to persons or damage to property, including theft.
- (2). Bidder's failure to perform all obligations owed to the bidder's employees including any claim the bidder's employees might have or make for privilege, compensation or benefits under any BOC benefit plan.

(3). any and all sums that are due and owing to the Internal Revenue Service for withholding FICA, and unemployment or other State and Federal taxes.

B. The bidder's obligation to indemnify any Indemnified Party will survive the expiration or termination of this agreement by either party for any reason.

15. FAILURE TO BID: If you do not wish to bid, please return this bid and state reason(s).

16. TERM OF CONTRACT: By submitting a bid in response to this ITB, the bidder is agreeing to guarantee bid prices for the period beginning with bid award and ending within 60 days of the notice to proceed. The term may be extended for cause upon agreement of both parties.

17. BID RECAP:

A. A bid summary shall be sent to all responding bidders.

B. A bid summary is available to all other requesters at no charge if requested within thirty days of bid award.

C. After thirty days of bid award, bid documents are available under the Georgia Open Records Act. A written request must be made to the Jackson County Board of Commissioners.

PROJECT SPECIFICATIONS:

Scope of Work: Furnish all materials and labor necessary to complete to the satisfaction of the Jackson County Board of Commissioners the roofing repairs at 441 Gordon Street, Jefferson, Georgia 30549 as outlined in the following specifications. A pre-bid meeting will be conducted on **October 21, 2015 at 10:00 am at the Gordon Street address** to allow all interested Contractors to review the scope of the project.

Areas to Repair at Gordon Street Center:

Gym Roof

1. Pressure wash entire roof
2. Scrape and brush as necessary to remove old flaking coating and flashing.
3. Apply metal primer to entire roof
4. Install flashing grade APOC 264 Mastic at roof penetrations panel laps and screw heads as necessary.
5. Apply APCO 248 acrylic coating to entire roof.

Building C (C hall)

1. Repair membrane as necessary for entire roof including penetrations, replacing existing patches and installing new patches as needed.
2. Remove existing caulk where membrane terminates at brick walls and apply new caulk.
3. Apply APOC 248 acrylic coating to entire roof.

Building D (D Hall)

1. Make roof repairs as necessary to roof edges, penetrations, and laps.

2. Apply APOC 248 acrylic coating to entire roof.

Building D – Small Portion by Ladder

1. Install fanfold type insulation over existing roof and secure with screws and plates.
2. Install Versico TPO type white roof (60 mil) membrane roof system and secure with screws and plates.
3. Water proof all laps.

Building B (B Hall)

1. Install fanfold type insulation over existing roof and secure with screws and plates.
2. Install Versico TPO type white roof (60 mil) membrane roof system and secure with screws and plates.
3. Waterproof all laps.

Building B with river rock ballast

1. Remove river rock ballast and haul from property
2. Install TPO membrane system over existing insulation

Other:

- A. Remove and cover any obsolete pipes, vents, and other obstacles on roofs to ensure proper drainage from roofs.
- B. Bid must be priced by building/hall as well as total pricing.

Warranties:

1. Coatings- 10 years and 3 years labor
2. TPO 20 year's material and 5 years labor.

OTHER: The undersigned offers and agrees to furnish any or all of the items upon which prices are quoted at the price set opposite each item, in the quantities described, delivered to the point(s) specified, in accordance with the terms and conditions set forth herein. The laws of the State of Georgia shall prevail concerning all purchases and services under this contract.

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 ITB, 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 _____

THIS PAGE MUST BE RETURNED WITH YOUR BID

ITB 5310-01 Bid Sheet

<u>Project Segment</u>	<u>Bid Price</u>
Gym Roof	\$ _____
Building C (C hall)	\$ _____
Building D (D Hall)	\$ _____
Building D – Small Portion by Ladder	\$ _____
Building B (B Hall)	\$ _____
Building B with river rock ballast	\$ _____
Other:	\$ _____
Grand Total:	\$ _____

By submitting a bid on this project, I am certifying that I have the skill and ability to complete the project on time, within the bid price, and will provide the warranties as outlined in the bid specifications.

Signature

THIS PAGE MUST BE RETURNED WITH YOUR BID