

MORGAN COUNTY COMMISSION

Invitation for Proposal for a 50' x 120' x 16' Steel Building and 60' x 130' x 8" Reinforced Concrete Pad with Sewage lines, floor drains and other specified utility conduit.

SCHEDULE

Issued: Monday, August 12, 2024

Deadline for Questions: Wednesday, August 28, 2024

Pre-Bid Conference: Wednesday, September 18, 2024

Proposal Submission Deadline: Friday, October 4, 2024, at 5:00 p.m. EST

RFP Contact: Randy W. Stotler, County Facilities Director

Email: rstotler@morgancountywv.gov

RFP #08122024

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Morgan County Commission

Invitation for Proposals for a 50'x120'x16' Steel Building and a 60'x130'x8' Reinforced Concrete Pad

INTRODUCTION

Overview

In this **Invitation for Proposal for a 50' x 120' x 16' Steel Building (shell only) and a 60' x 130' x 8" Reinforced Concrete Pad** (the "Invitation"), Morgan County Commission ("Morgan County") is requesting proposals from experienced, qualified and professional companies to facilitate the acquiring of and installation of materials to install 60' x 130' x 8" Reinforced Concrete Pad and a 50' x 120' x 16' Steel Building anchored to the Reinforced Concrete Pad.

Services under this RFP will include but are not limited to the building and pad design, equipment procurement and installation, and any applicable warranty information.

Morgan County is currently seeking a certified professional company to facilitate, acquire materials for, and install a 60' x 130' x 8" Reinforced Concrete Pad and a multiuse 50' x 120' x 16' Steel Building (shell only).

About Morgan County

Morgan County covers a total of 230 square miles and consists of a population of 17,063 people. It is in the Eastern Panhandle of West Virginia and borders Maryland, Pennsylvania, and Virginia. The County Seat is Berkeley Springs, WV. Morgan County Government operates daily in 5 different buildings located throughout the County. Currently, Morgan County's Facilities and OES Departments need an alternate site/building to store and maintain equipment and resources as well as provide a secure operating site and storage for the County's HAM Radio Group to operate from.

For more information about Morgan County please visit www.morgancountywv.gov

II. GENERAL TERMS AND CONDITIONS

Review and Compliance

It is the responsibility of each Vendor to review this entire document, including its attachments, and comply with all requirements of this Invitation. "Vendor" refers to any person or entity who may, or does, submit a proposal in response to this Invitation.

Pre-Bid Conference

A pre-bid conference will be held at 109 Fairfax Street, Berkeley Springs, WV 25411 on the date and time listed on the calendar of events. Vendors must sign the Pre-Bid sign-in sheet as proof of attendance. Written questions and answers as well as a site visit (if requested) will be provided only to those in attendance. This Pre-bid Conference is not mandatory, but it is highly recommended!

Questions and Answers

All vendor questions deemed relevant and material to this invitation along with the response answers will be emailed to all vendors by close of business on Friday, July 12, 2024.

Any responses or answers provided by Morgan County to Vendor questions will automatically become a part of this invitation.

Proposal Terms

All proposals submitted by Vendors and received by Morgan County will be treated as contract offers. A Vendor's proposal must remain open from the time of receipt of the proposal by Morgan County and continue for a minimum of 90 days after the date of Vendor's product demonstration, pursuant to this Invitation, and may not be unilaterally modified by the Vendor during that period.

Alterations, modifications, or variations of a proposal after the submission deadline will not be considered by Morgan County unless authorized by an amendment or addendum to this invitation issued by Morgan County

In the case of any award pursuant to this Invitation, the awarded Vendor must keep in effect all proposal terms, including pricing, throughout any contract negotiations.

Proposal Cost

Morgan County is not liable for any expenses incurred by the Vendor in the preparation, delivery, or presentation of their proposals, or in connection with any product demonstrations.

The costs of developing and delivering proposals and demonstrations pursuant to this Invitation are solely at the expense of the Vendor.

Proposal Materials

All proposals submitted, including all items and materials as part of the proposals, become the property of Morgan County, whether selected or not. Proposal materials may be appended by Morgan County to any contract between Morgan County and the Vendor providing such materials.

