



June 9, 2022

For The Attention of All Bidders:

Invitation for Bid (IFB) No. 23-05: Roofing Services

The following information related to the above project is provided to all prospective Bidders:

1. Invitation for Bid
This section contains the description of the specific project, the time, date and location for submission of the bid, and the Columbia Association representatives to whom inquiries may be made regarding the bid.
2. Special Conditions
This section contains certain specific conditions, if any, that are required in the bid and changes, if any, to the general conditions. Included are the evaluation criteria that the award will be based upon.
3. Specifications
This section gives the detailed specifications for this project to enable the vendor to submit a responsive bid.
4. General Instructions
This section contains the procedures for submitting the bid, receipt, withdrawal, rejection and award.
5. General Conditions
This section contains the general conditions regarding ethics, the specifications, estimates made by the Columbia Association, tax information, payment terms and completion of work.
6. Pricing Schedule and References
This section is to be completed by the Bidders as to items that can be supplied and the bid prices for such items.

Section 1. INVITATION FOR BID

IFB No.: 23-05

Project: ROOFING SERVICES

A pre-bid meeting will be held at 2:00 PM, Thursday, June 16, 2022, via Google Meet video conference. If you wish to participate, please email the name of your firm, attendee name(s) and email address to Michael.Bost@ColumbiaAssociation.org and a link to the meeting will be provided. Attendance at the pre-bid meeting is strongly encouraged, but is not mandatory. Firms will be allowed the opportunity to ask questions at this time.

Each bid must be submitted via email as described below. Bids submitted must include the Pricing Schedule, any explanatory comments or materials, and other attachments as required. Each bid must be received as follows:

E-mail: Procurement@ColumbiaAssociation.org

Date: Wednesday, June 29, 2022

Time: At or before 2:00 P.M. EST

Bids delivered to any other office will not be considered. Oral, telephonic and facsimile bids will not be accepted.

Emailed bids must be time stamped at or before the due date and time for receipt of bids. Emails that are time stamped after the due date and time will not be considered. Emailed bids must have signature affixed to the bid prior to electronic submission. A confirmation email will be sent within one business day of receipt of the bid submission. If a confirmation email is not received, please contact the Contracts Administrator listed below.

Should you decide not to submit a bid in response to this solicitation, please complete and return the No Bid Response Form which is attached as the last page of this bid document.

Questions regarding this Invitation for Bid may be addressed to Michael Bost, Senior Purchasing Specialist at (410) 423-4108 or emailed to Michael.Bost@ColumbiaAssociation.org.

Section 2. SPECIAL CONDITIONS

BACKGROUND

Columbia Association (CA) is a nonprofit community services corporation that works in the service of Columbia, Maryland, a nationally recognized planned community that's home to approximately 100,000 people and several thousand businesses. The mission of this unique organization is to enhance the quality of life for people living and working in Columbia. It has grown with the community into a multimillion-dollar operation that is integrated into nearly every aspect of Columbia life.

The CA team strives each and every day to enrich the quality of life in Columbia by cultivating meaningful experiences and providing unique opportunities in our community, all through the lens of responsible stewardship. CA is committed to offering a wide range of services, programs and facilities that prioritize inclusion, protect the environment and promote wellness in all aspects. CA owns and operates a comprehensive network of community facilities and amenities, many of which are free and accessible to anyone who wishes to utilize them. These spaces ensure we are respecting and protecting the environment while giving people of all ages and backgrounds a place to learn and grow. That includes:

- Three lakes and more than 40 ponds
- Nearly 3,600 acres of open space
- 165 tot lots
- 95 miles of pathways
- 23 outdoor pools
- An indoor swim center and Splashdown
- Three large fitness/recreation clubs
- Columbia Ice Rink, an indoor Olympic-sized facility
- Columbia Art Center
- Youth & Teen Center
- Two indoor tennis clubs, including the nationally-recognized Long Reach Tennis Club
- Three outdoor tennis clubs
- Two golf clubs
- SportsPark with mini-golf, batting cages, a skate park and picnic pavilions

In addition to managing these facilities and open space assets, which includes a large selection of classes, workshops, coaching and social leagues, CA provides a wide variety of programming across Columbia, including year-round events at the Downtown Columbia Lakefront, before and after school care, international and multicultural events and a variety of summer camps.

For additional information about Columbia Association, visit our website at ColumbiaAssociation.org.

INTENT

The intent of this Invitation for Bid is to solicit bids for roofing services at various CA facilities. CA may award multiple contracts as a result of this IFB. Individual task orders shall not exceed \$25,000 per project. Large roofing projects greater than \$25,000 will be formally and separately bid.

CONTRACT TERM

The initial contract term will be July 15, 2022 through July 14, 2023. The resultant contract may be renewed for four (4) additional one year periods upon mutual agreement of both parties.

ESTIMATED ANNUAL EXPENDITURE

The total estimated annual expenditure for on-call roofing services is \$25,000.

CONTRACT VALUE

This is a requirements contract for providing a readily available source to serve at the Columbia Association's discretion for the services specified. The estimated annual expenditure for such requirements represents only CA's best estimates, and is not to be taken as a guarantee of any specific dollar expenditure.

QUANTITIES

It is estimated that yearly expenditures under this contract will approximate the quantities listed. Under the terms of this Invitation, however, the resultant contract shall be considered a "requirements-type" contract only. No guarantee of purchases of any specific yearly quantity or total dollar amount is made. In addition, all purchases are contingent upon the appropriate fiscal funding.

SITE INSPECTION

Each Bidder is encouraged to visit each facility in order to become familiar with actual site conditions. Failure to visit each facility and to become completely knowledgeable of the requirement of the work shall in no way relieve them with the provision of the Bid.

