

ADVERTISEMENT FOR BIDS
BUILDING B AND C ROOF REPLACEMENT

BRUNSWICK COUNTY GOVERNMENT CENTER

Brunswick County Operation Services is seeking proposals for roof replacement on Building B and Building C at the Brunswick County Government Center. A copy of the specifications may be obtained from Heather Murray, Brunswick County Operation Services, 179 March 9, 1764 Dr. NE, (Post Office Box 249), Bolivia, North Carolina 28422, 910-253-2503 or from our website at www.brunswickcountync.gov.

A mandatory **Pre-Bid Conference** will be held in the Conference Room of the Brunswick County Government Center, Building L, 179 March 9, 1764 Drive NE, Bolivia, NC **on August 15, 2016 at 2:00 pm**. The purpose of this meeting is to familiarize the prospective bidders with the proposed project. The meeting will cover scope of work, schedule requirements and any questions from those in attendance.

All proposals must be received no later than **August 30, 2016 by 4:00 pm**. One original and one copy of the complete proposal for a total of two (2) sets should be submitted. Each should be clearly marked **"RFP – Building B and C Roof Replacement."**

These materials should be delivered to:

Mail: Heather Murray
Brunswick County Operation Services
P.O. Box 249
Bolivia, NC 28422

Hand Delivered: Heather Murray
Brunswick County Operation Services
Building L
179 March 9, 1764 Drive, NE
Bolivia, NC 28422

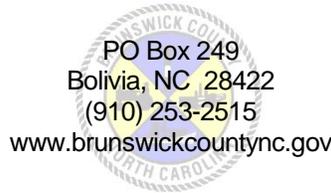
Emailed: heather.murray@brunswickcountync.gov

Questions may be directed to Heather Murray at (910) 253-2503 or heather.murray@brunswickcountync.gov.

Brunswick County Operation Services Department

Stephanie Lewis, Director

Construction & Grounds
Building Maintenance
Housekeeping



Solid Waste & Recycling
Mosquito Control
Service Center

Brunswick County Operation Services is requesting proposals for roof replacement on Building B and Building C at the Brunswick County Government Center.

I. General Information

Building B is located at 60 Government Center Drive NE, Bolivia, NC and is approximately 23,571 square feet. Building C is located at 3325 Old Ocean Highway, Bolivia, NC and is approximately 19,623 square feet.

II. Scope of Work

The scope of work for each building is as follows:

- 1) Pre-construction meeting (discussion of set up, staging of equipment and loading, work hours, safety).
- 2) Set up of equipment, materials, safety lines at roof perimeters and ground loading/dumpster area.
- 3) Coordinate with county HVAC contractor to have HVAC unit lifted to remove existing roof system. HVAC system will remain in use and on rooftop location during roof installation. Once lowered HVAC unit must be attached to roof system as the existing set up is prior to removal.
- 4) Remove existing TPO roof system and the 1" polyisocyanurate insulation, leaving the existing built up roof system in place.
- 5) Sweep off the loose ballast from the built up roof system and properly dispose of it.
- 6) Mechanically fasten one layer of 2.6" polyisocyanurate insulation over the existing built up roof system per manufacturer's requirements.
- 7) Install a ¼" cover board over the polyisocyanurate insulation. The cover board shall be installed at a rate of five (5) fasteners per 4' X 8' board.
- 8) Install new fully tapered crickets between drains to achieve positive drainage as needed.

- 9) Provide a pitch from center of building to drains and crickets to provide positive drainage for entire roof.
- 10) Mechanically attach a 3' wide base sheet in the seams at a rate of 12" on center in the field and 6" on center at the perimeter.
- 11) Torch a granulated cap sheet to the base sheet.
- 12) Flash all walls, curbs, scuppers, drains and penetrations according to the manufacturer's standard detail and specifications. Work with county HVAC contractor to determine location of new curbing to provide pitch pocket for line set and power.
- 13) Install new wood nailers around parapet walls to achieve proper height to install new coping.
- 14) Install new .032 aluminum finish coping cap with .040 cleat around the perimeter of building.
- 15) Flash all scuppers and field drains.
- 16) Apply aluminum coating to rooftop 30 days after installation.
- 17) Provide 2 year workmanship warranty.
- 18) Provide manufacturer's 25 year NDL labor and materials warranty.
- 19) Provide manufacturer's 20 year finish warranty on all metal.

