



REQUEST FOR BIDS

Overview:

The Cole County Historical Society has been awarded a Paul Braun Revitalization Grant through the City of Jefferson City, Missouri to rehabilitate exterior masonry, windows, eaves, and gutter repairs to The B. Gratz Brown House located at 109-111 Madison Street.

Bid Package can be found online at <https://shorturl.at/T2p4Z>

Closing Date:

Bids will be received no later than **3:00pm on December 20, 2024**. Bids should be submitted electronically to rebecca@rebeccagordon.org.

Cole County Historical Society
109 Madison Street
Jefferson City, MO 65101

Pre-Bid Conference:

A Pre-bid conference will be held on Friday, December 6, 2024 at 10:00 a.m. at the Cole County Historic Society, 109 Madison Street, Jefferson City, Missouri 65101.

Bids will be opened at **3:00pm on December 20, 2024**.

REQUEST FOR BIDS

1. Information for Bidders

A. Invitation

The Cole County Historical Society invites interested, qualified contractors, capable of providing the required services, to submit bids to provide revitalization work to The B. Gratz Brown House that [meets The Secretary of the Interior's Standards for the Treatment of Historic Properties](#) located at 109-111 Madison Avenue.

B. Notice to Bidders

Before submitting the bid, each contractor shall become fully informed as to the extent and character of the work required.

C. Pre-bid Conference

A pre-bid conference will be held on December 6, 2024 at 10:00 a.m. at the Cole County Historic Society, 109 Madison Street, Jefferson City, MO 65101. Questions regarding the pre-bid conference or bid specifications must be directed to Rebecca Gordon at rebecca@rebeccagordon.org

D. Subcontractor Listing

The general contractor shall submit the names of all principal subcontractors, if any, with the bid. Subcontractors shall be pre-approved by the Cole County Historical Society before the commencement of any work on the project. Subcontractors should be identified on the pricing form.

E. Bid Submittal

Bids may also be submitted via hard copy to the following address:

109 Madison Street
Jefferson City, MO 65101

Bids must be received no later than 3:00pm on December 20, 2024.

Bids will be publicly opened at 3:00pm on December 20, 2024 at the Cole County Historical Society at 109 Madison Avenue, Jefferson City, MO 65101.

Bids must include at the minimum:

- Provide an overview describing the general approach, scope of services, and methodology of your company's ability to fulfill the general functions required in this RFP. Describe the services you propose to provide. Your services may be above and beyond the requirements listed in the Scope of Services section.
- Bid Bond

F. Evaluation and Award

Awards will be made to the lowest and best bidder whose bid conforms to the solicitation that will be most advantageous to the Cole County Historical Society.

G. Contract Period

This is for a one-time contact. The contractor will have 14 days from the notice to proceed to commence with the scope of work and complete within the timeframe indicated on the pricing form unless otherwise approved by the Cole County Historical Society. Work must be completed by June 30, 2025.

H. Withdrawal of Bids

Bidders may withdraw their bid after sending turning them in at any time prior to the stipulated time for opening of such bids. No bid may be withdrawn within (30) days after the opening thereof, unless obvious errors are apparent or approved by the Purchasing Agent.

I. Right to Accept or Reject Bids

The right is hereby reserved to accept or reject all or part of any bid, to waive informalities and to request new bids as the interest of the Cole County Historical Society may require.

J. Tax Exempt Status

The Cole County Historical Society is tax exempt by law. Do not include tax in bidding. A federal tax-exempt certificate will be furnished when requested.

K. Invoices

The contractor shall submit invoices to the Cole County Historical Society at 109 Madison, Jefferson City, MO 65101. The historical society shall only be liable for charges as indicated on the Bid Form.

L. Federal Work Authorization Program

Bidders that meet the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the contractor's business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then the contractor shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program, such as E-Verify.

Bidders must, by affidavit and provision of documentation (copy of E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Bidders shall complete and sign the Affidavit of Compliance with Section 285.525-285.550 RSMo and submit a copy of the signature page of their MOU with Homeland Security. See Attachment B, Affidavit of Compliance with Section 285.525-285.550 RSMo and sample MOU.

