

Request for Bids

Metal Roofing System Retrofit For the Vicksburg Warren County Public Library

RFB # 1708

Project Owner
Warren County Board of Supervisors
913 Jackson Street
Vicksburg, MS 39183
601 634 8073

Architectural Consultant
Brumfield, Ward & Associates Architects PA
1050 Northpark Drive, Ste C
Ridgeland, MS 39157
601 982 0341

Published/Release Date:	January 23, 2018
Pre-Bid Conference:	February 9, 2018 @ 2:00 p.m. CST
Pre-Bid Conference Location:	Vicksburg Warren County Public Library 700 Veto Street, Vicksburg MS 39180
Question Submission Deadline:	February 21, 2018 @ 5:00 pm CST
Bids Due:	February 27, 2018 @ 2:00 pm CST
Estimated Award Date:	March 5, 2018
Estimated Contract Execution Date:	March 19, 2018
Estimated Notice to Proceed Date:	March 26, 2018

ADVERTISEMENT FOR BIDS - NOTICE TO CONTRACTORS

Notice is hereby given that the Warren County Board of Supervisors will receive sealed bids from qualified bidders for the following project:

Metal Roofing System Retrofit for the Vicksburg-Warren County Public Library, located at 700 Veto Street, Vicksburg MS 39180. Brumfield, Ward & Associates is the Architect for this project. The Project Number is 1708.

Sealed bids will be received at the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS 39183 until 2:00 p.m. local time on Tuesday, February 27, 2018 and shortly thereafter publicly opened, read aloud and recorded. Contractors have the option of submitting bids in a sealed envelope or through the County's electronic bid submission portal at www.bidnowsolutions.com. Registration and a valid email address are required for electronic bid submission. Further instructions are provided in the Contact Documents package.

Bidders must be qualified under Mississippi State law and possess a Certificate of Responsibility issued by the Mississippi State Board of Public Contractors. This project is expected to exceed \$50,000, therefore the Certificate of Responsibility Number shall be written on the outside of the sealed bid envelope. For electronic bids, the COR information may be submitted as an attachment with the electronic bid submittal. All bids shall be in compliance with and subject to the guidelines and requirements of Mississippi Code of 1972 as annotated and amended.

Mississippi has a reciprocal preference law. Mississippi Code 31-3-21 requires that a copy of any non-resident bidder's current state law pertaining to its treatment of non-resident contractors be submitted at the time the bid is submitted, or that bid shall not be considered further. Any preference an out of state bidder would have in his home state shall be applied in a reciprocal manner.

Each bidder must deposit with his bid a Bid Bond or Certified Check in an amount equal to five percent (5%) of the total bid payable to Warren County as bid security. Prior to the start of work, the successful bidder shall furnish a Proof of Insurance, along with Performance and Payment Bonds in the amount of 100% of the contract amount awarded. Attorneys-in-fact who sign Bid Bonds or Payment Bonds and Performance Bonds must file with each bond a certified and effective dated copy of their power of attorney.

A Pre-Bid Conference for this project will be held at the project site (Library) at 2:00 p.m. local time on February 9, 2018. Attendance is not mandatory but is highly recommended for those contractors desiring to submit a bid on the project.

Plans, specifications, and bid documents are on file and open to public inspection at Brumfield, Ward & Associates, 1050 Northpark Drive, Suite C, Ridgeland MS or the Warren County Purchasing Department, 913 Jackson Street, Vicksburg MS, along with various Contractor Plan Room Service Providers. Bid documents will contain instructions for bidding by both sealed envelope and electronic means. Bidders are cautioned to read all instructions carefully.

The complete set of documents is available to potential bidders at no charge via a DropBox link. Bidders may request documents by visiting the website www.bidnowsolutions.com/warrencounty/ and clicking on the *Library Roof Project* tab and completing the online registration form under the *Request Contract Documents* tab. A valid email address is required. The Architect will respond with instructions to access the DropBox link.

Printed copies or documents on CD are available by contacting the printing service, Micro Printing and Blueprint, Jackson, MS at (601) 355-9543 and arranging payment directly to them. Printed or CD copies are not required to be returned, and payment to the printer is non-refundable.