Contract Term

The initial term of the contract awarded, pursuant to this Invitation, will be for a minimum of 1 (1) year from the date the contract is executed between the Vendor and Morgan County. Morgan County reserves the sole right and option to extend the contract in incremental terms of one (1) year each which, including the initial contract term or a term agreed upon by both parties.

OBJECTIVES AND REQUIREMENTS

Morgan County expects to have a fully installed 50'x120'x16' steel building secured to a 60'x130'x8" re-enforced concrete pad with all the requested floor drains, plumbing lines, and utility conduit, ready for use at its 206 War Memorial Drive, Berkeley Springs, WV 25411 location by June 1, 2025. The selected Vendor will have access to the building site location as needed during all phases of construction, to be coordinated with Morgan County staff and the site supervisor.

General Requirements

Proposals must demonstrate the Vendor's understanding of Morgan County's needs and expectations as prescribed in this Invitation and must demonstrate the Vendor's capability to meet those needs and requirements.

Specific Requirements

The Vendor will provide the **following scope of work:**

- Propose a plan that the Vendor deems to best fit based on the size of the request and scope of the RFP.
- Acquire, install, and warranty all hardware and materials used in construction.
- Provide a dedicated Project Manager from start to finish.
- Provide warranty documentation on all hardware and materials used in construction.
- Ensure that all materials used in the building meet the Build Back Better requirements.

Building and Re-enforced Concrete Pad Features

Below are the required features for both the building and the concrete pad:

Required Building Features.

All products/materials must meet Build Back Better guidelines.

90% of all Hardware must be made in the USA.

All fasteners must have a lifetime warranty.

100% of all metal sheeting must be made in the USA.

The building must be a minimum of 50"x120'x16' with structural I beams and X bracing in the roof and walls.

Two interior walls studded out to divide the departments.

The roof must be gable sloped and have no less than a 4/12 pitch.

All roof panels must be red in color with a minimum of 24-gauge metal.

All wall panels must be tan in color and be a minimum of 26-gauge metal.

The building must have a wind sustainability rating of at least 145 MPH.

Building roof must be rated a minimum of 40 psf snow load, 20 psf live load, and a 1 psf collateral load.

The building must contain up to eight (8) standard windows. Placement to be determined.

The building must contain three (3) 10'x12' garage doors on the North and West side with exact placement to be determined.

The building must contain one (1) each 12'x14' garage door on the south side, with the exact placement to be determined.

The building must contain four (4) thirty-six (36) inch steel walkthrough doors with one (1) on each of the North and South sides and two (2) on the West side, with exact placement to be determined.

Building plans must contain at least two (2) sets of engineered blueprints, including bolt locations and a copy of the erection manual.

Required Concrete Pad Features:

The concrete Pad must be Re-enforced and a minimum of eight inches (8") thick.

The concrete pad must include at least two (2) sets of engineered blueprints, including bolt locations, utility conduit locations (water, phone, data), and three sewer hookups.

The concrete pad must have three (3), six-inch (6") round floor drains in specified locations.

The concrete pad must have six-inch (6") grated trough-style floor drains on the exterior walls of the Northwest corner of the pad. The exact location is to be determined.

The concrete pad must include three (3) separate sewer conduit hookups in specified locations.

The concrete pad must include 2 sets of three (3) four-inch (4') Utility conduits in specified locations

The concrete pad must be sloped on the North, West, and South ends at specified garage door locations.

Work Conditions

The Vendor will:

Store all materials and equipment in a safe and orderly fashion dispose of any install-related waste in proper disposal containers, and/or remove it from the premises.

Comply with all applicable State, Federal, and Local laws, rules, and safety regulations. The vendor shall safely perform its obligations, utilizing proper techniques and equipment to preserve both worker and staff safety.

Any lost, stolen, or damaged items, including damage to finished surfaces resulting from the performance of this contract will be repaired to the Morgan County Commission's satisfaction, at the Vendor's expense.

Security Requirements

The Vendor will be responsible for any privacy breaches caused by its actions or inaction or those of its agents/employees allowing any unauthorized person(s) to gain access to any confidential or protected information. The Vendor will take every precaution to maintain the highest level of security protection of all sensitive, protected, and/or confidential documentation and materials throughout the project.

