

Effingham County Procurement Checklist

(For Purchases over \$25,000.00 with Grant Funding)

This form must be retained with all supporting documentation upon completion of the purchase and stored in the procurement records.

Project Name:

Effingham County Museum Roof Replacement

Describe the goods and services being purchased.

Remove & Replace roof

SELECT WHICH METHOD OF PROCUREMENT YOU ARE FOLLOWING:

☐

Small Purchase (\$10,000.01 - \$250,000)

List the two quotations/proposals solicited and received.

	<u>Vendor/Contractor Name</u>	<u>Item/Service</u>	<u>Total Cost</u>	<u>Other Consideration:</u>
1				
2				
3				

☒

Competitive Proposals (\$250,001 or above)

Reference: 2 CFR §200.320 as your guide for additional procurement requirements

List up to three proposals that were solicited and received. If additional proposals were received, additional documentation is saved in the Shared drive in the procurement folder.

	<u>Vendor/Contractor Name</u>	<u>Item/Service</u>	<u>Total Cost</u>	<u>Other Consideration:</u>
1	See Attached Bid Tabulation Sheet			
2				
3				

Check the reason you chose this vendor/contractor for this purchase:

- ☐ Vendor/contractor was the lowest bidder.
- ☐ Vendor/contractor provided the best evaluated responsible offer (other than low bid).*
- ☐ Vendor/contractor establishes or maintains essential research, development, or technical capacity. *
- ☐ Compatibility with other components of a system already exist.*
- ☐ Only vendor/contract that meets pre-established performance characteristics.*
- ☐ Other. *

* REQUIRES EXPLANATION BELOW

Price/Cost Analysis based on:

- | | |
|---|--|
| <input type="checkbox"/> Adequate price competition | <input type="checkbox"/> Comparison to similar items * |
| <input type="checkbox"/> Catalog/market pricing | <input type="checkbox"/> Cost Analysis Spreadsheet* |
| <input type="checkbox"/> Historical pricing | <input type="checkbox"/> Award specifically identifies |
| <input type="checkbox"/> Other. * | |

* REQUIRES EXPLANATION BELOW. If selected Cost Analysis, include supporting documentation.

What was the initial estimated cost range (ex. what was the projected budget cost)?

☐ **Noncompetitive Procurement**

- ☐ Item/service only available from this source (sole source).*
- ☐ An unusual and compelling urgency or emergency precludes full and open competition.*
- ☐ Approval from granting agency received.*
- ☐ Other. *

* REQUIRES EXPLANATION BELOW.

For all procurements:

Considerations:

- | | | |
|---|------------------------------|------------------------------------|
| Is this procurement necessary to accomplishment of program objectives? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Was consideration given to in-house capabilities of personnel? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Was consideration given to consolidating or breakout out procurements? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Was an analysis made of lease vs. purchase alternatives? | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| Was consideration given for using Federal excess and surplus property in lieu of purchasing new equipment and property? | <input type="checkbox"/> Yes | <input type="checkbox"/> No or N/A |
| Was a preference provided for the purchase, acquisition, or use of goods or materials produced in the US ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No or N/A |

Contract Price and Type

How was contract price determined?

- ☐ Based on price in quote/proposal ☐ Price was negotiated*

What type of Contract was entered into?

- ☐ Fixed Price ☐ Time and Materials ☐ Cost-Reimbursement

* **REQUIRES EXPLANATION BELOW.** If price was negotiated, attach communication with vendor around the negotiation

Disadvantaged Businesses Affirmative Steps

2 CFR §200.321 requires that grantees take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Were small, minority, women-owned or labor surplus area groups solicited for this purchase (ex. conduct an open Google search for small purchases, email minority, women and/or labor surplus firms for competitive bids)?

- ☐ Yes
☐ No*

*If not solicited, explain why not:

Budget Approval

Is this purchase included in the budget and/or approved by the Finance team if needed?

- ☐ Yes
☐ No

Name of vendor/contractor selected for work: _____

- ☒ Contract/agreement executed with required provisions when required
☒ Form W-9 received
☒ Suspension/Debarment checked online (<https://www.sam.gov>)

Date of Purchase: 12/16/2024

12/12/24

Preparer Sign & Date: Aurie Thompson

Approver Sign & Date: _____



BID TABULATION SHEET

PROJECT: Effingham County Musuem Roof Replacement
COMMITTEE MEETING: Building and Grounds
DATE: 12/10/2024

BID #1	VENDOR NAME	SAMS VERIFICATION	BID AMOUNT	DETAILS
	Renaissance Historic	12/12/2024	\$ 1,085,900.00	Main Mansard Roof & Low Sloped Roofing Membrane
	Exteriors	No Results	\$ 264,000.00	Tower Roof & Vertical Wall Cladding
			\$ 1,349,900.00	Total Project
BID #2	VENDOR NAME	SAMS VERIFICATION	BID AMOUNT	DETAILS
	ProVantage	12/12/2024	\$ 154,995.00	Mansard Cedar Shake Roof Replacement
		No Results	\$ 13,500.00	Remove and Replace all EPDM on ledge
			\$ 73,995.00	Roofing Membrane
			\$ 16,500.00	Clocktower - Remove and Replace up to 500 sq. ft. of cedar shake
			\$ 258,990.00	Total Project
BID #3	VENDOR NAME	SAMS VERIFICATION	BID AMOUNT	DETAILS
	Proper T Works, LLC	12/12/2024	\$ 301,370.00	Remove and Replace Cedar Shake and Rubber Roof Membrane
		No Results	\$ 34,466.00	Clocktower - Remove and Replace cedar shake
			\$ 335,836.00	Total Project
BID #4	VENDOR NAME	SAMS VERIFICATION	BID AMOUNT	DETAILS
	Central Illinois Construction	12/12/2024	\$ 169,000.00	Remove and Replace with Synthetic Shake
		No Results	\$ 196,000.00	Remove and Replace with Cedar Shake
			\$ 63,970.00	Apply Elastomeric Coating to Rubber Roof and Repairs
			\$ 67,000.00	Remove and Replace Rubber Inlaid Transition/Overhang
			\$ 122,055.55	Clocktower - Remove and Replace with Synthetic Shake
			\$ 136,111.11	Clocktower - Remove and Replace with Cedar Shake
			\$ 26,800.00	Remove and Replace Existing Gutters
			\$ 448,825.55	Total Project with Synthetic Shake
			\$ 489,881.00	Total Project with Cedar Shake

RFP AWARDED TO:	VENDOR NAME	BID AMOUNT	REASON
	ProVantage	\$168,495.00	Lowest Bidder
		Mansford Cedar Shake	
		EPDM on ledge optional	