

***WAKE COUNTY PUBLIC SCHOOL SYSTEM  
BID ADDENDUM***

**FAILURE TO RETURN THIS BID ADDENDUM IN ACCORDANCE WITH  
INSTRUCTIONS MAY SUBJECT YOUR BID TO REJECTION**

**Bid Number: 251-26-016**

**Description: Roofing Repairs**

**Opening Date/Time: April 22, 2025 @ 1:00 pm EST**

**Addendum Number: 01  
Addendum Date: 4/17/2025**

**INSTRUCTIONS:** The RFP referenced above shall be updated as follows:

**1 -RETURN ONE PROPERLY EXECUTED COPY OF THIS ADDENDUM WITH BID RESPONSE OR PRIOR TO THE BID OPENING DATE/TIME LISTED ABOVE. FAILURE TO SIGN AND RETURN THIS ADDENDUM MAY RESULT IN THE REJECTION OF YOUR RFP RESPONSE.**

**ATTACHMENTS:**

- Attachment 1 – WCPSS Response to Vendor Questions
- Attachment 2 – Add Gift Prohibition Revisions to Original RFP
- Attachment 3 – Replace Page 6 Cost/Price Proposal
- Attachment 4 – Pre-Bid Meeting Note

## Questions for RFP #251-26-016 – Roofing Repair Services

#	Reference	Vendor Questions	Answers
1	Commodity/Service Section, Page 2	What is the title of this commodity/service?	Change commodity/service section: <b>To Read:</b> Roofing Inspection and Repair/Job Order Contract
2	Cost/Price Proposal Section, Page 6, Remove Engineer overtime rate	Engineer \$_____/overtime rate per hour	Please remove the Engineer OT rate from the cost table (Replace page 6 with the attached revised Cost Proposal)
3	RFP Section: Cost/Price; Page 6	Could you clarify what is required in reference to an engineer? Are you specifically seeking a certified structural or mechanical engineer, or would a specialized individual for more complex projects and investigations suffice?	If we have continuous leaks at a site and general repairs do not resolve the issue, then we will ask for as assessment from a specialized individual or structural engineer.
4	Execution Page; Commodity/Service; Page 2	Is this a Service Agreement or Job Order Contract?	Job Order Contract
5	RFP Section: Cost/Price Proposal; Page 6	In the Price Proposal (firm fixed price, <b>all-inclusive of materials</b> , miscellaneous tools and equipment, vehicle costs, mileage, fuel charges, overhead and profit, insurance, and miscellaneous materials/tools used in the normal installation and repair such as rags and all other expendable items, torch fees, vacuum pumps, pipe benders, small refrigerant reclaim units, coring equipment, etc. Items that may be charged over and above hourly rates are parts that are replaced or installed, labor, transportation, waiting time if any, general and administrative overhead, and profit)	In the Cost/Price Proposal section Replace: <b>all-inclusive materials</b> with <b>miscellaneous materials</b> .
6	Cost Proposal; Page 6	Could you clarify what is required in reference to an engineer? Are you specifically seeking a certified structural or mechanical engineer, or would a specialized individual for more complex projects and investigations suffice?	If we have continuous leaks at a site and general repairs do not resolve the issue, then we will ask for as assessment from a specialized individual or structural engineer.
7	<b>Revision to Original RFP</b>	<b>Gift Prohibition</b>	<b>Add Revision below to RFP Terms and Conditions section 2</b>
8		<b>Pre-Bid Meeting Notes</b>	<b>See attached</b>

**WITH THE POSTING OF THIS ADDENDUM, THIS RFP WILL BEGIN A “QUIET PERIOD UNTIL IT IS OPENED”**

**NO NEW QUESTIONS CAN BE ANSWERED**

**Cost Proposal**

Offeror shall offer a firm fixed price, all inclusive of labor, materials, transportation, miscellaneous tools and equipment, vehicle costs, mileage, fuel charges, overhead and profit, insurance, and miscellaneous materials and tools used in the normal installation and repair such as rags and all other expendable items, torch fees, vacuum pumps, pipe benders, small refrigerant reclaim units, coring equipment, etc. Items that may be charged over and above hourly rates are parts that are replaced or installed, general and administrative overhead, and profit.

