



Macon County
North Carolina



REQUEST FOR PROPOSALS

RFP#27-4004p

RESIDENTIAL ROOF REPLACEMENT SUBCONTRACTING SERVICES FOR THE MACON COUNTY HOUSING DEPARTMENT

ISSUE DATE: JUNE 15, 2018

PROPOSALS WILL BE RECEIVED UNTIL
JUNE 25, 2018
4:00 P.M. LOCAL TIME

ISSUING DEPARTMENT:
MACON COUNTY FINANCE DEPARTMENT
5 WEST MAIN STREET
FRANKLIN, NC 28734
PHONE: (828) 524-1640
FAX: (828) 349-2520
ATTN: LINDSAY LEOPARD, PURCHASING AGENT
lleopard@maconnc.org

PROPOSALS ARE TO BE SEALED AND MAILED VIA USPS TO THE ABOVE ADDRESS OR DELIVERED TO THE PURCHASING AGENT'S OFFICE LOCATED IN THE MACON COUNTY ANNEX BUILDING AT 5 WEST MAIN STREET, FRANKLIN, NC 28734

MACON COUNTY, NORTH CAROLINA

FINANCE DEPARTMENT

Request No. 27-4004p

June 15, 2018

**Request for Proposals for Residential Roof Replacement Subcontracting Services
for Macon County Housing Department**

Proposals are subject to the conditions and specifications herein, are invited for furnishing the following services. **Proposals will be received by the Macon County Finance Department until 4:00 p.m. local time on Monday, June 25, 2018, at which time they will be publicly opened and read aloud.**

MAILING INSTRUCTIONS

1. Contractor shall submit a complete, fully executed proposal with attachments as required herein.
2. If mailed, proposal should be forwarded by certified U.S. Postal Service. Please address and mark your proposal as shown below.

MACON COUNTY FINANCE DEPARTMENT ATTN: LINDSAY LEOPARD 5 WEST MAIN STREET FRANKLIN, NC 28734 RFP NO. 27-4004p

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to Macon County Finance Department, 5 West Main Street, Franklin, NC 28734.
4. All Bidders shall seal the envelopes containing proposals and mark upon the outside the following: "RESIDENTIAL ROOF REPLACEMENT SUBCONTRACTING SERVICES FOR THE MACON COUNTY HOUSING DEPARTMENT- TO BE OPENED JUNE 25, 2018 @ 4:00 P.M." Additionally, the Name and Address of the Contractor/Proposer must be plainly marked on the outside of the envelope.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THUS DELAYED WILL NOT BE CONSIDERED.

1. GENERAL INFORMATION:

1. Macon County is requesting proposals from experienced Licensed General Contractors and Roofers to provide all the necessary materials and labor to replace residential roofs throughout the County.
2. Macon County receives funds for, in part, to place roofs on homes located in the County. It is anticipated that 10-20 homes will be completed with available funds.
3. Proposers shall have the necessary organization, experience, capital, and equipment to carry out the provisions of the Contract to the satisfaction of the County to be considered.
4. To be eligible to respond to the RFP, the Proposer must demonstrate sufficient capacity, resources and experience to provide Roofing Services. Any Proposer that fails to meet all the following minimum criteria shall be noted as “non-responsive” and will not be evaluated/scored.
 - a. At a minimum, the Proposer shall be a Licensed North Carolina General Contractor or a Roofing Contractor authorized to do business in Macon County.
 - b. Proposers must be licensed and insured as required by the State of North Carolina.
 - c. Proposers must provide proof they have been engaged in the roofing business for a minimum of one (1) year, within the last three (3) years.
 - d. Proposers must have an office with a dedicated and qualified person and phone, as well as email capabilities to receive request for inquiries.

2. SCOPE OF WORK:

1. The scope of work required under this RFP is to provide all necessary planning, design, materials and other required professional and construction related services for the complete installation of roof systems in accordance with the North Carolina Building Code and all applicable sections.
2. The re-roofing to existing residential properties are to include, but not be limited to flat, low sloped roofs, mansard, shed-like pitched roofs constructed of fiberglass shingle and built-up roofing and materials. The roof types include structural systems using wood, plywood, tongue and groove and osb decks and/or similar decking material common to the industry that may be incorporated in a residential structure.
3. The first one hundred (100) square feet of unforeseen rotten damaged sheathing replacement shall be included in the contract price. The roof deck water resistant coverings include asphalt saturated felts, secondary water barrier, (smooth surface peel and stick roof roofing membrane at all pitched and mansard roofs), three dimensional Timberline Prestique, high definition fungus resistant energy efficient shingles, (all flats and

low sloped require two layers of fiberglass-ply sheet with hot asphalt mopped in placed fully adhered, over all flat and low sloped roof, 1” rigid insulation with quartz cap sheets). There should not be any ponding of water. Use tapered insulation or build up low areas if required to prevent any ponding water. All galvanized steel drip edge, galvanized steel valleys, return/wall flashings, lead stacks on all plumbing projections must be new. All rafters or trusses will need to be reinforced on an as needed basis.

