

**City of Morrow Request for Bids**  
**Roofing Project: Morrow Police and Public Works Department**  
**Mandatory PreBid Conference September 16, 2014 at 10am**  
**Bid Deadline September 30, 2014 at 2pm**

**City of Morrow Request for Bids**

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*Be advised that any conversations (in reference to this Bid) between vendors and any City employee or City official outside of the contact identified in this Bid during the entire competitive process is strictly prohibited. Such actions will result in removal of the vendor from the Vendors List and rejection of the vendor's Bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.*

**Purpose:** The City of Morrow is seeking Bids for roofing services for the Morrow Police and Public Works Departments, Building A - Police Administrative Building; Building B - Uniform Division; Building C - Public Works.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFB shall be referred to as "Vendor(s)." The Vendor to whom the contract is awarded shall be referred to as the "Contractor."

**Timeline:**

September 9, 2014	RFB available (from City website and GMA website)
September 16, 2014 10am	Mandatory PreBid
September 23, 2014 noon	Deadline for Inquiries
September 26, 2014 noon	Deadline for inquiry responses (All responses posted on City website)
September 30, 2014 2pm	Deadline for Bids

**Scope:**

The City of Morrow wishes to replace the roof on three buildings. The buildings are the Police Department Administrative Building, the Police Department Uniform Division and the Public Works Department. The Bids should include all three buildings with a clear understanding of the individual price per building.

Depending on the Bid amounts, the City reserves the right to move forward with the entire project including all three buildings or only one building, two buildings, or even not disregard the entire lot and reBid for more competitive pricing.

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Details:

**Installations must be conducted per industry standards and all materials used according to manufacturer's instructions.**

- Building A - Police Administrative Staff  
7,040 sq feet  
5 roof drains  
Roofing ballast consisting of river rock
- Building B - Uniform Division  
5,145 sq feet
- Building C - Public Works  
4,613 sq feet
- Removal of all river rock used as ballast from the A-Building and store in a location designated by the Public Works Dept.
- Replacement material will be 60MIL TPO Roof in white mechanically fasten.
- Inspect and replace any wet or damaged existing insulation.
- Insulation, gutters, downspouts, and scuppers will be determined during Prebid Conference.
- Check roof deck for drainage to make necessary repairs on the existing drains or installing additional roof drains.
- All post installation leaks will be the responsibility of the contractor.
- The contractor must utilize the City of Morrow's dumpster service provider for the disposal of demolition debris and construction waste.
- Roof walk pads will be provided at roof hatch and/or ladder locations, and under any freestanding mechanical equipment.
- The Bid costs for buildings A, B, and C must be separated.
- The Bid must itemize labor and materials.
- The Bid must include a timeline.
- Photos are included in this RFB.

**Qualifications:**

All Vendors must be qualified to do the work outlined in this Bid.

**Communication:**

It is the responsibility of the Vendor to inquire about any requirement of this RFB that is not understood. Responses to all inquiries will be posted on our website under **RFB/RFQ Bid Requests**. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFB must be made to:

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Mitch Chambers  
mchambers@cityofmorrow.com

The deadline for all inquiries is September 23, 2014, at noon. Any inquiries that come in after this date and time will not be answered. The deadline for all answers is September 26, 2014 at noon though all answers will be posted as promptly as possible. All addendums will be posted on our website as needed (www.cityofmorrow.com on the front-page under **RFB/RFQ Bid Requests**). It is the responsibility of the Vendor to check the website to stay current on all addendums. It will not be the City's responsibility to ensure that the most current information is available in any additional way other than posting on the website.

**Evaluation:** Award will be made to the Vendor considered most qualified who will provide the best product and service at a reasonable cost. Bids must include references. These references should represent agencies utilizing the similar services outlined in the RFB. Provide company names with contact person, emails and telephone number. If you do not submit the requested contact information (including email addresses), references may or may not be contacted and will not be available during the selection phase. The absence of this information may have a negative impact on selection.

*Evaluation Criteria:* Bids will be evaluated on many criteria deemed to be in the City's best interests to include but are not be limited to:

- Product
- Pricing
- Demonstrated capacity
- Labor and material warranties
- References
- Experience in providing the services specified in this RFB
- Information on product and company presented in submittals.