For bidders that are not already enrolled and participating in the federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <https://www.e-verify.gov>

M. Compliance with Local, State, and Federal Laws

The contractor shall comply with all applicable local, state, and federal laws and regulations related to the performance of the scope of work.

N. Prevailing Wage Law may apply **should the project cost exceed \$75,000.**

Should the bid for the project specified herein exceed \$75,000 the principal contractor and all subcontractors shall pay not less than the prevailing wage hourly rate for each craft or type of workman required to execute this

contract as determined by the Department of Labor and Industrial Relations of Missouri, pursuant to Sections 290.210 through 290.340 inclusive of the Revised Statutes of Missouri, 1994 as amended. Should this bid exceed \$75,000 Annual Wage Order 31 for Cole County may be located at chrome-extension://bdfcnmeidppjeaggnmidamkiddifkdib/viewer.html?file=https://laborwebapps.mo.gov/DLS/PrevailingWage/AWO/AWO31/31_WO026.pdf

Contractor further agrees that they will keep an accurate record showing the names and occupations of all workmen employed in connection with the work to be performed under the terms of this contract.

O. Changes to Bid Documents

Changes to contract documents prior to bidding will be by addendum issues by the Cole County Historical Society. Prospective bidder shall acknowledge receipt of all addenda on bid forms.

P. Termination

The Cole County Historical Society reserves the right to terminate the contact at any time, for the convenience of the City, without penalty or recourse, by giving written notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/or supplies delivered to and accepted by the historical society pursuant to the contact prior to the effective date of termination.

SCOPE OF SERVICE

1. Introduction

The Cole County Historical Society is looking for a contractor or contractors to rehabilitate exterior masonry, windows, eaves, and gutter repairs.

2. Background

The B. Gratz Brown House located at 109-111 Madison Street in Jefferson City, Missouri and was built by Governor Brown in 1871 on land owned by the family of his wife, Elizabeth Gunn Brown. The row houses are federal style with a low-pitched gable roof, and decorative cornice with dental molding. The windows are 4/4 semi-arched and are flanked by shutters. There is a limestone belt between the basement and first floor windows.

3. Scope of Work

Contractors may bid on one option or several.

A. Option 1: The Entire Project

- a. Repoint mortar joints (matching existing mortar in strength, composition, color, texture, width and profile).
- b. Remove deteriorated mortar using combination of hand chiseling and power tools (power tools to be used only by skilled masons)/
- c. Repair deteriorated wood eaves (match existing)
- d. Paint wood eaves (match existing).
- e. Repair 15 wood windows
- f. Paint repaired windows (match existing)
- g. Repair copper gutters

B. Option 2: Masonry

- a. Repoint mortar joints (match existing mortar in strength, composition, color, texture, width, and profile).
- b. Remove deteriorated mortar using combination of hand chiseling and power tools (power tools to be used only by skilled masons).

C. Option 3: Wood Eaves

- a. Repair deteriorated wood eaves (match existing)
- b. Paint wood eaves (match existing)

D. Option 4: Windows

- a. Repair 15 wood windows
- b. Paint repaired windows (match existing)

E. Option 5: Gutters

- a. Repair copper gutters

All preservation work must meet *The Secretary's Standards for the Treatment of Historic Properties* (Rehabilitation) and will have No Adverse Effects to the B. Gratz Brown House provided they meet the following conditions:

- Mortar removal and repointing should follow **Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings**. This included removing deteriorated mortar by carefully hand-raking the joints to avoid damaging the masonry. New mortar must match historic mortar in color, texture, and tooling.
- Historic wood windows that can be repaired should be repaired and retained in their current locations. Repairs should follow **Preservation Brief 9: The Repair of Historic Wooden Windows** including patching compounds, part repairs, and weatherization.
- All Preservation Briefs can be found on the National park Service website at <https://www.nps.gov/orgs/1739/index.htm>

4. Insurance

The contractor shall obtain and maintain throughout the term of the contract.

5. Bid Bonds

Each bid must be accompanied by a certified check or bid bond made payable to the Cole County Historical Society of five percent (5%) of the amount of the bid. Bid securities will be returned after award of the contract except to the successful bidder.