



1100 Confroy Drive  
Suite 1  
South Boston, VA 24592

**BRIGHTER  
BOLDER  
BUSINESS**

## **HALIFAX, VIRGINIA INDUSTRIAL DEVELOPMENT AUTHORITY REQUEST FOR PROPOSAL: ROOF REPAIR / REPLACEMENT**

### **I. INTRODUCTION AND DUE DATE OF PROPOSAL**

The Halifax, Virginia Industrial Development Authority (Halifax IDA) is requesting sealed proposals for roof repair or replacement at one of our properties.

Two originals of the proposal must be submitted in a sealed envelope marked “**Request for Proposal: Roof Repair / Replacement.**” The package must be received by the Halifax, Virginia Industrial Development Authority **NO LATER THAN 2:00 p.m. (local time) on Thursday July 6, 2017 at the following address:**

**Mrs. Kristy Johnson, Deputy Director  
Halifax IDA  
1100 Confroy Drive, Suite 1  
South Boston, Virginia 24592**

Proposals received after the above mentioned date and time will be returned unopened and the proposal will be rejected. No fax or email proposals will be accepted.

**A Mandatory Pre-Bid meeting will be held on Thursday June 22, 2017 at 1:00 p.m. in the IDA Board Room at the following address;**

**SVTP Building 1  
1100 Confroy Drive, Suite 1  
South Boston, VA 24592**

Any award of contract shall be made in accordance with the VPPA and Halifax IDA Policy. The IDA reserves the right to waive irregularities and informalities in bids, to reject any or all bids, and to award a contract in the best interests of the IDA.

Any questions regarding this proposal must be in writing (e-mail) and directed to:

**Sean Madigan, Maintenance Manager  
Halifax IDA  
(434) 572-1734 Ext. 106  
E-mail: [smadigan@halifaxvirginia.com](mailto:smadigan@halifaxvirginia.com)**



## II. BACKGROUND

The Halifax IDA is a separately chartered political subdivision of the Commonwealth of Virginia. (Note: Halifax IDA is Tax Exempt)

Halifax IDA owns and manages assets worth in excess of \$44 M, and operates with an annual operating budget of approximately \$2.4M.

The Mission of Halifax IDA is to improve Halifax Count, Virginia through increased employment and economic growth.

In order to best meet this mission, property must be maintained and kept presentable at all times as to show well to current industry and prospective industries. Therefore, the IDA seeks to procure roof repair services from a responsible "Contractor" as follows:

### III. IDA Property to be repaired is located at 1100 Confroy Dr. South Boston VA. 24592. This location is a 67,000 Sq. Ft., Multi-Tenant, 2 and 3 story building consisting of office, call center, and lab space.

## IV. ROOF HIGHLIGHTS

The roof is approximately 31,000 square feet, and is a 45mil white TPO fully adhered membrane over 2" foam board insulation and ¾" gypsum board over metal decking, which was installed in 2005, at the time that the building was built. Slope is generally ½" / foot, with roof drains and scuppers for water removal. There have been multiple small repairs made to portions of the roof since 2005. At this time there are multiple small areas which are developing leaks, and the membrane is deteriorating at a rate which makes small repairs impractical.

Top floor tenants, directly under the roof, are a combination of call center and office environments which operate Monday through Friday from 8AM to 5PM and Saturday from 8AM to 12PM.

## V. REPAIR / REPLACEMENT REQUIREMENTS

A. The Proposal offered shall meet the following Requirements:

1. Roof work must be done in a manner to minimize disturbances to the tenants of the building.
2. At no time should the any part of the building be left open to the elements while unattended.
3. If any portion of the roof is not in place at a time where rain begins to fall, it must immediately be made weather tight to avoid damage to interior system and components.



4. There should be no planned roof removal if there is a predicted 30% or higher chance of rain, or other adverse conditions (i.e. excessive humidity), or any other conditions outside of the material manufactures specifications. Predictions shall be based on The Weather Channel, or another agreed upon forecasting system.
5. Proposals based on membrane replacement or membrane coating shall both be considered by the IDA.
6. If a proposal is submitted to apply a coating to the existing membrane, any manufacturer required prep work and cleaning of the membrane shall be included in the proposal, and shall be completed by the Contractor, as part of the overall project.
7. Repairs shall not be limited to the membrane, but shall encompass the whole roof system, including, but not limited to membrane, coping, flashing, roof drains (at point where exposed on the roof), scuppers, pitch pockets, skylights, etc.
8. If any portion of the roof is deemed to be in a condition that does not indicate a repair is needed, this should be documented in the proposal, and will be considered by the IDA in the overall scope.
9. The minimum accepted warranty will be 12 years on both labor and materials.
10. The warranty will be administered by the contractor making the proposal; it shall not be required that the IDA deal with any third party for any warranty claims or leak repairs.
11. All required materials, labor, tools, equipment, and safety apparatus for the complete repair / replacement shall be provided by the Contractor and accounted for in the proposal.
12. Proposal should include removing and legally disposing of all work-related debris from the site, as well as clean-up of any areas affected by the work. Provisions shall be coordinated with the IDA for Contractor provided trash containers.

