



Request for Proposals

Roof Replacement for Harrison County Sheriff's Office

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN:

1:00 PM on April 17, 2026

AT THE ADDRESS LISTED BELOW

Direct All Replies To:

Office of the Harrison County Commission

Laura Pysz, County Administrator

229 South 3rd Street

Clarksburg, West Virginia 26301

304-624-8500

CountyAdministrator@harrisoncountywv.gov

David L. Hinkle Commissioner

Susan J. Thomas Commissioner

Patsy Trecoast II Commissioner



GENERAL INFORMATION FOR BIDDERS

PURPOSE

The Harrison County Commission (the "County") is seeking proposals for a new roof for the Harrison County Sheriff's Office. The successful provider shall enter into an agreement with the County which will detail the equipment to be provided, purchase price, and detailed warranty information. The County requests that proposals be prepared simply and economically providing a straightforward and concise description of the Submitting Respondent's ability to meet the requirements of the RFP.

ISSUING OFFICE / PROJECT ADMINISTRATOR

This RFP is issued by the Harrison County Commission, through its County Administrator, who is the project administrator for this RFP. All questions regarding this RFP shall be made through the County Administrator at the following address:

Office of the Harrison County Commission
Laura Pysz, County Administrator
229 South 3rd Street
Clarksburg, West Virginia 26301
CountyAdministrator@harrisoncountywv.gov

The County is not liable for any costs incurred by any bidder of the RFP prior to signing of a contract, nor shall the County be liable for any expense incurred in replying to any request for proposal or invitation to bid.

Further, the County reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Harrison County Commission.

PROPOSALS AND BID RECEIPT

To be considered, each bidder must submit a response to this RFP and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The proposal must be signed in ink by an official authorized to bind the bidder to its provisions.

A pre-proposal meeting will be held on **April 2, 2026 at 11:00 AM**. The meeting will be held at the site location at **609 West Main Street, Clarksburg, West Virginia 26301**. The purpose of this meeting is to discuss the project with prospective Respondents and to answer any questions concerning the RFP. It is **strongly suggested** that each interested party attend.

Sealed Proposal Submission

All proposals are due and must be delivered to the County Administrator at the address below on, or before **April 17, 2026 at 1:00 PM** (local time). Proposals submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile will not be considered or accepted.



Each respondent must submit in a sealed envelope:

- One (1) original proposal*
- Four (4) additional proposal copies*

**See Scope of Services for additional information*

Proposals submitted must be clearly marked: **"RFP No. 03192026 – Roof Replacement for Harrison County Sheriff's Office"** and list the respondent's name and address.

Five (5) copies of the proposal must be received at the following address:

Office of the Harrison County Commission
 Laura Pysz, County Administrator
 229 South 3rd Street
 Clarksburg, West Virginia 26301
 CountyAdministrator@harrisoncountywv.gov

EVENT	DATE	TIME
Pre-Bid Meeting (On-Site)	April 2, 2026	11:00 AM
Proposals Due	April 17, 2026	1:00 PM
Opening of Proposals	April 17, 2026	2:00 PM
Award Notification (Commission Meeting)	May 6, 2026	—



INTRODUCTION

Proposals are being requested in support of the roof replacement of the Harrison County Sheriff's Office. Only written responses to this RFP shall be considered. All materials submitted shall become part of the proposal. The services to be performed under the resulting contract shall commence within twenty-one (21) business days of receipt of Notice to Proceed.

SCOPE OF SERVICES

It is the intent of the Harrison County Commission to obtain proposals for the replacement of the roof at the Harrison County Sheriff's Office. The County's primary objective is to describe the desired specifications in sufficient detail to secure proposals for comparable materials, installation, and workmanship.

The project involves the removal and replacement of the existing shingle roof on the building located at **609 West Main Street, Clarksburg, West Virginia**. The building is approximately **5,835 square feet** and houses the Harrison County Sheriff's Office.

Please submit proposals for a roof replacement that meets the following specifications. The County will only consider proposals for roofing systems and installation services that match the description and requirements outlined below.

ROOF REQUIREMENTS

- Roof Deck Protection
- Flashing Components
- Ventilation System
- Primary Roofing System
- Penetration & Accessories
- Gutters & Downspouts
- Repairs to Façade & Underlying Components
 - Damaged/molded soffit
 - Damaged siding
 - Internal damage
 - Damaged sheathing
- Canopies at (2) two entrances (Alternate Canopy Design)

- The roofing system and all materials provided shall be new and of current manufacture. All materials shall be of standard quality and conform to industry standards for strength, durability, and performance.
- The contractor shall list all available warranties and provide detailed information on each, including manufacturer warranties and workmanship warranties, as well as any associated costs.
- The contractor shall indicate the anticipated project start date and completion schedule. Work shall be scheduled to begin within twenty-one (21) days of the proposal award date unless otherwise approved by the County.