III. Minority Business Participation Requirements

Provide with the bid - Under NCGS 143-128.2(c) the undersigned Bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Affidavit **A**) made to solicit minority participation in the bid effort.

NOTE: A Contractor that performs all of the work with its own workforce may submit an Affidavit **B** to that effect in lieu of Affidavit **A** required above. The Minority Business Participation Form must still be submitted even if there is zero participation.

After the proposals are received - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low Bidder, the Bidder shall then file within seventy-two (72) hours of the notification of being the apparent lowest Bidder, the following:

An Affidavit **C** that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total Contract price, which is equal to or more than the goal established as indicated in the Notice to Bidders. This affidavit shall give rise to the presumption that the Bidder has made the required good faith effort and Affidavit **D** is not necessary;

OR

If less than the goal, Affidavit **D** of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations, and other specific actions demonstrating recruitment and selection of minority businesses for participation in the Contract.

Note: Bidders must always submit with their bid the Identification of Minority Business Participation Form listing all Minority Business contractors, vendors, and suppliers that will be used. If there is no Minority Business participation, then enter none or zero on the form. Affidavit A or Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low Bidder is grounds for rejection of the bid.

The following documents are attached and made a condition of this quote:

1. Identification of Minority Business Participation
2. MBE Affidavit A (Listing of Good Faith Efforts) and Affidavit B (Intent to Perform Contract with Own Workforce).

IV. Insurance Requirements

The contractor must carry the minimum insurance requirements as described in Attachment "A". The contractor will provide the County with a copy of insurance documents.

V. Price and Type of Bid

Quotes are requested according to the above scope of work and should include all labor, tools, materials and equipment. Using the proposal form provide one quote for each building having work completed during regular business hours.

VI. Proposal Content

The package shall include an original and one copy with the following information:

- 1) The company name, address and telephone number.
- 2) The name, address and telephone number of a company representative with the authority to answer questions or provide clarification regarding the proposal's contents.
- 3) Any assistance or requirements from the County.
- 4) A detailed company history.
- 5) Reference list of completed or current contracts, including the name and telephone number of a contact person for each reference listed.

6) Completed proposal form.

VII. Pre-Bid Conference

A mandatory Pre-Bid Conference will be held in the Conference Room of the Brunswick County Government Center, Building L, 179 March 9, 1764 Drive, Bolivia, NC on **August 15, 2016 at 2:00 pm**. The purpose of this meeting is to familiarize the prospective bidders with the proposed project. The meeting will cover scope of work, schedule requirements and any questions from those in attendance.

VIII. Right to Reject

The County reserves the unqualified right to reject any or all proposals when such rejection is deemed to be in the best interest of the County.

IX. Cost to Prepare Proposals

Any cost incurred by a contractor in preparing or submitting a proposal is the sole responsibility of the contractor and will not be eligible for reimbursements by the County.

X. Right to Submitted Proposals and Supporting Documents

All written correspondence, proposals and supporting documents received by the County regarding the Request for Proposals will become property of the County.

XI. Proposal Deadline

All proposals must be received no later than **August 30, 2016 at 4:00 pm**. Each should be clearly marked "RFP – Building B and C Roof Replacement". These proposals shall be emailed, hand delivered or mailed. These materials should be delivered to Heather Murray, Brunswick County Operation Services Department, PO Box 249, 179 March 9, 1764 Drive NE, Bolivia, NC 28422 or emailed to heather.murray@brunswickcountync.gov.

XII. Inquiries

All inquiries concerning this Request for Proposals may be directed to Heather Murray, Brunswick County Operation Services at (910) 253-2503 or heather.murray@brunswickcountync.gov or James Carter, Brunswick County Operation Services at (910) 253-2529 or james.carter@brunswickcountync.gov.