Item #	Labor Description	Cost/Price/Rate
1	Labor Rate	\$ _____/per hour
2	Labor Rate	\$ _____/overtime rate per hour
3	Engineer	\$ _____/per hour

**Materials Overhead & Profit Description**

The contractor net profit on subcontractors' rates shall be no greater than cost plus 5%. The contractor net profit on materials overhead and profit shall be cost plus no greater than 10% charged to materials required to complete assigned projects. The contractor must provide documentation showing the cost of labor, materials per invoice to WCPSS. Contractor must provide subcontractor's invoice(s) showing hourly labor rate, labor cost, and material cost per invoice to WCPSS. Costs for specialized tools or equipment required to complete an assigned project will be listed and subject to review by the Owner. The contractor's net profit on rental equipment shall be no greater than cost plus 5%. This equipment is considered to be large specialty equipment that the contractor is not expected to have on hand.

Contractor License Number (license pertaining to discipline): \_\_\_\_\_

Contractor by submitting a proposal acknowledges that it has reviewed all of the documents and shall abide by the terms and conditions of all documents. The contractor further acknowledges that the Master Job Order Contract's and Service Agreement's terms and conditions are not subject to negotiation or modification after the bids are accepted and awarded.

**Gift Prohibition.** Provider acknowledges that it is subject to N.C.G.S. §§ 14-234 and 133-32, which prohibit contractors from providing items of value to school system officials and employees under various circumstances. N.C.G.S. § 14-234, in pertinent part, prohibits contractors from providing to specific school system officers/employees a gift, favor, reward, service, or promise of reward in exchange for recommending influencing or attempting to influence the award of a contract. N.C.G.S. § 133-32, in pertinent part, bars provision of gifts or favors to specific school system officers/employees by a contractor who has a contract, has performed under a contract in the last year, or anticipates bidding on a contract in the future. Provider covenants that no director, employee or agent of Provider, or any other person connected with Provider, has made, offered or given, either directly or indirectly, to any School System Board member, employee, or agent, or to any person connected with the School System, any gift, favor, or item of value in violation of either N.C.G.S. §§ 14-234 or 133-32. Provider agrees that a breach of this provision as identified by the school system may result in the School System's termination of this Contract without liability and/or at the School System's discretion, the recovery of any and all funds paid to Provider pursuant to this Contract. Provider further agrees that to the extent there exists any doubt as to whether its actions have violated, or could violate, this provision, Provider will promptly notify the school system so it can make a determination as to the propriety of the Provider's past or proposed future conduct.

**Pre-Bid Meeting  
Maintenance and Operations  
April 8, 2025 9:00am**

Debra Wallace

- Introduction – Sr Director of Purchasing
- Must be responsive and responsible
- Questions that are asked today or submitted in writing by due date will be answered and posted as an addendum
- Make sure all bid documents are completed and signed where needed and make sure to include certifications
- We cannot accept any exceptions to terms and conditions
- Introduction of Clarence Rogers - Buyer
- There is a new No Gift Provision piece from our Attorney that will be added as an addendum to the bids
- In order to maintain confidentiality of the bids, all correspondence needs to go through Clarence Rogers

Clarence Rogers

- Introduction
- There are 37 bids that have been posted for this group
- Answers to today's questions are not binding. All questions need to be submitted in writing to myself ([bids-crogers7@wcpss.net](mailto:bids-crogers7@wcpss.net)). Questions are due by 4/15/25
- Make sure you review the deadlines for these bids
- There is a sign-up sheet going around. Please sign before you leave.

