

REQUEST FOR PROPOSALS
ROOF REMOVAL & REPLACEMENT

Open: January 20th, 2022

Closes: 3:30pm on Friday, February 18th, 2022

Agency: Union County Community Action, Inc. (UCCA)

Contact: Maurice Henneberry Contract Administrator

Telephone: 704-283-7583, ext. 0227

Email Address: Maurice.Henneberry@uccainc.org

Website: <http://www.uccainc.org>

Location: Central Center, 351 White Store Road, Wadesboro, NC 28170

Scope: Union County Community Action, Inc. (UCCA) is a private, non-profit 501(c)(3) corporation structured to administer federal, state, and private grants and is exempt from all federal, state, and local taxes. UCCA is soliciting proposals from qualified roofing contractors for the complete removal and replacement of approximately 10,000 SF of an EPDM roofing system and application of a new system on the Central Center located at 351 White Store Road, Wadesboro, NC 28170.

Note: Read this request carefully. Bid documents and all exhibits/appendices will be a part of the contract awarded to the successful bidder.

I. GENERAL INFORMATION

1. PROPOSAL SUBMISSION

Bidders must submit one **(1) electronic copy and one (1) hard copy** of their proposal to Maurice Henneberry, Contract Administrator, by **3:30pm on Friday, February 18th, 2022**. Proposals must be submitted by the established deadline. It is the sole responsibility of the Bidder to ensure all proposals are received by the closing date and time; late proposals will not be considered.

Hand Deliver: 1401 W. Roosevelt Blvd., Suite H., Monroe, NC 28110

Mail: PO Box 1029, Monroe, NC 28111

Electronic Submission: Maurice.Henneberry@uccainc.org

UCCA is required to provide a **20% Non-Federal Match** for the federally funded Head Start and Early Head Start programs. Bidders must detail any in-kind services and/or discounts applicable to UCCA in the submitted proposal, as well as an approximate value of in-kind services. Contractors who provide in-kind shall reflect the in-kind contributions on invoices submitted to UCCA. **NOTE: It is not a requirement that Bidders provide in-kind to be considered for award.**

North Carolina Charitable Solicitation

Financial information about Union County Community Action, Inc. and a copy of our Charitable Solicitation License are available from the State Solicitation Licensing Branch at (919) 807-2000. This license is not an endorsement by the State.

2. INQUIRIES

All inquiries regarding this request for proposal shall be submitted in writing to Maurice Henneberry/Contract Administrator, at Maurice.henneberry@uccainc.org.

3. SITE VISITS

Site visits can be arranged by contacting Maurice Henneberry/Contract Administrator, at Maurice.henneberry@uccainc.org, or by phone at 704-283-7583, ext. 0227.

4. AMENDMENTS

All RFP amendments issued by UCCA regarding the terms and conditions, desired services, or requirements of the bid will be posted on the Procurement page of the UCCA website at www.uccainc.org. Bidders are responsible for checking the website for amendments.

5. BID AWARD

All proposals must be valid for 60 days after closing date. UCCA reserves the right to reject any or all proposal in whole or in part and waive any informality. The bid award is expected to be made within fourteen (14) days of the closing date. Upon conclusion of final negotiations with the successful Bidder, all Bidders will be informed in writing as to whether they have been selected. The successful contractor will be expected to begin work within two (2) weeks of award.

II. PROCUREMENT SPECIFICATIONS

1. **PROJECT:** Central Center Roof Removal & Replacement

2. **ADDRESS:** 351 White Store Road, Wadesboro, NC 28170

3. **SCOPE:** UCCA is soliciting proposals from qualified contractors for the complete **removal and replacement of an existing commercial flat roofing system and application of a new commercial flat roofing system.** Gutters, metal flashings and counter-flashings, downspouts, wood blocking, and insulation must all be removed and replaced as needed. This work includes the provision of all labor, material, equipment, supervision, and administration necessary to complete the work described in this RFP. The contractor is responsible for all electrical, plumbing, mechanical, and other related trade work necessary to facilitate project operations. Contractor is responsible for re-locating any and all conduit, HVAC equipment, curbs, and/or plumbing necessary to complete the job described in this RFP. All work shall conform to the requirements of the current North Carolina Building Code.

