



Alachua County, Florida

Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager
County Administration Building, Gainesville, FL 32601
(352) 374-5202

EXECUTIVE SUMMARY

ITB No. ITB 25-67-MB

Annual Minor Roof Repair Services

RESPONSE DEADLINE: May 22, 2024 at 2:00 pm

Monday, June 17, 2024

SOLICITATION OVERVIEW

Project Title	Annual Minor Roof Repair Services
Project ID	ITB 25-67-MB
Project Type	Invitation To Bid
Release Date	April 24, 2024
Due Date	May 22, 2024
Procurement Agent	Markisha Boykin, NIGP-CPP, CPPB
Project Description	<p>Alachua County Board of County Commissioners, through the Facilities Management department, is seeking bids for Annual Minor Roof Repair Services. We are inviting qualified contractors to submit their proposals for consideration.</p> <p>Alachua County maintains approximately eighty (80) buildings of varying age and condition throughout the County. As such, there is a continuous need for minor roof repairs to ensure the safety and functionality of these facilities.</p> <p>The scope of work includes, but is not limited to, repairs such as patching leaks, replacing damaged shingles or tiles, repairing flashing, and addressing minor structural issues. The award will be on a time and materials basis.</p>

Introduction

Summary

Alachua County Board of County Commissioners are requesting the submission of Bids for ITB 25-67-MB Annual Minor Roof Repair Services.

The following apply to this Invitation to Bid (ITB): [Introduction](#), [Instruction to Bidders](#), [Terms and Conditions](#), [Insurance](#), [Scope of Services](#), [Attachments](#), [Submittals](#) and [ITB Pricing Form](#). Specifications and supplementary documents are essential parts of the ITB and requirements occurring in one are as binding as though occurring in all.

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Invitation To Bid - Annual Minor Roof Repair Services

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Services, as defined herein, are to include all labor, materials, supplies and equipment in accordance with the terms, conditions, and specifications set forth within this solicitation.

Bidder must be qualified and fully capable of performing the required Services while adhering to all laws, specifications, procedures, protocols, applicable guidance, and industry best practices.

Alachua County Board of County Commissioners, through the Facilities Management department, is seeking bids for Annual Minor Roof Repair Services. We are inviting qualified contractors to submit their proposals for consideration.

Alachua County maintains approximately eighty (80) buildings of varying age and condition throughout the County. As such, there is a continuous need for minor roof repairs to ensure the safety and functionality of these facilities.

The scope of work includes, but is not limited to, repairs such as patching leaks, replacing damaged shingles or tiles, repairing flashing, and addressing minor structural issues. The award will be on a time and materials basis.

Background

Location: Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000 and a regional airport. The County itself consists of a total area of 969 square miles.

Form of Government: Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

Contact Information

Markisha Boykin, NIGP-CPP, CPPB

Procurement Agent III

Email: mboykin@alachuacounty.us

Phone: [\(352\) 384-3092](tel:(352)384-3092)

Department:

Facilities Management

Timeline

Solicitation Release Date	April 24, 2024
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<p>Question Submission Deadline</p>	<p>May 12, 2024, 12:00am</p>
<p>Solicitation Submission Deadline</p>	<p>May 22, 2024, 2:00pm</p>
<p>Solicitation Opening – Teams Meeting</p>	<p>May 22, 2024, 2:00pm The scheduled solicitation opening will occur via Teams Meeting; the information to join is provided below. Attendance (live viewing) of the bid opening is not required.</p> <p>Join Microsoft Teams meeting Join on your computer, mobile app or room device:</p> <p>https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTQyYzk5YzMtZDc4ZS00N2lxLTljMWUtMjAwNTQwN2NjNTNi%40thread.v2/0?context=%7b%22Tid%22%3a%2290fc851d-766d-4d7b-a09c-bfbf1d2dac94%22%2c%22Oid%22%3a%22c82ab8e7-6ee1-4cd5-9191-4aa322a1828f%22%7d</p> <p>Meeting ID: 259 625 692 241 Passcode: yX9G3Q Or call in (audio only) +1 469-998-7938,,366862554# United States, Dallas Phone Conference ID: 366 862 554#</p> <p>If you have a disability and need an accommodation in order to participate, please contact the Alachua County ADA Coordinator at ADA@alachuacounty.us or Equal Opportunity Office at 352-374-5275 at least 7 business days prior to the event. If you are unable to notify the Office prior to the event, please inform an Alachua County employee that you need assistance. TDD/TTY users, please call 711 (Florida Relay Service)</p>

