

LEMOYNE-OWEN COLLEGE



REQUEST FOR PROPOSAL

LeMoyne-Owen College Renovations At 806 Walker

RFP 23-02-21 Renovations At 806 Walker 2023-2024

The following RFP is being presented to acquire proposals for renovations needed at the house owned by LeMoyne-Owen College at 806 Walker in Memphis, Tennessee. Please see below for details.

Open Bidding Period: Tuesday, February 21, 2023, through Tuesday, March 7, 2023.

Final Day for submitting RFP-related questions: Friday, March 3, 2023, by 4:30 p.m. CST.

Final Date for RFP Submittal: Tuesday, March 7, at 4:30 p.m. CST.

Please submit any RFP questions to kevin_temples@loc.edu at your convenience.

History

LeMoyne-Owen College (“LOC”), one of Memphis, Tennessee’s oldest and most revered institutions of higher learning, was established in 1862 and is the 5th-oldest historically Black college or university (HBCU) in the United States. The resilient, distinguished character of LeMoyne-Owen has survived a tragic fire in 1866, four Memphis yellow fever epidemics (1867, 1873, 1878, 1879), and various other challenges over the years. LOC has risen from all adversities, however, and has become the crown jewel of higher education in Memphis and Memphis’ only historically Black college or university (HBCU). From Martin Luther King, Jr.’s first visit to LeMoyne-Owen in March 1957, to the matriculation of Dr. Willie Herenton (who graduated from LeMoyne-Owen and who later became Memphis’ mayor in 1991 en route to being elected to an unprecedented five consecutive terms), Memphis has seen the brightest and best traverse the LeMoyne-Owen campus. Producing an almost innumerable alumni list of scholars, attorneys, physicians, educators, professional athletes, business leaders and other dignitaries, LeMoyne-Owen is poised to take its students, faculty and staff well into the 21st century, with excellence as its signature and with leadership as its hallmark. Magicians create magic, and Lemoyne-Owen College has produced magical results over its 161-year history – with valor and with verve – and we’re still going strong today.

Purpose

To help fulfill its Vision, Mission & Purpose, LeMoyne-Owen College is currently seeking procurement proposals for renovations to a historic mid-sized home situated on LeMoyne-Owen property at 806 Walker Avenue, Memphis, Tennessee 38126. At completion, such renovations will restore the home to its original splendor and will provide the home with a much-needed makeover. The work will require numerous repairs, alterations, and upgrades, but when finished will present the home as an attractive property slated for special use by the College in the near future. The chosen vendor will supply all labor and materials needed to do the work and will be responsible for the haul-off of all debris, wood objects, metal objects, tools, machinery and equipment, and all other miscellaneous items from the property upon conclusion of the renovations. The chosen vendor will complete the work within a reasonable, industry-standard timeframe and will alert the College of any impending time overruns, cost overruns, or any other unforeseeable delays or unplanned expenses that could otherwise delay or derail the project. All communications from the chosen vendor should include at a minimum Jesse Chatman, LeMoyne-Owen Director of Administrative Services (jesse_chatman@loc.edu) and Kevin Temples, LeMoyne-Owen Purchasing Director (kevin_temples@loc.edu). The vendor will be responsible for furnishing any and all licensing, bonding, and / or insurance requirements upon request.

The renovation work will include, but may not be limited to, the following:

INTERIOR WORK

1. Remove and replace seven (7) interior doors.
2. Level hallway and bedroom floors.
3. Install new cabinets and countertops.
4. Install necessary plumbing for kitchen sink.

5. Install new kitchen sink and faucet.
6. Replace tile around the tub.
7. Reconfigure both bathrooms.
8. Replace toilets and vanities.
9. Remove and replace floor tile in both bathrooms.
10. Repair the floor in the hot water tank closet.
11. Paint all interior ceilings, walls, and trim.
12. Remove and replace bad drywall in bathroom and bedroom ceilings.
13. Install engineered board for flooring.

EXTERIOR WORK

1. Remove and replace front porch ceiling.
2. Replace rear stairway railing.
3. Remove and replace 198 square feet of wood siding at the rear of the house.
4. Remove and replace the roof.
5. Repair and replace damaged decking.
6. Paint all exterior wood and windows.

Bidding Process

RFP responses should be made in writing, via submission to RFPs@LOC.edu, over the two-week period spanning 12:01 am CST on February 21, 2023 to 4:30 pm CST on March 7, 2023. Hard-copies of all RFPs must be mailed to: **LeMoyne-Owen College, 807 Walker Avenue, Brownlee Building, Memphis, TN 38126, ATTN: Kevin Temples**. Tabulations of RFP responses will occur thereafter, following receipts.

RFP Award

Bidders will be ranked on the following categories, including but not limited to: pricing, thoroughness of response, variety of services, vendor history and industry reputation, etc. The winning bidder will have demonstrated a robust presentation and will have illustrated a proven track record for customer service and for service quality. The winning bidder will be notified no later than March 14, 2023. Please note: LeMoyne-Owen College may contact bidders – after receipt of responses and before RFP award – for any RFP response clarifications that may be sought by LeMoyne-Owen College.

An "Intent To Award" notice will be issued to the winning bidder, parallel to the official notice of non-selection being issued to non-winners.

Note: After selection of a winning bidder, LeMoyne-Owen College reserves the right to request minor alterations or minor adjustments to the specifications presented for Interior Work and for Exterior Work at 806 Walker, in a way that will not materially affect the overall scope of the work and will not induce unreasonable time or expense burdens upon the winning bidder.

Billing & Payments

The winning bidder will invoice LeMoyne-Owen College in a manner consistent with the vendor's RFP proposal and in conjunction with LeMoyne-Owen's payment policy. LOC will pay the amount(s) due on the invoice(s) in full within thirty (30) business days after the date of invoice(s). Any invoices not paid in full within a forty-five (45) day period will bear interest at an annual rate of one and a half (1.5%) percent, until paid in full.

Vendor Performance

In the event of persistent issues – recurrent delays, multiple cost overruns, mediocre work quality, unprofessional service levels, etc. – LeMoyne-Owen College shall reserve the right to void the contract for the renovation work at 806 Walker and may at that time seek completion of said renovations via other contractor(s). Any work performed by the original winning bidder will be remunerated at that time at a prorated amount commensurate with the percentage of work completed at 806 Walker up to the time of contract cancellation. These and other terms will be detailed within, and will be pursuant to, contract stipulations as agreed-upon between the winning bidder and LeMoyne-Owen College. Thereto, vendor performance may be gauged via vendor scorecard, with possible penalties ranging from invoice short-payment(s) to premature contract cancellation. Other terms and conditions will be enumerated in the resultant contract between the vendor and LeMoyne-Owen College.

Contract Terms

After a winner is decided, contract terms and conditions will in good faith be finalized between the winning bidder and LeMoyne-Owen College, during a brief period following the RFP award. In the event that a mutually-agreeable contract cannot be reached, LeMoyne-Owen College reserves the right to end negotiations and to then proceed with the runner-up bidder for the required negotiations, toward completion of the renovation project at 806 Walker.

Thank you for your interest in LeMoyne-Owen College.

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