

Request for Qualifications (RFQ)

Description: **Pre-Qualifying Roofing Contractors for 2024**

Solicitation No: **124-56-1-5**

Issue Date: **December 5th, 2023**

Bids Due by: **January 5th, 2024 at 3:00pm EDT**

Must Be Signed to be Valid

Authorized Signature		Printed Name/Title		Date
Company Name			State Vendor No. (If Known)	
Mailing Address			Social Security or Federal Tax No.	
City		State		Zip
Phone Number	Fax Number		Email Address	
Buyer Signature and Date (District Use Only)			Purchase Order Number (District Use Only)	

Are you a Minority Vendor? Yes or No (Circle one) Are you SC Certified Minority? Yes or No

CONTRACTOR'S STATEMENT OF QUALIFICATIONS AND QUESTIONNAIRE

SUMMARY

Greenville County Schools (Owner) is seeking qualified Roofing Contractors for upcoming 2024 Roof Replacement Projects. The Scope of Work Includes:

- Removal of existing gravel- surfaced built-up roof systems
- Installation of new insulation system, cover board, and single-ply roof systems with possible repairs to metal roofs, masonry walls, windows or exterior doors.

All Contractors must submit a Contractor's Statement of Qualifications & Questionnaire to be evaluated by the Owner and Designer. Contractors who do not submit the Contractor's Statement of Qualifications & Questionnaire will be subject to disqualification. The Contractor's Statement of Qualifications & Questionnaire must show the Contractor's ability to complete the Contract in a satisfactory manner on projects of similar scope and complexity. The Contractor must have been in business for a minimum of five (5) years. The Contractor must have experience in installing, erecting, or assembling work similar in material, design and extent to that indicated for the Project, whose work has resulted in construction with a record of successful in-service performance. References from past clients and projects must be included and will be verified. Contractors may be required, at the discretion of the Owner, to furnish evidence satisfactory to the Owner that the Contractor's proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the contract in a satisfactory manner. Contractors that are disqualified may respond to the Owner in writing within 20 days of the Notice of Disqualification as to why the Contractor feels that the disqualification is unfounded. The written appeal from the disqualified Bidder will not change the decision already made on this project. However; a favorable appeal may open the way for the Contractor in question to Bid on future Greenville County Schools' projects. The Bidder must provide notarized statements from their Bonding Agency and Insurance Company providing maximum amount of coverage to verify Bonding and Insurance capacity at the time of Bid.

An electronic copy of the Contractor's Statement of Qualifications & Questionnaire must be submitted to Matt Pettit, mjpettit@greenville.k12.sc.us on by the deadline of January 5th, 2024 at 3:00pm in order to be considered for the Qualification. Please request a Read Receipt to verify that your form was accepted by GCSD.

CONTRACTOR'S STATEMENT OF QUALIFICATIONS & QUESTIONNAIRE

Greenville County School District- Facilities Dept.

CONTRACTOR INFORMATION (completed by Contractor):

CONTRACTOR'S LEGAL BUSINESS NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT NAME: _____

TITLE: _____

EMAIL: _____

CONTRACTOR'S CLASSIFICATION AND SUB-CLASSIFICATIONS WITH LIMITATION

SC Contractor's License Number(s): _____

Classification(s) & Limits: _____

Sub-classification: _____

A. SUBMISSION REQUIREMENTS:

1. Submissions shall include the following documents in this order:
 - a) The completed and signed Contractor's Statement of Qualifications & Questionnaire
 - b) Notarized statements from the contractor's bonding agent and insurance company indicating that they are capable of providing the contract-required amount of each of these items. The Statements must show the maximum coverage held. The contract applicable to this project(s) will be AIA Document A310-2010 Performance Bond and Payment Bond, Certification of Liability Insurance.
2. Greenville County Schools (Owner) recognizes the possible existence of confidential agreements between the Contractor and previous clients and fully respects such agreements. Any information requested that Contractor considers confidential between the Contractor and a previous client shall be marked confidential by the Contractor. Greenville County Schools (Owner) shall release that information as required by applicable law.
3. Greenville County Schools (Owner) reserves the right to visit the office(s) of the Contractor to verify any claim(s) made by a Contractor regarding staff, facilities, capabilities, qualifications and any other reasonable concerns that may arise on the part of the Owner. In any event, the Contractor must make every reasonable attempt to clarify any concerns expressed by the Owner.
4. Greenville County Schools (Owner) will not be responsible for any costs incurred by the Contractor in submitting this Contractor's Statement of Qualifications & Questionnaire.
5. In the event the Contractor discovers an error in its submission; the Contractor may correct or amend their submission up until the date and time fixed for receipt of Qualifications; **January 5, 2024 at 3:00pm**. If an error is discovered after the time and date of receipt, the Contractor may withdraw from consideration, but the error correction will not be accepted by Greenville County Schools (Owner).
6. The Contractor may contact, in writing, the Facilities Project Manager for any clarifications on this Contractor's Statement of Qualifications & Questionnaire. Contractors are to refrain from contacting the Facilities Project Manager for purposes of requesting tours or for any other purpose relating to the project.

