



REQUEST FOR PROPOSAL

ORANGEBURG DEPARTMENT OF PUBLIC SAFETY

ROOF REPAIR

Orangeburg Department of Public Safety
1320 Middleton Street
Orangeburg, SC 29115

February 3, 2025

SCOPE OF WORK

The City of Orangeburg is seeking proposals from qualified contractors for the repair of the Orangeburg Department of Public Safety roof. The roof repair is located at 1320 Middleton Street, Orangeburg, SC 29115.

Proposals must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

It will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship.

The successful bidder must furnish all equipment, labor and supervision required to provide the roof repairs. The repair work includes, but is not limited to:

- Repair and/or replace damage to shingles, insulation, membrane, and roofing system.
- Repair and/or replace services for membrane and flashings, drip edge, and gravel stops.
- Repair and/or replace leaking roof drains, gutters, downspouts, plumbing vents and sealing around HVAC equipment curbs.
- Remove and properly dispose of project debris and ensure complete site restoration.

The contractor is responsible for securing all required permits, inspections, and ensuring proper disposal of waste and debris. The contractor must notify the City of Orangeburg of any requirements for on-site space requirements and/or equipment parking. The contractor must consult with the City of Orangeburg on timelines for project start and end dates and access inside the building.

A non-mandatory site visit will be held at 1320 Middleton Street, Orangeburg, SC on February 10, 2025, at 10:00 am for all interested bidders. Any associated site visit costs will be absorbed by the contractor.

MAINTENANCE OF PROJECT SITE

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the City of Orangeburg. The contractor's operations shall not interfere with city operations and/or emergency vehicles. The contractor shall protect all abutting property from injury or loss and shall defend and save the City harmless from all such damages, injuries and loss occurring because of his/her work. The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the City. The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever, not directly due to the acts or neglect of the City of Orangeburg, including fire, vandalism and malicious mischief.

CONTRACTOR REQUIREMENTS

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

The contractor shall be responsible for operating the site in a manner to minimize the risks associated with its being a nuisance during times when construction activities have been suspended and the site is not occupied by the contractor or its employees or subcontractors.

Contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the City of Orangeburg.

Due to Orangeburg Department of Public Safety business activities, the contractor shall not commence work on Mondays until 11 am.

INSURANCE

The successful bidder shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period.

The following minimum insurance coverage is required.

The City of Orangeburg is to be added as an “additional insured”. This language **must** be written in the description section of the insurance certificate and a copy of the certificate should be supplied to the City of Orangeburg.

Any costs for adding the City of Orangeburg as “additional insured” will be at the contractor’s expense.

Commercial General Liability Insurance covering premises-operations, products-completed operations, contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

PROPOSAL SUBMISSION

Interested parties must submit a ‘Proposal Intent Response Form’ by the deadline of February 17, 2025, at 5 pm to contacts listed on page 4.

Proposals should include:

- Company profile and statement describing the proposer’s qualifications and experience.
- A detailed description of work to be performed.
- A detailed description of warranty coverage.
- A detailed breakdown of cost, including labor, materials, and any additional expenses.
- Three (3) references from previous clients.

All Proposals should be submitted no later than 5 pm on Friday, February 28, 2025, to both:

Colonel Edward Conner
Orangeburg Department of Public Safety
1320 Middleton Street
Orangeburg, SC 29115
803-533-5906
Edward.conner@orangeburgdps.org

Tonya Lott, Grants Administrator
City of Orangeburg
979 Middleton Street
Orangeburg, SC 29115
803-533-5923
Tonya.lott@orangeburg.sc.us

Questions regarding this proposal must be submitted to edward.conner@orangeburgdps.org no later than Thursday, February 13, 2024.

SELECTION PROCESS

A selection committee will evaluate all responsive information submitted. The following criteria will be used to evaluate each firm:

- Experience, qualifications, and ability to performed requested services
- Cost proposal
- References

The City of Orangeburg reserves the right to:

- Reject any or all proposals.
- Award a partial proposal.
- Waive any informalities or irregularities in the proposal submission process.
- Negotiate further with any proposing parties.
- Withdraw the request for proposal if deemed in the best interest of the City.
- Terminate any services at the City's discretion within the terms of the contract.

RFP Timeline:

1. RFP Issue Date: February 3, 2025
2. Non-mandatory site visit (1320 Middleton Street): February 10, 2025
3. Last day for questions: February 13, 2025
4. Intent to Propose Due Date: February 17, 2025
5. RFP Due Date: February 28, 2025
6. RFP Review: March 3 - March 7, 2025
7. Award Announcement: Week of March 10, 2025



(ADDENDUM A)

PROPOSAL INTENT RESPONSE FORM

RFP Title: _____

Please review the Request for Proposal (RFP). Furnish the information requested below and return this page to the City of Orangeburg Contacts listed on page 4 under 'Proposal Submissions' by **5:00 pm on February 17, 2025.**

Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

Choose one of the following Options:

_____ Do intend to submit a proposal

_____ Do Not intend to submit a proposal

If you are not responding to this RFP, please provide your reason(s):

Please provide the following contact information:

Name (First, Middle Initial, Last): _____

Title: _____

Organization: _____

E-mail: _____

Phone: _____