SOLICITATION STATUS HISTORY

Date	Changed To	Changed By
Apr 2, 2024 2:25 PM	Draft	Markisha Boykin, NIGP-CPP, CPPB
Apr 3, 2024 3:33 PM	Review	Markisha Boykin, NIGP-CPP, CPPB
Apr 23, 2024 4:18 PM	Final	Markisha Boykin, NIGP-CPP, CPPB
Apr 23, 2024 4:18 PM	Post Pending	Markisha Boykin, NIGP-CPP, CPPB
Apr 24, 2024 9:00 AM	Open	OpenGov Bot
May 22, 2024 2:00 PM	Pending	OpenGov Bot
May 24, 2024 4:36 PM	Evaluation	Markisha Boykin, NIGP-CPP, CPPB
Jun 6, 2024 7:24 AM	Award Pending	Mandy Mullins

SELECTED VENDORS

VENDORS RECOMMENDED BY THE EVALUATION PROCESS

Vendor	Location
ADVANCED ROOFING, INC.	Sanford, FL
Atlantic Roofing & Exteriors	Gainesville, FL

PROPOSALS RECEIVED

Status	Vendor	Contact Info	Submission Date
Submitted	ADVANCED ROOFING, INC.	Jason Carruth dawne@advancedroofing.com (407) 322-1555	May 22, 2024 8:29 AM
Submitted	Atlantic Roofing & Exteriors	Eric Smalley atlanticroofingfl@gmail.com (352) 327-7663	May 22, 2024 1:35 PM
Submitted	Register Roofing & Sheet Metal, Inc.	Jason Tyner service@registerroofing.com (904) 215-8533	Apr 24, 2024 10:38 AM

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	ADVANCED ROOFING, INC.	Atlantic Roofing & Exteriors	Register Roofing & Sheet Metal, Inc.
Submittal Confirmation	Pass	Pass	Pass
Corporate Resolution	Pass	Pass	Pass
State Compliance	Pass	Pass	Pass

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Question Title	ADVANCED ROOFING, INC.	Atlantic Roofing & Exteriors	Register Roofing & Sheet Metal, Inc.
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	Pass	Pass
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	No Response
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass	Pass	Pass
SBE Certificate	No Response	Pass	No Response
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	Pass	Pass	Pass
Option 3: SBE Participation.	Pass	Pass	Pass
Option 4: SBE Good Faith Effort.	Pass	Pass	Pass
Alachua County Government Minimum Wage (GMW)	Pass	Pass	Pass
DRUG FREE WORKPLACE	Pass	Pass	Pass
Vendor Eligibility	Pass	Pass	Pass
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	Pass	Pass	Pass
Responsible Agent	Pass	Pass	Pass
Number of years in this type of service?	Pass	Pass	Pass
Number of years licensed in Alachua County?	Pass	Pass	Pass
How many employees "ON THE JOB" each week?	Pass	Pass	Pass

Question Title	ADVANCED ROOFING, INC.	Atlantic Roofing & Exteriors	Register Roofing & Sheet Metal, Inc.
Number of employees "ON CALL" each week?	Pass	Pass	Pass
Major Equipment	Pass	Pass	Pass
Do you currently hold any municipality contracts?	Pass	Pass	Pass
If you indicated yes to holding municipality contracts please list them below:	Pass	Pass	Pass
References	Pass	Pass	Pass
Are your employees screened by:	Pass	Pass	Pass
Cancelled or Termination	Pass	Pass	Pass
Cancellation and Termination	Pass	Pass	Pass
What constitutes your normal business days and working hours?	Pass	Pass	Pass
Describe below, the Bidder's operational plan for providing the Services to Alachua County.	Pass	Pass	Pass
Roofing Requirements	Pass	Pass	Pass
Conflict of Interest	Pass	Pass	Pass
Acknowledgement of Requirements	Pass	Pass	Pass

QUESTIONS AND ANSWERS

No Questions Received.

ADDENDA & NOTICES

ADDENDA ISSUED:

No Addenda issued.

NOTICES ISSUED:

Notice #1

Jun 6, 2024 7:22 AM

RECOMMENDATION:

The Board to approve the bid award to Advanced Roofing, Inc (Primary), and Atlantic Roofing & Exteriors, LLC(Secondary), as the lowest, most responsive, and responsible Vendors.

The actual bid award is subject to the appropriate signature authority identified in the Procurement Code.

Attachments:

· [ITA 25-67-MB Annual Minor Roof Repair Services encrypted](#)

EVALUATION

SELECTED VENDOR TOTALS

Vendor	Total
ADVANCED ROOFING, INC.	\$585.00
Atlantic Roofing & Exteriors	\$640.00
Register Roofing & Sheet Metal, Inc.	\$1,020.00

HOURLY RATES

Please provide hourly rates for Master Roofer, Journeyman Roofer, and Apprentice Helper during regular hours, premium hours, and holiday hours.

Vendor	Total
ADVANCED ROOFING, INC.	\$585.00
Atlantic Roofing & Exteriors	\$640.00
Register Roofing & Sheet Metal, Inc.	\$1,020.00

MATERIALS AND EQUIPMENT RENTALS

Please provide a percentage (%) of mark-up for materials and equipment rentals.

Informational table contains no pricing