Identification

Each person who is an employee or agent of the Vendor shall always display his or her company ID badge or equivalent identification and be a legally documented worker while on the Morgan County premises.

Insurance

During the term of any contract awarded pursuant to this RFP, the Vendor, at its sole cost and expense, will provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. A minimum, such insurance shall include:

Commercial General Liability coverage, occurrence basis, with a minimum of \$1,000,000 combined single limit (with defense cost in excess of the limit of liability); and

Professional Services Liability or Errors and Omissions coverage, with a minimum limit of insurance of \$2,000,000.

Vendor's insurance coverages must be primary insurance with respect to Morgan County. Any insurance maintained by Morgan County will be excess of Vendor's insurance and will not contribute to it.

Vendors must address this question in their proposals: Does your organization currently have or will your organization be able to provide the insurance requirements as specified in the RFP?

Any Exceptions and/or assumptions to the insurance requirements **must** be identified in the Vendor's response. Exceptions and/or assumptions will be taken into consideration as part of the evaluation process; however, vendors must be specific. If vendors do not specify any exceptions and/or assumptions at the time of proposal submission, Morgan County will not consider any additional exceptions and/or assumptions during any negotiations.

Upon contract award, the successful Vendor **must** provide certificates of insurance identifying the coverages specified in this RFP in a form acceptable to Morgan County.

BUSINESS REFERENCES

Vendors must provide a minimum of three (3) business references from clients of similar scale and composition as described in this invitation within the last three (3) years.

Morgan County reserves the right to contact and verify any or all references.

Business Name:

Street Address:

City, State, Zip:

Phone, include area code:

Email Address:

Brief project description:

PROPOSAL PRICING:

Cost Items

The Vendor must provide:

A detailed, all-inclusive firm fixed pricing for all costs associated with this Invitation. Please be sure to indicate \$0.00 if there is no associated cost(s); do not leave the cost of a listed item blank.

An all-inclusive firm fixed price covers all deliverables, labor, materials, out-of-pocket, travel, and other expenses relating to the specific items listed below, excluding regulatory taxes and fees.

The basis of the price and any underlying assumptions must be included in the Vendor's cost proposal.

Include all necessary labor, hardware, configuration, and the selection of the proper type and quantities of the components and accessories to ensure a complete, fully functional, and structurally sound facility building.

Payment

Generally, payment by Morgan County will be tied to specific milestones, which may include satisfactory inspections and/or deliverables.

Payment terms are net 30 days after receipt of the correct invoice (s) containing the information required by Morgan County and acceptance of the deliverable product (after inspection).

PROPOSAL SUBMISSION

This section of the invitation deals with the requirements for the contents and submission of proposals.

RFP Point of Contact

To ensure clear communications, the following individual has been designated the point contact for this RFP. All request, questions, proposal documents and/or correspondence must be communicated through the designated RFP contact:

Name: Randy W. Stotler

Title/Dept: Facilities Director

Address: 77 Fairfax Street, Berkeley Springs, WV 25411

Email: rstotler@morgancountywv.gov

Tele#: C: 304-676-3816 O: 304-258-8540 Ext. 1701

Vendor contact with any Morgan County employee, consultant, or other Morgan County representative concerning this Invitation other than the Morgan County contact person or his designee, will be grounds for proposal rejection.

Questions

All questions must be in writing and submitted only to the designated RFP contact email address previously given. It is preferred that all questions be submitted in writing.

Deadlines and Delivery

It is the responsibility of each Vendor to ensure timely submission of their proposal to Morgan County at

77 Fairfax Street, Room 101, Berkeley Springs, WV 25411. Attention: Randy W. Stotler

All proposals **must be submitted by mail or in person in an enclosed envelope with the word "BID-RFP -08122024" and must be received by Morgan County on/or before October 1, 2024, no later than 5:00 pm EST.** Morgan County is not responsible for the late delivery of a proposal for any reason.

