



SHENANDOAH™
U N I V E R S I T Y

SHENANDOAH UNIVERSITY
1460 University Drive
Winchester, VA 22601

INFORMATION
FOR
BID #180303

Date of Issue March, 2018

ROOFING SYSTEM FOR
SHENANDOAH UNIVERSITY'S
GORE HALL

All questions regarding this proposal should be directed to:

Shenandoah University contact: Jeff Davis
Project Manager
540/678-4485 office
540/665-5599 fax
jdavis2@su.edu

1. Scope of Services

Shenandoah University hereinafter referred to as “SU” is seeking a Vendor who will provide Services and Materials as identified herein. “Vendor” or “Contractor” hereinafter shall have the same meaning and shall be construed to mean the same.

The Services and Materials covered under this solicitation require the Contractor to furnish all labor, tools, materials, equipment, supplies, quality control, and supervision necessary to completely provide and install a new roofing system for Shenandoah University’s Gore Hall on SU’s main campus; 1501 LP Hill Drive, Winchester, VA 22601. The existing EPDM area is approximately 6080 square feet THE VENDOR / CONTRACTOR IS RESPONSIBLE FOR EXACT SQUARE FOOTAGE MEASUREMENTS. All replacement roofing shall have a 20 year warranty and a certificate from the Vendor / Contractor and Manufacturer shall be provided stating such warranty, prior to payment. Also included is the complete demolition and removal of existing materials. The Contractor shall upgrade the Roofing System to an R-30 value at the same time. SU expects the costs for any additional insulation or other that would reasonably be considered for replacement for past water damages that may only be detected when the existing roof is torn off, to be in addition of this award. However a written change order that identifies the added materials and labor shall be fully agreed to and signed by both parties prior to the commencement of any new work.

2. Administrative

- a. Proposed award is projected to be in the month of April, 2018.
- b. Payment for any services rendered will be within 30 days of completion of all work / Services and having an acceptable invoice and having accepted the work / Services, or as identified on a payment schedule that has been fully negotiated and agreed to in a writing by both parties. Any final payment will only be released when the permit has been successfully closed and SU has the written certificate for a 20 year warranty.
- c. SU does not discriminate against a Vendor because of race, religion, color, sex national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.
- d. Vendor and Vendor’s employees are subject to and required to participate in any background check that SU requests. In any instance whereby the Vendor does not produce SU’s requested documentation or aid in the participation in any way for a background check, then the Vendor is subject to being immediately removed from SU property. SU RETAINS THE RIGHT TO REMOVE THE VENDOR OR VENDOR’S EMPLOYEES FROM SU PROPERTY FOR ANY REASON AT ANY TIME.

- e. The Contractor shall have comprehensive general liability and property damage insurance coverage and shall provide evidence of said coverage to SU prior to beginning work.
- f. The Contractor shall have workers compensation insurance and provide evidence of said coverage to SU prior to beginning work.
- g. The Vendor / Contractor will indemnify SU, its officers, agents, and employees from any and all liabilities, claims, liens, fines, demands, and costs, including legal fees of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of SU in connection with or in any way incidental to or arising out of the occupancy, use, service, operation, performance or non-performance of work in connection with this Contract resulting in whole or in part from negligent acts or omissions of Contractor, any subcontractor, or any employee, agent or representative of the Contractor or subcontractor.
- h. Proposals must be signed by an official authorized to bind the Contractor to its provisions
- i. Prices identified herein shall be good for sixty (60) days prior to any award.
- j. Vendor / Contractor is responsible for obtaining all necessary permits prior to beginning any work. Vendor /Contractor shall operate within all governing laws at all times. For any permit issued, the same permit shall be successfully closed out by the same party that issued the permit or any entity with the authorization to do so prior to any final payment.
- k. SU has paid for a complete pre-renovation asbestos survey of the existing roofing system and will make the results available to all Vendors / Contractors. Should the Vendor / Contractor not be satisfied with the written results as provided therein, then the responsibility to re-do the testing or have additional testing completed falls solely with the Vendor / Contractor.

3. Evaluation criteria / Award

- a. Any award made as a result of this IFB 180303 will be made to one (1) Prime Contractor
- b. A Prime Contractor may utilize any sub-contractor at his (Prime Contractor's) discretion
- c. Prime Contractor is solely responsible for all aspects of performance of services under this IFB 180303 to include but not limited to quality of work and correct insurance coverages.
- d. SU will complete the evaluation of all responses to this IFB 180303 and contact the winning Vendor via telephone and issue a written Purchase Order.

