



INVITATION FOR BIDS (IFB-2026015A)

Mount Rogers Community Services is currently soliciting bids for roof repair at :
410 W. Main St., Wytheville, VA.

IFB-2026015A

Issued: August 4, 2026

Proposals are due by 4:00 p.m. on September 3, 2026

Site Visits can be scheduled by contacting the procurement office.

Bids can be delivered or mailed to receptionist and labeled as follows:

Mount Rogers Community Services (IFB-2026015A)
770 West Ridge Road
Wytheville, Va. 24382
Attention: Procurement Officer

*Mount Rogers CS reserves the right to reject any or all bids.

Bids received after deadline will be rejected.

Signature:

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REQUEST FOR BID (IFB-2026015A)

Title: Soffit Repair/Replacement – 410 W. Main Street, Wytheville, VA

Commodity Code: 90922, 90924, 90928

Issuing Agency:

Mount Rogers Community Services (MRCS)
770 West Ridge Road
Wytheville, Va. 24382

Period of Contract: The contract shall be effective on the date indicated on the contract execution date and shall run for the duration required to complete the project.

Bids Will Be Received Until: **4 pm, September 3, 2026**

For Furnishing the Goods/Services Described Herein.

All Inquiries for Information Should Be Directed To: jessica.money@mountrorgers.org
Phone: (276) 223-3200 x3279.

IF BIDS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF BIDS ARE HAND DELIVERED, DELIVER TO: 770 West Ridge Road, E.W. Cline JR, 1st Floor, Main Entrance, Receptionist.

In compliance with this Invitation for bids (IFB) and all conditions imposed in this IFB, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and, in any schedule, attached hereto is true, correct, and complete.

Virginia Contractor License No. _____ Class: _____ Codes: _____

Name & Address of Firm:

Signature: _____ Date: _____

Title: _____

eVA Vendor ID or DUNS #: _____

E-mail Address: _____ Telephone Number: (____) _____

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

SCOPE OF WORK

SCOPE OF WORK:

Provide labor & materials to Replace/Repair damaged soffit and/or any additional necessary repairs identified.

- New adhered .060 EPDM roofing membrane will be installed at the hidden gutters
- Terminate the new EPDM membrane along the roof side with new, shop fabricated 24-gage pre-painted counterflashing
- New 24 gage pre-painted drop drains at each existing location
- Flash all corners of the roof manufacturer's standard details
- New 24-gage pre-painted drip edge will be installed at the open perimeter
- Newly installed drip edge will be stripped into the new EPDM membrane

Provide detailed pricing estimates including any additional findings and 3 references and examples from previous work completed.

REFERENCES: Bidders shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

	<u>ORGANIZATION</u>	<u>ADDRESS</u>	<u>CONTACT PERSON</u>	<u>TELEPHONE</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Appointments can be made by contacting Jessica Money Jessica.money@mountrogers.org for appointment.









PREBID CONFERENCE

PREBID CONFERENCE:

NO PREBID Conference will be held for this procurement. Contractors can schedule a visit to MRCS site by contacting the Procurement Officer: Jessica Money
Jessica.money@moutrogers.org. Office 276-223-3279 ext. 3279

INSTRUCTIONS / REQUIREMENTS

BID INSTRUCTIONS:

- All items listed under required attachments need to be included in bid. Please make sure all items have been signed that require a signature or initial.
- Bids shall be submitted in a suitable mailing envelope and addressed/label appropriately (see cover sheet) or in eVa.
- Bids must be firm, with no qualifications. If a Bid is submitted with conditions or exceptions not in accordance with the IFB, it shall be rejected.

Required Attachments:

1. Instruction for Bids/Coversheet (signed/initialed).
2. Invitation for Bids IFB-2026015A (signed/initialed).
3. Scope of work/specifications (signed/initialed).
4. Pre-Bid Conference (signed/initialed).
5. Invitation for Bids Instructions & Requirements (signed/initialed).
6. General/Special Terms & Conditions (signed/initialed)
7. Bid Form (signed/initialed)
8. Attachments
 - a. Copy of Workers Compensation Insurance
 - b. Copy of General Liability Insurance.

