

SECTION 00400 - PROPOSAL FORM

THE PROJECT AND THE PARTIES

TO: Hinds County Human Resource Agency
Fiscal Department of
Attn: Shirley Gibbs
258 Maddox Road
Jackson, Mississippi 39212

Date: 3/27/2025

RE: A Roof Renovation Project for:
West Side Head Start Center
BID # 0225R28319

Prepared by: McElroy Architecture, PLLC/
William L. McElroy AIA, NCARB
4880 McWillie Circle
Jackson, Mississippi 39206

Ladies and Gentlemen:

I/We having carefully examined the Drawings, Specifications and all Addenda issued prior to the bid opening date, having visited the Project site and apprised myself/ourselves of the conditions affecting the work to be performed, and having obtained and correlated any other information deemed necessary by me/us to submit this bid, hereby propose to furnish all services and labor, and all supplies, materials, and equipment required to complete the work at the cost indicated herein below. I/We will not withdraw this bid for forty-five (45) days from the date of the bid opening. If written notice of acceptance of this bid is received by me/us from Hinds County Human Resource Agency within sixty (60) days after the date of the bid opening, I/we shall submit to the Project Administrator, within ten (10) working days after the receipt of such notice, an executed contract and all other documentation required by the bid specifications. I/WE UNDERSTAND AND AGREE THAT NEITHER THE AWARD OF THIS BID TO ME/US BY HINDS COUNTY HUMAN RESOURCE AGENCY NOR RECEIPT BY ME/US OF A NOTICE OF ACCEPTANCE OF THIS BID SHALL CONSTITUTE THE MAKING OF A CONTRACT BETWEEN HINDS COUNTY HUMAN RESOURCE AGENCY AND ME/US, WHICH SHALL BE CONDITIONED UPON THE EXECUTION BY BOTH HINDS COUNTY HUMAN RESOURCE AGENCY AND ME/US OF A FORMAL, WRITTEN AGREEMENT.

Respectfully submitted,

Renova, LLC

Contractor



Signature

Hunter Travis

Print Name

President

Title

141 Township Avenue, Suite 305 - Ridgeland, MS 39157

Mailing Address

141 Township Avenue, Suite 305 - Ridgeland, MS 39157

Street Address

601-647-3433

Business Telephone Number

n/a

Facsimile Number

24725-MC Certificate of Responsibility Number, If Required

3/2/2026 Certificate of Responsibility Number Expiration Date

BASE BID

All labor, materials, and equipment to complete the entire Scope of Work (Modified by Addenda as applicable) for the following project:

PLEASE INCLUDE IN YOUR BASE BID A CONTINGENCY ALLOWANCE: \$15,000.00

Three Hundred Sixty Three Thousand One Hundred Dollars
(\$ 363,100.00)

CEMENTITIOUS ROOF DECK – UNIT PRICE

Provide unit price per 32"x96"x2" cementitious roof deck panel removal and replacement. Unit price to include cost of procurement, delivery, removal of existing panel, and installation of new panel.

Four Hundred Dollars Per Panel (\$ 400.00 Per Panel)

ROOF INSULATION REMOVAL AND REPLACEMENT – UNIT PRICE

Provide unit price per square foot of existing roof insulation removal and replacement beyond scope identified as base bid requirements in project documents. Unit price to include cost of procurement, delivery, removal of existing insulation, and installation of new insulation.

Twelve Dollars and Fifty Cents Per Square foot (\$ 12.50 PSF)

ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for forty-five (45) from the bid closing date. If this bid is accepted by Hinds County Human Resource Agency within the time period stated above, we will:

1. Execute the Agreement within seven days of receipt of Notice of Award.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within seven days after written Notice to Proceed of this bid.

If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Hinds County Human Resource Agency, Mississippi by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

CONTRACT TIME

If this Bid is accepted, we will:

Complete the proposed Scope of Work to allow the entire project to be completed within Forty Five (45) calendar days from Notice to Proceed.

CHANGES TO THE WORK

When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:

Fifteen (15%) percent overhead and profit on the net cost of our own Work;

Ten Percent (10%) percent on the cost of work done by any Subcontractor.

Acknowledgment of Receipt of Addenda

M3A Architecture, PLLC/
William L. McElroy AIA, NCARB
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A Roof Renovation Project for:
West Side Head Start Center
HINDS COUNTY HUMAN RESOURCE AGENCY
Jackson, Mississippi

Contractor shall acknowledge receipt of all addenda issued during the course of this bid process. In addition to acknowledging receipt of addenda, the addenda may require additional information from the Contractor (e.g., additional or modified pricing information), in which case the addenda shall not only be acknowledged below but shall be completed and attached to Contractor's bid at the time of submission. Receipt of the following addenda issued during the course of this bid is hereby acknowledged:

Addenda No. 1 Date: 3/17/2025 Acknowledgement: #1

Addenda No. 2 Date: 3/24/2025 Acknowledgement: #2

BID FORM SIGNATURE(S)

The Corporate Seal of:


n/a

(Seal)

(Bidder - print the full name of your firm)

Renova, LLC

was hereunto affixed in the presence of:

 Hunter Travis, President
(Authorized signing officer, Title)

~~(Authorized signing officer, Title)~~

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

END OF SECTION 00410