



## Lutheran Services Florida, Inc., Oasis Youth Shelter

### Request for Bid

Lutheran Services Florida (LSF) is a leading, life-changing human services organization working to transform the lives of people regardless of age, background, or belief. We generously serve children and families, youth and teens, adults and elderly, refugees and immigrants, and victims of natural disasters through various programs ranging from substance abuse and mental health to education. Through our work, we help communities build healthier, happier, and hope-filled tomorrows.

The Lutheran Services of Florida Head Start Program (LSF) is requesting bids to from experienced Licensed Contractors to replace the roof of the Administration Building at the Oasis Youth Shelter located at 3634 Central Avenue, Fort Myers, FL 33901. **This proposed project will be funded in whole or in part by HUD Community Development Block Grant (CDBG) funds. HUD contract provisions and Federal labor Standards provisions apply. Disadvantaged Business Enterprises/Minority Business Enterprises/Women Business Enterprises goals have been set at 10% for this project.**

Bids will be received not later than 5:00p.m. on Friday, February 8, 2019, at which time the bids will be opened and recorded as received.

A sealed bid opening will take place on Monday, February 11<sup>th</sup> at 11:00am, at the address below, at which time the bids will be opened and recorded as received. Evaluation of the bids will not take place at that time. Award consideration will be made no later than 30 days or sooner from the date the bids are opened.

Description of the information and content required for your response is contained in this RFB.

**Please submit completed proposals to:**

**Lutheran Services Florida  
3615 Central Avenue, Suite 4  
Fort Myers, FL 33901  
Attn: Shareet Pennino**

The contract will be awarded to the responsible bidder whose proposal is within the competitive range and determined to be the most advantageous to Lutheran Services of Florida with price and other factors considered. The factors to be considered and the method to be utilized in the evaluation of the proposals are set forth in this document. All proposals received by the Business Office of the Lutheran Services of Florida, MUST be completed in their entirety. Proposals that are not completed correctly or are received incomplete, will NOT be considered. Proposals returned without all of the required documentation requested in this RFP will NOT be considered.



## Lutheran Services Florida, Inc., Oasis Youth Shelter

Your signature on the completed proposal will serve as a warranty that your bid is genuine and that your bid is made without any understanding, agreement, or connection with the same purpose and this bid is in all respects fair and without collusion or fraud, and you agree with all contract provisions.

### **1.0. SPECIFICATIONS:**

It is the express purpose of this Request for Bid (RFB) to acquire the services of an experienced, Licensed Contractor to replace the roof of the Administration Building at the Oasis Youth Shelter in Ft Myers.

**This Request for Proposal is for the re-roof of 2,300 sq. ft of flat roof and roof top HVAC support modifications.**

#### **Scope of Work is as Follows:**

##### **General:**

- Provide and install protective equipment to shield surrounding areas (i.e. shrubbery, HVAC units, sidewalk, driveway, etc....)
- Remove all debris and place in removeable container. No container shall have contents overflowing on the property throughout the project.
- Surrounding areas shall be cleaned daily and magnet used to identify and remove nails and small metal objects.
- All materials used shall be hurricane resistant as required per applicable building code.
- Clean surface free of all dirt and debris.
- Remove complete existing roof system down to the wood roof deck.
- Re nail deck per current building code. Inspect current deck for rotten wood deck sheeting and deficiencies with current deck contour that will cause ponding. Roof slope shall be a minimum of ¼' per foot. Replace rotten wood deck sheeting and rafters where applicable.
- Replace all existing plumbing stacks, all-purpose vents and goose neck vents.
- New TPO flashings to be installed for all vents.
- Supply and install ½" Securock gypsum board or comparable Class A fire rating over the wood deck using applicable quantities of screws and plates per local and state building code.
- Mechanically install layer of 60 MIL TPO roof system with membrane screws and plates per the manufacturers recommendations and per local and state building code.
- Furnish and install new 6"x6" drip edge around complete perimeter of the roof (92 sq. ft.)
- Replace all soffit vents (15) with vinyl.
- Seal all penetrations throughout the roof to include HVAC equipment, lead boots, vent stacks
- All unused towers, antennas, conduit, piping etc....shall be removed and penetrations properly sealed and all piping below the new roof line is to be capped.
- Furnish a 20 year "no dollar limit" labor and materials warranty

##### **Roof Top HVAC Modifications**

- Remove wood stands and install structural stands or roof curb for (2) roof top HVAC units. Replacement shall meet required local and state building code.



## Lutheran Services Florida, Inc., Oasis Youth Shelter

Extend existing electrical disconnects for (2) HVAC roof top units. Modifications shall meet local and state building code.

The successful bidder, hereinafter "Contractor", shall furnish all equipment, materials, labor, supervision, insurance, permitting and planning necessary to replace the roof of the Administration building at the Oasis Youth Shelter as outlined in the Scope of Services.

