



LEGAL NOTICE

REQUEST FOR QUALIFICATIONS SEALED QUALIFICATIONS REQUEST 14-140

For

ROOF OBSERVER

FOR

ROOF REPLACEMENT PROJECT- ADMINISTRATION BUILDING
AND
COUNTY COURTHOUSE

For

ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI

St. Charles County is seeking submittal of **Qualifications for a Registered Roof Consultant to Oversee Installation at the Administration Building and County Courthouse, which roof replacements will involve the installation of 4-ply cold processed built up roof systems.** The chosen Vendor will be the County's Quality Assurance Representative to assist with the final stages of the roof bidding process and to oversee the installation of the roof on the Administration Building and the Roof on the County Courthouse.

INSTRUCTIONS

One original and two [2] signed copies of the Qualifications submitted by the Vendor must be received in a sealed envelope plainly marked “**14-140 REGISTERED ROOF CONSULTANT**” with the date and time of the Qualification opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the qualifications must sign the submittal in blue ink.

Qualifications must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to **May 23, 2014 at 2:00 PM** . This address is the St. Charles County Administration Building.

St. Charles County reserves the right to accept and/or reject any and all Qualifications.

Qualification results may be obtained by emailing a request to the St. Charles County Purchasing Manager at purchasing@sccmo.org, *no phone calls please*. Include the name and number of the Qualification and date of the Qualification opening when requesting the results.

QUALIFICATION INQUIRIES

Any questions or clarifications concerning this Request for Qualification must be submitted in writing via E-mail (preferred), mail or fax to:

Kurt Mandernach, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second Street
St. Charles, Missouri 63301
Fax: (636)949-7589
purchasing@sccmo.org

Inquiries about the roof projects should be made to:

Michael Buford, Director
Facility Maintenance Department
300 North Second Street, Room 101
St. Charles, Missouri 63301
Fax: (636) 949-3014
Mbuford@sccmo.org

- The Qualification number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **5/19/2014**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled "Qualification Inquiries", concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all Qualifications.
- All Qualifications will be considered final as submitted. No additions, deletions, corrections, or adjustments will be accepted after the time of Qualification opening. County reserves the right to make inquiry of the Vendors submitting qualifications to clarify its understanding of the Vendor's submittal.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award, although the work is expected to be completed in 2014.
- The electronic version of this Request for Qualifications is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this Request for Qualifications on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the Qualification must sign all Qualifications, in blue ink.
- **Vendors must submit three [3] signed copies of their Qualification; one is to be an original and so marked.**

- **Vendor shall provide evidence of their status as a Registered Roof Consultant and attach a copy of such evidence to their statement of Qualifications.**
- St. Charles County will not award any contract to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent Federal, State or Local taxes, fees and licenses.
- Qualifications received after the designated time of the receipt of the sealed Qualifications will be considered as “No Qualification” and “Void” and will not be opened.
- The successful Vendor is specifically denied the right of using in any form or medium the names of St. Charles County or any division, department or bureau of St. Charles County for public advertising unless express written permission is granted.
- All entities submitting qualifications must possess the necessary and appropriate certifications as a Registered Roof Consultant.
- Award will be made to the Vendor with Qualifications which will best serve the County in acting as the County’s representative to ensure the proper installation of the 4-ply cold processed built up roof system on the County Administration Building and the County Courts Administration Building. The County seeks to ensure the proper installation of the 4-ply cold processed roofs and the full application of the warranty by the roof manufacturer and the company installing the roof. Award is dependent upon successful negotiation of price. If the parties fail to agree on price, the County reserves the right to negotiate with the next most qualified Vendor.
- The selection of a vendor as the “Registered Roof Consultant” will disqualify that vendor for consideration as a “Bidder” for the installation of the underlying roof project.

➤ **INSURANCE:**

The successful Vendor must agree to provide and maintain during the life of the Contract the insurance(s) listed below, in the minimum amounts specified, with an insurance company licensed to do business in the State of Missouri. All policies must name the County as an additional insured and provide for thirty (30) days written notice prior to any material changes or cancellation.

Workers Compensation: Statutory limits, as required by the statutes of the State of Missouri and Employer's Liability with limits, is no less than \$500,000.

Comprehensive General Liability (including automobile): Limits of no less than \$1,000,000/3,000,000/1,000,000 per occurrence or \$3,000,000CSL.