B. EVALUATION OF QUALIFICATIONS:

Contractors' qualifications (as submitted on the enclosed Questionnaire) will be evaluated against the criteria specified herein.

C. QUALIFICATIONS AND SELECTION CRITERIA:

1. PAST PERFORMANCE (Part IV of Questionnaire)

This includes consideration of references and client feedback from past and ongoing projects and a demonstrated ability to maintain project schedule and budget.

2. ABILITY OF PROPOSED PERSONNEL (Part III of Questionnaire)

- a. The successful Contractor shall provide and maintain an experienced, professional project team that is tailored to the size, complexity and scope of work for the Project. It is recognized that the composition of the team will vary in response to the needs of the Project; however, the Contractor is obligated to provide sufficient staffing with the qualifications required to expertly manage all construction activities relating to the Project at all times. The project team must be certified in writing by the roofing material manufacturer to install the primary roofing products.
- b. By submitting a response, the Contractor agrees that neither of the following individuals assigned to the Project shall be removed from the Project without the prior consent of Greenville County Schools (Owner):

A. The Project Manager most likely to be assigned to this project(s) must have **served as Project Manager on at least five(5) projects in the last five(5)years of similar or comparable scope, three (3) of those within the past three (3) years.**

Equivalent or comparable experience may be considered, at the Contractor's sole discretion; however, it shall be sufficiently similar so that the Contractor may conclude that the proposed Project Manager is familiar with and capable of handling the project(s) described herein.

B. The Field Superintendent most likely to be assigned to the project(s) must have **served on at least five (5) projects in the last five (5) years of similar or comparable scope, three (3) of those within the past three (3) years.**

Experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in

construction with a record of successful in-service performance. Field Superintendent must be familiar with and capable of handling the project(s) described herein.

C. The Roof Installation Crew Members most likely to be assigned to the project(s) must have **served on at least five (5) projects in the last five (5) years of similar or comparable scope, three (3) of those within the past three (3) years.**

Experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance. Roof Installation Crew Members are familiar with and capable of handling the project(s) described herein.

3. FINANCIAL INFORMATION REGARDING THE CONTRACTOR'S ABILITY TO PROVIDE REQUIRED BONDING AND INSURANCE (Part I C&D of Questionnaire)

Contractor must provide a statement from their bonding agent and insurance agent indicating that they are capable of providing maximum required amount of each of these items at the time of Bid.

4. CONTRACTOR'S GENERAL PROJECT EXPERIENCE (Part IV of Questionnaire)

Contractor or Contractor's office that will handle this project shall be licensed as a specialty roofing contractor with at least five (5) years of contracting experience in the type of work involved in this project. The Roofing Contractor must have experience in installing, erecting, or assembling work similar in material, design and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance. Must have undertaken **at least five (5) construction projects of similar size and/or comparable scope within the last five (5) years.** The projects shall be sufficiently comparable so that Greenville County Schools (Owner) may conclude that the Contractor is familiar with and capable of handling the project(s) described herein.

5. IDENTIFY CLIENT REFERENCES WITH PROJECT INFORMATION.

Contractor or Contractor's office that will handle this project must **submit at least five (5) construction projects of similar size and/or comparable scope within the last five**

(5) years. The projects shall be sufficiently comparable so that Greenville County Schools (Owner) may conclude that the Contractor is familiar with and capable of handling the project(s) described herein. The reference shall include the client contact information.

6. OTHER CRITERIA INCLUDED IN THE SOLICITATION (completed by Contractor)

D. DENYING PRE-QUALIFICATION:

Any of the following may be grounds for denying prequalification, at Greenville County Schools' (Owner) sole discretion, after review and consideration of the dates, facts and circumstances.

