

**City of Isle of Palms, South Carolina**  
**Request for Bids (RFB) 2026.04**  
**Removal and Replacement of City Hall Roof**

The City of Isle of Palms is seeking bids from qualified contractors for the installation of a new roof on City Hall located at 1207 Palm Boulevard. The roof will consist of 40-year architectural shingles with 130+ mph rating and algae resistance on sloped sections and an 80-mil reinforced fully adhered TPO membrane on flat sections. All work must comply with applicable building codes and manufacturer specifications.

Bids should be submitted to the following:

Douglas Kerr  
City Administrator  
City of Isle of Palms  
1207 Palm Boulevard  
Post Office Box 508  
Isle of Palms, South Carolina 29451

**Deadline for Questions:** The deadline for questions is **2:00pm, Eastern Time, June 1, 2026**. Contractors should send questions regarding this Request for Bids to **Robert Asero Public Services Director**, in writing or email to **rasero@isleofpalms.gov**. Questions received before this deadline will be answered via addendum posted on [www.isleofpalms.gov](http://www.isleofpalms.gov). Questions received after this deadline will not be answered.

If an addendum is issued, contractors must acknowledge receipt of the addendum with their bid.

**Deadline for Submissions:** The deadline for submission is **10:00am, Eastern Time Friday, June 5, 2026**. Bids will be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope. Sealed envelopes must be clearly marked "**RFB 2026.04, Removal and Replacement of City Hall Roofing**" and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive.

It will be the responsibility of the contractors to verify receipt by the City. Bids may be delivered by hand or by mail, but no bid shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any contractor of any means of delivery. All bids submitted shall include a current e-mail address. Once selection is complete, Notice of Award shall be posted on the City's website. Notice of Award and notices of non-award shall be sent to all Contractors via e-mail.

Proprietary and/or Confidential Information: Your bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary

information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Contractors acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member of the respondent's organization as a result of, or arising out of, submitting a bid, negotiating changes, or due to the City's acceptance or non-acceptance of the bid or the rejection of any and all bids. Contractors are responsible for submission of accurate, adequate and clear descriptions of the information requests. Neither issuance of the RFB, preparation and submission of a bid, nor the subsequent receipt and evaluation of any bid by the City of Isle of Palms will commit the City to award a contract to any respondent even if all the requirements in the RFB have been met.

Contractors must have or be able to procure an Isle of Palms Business License. Roofing contractors considering submission under this RFB will be expected to have read and be prepared to enter into the attached contract, which is a part of this RFB. The City of Isle of Palms reserves the right to accept or reject any and all bids, or any parts thereof; to waive irregularities or informalities in any bid received to allow the bid to be considered; to negotiate terms and conditions with Contractors; and to select a Contractor or to cancel in whole or in part this RFB, if it is in the best interest of the City to do so. Those bids determined not to be in compliance with provisions of this RFB and the applicable laws and or regulations will not be processed.

By signing its bid, contractor certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws and agrees to provide the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable both to Bidder and its subcontractors or sub-subcontractors; or (b) that contractor and its subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14 and (b) include in their contracts with sub-subcontractors, language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

### **Scope of Work**

A site visit to the Isle of Palms City Hall is mandatory prior to submitting a bid. Please contact Robert Asero, at (843) 981-4026, to schedule the site visit. Only those contractors who include the attached validation that they conducted a site visit to the Isle of Palms City Hall will be considered.

The contractor shall provide all materials, equipment, labor, supervision, and permitting necessary to complete the full scope of work, which includes:

### **Roofing Replacement Scope**

The contractor shall remove and properly dispose of all existing roofing materials, inspect the roof decking, and perform repairs as needed. If more than eight sheets of decking are needed to make repairs, a change order will be considered for the cost of additional decking repairs.

The roofing work includes installation of **40-year architectural shingles with 130+ mph rating and algae resistance** on all sloped roof sections and an **80-mil reinforced fully adhered TPO membrane roofing system** on all flat roof areas. All penetrations and edges must be flashed per manufacturer specifications. The contractor must ensure proper ventilation and water drainage throughout the roofing system and provide all materials, labor, equipment, and permits required for completion.