Open Discussion

Q: On the pricing page for solid waste – Attachment E, the roll offs listed – how do we calculate?

A: We will need roll off price and estimated land fill cost – there will be a new price sheet in addendum

Q: Solid Waste bid – does it need to go to Wake County land fill?

A: No, list where you will be taking in your bid

Q: One year term? Can that be changed?

A: It will be a 1-year term with an option to renew annually up to 5 years. It would only be cancelled if due to poor performance or other factors.

Q: Highlighted schools with storm water?

A: It indicates schools with Scm's or stormwater control measures that must be maintained.

Q: Roofing Repair Addendum – any documentation on types of roofs on building – removing?

A: Inspection and repair – every type of roof – over 200 schools – you are listing one average labor rate for repairs

Clarence Rogers

- Cleaning Contract – there will be an addendum to the cost sheet

Robert Duarte – Director of Custodial Services

- There is changes to some areas – Clarence will post changes. Some schools will be removed. Some in house schools will now be contracted schools.
- Make sure you initial and sign in all areas

Q: Can we use sub-contractors?

A: Awarded vendor can sub but subs cannot sub again

Q: Will there be multiple contractors?

A: There will be one vendor per area and vendors can be awarded to multiple areas

Jeri Preddy

- Roofing – their will be multiple contractors

Q: Fire Sprinklers – will this be divided? Is a list available for due dates for inspections prior to bid due date? Can last year's inspections be provided?

A: This will not be divided in multiple areas. Can make a public records request for last year's inspection information.

Q: Fire Alarm – Monitoring?

A: Inspection only

Q: Plumbing and Boiler – multiple contractors?

A: Yes, multiple contractors

Q: Landscaping - multiple contractors?

A: Yes, multiple contractors.

Q: If 2 companies bid, can owner be part of both companies?

A: Yes, it is ok.

Debra Wallace

- Different requirement/template. Meant for reviewers to see capacity in which they can perform
- Follow up clarification notice – return as quickly as possible

Clarence Rogers

- Some bids have both Service Agreements and Job Orders. This will be cleared up in the amendment.
- Check to make sure there is a signature line on the addendum

Q: Fire Doors – Roll up?

A: Yes, roll up

Robert Duarte

- If you are wanting to go on tours for Custodial – meet outside custodial office area

Q: Landscaping – Multiple awards?

A: Will be bidding by clusters. If wanting to see schools, go after hours or on weekends. You can request maps. If you want to see interior courtyard, go

during hours and report to school main office as a visitor and ask for Custodian

Q: Can bids be hand delivered on date of bid opening?

A: Yes, deliver to Bldg. F at Rock Quarry. Hand delivery is best. We have problems with UPS and FedEx. If it arrives late, we cannot open.

Q: Flooring and Painting – tours?

A: No tours. Must give hourly rate. If a project comes up, the school can be walked, and you can see the area needing paint. Individual projects under one big contract – give labor rate and it must include disposable material in labor rate. Materials must be bid separate from labor rate.

Q: When will final addendum be posted?

A: Hoping to by the 17<sup>th</sup>. IF something happens, the bid can be extended, and an addendum will be posted. Addendums are posted regularly and as soon as possible. We want everyone to receive information.

Q: Can school list be sent in an excel file?

A: No, must be in PDF

Bids need to be sent to or delivered to 1551 Rock Quarry Rd, Bldg. F, Raleigh. The Bid # needs to be clearly written on outside package.

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1. Check **ONE** of the following options:

Bid has **not** been mailed. **Any changes** resulting from this addendum are included in our bid.

Bid has already been mailed. **No changes** resulted from this addendum.

Bid has already been mailed. Changes resulting from this addendum are as follows:

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**Execute Addendum:**

**Bidder:**

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**Authorized Signature:** \_\_\_\_\_

**Name and Title (Typed):** \_\_\_\_\_

**Date:** \_\_\_\_\_