

REQUEST FOR PROPOSAL (RFP)

Founders Hall Roof Replacement (2024)

Saint Elizabeth University
2 Convent Road
Morristown, NJ 07960

RFP Issue Date: April 9, 2024

Bid Due Date: April 17, 2024

Deliver 1 email copy to:
Billy Andrinopoulos
Facilities Supervisor
Saint Elizabeth University
2 Convent Road, Morristown, NJ 07960
Email: vandinopoulos@steu.edu
Phone: 973-290-4333

RFP SCHEDULE

RFP Issued	April 9, 2024
Pre-Bid Site Visits	April 9-16, 2024
Bids Due	April 17, 2024
Decision Made	April 17, 2024
Work Start Date	May 18, 2024

Saint Elizabeth University

Founders Hall Roof Replacement

1) Introduction

Saint Elizabeth University is issuing this Request for Proposal (RFP) to solicit interest from qualified roof replacement providers to replace the old flat and leaking roof on Founders Hall, a student residence hall at the University's campus in Florham Park, Morris County, New Jersey.

This RFP does not commit the University to award a contract or to pay any costs incurred in the preparation of a proposal. The University further reserves the right to reject all proposals received as a result of this request.

2) Work Timeframe

Roof replacement work will begin immediately after the University's May 17, 2024 graduation Commencement and be completed as soon as possible, on a date to be negotiated with the Facilities staff in advance.

3) Work Scope

- Stage dumpsters and other materials in a safe location agreed to by SEU
- Remove the existing roof in sections to prevent rain from entering the building
- Roof will be EPDM, white in color to reflect sun away from the roof
- All debris to be cleaned daily
- Interface with Facilities management daily
- Warranty to be included in bid package

4) Site Information

Saint Elizabeth University is a private co-educational liberal arts University of the Catholic tradition representing students of diverse ages, backgrounds, and cultures. The University has two residence halls (O'Connor and Founders) housing undergraduate students with a combined total of 407 beds.

5) Campus Vehicular Access

All construction vehicles must enter and exit from the main entrance connecting to Route 124 Madison Avenue and register with the guardhouse. Cameras are used by Security recording all vehicles entering/exiting from the campus.

6) Tax Exempt Status

The University is a tax exempt institution of higher education, bids are not to include sales/use tax. A copy of the University's tax exempt form (ST-5) will be provided to the chosen contractor.

7) Bid Proposals

Contractors will supply a written proposal by email attachment to the Facilities Supervisor Billy Andrinopoulos (Point of Contact). The proposal shall include the contractor's name, contact information including mailing address, phone number and email address. Roof Warranty and liability insurance coverage is to be included'

The bid proposal is to include the following (among other items provided by contractor)

- Cost of service by line item detail
- Assumptions used in preparing the bid proposal
- Number of staff to be working onsite
- Approximate duration of the work
- Manager/supervisor lead
- Three client references we can contact (name, phone number, etc.)
- Company profile, years of experience, size, etc.
- Insurance coverage
- Warranty of new roof

8) Pre-Bid Site Inspection

Contractors can schedule a site visit to measure and inspect the work to be quoted by contacting the Facilities Supervisor listed below.

9) Point of Contact

Your point of contact for all matters relating to this RFP is:

**Billy Andrinopoulos
Facilities Supervisor
Saint Elizabeth University
2 Convent Road
Morristown, NJ 07960
Phone: (973) 290-4333
Email: vandrinopoulos@steu.edu**