Contractors are allowed to bid multiple roof system options but must be specific regarding the type of roof being bid, and complete scope of work for the replacement roof being bid.

4. PROJECT SPECIFICATIONS:

SF: Approximately 10,000

Current Roofing System:

- 1) Stone Ballast
- 2) EPDM
- 3) Insulation Unknown

5. **EVALUATION CRITERIA:** The Bid award shall be made in the best interest of UCCA, as determined by UCCA. Considerations are focused toward, but not limited to:

- **Cost**
- **Adequacy and Completeness:** At a minimum, proposals must include all information and documents listed in Section 6. Bidders should also provide detailed information about each proposed roofing system option.

- **Compliance with Terms and Conditions**

The contractor must review all terms and conditions set forth in this RFP and certify the ability to meet those terms and conditions on the attached Certification Statement.

- **Customer Service Record**

Bidders must provide a minimum of three (3) professional references, which should be previous or current customers with similar projects to the one described in this RFP.

- **Experience**

Contractors must have experience with similar commercial flat-roofing projects. Proposals should reflect Bidder's experience with projects similar the one being procured.

6. PROPOSAL REQUIREMENTS: Proposals must include the following documents and information. Failure to adhere to these guidelines may result in dismissal of bid.

- **Required Documents:**

1. Certification Statement
2. Vendor Profile & Certification
3. Disclosure of Debarment & Suspension Status
4. Reference Form
5. Proof of General Liability and Worker's Compensation Insurance coverage
6. Contractor's Warranty
7. Manufacturer's Warranty
8. License in North Carolina

- **Quotes:**

Pricing information must be clear, detailed, and inclusive of *all* labor, material, equipment, and services necessary to complete the project described in this RFP. Proposals may include more than one roofing system option; however, Bidders who provide more than one option should clearly explain characteristics and cost differences between each proposed system.

III. CONDITIONS TO BIDDING

Site Investigation

The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.

Insurance & Licensing

The Contractor shall maintain General Liability Insurance from an insurance company to cover bodily injury and/or property damage directly due to the negligence of the Contractor, his agents or his employees. The Contractor shall also maintain Worker's Compensation Insurance, as required by the laws of North Carolina.

Contractual Obligation(s)

The terms and conditions set forth within this RFP will be part of a contractual agreement between UCCA and the awarded Contractor(s) once the successful proposal is offered by UCCA and accepted by the awarded Contractor(s).

Negotiation

UCCA reserves the right to negotiate with potential Bidders to acquire the appropriate services for UCCA's needs.

Acceptance or Rejection

UCCA reserves the right to accept or reject any or all bids, part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; modify any criteria in the RFP; and unless otherwise specified, to accept any item in a bid.

Review Process: UCCA may, at its discretion, request meetings with any or all Bidders to clarify or negotiate modifications to the Bidders' proposals. Answers to any questions submitted to one Bidder will be furnished in writing to all Bidders. UCCA reserves the right to make an award without further discussion of the proposals submitted; therefore, proposals should be initially submitted on the most favorable term, from both technical and price standpoints, which the Bidder can propose.

Brand Name or Equivalent

All brand and model names specified in this solicitation are included solely as examples and are not meant to specify one product over another. Bidders should bid products that have similar features to the examples provided but are in no way restricted to bidding products from a specific manufacturer.

Debarment/Suspension

All Bidders providing a proposal in response to this RFP certify that the entity represented is not debarred from federal, state, or local contracts and thus ineligible to receive federal, state, or local dollars as compensation for work completed in relation to the services included in the RFP.

Post-Award Debarment

The awarded Contractor shall notify UCCA immediately should the awarded contractor become barred or suspended from eligibility to receive compensation under federal, state, or local contracts.

Advertising

In submitting a proposal to UCCA, the Bidder agrees not to use the results of their proposal as a part of any commercial advertising without prior approval of UCCA.