➤ RELIANCE

Vendor acknowledges that County relies upon Vendor as an expert, fully competent in all phases involved in the installation of a 4-ply cold processed roof.

Indicate acceptance of the all Qualification Instructions
Terms and Conditions

Certification

The Vendor understands and agrees that by signing the statement of Qualification document, the Vendor certifies the following:

The Vendor shall only utilize personnel who have had their qualifications submitted as part of the Vendor's Qualifications document, and who are authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

If the Vendor is found to be in violation of this requirement or applicable federal, state and /or local laws and/or regulations, and if the County of St. Charles has reasonable cause to believe that the Vendor has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Vendor from doing business with the County.

The Vendor agrees to fully cooperate with any audit from federal, state, or local auditor or investigation by federal, state, or local law enforcement agencies.

Employment of Unauthorized Aliens Prohibited (Missouri Revised Statutes Section 285.530)

As a condition for the award of any contract or grant in excess of five thousand dollars by St. Charles County to a business entity (Vendor), the business entity shall, by sworn affidavit and provision of documentation**, affirm its enrollment and participation in a federal work authorization program (**E-Verify**) with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

An employer may enroll and participate in a federal work authorization program (**E-Verify**) and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. [RSMO 285.530 (4)]

Any entity contracting with St. Charles County shall only be required to provide the referenced affidavit on an annual basis. A copy of the affidavit is included in this Qualification request. Vendors may choose to send the required documentation using one of the following options:

- Send the notarized affidavit and E-Verify MOU signature page to: St. Charles County, Attn: Purchasing Manager, 201 N Second Street, Room 541, St. Charles, MO 63301 prior to responding to any solicitations; **OR**
- Send the notarized affidavit and E-Verify MOU signature page along with a Qualification solicitation response.

These documents will be kept on file. The notarized affidavit and E-Verify MOU signature page will remain current for **one year** from the date of the notarized affidavit.

**** PLEASE NOTE:**

Acceptable enrollment and participation documentation consists of a valid copy of the signature page of the E-Verify Memorandum of Understanding, completed and signed by the Vendor, and the Department of Homeland Security - Verification Division

The online address to enroll in the E-verify program is:

<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Open Records

Any and all information contained in or submitted with the Qualification becomes a public record subject to the Missouri Sunshine Law when the Qualifications are opened. If the Vendor believes that any information contained in or submitted with the Qualification is protected from disclosure by the Missouri Sunshine Law, the Vendor must clearly identify what information the Vendor believes is so protected and must also clearly identify the legal basis therefor.

QUALIFICATION SPECIFICATIONS

St. Charles County Government is seeking Qualifications for a Registered Roof Consultant to oversee the installation of a 4-ply cold process roof at the County Administration Building located at 201 North Second St. St. Charles, MO 63301 and a 4-ply cold process roof at the Courts Administration Building located at 300 North Second Street. The chosen Vendor will serve as the County's Representative to oversee the proper installation of the roof, serve as the quality assurance officer for the County and interface with the Installer chosen to install the roof as well as the manufacturer's representatives. The County's point of contact with the Vendor who is chosen as Roof Observer will be the Director of Facilities.:

General Conditions for Execution of Contract

- The Vendor must supply all labor required to execute the contract.
- The Vendor must comply with all provisions of the Prevailing Wage Law under **Annual Wage Order #20 as amended 1/23/2014** for this project. The Vendor will forfeit a **penalty** to the County of \$100 per day (or portion of a day) if a worker is paid less than the prevailing rate for any work done under the contract by the Vendor or by any subcontractor (see section 290.250, RSMo). **Certified payroll shall be submitted with request for payment.**
- The Vendor must comply with all Federal and State Employment / Labor regulations including those from the U.S. "Occupational Safety and Health Administration".
- The Vendor must provide all applicable Liability Insurance Certificates to the County upon the award of the Qualification.
- The Vendor must specifically claim any exclusions or deviations from the Qualification specifications. The Vendor must submit any such exclusions or deviations with their proposal.
- The Vendor must provide the names of at least three customer references with the proposal submitted. The Vendor shall have completed similar projects for the reference customers in the previous two years.