1. The Contractor shall have a minimum of five (5) years' experience in successfully installing the same or similar roofing materials.
2. Any judgment(s), whether one or several, entered against the contractor for breach of contract for construction within the last ten (10) years may be grounds for denying prequalification, at Greenville County School's sole discretion, after due consideration of the date(s), amount(s), fact(s), and circumstances.
3. The Contractor has:
 - a. **paid liquidated damages** for failure to complete a project by the contract date on any projects in the last five (5) years; or
 - b. **been terminated** for cause on a contract in the last five (5) years.
 - c. **had Performance or Payment Bonds claims paid on its behalf** in the last (5) years.
4. The Contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years has:
 - a. **been convicted** on charges relating to any **criminal activity** relating to contracting, construction, bidding, bid rigging or bribery, or a crime of dishonesty or a violent crime as defined by South Carolina law;
 - b. **been fined or adjudicated of** having failed to abate a citation for building code violations by a court or a local building code appeals board.

5. The Contractor or any officer, director, project manager, procurement manager, chief financial officer, partner or owner of the construction company in the past ten (10) years: has been **debarred or enjoined** by any agency or political subdivision of the state of South Carolina, by any agency of the United States or by any agency of another state.

Applicant businesses that are publicly held corporations should list the president, treasurer, and only those officers and managers who will have direct responsibility for the project.

1. Principals and Key Personnel (attach additional pages, if needed)

Person 1 Name: _____

Title: _____

Person 2 Name: _____

Title: _____

Person 3 Name: _____

Title: _____

2. Has there been any change in ownership of the business at any time during the last three (3) years? A corporation whose shares are publicly traded and of which no single person or entity owns more than 25% may check "No."

Yes No If "Yes," explain: _____

3. Is the business a subsidiary, parent, holding company or affiliate of another construction business?

Yes No If "Yes," explain: _____

4. Has your business changed names or license number in the past five (5) years?

Yes No If "Yes," explain: _____

C. APPLICANT'S INSURANCE INFORMATION

Provide a statement from the insurance agent listed below indicating the Contractor's capability of providing the contract-required amount of insurance.

Name of Primary Insurance Agent or Broker: _____

Address: _____ Telephone: _____

D. APPLICANT'S BONDING INFORMATION

Provide a statement from the bonding agent listed below indicating the Contractor's capability of providing the contract-required amount of bonding.

Name of Bonding Agent: _____

Address: _____ Telephone: _____

PART II - ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS

A. Has your South Carolina contractor's license or contractor's license issued by any other state been revoked at any time in the last five (5) years?

Yes No

B. Has a surety company completed a contract on your behalf, or paid for completion because your business was default terminated by the project owner within the last five (5) years?

Yes No

C. At the time of submitting this qualification form, is your business ineligible to bid on or be awarded a public contract, or perform as a subcontractor on a public contract for the Federal Government or any state?

Yes No

D. At any time during the last five (5) years, has your business or any of its owners, officers or qualifying parties been convicted of a crime involving the awarding of a contract of a Federal, State or local government construction project, or the bidding or performance of a Federal, State or local government contract?

Yes No

E. During the last five (5) years, has your business ever been denied bond coverage by a surety company?

Yes No If "Yes," explain: _____

F. How many years has your organization been in business as a contractor under your present business name? _____

G. Has any contractor's license held by your business or its Qualifying Party been suspended within the last five (5) years?

Yes No *If "Yes," attach a signed explanation listing the issuing state and the license number.*

H. At any time in the last five (5) years, has your business been assessed or paid delay damages (liquidated or actual) on any public or private construction project?

Yes No *If “Yes,” attach a signed explanation identifying all such projects by owner, owner’s address, the date of completion of the project, amount of delay damages assessed and all other information necessary to fully explain the assessment of delay damages. If delay damages were assessed by a general contractor or construction manager provide their name and address.*

I. In the last five (5) years, has your business, parent business, any subsidiary business, or any business with which any of your business’s owners, officers, partners or qualifying parties were associated, been debarred, disqualified, removed or otherwise prevented from bidding on, completing, or contracting to perform any government agency or public works project for any reason? “Associated with” refers to another construction business in which an owner, partner or officer of your business held a similar position, and which is listed in response to questions B.2 and B.3 of Part I of this form.