Late proposals **submitted after 5:00 pm EST on October 1, 2024,** or any facsimile and/or telephone proposals **will not be accepted or considered.**

Organization/Formatting

Proposals must be presented following the prescribed instructions on this Invitation. The proposal, along with all supplemental documentation required under this Invitation must be:

- A. Submitted via hard copy and pdf (if possible).
- B. Pages numbered consecutively.
- C. Provided in sequential order as listed below:
 - 1. Vendor Information Sheet
 - 2. Vendor Proposal Response
 - 3. Company W-9
 - 4. Current Certificate of General Liability Insurance
 - 5. Current Certificate of Workers Compensation Insurance
 - 6. Business References
 - 7. Itemized Cost
 - 8. Vendor Certification Form
 - 9. WV General Contractor License

Content

All information requested by this invitation must be submitted as part of the Vendor's proposal. **Only information that is received in response to this invitation will be evaluated.**

All proposals must include the completed and signed Vendor Information Sheet (attached) included in this Invitation. The Vendor Invitation Sheet must be placed at the front of the proposal.

All Proposals must include a completed and signed Vendor Certification form attached to this Invitation under Appendix

PROPOSAL EVALUATION

An RFP Evaluation Committee, consisting of Morgan County Employees, will review all proposals. This Evaluation Committee may contact any of the references provided by the Vendor, contact any Vendor for clarification of response, and/or seek information from any other sources concerning any aspect of this Invitation.

Subject to the selection factors, reservation of rights, and other terms and conditions of this Invitation, Morgan County will select the proposal most advantageous to Morgan County. The Evaluation Committee will evaluate the detail, completeness, and accuracy of each proposal and will select the proposal that provides the best value in meeting Morgan County's business objectives.

Vendors are cautioned that the Evaluation Committee is in no way obligated to make inquiries for clarification or omitted information regarded as essential to complete a thorough evaluation of a Vendor proposal. Proposals at the time of submission that are not complete, accurate, or concise, or contain discrepancies or omissions may not be considered.

Any award is contingent upon the successful negotiation of finalized contract terms. In no event will any claimed obligations of any kind be enforceable against Morgan County, unless and until such time Morgan County and the selected Vendor have entered into a written contract.

This Invitation and the successful Vendor's proposal, as may be modified pursuant to this Invitation, will be incorporated by reference into, and be part of, any contract between Morgan County and the Vendor.

RFP award scores will be based on both technical and financial evaluations through a comprehensive review and analysis by the evaluation committee.

<u>Evaluation Scoring:</u>	<u>Points</u>
Qualifications and Experience of persons assigned to project:	20
Ability of proposal to meet all requirements as outlined in RFP:	30
Completeness of proposal: all required documentation submitted:	20
Methodology/Work Plan and Timeline:	10
Proposal Pricing- Costs covered under this proposal are tax-exempt from all Federal and State taxes. Prices must be clear, accountable, and auditable.	30
Maximum Awarded Points:	110

TERMS AND CONDITIONS

Rights Reserved by Morgan County

In addition to the rights reserved by Morgan County elsewhere in this Invitation, Morgan County reserves the right to:

Adjust the timetable of the Invitation.

Waive informalities and minor irregularities in proposals received.

Reject and not consider any/all Vendors who do not meet the requirements of the Invitation, including but not limited to incomplete responses and/or non-responsive proposals.

Reject any/all proposals received and not award a contract pursuant to this invitation, or cancel/terminate this Invitation process at any time, whether before or after receiving proposals if deemed to be in Morgan County's best interest.

Negotiate price or other factors included in any proposal submitted to Morgan County and in the event Morgan County is unable to negotiate a mutually satisfactory contract with the successful Vendor under the Invitation, Morgan County may, in its sole discretion, negotiate with another Vendor or cancel this Invitation and not award a contract to any Vendor.

Reject the Vendor selected pursuant to this Invitation and offer a contract to another Vendor in the event the selected Vendor does not enter into the required contract to provide moving services described in this Invitation.

Negotiate directly with one Vendor if the response to this Invitation demonstrates a lack of competition.

Correct or amend the Invitation. In no case will this Invitation be amended within seven (7) days of the proposal submission deadline unless the amendment includes an extension of time. Morgan County will not be liable for any cost that occurred as a result of changes to this Invitation.