## **VI. PROPOSAL CONTENT**

Those who make proposals shall include the following items:

- A.** Name and contact information for the Company responding to this RFP.
- B.** Name and contact information for the individual with whom the IDA will directly deal throughout the project, if the Bidder is successful.
- C.** 5% Bid Bond and letter from Surety that Company will provide 100% Payment and Performance Bond if awarded the work.
- D.** All Bids must include a list of the bidder's commercial references for similar services with contact information, background history and experience.
- E.** Copy of Business License.
- F.** Proof of Insurance.
- G.** Proof of Contractors License.
- H.** Full description, with manufacturer documentation, of product to be applied / installed.



- I. Estimated time to complete once started.
- J. Estimated time to begin from award of contract.
- K. Outline of the project as proposed by the bidder, with a general order of operations/ construction sequence.
- L. Full written copy of warranty including labor and material, as well as process required to obtain repairs.
- M. Easily understood list of actions required to be completed by the IDA to comply with the warranty, and to ensure that it will remain in effect for at least 12 years

## **VII. EVALUATION OF THE PROPOSAL**

A. The Halifax IDA reserves the right to make the final determination of Responsive offers and to waive informalities and/ or irregularities and to accept or reject any or all offers. The Halifax IDA reserves the right to select an offer that is in the best interest of the Halifax IDA. Particular attention will be paid to the following during the evaluation process:

- 1. Completeness of the Proposal
- 2. References
- 3. Capabilities
- 4. Price
- 5. Warranty Details
- 6. Additional Options or Services

## **VIII. TERMS AND CONDITIONS**

These Terms and Conditions shall be incorporated by reference into the Contract for roof repair or replacement contract awarded by the IDA.

A. **ANTI-DISCRIMINATION:** By entering into the contract, Contractor agrees that it will conform to the provisions, where applicable, of § 2.2-4311 of the VPPA and all other applicable federal, state and local anti-discrimination laws, rules and regulations. Without limiting the foregoing, during the performance of this Contract, the Contractor agrees as follows:

- 1. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state or federal law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor



agrees to post in conspicuous places, available to employees, notices setting forth the provisions of this nondiscrimination clause.

2. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- B. **DRUG-FREE WORKPLACE:** During the performance of this Contract, the Contractor agrees to (i) comply with the drug-free workplace provisions of § 2.2-4312 of the VPPA; (ii) provide a drug-free workplace for the Contractor's employees; (iii) post in conspicuous places, available to employees, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; and (iv) state in all advertisements or solicitations for employees that the Contractor maintains a drug-free workplace.
- C. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting a bid, the Contractor certifies that it does not and will not during the performance of this Contract employ any unauthorized or illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- D. **APPLICABLE LAWS AND COURTS:** The Contractor shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in a court of appropriate jurisdiction in Halifax County, Virginia. The Contractor shall comply with all applicable federal, state and local laws, codes, rules and regulations.
- E. **ETHICS IN PUBLIC CONTRACTING:** By entering into this Contract, Contractor certifies that its bid was made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, or subcontractor in connection with their proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged. Furthermore, the provisions, requirements, and prohibitions contained in §§ 2.2-4367 through 2.2-4377 of the VPPA, pertaining to bidders, offerors, contracts, and subcontractors, are applicable to the Contract, as



- are the provisions, requirements, and prohibitions contained in §§ 2.2-3100 through 2.2-3131 of the VPPA.
- F. **DEBARMENT STATUS:** By entering into this Agreement, Contractor certifies that it is not currently debarred by the Commonwealth of Virginia, Halifax County, Virginia, or any other locality from submitting bids or proposals on Contracts for the type of deliverables and/or services covered by the Contract, nor are they an agent of any person or entity that is currently so debarred.
- G. **LICENSES; TAXES:** Contractor shall procure at its own expense, all necessary licenses and/or permits and shall conform to all laws, regulations and ordinances applicable to the performance of the Contract, and will pay all applicable federal and state taxes.
- H. **SUBCONTRACTS:** The Contractor shall not subcontract more than 30% of any part of the services required by the Contract.
- I. **DEFAULT:** In case of failure to deliver goods or services in accordance with the Contract terms and conditions, the IDA, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the IDA may have under the Contract, at law, or in equity.
- J. **CONTRACTUAL CLAIMS:** The procedure for reviewing and resolving contractual claims and resolving contractual disputes shall be the procedure set forth in § 2.2-4363.C of the VPPA.
- K. **ASSIGNMENT OF CONTRACT:** The Agreement shall not be assignable by the Contractor in whole or in part without the written consent of the IDA.
- L. **AVAILABILITY OF FUNDS:** It is understood and agreed by the Contractor that the IDA shall be bound only to the extent of the funds available or which may hereafter become available for the purposes of the Contract.
- M. **INDEPENDENT CONTRACTOR:** The Contractor shall not be an employee of the IDA but shall be an independent contractor. Nothing in the Contract shall be construed as authority for the Contractor to make commitments which shall bind the IDA or to otherwise act on behalf of the IDA, except as the Owner may expressly authorize in writing.
- N. **CHANGES TO THE CONTRACT:** No change shall be made to the Contract except by written amendment executed by the authorized agents of each party.



