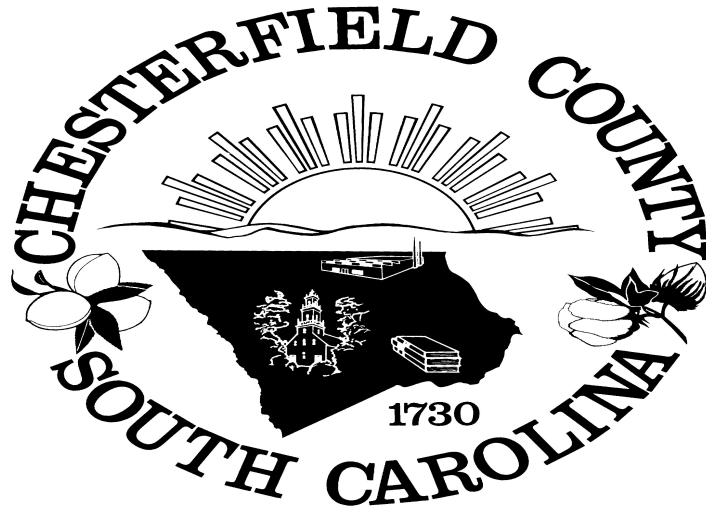




INVITATION FOR BID NO. 02 - 25/26

RE-ROOFING PROJECT FOR OLD MAGISTRATE BUILDING

**REQUIRED PRE-BID MEETING: Wednesday, September 10, 2025
10:00am**

BID DUE DATE: Wednesday, September 24, 2025 12:00 pm

BID OPENING: Wednesday, September 24, 2025 12:15 pm

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INVITATION FOR BIDS: RE-ROOFING PROJECT FOR EXISTING OLD MAGISTRATE BUILDING

BID NO. 02-25/26

The County of Chesterfield will accept sealed bids from licensed and qualified Contractors to re-roof the existing Chesterfield County Old Magistrate building located at 115 Green Street, Chesterfield, SC. The County would like bidders to provide a bid to install architectural shingles. The roof is approximately 2500 sq ft. We have attached a bid sheet for your convenience.

All interested Bidders are **REQUIRED** to attend a pre-bid meeting at Chesterfield County Old Magistrate building located at 115 Green Street, Chesterfield, SC 29709 on Wednesday, September 10, 2025 at 10:00 am. At that time, the Building Maintenance Director will review the specifications and requirements in detail with all Bidders.

Bids will be received at the Office of the County Administrator, 178 Mill Street, Chesterfield, South Carolina, 29709, until 12:00 noon local time, as indicated by personal timepiece of the County Administrator, on, Wednesday, September 24, 2025.

The sealed bids will then be publicly opened and read in the Chesterfield County Administration Building, County Council Meeting Room at 12:15 pm on, Wednesday, September 24, 2025.

Bids must be clearly marked, "Bid No. 02 – 25/26 – Re-Roofing Old Magistrate." Each Bidder shall submit one (1) original of its bid. Any Bidders mailing a bid should allow sufficient delivery time to ensure timely receipt of its bid. The responsibility for delivery of the bid to Chesterfield County on or before the specified time and date is solely and strictly the responsibility of the Bidder. Any bid received after the submission deadline will not be **accepted/considered**. Bids submitted electronically or via facsimile will not be accepted. Chesterfield County will in no way be responsible for delays in receiving any bid caused by any occurrence whatsoever.

Chesterfield County, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, color, national origin, sex, disability, and age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity it administers.

Each Bidder, by submission of a bid, agrees to each and every term and condition set forth within this Invitation for Bids and associated Project Documents, including any addendum that may be issued, and to be bound thereby.

All bids must be valid for **sixty (60) days** after the bid date. Chesterfield County will retain bids and supporting documents for a period of sixty (60) days from the date the bids are opened, and no bid shall be received. For good and sufficient reason, Chesterfield County may extend the date and/or time of the bid deadline.

This Invitation for Bids does not commit Chesterfield County to award a contract; to pay any cost incurred in the preparation of a bid; or to procure or contract for the goods or services. Chesterfield County reserves the right to accept or reject any or all bids received as a result of this Invitation for Bids; to negotiate with any or all qualified bidders; or to cancel in part or in its entirety this Invitation for Bids, if it is in the best interest of the County to do so.

