



COUNTY OF MARION, SOUTH CAROLINA

Replacement of Marion County Detention Center Roof

Bid No. 2019 06

Marion County Administration
2523 E Hwy 76
Marion, South Carolina 29571

Bid Specifications

JULY 22, 2019

MARION COUNTY, SOUTH CAROLINA

Replacement of the Marion County Detention Center Roof

MANDATORY PRE BID MEETING **August 2,2019 @ 10:00 AM (EST)**

LOCATION **2523 East Hwy. 76**
Marion, S.C. 29571

DUE DATE/TIME: August 23 , 2019 @ 2:00 PM (EST)

BID NUMBER: BID NUMBER 2019 06

POINT OF RECEIPT: Payroll & Purchasing Department
Attn: Debra Johnson
Staff Accountant
Marion County Administration Offices
2523 E Hwy 76
Marion, SC 29571

Marion County is accepting sealed bids for Replacement of the Detention Center Roof at the Marion County Administration Building. The Details for Bid No. 2019 – 06 can be found on our website www.marionsc.org under “Online Bids”.

Bids will be received in the Payroll/ Purchasing Dept. at , 2523 E. Hwy 76, Marion, S.C. 29571 until 2:00 P.M. Friday, August 23, 2019 . All inquiries to this bid must be addressed to Jimmy Floyd at 2715 E. Hwy 76 Mullins, S.C. 29574 , or via email at jfloyd@marionsc.org . **Contact with other departments or County representatives without permission of the Personnel Director may render your proposal void.**

Bids will be opened on Friday, August 23, 2019 @ 2:00 P.M. and their contents will be made public for the information of bidders and others properly interested. Any bid received later than the specified time will not be accepted/considered.

Bids must be submitted in a sealed envelope and clearly marked on the outside with the name of the project.

INSTRUCTIONS TO BIDDERS

1. This folder includes the following:
 - (a) Cover Sheet
 - (b) Instructions to Bidder
 - (c) Specifications
 - (d) Bid Forms

2. Each bid proposal must be submitted in a sealed envelope, so marked as to indicate its contents without being opened. Bid proposals will be examined immediately after opening and bids tabulated with said tabulation being made available to all participating. It is not the practice to award any bid until the Staff Accountant and the Administrator along with any other county personnel have had ample time to review each bid proposal. The award however will be made after this has been presented to County Council in regular session at the earliest possible date. No bid proposal may be withdrawn for thirty (30) days. Mail delayed beyond the date and hour set for bid opening will not be considered/accepted.

3. The bid shall be awarded to the most responsible and responsive bidder meeting County's specifications, taking into consideration the following: superior quality, price, time of delivery, adequate service, guarantees and past performance of bidder on previous orders.

RESPONSIBLE BIDDER means a person/firm who has the capability to perform fully the contract requirements and the integrity and reliability to perform fully the contract requirement which will assure good faith performance. All items 1 through 10 inclusively must be completed by one bidder - bidder may subcontract if necessary.

RESPONSIVE BIDDER means a person/firm who has submitted a bid which conforms in all material respects to Invitation-To-Bid.

4. **Brand Names** The specifications contained herein may in some cases, refer to brand names. Brand names and numbers, if used, are used only to set forth and convey prospective bidders, the general style, type, character or quality of the item/equipment or services desired.

5. **Deviation** Any deviation from the specifications must be noted in detail on the returned bid proposal form by **attaching** a sheet listing them. Absence of this specification deviation sheet will hold the bidder strictly accountable to the specifications as written here in. **Failure** to submit this document of specification deviation shall be grounds for rejection of these items.
6. **Changes** Any changes in specifications after the contract has been awarded, must be with the written consent of the Staff Accountant or County Administrator; otherwise the responsibility for such changes lies with the vendor.
7. **Information** Questions concerning bid requirements should be directed to the Personnel Director by calling (843) 423-8201. All changes in specifications shall be in writing and furnished to all bidders. All verbal information obtained otherwise, will not be considered in the awarding of the bid.
8. **Inspection/Acceptance** Shall be conducted by the County Administrator and the Public Works Director.
9. **The County of Marion reserves the right to accept or reject in whole or in part, such bids as appears in its judgment, to be in the best interest of the County.**
10. **Payment Terms** Payment will be made on normal procedures as soon after successful bidder has fully complied with contract as possible
11. Bid price should include shipping, handling and all applicable sales tax.
12. **Submit with sealed bid certificate of liability insurance, workers' compensation insurance, W-9 and business license.**
13. **Awarded bidder must apply for Marion County business license before performing any service(s).**

BID PROPOSAL FORM

FOR

INVITATION-TO-BID NO. 2019- 06

Ladies and Gentlemen:

The undersigned, as bidder, hereby declares that this bid is made without connection with any other persons, companies or parties making a similar bid. It is in all respects in good faith without collusion or fraud. The bidder has carefully examined the preceding documents and hereby states that he/she will furnish the materials listed on the previous pages.

