

## REQUEST FOR QUALIFICATIONS

RFQ\_2023\_XXX

### CONTINUING ROOFING CONTRACTING SERVICES

**RQ-01 PURPOSE:** Levy County ("County") issues this Request for Qualifications ("RFQ") in accordance with Public Property and Publicly Owned Buildings set forth in Section 255.20, Florida Statutes to solicit Statements of Qualifications ("Response") from individuals or legal entities authorized to do business in the State of Florida who are experienced and qualified to provide the scope of services described in RQ-03 below (the "Project"). This RFQ outlines the process, requirements and criteria for submittal of responses, evaluation and ranking qualified respondents, negotiation of award of a contract. A response submitted must satisfy all requirements and criteria set forth herein to be deemed complete and eligible for evaluation and ranking. At the end of this RFQ process, the County anticipates negotiating contracts in the form attached to this RFQ (the "Contract") with three (3) or more respondents determined to be in the best interest of the County (the "Contractor.")

**RQ-02 RESERVED RIGHTS:** The County reserves all rights, including but not limited to, the right to accept or reject any or all responses to this RFQ; to re-advertise, postpone or cancel this RFQ process; to modify the RFQ timeline/schedule; to expand the scope of services; to waive irregularities and technicalities; to request resubmission. Any sole response received may be accepted or rejected by the County, in its sole discretion, depending on the availability or competition and the timely need of the County. The County reserves the right to investigate any respondent to determine their ability to perform the work or services requested. Any respondent, upon request, shall provide further information requested by the County in order to determine the respondent's abilities. The County's decisions concerning such matters shall be final.

**RQ-03 PROJECT DESCRIPTION/SCOPE OF SERVICES:** The County is seeking qualified roofing firm(s) to provide labor, equipment, and materials for preventative maintenance, roof repairs and major roof replacements up to \$300,000 per Florida Statue 255.20, at County owned facilities on an as-needed basis. Work may include projects which the County may seek reimbursement from Federal Emergency Management Agency ("FEMA.")

The County anticipates the following Scope of Services, but reserves the right to modify, add or delete any services:

The County would like to obtain the services from multiple Contractors with the capability to provide roofing services.

- A. Purchase Orders issued under Contracts awarded pursuant to the RFQ are limited to project in which the estimated construction cost for each individual project does not exceed \$300,000 pursuant to Section 255.20, Florida Statutes as the same may be amended. Work that exceeds these monetary caps will be solicited through a Request for Proposal (RFP) or Request for Qualifications (RFQ) or other solicitation processes pursuant to the provisions of Section 255.20, Florida Statutes. The County reserves the right to issue a separate solicitation for any professional service it requires at its discretion, whether or not a Purchase Order could be awarded for such services pursuant to this RFQ. The award of a Contract as a result of this RFQ

does not guarantee that any quantity or dollar amount of Purchase Order will be given to Contractor or guarantee that any particular Purchase Order will be given to a Consultant.

- B. The County and each Contractor will enter into a contract for the services contemplated. Purchase Orders will be issued to Contractors on an as-needed basis. The County will issue a Purchase Order to the Contractor on a rotating basis. Other factors that will be considered when issuing a Purchase Order include but are not limited to:
1. Past Performance;
  2. Availability;
  3. The volume of work previously awarded to each Contractor by the County with the object of effecting an equitable distribution of Purchase Orders among the Contractors.

If, in the opinion of the County, two or more Contractors are equally qualified for a Purchase Order, the County will consider the volume of work previously issued to each Contractor under this RFQ to effect an equitable distribution of work.

