

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR BID

For

**ROOF REPLACEMENT
Taney County Extension Office**

Taney County, Missouri

RFB #201108-146 – Roof Replacement, Extension Office

Release Date:
August 13, 2011

Submittal Deadline:
September 19, 2011
Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-7280
E-mail: rone@co.taney.mo.us

**Request for Bid - Roof Replacement, Extension Office
Taney County, Missouri**

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Bids:** Sealed bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the bid closing date and time indicated herein for furnishing the County with products and services as detailed in the following request for bid.

- 2) **Bids Closing:** All bids shall be **delivered before** 9:00 AM, Central Time, Monday September 19, 2011 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any bid received after 9:00 AM and will return such late bids to the Offeror.

- 4) Bids will be opened publicly at 9:00 AM on September 19, 2011 and read aloud. All bid responses will be considered public information and following contract execution or rejection of all bids, all responses will become a part of public record and will be released to any person or firm that requests it.

- 5) Bids must be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".

- 6) If you do not care to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.

- 7) If you have obtained this bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

- 8) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.

- 9) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)

- 10) All bids submitted shall be binding for ninety (90) calendar days following the opening.

- 11) Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.

- 12) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County

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INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed bids for **Roof Replacement, Extension Office** as set forth herein.

- 2) Organization – This document, referred to as Request for Bid (RFB), is divided into the following parts:
 - Instructions and General Conditions
 - Instructions and General Information
 - Scope of Services
 - Cost / Bid

Guidelines for Written Questions:

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on September 12, 2011**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the bid responses within **15 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's bid file becomes part of public record at the time of contract execution or when all bids are rejected.

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SCOPE OF SERVICES

1) Background Information:

The Taney County Extension Office is in need of roof replacement as soon as possible. The estimated dimensions of the area requiring replacement is; **3300 square feet**.

2.) Proposal Format:

The Taney County Commission will select from interested companies who can handle the following requirements and supply references as well as being able to deliver the required products and services as soon as possible at the lowest possible reasonable costs / fees. The following specifications list is a basic – rough draft of estimated needed work. It is recommended that any prospective bidder take time to arrange for a visual inspection / estimate. This, as listed previously, is to be completed at the Bidder's expense. Feel free to contact **Renee Brusca, Building & Grounds Supervisor at 417-546-7211 / 417-546-7920 (Cell)** to arrange for an inspection. Specifications;

- Tear off existing roof down to the deck.
- Examine, repair, and / or replace damaged deck.
- Install ice and water shield in valleys – install felt on remaining roof.
- Replace all plumbing pipe flanges.
- Seal flashings around flues.
- Install metal edge flashing.
- Prepare for all work to accommodate a gable venting system.
- Install new shingles with a minimum 25 year warranty rating.
- Clean up and remove all roofing debris.
- Issue appropriate warranty documentation for labor & shingles.
- Include in bid any additional costs to upgrade existing vents, gutters, or downspouts.
- Include in bid any additional costs to upgrade insulation.
- Include in bid a total dollar amount in the form of differing options to accommodate upgrades.

After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system. All arrangements and scheduling will be coordinated by the County Purchasing Director.

1. Rejection / Withdrawal of Bids Response:

Rejection of Bids- Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.

Withdrawal of Bids- Bids may be withdrawn on written request from the Offeror at the address shown in the RFB prior to the time of acceptance of the Bid.

2. Validity of Bid Response:

Offeror agrees that the Bid response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of bids.

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COST / BID

Roof Replacement, Extension Office **RFB# 201108-146**

***Please make sure that cost includes Prevailing Wage**

TOTAL COST TO THE COUNTY: _____

BIDDER: _____

ADDRESS: _____

Phone: _____ Fax: _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Signature: _____

Printed Name and Title: _____

Today's Date: _____

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“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is
(417) 546-7280.**

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Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:

