



PUBLIC NOTICE

REQUEST FOR PROPOSALS RFP 2026-107 MUNICIPAL COMPLEX ROOF REPLACEMENTS

The City of Beaufort is seeking bids from licensed and qualified contractors for the municipal complex roof replacements at City Hall, 1911 Boundary Street and the Municipal Court and Police Department at 1901 Boundary Street.

- **Pre-Bid Meeting:** February 27, 2026, 2:00 PM, Planning Department Conference Room
- **Questions Due:** March 6, 2026, 4:00 PM
- **Answers Due:** March 13, 2026, 4:00 PM
- **Bid Submissions Due:** March 20, 2026, 2:00 PM
- **Public Bid Opening:** March 20, 2026, 2:00 PM, Executive Conference Room 2

The RFP and additional documents may be accessed on the City's website:
[www.cityofbeaufort.org/165/Procurement, Current Bid Opportunities](http://www.cityofbeaufort.org/165/Procurement,CurrentBidOpportunities).

Procurement Administrator: procurement@cityofbeaufort.org.

"EQUAL EMPLOYMENT OPPORTUNITY"

**CITY OF BEAUFORT
INVITATION FOR BIDS**



**RFP NO. 2026-107
MUNICIPAL COMPLEX ROOF
REPLACEMENTS
DUE: MARCH 20, 2026**

MUNICIPAL COMPLEX ROOF REPLACEMENTS

RFP NO. 2026-107

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Sealed proposals may be submitted in either hard copy form or by email. Hardcopy proposals can be submitted and must be addressed to the City of Beaufort, Finance Department, Procurement Administrator, RFP 2026-107 MUNICIPAL COMPLEX ROOF REPLACEMENTS, 1911 Boundary Street, Beaufort, SC 29902.

Proposals may be submitted by email addressed to procurement@cityofbeaufort.org, with the subject line: RFP 2026-107 MUNICIPAL COMPLEX ROOF REPLACEMENTS, including one portable document format (pdf) file as an attachment. Depending upon file size limitations, a file sharing platform (i.e. Dropbox) may need to be used. After sending the proposal by email, submitter must send a separate email without an attachment to advise that a submission has been made. The Procurement Administrator will reply by email to confirm receipt of the proposal. Proposals received by email will not be opened until the deadline.

It is the submitter's responsibility to ensure timely delivery of the proposal. Proposals received after the submission due date shall not be accepted. All proposals received as a result of this RFP shall be binding on the submitter for ninety (90) calendar days following the submission due date.

Any proposal submitted as a result of this RFP shall be binding on the offeror for ninety (90) calendar days following the specified opening date. Any proposal for which the offeror specifies a shorter acceptance period may be rejected.

Proprietary and/or Confidential Information

Proposals are public document under the South Carolina Freedom of Information Act (FOIA), except for information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid or proposal.

All information that is to be treated as confidential and/or proprietary must be clearly identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as confidential, in bold, in at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified shall be subject to disclosure by the City.

If the Offeror discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, Offeror shall immediately notify the City of such error in writing and request modification or clarification of the document. The Offeror is responsible for clarifying any ambiguity, conflict, discrepancy; omission or other error in the RFP or it shall be deemed waived.

The City of Beaufort reserves the right to reject any or all proposals, or any parts thereof, waive informalities, negotiate terms and conditions, and to select an Offeror that best meets the needs of the City of Beaufort and its employees.

The City reserves the right to seek proposal clarification from any proposer to assist in making decisions. The City reserves the right to amend the RFP at any time before the specified due date for proposals.

Compliance with the South Carolina Illegal Immigration Reform Act

Any Company entering into a service contract with the City of Beaufort must certify to the City of Beaufort that the Company intends to verify any new employees' status, and require any sub-consultants performing services under the service contract to verify their new employees' status, per the terms of the South Carolina Illegal Immigration Reform Act, and as set out in Title 41, Chapter 8 of the Code of Laws of South Carolina, 1976.

Policy Concerning Minority And Women Owned Business Enterprises Intent

Business vendors owned and operated by women and minority persons, in general, have been historically restricted from full participation in the nation's free enterprise system to a degree disproportionate to other businesses.

The City believes it is in the community's best interest to assist minority and woman owned businesses to develop fully, in furtherance of City's policies and programs which are designed to promote balanced economic and community growth.

The City, therefore, wishes to ensure that minority and woman owned businesses (M/WBEs) are afforded the opportunity to fully participate in the City's overall procurement process and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

Goal for Participation

The City adopts the State of South Carolina's goal for participation of M/WBEs: ten percent (10%) of annual controllable procurement expenditures which are defined as agreements between the City and a Company to provide or procure labor, materials, equipment, supplies and services to, for or on behalf of the City. However, a specific expectation has not been set for this RFP.

South Carolina Title VI

The awarded contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of contract, which may result in the termination of the contract or any other remedy as the recipient deems necessary.

The City of Beaufort reserves the right to reject any or all bids; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the bids submitted; to award the contract according to the

bid which best serves the interests of the City; or to not award the contract if the City determines that it is not in its best interest to do so.

Proposals that are not signed will not be accepted as complete and shall not be considered. Proposals must be signed in the appropriate space(s) by an authorized officer or employee of the offeror.

Proposals should be prepared in the format as discussed under “**Submission Requirements.**” The Proposal should respond directly to each specific item at the level of detail in which each is presented.

The words “Bidder”, “Offeror”, “Proposer”, “Vendor”, “Operator”, and “Company” are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting a bid.

PROJECT OVERVIEW

The City of Beaufort is seeking bids from licensed and qualified contractors for the municipal complex roof replacements at city hall building located at 1911 Boundary Street and the municipal court and police department building located at 1901 Boundary Street. The Contractor shall provide all labor, materials, equipment, supervision, and related services necessary to remove and replace the existing roofing system at the Municipal Complex in accordance with applicable building codes and manufacturer requirements. Existing solar equipment will be removed by others prior to the start of roofing operations but must be coordinated with Alder energy.

SCOPE OF WORK

The Contractor shall provide all labor, materials, equipment, supervision, and related services necessary to remove and replace the existing roofing system at the Municipal Complex in accordance with applicable building codes and manufacturer requirements.

Existing solar equipment will be removed by others prior to the start of roofing operations but must be coordinated with Alder energy.

1. Pre-Installation

- Perform an inspection of the existing roof system prior to installation.
- Provide documentation of findings to the City before proceeding.
- Participate in a preconstruction meeting with the City to review project logistics, safety, access, and coordination.

2. Demolition and Preparation

- Remove existing roofing materials as required.
- Remove and replace any damaged or deteriorated materials as identified during inspection.
- Remove and replace flashings as necessary.
- Prepare the roof surface to receive the new roofing system.
- Dispose of all debris offsite in accordance with applicable regulations.

3. Insulation and Substrate

- Provide and install recovery board and insulation as required to support proper drainage and performance.
- Install materials in accordance with manufacturer requirements and applicable wind uplift standards.

4. Roofing System

- Provide and install a new roofing system in accordance with manufacturer specifications and current building codes.
- Complete all seams and connections to ensure a watertight installation.
- Roofing system shall qualify for the manufacturer's standard warranty.

5. Flashings and Penetrations

- Properly flash all roof penetrations and terminations.
- Install new flashings as required to ensure a complete and watertight system.

6. Roof Protection

- Provide walkway protection at access points and around mechanical equipment as necessary to protect the roof system.

7. Quality Control and Coordination

- Complete all work in accordance with contract documents and manufacturer standards.
- Coordinate work to minimize disruption to municipal operations.
- Submit any proposed modifications to the City for review and approval prior to implementation.

8. Safety

- Maintain a safe work environment and comply with applicable safety standards.
- Protect the building and surrounding areas during construction.
- Ensure the roof remains watertight at the end of each workday.

9. Closeout

- Provide final inspection documentation.
- Provide warranty documentation.
- Remove all equipment and leave the site clean and free of debris

ATTACHMENTS

A: City Hall Roof Plan & Details

B: Municipal Court & Police Department Building Roof Plan & Details

C: Bid Form

D: Ethics in Public Contracting Affidavit

E: Non-Collusion Affidavit

F: Small / Woman-Owned / Minority Business Enterprise Form

G: RFP Signature page

I. ADDITIONAL DOCUMENTS

Additional documents may be available online. Proposers are required to review and be familiar with any documents as they are a part of the RFP and will become part of the contract awarded. These additional documents may be accessed on the City of Beaufort website at <https://www.cityofbeaufort.org/165/Procurement>.

II. SUBMISSION REQUIREMENTS

I. **Required content of proposal:** The detailed requirements set forth in the Proposal Format are recommended. Failure by any Proposer to respond to a specific requirement may result in disqualification. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Proposals determined not to be in compliance with provisions of this RFP, and the applicable law and/or regulations will not be processed. In addition to the information required as described below, a respondent may submit supplemental information that it feels may be useful in evaluating its proposal. This information may include documents such as a firm profile or brochure.

All costs incurred by the Proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of a contract, shall be the responsibility entirely and exclusively by the proposer.

II. **Proposal format:** The proposal format requirements were developed to aid Proposers in their proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. These directions apply to all proposals submitted.

The purpose of the Proposal is to demonstrate the technical capabilities, professional qualifications, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order:

- a. **Transmittal Letter:** A transmittal letter must be submitted with a Proposer's proposal which shall include:
 - i. Name of the firm responding, including mailing address, e-mail address, telephone number, and names of contact person.
 - ii. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.

- iii. Prepare an executive summary stating the respondents' understanding of the project and opinion why the respondents' firm should be chosen. Include any general information the proposer wishes the City to consider about the proposal.
- iv. **Detailed description of work to be performed including warranty information of materials and workmanship.**
- v. An affirmative statement that the proposer has read and agrees to the General Terms and Conditions and will adhere to them as a component of the contract documents.

b. Proposer's Work History and References:

- i. Contractor should have at least (5) years of demonstrated construction experience with commercial and government buildings roof replacements.
- ii. Provide client references (name, address, e-mail and phone number) for a minimum of three (3) projects completed in the last five (5) years of a similar size and nature. References from South Carolina and the Lowcountry are preferred. Project references must be for projects that included extensive historic stucco and plaster repairs. Experience installing Natural Cement Stucco is preferred.
- iii. Identify any additional or unique resources, options, capabilities or assets which the Proposer would bring to this project.

c. Required Forms:

i. Proposals must include:

1. **Proof of current State of South Carolina Roofing Contractor license.**
2. **Warrantee bond equal to 10% of bid price.**
3. **Bid Form (Attachment C)**
4. **Certificates of Insurance showing present coverage as described in the "Insurance" section of the General Terms and Conditions.**
5. **Ethics in Public Contracting Certification (Attachment D)**
6. **Non-Collusion Affidavit (Attachment E)**
7. **Small / Woman-Owned / Minority Business Enterprise Form (Attachment F)**
8. **RFP Signature page (Attachment G)**

d. Other Information to Provide:

- i. List any lawsuits or arbitration proceedings that have been initiated by or against your company in the past five years. Briefly describe the nature of the action and the outcome.
- ii. Proposer shall be responsible for providing a letter from the surety company that would issue Performance and Payment bonds for the Contractor included on your team, providing information on the Contractor's bonding capacity. Performance and Payment bonds are required.

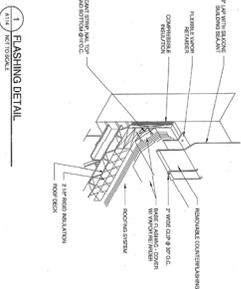
III. PROPOSAL EVALUATIONS

The City will evaluate proposals based on the evaluation criteria listed below, which shall be applied to determine the lowest most responsive proposal. The City reserves the right to disqualify any proposal for, but not limited to; person or persons it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the qualifications of the any Proposer as it deems appropriate.

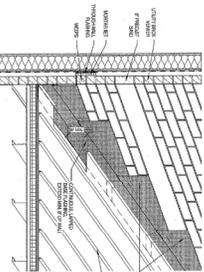
EVALUATION CRITERIA	MAXIMUM POINTS
Demonstrated experience with similar projects	40
Ability to complete the work before deadline	20
Cost of Project	40

It is the City's intent to award one contract to provide the services as detailed herein. Award of any proposal may be made without discussion with Proposers after responses are received. The Proposers submitting sealed proposals will be evaluated by an evaluation committee. The committee will evaluate each component separately. After careful evaluation, the committee will rank the Proposers and make a recommendation to the City Manager of the lowest responsible bidder. The City reserves the right to accept or reject any and all bids that is in the best interest of the City.

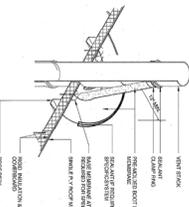
The City may choose to interview one or more contractors responding to this RFP. The City reserves the right to request and obtain, from one or more contractor(s), supplementary information as may be necessary for the City to analyze the proposal pursuant to the evaluation criteria. The City reserves the right to accept or reject any and all proposals that is in the best interest of the City.



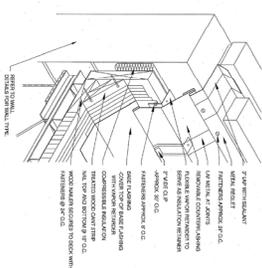
1 FLASHING DETAIL



2 SLOPED ROOF FLASHING



3 TYP. RUBBING VENT DETAIL



4 FLASHING & COUNTER FLASHING DETAIL

GENERAL ROOF DETAIL NOTES

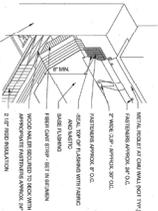
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2. ALL ROOF DETAIL NOTES SHALL BE CONSIDERED TO APPLY TO ALL ROOF DETAIL DRAWINGS UNLESS OTHERWISE NOTED.

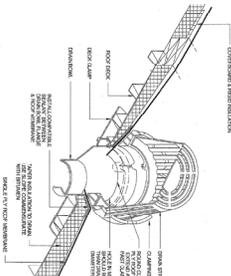
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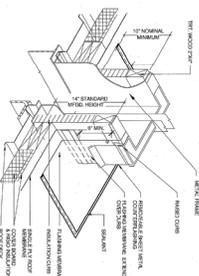
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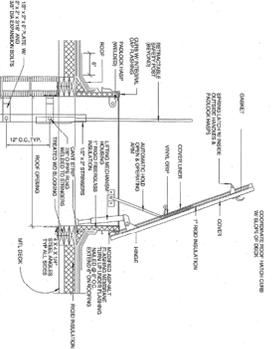
5 DETAIL AT PARAPET



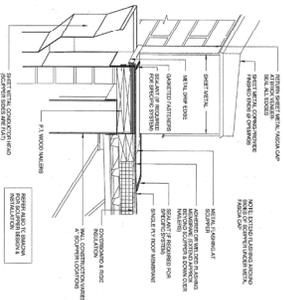
6 TYPICAL ROOF DRAIN DETAIL



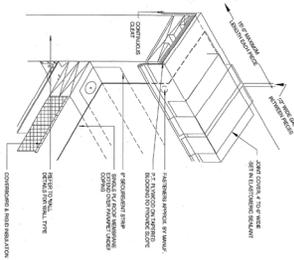
7 TYPICAL ROOF CUP DETAIL



8 ROOF HATCH DETAIL



9 TYPICAL THRU WALL SQUEEGEE DETAIL



10 TYP. PARAPET WALL FLASHING/COOPING DETAIL



1001 Sycamore Street
 Suite 400
 Denver, CO 80202
 Tel: 303.733.2200
 Fax: 303.733.2200
 www.lollo.com

For Construction

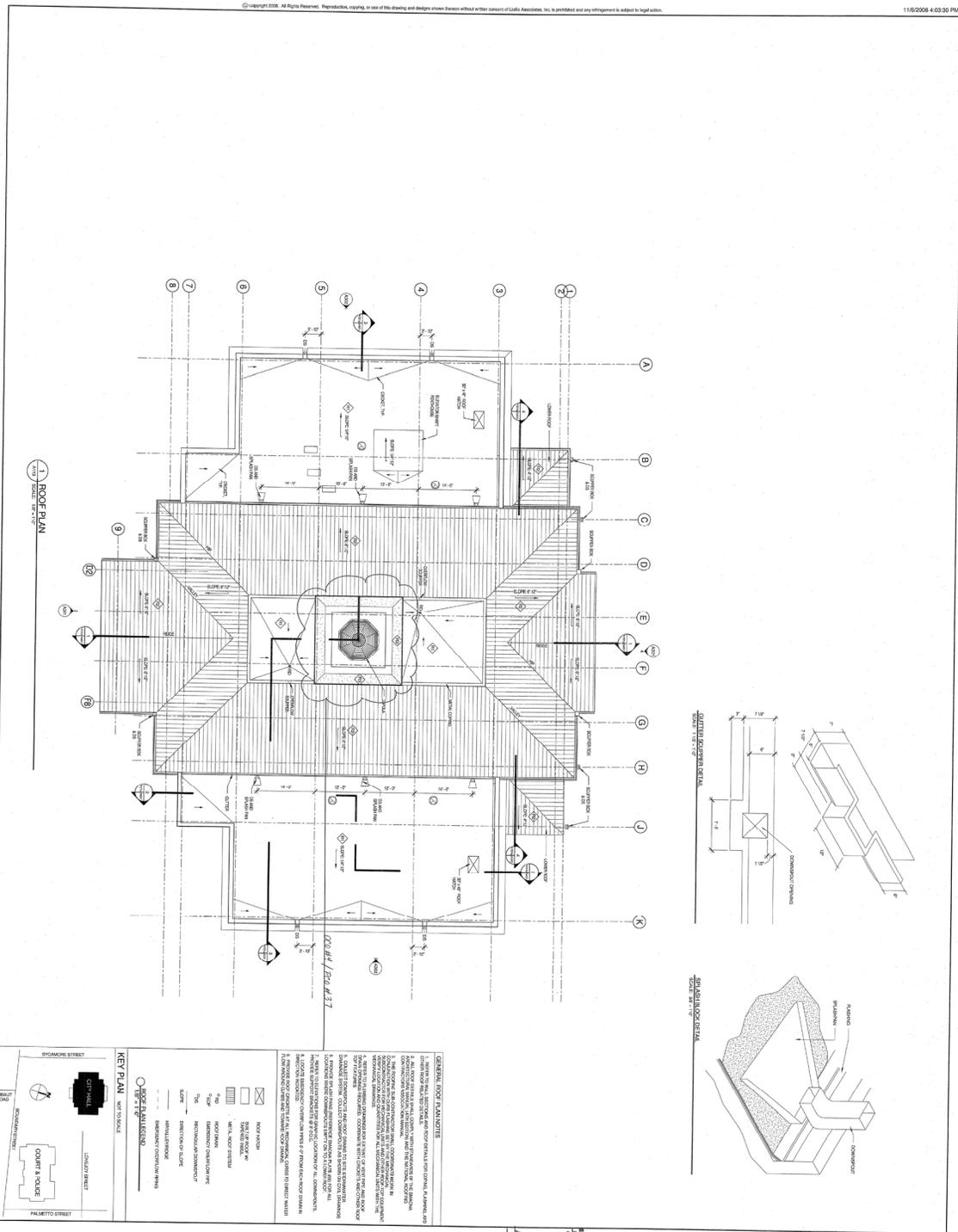
REPORT MUNICIPAL CENTER CITY HALL

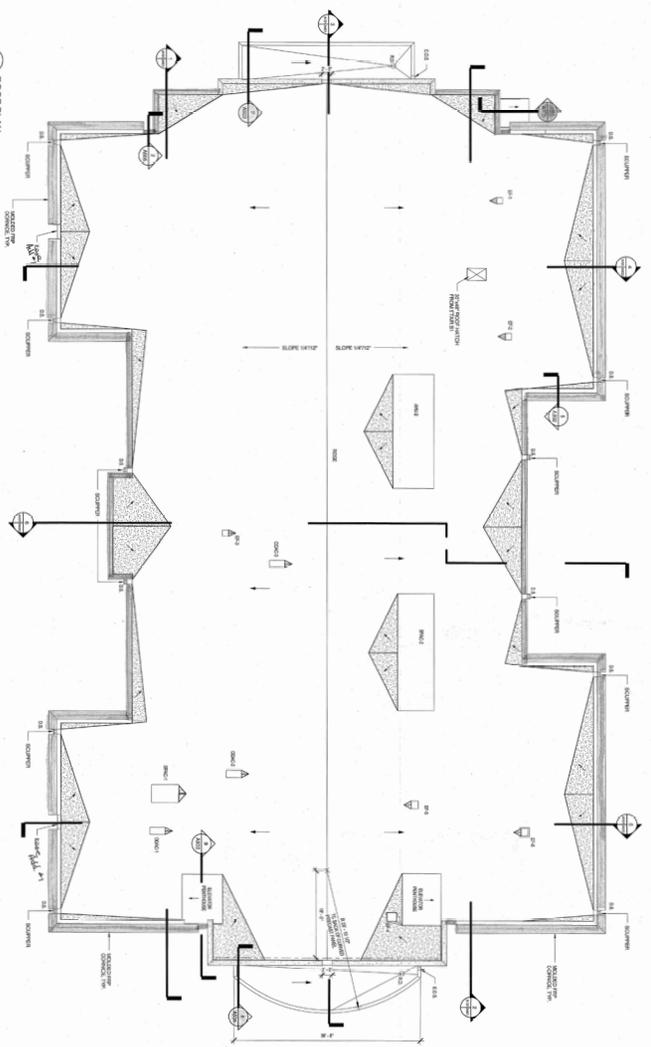
ROOF DETAILS

A114

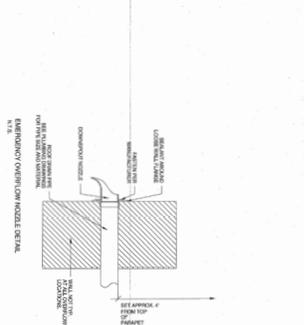
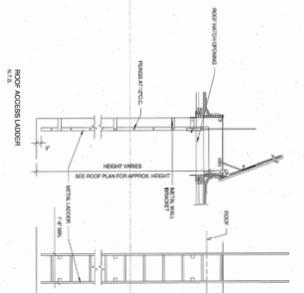
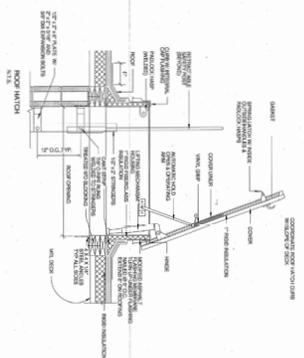
1001 Sycamore Street
 Report Municipal Center
 Denver, CO 80202
 Project Number: 07172
 Drawing No: 112
 Date: 8/27/08
 Revision: 11/13/08

Drawing Number: 112-20
 A114
 Date: 11/6/08



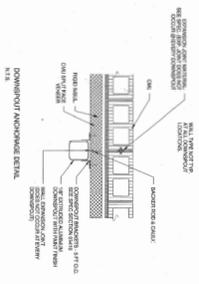


1 ROOF PLAN
SCALE: 1/8" = 1'-0"



12. DETAILS TO BE SUBMITTED BY CONTRACTOR TO BE REVIEWED BY ARCHITECT AND ENGINEER PRIOR TO CONSTRUCTION.

1. DOWNSPOUT ANCHORAGE DETAIL
2. ROOF ACCESS LADDER DETAIL
3. ROOF DETAIL
4. ROOF FLASHING DETAIL
5. ROOF PENETRATIONS DETAIL
6. ROOF DRAINAGE DETAIL
7. ROOF VENT DETAIL
8. ROOF CURB DETAIL
9. ROOF EDGE DETAIL
10. ROOF GUTTER DETAIL
11. ROOF RAMP DETAIL
12. ROOF TRUSS DETAIL



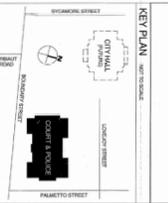
*floor - ceiling
Grid shows 9'0" clear
to ceiling
10'4"*

GENERAL NOTES FOR ALL NOTES:

1. REFER TO ALL NOTES ON THIS DRAWING FOR ALL NOTES.
2. ALL ROOF PENETRATIONS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL ROOF PENETRATIONS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
4. ALL ROOF PENETRATIONS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
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LEGEND

	ROOF ACCESS LADDER
	ROOF PENETRATION
	ROOF FLASHING
	ROOF CURB
	ROOF GUTTER
	ROOF RAMP
	ROOF TRUSS



**BLAUGHER MANAGERIAL CENTER
COURTHOUSE
& POLICE
BUILDING**

1301 Broadway Street
Columbus, SC 29102

Project Number: 4113
Checked by: [Signature]
Date: 05/13/17
Revision: 02/25/17

ROOF PLAN
A113



BID FORM (ATTACHMENT C)

CITY OF BEAUFORT

MUNICIPAL COMPLEX ROOF REPLACEMENTS

RFP 2026-107

DESCRIPTION	PRICE
CITY HALL BUILDING	
MUNICIPAL COURT & POLICE BUILDING	
TOTAL	

Scott Marshall
CITY MANAGER
843-525-7070



Jay Phillips
PROCUREMENT ADMINISTRATOR
843-525-7071

CITY OF BEAUFORT
1911 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902

ETHICS IN PUBLIC CONTRACTING AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____(title) for/of _____
(company/business), the Bidder that has submitted the attached Statement of Bids;
2. He/She is legally qualified and capable of signing this affidavit and is authorized to do so by Bidder;
3. He/She is fully informed regarding the preparation and contents of the attached Statement of Bid and of all pertinent circumstances respecting such Bid;
4. Such Bid is genuine and is made without fraud;
5. Neither the said Bidder, nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has offered or received any kickbacks or inducements from any Bidder, suppliers, manufacturer, or company in connection with the offer, and they have not conferred on any public employee, public member, or public official having official responsibility for this procurement or transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of value as defined in Section 8-13-100 of the South Carolina Code of Laws; and
6. Furthermore, neither the Bidder, nor any of its officers, partners, owners, agents, representatives, employees or parties in interest has any relationship with the City, another person, or organization that interferes with fair competition or that constitutes a conflict of interest with respect to a contract with the City.

DATE

COMPANY/BUSINESS

BY: _____
SIGNATURE

NON-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that:

1. He/She is _____ of _____, the Bidder that has submitted the attached Bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, company or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, company or person to fix the price or prices in the attached Bid or of any other Bidder, or to secure through any other Bid, or to fix any overhead, profit or cost element of the bid price or the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Beaufort, SC or any person interested in the proposed contract.

