

# **TOWN OF MCCLELLANVILLE**

## **INVITATION FOR BIDS**

### **GYMNASIUM ROOF REPLACEMENT**

**PROJECT NO. 26001**

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### **I INVITATION FOR BIDS**

The Town of McClellanville is soliciting sealed bids from qualified roofing contractors to provide all labor, materials, equipment, and incidentals necessary to complete the McClellanville Gymnasium Roof Replacement. Award will be made to the most responsive and responsible Contractor whose bid is most advantageous to the Town in terms of cost, qualifications, and compliance with the specifications.

The Town reserves the right to:

- Reject any or all bids
- Waive irregularities
- Accept other than the lowest bid
- Award based on initial submissions without negotiation
- Cancel this IFB at any time without obligation

Contractors must be at least 18 years old and must provide their own equipment. Proof of liability insurance, Workers' Compensation, and a Town of McClellanville Business License will be required.

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## **II. INSTRUCTIONS TO BIDDERS**

### **2.1 Receipt of IFB**

It is the Contractor's responsibility to ensure receipt of the complete IFB package.

### **2.2 Addenda**

Any changes to this IFB will be issued in writing.

### **2.3 Authorized Communication**

No verbal information from Town staff is binding. Only written communication via this IFB or addenda is official.

### **2.4 Right of Rejection**

The Town may reject any bid or request clarification from any bidder.

### **2.5 Additional Information**

Contractors may be asked to provide supplemental information prior to award.

### **2.6 No Reimbursement**

The Town will not reimburse any costs associated with bid preparation.

### **2.7 Gratuities**

Offering gratuities to Town officials or employees is strictly prohibited.

### **2.8 Negotiation**

The Town reserves the right to negotiate final contract terms.

### **2.9 Exceptions**

Any exceptions to the IFB must be clearly identified and justified.

## 2.10 Indemnification

The Contractor shall indemnify and hold harmless the Town from all claims arising from performance of the Work.

## 2.11 Insurance Requirements

The Contractor shall maintain insurance coverage appropriate for roofing work and sufficient to protect the interests of the Owner. All insurance shall meet or exceed the requirements of the State of South Carolina and shall remain in effect for the duration of the Work.

The Town of McClellanville shall be named as Additional Insured. Certificates must be approved prior to starting work.

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# III. SCOPE OF WORK

The Contractor shall furnish all labor, materials, equipment, and incidentals necessary to complete the Gymnasium Roof Replacement, including but not limited to:

- Removal and disposal of existing roofing
- Replacement of damaged decking (per allowance)
- Installation of underlayment, flashing, drip edge, shingles, and accessories
- Replacement of vent boots and shrouds
- Installation of new gutter/downspout system (Alternate No. 1)
- Site cleanup and debris removal
- Protection of adjacent structures and property
- Compliance with all applicable codes and manufacturer requirements

A detailed technical specification sheet attached as Exhibit A.

## INSPECTIONS

### 1. Pre-Work Inspection of Materials

Before any work begins, the Contractor shall notify the Owner to allow an inspection of all roofing materials delivered to the site. Materials shall be reviewed for compliance with the Contract Documents, including type, manufacturer, condition, and quantity. No work shall begin until the Owner confirms that materials are acceptable.

## 2. Mid-Work Inspection

At a mutually agreed-upon point during construction, the Contractor shall request a mid-work inspection. This inspection will verify that the work is being performed in accordance with the Contract Documents, that proper installation methods are being followed, and that any concealed conditions have been addressed appropriately. Work shall pause as necessary to allow the Owner or Architect to complete this inspection.

## 3. Final Inspection

Upon completion of the roofing work, the Contractor shall request a final inspection. The final inspection will confirm that all work has been completed in accordance with the Contract Documents, that the roof is watertight, and that the site has been cleaned and restored. Any deficiencies identified during the final inspection shall be corrected prior to issuance of final payment.

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## IV. EVALUATION CRITERIA

Bids will be evaluated based on:

- Demonstrated qualifications and experience
- Experience with commercial or municipal roofing
- Responsiveness and completeness of bid
- Past performance and references
- Cost proposal

Scoring will follow a 1–5 scale (Poor to Excellent).

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## V. NON-DISCRIMINATION STATEMENT

The Contractor shall not discriminate based on race, color, national origin, gender, or other protected class. This requirement is incorporated into the contract.

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## VI. BID FORM

Includes Base Bid, Alternate No. 1, Allowances, Time of Completion, Addenda acknowledgment, Performance & Payment Bonds, Insurance Requirements, Payment Plan acknowledgment, and Signature Block. **(Attached)**

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## VII. PAYMENT PLAN REQUIREMENTS

### 1. Schedule of Values

Before work begins, the Contractor shall submit a Schedule of Values showing the major components of the roofing work (tear-off, decking repairs, underlayment, shingles, flashing, cleanup, etc.). Each item shall include a percentage of the total contract amount.

### 2. Progress Payments

Payments will be made based on the percentage of work completed and verified by the Owner. The Contractor may submit one pay request per month.

### 3. Retainage

A portion of each payment will be withheld as retainage in accordance with South Carolina law. Retainage will be released only after all work is complete and accepted.

### 4. No Mobilization Payment

No payment will be made for mobilization unless specifically approved by the Owner in writing.

### 5. Documentation Required for Each Pay Request

Each payment request must include:

- Updated Schedule of Values
- Confirmation of work completed

### 6. Final Payment

Final payment will be issued after:

- Substantial completion of the roof

- Completion of all punch-list items
- Delivery of all warranties and closeout documents
- Final inspection approval
- Submission of final lien waivers

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## **VIII. APPENDIX A — SPECIFICATIONS (ATTACHED SEPARATELY)**

Specifications for the McClellanville Gymnasium Roof Replacement shall be attached as a separate document.

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## **IX. APPENDIX B — CONSTRUCTION DRAWINGS (ATTACHED SEPARATELY)**

Construction Drawings for the McClellanville Gymnasium Roof Replacement shall be attached as a separate document.