Yes No *If “Yes, attach a signed explanation stating whether the business involved was the business applying for prequalification here or another business. Identify by name of the company, the name of the person within your business who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action. Provide contact information for the government agency involved.*

J. In the last five (5) years, has your business been denied an award of a public contract based on a finding by any public agency (Federal, state or local) that your business was not a responsible contractor, i.e., not qualified?

Yes No *If “Yes,” attach a signed explanation identifying the year of the event, the owner, the project and the basis for the finding by the public agency.*

K. At any time during the past five (5) years, has any surety company made any payments on your business’s behalf as a result of a default to satisfy any claims made against a performance or payment bond issued on your business’s behalf, in connection with a construction project, either public or private?

Yes No *If “Yes,” attach a signed explanation setting forth the name and telephone number of the surety, the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.*

L. In the last five (5) years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your business?

Yes No *If “Yes,” attach a signed explanation setting forth the name of the insurance carrier, the form of insurance and the year of the refusal.*

M. Has any OSHA (Federal or state) cited and assessed penalties against your business for any violations of its safety or health regulations in the past five (5) years?

Yes No *If “Yes,” attach a signed explanation describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.*

N. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? _____

PART III – PROPOSED PROJECT PERSONNEL

List at least five (5) projects in the last five (5) years of similar or comparable scope, three of those within the past three (3) years, that each of the following personnel proposed for this project worked on in their stated position:

A. PROJECT MANAGER: _____

Project Name	
Project Number	
Project Location	
Owner’s Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

B. FIELD SUPERINTENDENT: _____

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

C. ROOF INSTALLATION CREW MEMBERS (QUALIFICATIONS OF EACH CREW MEMBER MUST BE LISTED) ADDITIONAL FORMS CAN BE FOUND AT THE END OF THE QUESTIONNAIRE.

Roof Installation Crew Member's Name: _____

List Manufacturer's Certifications: _____

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

PART IV – PAST PERFORMANCE/RECENT CONSTRUCTION PROJECTS COMPLETED

Contractor shall provide information about at least five (5) construction projects of similar size and/or comparable scope within the last five (5) years, three of those within the past three (3) years that they have completed. The projects shall be sufficiently comparable so that the Owner may conclude that the contractor is familiar with and capable of handling the project(s) described herein. References must be current and verifiable.

Project Name	
Project Number	
Project Location	
Owner's Name	
Owner's Contact Name & Phone	
Type of Project	
Total Value of Construction	
Original Scheduled Completion Date	
Time Extensions Granted (days)	
Actual Date of Completion	

Project Name	
Project Number	
Project Location	
Owner's Name	
Owner's Contact Name & Phone	
Type of Project	
Total Value of Construction	
Original Scheduled Completion Date	
Time Extensions Granted (days)	
Actual Date of Completion	

Project Name	
Project Number	
Project Location	
Owner's Name	
Owner's Contact Name & Phone	
Type of Project	
Total Value of Construction	
Original Scheduled Completion Date	
Time Extensions Granted (days)	
Actual Date of Completion	

Project Name	
Project Number	
Project Location	
Owner's Name	
Owner's Contact Name & Phone	
Type of Project	
Total Value of Construction	
Original Scheduled Completion Date	
Time Extensions Granted (days)	
Actual Date of Completion	

Project Name	
Project Number	
Project Location	
Owner's Name	
Owner's Contact Name & Phone	
Type of Project	
Total Value of Construction	
Original Scheduled Completion Date	
Time Extensions Granted (days)	
Actual Date of Completion	

PART VI - CONTRACTOR'S CERTIFICATION

I, the undersigned, certify and declare that I have read all the foregoing answers to this Questionnaire and know their contents. The matters stated in the Questionnaire answers are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina, that the foregoing is correct.

BY: _____ **DATE:** _____

(Print Name)

TITLE: _____

SIGNATURE: _____

Attachments, if any, associated with Part II of this Questionnaire:

ROOF INSTALLATION CREW MEMBERS (QUALIFICATIONS OF EACH CREW MEMBER MUST BE LISTED)

Roof Installation Crew Member's Name _____

List Manufacturer's Certifications: _____

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	

Project Name	
Project Number	
Project Location	
Owner's Name	
Type of Project	
Total Value of Construction	