4. NAILS SHALL NOT PENETRATE THROUGH THE SHEATHING AT ANY VISIBLE SPOT: All joints shall be made over rafters and all eaves drip shall be backed with pressure treated 1 x 2” furring strips. Remove and discard all existing vents and turbines on roof deck. Provide and install new ridge vent system for roof. The roofing Contractor must comply with any gas ventilation requirements per Building and Zoning regulations.

3. ROOFING STANDARD SPECIFICATIONS

1. General: The guide specifications herein incorporated forms the basis of the required work under this RFP. These specifications acknowledge that different systems may occur with each and every building type. These specifications provide guidance regarding the construction standards that Proposers are expected to adhere to regarding the overall level of quality that Macon County expects on all roofing projects.
2. The Specifications shall be as follows:
 - a. Roofing Shingles- NOA #09-0922.12, Gaf, Elk Timberline Prestique 40 and Timberline Cool Series Shingles, similar or better.
 - b. Flat Roofs-GAF Materials NOA# 07-1219.09
3. Quality: All materials used for the manufacture or construction of any supplies, materials or equipment shall be new. The items proposed must be new, unless recycled materials are certified by Proposer, the latest model, of the best quality, and highest grade workmanship and has been certified by the product manufacturer as acceptable for the installation required meeting the requirements of agencies such as EPA, UL, Factory Mutual, ASTM who may govern the certification of recycled products for reintroduction into building systems.
4. Contractor shall notify the requesting department in writing of the site having pre-existing damage to structures, parkways, sidewalks, curbs, roadways, swales, adjacent improvements, etc., before beginning work. Failure to do so shall obligate the Contractor to make repairs.
5. Protection: The Contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades and ground personnel needed to give safety, protection, and warning to persons and vehicular traffic within the area. All minimum safety standards required by Municipal, County, State and Federal ordinances and laws shall be strictly met by the

Contractor. Contractor shall make all necessary arrangements with the utility companies concerned for protection of their lines during the work period. Contractor shall exercise extreme caution to eliminate any possibility of damage to any utilities. Prior to commencing of any work at each site the Contractor shall locate and mark any existing gas lines, water lines, sprinkler heads, fire hydrants, sewers, septic tanks, drain fields, wells, drainage structures, telephone and power cables, buried markers and other utilities that may be endangered by or be a hazard to the repairs. Restore any damage to property to its original condition, at the Contractor's expense, as acceptable to Macon County. Contractor shall protect all existing and newly installed work, materials, equipment, improvements performed under this contract.

6. Employees: Contractor shall be responsible for the appearance of all working personnel assigned to the project (clean and appropriately dressed at all times). Personnel must be able to supply proper identification at all times. All employees of the Contractor shall be considered to be at all times the sole employees of the Contractor, under the Contractor's sole direction, and not an employee or agent of Macon County. The Contractor shall supply competent and physically capable employees and the County may require the Contractor to remove any employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose presence on work site is not in the best interest of the County. The County shall not have any duty to implement or enforce such requirements. Contractor shall assign an "On Duty" supervisor who speaks and reads English and who shall be present at the project site for the full extent of the work day to manage the work crew(s).
7. Removal of Debris and Cleaning Up: All construction debris and trash shall be disposed of in a required onsite dumpster that is no less than 40 yards in size. Contractor is responsible for selecting a dumpster trash hauler that is registered with the County with a valid Business Tax Receipt. Debris and trash shall be immediately removed from the site every day. Prior to acceptance of the work by the County, the Contractor shall completely clean the site and remove from site all trash and debris and shall dispose of such materials.
8. General Requirements: Contractor must have immediate access to all equipment, tools and personnel necessary to perform all functions of the repairs, maintenance and Installations the job may require. This includes but is not limited to kettles, buckets and interior lifts, compressors, saws, nailers, other miscellaneous tools and materials etc., necessary to perform required work. All materials provided and work performed shall fully conform to all applicable local, state, and federal regulations and codes. All materials incorporated into the work shall be new, unless otherwise approved by authorized County personnel. Contractor shall follow the manufacturer's operating and maintenance instructions for all work performed. Contractor shall make every effort to keep any interrupted normal operations to an absolute minimum and shall be coordinated with authorized County personnel.
9. Quality Control: Contractor shall establish a complete quality control program that will assure to the County that the Contractor will meet the quality standards of the North Carolina Building Code and the manufacturer's warranty stipulations. The program shall be submitted with Proposal form. The program shall include but not limited to:
 - a. An inspection system covering all the services stated in this document.