Price: _____

Date: _____

Name of Bidder

Bidders Address

Bidders Telephone No.

Signature

Bid specifications attached



MARION COUNTY SHERIFF'S OFFICE

J. Brian Wallace, Sheriff

2715 E. Hwy 76 • Suite C • Mullins, SC 29574 • Office: (843) 423-8216 • Office Fax: (843) 423-8386

INVITATION TO BID

Marion County and the Marion County Sheriff's Office are soliciting sealed bids for the replacement of the Detention Center roof.

The Detention Center roof is split into three separate tiers. Tier 1 covers the lobby area, Tier 2 covers the main portion of the housing area, and Tier 3 covers the kitchen and booking areas. All areas currently exhibit leaks with several large leaks existing in the kitchen, booking, and housing areas. All three (3) tiers of the Detention Center Roof currently consist of a built-up asphalt roof system.

Contractor to propose all labor, materials, and supervision required to complete installation of new roof system at the Detention Center to Marion County (hereafter known as Customer) based on the following guidelines:

A. General Requirements:

1. Contractor must be properly licensed as a commercial roofer or contractor. Contractor must provide a copy of license to the Customer prior to start of any work.
2. Contractor will be required to obtain a Business License from the Customer authorizing operation of Contractor within the jurisdictional limits of the Customer prior to start of any work.
3. Contractor will be required to comply with all building regulations in effect within the jurisdiction of the Customer and obtain all necessary permits for completion of this project. The Customer will not charge the Contractor any fees for obtaining the required permits.
4. Contractor must provide proof of insurance (certificate of liability) to include workman's compensation insurance prior to start of any work.
5. Contractor will be required to complete a bid bond or deposit in the amount of five (5) percent of the bid price. The deposit may be in the form of cash, certified check, cashier's check or bond. If by bond, the bond must be executed by a corporate surety licensed under the laws of South Carolina to execute such bond. The cashier's check or certified check may, at the Customer's option, be retained and deposited to the Customer's account if the successful bidder fails to enter into the proposed contract within ten (10) day after the award. Bid deposits of unsuccessful bidders will be returned to the bidder as soon as the contract is awarded. A bid bond or deposit will not be required from Contractors who have been in business for five (5) consecutive years without filing for bankruptcy. A certificate from the Contractor stating this qualification



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will replace the bid bond or deposit. Any Contractor not meeting these criteria must furnish the bid bond or deposit.

6. Contractor will be required to provide Customer with a performance bond in an amount equal to submitted bid price prior to the start of any work. The bond must be executed by a corporate surety licensed under the laws of South Carolina to execute such bond.
7. Contractor will be required to provide the Detention Center with copies a valid government issued identification for all workers to be utilized on the project a minimum of seven (7) days prior to commencement of any work. Any worker found to have any felony convictions on their record will not be allowed to work on this project.
8. The Customer and Contractor will agree upon a start date for this project after bid award and notification of winning bid. Any delay in the start date of the project, once agreed upon, will result in the Customer imposing a \$500.00 per day fine to be deducted from the final project cost. Contractor will not be penalized for a delay in the start date due to weather conditions beyond their control. In the event of a delayed start due to unforeseen weather conditions, provided the Customer agrees with the delay due to weather, the Customer and Contractor will agree upon a new start date and all associated dates of the project will adjust accordingly.
9. Contractor will provide, as part of the bid, the total number of days including weekends to complete the project once started. As part of the total days to complete, the contractor should add a sufficient number of days to cover any reasonable or normal weather delays. Contractor shall identify the exact number of days added for weather delays as part of the total. The number of days for project completion will be added to the start date to determine a date which the project shall be completed.
10. The Customer will impose a \$1000.00 per day fine to be deducted from the final cost for each day the project extends beyond the agreed upon completion date. The Customer may extend the completion date without penalty upon petition of the Contractor due to weather conditions beyond normal.
11. Customer will not be responsible for any damage that occurs to Contractor's equipment or materials left unattended on site.

B. Roof Replacement Specifications:

1. Contractor will remove all parts of the existing rock and asphalt roof to the existing 3 ½ inch insulation.
2. Contractor will inspect and identify any damaged insulation. Contractor will include in bid the replacement of up to 3,000 sq. ft of damaged insulation. Contractor must provide a cost per sq. ft for any insulation to be replaced above the 3000 sq. ft included in the bid.