Other Terms and Conditions

Vendor Certification Form. As a mandatory requirement for this proposal, all Vendors must complete and submit the Vendor Certification Form attached to this Invitation as Appendix B, along with their proposal submittal.

Confidentiality and Nondisclosure. Vendor shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by Morgan County, and shall not use for any unauthorized purpose, any and all information, documents, and data received or obtained from or on behalf of Morgan County. Vendor may use such information, documents, and data only to the extent required for the purposes described in this Invitation. Vendor shall adhere to all security, confidentiality, and nondisclosure policies and procedures required by Morgan County for the protection of such information and data from unauthorized use disclosure, and loss.

APPENDIX A

VENDOR INFORMATION SHEET

Please provide the following information, completed and signed, and place this form at the front of the proposal:

GENERAL INFORMATION

Company Name:

Federal Tax ID:

Street Address:

City, State, Zip:

Telephone:

CONTACT PERSON FOR QUESTIONS

Name:

Title:

E-mail Address:

Telephone:

BUSINESS DESCRIPTION

Years in Business:

Current Company size:

Current # Workers:

Summarized Narrative of Vendor's ability to provide the services, materials, and labor required under this RFP:

List of planned resources to meet the obligations of this Invitation

APPENDIX B

VENDOR CERTIFICATION FORM

for

Morgan County Invitation for Proposal for a 50'x120'x16' Steel Building and a 60'x130'x8" Reinforced Concrete Pad with plumbing, floor drains, and other specified utility conduit.

Vendor Name:

Vendor Address:

The undersigned Vendor represents and certifies as follows:

1. The prices in this proposal have been arrived at independently and without consultation, communication, agreement, or disclosure with or to any other Vendor or potential Vendor.
2. No attempt has been made at any time to induce any firm or person to submit any intentionally high or noncompetitive proposal or to otherwise submit or refrain from submitting a proposal to restrict competition.
3. Vendor has not given, and will not give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any employee or representative of Morgan County in connection with this Invitation.
4. Vendor will acknowledge that Morgan County will determine whether a conflict of interest exists and that Morgan County reserves the right to disqualify any Vendor on the Grounds of actual or apparent conflict of interest.
5. Vendor has not employed or retained any person or entity to solicit or obtain any contract resulting from this Invitation and has not paid or agreed to pay to any person or entity any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of any such contract.
6. Vendor certifies that to the best of its knowledge, all the information contained in this proposal is true, correct, and complete and acknowledges that any intentional misrepresentation by Vendor will disqualify Vendor from further consideration in connection with this Invitation.
7. The undersigned individual is legally authorized to sign this Vendor Certification Form on behalf of Vendor and to bind Vendor to the statements made herein.

Name, Title and Signature of Individual with Authority to Bind Vendor

Name:

Title:

Signature:

Date:

APPENDIX C

KEY PROPOSAL DATES

for

Morgan County Invitation for Proposal for a 50' x120' x 16' Steel Building and a 60' x 130' x 8" Reinforced Concrete Pad with plumbing, floor drains and other specified utility conduit.

All dates are subject to change at Morgan County's discretion.

All proposal correspondence, and/or questions must be emailed to: rstotler@morgancountywv.gov

RFP Issuance:

Date Issued: Monday, August 12, 2024

Questions and Answers:

Pre-Bid Meeting; A Pre-Bid meeting will be held on Wednesday, September 18, 2024. The meeting will be held at 109 Fairfax Street, in the OES Conference Room at 10:00 am.

Questions will be From Monday, August 12, 2024, to Tuesday, September 10, 2024 at 5:00 pm.

Received: Questions must be emailed directly to: rstotler@morgancountywv.gov All questions and their subsequent answers, will be emailed to all Vendors.

Answers: Questions will be answered by Wednesday, September 18, 2024

Pertinent Proposal Dates:

Proposal_Deadline: Friday, September 27, 2024, at 5:00 pm

Bid Opening: Wednesday, October 2, 2024, during County Commission Meeting

Proposal Evaluation

Review: Wednesday, October 2, 2024, to Friday, October 4, 2024

Contract Award

Date: Wednesday, October 16, 2024