**Bid Format** In responding to this request, roofing contractors should provide:

1. price quote for the scope of work
2. detailed project schedule of the tasks needed to accomplish the work
3. product details including brand and specifications for shingles and membrane
4. names of all subcontractors that will be part of the Bidder's Team and identify the specific work the sub-contractor will perform
5. Five examples of similar work history including:
  - a. Project location
  - b. Renovation and/or Replacement
  - c. Description of original project budget versus actual cost
  - d. Name and contact information for a reference with knowledge of the Contractor's work on the specified project.

Once the City issues a contract, no change in sub-contractors assigned to the project will be permitted without prior written approval from the City.

#### **Evaluation Criteria**

The City will evaluate bids based on the factors outlined within this RFB and the City's procurement ordinance, which shall be applied to all eligible, responsive bids in selecting the successful contractor. The City reserves the right to disqualify any bid from a contractor it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the bids of the contractor as it deems appropriate.

Award of any contract may be made without discussion with Contractors after bids are received. The City reserves the right to cease contract negotiations if it is determined that the contractor cannot perform the services specified in their bid.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of bid, qualifications, experience, technical expertise, references and ability to execute the work.

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**DOCUMENTATION OF SITE VISIT**

In association with RFB 2026.04 I, Robert Asero, attest that the following contractor made a site visit to City Hall at 1207 Palm Boulevard to assess the site and conditions:

\_\_\_\_\_  
(Insert date)

\_\_\_\_\_  
(Insert representative's name)

\_\_\_\_\_  
(Insert company's name)

\_\_\_\_\_  
Signature of Robert Asero

\_\_\_\_\_  
Signature of contractor's representative

**NOTE: This sheet must be turned in with the respondents' bid to the City.**

**City of Isle of Palms, South Carolina  
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**BID**

**1. TOTAL COST FOR ALL WORK ASSOCIATED WITH RFB 2026.04:**

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**2. NUMBER OF DAYS AFTER EXECUTION OF CONTRACT TO COMPLETE WORK:**

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**3. BRAND AND SPECS OF SHINGLES AND TPO MEMBRANE:**

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**4. ALL SUBCONTRACTORS THAT WILL BE INCLUDED IN THE PROJECT:**

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**5. ATTACH FIVE EXAMPLES OF SIMILAR PROJECTS (INCLUDE ADDRESS, COST, POINT OF CONTACT/REFERENCE)**

STATE OF SOUTH CAROLINA )      AGREEMENT FOR REMOVAL AND  
COUNTY OF CHARLESTON )      REPLACEMENT OF CITY HALL ROOF

THIS AGREEMENT ("Agreement") is made and entered into this \_\_\_\_\_ day of June, 2026, by and between the City of Isle of Palms, S.C., a South Carolina municipal corporation ("City"), and \_\_\_\_\_ ("Contractor").

WHEREAS, the City issued RFB 2026.04 for removal and replacement of City Hall roof;

WHEREAS, \_\_\_\_\_ was selected as the most qualified proposer;

WHEREAS, the parties desire to enter into this Agreement;

1. THE PROJECT. The Project consists of full removal and replacement of the roof on City Hall at 1207 Palm Boulevard.

2. SCOPE OF WORK. Contractor shall perform all work described in RFB 2026.04 including removal and proper disposal of all existing roofing materials, inspection of the roof decking, perform repairs as needed, installing of 40 year architectural shingles with 130+ mph rating and algae resistance on all sloped roof sections and an 80-mil reinforced fully adhered TPO membrane roofing system on all flat roof areas, and properly flashing all penetrations and edges per manufacturer specifications. The contractor must ensure proper ventilation and water drainage throughout the roofing system and provide all materials, labor, equipment, and permits required for completion.

