

**Request for Proposals  
for  
New Roof Installation  
for  
Mississippi Home Corporation (MHC)**

**I. Introduction**

Mississippi Home Corporation (“MHC”) was created in 1989 as the successor-in-interest to the Mississippi Housing Finance Corporation (“MHFC”). MHFC was created in 1980 as a body public and corporate of the State, pursuant to the Mississippi Housing Finance Corporation Act, § 43-33-507, *Mississippi Code of 1972*, for the purpose of raising funds from private investors to make such private funds available to finance the acquisition, construction and improvement of residential housing for persons of low and moderate income within the State. While granting the Corporation a broader set of powers than those possessed by MHFC, the Mississippi Home Corporation Act, §§ 43-33-701 *et seq.*, *Mississippi Code of 1972*, as amended vested all property, rights, and powers of MHFC in the Corporation, subject to all pledges, covenants, agreements and trusts made or created by MHFC.

**II. Purpose**

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from qualified and licensed Roofing Contractors (each an “Offeror” or, collectively, “Offerors”) to furnish roofing materials, labor and warranties to MHC as identified in the “Services to be Performed” section of this request.

**III. Contact Person**

Offerors may direct questions regarding this RFP to Bradley Joyner (the “Contact Person”) at 601.718.4642.

**IV. Proposal Submission**

An electronic submission of a proposal must be received by the Contact person at [bradley.joyner@mshc.com](mailto:bradley.joyner@mshc.com) no later than 4:00 p.m. (CDT), on Friday, September 17, 2021. LATE PROPOSALS WILL NOT BE ACCEPTED.

**V. Proposal Validity**

All proposals shall include a statement that the proposal shall be valid for sixty (60) days after the contract award date. By submitting a Proposal, an Offeror certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or federal government, and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or federal government.

## **VI. Incurred Expenses**

MHC shall not be responsible for any expenses incurred by an Offeror in responding to this RFP.

## **VII. Cancellation of Request for Proposals or Rejection of Proposals**

MHC may cancel this RFP and may reject any or all proposals in whole or in part.

## **VIII. Evaluation of Proposals and Award Notice**

Offerors must demonstrate that they have the capacity and capability to provide the services as described herein. All Offerors must meet the qualifications and submit the documentation indicated below with their proposal. Failure to provide any of the required documentation may be cause for the proposal to receive lower scores.

Proposals will be evaluated by a Committee of MHC Staff, with final selection to be made by the Board of Directors. The Contractor performing services for MHC must be appropriately licensed in Mississippi.

## **IX. Proposal Confidentiality**

Until the award is made and notices given to all Offerors, unless required by applicable law, MHC will not disclose the contents of any proposal or discuss the contents of any proposal with an Offeror or potential Offeror, so as to make the contents of any offer available to competing or potential Offerors. After all Offerors have been notified of the award of a contract, proposals may be available for public review in accordance with the Mississippi Public Records Act.

## **X. Services to be Performed**

The Board of Directors of MHC seeks proposals from qualified firms for installing a new roof for the tower section of the MHC office building. The roofing material, labor, and other services are expected to be installed and operational prior to November 15, 2021. Services required to be provided under and to be incorporated into the contract to be awarded pursuant to this RFP include, but are not limited, to the following:

1. Manipulation of Aggregate
2. Repair and Replace ISO Board 2" insulation – 69 sq
3. Tear off, haul away, and dispose of existing membrane – 69sq
4. Install Single Ply membrane – Perimeter Adhered System – 60 Mil – 69 sq
5. Repair/ Replace Flash Parapet Wall only – PVC/ TPO – 357 LF
6. Repair/ Replace Aluminum Termination bar/ flashing for membrane roofs – 357 LF
7. Repair/Replace Curb Flashing – PVC/TPO - 70 LF

8. Repair/Replace Cap Flashing – Large – 357 LF
9. Detach and reset roof drain covers – 7ea
10. Provide crane and all necessary equipment to ensure successful installation of roofing system
11. Repair/Replace 216 sf of suspended ceiling tile with like tiles.

## **XI. Proposal Format and Instructions to Offeror**

Proposals should be as thorough and detailed as possible so that MHC may properly evaluate each Offeror's capabilities to provide the required services. Failure to submit the following documents may cause your proposal to score low.

Proposals submitted to MHC must, at a minimum, contain the following information and shall be organized as follows:

### **A. Letter of Transmittal**

1. Name, address, and telephone number of Offeror;
2. A signature of the Offeror or any partner, officer or employee who certifies that he or she has the authority to bind the Offeror;
3. Date of the proposal;
4. A statement that the Offeror, if awarded the contract, will comply with the terms and conditions set forth in this RFP; and
5. A statement that the Offeror's proposal is valid until the contract award date.

### **B. An Overview of the Contractor**

1. An outline of professional experience;
2. A copy of all professional licenses, including a commercial license issued by the Mississippi State Board of Contractors; and
3. The amount of liability insurance and worker's compensation carried by the Contractor.

### **C. References**

Please provide at least three references for projects that are similar in size and scope. All references should include projects that were completed within the last 3 years.

**D. Costs**

List the costs of services, including a discussion of billing arrangements, for supplemental services described under Services to be Performed above.

**E. Employment Practices**

MHC requires that an Offeror be an Equal Opportunity Employer. Please provide:

1. A statement that the Offeror complies fully with all government regulations regarding nondiscriminatory employment practices; and
2. A copy of any written EEO, ADA, or affirmative action policies presently followed by the Offeror.

**XII. Supplemental Information**

Roofing Contractors who desire to view the subject building prior to making a proposal should contact Bradley Joyner to set up an appointment. MHC will make every effort to allow for such to the extent time and schedules allow.

None of the proposed services of the Offeror may be contracted to a third party without prior approval by MHC. If the Offeror intends to contract with a third party, it must be included in the RFP.

**XIII. REJECTION OF PROPOSALS**

Issuance of this RFP does not constitute a commitment on the part of MHC to award or execute a contract. The Corporation retains the right, in its sole discretion, at any time to reject any or all proposals, in whole or in part, and to cancel or cancel and reissue this RFP, before or after receipt and opening of proposals in response thereto, or take any other actions, if it considers it to be in the best interests of MHC. Any proposal that does not meet the requirements or specifications of this RFP may be considered to be non-responsive to this RFP and the proposal may be rejected by MHC in its sole discretion. MHC shall have the right, in its sole discretion, to reissue or not reissue an RFP and to negotiate a contract or not negotiate a contract, all without any liability to any Offeror.

**XIV. PROHIBITION AGAINST UNAUTHORIZED CONTACTS**

MHC is committed to a competitive procurement process that maintains the highest level of integrity, ethics and professionalism. Therefore, except as expressly contemplated in this RFP, or in connection with normal business activities not associated with this RFP, no direct or indirect contact or other solicitation initiated by Offerors, or any employees or representatives of Offers, including but not limited to their attorneys, representatives or others promoting their position, will

be allowed with any MHC officer, employee, consultant or adviser, individually or otherwise, from and after the release of this RFP until MHC selects a successful Offeror. During the Quiet Period, all contact and other solicitations made by Offerors, or any person or entity employed by or on behalf of such an Offeror shall be directed towards the Contact Person identified in this RFP or otherwise as directed by the Corporation as part of the RFP. Any violation of this prohibition may result in the immediate disqualification of an Offeror.

**XV. Equal Employment Opportunity Statement**

MHC provides equal employment opportunities to all employees and applicants without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law.