

ISABELLA COUNTY REQUEST FOR PROPOSALS



Isabella County Sheriff's Department 2011 Roofing Project

ISSUED BY ISABELLA COUNTY BOARD OF COMMISSIONERS

ISSUE DATE: July 28, 2011



ISABELLA COUNTY REQUEST FOR PROPOSALS 2011 Roofing Project

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ISABELLA COUNTY REQUEST FOR PROPOSALS Sheriff Department roof replacement

Isabella County is accepting proposals from experienced and knowledgeable firms to provide a replacement roof at the Isabella County Sheriff's Department, located at 207 N. Court Street, Mt. Pleasant Michigan.

I. INTRODUCTION

1.1 Purpose

Isabella County seeks bids from qualified firms, on a competitive basis, for labor and materials to provide a replacement roof at the Isabella County Sheriff's Department and Corrections Facility.

1.2 Background

Isabella County Corrections Facility consists of an original jail built in 1960 with three major renovations/additions, with the latest addition built in 1999.

1.3 Minimum Qualifications

Proposals will be accepted from agencies who:

1. Are licensed to do business in the State of Michigan.
2. Are able to provide qualified staff for preparation and finish work.
3. Possess demonstrable experience consistent with the services requested in this RFP.

Agencies that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1.4 Funding

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the Board of Commissioners.

II. GENERAL INFORMATION FOR CONSULTANTS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the County upon receipt of this RFP shall be with the Project Administrator, as follows:

Thomas M. Recker
Isabella County Jail Administrator
207 N. Court Street
Mount Pleasant, MI 48858

Telephone: (989) 772-5911
Facsimile: (989) 779-9412
E-mail: trecker@isabellacounty.org

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the County. ***Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder. This provision will be strictly enforced.***

2.2 Estimated Schedule of Procurement Activities

Issue request for proposals	August 5 2011
Last date for questions regarding the RFP	August 19, 2011
Response to questions issued	August 26, 2011
Proposals due	September 16, 2011
County staff review of proposals	September 23, 2011
Criminal Justice Committee evaluates proposals	September 27, 2011
Board of Commissioners approves contract	October 4, 2011
Begin contract work	October 5, 2011

2.3 Submission of Proposals

Responding agencies are required to submit two (2) copies of their proposal. One copy must have original signatures and the other copies can have photocopied signatures. The proposal, whether mailed or hand delivered, must arrive at the Isabella County Sheriff's Department no later than 12:00 noon, local time, on Friday, August 26, 2011.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked "Sheriff Department Roof Replacement" and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure proper receipt of their proposals by the Project Administrator. Consultants assume the risk for the method of delivery chosen. The County assumes no responsibility for delays caused

by any delivery service. Proposals may *not* be transmitted using electronic media such as facsimile transmission or e-mail.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of Isabella County and will not be returned.

2.4 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of Isabella County. All proposals received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

2.5 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the County. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The County reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.6 Acceptance Period

Proposals must provide 90 days for acceptance by County from the due date for receipt of proposals or as outlined in the estimate schedule on page 2.

2.7 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The County also reserves the right, at its sole discretion, to waive minor administrative irregularities and to accept any proposal which best meets the needs of the County.

2.8 Most Favorable Terms

The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the service provider can propose. There will be no best and final offer procedure. The County does reserve the right to contact a service provider for clarification of its proposal.

The proposal of the successful bidder, as mutually modified, amended or supplemented shall become a contractual obligation. Failure of the successful bidder to accept these obligations may result in cancellation of any award.

2.9 Costs of Proposal

The County will not be liable for any costs incurred by the Consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 No Obligation Contract

This RFP does not obligate the Isabella County Board of Commissioners to contract for services specified herein.

2.11 Rejection of Proposals

The County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

2.12 Failure to Comply

Service providers are specifically notified by way of this RFP that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.13 Commitment of Funds

The Board of Commissioners or its delegate are the only individuals who may legally commit the County to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.14 Signatures

The Letter of Submittal and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

III. STATEMENT OF WORK

3.1 Overview

Each firm is encouraged to conduct a site visit to achieve a full understanding of the County's physical operating conditions prior to preparation and submittal of a proposal. Proposals must provide sufficient information to allow a determination that project requirements can be met. The successful bidder must describe how its plan and tasks will be implemented, the resources, materials and equipment that will be utilized and how the necessary project management interactions will be carried out.

A pre-bid meeting will be held at the Isabella County Sheriff's Department on August 25th, 2011 at 10:00am.

Statement of work:

Furnish labor, material and equipment for the application of a replacement roof.

- a. Remove old roofing material, stones and insulation.
- b. Prepare all surfaces for new insulation and finish roofing product.
- c. Perform repairs and replacement materials as necessary.
- d. Install insulation, bonding agents.

