



REQUEST FOR PROPOSAL

New Roof Installation Rappahannock County Elementary School

Issued By:
Rappahannock County Public Schools

Issue Date: _____
Proposal Due Date: March 17, 2026 – 3:00 PM

SEALED PROPOSAL

RFP Contact:
Dr. Robin Bolt
Executive Director of Administrative Services
6 Schoolhouse Road
Washington, VA 22747
540-227-0023 | rbolt@rappahannockschoos.us

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For Installation of a New Roof at Rappahannock County Elementary School

Issued by: Rappahannock County Public Schools

INTRODUCTION:

Rappahannock County Public Schools (RCPS) is seeking SEALED proposals from qualified contractors for the removal of the existing roof and installation of a new roof at Rappahannock County Elementary School. The new roof must meet all applicable building codes and safety standards.

1. Project Overview:

This project includes the removal of the existing roof, preparation of the surface, and installation of a new roof in accordance with the Owner's requirements. All proposals should include detailed cost estimates and a timeline for completion.

2. Proposal Requirements:

Proposals must be itemized and include the total cost of the project, including labor, materials, permits, and any other associated costs.

Contractors must visit the project site to assess the conditions and submit a bid based on this assessment. A mandatory pre-bid meeting will be scheduled for interested parties.

Proposals must be submitted in a sealed envelope clearly marked 'REQUEST FOR PROPOSAL FOR NEW ROOF INSTALLATION – Rappahannock County Elementary School.'

Bids must be received by March 17, 2026, 3:00 PM at the following address:

Attention:

Dr. Robin Bolt

Executive Director of Administrative Services

Rappahannock County Public Schools

6 Schoolhouse Rd

Washington, VA 22747

3. General Requirements:

All work must be conducted in compliance with local and state building codes.

Contractors must have a valid Class A contractor's license in the Commonwealth of Virginia. A copy of the license must be included in the proposal.

Contractors must have a history of completing similar projects within the past five years. References and a list of similar projects must be included.

4. Site Visit:

A mandatory site visit must be scheduled before submitting a proposal. The purpose of this visit is to familiarize potential contractors with the project's scope and any unique conditions. Visits must be arranged in advance by contacting Dr. Robin Bolt at rbolt@rappahannockschools.us or 540-227-0023.

5. Scope of Work:

The scope of work includes, but is not limited to, the following:

Removal of the existing roof.

Surface preparation and necessary repairs.

- Installation of a new roof. Metal Roof System: Durable, energy-efficient metal roofing with a lifespan of at least 30 years. Must include all necessary underlayment, flashing, and fasteners.
- Disposal of all debris in accordance with local regulations.
- Conducting inspections and obtaining necessary permits.
- Providing a minimum 5-year workmanship warranty.

6. Timeline:

The project is expected to commence by June 8, 2026, and be completed no later than July 24, 2026. Contractors should submit a detailed project schedule with key milestones.

7. Proposal Submittal Deadline:

Proposals must be submitted no later than 3:00 PM on March 17, 2026. Late submissions will not be accepted.

8. Bidding Process:

Bidding will commence on February 10, 2026. All bids must be delivered in sealed envelopes as described above. Questions about the proposal must be submitted via email to Dr. Robin Bolt by February 15, 2026. Responses to all questions will be distributed to all bidders by February 27, 2026.

9. Evaluation Criteria:

Proposals will be evaluated on the following criteria:

1. Cost (0-35 points)
2. Past performance and experience (0-25 points)
3. Project timeline (0-25 points)
4. Warranty and post-installation support (0-15 points)

10. Mandatory Provisions:

Contractors must comply with all nondiscrimination requirements outlined by the Code of Virginia.

Proposals must certify that employees involved have not been convicted of any felony or offense involving the abuse of a child.