- C. Once contracts have been awarded, proposals (on an as-needed basis) will be requested for the following types of work: preventative maintenance, roof repairs of various types, major tear off and replacement. This work may consist of wood, insulation, and metal replacement and/or repair. All repair work and materials shall be in accordance with Standard Building Code, manufacturer's specifications and accepted roofing practices and shall include applicable warranty. All repair work shall be permanent.
1. Upon notification the contractor must visit the job site with a designated representative of Levy County. At this time, the Contractor will be informed of the project specifications. It then will be the Contractor's responsibility to develop a scope of work, including estimated square footage, in writing, of how the project will be completed and a cost for labor and equipment, using the hourly rates that were awarded. Also, all materials that will be required must be listed with the actual prices paid plus a percentage mark-up not to exceed 10%. Estimates shall be provided to Levy County within three (3) business days, or as otherwise directed.
  2. Emergency Work Requests: The Contractor shall respond within two (2) hours for all emergency work requests.
  3. Asbestos Statement: All materials supplied to Levy County must be 100% asbestos-free. Proposers, by virtue of bidding, certifies by signing the bid that if awarded any portion of this bid, will supply only materials or equipment that is 100% asbestos free. No proposal will be accepted until this agreed upon by the proposer.
  4. Material Safety Data Sheets: Pursuant to Section 442.101, Florida Statutes, suppliers will act in full compliance and provide, with every shipment, a Material Safety Data Sheet from the manufacturer of any product or compound substance, composed of or containing 1% or more of any toxic ingredient as compiled in the Florida Toxic Substance List. Failure to comply with this requirement is a violation of Florida Statutes and could result in Levy County refusing delivery of the product(s).
  5. Liquidated Damages: If the Contractor, neglects, fails, or refuses to complete the work within the time specified in the Notice to Proceed, as properly extended by Levy County, then the Contractor does hereby agree, as part consideration for awarding of the contract to pay Levy County the sum of \$500.00 for each and every calendar day that

- the Contractor shall delay after the time stipulated in each and every purchase order for completing the work, not as a penalty, but as liquidated damages for breach of Contract.
6. Completion of Work: After the work called for on a Purchase Order has been completed, the Contractor shall be required to submit to Levy County a completion form which supports the following:
    - i. Actual hours used to perform the work (by category of personnel);
    - ii. Date and time the work was initiated and completed;
    - iii. Request for final inspection and Contractor's certification that the work has been completed;
    - iv. A detailed breakdown of the materials used to complete the work;
    - v. The Contractor must submit the invoice for payment within ten (10) days of completion of work to the County Coordinator.
  7. Qualifications of Employees:
    - i. All employees assigned by the Contractor to the performance of work under this contract shall be physically able to do their assigned work. It shall be the Contractor's responsibility to ensure that all employees meet the physical standards to perform the work assigned and have sufficient training and experience to perform the work required in the specific trade.
    - ii. The personnel employed by the Contractor shall be capable employees, age 18 years or above the qualified in this type of work.
    - iii. It is the Contractor's responsibility to ensure that all employees are legally allowed to work in the United States in accordance with immigration policies.
    - iv. Employees shall be required to dress neatly, without vulgar or otherwise offensive apparel, commensurate with the location and types of tasks being performed.
    - v. The Contractor shall see that every employee on the Contractor's work force is provided an identification badge. The badge or name on the uniform shall be worn at all times when in County Buildings/Facilities or on County premises.
    - vi. Levy County staff assigned to each individual project will determine how the Contractor receives access to the building/facility.

**ROOFING SPECIFICATIONS:** The following are "sample" guidelines for roof repairs and types of repair techniques:

**A. Granule Surfaced Modified Roofs:**

1. Identify area to repair;
2. Utilize torch to embed granules of existing membrane wide enough to accommodate a full sheet minus the selvage edge;
3. Torch on an inter-ply sheet a minimum of six (6) inches wider than the hole;
4. Torch on new granule surfaced cap-sheet minus the selvage edge; and
5. Make sure the membrane is fully adhered.

**B. Smooth Surfaced Modified Roofs:**

1. Identify area to repair;
2. Utilize torch to remove any surfacing or debris currently on existing roof;
3. Torch or repair sheet (full sheet);

4. Verify adhesion to existing membrane; and
5. Apply non-asbestos containing roof coating to protect newly applied membrane.