- b. A method of identifying deficiencies in the quality of services performed before the level of performance is deemed unacceptable.
 - c. A file of all the inspections conducted by the Contractor and the corrective action to be taken must be maintained. This document shall be made available to the County during the term of Contract.
 - d. Macon County will monitor the Contractor's performance under this Contract using the quality assurance procedures submitted.
 - e. The County's Representative shall determine the quality or acceptability of materials used, work performed, the manner of performance and progress being made in meeting the specifications.
10. **Adjacent Property:** When adjacent property is affected by Contract work, it shall be the Contractor's responsibility to take whatever safeguards or precautions are necessary for the protection of the adjacent property and to notify the owner thereof prior to such actions.
11. **Damage to Property:** The Proposer shall preserve from damage all property along the line of work, or which is in the vicinity of or is in any way affected by the work, the removal, or destruction of which is not called for by the scope of work. This applies to public and private property, public and private utilities, trees, shrubs, crops, signs, monuments, fences, guardrail, pipe and underground structures, public highways, etc. Whenever such property is damaged due to the activities of the Proposer, it shall be immediately restored to a condition equal to or better than existing before such damage or injury was done by the Proposer, and at the Proposer's expense.
12. **Warranty and Guarantee:** All products furnished by the selected Proposer shall be supplied with all warranties and guarantees of the manufacturer for a minimum of 10 Years. Warranties on workmanship shall be for a period of not less than 1 year; said period to commence upon the date products are installed, or accepted by the County, whichever last occurs. The roof should be free from leaks caused by a substandard installation. Materials should be installed in a strict accordance to the manufacturer's specifications and recommendations.
13. **Repair or Replacement:** Should any defect appear during this period, the selected Proposer shall, at their expense, have repaired or replaced such item upon receipt of written notice from the County of said defect. Said repair or replacement must be accomplished within ten (10) calendar days after receipt of notification from the County of the defect.
14. **Insurance Requirements:** In addition, the successful Proposer shall comply with the North Carolina Workers' Compensation Act and shall provide for the payment of workers' compensation to its employees in the manner and to the extent required by such Act. Additionally, the successful Proposer shall maintain, at its expense, the following minimum insurance coverage:

\$1,000,000 per occurrence/\$2,000,000 aggregate—General Liability, including product/completed operations, and
\$1,000,000 per occurrence—Combined Single Limit Commercial Automobile

All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. Such insurance shall remain in full force and effect during the term and any renewals of the contract.

4. Proposal and Price Submission

1. The bid price proposed by the contractor shall be listed on the provided form in this RFP.
2. The contract period shall be for one year from the date the contract is signed, with an option for up to two (2) annual renewals of one (1) year each. The selected Contractor will be required to enter into an agreement with the County and the property owner for each property assigned to the Contractor under this RFP.
3. All proposals shall be valid for a period of sixty (60) days following the proposal submission deadline.
4. Proposals must be received at the time and place stipulated in the "Advertisement for Proposals." Proposals and bid price shall be submitted on the form provided with these specifications or copies of it. All forms shall be filled out in ink or typewritten. Proposals received after the time so indicated will NOT be opened. Telegraphic submittals will not be considered.
5. All Bidders shall seal the envelopes containing proposals and mark upon the outside the following: "RFP #: 27-4004p; RESIDENTIAL ROOF REPLACEMENT SUBCONTRACTING SERVICES FOR THE MACON COUNTY HOUSING DEPARTMENT- TO BE OPENED JUNE 25, 2018 @ 4:00 P.M." Additionally, the Name and Address of the Contractor/Proposer must be plainly marked on the outside of the envelope.
6. Questions regarding the project or the proposal process shall be in writing and directed to John Fay, Housing Director, via email to jfay@maconnc.org.
7. From the date shown until the date of opening the proposals, these specifications will continue to be on file in the Finance Department of Macon County, Franklin, NC, during usual office hours, and available to prospective contractors.
8. Selection Criteria:
Proposals will be evaluated and scored by a committee consisting of Housing personnel and Finance personnel on the basis of the following criteria:
 - Firm/Staff Overall Experience (30 points).
 - References (25 points).

