

REQUEST FOR PROPOSALS

Barbour County Sheriff Annex Shingle Roof Replacement

*Site location:
206 South Main, Philippi, WV 26416*

April 24, 2023



*Barbour County Commission
26 N Main
Philippi, WV 26416
304-457-4339
www.barbourcountywv.org*

INVITATION FOR BIDS

Shingle and Felt Roof Replacement

Project Location: Barbour County Sheriff Annex located at 206 South Main, Philippi, WV 26416

The Barbour County Commission is seeking bids for the furnishing of labor and performance of all work set forth. Bid proposals shall include labor, equipment, fees, and similar construction related expenses for a complete shingle and felt replacement. All materials will be purchased directly by the Barbour County Commission.

MANDATORY PRE-BID SITE VISIT

A mandatory pre-bid site visit at the Barbour County Sheriff Annex (206 S Main Philippi) will be held on Monday, May 8, 2023 at 4:30pm. Only those individuals/contractors whom visit the site for an initial inspection of the area will be permitted to submit a bid.

SUBMISSION:

The complete proposal must be submitted in a sealed package marked "Barbour County Sheriff Annex Roof Project" and received at the Barbour County Courthouse (26 North Main, Philippi, WV 26416) by 4:00 p.m. on Monday May 29, 2023. No electronic submissions will be accepted.

SCOPE OF WORK:

The Barbour County Commission is soliciting proposals from qualified and experienced contractors to furnish **labor and performance** set forth in the below scope of work. The project must be completed by August 30, 2023.

- Removal and disposal: existing shingles and felt.
- Install: Owens Corning Duration Shingles, Ice & Water Shield, synthetic felt, roof boots and roof vents.
- Reuse of existing drip edge is preferred.

All materials will be purchased by the Barbour County Commission

BID REQUIREMENTS

Proposals should include the following information:

- Company Contact information including: Name of company, including phone number, fax number, and mailing and electronic addresses and lead contractor that would be assigned to the project.
- A brief summary of the contractor's qualifications and capabilities.
- Past project experience including summaries of at least three (3) relevant projects and scopes of work, as well as client contact information.
- Provide a proposed timeline for the commencement, duration and completion of this project.
- Project Cost

DOCUMENTATION REQUIREMENTS

Successful bidder will be required to furnish all documentation listed before work may commence.

- A valid West Virginia Contractor's License
- Business License
- Certificate of Insurance - at least \$1,000,000 liability limit with Barbour County Commission named as an additional insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver

The selected contractor will be required to enter into an agreement with the Barbour County Commission which will include the requirements of this RFP. By submitting a proposal, the bidder agrees to all of the terms in this RFP.

The selected contractor will ensure that all work is conducted in accordance with federal, state and local laws and regulations.

SLECTION SCHEDULE

April 25, 2023	RFP document available from Owner
May 8, 2023 at 4:30pm	Mandatory Pre-Bid Meeting
May 29, 2023 by 4:00pm	Proposals receive by Owner
June 5, 2023	Opening of sealed bids with the anticipated selection of the contractor

The Barbour County Commission reserves the right to reject any and all bids, in whole or in part, and waive any informality during the bidding process. This solicitation for proposals is not a contract nor commitment of any kind. The Barbour County Commission is not liable for costs nor expenses incurred in the preparation of the bidder's proposal. Notwithstanding any other provision herein, the Barbour County Commission reserves the right in its sole discretion to waive minor technical deficiencies in the proposals. No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on Barbour County Commission. The Barbour County Commission may request clarification and additional information from any proposer. This project is not subject to Prevailing Wage Rates.

The Barbour County Commission prohibits the discrimination of any person based upon actual or perceived race, color, national origin, sex, religion or age. This project is subject to all non-discrimination requirements under federal and state law.

Questions regarding this RFP may be directed to Shana Frey, County Administrator at sfrey@barbourcountywv.org or (304) 457-0025.