SELECTION PROCESS



A Selection Committee will review all proposals submitted and make a recommendation to the Harrison County Commission. The Selection Committee will evaluate and rate each proposal based on the following factors:

1	Total Project Cost
2	Warranty Coverage and Associated Costs
3	Proposed Project Schedule and Availability to Begin Work



TERMS AND CONDITIONS

- A.** The Harrison County Commission reserves the right to reject any or all proposals. If a negotiated agreement cannot be reached with the successful Firm/Company/Individual, or, if the Firm/Company/Individual fails to execute an agreement within ten (10) calendar days after being notified of the award of this proposal, the County may terminate negotiations with the most highly qualified respondent and open negotiations with the respondent which demonstrates the next highest degree of qualification, and so on until a contract is achieved.
- B.** The County reserves the right to request clarification of information submitted and to request additional information from applicants.
- C.** Any proposal may be withdrawn up until the date and time set within this RFP for the opening of the proposals. Any proposal not so withdrawn will constitute an irrevocable offer, for a period of ninety (90) calendar days, to sell to the County the property/item(s)/service(s) set forth above, in the manner and at the costs set forth.
- D.** The selected Firm/Company/Individual shall be required to enter into a contract agreement with the Harrison County Commission. The County intends to select a respondent that demonstrates, in the County's sole opinion, that it is the most highly qualified firm or individual to provide the Scope of Services described in this RFP based upon its demonstrated competence and qualifications and that provides the best value to the County. With the most highly qualified respondent, the County will negotiate a contract for the provision of those services at a fair and reasonable price. Any agreement or contract resulting from the acceptance of the proposal shall be made on forms approved by the County and shall contain, at a minimum, applicable provisions of this request for proposal.
- E.** Selected Firm/Company/Individual shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Harrison County Commission.
- F.** No reports, information or data given to or prepared by the Firm/Company/Individual under this agreement shall be made available to any individual or organization by the Firm/Company/Individual without the prior written approval of the Harrison County Commission.
- G.** Firms/Companies/Individuals shall give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the County under the West Virginia Freedom of Information Act.
- H.** The County shall not be liable for any costs incurred by the Firm/Company/Individual in regard to preparation of its proposal.
- I.** The County reserves the right to request interviews.
- J.** The County reserves the right to reject any and all proposals, to waive technicalities, irregularities or informalities, and to take whatever action is in the best interest of the County.
- K.** The County reserves the right to not hold discussions after award of the contract.
- L.** By submitting a proposal, the Firm/Company/Individual agrees that it is satisfied, as a result of its own investigations of the conditions set forth in this request, and that it fully understands the obligations set forth therein.



- M.** The Firm/Company/Individual shall abide by and comply with the true intent of the RFP and its Scope of Work and shall not take advantage of any unintentional error, ambiguity or omission, but shall fully complete every part as contemplated by the true intent and meaning of the scope of services described herein.
- N.** The Firm/Company/Individual hereby represents and warrants:
- O.** The contractual obligation of the Harrison County Commission under the contemplated contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.
- P.** This RFP does not commit the County to award or contract.
- Q.** The County retains all rights to solicit and enter into agreements with firms or individuals for additional services or projects deemed necessary by the County.
 - 1.** That it is now, or will be by the time its Proposal is opened, qualified to do business in the State of West Virginia and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
 - 2.** That it is not in arrears with respect to the payment of any monies due and owing the State, or any department or agency thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not fall into arrears during the term of the contract; that it shall comply with all federal, State, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract;
 - 3.** That it shall procure, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the contract;
 - 4.** That the facts and matters set forth hereafter in the contract and made a part hereof are true and correct.



EXHIBIT 1 — PROPOSAL COVER SHEET

This cover sheet must be placed on the very top of your proposal.

We have received all documents related to the above referenced project. We have examined all documents and have had the opportunity to submit questions for clarification. We hereby propose to furnish the services per the specifications as follows:

Bid Title: _____

Bid Due Date & Time: _____

Estimated Delivery / Completion Date: _____

Company Name: _____

Address: _____

Federal Identification Number: _____

Authorized Signature (By): _____

Printed Name: _____

Title: _____

Date: _____



EXHIBIT 2 — NON-COLLUSION CERTIFICATE

I HEREBY CERTIFY I am the

(Title): _____

and the duly authorized representative of the firm of

Firm Name: _____

whose address is

Address: _____

AND THAT NEITHER I nor, to the best of my knowledge, information and belief, the above firm nor any of its other representatives I here represent have:

- (a) Agreed, conspired, connived or colluded to produce a deceptive show of competition in the compilation of the bid or offer being submitted herewith;
- (b) Not in any manner, directly or indirectly, entered into any agreement, participated in any collusion to fix the bid price or price proposal of the bidder or offer herein or any competitor, or competitive bidding in connection with the Contract for which the within bid or offer is submitted; and that no member of the County Commission of Harrison County, West Virginia, administrative or supervisory personnel or other employees of Harrison County have any interest in the bidding company except as follows: (complete if applicable)

I solemnly affirm under the penalties of perjury that the contents are true to the best of my knowledge, information, and belief.

Signature: _____ **Printed or Typed Name:** _____

Date: _____