END OF SECTION

SCOPE OF WORK

The scope of work detailed herein represents the quality of the product and service that is required by the County. Whenever in this invitation any particular product or service is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the product desired by the County. It is not meant to eliminate bidders or restrict competition in any bid process. A bid for a project or service that is equivalent to or that surpasses the stated specifications and scope of work will be considered. However, determination of equivalency shall rest solely with the County. All requests for alternate product or service must be submitted by e-mail or fax to the Chesterfield County Finance Director.

The successful bidder will furnish materials, labor, supervision, equipment and tools necessary to perform work.

Pre-Start Meeting:

- The successful Contractor and the County will conduct a pre-start meeting at the work site to verify the exact location of the area and how all materials will be delivered and stored.
- Areas that will be in need of special attention will be pointed out and step-by-step procedures, from preparation to completion, will be recommended, noted and discussed.

Surface Preparation:

- Remove and dispose of current shingles from roof top.
- Sweep clean all debris and wash the surface.
- The existing roof system shall be visually inspected for conditions that may adversely affect adhesion of performance of newly installed products.
- All edges, drains, valley and through roof penetrations will be visually inspected and repaired as needed by project conditions.

Work Delays:

- In the event of unavoidable delays, such as those caused by weather, any scheduling or action changes must be presented to the County for review and approval to make sure it does not disrupt daily activity.
- The installation of the roof is on a time frame of a (30) thirty calendar day from the date of commencement of the installation. Commencement of the installation shall occur no later than (30) calendar days after receipt of written notice of the award. If the roof is not completed within the (30) thirty calendar day time frame, liquidated damages of \$500 per calendar day will accrue to County for each day beyond the (30) thirty calendar days.

Final Inspection:

- A final favorable inspection shall be made by a designated Chesterfield County representative before the work will be considered complete.

Warranty Information:

- There shall be a 30 + year replacement warranty as backed by the manufacturer on shingle roofing. Shingles are required to be Architectural.

END OF SECTION

MINIMUM MANDATORY REQUIREMENTS

The following minimum mandatory requirements shall be met and documented:

1. In business for at least the past five (5) years under the current business name without declaring bankruptcy. A letter on company letterhead declaring that the company has been in business for five (5) years + and has not declared bankruptcy can be included with the bid form in lieu of a bid bond. (Include with bid)
2. A minimum of four (4) similar project references with contact names and contact information (including a current e-mail address) that are past customers within the last three (3) years. Provide a brief project description, project budget, start and completion dates, and contact information. (Include with bid).
3. Copy of Worker's Compensation and General Liability Insurance with Chesterfield listed as additional insured supplied to the Finance Director prior to contract execution or commencement of any work. (Must be provided prior to execution of a contract)
4. The successful vendor must be able to meet all Federal, State, and local regulations required for this project. To be acceptable to the Owner, bidders must be skilled and/or licensed, if applicable, in the class of work on which they respond, and no bid will be considered from any bidder who is unable to show that he has actually performed considerable work of similar character to that on which he is bidding.

END OF SECTION

INSTRUCTIONS TO BIDDERS

1. **TAXES:**
 - A) Chesterfield County pays SC Sales Tax in the amount of 8%. You must include SC Sales Tax with your bid.
2. **NON-RESIDENT TAXPAYER REGISTRATION AFFIDAVIT:**
 - A) Nonresident bidders receiving income from business conducted in SC are required to pay taxes to the state on that income. To facilitate this requirement, a nonresident bidder must register with the SC Secretary of State or the SC DOR. In compliance with SC Code Section 12-8-540 and 12-8-550, a proposer located outside of South Carolina that receives a contract from the County, must furnish Form 1-312, Nonresident Taxpayer Registration Affidavit Income Tax Withholding, properly executed and signed.

If your firm is not presently registered with the appropriate state office, you may indicate the intent to do so should your firm be awarded a contract. Questions concerning this form may be directed to the SC DOR.
3. **EMPLOYEE VERIFICATION PER THE SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT:**
 - A) By entering into this Agreement, the Design Team hereby certifies to County that it will verify the employment status of any new employees, and require any consultants or sub-consultants performing services hereunder to verify any new employees status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

END OF SECTION

RECEIPT AND OPENING OF SEALED BIDS

- A) Sealed bids will be received and opened as specified in this Invitation for Bids document.
- B) Chesterfield County will consider as non-responsive any bid not prepared and submitted in accordance with the provisions hereof and may waive any informality or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.
- C) No bidder may withdraw a bid within sixty (60) calendar days after the actual date of the opening thereof or as provided for in the bid documents, whichever is later.