3. MATERIALS AND METHODS. Contractor shall furnish all labor, materials, tools, equipment, and supervision.

4. ACCESS. Contractor shall maintain safe public access and protect all City property during work.

5. CHANGE ORDERS. The City has the right to require alterations or changes ("Change Orders") to the Project scope by requesting such changes, in writing. Upon receipt of a Change Order from the City, Contractor agrees to consider such proposed alterations or changes to the scope of work and will advise the City, within five (5) days upon receipt of a Change Order, of any change in price and/or Project completion timeline impacted by the Change Order. Upon receipt of that information, the City must agree to any additional cost or credit of such Change Order, in writing, prior to the commencement of the work under the Change Order by Contractor. Contractor agrees to provide, if requested by the City, all supporting documentation that relates to Contractor's pricing of a Change Order. The City is not required to accept.

6. CONTRACT SUM. The total contract amount is \_\_\_\_\_, inclusive of all labor, materials, equipment, and profit.

7. COMPLETION SCHEDULE. Time is of the essence. Contractor shall complete work within the approved schedule upon Notice to Proceed.

8. INSURANCE. Contractor agrees to maintain commercial general liability insurance coverage throughout the duration of the Project, with policy limits not less than \$1,000,000.00 for each occurrence and \$2,000,000.00 aggregate providing coverage for claims including: damages because of bodily injury, sickness or disease, and death of any person; personal injury; damages because of injury to or destruction of tangible property; bodily injury or property damage arising out of completed operations. The CGL policy must not contain exclusions or limitations for losses from trucking, grading, earth-moving, or other heavy machinery or equipment. Contractor also agrees to maintain workers' compensation coverage on its employees as required by the State of South Carolina workers' compensation laws. Contractor also agrees to obtain and maintain pollution liability insurance with policy limits not less than \$1,000,000.00, unless an alternative limit is agreed to in writing by the City. Contractor also agrees to maintain automobile and trucking liability insurance covering all vehicles, trucks, and/or machinery involved in the work at the Project. All insurance coverage required hereunder shall be with companies approved in advance by City, who shall be named as an additional insured on all such policies. Proof of such insurance shall be provided to City prior to commencement of any work by Contractor.

9. PERMITS AND LICENSES. Contractor agrees to apply for, obtain, and pay for all governmental permits, fees, licenses, and inspections by governmental agencies necessary for the Contractor's proper performance and completion of the Project, including, but not limited to, a City business license.

10. INDEMNIFICATION. Contractor agrees to indemnify, defend, and hold harmless the City and its officers, agents and employees from and against any loss or damage, including all reasonable attorney's fees and expenses, incurred as a result of any and all claims, demands, causes of action, suits, judgments, fines or penalties (including but not limited to all fees and expenses incurred as a result of death or injury to persons or for loss of or damage to property) arising out of or in connection with Contractor's performance of the work under this Agreement.

11. SITE INVESTIGATION. Contractor acknowledges and agrees that it has inspected the Project areas, understands the conditions on site as relate to the scope of work to be performed, has determined the nature of the work and the difficulties and facilities attending performance of the work, and all other matters which Contractor contemplates may in any way affect the work under this Agreement.

12. PRE-SUIT DISPUTE RESOLUTION - MANDATORY MEDIATION. Any claim, dispute, or controversy arising between the City and Contractor under or in connection with this Agreement shall be subject to mandatory mediation as a condition precedent to litigation. A request for mediation shall be made in writing and delivered to the other party to the Agreement. This request for mediation shall name a proposed mediator that the requesting party wishes to use. Mediation shall be conducted in Charleston County, South Carolina. The mediator shall be a member of the South Carolina Bar and shall be selected by mutual consent and agreement of the parties. If, upon receipt of the request for mediation containing a proposed mediator, the receiving party fails to object to the mediator proposed within thirty (30) days of receipt of the initial request for mediation, the mediator shall be deemed selected as proposed. If the parties fail to agree upon a mutually acceptable mediator within 60 days of the initial request for mediation, the mediator shall be selected from the official roster of active certified mediators in Charleston County, as provided by the South Carolina Supreme Court's Commission on Alternative Dispute