DATE

COMPANY NAME

SIGNATURE

PRINTER NAME

SWORN to before me this _____ day of _____, 20____

Notary Public for _____(state) My commission expires: _____

By: _____
(signature)

SMALL/WOMAN-OWNED/MINORITY BUSINESS ENTERPRISE FORM

YOUR COMPANY'S CURRENT STATUS	SUPPLIER BUSINESS CLASSIFICATIONS
<p>Is this a small business? Yes ____ No ____</p>	<p>A small business is a business which is independently owned and operated, not dominant in its field of operation, and can qualify under criteria concerning number of employees, average annual receipts, or other criteria as outlined by the Small Business Administration. (See CFR Title 13, Part 121, as amended)</p>
<p>Is this a woman-owned business? Yes ____ No ____</p>	<p>A woman-owned business is a business which is at least 51% owned by a woman or women who also control and operate the business.</p>
<p>Is this a minority-owned business? Yes ____ No ____</p> <p>If Yes, please indicate minority group: ____Asian American ____Black American ____Hispanic American ____Native American</p>	<p>A minority-owned business is a business which is at least 51% owned, controlled and operated by socially and economically disadvantaged individuals. The following groups are among those presumed to be socially and economically disadvantaged: Asian Americans, Black Americans, Hispanic Americans, and Native Americans.</p>
<p>Is this a disabled-owned business? Yes ____ No ____</p>	<p>A disabled-owned business is a business which is at least 51% owned, controlled and operated by an individual or individuals who are disabled.</p>
<p>Is this a veteran-owned business? Yes ____ No ____</p>	<p>A veteran-owned business a business which is at least 51% owned, controlled and operated by an individual or individuals who are U.S. veterans.</p>
<p>Is this a disabled veteran-owned business? Yes ____ No ____</p>	<p>A disabled veteran-owned business is a business which is at least 51% owned, controlled and operated by an individual or individuals who are U.S. veterans and disabled.</p>
<p>Are the individuals who own, control and operate this business U.S. citizens? Yes ____ No ____</p>	
<p>Is this business a non-profit organization? Yes ____ No ____</p>	
<p>Is this business incorporated? Yes ____ No ____</p>	

All Bidders shall acknowledge receipt and acceptance of this addendum by signing in the space provided in the RFP Signature Page. Bids submitted without this Addendum may be considered non-responsive.

DATE

COMPANY NAME

SIGNATURE

PRINTER NAME

CITY OF BEAUFORT
RFP SIGNATURE PAGE
RFP 2026-107

PROPOSER'S NAME: _____

The undersigned, having become familiar with the existing conditions and the Proposal Scope of Services hereby proposed, agrees to complete the work as described in accordance with the Request for Proposal and Contract Documents.

Proposer warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the Proposer, to any officer or employee of the City with a view toward securing the contract or securing favorable treatment with respect to any determination concerning the performance of the contract.

This offer is genuine and not made in interest of or on behalf of any undisclosed person, vendor or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Proposer has not directly induced or solicited any other Proposer to submit false or sham bid; Proposer has not solicited or sought by collusion to obtain for itself any advantage over any other Proposer or other Owner.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Company" are used interchangeably throughout this solicitation, and are used in place of the person, vendor, or corporation submitting a solicitation.

Proposer has examined copies of all documents and of the following addenda (if applicable):

Addendum No.	Date
_____	_____
_____	_____
_____	_____

Address: Post Office Box: _____ Zip: _____

Street: _____ Zip: _____

City: _____ State: _____

Telephone: _____

Email: _____

Proposal will not be accepted unless signed in the appropriate space by an authorized officer or employee of the bidder.

*Signature: _____ Title: _____

Printed Name: _____ Date: _____