QUALIFICATION OF BIDDERS

Bidders may be required to furnish satisfactory evidence that they are qualified dealers or manufacturers of the items listed, or regularly engaged in performing the services on which they are proposing, and in both cases maintain a regularly established place of business. An authorized representative of the Columbia Association may visit any prospective Bidder's place of business to determine ability, capacity, reliability, financial stability and other factors necessary to perform the contract.

BID EVALUATION CRITERIA

This bid will be evaluated using the criteria set forth below:

1. Price – Maximum 30 points
 - a. Regular hourly rate - Fully loaded, including but not limited to taxes, transportation, insurances, benefits, consumables, supporting office staff, office overhead and all other burdens. Transportation includes all private and Contractor owned vehicles, including fuel, maintenance and repair costs thereof, used to provide services under this contract.
 - i. Roofer's rate
 - ii. Roofer's Helper rate
 - b. Overtime rate - Fully loaded, including but not limited to taxes, transportation, insurances, benefits, consumables, supporting office staff, office overhead and all other burdens. Transportation includes all private and Contractor owned vehicles, including fuel, maintenance and repair costs thereof, used to provide services under this contract.
 - i. Roofer's rate
 - ii. Roofer's Helper rate
 - c. Holiday/Weekend rate - Fully loaded, including but not limited to taxes, transportation, insurances, benefits, consumables, supporting office staff, office overhead and all other burdens. Transportation includes all private and Contractor owned vehicles, including fuel, maintenance and repair costs thereof, used to provide services under this contract.
 - i. Roofer's rate
 - ii. Roofer's Helper rate
 - d. Equipment rates – This is the hourly/daily rates charged by the Contractor to CA for equipment owned by the contractor, whose use is non-routine and is required for specialty repairs or services. *This is not rental equipment. Rental equipment is considered a sub-contract and subject to the prescribed mark-up.*
 - e. Material and Parts Mark-up or Discount – This is the profit and overhead mark-up on materials purchased.

- f. Current Price List (FOB destination) – This is a list of all frequently used and stocked parts and materials. This list will be updated every six months. See paragraph *Contract Pricing* for approved mark-up.
2. Equipment and personnel depth – Maximum 30 points
 - a. Number of trucks available for dispatch with vehicle schedule to include, but not necessarily be limited to, make, model and year.
 - b. Equipment schedule identifying all major equipment owned or leased by the Contractor, its value and age.
 - c. Personnel – Number of roofers and roofer’s helpers. Resume for each staff member to be assigned to CA during this contract. Resume to include, but not limited to, years of service in the trade, years of service with Contractor, technical training, personal and professional strengths, level of licensure, copy of license.
 - d. Equipment and personnel committed to CA for the duration of this contract. Provide their experience, training and licenses, and manufacturers certifications.
 3. Contractor Qualification – Maximum 40 points
 - a. Previous experience on similar types of service contracts.
 - b. Copy of Current Maryland State Department of Assessments and Taxation certificate
 - c. Two (2) page description of Contractor’s Qualifications (i.e. skill, prior experience, use of best practice methods, on-going training for staff, etc.)

REFERENCES

All Bidders are requested to provide with their bid at least three references for similar contracts, products or services they have provided within the last three years. This information shall be evaluated with the other information required. Failure to provide references with the bid may be cause for determining a bid non-responsive. Bidders who do not have the required experience may not be considered for award.

GUARANTEE

The bidder guarantees that all products offered (or used in the installation of those products) carry a guarantee against any and all defects for a minimum period of one year from acceptance or as stated in the Columbia Association’s written solicitation. The bidder must correct any and all defects in **material and/or workmanship** which may appear during the guarantee period of **one (1) year** by repairing (or replacing with new items or new materials, if necessary) any such defect at no cost to the Columbia Association and to the Columbia Association’s satisfaction. Should a manufacturer’s warranty or guarantee exceed the requirements stated above, the guarantee or warranty will be the primary one used in the case of defect. Copies of manufacturer’s warranties must be provided with Contractor’s billing. All warranties and guarantees must be in effect from the date of acceptance by the Columbia Association of the goods or services. The Bidder guarantees that all work shall be accomplished in a workmanship like manner and the Bidder must observe and comply with all Federal, State, County and local laws, ordinances and regulations in performing the services listed. Goods and materials provided under this contract must be of first quality, latest model and of current manufacture, and are not of such age or so deteriorated as to impair their usefulness or safety. Items that are used or demonstrator models are unacceptable.

INSURANCE

The Contractor shall maintain the following insurance policies during the term of this Contract: Broad Form General Liability \$2,000,000 combined single limit for property damage and bodily damage; Business Automobile \$1,000,000 combined single limit for property damage and bodily injury; Workers compensation statutory limits; and an Umbrella of at least \$2,000,000. All policies shall name CA as an additional insured and in the event that the Contractor receives from an insurer any notice of cancellation, non-renewal or any other modification of any of the insurance policies required under this contract, Contractor shall give written notice to CA within 24 hours of receipt of such document.

Certificates of insurance evidencing such coverage's are to be supplied to CA at the time of Contractor's execution of the Contract.

AWARD

Award will be made to the responsive and responsible Bidder(s) that are rated highest in accordance with the evaluation criteria stated herein.

PRIMARY, SECONDARY AWARDS

CA reserves the right to make multiple (primary, secondary, etc) awards. Sources other than the primary source will be used only when service/response is required and cannot be provided by the primary source. "Back-Up" or secondary awardee agrees that they may or may not receive purchase orders from the resultant contract depending upon the performance of the primary awardee. However, secondary awardee for the entire contract period must honor its contract with CA as a backup with all terms, conditions, specifications and contract pricing remaining in full force and effect.

NEW MATERIALS

Unless this contract specifies otherwise, the contractor represents that the supplies and components are new and are not of such age or so deteriorated as to impair their usefulness or safety.