Proposal Form

This form is to be completed and included with the proposal package.

Company Name: _____

Contact Person: _____

(name & title) _____

Address: _____

Phone Number: _____

Fax Number: _____

Building B

Work Completed During Normal Business Hours \$ _____

Building C

Work Completed During Normal Business Hours \$ _____

Any Additional Costs Associated With These Projects

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Name, Title (Print)

Signature

Date



BRUNSWICK COUNTY MINIMUM INSURANCE COVERAGE REQUIREMENTS

At contractor's expense, contractor shall procure and maintain the following recommended lines of insurance according to the scope of work. The County may choose to elect higher or lower coverages according to the work performed. Contractors must be insured by a licensed agent in North Carolina and rated A-VII or better by A.M. Best.

A. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Each Occurrence
- \$1,000,000 Personal and Advertising Injury Limit
- \$ 5,000 Medical Expense Limit

B. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

- \$500,000 Each Accident
- \$500,000 Disease - Each Employee
- \$500,000 Disease - Policy Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

- \$1,000,000 Combined Single Limit – Any Auto

D. PROFESSIONAL LIABILITY

- \$1,000,000 Per Occurrence

E. POLLUTION LIABILITY INSURANCE

- \$1,000,000 Per Occurrence

When a contractor is required to bind pollution/environmental coverage, the contractor must provide evidence of continuation or renewal of liability insurance for a period of three (3) years following termination of the agreement.

ADDITIONAL INSURANCE AND INDEMNIFICATION REQUIREMENTS

- A. Contractor agrees to defend, indemnify, and hold harmless Brunswick County, its officers, employees, and agents from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees, or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due in part or in the entirety of Contractor, its employees or agents. Contractor further agrees to investigate, handle, respond to, defend and dispose of same at its sole expense and agrees to bear all other costs and expenses related thereto.

The Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

BRUNSWICK COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED UNDER CONTRACTOR'S GENERAL LIABILITY INSURANCE.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Brunswick County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Brunswick County shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. All certificates of insurance must provide that the policy or policies shall not be changed or cancelled without at least thirty (30) days prior written notice.
- F. The Certificate of Insurance should note in the Description of Operations the following:
 - Department: Operation Services
 - Contract #: _____
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, hold harmless and defend Brunswick County for claims made or suits brought which result from or are in connection with the performance of this Agreement.
- H. In the event Contractor receives Notice of Cancellation of Insurance required pursuant to this Agreement, Contractor shall immediately cease performance of all services and shall provide Notice to Brunswick County's Legal/Risk Management personnel within twenty-four (24) hours.
- I. Certificate Holder shall be listed as follows;
 - ATTENTION: Brunswick County Risk Manager
 - 30 Government Center Dr. NE
 - P.O. Box 249
 - Bolivia, NC 28422
- J. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

ATTACHED DOCUMENTS

The following documents are attached to and made a condition of this Bid:

- Identification of Minority Business Participation form
- MBE Affidavit A (Listing of Good Faith Efforts) or Affidavit B (Intent to Perform Contract with Own Workforce)

MINORITY BUSINESS PARTICIPATION REQUIREMENTS:

Provide with the bid - Under NCGS 143-128.2(c) the undersigned Bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Affidavit **A**) made to solicit minority participation in the bid effort.

NOTE: A Contractor that performs all of the work with its own workforce may submit an Affidavit **B** to that effect in lieu of Affidavit **A** required above. The Minority Business Participation Form must still be submitted even if there is zero participation.

After the proposals are received - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low Bidder, the Bidder shall then file within seventy-two (72) hours of the notification of being the apparent lowest Bidder, the following:

An Affidavit **C** that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total Contract price, which is equal to or more than the goal established as indicated in the Notice to Bidders. This affidavit shall give rise to the presumption that the Bidder has made the required good faith effort and Affidavit **D** is not necessary;

OR

If less than the goal, Affidavit **D** of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations, and other specific actions demonstrating recruitment and selection of minority businesses for participation in the Contract.

