

**MARCH 27, 2019
INVITATION FOR BIDS**

**BROOKLAND CENTER FOR COMMUNITY ECONOMIC CHANGE (BCCEC)
BROOKLAND LAKEVIEW EMPOWERMENT CENTER (BLEC)
ROOF REPLACEMENT**

Project Title: BCCEC – BLEC Roof Replacement

Date of Issue: March 27, 2019

Pre-bid Site Visit: April 11, 2019 at 10:30 a.m. ET

Due Date/Bid Opening: April 30, 2019 at 2:00 p.m.

Receipt Location: Central Midlands Council of Governments (CMCOG)
236 Stoneridge Drive
Columbia, SC 29210

Official Contact: Gregory Sprouse
Director of Research, Planning, and Development
(803)744-5158
gsprouse@centralmidlands.org

This project is being funded in whole or in part by the Lexington County Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM). Bidders on this work will be required to comply with the President’s Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act, the Contract Work Hours and Safety Standards Act, and 40 CFR 33.240. Bidders must also make positive efforts to use small and minority-owned business and to offer employment, training and contracting opportunities in accordance with Section 3 of the Housing and Urban Development Act of 1968. Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the contract.

BCCEC, CMCOG, and Lexington County reserve the right to waive any irregularities, or to reject any or all bids.

“EQUAL EMPLOYMENT OPPORTUNITY”

1. INTRODUCTION

The Brookland Center for Community Economic Change (BCCEC) is seeking sealed bids from qualified, licensed contractors to repair the roof on the Brookland Lakeview Empowerment Center (BLEC) located at 1218 Batchelor Street, West Columbia, SC 29169. These services will be procured under contract with the BCCEC, with funding being provided by the Lexington County Community Development Block Grant (CDBG) program.

1.1. Project Description

Lexington County CDBG funding will be used to complete the final phase of repairing and replacing the BLEC facility's leaking roofs, enabling BCCEC to move forward with renovations so the building can be used to provide a wide range of services needed in the community. This third and final phase of the roof repair and replacement project will focus on repairing four (4) flat roofed sections of the facility identified in the campus schematic as areas D, F, G, and H contained in Attachment A.

1.2. Scope of Work

The project encompasses furnishing all required permits, professional services, labor, and materials necessary to complete the project, which includes the following general scope of work:

- Project Planning and Permitting
- Contractor mobilization and site preparation
- Existing roof surface preparation
- Cover existing flat roof with a recovery board
- Install new roofing membrane

The new roof will carry a fifteen (15) year no dollar limit warranty on the building and contents and full two (2) year contractor's warranty.

The Bidder represents that all tasks will be performed in accordance with generally acceptable professional standards and further represents that the advice and consultation provided shall be within its authority and capacity as a professional. Bidders will comply with all regulations, laws, ordinances and requirements of all governmental entities applicable to the project.

2. INSTRUCTIONS FOR BIDDERS

2.1. Submission Process

BCCEC is hereby issuing this Invitation for Bids (IFB) to qualified, licensed contractors that have the capability and interest in undertaking and performing the scope of work described in section 1.2. The IFB will be publicly advertised and released in accordance with the Lexington County CDBG procurement guidelines. The OFFICIAL CONTACT for this solicitation is:

Gregory Sprouse
Director of Research, Planning, and Development
Central Midlands Council of Governments
236 Stoneridge Drive
Columbia, SC 29210
Phone: (803) 744-5158
gsprouse@cmcog.org

Each firm responding to this solicitation is officially a BIDDER. Each BIDDER must submit a sealed bid package to Gregory Sprouse at the address above no later than **2:00 p.m. on April 30, 2019**. Bids may be submitted in person, by messenger, or by regular mail. All bids will be logged in and date and time stamped. **Any bid package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the BIDDER.**

2.2. Proposed Procurement Timeline

IFB Release Date	March 27, 2019
Mandatory Pre-Bid Conference/Site Visit	April 11, 2019 at 10:30 a.m. ET
Questions/Requests for Clarification	April 19, 2019 at 2:00 p.m. ET
IFB Closing Date/Public Opening	April 30, 2019 at 2:00 p.m. ET

2.3. Labeling, Receipt, and Contents of Bids

All bids must be submitted in a sealed envelope or package plainly marked "BLEC Roof Replacement" ATTN: Gregory Sprouse, and name and address of the BIDDER in the upper left hand corner. No responsibility will attach to CMCOG or any official or employee thereof, for the pre-opening, post-opening, or failure to open a BID not properly addressed and identified.

Each bid must be provided on the official contract bid form which will be furnished at the Mandatory Pre-Bid Conference/Site visit.

Each bid shall be accompanied by three (3) client references for recently performed, relevant projects within the last 5 years that indicate the past performances and abilities of the bidder. Include a key client contact person for each project with their current daytime phone number and email address.

Each bid shall be accompanied by surety in the form of a certified or cashier's check or bid bond in such amount as shall be prescribed in the contract bid form to be furnished at the Mandatory Pre-Bid Conference/Site visit.

2.4. Mandatory Pre-Bid Conference/Site Visit

A mandatory pre-bid conference/site visit will be held on April 11, 2019 at 10:30 a.m. at 1218 Batchelor Street, West Columbia, 29169. All prospective bidders must attend this meeting in order to bid on the project.

2.5. Questions/Requests for Clarification

All questions and/or requests for clarification regarding this IFB should be provided in writing to Gregory Sprouse at gsprouse@centralmidlands.org no later than April 19, 2019 at 2:00 p.m. ET. A confirmation of receipt will be provided via return email. It is the responsibility of the bidder to ensure questions and confirmation are received. All questions submitted and their answers will be sent to all pre-bid conference attendees and will be posted on the CMCOG website as an addendum to the IFB. No telephone inquiries will be accepted.