SAFETY STANDARDS

The equipment, to include components, furnished under these specifications shall comply with all applicable Federal and Maryland State standards. Likewise, all work performed by the Contractor shall be in compliance with the prevailing State and Federal laws, including, but not limited to OSHA and EPA.

ADD OR DELETE

During the contract term, CA shall have the right to add or delete facilities to be served as may be considered necessary or desirable.

INSPECTIONS

The Columbia Association has the right to monitor, inspect and evaluate or test all supplies or services called for by the contract at all reasonable places (including the Bidder's place of business) and times (including the period of preparation or manufacture).

REPAIR AUTHORIZATION

At the time of this IFB issuance and until further notice, the following repair authorizations are required for service calls:

On-Call Roofing Technician NTE \$1,500. If the Service Technician is on a service call and determines that the necessary repairs will not exceed \$1,500.00, no pre-authorization is required.

Project Manager Greater than \$1,501. If the repairs are estimated to cost between \$1,501 and \$5,000, the Service Technician shall call the Project Manager for verbal authorization via the phone. For projects where the cost is greater than \$5,000 but less than \$25,000, all firms under contract will be informally solicited for bids.

PROTECTION OF EXISTING FACILITIES

The contractor shall take all necessary precautions during the period of service to protect existing CA facilities from damage by workmen and shall repair or replace, at the contractor's own expense, any damaged property caused by the contractor's employees or subcontractors.

CLEANING OF SITE

The contractor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by the work performed. Upon completion of the work, waste materials, rubbish, and tools, equipment, machinery and surplus materials shall be removed from the job. All building surfaces and work areas are to be left "broom clean".

TRAVEL TIME

No payment for travel time to or from the job site shall be charged (NOT PORTAL TO PORTAL). Charges begin when the contractor arrives at each job site and end when the crew leaves each job site. Time records will be verified by CA. No *fuel surcharges*, *trip charges* or any type of *transportation charges* will be permitted.

WORK HOURS/NOISE LEVELS

All work should be completed during regular operating work hours (Monday through Friday 7AM-5PM) and following Howard County Noise ordinances. Requests to work outside of these hours must be approved by a CA representative and documented prior to work beginning.

FAILURE TO PERFORM/DELIVER

In the event of a contractor's failure to comply with the established delivery schedule, the Columbia Association reserves the right to make an open market purchase of the required materials and/or services, and to charge as damages, the difference between the established price and the actual cost incurred by the Columbia Association and to collect such charges from the contractor, from any money due under this contract, or any other contract with the Columbia Association. Alternatively, the Columbia Association may assess liquidated damages at the rate of 1% per day of the cost of such item or service for each day of delay beyond the established delivery date. Repeated failures to respond to a Columbia Association request shall render the Contractor non-responsive and the contract may be canceled with thirty (30) days written notice.

EMPLOYER IDENTIFICATION NUMBER

The Columbia Association requires all invoices be identified with the vendor's Federal Tax Identification number or Social Security number.

CONTRACT PRICING

The following contract pricing methodology shall be employed for this contract:

1. Material and Parts mark-up procedure:
 - a. Multiply the quantity times the unit price cost for the sub-total [*EXAMPLE: 2 widgets at \$10 each = \$20 subtotal*]
 - b. Multiply the sub-total by the sales tax and add the sales tax to the sub-total [*EXAMPLE: \$20 subtotal x 6% tax = \$1.20 therefore \$20 + \$1.20 = \$21.20*]
 - c. Multiple the sub-total and sales tax by the mark-up percentage and add [*EXAMPLE: \$21.20 x 20% mark-up = \$4.24 therefore \$21.20+\$4.24 = \$25.44*]
 - d. Round to two decimal places [*EXAMPLE: \$19.079 rounds to \$19.08 and \$38.432 rounds to \$38.43*]
2. Invoices shall be presented with a maximum of two decimal places.
3. For materials and parts commonly used, the Current Price List shall be the authoritative guide under which future billings will be approved.
4. For project specific materials, not included on the Current Price List and/or are purchased specifically for the project, Contractor must include the material invoice with the billing.
5. Materials and parts shall be entitled to a 20% mark-up.
6. Subcontractor services, including rental equipment, shall be entitled to a 10% mark-up.
7. Freight charges for materials required shall not be subject to mark-up or tax; these shall be "passed through" directly for CA to pay on the invoice.

CURRENT PRICE LIST - Materials

Contractor shall provide with the bid a Current Price List for frequently used billable materials and parts as evidence of Contractor's costs, and shall include all delivery costs – FOB Destination- as specified herein. The Current Price List shall be evaluated in conjunction with the hourly rates and equipment rates. The Current Price List amount plus the applicable percentage of "mark-up" or "discount" shall be the authoritative guide under which future billings will be approved. The Current Price List shall be a

spreadsheet that includes the part name, reference or item number and the unit cost (without tax and mark-up). The Current Price List shall be updated by the Contractor every six months, on May 1 and November 1, and submitted to CA for acceptance. Late submissions will not be retroactive. CA reserves the right to negotiate and/or require substantiation of prices contained in the Current Price List. CA may require a written request for price relief. It shall include documentation from the manufacturer of the item(s) to verify and justify such requests for price increases. Price increases or decreases as may be reflected in the newly issued Current Price List will be honored and effective upon written notification of approval by CA.

Contractor must notify the Columbia Association of any announced manufacturer's price reduction and pass along all price reductions to CA.

SUBSTANTIVE PRICE CHANGES

Notice of substantive price changes for materials are to be given in writing fifteen (15) working days in advance of such changes. It will be the responsibility of the contractor to inform CA in writing of any or all price increases. Should an order be placed before such notification, the contractor will be obligated to honor either the ordered price or the changed price whichever is less. Should price changes result in costs exceeding the budget appropriations for that item, CA may reject such changes and the contractor will have no further obligation to CA under the contract.