**Rebid:** There is a mandatory Prebid conference that will allow for a visual assessment of the buildings. If you do not attend the mandatory Prebid conference meeting, your Bid will not be considered for selection. During the conference, Vendors will have an opportunity to address any questions and to communicate the feasibility of the City's expectations. Determinations about insulation and other issues will be made during the conference.

**The Mandatory PreBid Conference will be held on September 16, 2014 and begin at promptly 10am at 6311 Murphy Drive, Morrow Georgia 30260.**

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**Any addendum that results from the Prebid conference will be posted on our website. However, this will be the only time scheduled to allow vendors on the roof for their own assessment. This will be an important experience when submitting bids. Vendors should send representatives to the Prebid conference who are outfitted properly and skilled appropriately to assess the job requirements.**

**Award:** It is the intent of the City to award this work all to one Vendor. The City reserves the right to conduct any tests it may deem advisable and to make all evaluations. The City reserves the right to reject any or all Bids, in whole or in part and is not necessarily bound to accept the lowest price but instead will accept the Bid which best suites the City and the City's services. The City reserves the right to waive minor irregularities. A Bid may be rejected if it is in any way incomplete or irregular and preference will be given to local Vendors.

**Submission:** A **SIGNED** original and three (3) copies of the Bid must be received at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260. **Deadline for submittals is September 30, 2014 at 2pm.** The Bid must be date/time stamped by Morrow City Hall in order to be considered. Vendors are strongly encouraged to submit Bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Vendors assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of Bid. Bids received after the due date and time will be not be returned. Additional time will not be granted to any single vendor, however, additional time may be granted to all Vendors when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

**Envelope:** The signed Bid should be submitted in an envelope or package, sealed and **identified on the outside** of the envelope with contact name, contact email, company name and due date.

**BID Opening:** The Bid packages will be opened and amounts recorded 15 minutes after the deadline for submittal at Morrow City Hall, 1500 Morrow Road, Morrow, Georgia 30260. The results will be emailed to all vendors who include the required email address.

**Materials to Include**

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Bids submitted should include the following information. To the extent possible, please provide responses in the following order as well.

**Title Page**

The title page shall include the company, contact name, address, and telephone number to call for information regarding the Bid. This information must include and email address.

**Cost Summary**

The first section shall provide an itemized cost summary. All anticipated costs to the City shall be identified and itemized. The total cost (sum of all itemized costs) should be noted at the top of the page and clear to read.

**Executive Summary**

The second section shall provide an overview of the Bid. It should include any points the vendor wishes to highlight, as well as any relevant conditions or restrictions.

**Company Profile including References**

The third section shall provide a profile of the company, including the number of employees and their locations as well as credentials and certifications for relevant staff. A list of appropriate local government clients shall be provided. At least three municipal government references shall be provided. These should include the municipality names, telephone numbers, titles of contacts, emails of contacts and date of installation where the vendor's software is currently in use.

**Vendor Qualifications**

The fourth section shall provide responses to the vendor qualification questions outlined in this Bid.

**Narrative**

The fifth section shall be the Bid narrative. The Bid must specifically address the scope outlines in this RFB. This section should present information that enables the City to understand the Vendor's history, capacity, experience and any other "selling points" about the product or the Vendor that are relevant to their ability to provide the best service and product to the City.

**E-Verify**

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All vendors must submit an E-Verify Affidavit (The affidavit is included in this RFB).

**Certificate of Insurance**

**Additional Information**

Subsequent sections may be used to present any additional information pertinent to the Bid process.

The Bids should present information that enables the City to understand the Vendor's history, capacity, experience and any other "selling points" the Vendor feels are relevant to their ability to provide the best service to the City.

**Selection:** All of the Bids are due on or before **September 30, 2014 at 2pm**. Each Bid will be evaluated by the appropriate staff. If necessary, three (3) vendors will be placed on a "short list" and may be asked to come in for an interview. The vendors that are selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all Bids can be conducted. If three (3) or fewer Bids are received, the City reserves the right to terminate this process and begin again or to choose from the submissions.

**Debarment:** Submission of a signed Bid in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

**E-Verify:** All Vendors must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification.

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Building A - Police Department Administrative



Building B - UPD



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**Building C - Public Works**