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- Contractor must obtain approval from Customer prior to the removal and replacement of any insulation above the included 3,000 sq. ft.
3. Any damaged decking identified during insulation replacement (as described in B.2 above) will be replaced by the contractor. Contractor must provide a cost per sq. ft for the decking as part of the bid. Contractor must obtain customer inspection and approval prior to the removal and replacement of any decking.
 4. Contractor will install new ½ HD polyisocyanurate insulation board or equivalent over the existing 3 ½ insulation mechanically fastened to deck.
 5. Furnish and install a 60mil TPO or EPDM or PVC or equivalent mechanically attached roof system according to manufactures specifications.
 6. Contractor will install an additional layer of membrane for five (5) feet around all roof HVAC units and the kitchen hood exhaust and will install an additional layer of membrane underneath and for five (5) feet around all split HVAC units.
 7. Special Instructions for Split HVAC Units – It will be the Contractors responsibility to determine if the roofing system can be installed without removal of the split HVAC units. If the contractor attempts to install the roofing system with the units in place and later determines they must be removed, removal and re-installation of the HVAC units will be at the contractor's expense without any price adjustment.
 8. Contractor will install walk pads to match current roof walk pad layout. Contractor will install additional walk pads to provide walk pads around all HVAC units and the kitchen exhaust hood.
 9. Furnish and install plywood at existing parapet walls to flash with new roof system.
 10. Flash wall, curbs, vent pipes, and pitch pockets with new roof system.
 11. Flash existing through wall scuppers.
 12. All metal flashing used will be a minimum of 18-gauge aluminum.
 13. All metal used for replacement of any parapet walls will be a minimum of 24-gauge metal.
 14. Build up low door threshold on kitchen roof to ensure a watertight condition.
 15. Install new retrofit drain inserts into existing drains.
 16. Contractor shall plumb all HVAC units to roof drains.
 17. Contractor will clean and remove all debris.
 18. Contractor will ensure removal of existing material and installation of new roof system is completed in sections to maintain an overnight watertight seal.
 19. Contractor will provide a two (2) year contractor's Workmanship Warranty.
 20. Contractor will provide a certified manufacture's inspector to certify all work has been performed to the roof system manufacturer's specifications.



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21. Final inspection will be coordinated with and conducted in-conjunction with the Customer's Public Buildings Director and Building Code Official.
22. Upon completion of final inspection, Contractor will provide a Roofing Manufacturer's Twenty (20) year no dollar limit guarantee/warranty for workmanship and materials.

C. Bid Requirements and Submission:

1. There will be a **mandatory** Pre-Bid meeting. All parties interested in submitting a bid must attend. The Pre-Bid meeting will be held at the Marion County Administration Building located at 2523 East Highway 76 Marion, SC 29571. The Pre-Bid Meeting will be held on Friday, August 2, 2019 at 10:00 AM. No Contractor not present at the Pre-Bid meeting will be allowed to submit a bid.
2. All bids submitted will be submitted in a sealed envelope clearly marked with Contractor Name and Marion County Detention Center Roof Bid on the envelope
3. Sealed Bids are to be submitted to Debra Johnson, Marion County Purchasing Director at the following address: 2523 East Highway 76 Marion, SC 29571 via mail or delivered by hand.
4. All roof inspections will be conducted between 8:00 AM and 5:00 PM starting on Monday August 5, 2019 and ending on Friday August 9, 2019 by appointment only. Appointments for inspection of the Detention Center roof will be scheduled at the Pre-Bid Meeting
5. Any questions not asked during the Pre-Bid meeting must be submitted by the Contractor in writing via e-mail to JFloyd@marionSc.org. The final date and time to submit questions will be close of business on Tuesday August 13, 2019. No additional questions will be accepted after this date and time. All questions submitted by any contractor will be compiled into a single document and returned to all bidders with answers via e-mail. No questions will be accepted nor answered outside the presence of all qualified bidders nor during scheduled roof inspections.
6. Contractor will supply a minimum of three references for commercial customers the contractor has completed a project of this size and scope or larger within the previous twelve (12) months as part of the bid.
7. Contractor will provide copies of all manufactures specification and cut sheets for the proposed roofing system as part of the bid.
8. Contractor will list their contractor's license number on the bid submissions.
9. The sealed bids will be opened at the Marion County Administration Building on Friday, August 23, 2019 at 2:00 PM.



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10. The Customer's Procurement Regulations requires that any Customer expenditure in excess of \$25,000 receive final approval from the County Counsel. Customer will submit the winning bid to the Marion County Counsel for final approval and allocation of funds.
11. The Customer will notify all Contractors of the winning bid once final review and approval is received from County Counsel.
12. The winning Contractor will have ten (10) business days once notified to negotiate a start date and to prepare and submit the contract between the two parties to match the bid requirements as outlined in this Invitation to Bid to include all supporting documents outlined herein. The contract must clearly state the agreed upon project start date and completion date. The contract and supporting documents must be approved by the County Attorney prior to execution of the contract.