Questions: Any questions concerning conditions, specifications or requirements shall be directed to the MRCS Procurement Officer via email: jessica.money@mountrogers.org

Signing below signifies all required attachments are included. If you have excluded any of the attachments (1-7) please list which ones and the reason why below.

Not Included in bid package:

Signature: _____

GENERAL / SPECIAL TERMS & CONDITIONS**GENERAL & SPECIAL TERMS & CONDITIONS:**

See General Conditions of the Construction Contract DGS-30-054 (7/22) Attached.

General & Special terms and conditions can be provided upon request or can be obtained from link below:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>
(APASM - APPENDIX B, SECTION I)

AWARD:

An award will be made to the lowest responsive and responsible bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown and will be used in making net price determination. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

FINAL INSPECTION:

At the conclusion of the work, the contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

SUBCONTRACTS:

No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

WORK SITE DAMAGES:

Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

CANCELLATION OF CONTRACT:

The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

*Mount Rogers CS reserves the right to reject any or all bids.

Any questions please contact MRCS Procurement Officer.

Email: jessica.money@mountrogers.org

BID FORM**INVITATION FOR BIDS (IFB-2026015A)****Roofing Project at 410 W. Main St. Wytheville, VA****Bidder Name:** _____**Business Address:** _____**Contact Person:** _____**Phone Number:** _____**Email Address:** _____**Virginia Contractor License Number:** _____**BID PROPOSAL**

The undersigned Bidder, having carefully examined the Invitation for Bids (IFB 2026015), specifications, and Scope of Work, agrees to furnish all labor, materials, equipment, transportation, supervision, warranties, and incidentals necessary to complete the Roofing Project at 410 W. Main St., Wytheville, VA.

All executed work and components shall conform strictly to the latest edition of the **Virginia Uniform Statewide Building Code (VUSBC)**. Furthermore, all new materials utilized for repairs or partial replacements must match the existing, remaining roof system in color, size, texture, and profile to achieve a **reasonably uniform appearance** in accordance with industry standards and line-of-sight uniformity. All services will be performed in absolute compliance with the requirements, terms, and conditions of the solicitation documents.

Base Bid

Complete removal and lawful disposal of the existing damaged roofing system, followed by the installation of a comprehensive, new system. This scope encompasses all associated components, including but not limited to: high-performance underlayment, ice and water shields, drip edges, flashings, counter-flashings, ridge vents, matching trim, and necessary accessories. All new materials shall match the remaining roof structure in color, profile, and texture to ensure a reasonably uniform appearance compliant with the Virginia Uniform Statewide Building Code (VUSBC). Work includes daily site cleanup, final debris removal, and property restoration.

Base Bid Amount (sqft)

\$ _____

Line-item Pricing for additional defective roofing discovered during construction:

1. Demolishing \$ _____
2. Framing, per liner ft \$ _____
3. Flashing, per liner ft \$ _____
4. Soffit replacement in kind, per liner ft \$ _____
5. Decking replacement per sheet \$ _____
6. EPDM, per sq ft \$ _____

Project Schedule

The Bidder agrees to commence work upon receipt of a Notice to Proceed and complete all work within:

_____ Calendar Days

Warranty

Manufacturer's Warranty: _____ Years Workmanship Warranty: _____ Years

Addenda Acknowledgment

The Bidder acknowledges receipt of the following Addenda: (if applicable)

ADDENDUM NO.	DATE RECEIVED
_____	_____

Certifications

By signing below, the Bidder certifies that:

1. The Bidder has examined all solicitation documents and understands the scope of work.
2. The Bidder possesses all required licenses, insurance, and qualifications necessary to perform the work.
3. The Bidder agrees to comply with all applicable federal, state, and local laws and regulations.
4. The prices submitted herein shall remain valid for a period of sixty (60) calendar days following the bid opening.

5. The Bidder has included all labor, materials, equipment, permits, transportation, taxes, overhead, profit, and incidentals necessary to complete the project.

Authorized Signature

Title: _____

Signature: _____

Date: _____