- e. Evaluation of the responses to this IFB is based on:
 - Any Roofing System selected by SU must include a minimum of a 20 year warranty, and complete downspout connections, a new gravel stop and complete removal and haul away of any existing materials is also required, parapet wall caps, added insulation to achieve an R30 rating, build up of all curbing as necessary, other.
- f. Any award of this IFB constitutes a Contract.
- g. this IFB will close April 6th, 2018 at 10:00 a.m. Responses will not be accepted after 10:00 a.m. on April 6th at 10:00 am.
- h. All responses to this IFB will be delivered to the Physical Plant Office, Shingleton Building, Shenandoah University to the attention of Jeff Davis. FOR ANY INSTANCE WHEREBY THE VENDOR RELYS ON US MAIL, UPS, OR OTHER, IT IS HEREBY UNDERSTOOD AND AGREED THAT THE REQUIREMENT OF ANY RESPONSE TO THE IFB 180303 TO BE DELIVERED TO JEFF DAVIS AT THE PHYSICAL PLANT OFFICE IN SHINGLETON BUILDING REMAINS WITH THE VENDOR AND NOT WITH THE US POSTAL SERVICE, OR SHENANDOAH UNIVERSITY'S MAIL ROOM PERSONEL OR ANY OTHER.
- i. SU reserves the right to reject any and or all proposals, to further negotiate with the successful proposer and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of SU to do so.
- k. After the bid response has been determined to minimally meet all Bid requirements including but not limited to a 20-year warranty, then the further evaluation and AWARD OF THIS IFB IS BASED ON LOW PRICE.
- l. The Vendor's response to this IFB will be constructed and submitted as per instructions identified herein.
- m. There is no guarantee of award of this procurement. The award of this procurement is based on the availability of funds as determined by SU.

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4. Location of Services / Definition of Services

1. Location of Services:
Shenandoah University
Gore Hall
1501 LP Hill Drive
Winchester, VA 22601

2. Definition of Services
Complete, Turn-Key replacement of the EPDM component of the Gore Hall roof and added insulation to achieve an R-30 value, and other as defined herein.

Contractor shall identify in the bid response, the estimated dates of new roof installation.

Pricing

Contractor to provide and install EPDM ballasted roof to include but not limited to the following;

- Complete removal and haul away of existing roof
- Twenty (20) year warranty
- Complete downspout connections and replacements where needed
- Complete drain connections and any replacement drain kits or other as required
- Complete gravel stop replacement
- Complete added insulation to achieve an R-30 value; provide and install
- Complete curbing raised, where needed

5. Vendor's IFB 160505 Bid Response

The Vendor / Contractor shall Print an entire copy of this IFB, completely fill in all blanks, sign and date the response and with the addition of any information required, or provided at the Vendor's discretion, and return to Jeff Davis, Shenandoah University, as further delineated herein. Electronic responses to email jdavis2@su.edu for this IFB will be accepted, however the Vendor and not SU or any SU employee is responsible for any failure wherein the Vendor's response was not timely received or complete. **THE VENDOR REMAINS RESPONSIBLE FOR THE COMPLETE AND TIMELY ELECTRONIC BID RESPONSE IN ALL INSTANCES.**

6. VENDOR'S AUTHORIZED SIGNATURE

The undersigned, having carefully read and considered the terms and conditions of the Information For Bid (180303) for Gore Hall Roof Replacement does hereby offer to perform such services and subject to and in accordance with the terms and conditions set forth in the IFB 180303 at the rates hereinafter set forth.

ALL INFORMATION SUBMITTED BY THE VENDOR IN RESPONSE TO THIS IFB IS CONSIDERED PUBLIC INFORMATION. ANY MARKINGS, STATEMENTS OR OTHER AS DELINEATED ON THE VENDOR'S RESPONSE TO THIS IFB TO OTHERWISE IDENTIFY ANY INFORMATION AS ANYTHING BUT PUBLIC INFORMATION WILL BE DEEMED BY SU AS ERROUNOUS MARKINGS AND NOT ADHERED TO IN ANY INSTANCE.

Complete Turn-Key Pricing –

Provide and install a complete EPDM ballasted roofing system as described herein;

\$ _____

Estimated dates for installation; _____

Contractor License Number: _____

Contractor Business Name: _____

Signature of Contractor: _____

Printed Name _____

Company Name: _____

Date: _____