2.6. Addenda

If it becomes necessary to revise any part of this IFB, a written addendum will be issued. All addenda issued by CMCOG will become part of the official IFB and will be posted on the CMCOG website.

2.7. Award

The contract shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, BCCEC and CMCOG shall take into consideration the quality offered and its conformity with the specifications, the delivery and conditions of the bid, the service reputation of the bidder, and other information and data required to prove responsibility.

2.8. Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of BCCEC, Lexington County, or CMCOG staff other than the OFFICIAL CONTACT identified in this IFB. If such contact is made, the BCCEC and CMCOG reserve the right to reject a BID submitted by that BIDDER. This contact policy applies to separate site

visits and requests for technical information. Any technical information needed from the BCCEC to prepare a BID should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.5.

2.9. Acceptance and Rejection of BIDS

Any BID that does not conform to the essential requirements of the IFB shall be rejected. BCCEC and CMCOG reserve the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. BCCEC and CMCOG also reserve the right to accept or reject any or all proposals received in response to this IFB and to negotiate separately with competing BIDDERS. BCCEC is not obligated to enter into any contract on the basis of any submittal in response to this IFB. BCCEC and CMCOG reserve the right to request additional information from any firm submitting a Bid under this IFB if such information is necessary to further evaluate the BIDDERS qualifications.

2.10. Cancellation/Rejection

BCCEC and CMCOG may cancel this IFB in whole or in part at any time if it is determined to be in the best interest of BCCEC. BCCEC and CMCOG may reject any or all proposals in whole or in part if it is determined to be in the best interest of BCCEC.

2.11. Conflict of Interest

BIDDERS shall promptly notify CMCOG in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the BIDDER'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of CMCOG as to whether the association, interest, or circumstance would, in the opinion of CMCOG, constitute a conflict of interest. By submitting this proposal, the BIDDER certifies that it has no conflict of interest with any employee, agent, elected official or officer of the city or any other conflict as may be set forth herein.

2.12. Collusion

More than one proposal from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If BCCEC and CMCOG believe that collusion exists among BIDDERS, all proposals from the suspected firms will be rejected. "Related parties" means BIDDERS or the principals thereof, which have a direct or indirect ownership or profit sharing interest in another BIDDER.

BIDDERS shall comply with all local, state, and federal directives, orders, and laws as applicable to this RFP and any resulting contract.

By responding to this IFB, BIDDERS certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item, and they certify the knowledge that this would constitute an illegal action.

2.13. Competition

This procurement process is designed to provide full and open competition. Nothing contained herein is intended to, nor should it be construed to, limit competition, but instead is intended to provide fair, impartial, and free competition among all BIDDERS. It is the intent that this IFB permit and encourage open competition. This IFB identifies all factors that will be used in the selection process and their relative importance. Selection of the most qualified and responsible BIDDER will be based on the technical merits of their proposal and their ability to perform successfully under the terms outlined in this RFP.

2.14. Community Development Block Grant (CDBG) Requirements

This project is being funded in whole or in part by the Community Development Block Grant Program (CDBG). All federal CDBG requirements will apply to the contract. All contractors and subcontractors are required to be registered in the federal System for Award Management (SAM). Bidders on this work will be required to comply with the President's Executive Order No. 11246 & Order No. 11375 which prohibits discrimination in employment regarding race, creed, color, sex, or national origin. Bidders must comply with Title VI of the Civil Rights Act of 1964, the Davis-Bacon Act, the Anti-Kickback Act, the Contract Work Hours and Safety Standards Act, and 40 CFR 33.240.

Bidders must also make positive efforts to use small and minority-owned business and to offer employment, training and contracting opportunities in accordance with Section 3 of the Housing and Urban Development Act of 1968. Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the contract.

Lexington County CDBG Contract Provisions will be attached to the resulting contract and will be discussed in detail at a pre-construction conference with the winning bidder.

2.15. Bond Requirements

Bid Bond/Certified Checks: Each offeror shall submit with his Bid a Bid Bond with a good and sufficient surety or sureties company licensed in South Carolina, in the amount of five percent (5%) of the total Bid amount. The Bid bond penalty may be expressed in terms of a percentage of the Bid price or may be expressed in dollars and cents. If a certified check is submitted in lieu of a Bid bond, it will be made payable to the Lexington County Treasurer's Office, in the amount of 5% of the total Bid amount. Bid Bonds/Certified Checks will be returned to the unsuccessful offerors after award and will be returned to the successful offeror after acceptance of the final contract by the offeror.

Performance and Payment Surety: The successful contractor shall pay the cost and furnish within ten (10) days after written notice of acceptance of Bid, an irrevocable Surety in the form of a Performance and Payment Bond, Certificate of Deposit, Cashier's Check or irrevocable letter of credit in a form acceptable to the Lexington County with an A rated Surety Company. The Surety shall be issued in the amount of 100% of the total contract covering the entire term of the contract as awarded.

Option 1: Performance Bond: Bond must be issued by a Surety Company licensed to do business in South Carolina, with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" which shall show a financial strength rating of at least five (5) times the contract price. Each bond shall be accompanied by a Power of Attorney, authorizing the attorney-in-fact to bind the surety and certified to include the date of the bond.

Option 2: Certified Check: Equal to 100% of the contract amount to be retained by Lexington County until satisfactory completion of the contract.

Failure to submit a proper and correct BID guarantee will result in the rejection of your bid.

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ATTACHMENT A: CAMPUS SCHEMATIC