ECONOMIC PRICE ADJUSTMENT - Labor

Price increases within the first 365 days (until July 15, 2023) of the contract period will not be considered. After the first 365 days the labor rates quoted herein are subject to price adjustment upward or downward in accordance with increases or decreases in prices announced by the U.S. Department of Labor, Consumer Price Index, all items, unadjusted, urban areas (CPI-U) for the twelve (12) month period ending in December of each contract year, with the written approval of the Columbia Association.

LABOR COSTS

The labor costs for other than normal straight time shall be billed in accordance with labor agreements of the effective company policy. Said labor costs shall be adjusted to reflect only those actual costs paid or accrued by the Contractor and shall include the same rate percent (%) of profit as is included in the straight time labor rate.

COVID-19 TERMS AND CONDITIONS

The Contractor agrees that it shall comply with all COVID-19 restrictions, guidelines and protocols set by the Centers for Disease Control, the State of Maryland and Howard County, Maryland that are in effect during the term of this Contract. Such restrictions and guidelines may include, but are not limited to, requirements regarding social distancing, the use of face masks or other protective wear and limits on the number of persons permitted in the work area.

The Contractor acknowledges that COVID-19 is a highly contagious disease and even the most rigorous safety precautions cannot guarantee against the risk of exposure or infection. The Contractor further acknowledges the risk that any person employed by the Contractor may be exposed to or infected by COVID-19 while providing work under this contract and that such exposure or infection may result in bodily injury, illness, permanent disability and death. In providing work under this Contract, the Contractor assumes the risk of its employees' exposure to and infection from COVID-19. The Contractor agrees to accept responsibility for any injury (including, but not limited to, bodily injury, disability and death), illness, damage, loss, claim, liability, or expense, of any kind that the Contractor's employees, agents, or representatives may experience or incur in connection with the provision of work under this contract and agrees to indemnify CA against any such claims and liabilities.

Section 3. SPECIFICATIONS

The roofing services furnished under these specifications shall be the current “best practice” methods and the latest production methods of roofing services and able to supply and repair a varied range of product brand names and styles at various CA facilities. Specifications provide a general guide as to quality, design and components necessary for the services to perform the function intended.

The types of roof systems requiring certification include but are not limited to the following:

PVC Roof System	BUR Roof Systems
EPDM Roof System	Shingle Roof Systems
Metal Roof Systems	Gutters and Downspouts
Underground Rain Leaders	Waterproofing

All Contractor’s service vehicles shall be identified with Contractor’s firm name, telephone number, vehicle number and state licensing information.

Contractor must be registered with the Maryland State Department of Assessments and Taxation and be in good standing. Contractor shall state the number of employees currently employed with the company and their titles and qualifications. Contractor shall provide a list of the number of trucks and other equipment necessary to provide plumbing services as specified.

Contractor shall represent and warrant that:

- It is qualified to do business in Howard County, Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
- It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Contract;
- It shall comply with all federal, State and local laws, regulations, and ordinances applicable to its activities and obligations under this Contract; and,
- It shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.
CA reserves the right to perform a background check at Contractor’s expense on all Contractors’ personnel performing services, including office and supervision staff.

WORK HOURS AND DAYS

Contractor regular work hours and days subject to the “Regular Rates” set forth on the bid form are from 7:00 AM to 4:30 PM, Monday through Friday.

“Overtime Rates” shall be applied as an extension of a regular work day from 4:31 PM until 6:59 AM.

“Weekend/Holiday Rates” are from midnight (12:00 AM) Friday until 7:00 AM Monday. Holiday is defined as any day recognized as an authorized CA holiday. Weekend and holiday response times are subject to and shall be compliant with the “Guaranteed response time”.

CONTRACTOR STAFFING/PERSONNEL

The contractor shall designate a full time supervisor and/or on-site staff who is responsible for the entire project, and must be someone who can communicate effectively.

RESPONSE

Contractors must be available 24 hours a day seven days a week and must provide a telephone number to an individual for after-hours and emergency services.

RESPONSE TIME

Contractor shall respond to work order requests within the "Guaranteed Response Time" for each correlating time of service; Normal Working Hours, Weekend & Holidays, Emergency.

COMMUNICATION

Initially, the Contractor shall receive work order requests from CA staff through various methods. Regardless of the method, all service calls will be evidenced by a CA generated Work Order Ticket (except emergencies and Holiday calls where the Work Order will be issued on the next business day):

1. Via internet (e-mail)
2. Via telephone

The Contractor is required to respond to each and every work order request issued by CA staff. The Contractor's dispatcher, or any other employee receiving the service call, shall provide CA with an estimated time of arrival (ETA). All work orders that have a safety issue component require the contractor to notify the CA dispatcher when work is complete.

CA has an automated work order system in place and **requires the Contractor to have reliable email service** in their office.

The Work Orders are prioritized using the following response code:

Priority 0 – Emergency – Respond on-site within 2 hours of phone call/work order

Priority 1 – Urgent - Respond on-site within 4 hours of work order

Priority 2 – Routine – Respond on-site within 24-48 hours or as directed by work order

SERVICE CALLS

All service calls shall be billed for and paid as time and materials, subject to the rates quoted on the bid form and the mark-up/discount provided herein. Contractor forces shall wear an identifiable uniform, with the Contractor's name and the employee's name easily visible, or Contractor issued photo identification, on all service calls. All Contractor's service vehicles shall be identified with Contractor's firm name, telephone number, vehicle number and state licensing information.

