



Request for Quotes (RFQ)
Chatham County North Carolina Recreation Department
Roof Replacement on Shed

Chatham County, North Carolina, is requesting quotes to replace a roof and gutter on one building located at Northwest Park, Woody Store Road, Pittsboro, NC 27312. The building measures 30' x 50'. The current roof is shingles and the roof measures approximately 34' x 54'. The roof rises 5 foot high. The scope of work includes:

- Remove and haul off old shingle roof
- Lay new Titanium underlay
- Replace any plywood that needed matching existing thickness (shown in bid as line item price)
- Install new 29 gauge metal roofing
- Install new trim all around
- Install new seamless gutter
- Install four (4) new downspouts
- Clean up and remove all debris
- Warranty not less than ten years
- All work must be completed and invoiced by June 20, 2014

To be eligible for consideration, the proposing company must be capable of supplying the services as noted herein must be financially solvent.

I. Inquiries and Corrections

All inquiries relating to this request shall be addressed to:

Robin James, Purchasing Agent
Chatham County Finance Office
P.O. Box 608
Pittsboro, NC 27312

If a proposing company finds discrepancies in or omissions from the specifications or should require additional clarification of any part thereof, a written request for interpretation shall be submitted to Ms. James. Any interpretation of or change made to the RFQ will be made by written addendum to each proposing company and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries shall be made in writing and all responses will be provided in writing, with copies sent to all proposing firms. To be given consideration, inquiries must be received at least five (5) calendar days prior to the date established for the opening of the bid. It shall be the responsibility of each proposing company to verify that every addenda has been received prior to submitting bids.

II. Submittal Date, Location, and Opening

All quotes must be submitted in writing and named "Quote for Northwest Park Shed Roof". All quotes must be received in the Chatham County Finance Office, Attn: Robin James, Courthouse Annex, 12 East Street, P.O. Box 608, Pittsboro, NC 27312 by the end of the County's business day on Wednesday, May 7, 2014.

III. Late and Quote Type Accepted

Late quotes will not be accepted under any circumstance, and any quote so received shall be returned to the proposing company unopened. Bids may be submitted by email, fax, postal mail, or delivered to the address above.

IV. Definition and Context

Unless otherwise specified in this document, all words shall have a common meaning unless the context is which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

V. INSURANCE. The Contractor shall maintain insurance policies at all times within minimum limits as follows:

<u>Coverage</u>	<u>Minimum Limits</u>
Worker’s Compensation	Statutory Limits
General/Professional Liability	\$100,000/\$50,000
Automobile Liability	\$250,000/\$100,000

All insurance policies shall be issued by companies authorized to do business under the laws of the State of North Carolina with an A.M. Best Company rating of not less than A. The Contractor shall furnish Certificates of Insurance to the County, naming the County as an additional insured, prior to commencement of providing Services. The certificates shall clearly indicate that the Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this paragraph and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County. Compliance with the foregoing requirements shall not relieve the Contractor from its liability and obligations under this Agreement.

VI. Conditions of Bid Submittal

- A. All proposing firms shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the bid. However, the County reserves the right to change the conditions, requirements, specifications as it deems necessary.
- B. The bid must be signed by a duly authorized official of the proposing company submitting the bid.
- C. No bid will be accepted from any person, company, or corporation that is in arrears for any obligation to the County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the County Board of Commissioners.
- D. Only one bid will be accepted from any person, company, or corporation.
- E. All prices quoted must be firm for a period of ninety (90) days following the opening of the bid, with the awarded price good for a period of one year.
- F. Chatham County reserves the right to reject any and all bids or any part thereof and to award the bid to the most responsive and responsible proposing company as deemed in the best interest of Chatham County.
- G. All bids shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material. Promotional material will not be considered as part of the bid and will not affect the evaluation of the bid.
- H. All costs, including travel and expenses, incurred in the preparation of this bid shall be borne solely by the proposing company.
- I. The County reserves the right to request a list of references.
- J. The County will not return to proposing firms bids or other information supplied to the County.
- K. Chatham County requires seeks a minimum of three quotes for evaluation. Should there be less than three quotes the Chatham County reserves the right to award on less than three bids.
- L.

VII. Evaluation of Bids

A selection will be made on the basis of the bids received. The company selected for the award will be chosen on the basis of the benefit to the County and not necessarily on the basis of lowest price.

VIII. Evaluation Criteria

Bids shall be evaluated on the basis of the following criteria:

- A. Responsiveness to the needs of the county, both in the time to deliver and in the services offered.
- B. The degree to which the bid meets or exceeds the terms of the specifications.
- C. Immediately availability of all or part of the units.
- D. Price.

Everify Requirement

Pursuant to legislation action 09/04/13, legislation specifically prohibits governmental units from entering into certain contracts “unless the contractor and the contractor’s subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes. All vendors submitting an RFQ must show they have complied with this requirement by completing the E-Verify affidavit included within this document, confirming your company has either complied with the E-verify requirement or you are exempt from the requirement. The affidavit must be included with the required signature in the RFQ submittal. Failure to submit the E-Verify affidavit will result in declaring the RFQ as non-responsive.

IX. Quote Preparation and Information

- A. Quotes submitted shall contain all information as requested herein, and any additional information necessary to summarize the overall benefit of the bid to the County.
- B. Quotes shall include the following:
 - 1. A response that defines the methods and means by which the proposing company deliver the equipment outlined in this bid.
 - 2. Completed quote form and detail of all variances, and authorized binding signature.
 - 3. A completed vendor form.
 - 4. A completed Everify affidavit form.
- C. Submission of a quote shall be taken as a prima facie evidence that the proposer has full knowledge of the scope, nature, quality, and quantity of the work to be performed, and the detailed requirements and conditions under which the work is to be performed.

X. General Requirements of the Successful Proposing Company

The successful proposing company shall enter into a contract with the County. A Purchase Order may serve as the contract for the purpose of this award.



Vendor Information & Signature Form

Name of Vendor:	
Trade License # (if applicable)	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date & state of incorporation	Date State
Name of partnership or joint venture	

Lump sum bid for roofing project: _____

(total with gutter work included)

Price per sheet of plywood _____

Breakout estimate for gutter work: _____

Any other detail: _____

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFB, and it has read and understands the RFB.

Bidder Signature:
Date Signed:
Title of Signatory:

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF CHATHAM

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (Mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 2014.

Signature of Affiant
Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 2014.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