Minimum specifications.

- a. Membrane thickness of 60 mil. (Black)
- b. Fleece back system.
- c. Fully adhered membrane.
- d. 4 inches of polyisocyanurate insulation.
- e. 20 year manufactures warranty.

Other considerations:

- a. Insulation and edge metal may be reused upon agreement between the contractor and the customer.
- b. Facility must be fit for human habitation during the duration of the project.

Payment for Services Rendered:

Payment for 50% of the project shall be invoiced upon the completion of 50% of the project. A final invoice will be accepted at the completion of the project.

IV. PROPOSAL CONTENT

Proposals must be submitted on eight and one-half by eleven (8½ x 11) inch paper and separated into four major sections. The four major sections shall include:

1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A of this RFP).
2. Statement of Work.
3. Management Proposal.
4. Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Consultant in preparing a thorough response.

4.1 Letter of Submittal

The Letter of Submittal, the attached Certifications and Assurances form (Exhibit A to this RFP), and all RFP amendments must be signed and dated by a person authorized to

legally bind the Consultant to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Consultant and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, and Treasurer).
3. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as the entity now substantially exists.
4. Federal Employer Tax Identification number or Social Security number.
5. Location of the facility from which the Consultant would operate.
6. Identify any Isabella County employees or former County employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the Consultant's organization. If following a review of this information, it is determined by the County that a conflict of interest exists, the Consultant may be disqualified from further consideration for the award of a contract.

4.2 Statement of Work

The Statement of Work must contain a comprehensive description of services including the following elements:

1. Project Approach/Methodology – Include a complete description of the proposed approach and methodology to perform the services in the Statement of Work (Section III) of this RFP. This section should convey the understanding of the proposed project.
2. Work Plan – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project defined in this RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the service provider's knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of County staff. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.

3. Project Schedule – Include a project schedule indicating when the elements of the work will be completed and when deliverables will be provided including an estimated days of completion of the project.

4.3 Management Proposal

1. Project Team Structure/Internal Controls - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.
2. Staff Qualifications/Experience - Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the County.
3. References - List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three public agency references for which similar work has been accomplished and briefly describe the type of service provided. Respondents must grant permission to the County to contact the references. Do not include current Isabella County staff as references. References will be contacted for the top-scoring proposal(s) only.

4.4 Related Information

1. If the Consultant or any subcontractor contracted with Isabella County during the past 24 months, provide a project description and/or other information available to identify the contract.
2. If the Consultant's staff or subcontractor's staff was an employee of Isabella County during the past 24 months, or is currently an Isabella County employee, identify the individual by name, the department previously or currently employed by, job title or position held and separation date.
3. If the Consultant has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Consultant's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

4. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Consultant's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Consultant in the past five years, so indicate.

4.5 Cost Proposal

The evaluation process is designed to award this procurement not necessarily to the service provider of least cost, but rather to the service provider whose proposal best meets the requirements of this RFP. However, service providers are encouraged to submit proposals which are consistent with ongoing efforts to conserve County resources.

Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. The Consultant is to submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Costs for subcontractors are to be broken out separately. A summary page that includes the total sum of all costs associated with the proposal(s) must accompany any cost proposal.

V. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the Project Administrator, which will determine the ranking of the proposals.

EXHIBIT A
CERTIFICATIONS AND ASSURANCES

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION

Firm Name: _____

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.
2. The attached proposal or bid is a firm offer for a period of 60 days following receipt, and it may be accepted by the Isabella County without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of Isabella County whose duties relate (or did relate) to this proposal, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understand that Isabella County will not reimburse me/us for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of Isabella County, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.
6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the Project Administrator may result in my/our disqualification.
9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.

Signature

Date

Title

EXHIBIT B
CHECKLIST FOR RESPONSIVENESS

- _____ Proposal was submitted on or before 12:00 noon on August 26, 2011.
- _____ Required number of proposal copies (2) were submitted.
- _____ Proposal was formatted into four major sections: letter of submittal, technical proposal, management proposal and cost proposal.
- _____ Proposer meets minimum qualifications:
 1. Are licensed or will obtain a license to do business in the State of Michigan.
 2. Will comply with the Certificate of Assurances set forth in Exhibit A.
 3. Submit proposals as specified in this RFP.
- _____ Statement of Work is essentially responsive to core requirements of the RFP.
- _____ Management Proposal is essentially responsive to core requirements of the RFP.
- _____ Letter of Submittal and Certifications and Assurances were signed by an individual authorized to bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the sole proprietor if a sole proprietorship.
- _____ A summary page that includes the total sum of all costs associated with the proposal(s) accompanies all cost proposals.
- _____ Three public agency business references were provided.

NOTE: “Yes” answers must be given to each element above for the proposal to be considered responsive.