EMERGENCY AND OVERTIME WORK

Contractor must receive prior approval from Columbia Association staff before performing any work at overtime and emergency labor rates. Billing of overtime and emergency labor rates must be clearly indicated on invoices and include a copy of the signed Service Ticket as evidence of arrival and departure times attached to invoices. A sample Service Ticket with the required information is included with this RFP.

INVOICING and REPORTING

The successful contractor will be required to provide on each invoice a detailed description of the work performed including:

1. Name and phone of the person who placed the service request.
2. The specific date and time service request is placed (via phone or email) or a copy of the CA Work Order.
3. Facility name and description of work. Attached herewith is a listing of all CA facilities.
4. The actual date and time service was performed.
5. A copy of the Service Ticket, either Contractors or CA's must be signed by a CA staff member to verify arrival and departure times on the job. Contractor's employees shall check-in with facility staff at the designated main entrance upon arrival at the site. CA staff shall initial the service ticket to evidence time of arrival and time of departure. See sample attached.

6. Itemized list of workers and number of hours worked.
7. A list of materials used showing the mark-up/discount calculations and any required invoices or evidence of cost.

HOURLY LABOR RATES

Hourly labor rates shall be billed at the rates quoted on the bid form for service performed during corresponding work hours and work days. For each responsive service call, after the first hour of billable labor, Contractor shall pro-rate each successive billable labor hours to half-hour increments for work performed under the same work order request. Labor rates must be fully loaded, including but not limited to taxes, transportation, insurances, benefits and all other burdens. Transportation includes all private and Contractor owned vehicles used to provide services under this contract.

EQUIPMENT RENTAL AND SUBCONTRACTOR MARK-UP

Contractor must receive prior approval from Columbia Association staff before performing any work that requires the rental of specialized equipment and subcontractor services. Upon Columbia Association approval, Contractor shall be entitled to a ten (10) percent mark-up for equipment rental and subcontractors services. Contractor must provide evidence of equipment rental and subcontractor costs and attach copies invoices for said costs to billings.

MATERIAL PRICES

Contractor shall provide with their bid a Current Price List, inclusive of all charges for delivery as specified herein, for materials commonly used in the glass and mirror trade. The Current Price List shall be evaluated in conjunction with the hourly labor rates. The Current Price List amount plus the applicable percentage of "mark-up" or "discount" shall be the authoritative guide under which future billings will be approved.

The Current Price List shall be a spreadsheet that includes the part name, "Item ID" number and unit cost (without tax and mark-up). Materials and parts listed on the Current Price List shall contain unique "Item ID" numbers that correspond with those "Item ID" numbers for materials listed on invoices.

The Current Price List shall be updated by the Contractor every six months, on May 1 and November 1, and submitted to Columbia Association for acceptance. Late submissions will not be retroactive. Columbia Association reserves the right to negotiate and/or require substantiation of prices contained in the Current Price List. Columbia Association may require a written request for price relief. It shall include documentation from the manufacturer of the item to verify and justify such requests for price increases. Price increases or decreases as may be reflected in the newly issued Current Price List will be honored and effective upon written notification of approval by Columbia Association. Contractor must notify the Columbia Association of any announced manufacturer's price reduction and pass along all price reductions to CA.

Section 4. GENERAL INSTRUCTIONS

PRESUBMISSION INFORMATION

Examination of Bid Documents

Bidders must examine the entire Invitation for Bid (IFB) documents very carefully and must make their bid after examination of the location and/or nature of the proposed work. The submission of a bid indicates that the Bidder thoroughly understands all the terms and conditions, instructions, and specifications of the bid.

Assistance in Bid Preparation

Columbia Association staff will not assist any Bidder or Bidder's agent in the actual preparation of the bid.

Interpretation and Correction of Bid Documents

Should a Bidder require an interpretation or clarification of any provisions of the bidding documents or related information provided by the Columbia Association, or believe that there is an ambiguity, error, inconsistency or discrepancy in these documents or information, the Bidder must notify the Columbia Association in writing at least 5 working days prior to the date set for receipt of bids.

A Bidder who fails to request any such interpretation or clarification waives any claim for additional cost or time spent addressing any ambiguity, error, inconsistency or discrepancy in any such documents or information which is found to have been apparent at the time of receipt of bids.

All interpretations, clarifications, corrections, changes or other directions related to these requests of Bidders will be provided in writing by the Columbia Association and sent to all prospective Bidders who obtained copies of the documents and information from the Columbia Association.

Extension of Bid Due Date

The Columbia Association may extend the bid due date at its option. If the date is extended, the Columbia Association will notify all prospective Bidders who have obtained copies of the bid documents.

Response to Solicitations

In the event a vendor does not submit a bid on this solicitation, the vendor should return the No Bid Response form with an explanation as to why the vendor is unable to do so. If a vendor does not respond to three consecutive bid invitations the vendor's name may be removed from the Columbia Association's master list. The return of the Pricing Schedule page with a "No bid" is not considered a failure to respond.

PREPARATION AND SUBMISSION OF BIDS

All bids must be:

- Submitted on the forms provided in the bid document. Bids submitted on any form other than the attached official forms will not be considered. NOTE: Bidders are especially advised to fill out the "Total Price" column in the official form, so that the result of the bidding, barring possible arithmetic errors, will be known at once. Any errors in computation will be corrected when the bids are evaluated.
- Signed by authorized principals with the Bidder's legal name fully stated.
- Fully completed by the Bidder, including all attachments to the IFB that requires execution. All such attachments are to be returned with the bid.
- Received on or before the time, date and at the location specified in Section 1.

MODIFICATION AND WITHDRAWAL OF BIDS

All bids shall be valid for a minimum period of ninety (90) calendar days following the date established for the receipt of the bid unless otherwise stated in Section 2, "Special Conditions."