11. Submission Information:

Proposals should be submitted to:

Dr. Robin Bolt

Executive Director of Administrative Services

Rappahannock County Public Schools

6 Schoolhouse Rd

Washington, VA 22747

Phone: 540-227-0023

Email: rbolt@rappahannockschools.us

Attachment 1

A. Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

B. Small, Women-owned, Minority-owned (SWAM), and Rappahannock County Business

Specify whether the firm is a SWAM or located within the Rappahannock County boundaries. Firms can only be considered a Small, Women-owned or a Minority-owned Business, if certified by the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE). All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm. The Commonwealth's definitions are:

- Minority-owned Business Enterprise means a business which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity Rappahannock County School Boardship interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.
- Minority Individual means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - 'Asian Americans' means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
 - 'African Americans' means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
 - 'Hispanic Americans' means all persons having origins in any of the Spanish speaking

peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.

- 'Native Americans' means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
- 'Eskimos and Aleuts' means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

Attachment 2

Mandatory Contractual Provisions

A. Nondiscrimination

During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the School System does not discriminate against faith-based organizations.

B. Conflict of Interests

The Selected Firm represents to the School System that it's entering into this Agreement with the School System and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 et seq), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 et seq), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 et seq) or any other applicable law or regulation.

C. Assignment

Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments

No amendment of this Agreement will be effective unless it is reduced to writing and executed by the School System's Superintendent and by the individual signing the Selected Firm's proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices

All notices will be given in writing and deemed given when delivered to, or deposited in the U.S. Postal Service mail, certified mail return receipt requested, and addressed to the

other party as shown below. If to the School System:

Robin Bolt

Exec Director of Administrative Services

Rappahannock County Public Schools

6 Schoolhouse Rd. Washington, VA 22747

540-227-0023

rbolt@rappahannockschools.us

If to the Selected Firm:

The person signing the Selected Firm's proposal in response to the School System's RFP, at the Selected Firm's address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

VENDOR RELATIONS

Access to School Premises

No vendor agent or sales representative enters the schools to advertise or sell goods or services to employees or students except as provided herein. Anyone found soliciting goods or services to students or employees in the schools or on school property during school hours without authorization is subject to legal action.

Vendors are not permitted to make appointments with individual School Board employees without the permission of the principal, the superintendent or the superintendent's designee. No vendor is permitted to sell, arrange demonstrations of products or services or take orders for goods or services without prior authorization from the principal or superintendent or the superintendent's designee.

This does not prevent authorized representatives of firms regularly supplying goods and services to the school division from having access to the schools in the course of their routine business duties.

Disclosure of Subsequent Employment

No employee or former employee with official responsibility for procurement transactions may accept employment with any bidder, offeror or contractor with whom the employee or former employee dealt in an official capacity concerning procurement transactions for a period of one year from the end of employment by the school division unless the employee or former employee provides written notification to the division prior to commencement of employment by that bidder, offeror or contractor.

Prohibition on Solicitation or Acceptance of Gifts

No employee with responsibility for a procurement transaction may request, accept, or agree to accept from a bidder, offeror, contractor or subcontractor anything of more than minimal value unless consideration of substantially equal or greater value

PRICE PROPOSAL / BID FORM

Rappahannock County Public Schools
New Roof Installation – Rappahannock County Elementary School

VENDOR INFORMATION

Legal Name of Firm: _____
Address: _____
City / State / ZIP: _____
Phone: _____ Email: _____
Virginia Class A Contractor License #: _____
SWaM Certified (DSBSD): Yes No Certification #: _____

PROJECT PRICING (LUMP SUM)

Description	Amount
Removal of Existing Roof	\$_____
Surface Preparation & Repairs	\$_____
Metal Roofing System (Materials & Installation)	\$_____
Flashing, Underlayment & Fasteners	\$_____
Permits & Inspections	\$_____
Debris Removal & Disposal	\$_____
TOTAL LUMP SUM BID PRICE	\$_____

SCHEDULE COMMITMENT

Proposed Start Date (on or after June 8, 2026): _____
Final Completion Date (no later than July 24, 2026): _____

WARRANTY

Workmanship Warranty (minimum 5 years): _____ years
Manufacturer Warranty: _____ years

CERTIFICATION

I certify that this bid is submitted in accordance with the RFP requirements and the Virginia Public Procurement Act, and that all information provided is true and accurate.

Authorized Signature: _____

Printed Name & Title: _____

Date: _____