END OF SECTION PREPARATION OF BIDS

- A) **All bidders are required to attend a pre-bid meeting** at Chesterfield County Old Magistrate building located at 115 Green Street, Chesterfield, so they will have a full understanding of the requirements and specifications of the project. At that time, the Building Maintenance Director will review the requirements and answer any questions the bidders may have.
- B) All bids will be evaluated in accordance with procedures and specifications contained herein and the Chesterfield County Procurement Policy, the responsiveness to same determined in accordance to the instructions and criteria in this document.
- C) A bid shall be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the bid.
- D) All information requested of the bidder shall be entered in the appropriate spaces on the provided forms. If additional space is required, attach additional pages as needed within the sealed bid response.
- E) Bidders must clearly mark as "Confidential" each part of their bid which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976, as amended (Freedom of Information Act). If any part is designated as "confidential", bidder must attach to that part an explanation of how this information is exempt from disclosure under one or more categories listed in Section 30-4-40. Chesterfield County reserves the right to determine whether this information is exempt from disclosure and no legal action and/or claim for damages of any nature whatsoever may be brought against Chesterfield County, its agents or employees, based on County's determination in this regard.
- F) All information shall be entered in ink or typewritten.
- G) Each bid shall include all proposed costs for all licenses, permits, taxes, labor, material, transportation, equipment, bid surety requirements and any other components/services that are necessary to complete the work as specified herein
- H) Each bid must be submitted in a sealed envelope, addressed to Chesterfield County along with the name of the project for which the bid is submitted. The Bidder shall also show his name and address, on the outside of the envelope. Failure to show the required information may result in rejection of the bid and removal from further consideration. If forwarded by mail or carrier, the sealed envelope containing the bid must be enclosed in another outer envelope. Chesterfield County shall not be responsible for unidentified bids.

END OF SECTION

BID BOND REQUIREMENT

Bid Surety acts to protect the County from delays and expense incurred in the lengthy competitive sealed bidding and competitive sealed bid processes, and provides the County with some financial assurance that should the bidder be awarded the project, the successful bidder will enter into the contract with the County. The successful bidder forfeits its Bid Surety in the event it cannot perform the work required by the IFB.

For each bid submitted in excess of TWENTY-FIVE THOUSAND DOLLARS (\$25,000), the bidder must submit with the bid a bond in the amount of five percent (5%) of the total amount of the bid. The bid bonds will be returned to the unsuccessful bidders once the County awards the bid. If the bidder to whom the bid was awarded fails to commence performance within fifteen (15) days after receipt of written notice of the Purchase Order, then that bidder's bid bond shall be forfeited to the County as liquidated damages and the next lowest responsive bidder will be awarded the Purchase Order. Bid bonds may be in the form of a surety, a cashier's check or an unconditional letter of credit in favor of Chesterfield County issued by a commercial bank in South Carolina. Failure to satisfy this Bid Bond requirement will result in your bid being considered non-responsive and removed from further consideration for award of the subject Purchase Order.

BID SURETY OPTIONS:

- Option A: Bid Surety will not be required from Contractors that have been in business for ten (10) consecutive years without filing for bankruptcy. A certificate or statement on business letterhead from the firm stating it meets this qualification will replace the bid surety and must accompany the bid. Bidders not meeting this requirement must furnish Bid Surety as discussed in Option B below.
- Option B: For all bidders not meeting the criteria of "Option A" above, a deposit in the amount of five percent (5%) of the proposed contract price must accompany the bid.

One of the above requirements must be met and submitted with your bid! Failure to satisfy this Bid surety requirement will result in your bid being considered non-responsive and removed from further consideration for award of the subject project's contract.

END OF SECTION

PAYMENT & PERFORMANCE BONDS REQUIREMENT

A payment and performance bond must be submitted to the County by the successful responder (“Contractor”) once it has been awarded the contract.

Payment Bonds encompass the prime Contractor’s obligation to pay subcontractor(s) and others for material and labor used in the project. A payment bond guarantees that the Contractor will pay certain bills for labor and materials (including those from subcontractors and suppliers), which are associated with the subject contract. The payment bond requirement helps assure that the Contractor provides suitable evidence of its financial condition and ability to complete the project without financial difficulty.