- Price (35 points).
- Minority Business (10 points).

The evaluation committee may conduct interviews with the finalists to clarify information provided in the proposals. Following the evaluation, the committee will recommend a contractor. Following the criteria listed in G.S. 143-129.8 and 143-135.9, the County will make a final selection based up the evaluation committee’s recommendation and such other factors as the County deems to be in its best interest, which factors shall be recorded.

9. Payment of invoices by Macon County shall be due thirty days after delivery to Macon County unless otherwise specifically provided, subject to any discounts allowed.
10. Governing Law. This Invitation for Proposals and any resulting contract shall be governed by and in accordance with the laws of the State of North Carolina. All actions relating in any way to this proposal or resulting contract shall be brought in the General Court of Justice in the County of Macon and the State of North Carolina.

5. Proposal Content

1. Proposal submittal shall include the following information:
 - a. Proposal Contact Person Information
 - b. Business Structure – provide a brief introduction highlighting the qualifications of the firm, legal nature of the organization, and number years in existence.
 - c. Include copies of all active professional licenses and certifications held under North Carolina Law.
 - d. Proof of Required Insurance
 - e. Past Experiences – detailed listing
 - f. Professional References (minimum of three)
 - g. Any other information deemed appropriate for evaluation
 - h. Price Proposal – services described in this RFP shall be compensated per square foot. (No additional fees are allowed as well as no increase in fees is allowed during the duration of the program. Proposers should incorporate profit and overhead into the rates, which also must include, without limitation, all supplies, equipment and other charges. No separate or additional costs of any kind will be allowed.)
 - i. Contract Forms completed, executed, and properly notarized.

6. Additional Terms and Conditions

1. TIME OF PERFROMANCE:
Time is of the essence.
2. ISSUING DEPARTMENT:
This bid request is issued by Macon County Finance Department, 5 West Main Street, Franklin, North Carolina 28734. All correspondence and inquiry should be made to this address.

3. CLARIFICATIONS/INTERPRETATIONS:
Any and all questions regarding this document must be addressed in writing to John Fay, Macon County Housing Director, jfay@maconnc.org. Questions and responses will be provided to all bidders by issuance of an Addendum. Any Addenda will be made available on the County's website, www.maconnc.org.
4. MINOR DEVIATIONS/EXCEPTIONS:
Addendum: If it becomes necessary to revise any part of the bid, a written addendum will be provided to all bidders. Bidders shall acknowledge receipt of any amendment/addendum by returning a signed copy with their proposal. All addenda are to become a part of the bid documents and subsequent contract award(s).
Macon County reserves the right to postpone bid openings for its own convenience.
5. NONCONFORMING TERMS AND CONDITIONS:
A submitted proposal that includes terms and conditions that do not conform to the terms and conditions in this bid document is subject to rejection as nonresponsive.
6. EXPENSES INCURRED IN PREPARING PROPOSAL:
Macon County accepts no responsibility for any expense incurred by the contractor in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the contractor.
7. INDEMNIFICATION:
To the fullest extent allowed by the applicable law, the bidder/vendor covenants to save, defend, keep harmless, and indemnify Macon County and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost (including court costs and attorney's fees, charges, liability, and exposure, however, caused) resulting from, arising out of, or in any way connected with the bidder's/vendor's performance or nonperformance of the terms and contract. This Indemnification shall survive the termination of the contract.
8. SEVERALABILITY:
If any provision of this Contract is held to be illegal, invalid, or unenforceable, or is found to be against public policy for any reasons, such provision shall be fully severable and this Contract shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never been part of this Contract, and the remaining provisions of this Contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision, or by its severance from this Contract.
9. ASSIGNMENT:
During the performance of the contract, the bidder/vendor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of Macon County.
10. ETHICS IN PUBLIC CONTRACTING:

By submitting their proposals, all Bidders certify that their proposals are made without collusion or fraud and they have not offered or received any kickbacks or inducements from any other Bidder, supplier, manufacturer or subcontractor in connection with their proposal. Attached Non-Collusion Affidavit must be fully executed for bid to be deemed responsive.