Resolution and Board of Arbitrator and Mediator Certification, by choosing in alphabetical order the first available circuit court mediator from the roster. The parties shall equally divide the mediator's fee and any filing fees. Agreements reached in mediation shall be enforceable as settlement agreements in any court of competent jurisdiction. Nothing contained herein shall preclude either party from seeking enforcement of the terms of mediation pursuant to this Paragraph through a court of competent jurisdiction. and the prevailing party shall also be entitled to reimbursement by the losing party for all reasonable fees and costs, including attorney's fees, incurred in the proceedings seeking enforcement.

13. NOTICES. All notices, consents, requests, and approvals required by any provision of this Agreement shall be in writing and shall be deemed to be properly given and received when personally delivered to the representatives of each party or when deposited in the United States mail, registered or certified, with return receipt requested, postage prepaid, and addressed to:

City of Isle of Palms:

Representative: Douglas Kerr, City Administrator

Address: 1207 Palm Blvd., Isle of Palms, SC 29451

Email: [dkerr@isleofpalms.gov](mailto:dkerr@isleofpalms.gov)

Contractor:

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

14. TERMINATION, BREACH.

A. In the event that either party breaches any provision of this Agreement, and the same continues for a period of five (5) days after receipt of written notice thereof, then the non-breaching party may exercise any and all remedies at law or in equity regarding the breach of this Agreement, subject first to pre-suit mediation as defined above. Without prejudice to any other rights or remedies available for the said breach, the non-breaching party may terminate this Agreement via written notice and cease further performance under this Agreement.

B. Unless authorized by this Agreement, if the Contractor ceases work on the Project for a period of fifteen (15) days, defaults, or fails or neglects to carry out the Project, the City may, after five (5) days' written notice to the Contractor, terminate the Agreement, complete the Project without Contractor, and if the unpaid balance of the contract price exceeds the City's actual cost of completing the Project, such excess shall be paid to the Contractor, but if such expense exceeds the unpaid balance, the Contractor shall pay the difference to the City.

15. EFFECT OF WAIVER OR CONSENT

A waiver or consent, express or implied, to or of any breach or default by a party in the performance of its obligations under this Agreement is not a consent or waiver to or of any other breach or default in the performance by that party of the same or any other obligations of that

party with respect to this Agreement. Failure on the part of a party to complain of any act of the other party or to declare a party in default with respect to this Agreement, irrespective of how long that failure continues, does not constitute a waiver by that party of its rights with respect to that default until the applicable statute-of-limitation period has run.

16. ASSIGNMENT

Contractor shall not assign or subcontract without prior written City approval.

17. BINDING AGREEMENT

This Agreement is binding upon the parties and their successors.

18. GOVERNING LAW; SEVERABILITY

This Agreement is governed by and shall be construed and interpreted in accordance with the laws of the State of South Carolina, the parties expressly agree that the exclusive forum and venue for the parties to litigate any dispute is the Charleston County Court of Common Pleas. If any provision of this Agreement is held invalid or unenforceable to any extent by a court of competent jurisdiction, the remainder of this Agreement is not affected thereby and that provision shall be enforced to the greatest extent permitted by law.

19. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof, and supersedes and nullifies all prior or contemporaneous contracts, agreements, understandings or representations, whether oral or written, which are not expressly stated in this agreement. Neither party is relying upon any representation not expressly contained herein. This Agreement may be amended and modified from time to time only upon the written mutual consent of City and Contractor.

20. ILLEGAL IMMIGRATION REFORM ACT

Contractor certifies compliance with Title 8, Chapter 14, South Carolina Code of Laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement:

CITY OF ISLE OF PALMS

By: \_\_\_\_\_  
Name: Douglas Kerr  
Title: City Administrator

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

EXHIBIT 1  
(Attach RFB 2026-04)

EXHIBIT 2

(Attach bid from Contractor)