**C. Single Ply Roofs:**

1. Identify area to repair;
2. Clean and prepare existing roof materials so the existing roof membrane will get an adequate bond to repair to bond;
3. Utilize the technique required from the manufacturer to get the repair to bond;
4. The repair membrane must be a minimum 1-foot wider on all sides than the hole being covered;
5. Cut all corners round; and
6. Verify adhesion of the new sheet to existing with a probing tool.

**D. Gravel Surface Multi-Ply Built-Up Roofs:**

1. Identify areas to repair;
2. Spud back existing roof a minimum of 18 inches in all directions;
3. Embed the first layer of the new sheet in asbestos-free roofing cement;
4. Utilize hot asphalt to adhere remaining repair felts, in shingle fashion, to accomplish and adequate tie-in; and
5. Apply a floor coat of hot asphalt and the aggregate over the newly repaired area.

**E. Metal Roofs:**

1. Identify areas to repair;
2. Remove all fatigued sealant, clean and replace as necessary; and
3. All repairs to panels, curbs and penetrations must be completed utilizing manufacture's specifications.

**F. Additional Roof Repair Requirements:**

1. Removal all debris from all roof sections;
2. Replace any surfacing where membranes are exposed;
3. Fill all pitch pans to point of overflow (pourable sealer only). Pans must be crowned to shed water (pourable sealer only);
4. Report any other issues that may require immediate attention;
5. Correct any warranty repairs, arrange payment from manufacturer and provide complete documentation to the County;
6. Utilize materials to match existing membrane; and
7. Protect current warranties.

**G. Carpentry:**

1. Demo, remove/replace all deteriorated wood found at repair site only. Notify County of additional possible wood replacement.

**H. Electrical:**

1. Contractor will provide all power required to complete project tasks.

**I. Plumbing:**

1. Contractor or approved subcontractor will provide all materials required to complete repair. Replaced material will be installed per Standard Building Code.

**J. Painting:**

1. Contractor will touch up all material impacted by the roof repair only.

- K. Annual Preventative Maintenance:** Contractor shall provide a lump sum cost for annual preventative maintenance on County Facilities as delegated by the Facilities representative.

Annual Preventative Maintenance shall be completed annually in February every calendar year. Contractor shall be responsible for coordinating with the County prior to accessing any facilities roof. All information gathered by the Contractor shall be documented in an Annual Roof Evaluation Report and submitted to the County along with corresponding invoice for services to the County Coordinator. Invoices will not be paid unless the Annual Roof Evaluation Report is attached.

The Annual Roof Evaluation Report shall identify roof issues, repairs necessary and cost for such repairs. If replacement is recommended by the Contractor, said cost shall also be included. Evaluation report shall be used to build following years Capital Budget Requests. The contractor will be notified if the County wishes to proceed with repairs and/or replacement.

Annual Preventative Maintenance shall include, at a minimum, the following services:

1. Check the general condition of the roof membrane (debris, nails, leaves, dirt, sediment, and other materials).
2. Pick up and dispose of rooftop debris – nails, fasteners, bottles, etc.
3. Check and clean or unclog roof drains and gutters.
4. Ensure drains are working properly.
5. Notate tree limbs that overhang the roof.
6. Check for leaks, staining, missing mortar, and signs of leaks or deterioration.
7. Inspect all elements protruding from the roof membrane (vents, fans, chimneys, etc.).
8. Check waterproofing of all metal flashing, if applicable.
9. Depending upon roof type: Check for sufficient quantity of granules of the entire surface of the membrane; check for broken tiles, rust or corrosion spots, joints and seams broken, blisters, and ponding water, screw and washer seals.
10. Notify County if rooftop equipment does NOT appear to be in good repair; and not any deficiencies or damage in Report submitted to the County.