At any time prior to the specified bid due date and time, bids may be modified or withdrawn in person by a Bidder, or by his or her authorized representative if proper identification acceptable to the Director of Purchasing is provided and the person withdrawing the bid signs a receipt for the withdrawn bid. This can also be accomplished by email with the approval of the Director of Purchasing.

LATE BIDS, MODIFICATIONS AND WITHDRAWALS

If a Bidder submits a bid or request for withdrawal is received after the time set for receipt of bids, the following applies.

- A late bid, late modification or late request for withdrawal will not be considered. Any bid, or modification to a bid received at the place designated in the solicitation after the time set for receipt of bids is late and will not be considered for award.
- Any request for withdrawal or request for modification received at the place designated for receipt of bids after the time set for receipt of bids is late.
- Exceptions to these rules may be made when a late bid, modification, or withdrawal would have been timely but for the action or inaction of procurement personnel directing the procurement activity.
- In the event that the Columbia Association offices are closed due to weather or other contingencies, the bids will be accepted until 10:00 A.M. on the first full Columbia Association business day following the last designated closing date.

MISTAKES IN BIDS

After receipt of bids, Columbia Association staff shall examine all bids for mistakes. In cases of apparent mistakes, other than those involving extension of unit prices or other arithmetic errors, when Columbia Association staff has reason to believe that a mistake may have been made, staff shall request from the Bidder a verification of the bid. If the Bidder alleges a mistake, the matter shall be brought to the attention of the Director of Purchasing. Such actions shall be taken prior to award.

The Director of Purchasing is required to make the administrative determinations necessary in cases of alleged bid mistakes. The authority permitting correction of bids is limited to bids which are responsive as submitted and shall not be used to permit correction of bids to make them responsive.

If the Director of Purchasing knows or has reason to conclude that a mistake in a bid may have been made, the Director of Purchasing shall require that the Bidder confirm the bid. Confirmation by the Bidder of the bid will be requested when the bid reflects either an obvious, apparent error on its face or the bid amount is unreasonably lower than those of either the other bids submitted or the Columbia Association's estimate.

If the Bidder fails to respond to a request for confirmation of an apparent mistake within the time allotted to the Director of Purchasing, the bid may be considered as originally submitted or may be rejected as non-responsive at the discretion of the Director of Purchasing. If the Bidder confirms his/her bid, the Director of Purchasing shall consider it as originally submitted.

If the Bidder alleges a mistake, the Director of Purchasing shall advise him/her to support the allegation by statements concerning the alleged mistake and by all pertinent evidence, such as the Bidder's file copy of the bid, original worksheets and other data used in preparing the bid, such as subcontractors and supplier's quotations, if any, published price lists, and any other evidence which will serve to establish the mistake, the manner in which it occurred, and the bid actually intended.

Additionally:

- A determination may be made permitting the Bidder to correct his/her bid if the Bidder requests permission to do so and clear and convincing evidence establishes both the existence of a mistake and the bid actually intended. In lieu of bid correction, the Columbia Association may permit a Bidder alleging a material mistake of fact to withdraw his/her bid if there is reasonable proof that a mistake was made and the intended bid cannot be ascertained.
- A determination may be made permitting the Bidder to withdraw his/her bid if the Bidder requests permission to do so and clear and convincing evidence establishes the existence of a mistake. However, if the evidence is clear and convincing both as to the existence of a mistake and as to the bid actually intended, a determination may be made to correct the bid and not permit withdrawal.
- If the evidence does not warrant a determination under the two paragraphs above, a determination may be made by the Director of Purchasing that a Bidder may neither withdraw nor correct his/her bid.
- Any clerical mistake, apparent on the face of a bid, may be corrected by the Columbia Association prior to award, if the staff member has first obtained from the Bidder verification of what was actually intended. Examples of such apparent mistakes are: obvious misplacement of a decimal point, typographical errors, and mistakes in the designation of the unit of measure. Correction shall be reflected in the award document.
- After bid receipt, Bidders shall not be permitted to delete exceptions to the bid conditions or specifications, which affect price or substantive obligations.
- Nothing in this Section is intended to prohibit the Columbia Association from accepting a bid correction resulting in a reduction in price from a Bidder after the bid due date, provided that such reduction is not conditioned on or does not result in, the modification or deletion of any condition contained in the Invitation for Bid.

AWARD OF BIDS

The award shall go to the responsive and responsible Bidder(s) that is (are) scored the highest number of evaluation points, unless the Columbia Association determines that awarding the purchase is not in its best interests.

A bid may be rejected as non-responsive if it fails to conform to any of the essential requirements of an IFB, such as specifications, delivery schedule, or other material aspects. If the Bidder fails to furnish anything required by the IFB, the Columbia Association will find the bid to be non-responsive. A bid may be rejected as non-responsive if it is submitted on any form other than the attached official forms. A bid may also be rejected as non-responsive if the Bidder imposes conditions that modify the IFB or limit the firm's liability.

"Responsible" means the Bidder is capable of fully performing the contract requirements and has demonstrated integrity and reliability that assure good faith performance. If the Columbia Association determines that the Bidder is not responsible, the bid will be rejected.

If the Bidder fails to supply information, within the specified time frame, that the Columbia Association needs to be able to determine responsiveness and responsibility on a timely basis, the Bidder may be deemed non-responsive or not responsible.

Unless otherwise stated in the Special Conditions Section 2, the Columbia Association reserves the right to award in the aggregate or to make separate awards.

The Columbia Association reserves the right to waive minor informalities or irregularities in bids when reviewing bids for award.