Note: Bidders must always submit with their bid the Identification of Minority Business Participation Form listing all Minority Business contractors, vendors, and suppliers that will be used. If there is no Minority Business participation, then enter none or zero on the form. Affidavit A **or** Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low Bidder is grounds for rejection of the bid.

Proposal Signature Page

The undersigned further agrees that in the case of failure on his part to execute the said Contract, provide performance and payment bonds, and certificates of insurance within ten (10) consecutive calendar days after being given written notice of the award of Contract, the certified check, cash, or bid bond accompanying this bid shall be paid into the funds of the Owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash, or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of _____

(Name of Firm or Corporation Making Bid)

WITNESS:

(Proprietorship, Partnership, or LLC)

By: _____
Signature

Name: _____
Print or Type

Title: _____
(Owner/Co-Partner/President/Vice President/Manager)

Address: _____

ATTEST:

By: _____

Title: _____
(Corp. Sec. or Asst. Sec. only)

License No. _____

Federal I.D. No. _____

(CORPORATE SEAL)

Brunswick County AFFIDAVIT A – Listing of Good Faith Efforts

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the Contractor, or available on State or local government-maintained lists, at least ten (10) days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 – (10 pts)** Made the plans, specifications, and requirements available for review by prospective minority businesses, or providing these documents to them at least ten (10) days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended pre-bid meetings scheduled by the owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for Subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the Bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation when possible.
- 10 – (20 pts)** Provided quick pay agreements and policies to enable minority Contractors and suppliers to meet cash-flow demands.
- 11 – (20 pts)** A minimum of two (2) or all, if only one (1) is indicated, of the MBE firms indicated on the "Identification of Minority Business Participation" form are **Brunswick County** based.

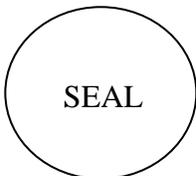
The undersigned, if apparent low Bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of Contract to be executed with the Owner. Substitution of Contractors must be in accordance with NCGS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the Contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the Bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____
Subscribed and sworn to before me this _____ day of _____ 20____
Notary Public _____
My commission expires _____

Brunswick County AFFIDAVIT B – Intent to Perform Contract with Own Workforce

Affidavit of _____
(Name of Bidder)

I hereby certify that it is our intent to perform one hundred percent (100%) of the work required for the _____ Contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the Owner in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

Brunswick County **AFFIDAVIT C – Portion of the Work to be Performed by Minority Firms**

(Note this form is to be submitted only by the apparent lowest responsible, responsive Bidder.)

If the portion of the work to be executed by minority businesses as defined in NCGS143-128.2(g) is equal to or greater than the percentage goal listed in the Notice to Bidders of the Bidders total Contract price, then the Bidder must complete this affidavit. This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **seventy-two (72) hours** after notification of being low Bidder.

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

_____ I do hereby certify that on the
(Project Name)

Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the Contract with Minority Business Enterprises. Minority businesses will be employed as Subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.

Attach additional sheets if required

Name and Phone #	*Minority Category	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F), Socially and Economically Disadvantaged (D)

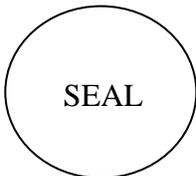
Pursuant to NCGS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a Contract with the Owner. Failure to fulfill this commitment may constitute a breach of the Contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the Bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

Brunswick County

AFFIDAVIT D – Good Faith Efforts

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the percentage goal of participation by minority business listed in the Notice to Bidders **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the
 (Name of Bidder)

_____ (Project Name)
 Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the Contract with Minority Business Enterprises. Minority businesses will be employed as Subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone #	*Minority Category	Work Description	Dollar Value

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**), Socially and Economically Disadvantaged (**D**)

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this Contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date, and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible Sub-Bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any Contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster.
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive Bidder.

Pursuant to NCGS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a Contract with the Owner. Failure to fulfill this commitment may constitute a breach of the Contract.

Do not submit with bid Do not submit with bid Do not submit with bid Do not submit with bid

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the Bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20_____

Notary Public _____

My commission expires _____