

May 16, 2019

To Whom It May Concern:

You are invited to submit a proposal roofing repairs at Lexington School District Four-Monroe Pinkney Administration Building located at 607 East Fifth Street, Swansea, SC 2916. The Request for Proposals is attached and contains the scope of work to be completed. A site visit is required in order to submit a proposal.

Bid proposals must be received by 2:00 pm on Wednesday, June 5, 2019 at the Monroe Pinckney Administration Building, Lexington School District Four, 607 East Fifth Street, Swansea, SC 29160.

Please call me at 803-490-7000 if you have questions or to schedule a time to view the project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dave Toole', with a long horizontal line extending to the right.

Dave Toole  
Director of School Operations

## **REQUEST FOR PROPOSALS**

Lexington School District Four (The District) is requesting proposals for *Roof Repairs-Monroe Pinkney Administration Building*. The Request for Proposals is attached and contains the scope of work to be completed.

### **GENERAL NOTICES**

- The District reserves the right to reject any or all proposals or to cancel this request in its entirety.
- All proposals will be treated as public information unless it is specifically requested that portions of the proposals be treated as Trade Secrets under the Freedom of Information Act. Such portions must be conspicuously labeled *CONFIDENTIAL*.
- The District may cancel the contract at any time in the event services prove to be unsatisfactory.

### **DISTRICT REPRESENTATIVE**

Dave Toole  
Director of School Operations  
Lexington School District Four  
607 E. Fifth Street  
Swansea, SC 29160  
(803) 490-7000 Ext. 10081  
[dtoole@lexington4.net](mailto:dtoole@lexington4.net)

### **PROPOSED SCHEDULE OF EVENTS**

Questions will be taken as requested. It is important that you contact me by phone if you send an email to ensure I have received the email.

Direct all questions through e-mail to:  
Dave Toole  
[dtoole@lexington4.net](mailto:dtoole@lexington4.net)

Work Site Visit  
Required

### Proposals Received

One (1) hardcopy of the proposal must be received no later than 2:00 p.m., Wednesday, June 5, 2019 at:

Monroe Pinckney Administrative Office  
Lexington School District Four  
607 East Fifth Street  
Swansea, SC 29160

Please indicate, "Monroe Pinkney Administration Building Roof Repairs" on the outside of the envelope of the sealed proposal. Proposals will be opened at 2:01 p.m. on Wednesday, June 5, 2019 at the Administrative Office. Any proposal received later than the specified time will not be considered.

### Notice of Award

Notice of Intent to Award will be made within 5 business days of proposal opening date.

### Right to Protest

Protest of the contract award must be made in writing to the district superintendent no later than 2:00 p.m. Wednesday, June 19, 2019 to:

Robert Maddox, Ph.D.  
Superintendent  
Lexington School District Four  
607 East Fifth Street  
Swansea, SC 29160

### Work Location and Schedule

All work will be conducted on-site at the scheduled location. Work must be completed no later than August 1, 2019.

## **VENDOR SELECTION**

The District will select the vendor whose proposal represents the best value for the District. Selection will not be made solely on price.

District will consider:

1. Comprehensiveness of work plan
2. Technical experience of the firm
3. Qualifications of staff
4. References
5. Cost
6. Product

## **SCOPE OF WORK**

Furnish all equipment, labor, materials, insurance, and permits necessary to complete the following:

A site visit is necessary to understand the scope of work. Pictures are enclosed as information only and not as a substitute for a site visit.

- 1) Repair/replace wooden soffits as necessary
- 2) Repair/replace wooden fascia as necessary
- 3) Remove existing shingles and roofing felt
- 4) Remove/replace any wooden plywood as necessary
- 5) Repair/Replace and seal window overhang structure to the brick wall
- 6) Install new roofing felt and shingles.
  - Roofing felt must be 30 lb.
  - Shingle specifications- GAF Timberline Natural Shadow  
Laminated Architectural Shingle  
Color: Charcoal

Contractor must provide a 1- year warranty in writing for all work and materials.

**PROPOSAL SUBMISSION SHEET**  
**ROOF REPLACEMENT/REPAIR- MONROE PINKNEY ADMIN BUILDING**  
Wednesday, June 5, 2019

Attach pricing proposal to this document with breakdown of materials and labor costs. Also, include copies of business license, company W-9, and company bond/insurance information.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Anticipated date of completion: \_\_\_\_\_

Name of company representative placed in charge of the project \_\_\_\_\_

Submitted By: \_\_\_\_\_