Section 5. GENERAL CONDITIONS

ETHICS IN PROCUREMENT

By submitting a bid, the Consultant agrees to adhere to Columbia Association's policy on ethics in purchasing. This policy prohibits an employee and any immediate family member from receiving incentives, gifts, gratuities or favors of any kind from Consultants seeking business or engaged in business transactions with Columbia Association. Neither the employee nor any of the employee's immediate family had or will have involvement in or influence in any way the selection of a Consultant to do business with Columbia Association whereby the employee or the employee's immediate family will receive personal benefit.

MINORITY BUSINESS ENTERPRISE POLICY

Minority Business Enterprises, Women Owned Business Enterprises and Disabled Owned Business Enterprises will be afforded equal opportunity to submit Bids or Proposals in response to this Procurement and will not be subject to discrimination on the basis of race, color, sex, or national origin in consideration for award.

CA will establish guidelines and document efforts to attain its goal to procure Fifteen Percent (15%) of the total dollar value in eligible procurements from MBEs, WBEs and DBEs.

CA recognizes Minority Business Enterprise (MBE) certification from the State of Maryland, Howard County, MD and the City of Baltimore. Please provide with your proposal a copy of your certificate if you are certified with any of these governmental agencies.

SUSTAINABILITY

Columbia Association is committed to the procurement of goods and services that have less detrimental environmental and social impacts than competing goods and services. IFBs and RFPs shall endeavor, to the extent possible, to specify sustainable goods and services, and at the same time consider the value received and benefit to the environment in return for the expenditure. Goods and services should, for example, be more energy efficient, conserve water, reduce the use of fuel, generate less pollution and toxins, use recycled materials, and/or minimize waste.

ESTIMATES MADE BY THE COLUMBIA ASSOCIATION

Any quantities or dollar values given by Columbia Association as estimates or approximates, or as needs requirements, are given as a general guide for preparing the bid but are not guaranteed amounts. They represent the best estimate of Columbia Association but are subject to increase or decrease, or modification. Any such variance will not change the unit prices to be paid for the product or services.

TAX STATUS

Columbia Association is subject to the State of Maryland 6% sales and use tax.

COMPLETION OF WORK

Upon award, Bidders must be prepared to complete/deliver the work within the time stated in the IFB or within the time stated in the bid if the IFB does not state a completion/delivery time.

BRAND NAMES OR EQUAL ITEMS

Except as may be specifically indicated to the contrary elsewhere within the bidding or contract documents, the specification by description of or reference to any particular product or item of material or equipment by type, brand name, make, model, catalog number or design description is intended only to establish a standard of quality. Any product, material or equipment of equal quality which is also the functional equivalent of and possesses the salient characteristics found in the particular item so specified may be substituted upon the approval of the Columbia

Association. Unless specifically noted in this IFB, Bidders are not restricted to the specific brand, make or manufacturer named but may offer to the Columbia Association any material that the Bidder considers equivalent to that specified or indicated.

Columbia Association reserves the right to approve as equal, or to reject as not being equal, any article the Bidder proposes to furnish which contains major or minor variations from specification requirements even though the article may comply substantially.

The product offered as "or equal" must be clearly disclosed in the bid. If it is not, Columbia Association will not be under any obligation to examine such product to determine whether it is or is not equal, and will do so only when it is determined to be in the best interest of the Columbia Association.

Bidders must submit descriptive literature and/or samples of "or equal" products.

Requests for approval of "or equal" products may be made prior to the time specified for receipt of bids. The requirements for such approval are the same as the requirements for substitutions, which are covered next.

SUBSTITUTIONS

Substitutions are considered to be:

- Any change to the specifications in the bid other than an "or equal" product.
- Any change to the specifications after the bid due date.

No substitution will be considered prior to receipt of bids unless a written request for approval has been received by Columbia Association at least five (5) work days prior to the bid due date. Each request must include the name of the material or equipment for which it is to be substituted as well as a complete description of the proposed substitute including, as appropriate, drawings, cuts, performance and test data, and any other information necessary for evaluation. The burden of proof of the merit of the proposed substitute is upon the Bidder.

The decision made by Columbia Association's representative to approve or disapprove a proposed substitution will be final. If the representative approves any proposed substitution prior to receipt of bids, such approval will be set forth in a written addendum to the bid document. Bidders must not rely upon approvals made in any other manner.

The procedure described above also applies to requests for approval of "or equal" products prior to receipt of bids. Columbia Association is under no obligation to consider any substitution after the due date for receipt of bids. However, if it is in the best interest of Columbia Association to consider a substitution, it may do so. Any substitutions that are accepted by Columbia Association after the bid due date will be provided for in the contract, or in an amendment to the contract, or by change order to the contract or purchase order.

SPECIFICATIONS

All work must be furnished in accordance with the Specifications, section 3, of the bid.

PAYMENT

Payment will be made by Columbia Association after acceptance of the work and submission by the Contractor of a suitable invoice. Terms of payment are Net 30 days after receipt of a properly prepared invoice by the Contractor and acceptance of same by CA.

Section 6. PRICING SCHEDULE (Page 1 of 2)

IFB 23-05: ROOFING SERVICES

"The Bidder certifies that this bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same project, without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud, or other illegal action."

The undersigned proposes to furnish in accordance with the following:

Section I: Price - All prices shall be fully loaded. See Section 2, Special Conditions and Section 3, Specifications.

1. Provide "fully loaded" hourly rates:

Employee Type	Regular Rate (per hr)	Overtime Rate (per hr)	Holiday/Weekend Rate (per hr)
Roofer	\$	\$	\$
Roofer's Helper	\$	\$	\$

HOURLY RATES MUST BE FULLY LOADED and ALL-INCLUSIVE (including but not limited to benefits, burden, overhead and profit, insurances, taxes, transportation, including fuel, maintenance and repair costs thereof, travel time, supporting office staff, office overhead and all other burdens)

2. Provide an EQUIPMENT LIST (large equipment) and hourly/daily rates. This shall not include any hand tool or that equipment that is regularly or typically used in the performance of the trade on a day to day basis.

