

LEMOYNE-OWEN COLLEGE



REQUEST FOR PROPOSAL

LeMoyne-Owen College Roof Repairs At The Student Center

RFP 23-02-21 Roof Repair At 807 Walker 2023-2024

The following RFP is being presented to acquire proposals for roof repairs on top of the LeMoyne-Owen Student Center at 807 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 roof repair at the Student Center on the campus of LeMoyne-Owen at 807 Walker Avenue, Memphis, Tennessee 38126. At completion, said repair will restore the roof to its leak-free state and will provide the Student Center with a visually-appealing makeover. The work will require repairs, alterations, and upgrades, but when finished it will present the Student Center as an attractive property that the students will be proud to frequent and that others will be glad to visit also. 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 roof repairs. 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:

1. Removal of all metal roofing and existing TPO roofing.
2. The metal is to be placed on-site once removed; all other debris will be hauled away.
3. New Fleece back 115 Mil TPO roofing membrane adhered to light-weight concrete. Requesting white-colored TPO from a reputable manufacturer such as Carlisle or GAF.
4. TPO flashed up and over parapet walls. Existing flat lock areas to receive insulation and new TPO membrane roofing.

5. New retrofit drains installed in existing locations. Manufacturer's warranty provided upon completion.
6. Sloped areas decking to be replaced if needed at additional cost if rotten or if uncoverable decking is found. Pictures to be provided.
7. Once metal is removed from sloped roofs, new synthetic underlayment is to be placed over decking. Ice and water shield to be placed at eaves of sloped roofs.
8. New architectural shingles installed per manufacturer's specifications on all sloped areas.
9. Existing internal gutters to be lined in TPO membrane.
10. All metal counter flashings replaced include copings, counter flashings and drip edges.

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 the non-winner(s).

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 the roof repairs at the Student Center, 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 roof repairs at the Student Center and may at that time seek completion of said roof repairs 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 the Student Center 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 roof repairs at the Student Center.

Thank you for your interest in LeMoyne-Owen College.
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