Performance Bonds ensures that the project will be completed even if the prime Contractor defaults or abandons the project. A performance bond guarantees contract performance by the Contractor, according to the contract specifications, terms and conditions. The performance bond requirement helps assure that the Contractor provides suitable evidence of its financial condition and ability to complete the project without financial difficulty.

For all contracts submitted with costs exceeding thirty thousand dollars (\$30,000), a payment and performance bond guaranty in the amount of one hundred percent (100%) of the contract price must be submitted by the Contractor with the proposed contract to the county. This payment and performance bond requirement can be satisfied utilizing one of the two options below:

- Option A: The Contractor with the executed contract must submit a payment and performance bond in the required amount discussed above and executed by a corporate surety licensed under the laws of this state. Contractors not meeting this requirement must furnish an alternative payment and performance bonds guaranty as discussed in Option B below.
- Option B: For all Contractors not meeting the criteria of “Option A” above, a deposit in the amount of one hundred percent (100%) of the contract price must be submitted by the Contractor with the proposed contract to the County. This deposit shall take the form of a certified check or a cashier’s check deposited with the County. An irrevocable standby letter of credit issued by the bank is an acceptable alternate. Personal or company checks DO NOT meet this requirement. Failure of the Contractor to satisfactorily fulfill its obligations under the subject contract shall result in the forfeiture of this deposit.

One of the above requirements must be met and submitted by the successful Contractor with its proposed contract to the County. Failure to satisfactorily fulfill its obligations under the subject contract shall result in the forfeiture of the payment bond guaranty.

END OF SECTION

METHOD OF AWARD

- I) AWARD CRITERIA: Purchase Order will be awarded by written notice to the lowest responsible/responsive Bidder whose bid meets the requirements and criteria set forth herein, and appear to serve the best interests of Chesterfield County. The successful Bidder will be determined as prescribed herein.
- J) Chesterfield County reserves the right to accept or reject, in whole, in part, together or separately, any and all bids as appear in its judgment to be in the best interests of the County, or to waive any and all technicalities and informalities in determining the action of each bid.
- K) The County reserves the right to interview all or any of the responding Bidders to this Invitation for Bids.
- L) Bidders who submit bids shall be responsible for all costs related to the preparation of such bids.
- M) All Bidders shall be notified in writing of the bid award.
- N) Unsuccessful Bidders have (15) fifteen calendar days from award date to appeal the award.

END OF SECTION

INVITATION FOR BIDS FORM

ARCHITECTURAL SHINGLE ROOFING

Invitation for Bid Submitted to: Chesterfield County, South Carolina

Project Name: Roofing Project – Chesterfield County Old Magistrate Building

Bidder: _____

Address: _____

Phone and Fax Number: _____

E-Mail Address: _____

Federal Employer Identification No.: _____

Materials, etc \$ _____

Labor \$ _____

Bid Bond \$ _____

8% Sales Tax \$ _____

Contingency \$ _____

Total Bid Price \$ _____

Total Bid Price in Words _____

The Bidder hereby certifies that bid as submitted herein will remain valid for a period of not less than sixty (60) days from opening of this Bid submission.

The Bidder also understands the County assumes no responsibility or obligation to the Bidder, and will make no payment for any costs associated with the preparation or submission of this bid.

Non-Collusion Statement: The undersigned states the Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive pricing in connection with the bid. No person(s) associated with the Bidder is/are an employee of the County. No existing agreements with the County create a conflict of interest in the submission of the bid.

The undersigned hereby certifies and guarantees by signature that he/she is duly and legally authorized to make such declarations and responses on behalf of the firm, partnership, association, corporation, organization or other entity as listed below.

Respectfully submitted:

By: _____
(Signature)

Date: _____

Title: _____
(Typed)

Corporate Seal (if applicable)

SPECIFICATIONS

- Photos of existing roof are attached as Exhibit A
- Remove old shingles and dispose
- Install snow & ice guard
- Install new shingles
- No less than 30 year Architectural shingles
- Install drip edge around perimeter of roof
- Install water deflector above front door

NOTE: All interested Bidders are **REQUIRED** to attend a pre-bid meeting at Chesterfield County Old Magistrate Building located at 115 Green Street, Chesterfield, SC 29709, at 10:00 am on Wednesday, September 10, 2025. At that time the Building Maintenance Director will review the specifications and requirements in detail with all Bidders.

EXHIBIT A