3. Attach CURRENT PRICE LIST.

Section II. Mark-Up for Materials/Parts

20%

Section III. Equipment and personnel depth

1. Provide information on company vehicles.
2. Provide a company equipment schedule. This shall not include any hand tool or equipment that is regularly or typically used in the daily performance of the trade.
3. Provide Staff information, including number, training, experience and certifications
4. Identify the equipment and personnel that will be committed to CA service during the life of the contract. Provide a resume for each staff member to be assigned to CA during the life of the contract. Resume to include, but not limited to, years of service in the trade, years of service with Contractor, technical training, personal and professional strengths, level of licensure, copy of license.

Section IV. Contractor Qualifications

1. List reference information for three similar types of service contracts successfully performed.
2. Completed Experience Listing Page
3. Copy of Current Maryland State Department of Assessments and Taxation certificate

FEDERAL TAX IDENTIFICATION NUMBER: _____

FIRM NAME: _____

ADDRESS: _____

AUTHORIZED PERSON: (PRINTED) _____

AUTHORIZED SIGNATURE: _____

DATE: _____

PHONE NO. _____ FAX NO. _____

E-Mail Address _____

CA recognizes Minority Business Enterprise (MBE) certification from the State of Maryland, Howard County, MD and the City of Baltimore. Indicate below if your firm is certified with any of these governmental agencies and provide a copy of your certification letter with your bid.

MBE Status:

Hispanic Owned

African American Owned

Asian Owned

Disabled Owned

Native American Owned

Female Owned

EXPERIENCE LISTING PAGE

Experience:

Indicate the number of years of experience your firm has to date: _____ Years

Indicate the type of electrical work in which your firm specializes:

_____ Residential

_____ Commercial

_____ Other, explain: _____

Size of Firm:

Indicate the number of Roofers and Roofer’s Helpers employed, with the combined number of years of experience. Also list the number of service trucks in the firm’s fleet that would serve Columbia Association.

Employee Type	# of Service Employees	Combined Years of Experience
Rofer		
Rofer’s Helper		

Service Trucks: _____

Indicate the average tenure (length of service with the firm) for each employee type:

Employee	Average Tenure
Rofer	
Rofer’s Helper	

Indicate the number of staff and service trucks to be designated to this contract:

Employee	Number to be Assigned to Columbia Association
Rofer	
Rofer’s Helper	
Service Truck	

REFERENCES

Reference #1:

Reference Firm Name: _____

Person to Contact: _____ Title: _____

Phone Number: _____ Email: _____

Project: _____ Time of Performance: _____

Contract Amount: _____

Change Order(s) and Amount(s) _____

Reference #2:

Reference Firm Name: _____

Person to Contact: _____ Title: _____

Phone Number: _____ Email: _____

Project: _____ Time of Performance: _____

Contract Amount: _____

Change Order(s) and Amount(s) _____

Reference #3:

Reference Firm Name: _____

Person to Contact: _____ Title: _____

Phone Number: _____ Email: _____

Project: _____ Time of Performance: _____

Contract Amount: _____

Change Order(s) and Amount(s) _____

**COLUMBIA ASSOCIATION
MINORITY BUSINESS ENTERPRISE (MBE) FORM**

Solicitation Title/No.: IFB 23-05 ROOFING SERVICES

I acknowledge and intend to meet IN FULL the overall certified Minority Business Enterprise (MBE) participation goal of fifteen percent (15%). For each MBE firm utilized, the proposer must provide the following information to include a copy of the MBE firm's certification documentation, the MBE firm's name, address and tax identification number.

Total African American MBE Participation:	\$ _____
Total Asian American MBE Participation:	\$ _____
Total Hispanic American MBE Participation:	\$ _____
Total Women-Owned MBE Participation:	\$ _____
Total Disabled MBE Participation:	\$ _____
Total MBE Participation (include all categories):	\$ _____
Total Contract Value:	\$ _____
Total Percentage of MBE Participation	_____ %

OR

After making good faith outreach efforts prior to making this submission, I conclude that I am unable to achieve the MBE participation goal. Firm must provide the name, business address and phone number of all Minority Business Enterprise firms that were contacted to provide goods or services under this contract. At least three firms must be listed.

1. _____
2. _____
3. _____

I affirm that I have reviewed this form and certify that the information provided is true to the best of my knowledge, information and belief.

Firm Name: _____ Date: _____

Signature of Authorized Firm Representative: _____

Printed Name and Title: _____ Phone (____) _____ - _____

Address: _____

E-mail: _____

**COLUMBIA ASSOCIATION
NO BID RESPONSE FORM**

In order to help us improve the quality of our solicitations, and to make our procurement process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. If you have chosen not to respond, please email this completed form to Michael.Bost@columbiaassociation.org

Title: ROOFING SERVICES
Solicitation Number: 23-05

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- Other commitments preclude our participation at this time.
- The subject of the solicitation is not something we ordinarily provide.
- We are inexperienced in the work/commodities required.
- Specifications are unclear, too restrictive, unreasonable, etc. (Explain in REMARKS section)
- The scope of work is beyond our present capacity.
- Doing business with the CA is too complicated. (Explain in REMARKS section)
- We cannot be competitive.
- Time allotted for completion of bid/proposal is insufficient.
- Time allotted for completion of work is insufficient.
- Start up time is insufficient.
- Insurance requirements are restrictive.
- Prior CA contract experience was unprofitable or otherwise unsatisfactory.
- Payment schedule too slow.
- Other: _____

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, use the REMARKS section below. (Attach additional pages as needed.)

REMARKS:

Vendor Name: _____ Date: _____

Contact Person: _____ Phone (____) _____ - _____

Address: _____

E-mail : _____