Confidentiality

In submitting a proposal, the Bidder agrees not to discuss or otherwise reveal the contents of the proposal to any outside source until after the award. Bidders not in compliance with this provision may be excluded from the proposal. Only discussion authorized by UCCA is exempt from this provision.

Cost of Preparing Bids

All costs associated with the preparation of this bid, including the costs of determining the nature of the engagement, preparing the bid, submitting the bid, negotiating for the contract and any other costs associated with responding to this Request for Proposal are the sole responsibility of the Bidder and UCCA will not reimburse any costs incurred in preparation of this proposal. All responses will become the property of UCCA once submitted in response to this RFP.

IV. GENERAL CONTRACT TERMS & PROVISIONS

Small and/or Minority-Owned Businesses

Efforts will be made by UCCA to utilize small and minority-owned businesses, women's business enterprises, and labor surplus area firms (2 CFR 200.321).

Availability of Funds

All payments to the Contractor shall be deemed binding only to the extent of the continued availability of funds from the relevant federal funding sources for the general purpose set forth in this proposal. The awarded contract is contingent upon funding being available for the term of the contract and the recipient shall have no right of action against UCCA if UCCA is unable to perform obligations under this contract because of the suspension, termination, withdrawal, or failure of funding to UCCA or lack of sufficient funding of UCCA for this contract.

General Indemnity

The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify UCCA assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by officials (including the Executive Director, the Board of Directors, as well as employees) from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against officials (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting therefrom. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, general liability insurance as outline above. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self- insurance maintained by or for the use and benefit of the Contractor.

Independent Contracting

Both parties, in the performance of this contract, shall be acting in their individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agency of one party shall not be construed to be the employees or agency of the other party for any purpose, whatsoever.

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Termination

Either party reserves the right to terminate the awarded contract with or without cause by notifying the other in writing 30 days prior to the termination date. Written notice of termination must be sent via certified U. S. mail to the last known address of the recipient.

VENDOR PROFILE & CERTIFICATION

Item: **Roof Removal & Replacement RFP**
Agency: **Union County Community Action, Inc.**

We submit a proposal to furnish requirements in accordance with the specifications listed herein. I hereby certify that I (we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process. I (we) further certify that the entity represented in this submitted proposal is not barred from receiving federal funds.

Legal Name of Person/Entity Represented: _____

Telephone: _____ **Fax:** _____

Email: _____

Mailing Address: _____

Physical Address: _____

Social Security/Federal Employer Identification Number: _____

DUNS Number: _____

Authorized Signature: _____ **Date:** _____

Typed or Printed Name: _____

Title: _____

CERTIFICATION STATEMENT

By submitting this bid, the potential Contractor certifies the following:

- Site Investigation: The Contractor acknowledges that he has satisfied himself as to the nature and location of the Work, the general and local conditions, particularly those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, ground water table or similar physical conditions at the site, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, the character of equipment and facilities needed prior to and during the prosecution of the work and all other matters which can in any way affect the work or the cost thereof under this contract. Any failure by the Contractor to acquaint himself with all the available information concerning these conditions will not relieve him from responsibility for estimating properly the difficulty or cost of successfully performing the work. Field measurements shall be taken at the site by the Contractor to verify all data and conditions affected by the work.
- The proposal is signed by an authorized representative of the entity.
- All costs, direct and indirect, have been determined and are included in the pricing proposal.
- No substantial conflict of interest exists which influenced the submitted bid.
- The Bidder is not debarred or suspended from receiving compensation under federal, state, or local contracts.
- The bidder has read and understands the terms, conditions, and requirements set forth in this Request for Proposal and agrees to them with no exceptions. If exceptions exist, those exceptions must be certified and attached to this bid and noted below.
- Do you have any exceptions to this bid? If so, describe below:

Therefore, in accordance with this RFP and subject to all conditions here in, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions of this RFP at the prices quoted providing this RFP is accepted within 60 days from the date of submission.

Individual/Entity Represented: _____

By: _____

Signature

Name

Title

Date