Minimum Qualifications

- The Vendor must be experienced in the process necessary to ensure that the new 4-ply cold process built up roof will be installed correctly and that the 2 year installation warranty from the Installer and the Manufacturer's warranty for the new Roofing System will be validated, including assurance that the warranty shall cover material, workmanship, and performance for a minimum period of two years by the Installer as well as the individual factory warranties offered by the Manufacturer.
- The Vendor (and each member of the team that will work on this Scope of Work) must be a Registered Roof Consultant as set forth below and shall have thorough knowledge of

roofing details, flashing, and systems employing 4-ply cold process built-up roof system across a variety of Manufacturers.

- Vendors shall be a Registered Roof Consultant (RRC) registration from RCI, Inc. (or equivalent organization).

SCOPE OF WORK – The Contract will be negotiated with the selected Registered Roof Consultant for the following services:

The Vendor shall assist the County and conduct periodic inspections to identify deficiencies in workmanship, materials, or damage resulting from the work of the Installer or other trades. Inspections shall include but are not limited to the following periods:

1. The Vendor shall be available for the mandatory pre-bid meeting on the Roof Replacement contract to advise the County on questions or potential modifications in the bid requirements before submittals are due by the Installers.
2. The Vendor shall be responsible for sending out all required bid addendums.
3. The Vendor shall conduct the preconstruction meeting with the entity chosen to install the roof.
4. The Vendor shall be present on the day of commencement, and
5. The Vendor is required to make at least three (3) site visits per week throughout the course of the roof system installation on each building.
6. The Vendor shall also be present for each of the following:
 - a. Upon commencement of roof insulation installation.
 - b. Upon commencement of all anchor sheets, felt-ply sheets, inter-ply membrane(s) and cap sheet.
7. The Vendor shall be responsible for a Pre-Final meeting with the roof installer and stakeholders.
8. The Vendor shall be responsible for the Final Inspection.
9. The Vendor shall be required to furnish a written report for each site visit which clearly indicates all areas of corrective action needed and/or all roof construction was observed to be installed with zero defects. The Vendor's reports shall be provided to the County promptly.

EVALUATION CRITERIA

Vendors interested in participating in the Request for Qualifications process shall submit all required information. Selections will be made on the basis of the qualifications submitted. The Vendor that best meets the parameters established will be selected for the project.

Each submission will be reviewed to determine responsiveness. Nonresponsive submission will be rejected without evaluation. Responsive submissions will be evaluated by a selection committee established for this purpose. Such evaluation will be based upon the information provided by the responding Vendors.

Generally, the selection committee will consider the Vendor's overall suitability to provide the required Roof Observer services within the project's time, budget, and operational constraints; and it will consider the comments and/or recommendations of the Vendor's references.

The selection committee will review all RFQ submittals in accordance with the following criteria:

1. Technical competence and qualifications of the assigned personnel—specifically experience, training, and education of the Vendor as called for by the Request for Qualifications.
2. Satisfactory performance of similar services for projects of comparable size and complexity. specific experience in having served in the quality assurance role of Roof Observer for 4-ply cold process built up roofs is critical.
4. The quality of references from past or current clients, preferably of the size and nature of the project described herein.
5. Registered Roofing Consultant status is mandatory.
6. Geographic location of the Respondent's office where work will be performed in relation to the project location(s).

Facility Information - The roofs are to be installed at the following locations:

The Administration Building is located at 201 North Second Street, St. Charles, Missouri 63301.

The Courts Administration Building is located at 300 North Second Street, St Charles, Missouri 63301.

Exception Sheet

If the item(s) and/or services proposed in the response to this Request for Qualifications is in any way different from that contained in this Request for Qualifications, the Vendor is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the Vendor's offer is in total compliance with all aspects of the proposal or Qualification.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

Customer References (Similar work performed during the last 24 months)

- 1) _____

- 2) _____

- 3) _____

Exclusions or deviations claimed by Vendor (if any) must be explained on the **Exception Sheet** included in the Qualification packet.

Authorized signature

Date _____

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE QUALIFICATION

Audit Clause for Contracts

Examination of Records

The Vendor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The Vendor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Vendor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Vendor's operations, obtained during audits, will be kept confidential.

The Vendor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____
(Indicates acceptance of all Qualification terms and conditions)

Date: _____

AFFIDAVIT OF WORK AUTHORIZATION

The Vendor/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the County for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided to the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative's Signature

Printed Name

Title

Date

E-Mail Address

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date