- O. **CANCELLATION OF CONTRACT:** The IDA reserves the right to cancel and terminate the Contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding items prior to the effective date of cancellation.
- P. **CONTRACTOR'S PERSONNEL:** (a) It shall be the Contractor's responsibility to see that its employees use any equipment, materials and supplies in a safe and orderly manner and in accordance with the manufacturer's instructions and guidelines and within all local, state and federal regulations. It shall be the Contractor's responsibility to ensure its employees know and obey all OSHA, VOSA, EPA and other regulatory requirements. Compliance with all regulatory requirements is the sole responsibility of the Contractor. The safety of the Contractor's employees is the sole responsibility of the Contractor. (b) IDA reserves the right to request the removal of any of the Contractor's employees from the work site at any time for reasonable cause. The Contractor shall have such employee leave the premises upon receipt of such request.
- Q. **HAZARDOUS MATERIALS:** Contractor shall not, during the term of the Contract, transport, dispose of, or release, on the IDA's property, any hazardous substance, material, or waste. Contractor shall comply with all federal, state, and local laws, rules, and regulations relating to the storage, transportation, use and disposal of hazardous materials, substance or waste.
- R. **FORCE MAJEURE:** Neither party shall be liable for any costs or damages resulting from its inability to perform any of its obligations under the contract due to an event outside the reasonable control and not the fault of the affected party (a "Force Majeure Event"). Examples of a Force Majeure Event include, but are not limited to, natural disasters, acts of God, terrorism, war, civil disorder, fire, flood, explosion, riot, labor disputes or strikes (labor disputes with the impacted party's own employees will not be considered a Force Majeure Event and will not suspend performance requirements under the contract), any act or order of any governmental authority, lockouts or work stoppages of any kind, theft, windstorm, water, vandalism, failure of power or utilities, or other similar causes, beyond the control of the parties which delays or prevents the performance of the agreement. It is understood that both parties shall exercise due care and prudence to avoid a Force Majeure Event. A Force Majeure Event shall not constitute a breach of contract. If either party is prevented, wholly or in part, from performing its obligations under this contract as a result of a Force Majeure Event, then that party shall immediately give notice to the other party of the Force Majeure Event and take reasonable steps to mitigate the impact of Force Majeure Event on contract performance. Upon such notice, all obligations of the affected party under the contract which are reasonably related to the Force Majeure Event shall be suspended as long as the affected party takes



reasonable steps to mitigate the impact of Force Majeure Event on contract performance until the Force Majeure Event no longer exists.

- S. **INSURANCE:** The Contractor shall, at its sole expense, obtain and maintain during the life of the contract insurance policies of the type, in the amount, and subject to the terms required by IDA, including without limitation: (i) commercial general liability insurance with minimum limits of liability of \$1,000,000 combined single limit for any one occurrence; and (ii) workers' compensation and employer's liability insurance covering the Contractor's statutory obligation under the laws of the Commonwealth of Virginia. Any required insurance policies shall be effective prior to the beginning of any work under the Contract. All insurance shall be written on an occurrence basis. In addition, (i) the Contractor shall furnish the IDA a certificate or certificates of insurance showing the type, amount, effective dates, and date of expiration of the policies; (ii) the required certificate or certificates of insurance, excluding those for workers' compensation, shall name the IDA and its officers, trustees, directors, volunteers, employees, and agents as additional insureds; (iii) the required certificate or certificates of insurance shall require 30 days advance, written notice to the IDA before being cancelled; and (iv) any insurance company providing coverage under the contract shall be authorized to do business in the Commonwealth of Virginia.
- T. **INDEMNIFICATION:** The Contractor shall indemnify, defend, and hold harmless the IDA and its officers, supervisors, volunteers, employees, and agents against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, consultant's fees, and litigation costs, resulting from or arising out of Contractor's or its agent's negligent acts, errors or omissions, recklessness or intentionally wrongful conduct, in providing any services under the Contract or any and all breaches of the Contract. This indemnity provision covers and includes, without limitation, fines and penalties for violations of federal, state, or local laws or regulations; personal injury, wrongful death, or property damage claims of any type; breach of contract claims; indemnity claims; and other damages, losses and claims of any kind.
- U. **SCC REGISTRATION:** Pursuant to § 2.2-4311.2 of the VPPA, the Contractor shall (i) be authorized to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Virginia Code or otherwise required by law and (ii) not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under (i), to be revoked or cancelled at any time during the terms of the Contract.
- V. **MINORITY CONTRACTING:** It is the policy of the IDA to maximize participation by minority and women owned businesses, small businesses, and service disabled veteran businesses in contracting opportunities.





W. SOVEREIGN IMMUNITY; PUBLIC POLICY: Nothing contained in the Contract is intended to waive, or shall be construed as a waiver of, the sovereign immunity of the IDA.