11. ANTI-DISCRIMINATION:

By submitting their proposals, all Bidders certify to OWNER that they will conform to the provisions of the Presidential Order #11246, the Federal Civil Rights Act of 1964, as amended. Bidder agrees as follows: The Bidder will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the Bidder. The Bidder agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. Notices, advertisements and solicitations placed by or on behalf of the Bidder will state that such contractor is an equal opportunity employer. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. The Bidder will include the provisions of the foregoing paragraphs in this Section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

12. MINORITY AND WOMEN-OWNED BUSINESSES:

OWNER actively solicits both minority and women-owned businesses to respond to all Invitations for Bids and Requests for Proposals.

13. E-VERIFY:

Contractor is hereby required to be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering the Contract and at all times during the performance of this Contract. All subcontractors utilized by Contractor are likewise required to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes concerning e-verification at the time of entering this Contract and at all times during the performance of this Contract. Contractor shall take necessary steps to include this provision in all contracts with its subcontractors who will perform any portion of the work covered by this Contract.

14. IRAN DIVESTMENT ACT:

Contractor shall certify at the time that its proposal is submitted and at the time of contracting that Contractor is not listed on the Final Divestment List created by the North Carolina State Treasurer pursuant to N.C. Gen. Stat. Section 147-86.58. Contractor shall further certify that Contractor shall not utilize any subcontractor found on the North Carolina State Treasurer' Final Divestment List in accordance with the provisions of N.C. Gen. Stat. Section 147-86.59 (6).

15. DRUG-FREE WORKPLACE:

During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

16. All submittals shall be made firm for no less than sixty (60) days from the date of the opening of the Proposals.

NON-COLLUSION AFFIDAVIT

MACON COUNTY
REQUEST FOR PROPOSAL, NO. 27-4004p

RESIDENTIAL ROOF REPLACEMENT SUBCONTRACTING SERVICES FOR THE MACON COUNTY HOUSING DEPARTMENT

The undersigned affirms that the proposal made here-in is made without any connections with any other person, or persons, making any other proposal for the above item(s): that it is in all respects fair and without collusion or fraud:

That _____ (Firm Name) is not connected in any official capacity with Macon County, and that no person, or persons, acting in such a capacity are directly, or indirectly, interested herein or in any of the profit arising or anticipated from this transaction.

In making this proposal, it is understood and agreed, that the conditions set forth in the advertisement for bids, instructions to bidders, terms and conditions and specifications together with the proposal shall form a part of and be construed with the contract under the same.

The acceptance of this proposal by Macon County, as evidenced by the issuance of a Macon County Purchase Order, will be held to be a mutual agreement as to each and every clause of this proposal and to constitute a contract between the parties hereto.

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____

State of North Carolina
County of: _____

Sworn to and subscribed
before me, this
_____ day of _____, 20_____.

Notary Public

My commission expires: _____

SUMMARY OF EXPERIENCE

Company Name: _____

Year Company Founded: _____

Federal Employee Identification (FEIN) Number: _____

Mailing Address: _____

Contact Person: _____

Title: _____ Phone: _____ Email: _____

References:

Complete and submit the following for three (3) projects of similar complexity as the project specified.

Name of Project:					Name of Project:				
Address of Project:					Address of Project:				
Contact Person:					Contact Person:				
Telephone Number:					Telephone Number:				
Email:					Email:				
Description of Work:					Description of Work:				
Name of Project:									
Address of Project:									
Contact Person:									
Telephone Number:									
Email:									
Description of Work:									

REQUEST FOR PROPOSAL FORM

RESIDENTIAL ROOF REPLACEMENT SUBCONTRACTING SERVICES FOR THE MACON COUNTY HOUSING DEPARTMENT RFP NO. 27-4004p

Proposal Furnished by: _____

We who furnish this proposal have carefully examined the instructions in this RFP, completed the Non-Collusion Affidavit, reviewed the Specifications, **and all Addenda which we list below**, and therefore furnish the bid proposal as shown below.

Addenda (if none, state "N/A"): #1 _____, #2 _____, #3 _____

PROPOSAL:

Item No.	Description	Unit	Cost
1.	Three Dimensional Timberline High Definition Fungus Resistant Energy Efficient Shingles	Square	\$
2.	GAF 30 lb felt	Square	\$
3.	Secondary Water Barrier	Square	\$
4.	GAF 75 lb felt	Square	\$
5.	GAF Ply 4	Square	\$
6.	GAF Cap Sheet	Square	\$
7.	Seamless Gutters	LF	\$
8.	Fascia	LF	\$
9.	Soffit / Soffit Screen	Square / LF	\$
10.	Insulation (Flat)	Square	\$
11.	Labor	Square	\$
12.	Dumpster	Yard	\$
		TOTAL	\$

Date of the Bid: _____

By: _____
Authorized Signature