### **PRE-BID CONFERENCE:**

**A pre-bid conference will be held on January 31, 2019 at 11:00 am at the Oasis Youth Shelter, 3634 Central Avenue, Fort Myers, 33901 followed by a project inspection at the Shelter.**

### **2.0. SUBMITTALS:**

Contractor shall submit the following, upon award of contract:

- 2.1. Evidence that personnel and installers are qualified and certified
- 2.2. Warranty information with pricing, if applicable.
- 2.3. All licenses as required by federal, state and local regulations .
- 2.4. Sequenced and scheduling plans.
- 2.5. **Contractor must be available to complete work by March 30, 2019.** A financial penalty may be invoked for each day after the contractual completion date, until work is complete.
- 2.6. Contractor must have ability to work after 5pm on weekdays and on weekends, as some of this work cannot be done during work hours. Days and times to be approved by the project manager.
- 2.7. Pricing to include permits, supplies, parts and labor, to be listed as separate items.
- 2.8. Contractor must adhere to the Davis Bacon Act and the Copeland Act.

### **3.0. COMMUNICATIONS AND REQUESTS FOR ADDITIONAL INFORMATION:**

All communications and requests for additional technical information shall be directed to [Laurie.Kowalski@lsfnet.org](mailto:Laurie.Kowalski@lsfnet.org)



## Lutheran Services Florida, Inc., Oasis Youth Shelter

### 4.0. INSURANCE

For proposal purposes, proposers must submit copies of certificates of insurance as follows and must name Lutheran Services Florida as additional insured and Lee County as additional insured on General Liability:

- **Automobile liability with minimum limits of**  
\$100,000 bodily injury per person (BI)  
\$300,000 bodily injury per occurrence (BI)  
\$100,000 property damage (PD) or \$300,000 combined single limit (CSL) of BI and PD
- **Workers' Compensation with minimum limits of**  
\$100,000 per accident  
\$500,000 disease limit  
\$100,000 disease limit per employee @ \$1,000,000 per occurrence/\$2,000,000 aggregate.

**Commercial General Liability with minimum limits of**

\$500,000 bodily injury per person (BI)  
\$1,000,000 bodily injury per occurrence (BI)  
\$500,000 property damage (PD) or \$1,000,000 combined single limit (CSL) of BI and PD

**Director and Officers Liability**

Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000

- **Fidelity Bonding**  
Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

### 5.0. GENERAL TERMS AND CONDITIONS:

5.1 FORM:



## **Lutheran Services Florida, Inc., Oasis Youth Shelter**

All responses to a Request for Bid (RFB) may be on the Contractor's letterhead or form. Response to this RFB shall address all sections of the RFB and must include a signature of the Contractor. All offers must be submitted in a sealed envelope plainly marked using the RFB name, date and time of receipt of proposals.

### **5.2 Bids:**

If offers and amendments thereto, or withdrawal of proposals submitted, are received by LSF after the date and time specified for scheduled opening, they will not be considered. Please see Attachment I for more details.

### **5.3 INCONSISTENCIES IN CONDITIONS:**

In the event there are inconsistencies between the General Terms and Conditions and the Special Terms and Conditions, if any, and/or other schedules contained herein, the latter two shall take precedence.

### **5.4 CLARIFICATION OF TERMS:**

If any prospective Contractor has questions about the specifications or other solicitation documents, the prospective Contractor should contact the buyer whose name appears on the face of the solicitation.

Any revisions to the solicitation will be made only by written addendum issued by the buyer.

### **5.5 ETHICS IN PUBLIC CONTRACTING:**

By submitting their proposals, all Contractors certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other contractor, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

## **6.0 INFORMATION FOR OFFERORS RESPONDING TO REQUEST FOR BIDS:**

6.1 Award official will be made to the most responsible and responsive contractor as determined by LSF. No official award will be made before getting the consent of LSF.

6.2 Acceptance of a proposal by LSF is not an order to proceed.

6.3. All proposals must be signed with the firm name by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.



## **Lutheran Services Florida, Inc., Oasis Youth Shelter**

6.4. Verify your proposals before submission as they cannot be withdrawn or corrected after being opened. Incomplete proposals will result in the disqualification of the contractor and associated proposal from the bid process.

6.5. Conditional bids or bids not prepared and submitted in accordance with provisions hereof will not be considered.

### **7.0. BID SUBMISSION**

Proposals are to be submitted to Shareet Pennino by February 8, 2019, and clearly labeled as follows:  
Bid Proposal for Roof Replacement-Shareet Pennino

### **8.0 EVALUATION CRITERIA:**

Bids shall be reviewed by a Team and that Team shall evaluate each proposal based on the criteria listed below and submit a company's name to LSF for approval. Contractors should ensure that all elements of the criteria are fully covered in their proposals.

- 8.1. Bids will be evaluated on the following criteria:
- 8.2. Appropriate solution for achieving the purpose of the RFB.
- 8.3. Cost effectiveness.
- 8.4. The ability to provide service, as well as past performance of the Contractor.
- 8.5 Ability to meet the March 30, 2019 completion date.
- 8.6 All HUD documents have been included as required (Attachment II)

### **9.0 AWARD OF CONTRACT:**

The contract will be awarded to the lowest, responsive and responsible bidder in accordance with 2 CFR 200.320.

### **10.0 CHANGE ORDERS:**



## **Lutheran Services Florida, Inc., Oasis Youth Shelter**

### **Additional Work**

Before any work under the contract shall qualify as additional work, the Contractor shall notify LSF in writing of his intention to treat certain work, if performed, as additional work and his reasons. If written notice is not given, no claim for additional work will be honored. Notice by Contractor shall not be construed as proving the validity of the claim.