The Warren County Board of Supervisors reserves the right to determine responsible bidders, responsive bids, the lowest and best bid, reject any and all bids, award to the bidder believed most advantageous to Warren County, and to waive any informalities in the bids or bidding process.

Published pursuant to Board Order dated this the 22nd day of January, 2018

Warren County Board of Supervisors
By: Tonga L. Vinson, Purchasing Agent

Publish: January 23, 2018
January 30, 2018

Library Project – Bidder Courtesy Checklist and Instructions for Bid Submission

The following information applies to all bids. The documents listed below must be included in your bid, whether submitted by envelope or by electronic method. After you have obtained the Contract Documents, you can bid by:

- **BID SUBMISSION BY SEALED ENVELOPE:**

Prior to the deadline for receipt of bids, deliver your sealed envelope, marked as shown, to the Warren County Purchasing Department, 913 Jackson St, Vicksburg MS. Our staff will accept your envelope and time and date stamp it and give you a copy of the envelope as your receipt. Envelope must be clearly marked with the **Bidder's name and address on the outside** and the following in the lower left corner. You may cut out and paste/tape this box to your envelope in the lower left corner:

Bid for Library Roof Project, Bid #1708

Bid Opening - February 27, 2018 at 2:00 p.m.

Enclosed bid signed by: _____

Printed Name

Title

Certificate of Responsibility Number: _____

Inside the envelope

1. Copy of the Certificate of Responsibility (COR);
2. Cover sheet with the Bidder's Name, Address, Email, Phone, Fax, Contact Person, etc.;
3. Bid Surety/Bid Bond;
4. References for Similar Projects;
5. Proof of ability to obtain P & P Bonds and Insurance;
6. If a non-resident (out of state) bidder, copy of your home state's preference law;
7. Statement confirming attendance at the Pre-Bid Conference or other official site visit;
8. Statement confirming receipt of all addenda;
9. Completed bid form(s) without interlineations, with authorized signature and resume of the proposed Job-Site Superintendent. Forms provided in the Contract Documents;

- **BID SUBMISSION BY ELECTRONIC MEANS (Via Website):**

Prior to the deadline for receipt of bids, Bidders should gather all the documents shown below and scan/compile them into one PDF document. You will use a Browse feature to find it on your computer for upload. The electronic system will **generate a receipt after the upload is complete. Be sure the Copy of the COR is the first page.**

1. Copy of the Certificate of Responsibility (COR);
2. Cover sheet with the Bidder's Name, Address, Email, Phone, Fax, Contact Person, etc.;
3. Copy of Bid Surety; (Note - Under Electronic Bidding, **if your bid surety is a CHECK, it must be physically received at Warren County Purchasing Department before the bid opening.** Contact us to confirm receipt before submitting an electronic bid;
4. References for Similar Projects;
5. Proof of ability to obtain P & P Bonds and Insurance;
6. If a non-resident (out of state) bidder, copy of your home state's preference law;
7. Statement confirming attendance at the Pre-Bid Conference or other official site visit;
8. Statement confirming receipt of all addenda;
9. Completed bid form(s) without interlineations, with authorized signature and resume of the proposed Job-Site Superintendent. Forms provided in the Contract Documents;

Visit the website www.bidnowsolutions.com and perform the following steps:

- Under the tab REVERSE AUCTIONS AND ELECTRONIC BIDS, select **WARREN COUNTY**;
- Select **WARREN COUNTY LIBRARY ROOF PROJECT**;
- Select **REQUEST FOR CREDENTIALS** – you will receive the User ID and Password by email;
- Return to the site and LOG-IN with the User ID and Password you receive by email;
- Select **SUBMIT ELECTRONIC BID** and complete the required blanks;
- Check mark each form to confirm inclusion in the upload and the "I verify..." statement;
- Use the **BROWSE** button to search your computer for the PDF you previously created;
- Complete the date and signature fields, then select **SUBMIT BID**;

Please contact Tonga Vinson, Warren County Purchasing Agent via tonga@co.warren.ms.us with any questions!