

REQUEST FOR PROPOSALS

SUWANNEE COUNTY SCHOOL DISTRICT

702 2ND STREET NW
LIVE OAK, FL 32064

RFP NO. 07-202

CONTRACTED ROOF REPAIR

A MANDATORY PRE-BID MEETING WILL BE HELD AT THE SUWANNEE COUNTY SCHOOL BOARD, MAINTENANCE DEPARTMENT OFFICE ON FRIDAY, MARCH 30, 2007 AT 10:00 A.M. BID PACKS MAY BE PICKED UP FROM THE MAINTENANCE DEPARTMENT PRIOR TO THE MANDATORY PRE-BID MEETING OR YOU MAY REQUEST A BID PACK BY ELECTRONIC SUBMISSION BY PHONING (386) 364-2721. A SIGN IN SHEET MUST BE COMPLETED AT THE PRE-BID MEETING AND ANY COMPANY NOT REPRESENTED THEREON WILL NOT BE QUALIFIED TO BID.

THE DISTRICT SCHOOL BOARD OF SUWANNEE COUNTY, FLORIDA (HEREIN KNOWN AS **THE BOARD**), WILL RECEIVE SEALED PROPOSALS AT THE FINANCE OFFICE OF THE SUWANNEE COUNTY SCHOOL BOARD. PROPOSALS MUST BE SEALED IN AN ENVELOPE. THE ENVELOPE MUST BE CLEARLY MARKED, **REQUEST FOR PROPOSAL (RFP) 07-202, CONTRACTED ROOF REPAIR**, AND MAILED OR DELIVERED TO 702 2ND STREET NW, LIVE OAK, FLORIDA 32064 PRIOR TO:

2:00 PM, LOCAL TIME, THURSDAY, APRIL 12, 2007

PROPOSALS RECEIVED TIMELY WILL BE OPENED, TABULATED AND EVALUATED AT THE ABOVE TIME **IN THE FINANCE OFFICE OF THE SUWANNEE COUNTY SCHOOL BOARD** (UNLESS NOTIFIED OF A DIFFERENT LOCATION) AND WILL THEN BE PRESENTED TO THE BOARD FOR ACTION AT THE NEXT REGULARLY SCHEDULED MEETING.

EACH BIDDER MUST DEPOSIT, WITH HIS BID, A BID BOND OR CASHIER'S CHECK IN THE AMOUNT OF FIVE PERCENT (5%) OF THE BASE BID PRICE, PAYABLE TO THE OWNER. **EACH BIDDER MUST INCLUDE WITH THIS BID, A LETTER FROM HIS/HER BONDING AGENT STATING THAT BIDDER IS IN GOOD STANDING AND CAN, UPON REQUEST, PROVIDE NECESSARY PERFORMANCE AND PAYMENT BOND.**

A PROPOSAL WILL BE CONSIDERED A FIRM OFFER AND CANNOT BE WITHDRAWN SUBSEQUENT TO OPENING WITHOUT THE CONSENT OF THE BOARD FOR A PERIOD OF SIXTY (60) DAYS SUBSEQUENT TO THE OPENING OF THE BID PROPOSALS.

PROPOSALS MUST BE SUBMITTED ON THESE FORMS AND ENCLOSED IN AN ENVELOPE THAT IS TO BE SEALED AND RETURNED TO THE PURCHASING OFFICE PRIOR TO THE OPENING DATE AND TIME. ANY PROPOSALS RECEIVED AFTER THE DESIGNATED CUTOFF TIME WILL NOT BE CONSIDERED. **A COPY OF EACH PAGE OF THIS PROPOSAL MUST BE RETURNED FOR THE PROPOSAL TO BE CONSIDERED.**

THE BOARD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR ANY PART OF ANY OR ALL PROPOSALS AND THE RIGHT TO SECURE EXPERT ADVICE IN EVALUATING AND SELECTING THE LOWEST RESPONSIBLE PROPOSAL.

THE CONTRACT PERIOD WILL COMMENCE ON DATE APRIL 13, 2007 AND CONTINUE THROUGH DATE APRIL 12, 2008. THE CONTRACT MAY BE EXTENDED FOR TWO (2) ADDITIONAL ONE-YEAR PERIODS WITH MUTUAL CONSENT OF BOTH CONTRACTING PARTIES. THE BOARD RESERVES THE RIGHT TO CANCEL THE CONTRACT FOR NON-PERFORMANCE WITH THIRTY (30) DAYS WRITTEN NOTICE.

QUESTIONS REGARDING THE SCOPE OF WORK, SITE LOCATIONS AND THIS RFP SHOULD BE DIRECTED TO MARK CARVER, DIRECTOR OF MAINTENANCE, SUWANNEE COUNTY SCHOOL DISTRICT AT (386) 364-2721.