

Livingstone College  
Request for Proposal

For

Steep-Slope  
Approximately 5,200 Square Feet  
Andrew Carnegie Library  
701 W. Monroe St.  
Salisbury, NC 28144

Proposal

October 6, 2020

# General Information

**QUESTIONS:** All inquiries for information regarding this solicitation should be directed to: Tasha Macklin, Director of Purchasing, [tmacklin@livingstone.edu](mailto:tmacklin@livingstone.edu), Ph.: 704.216.6079.

**DUE DATE:** Sealed Proposals will be received until Monday, **November 1, 2020 at 2:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**ADDRESS:** Proposals should be mailed or hand delivered to: Livingstone College, Purchasing Office, 2<sup>nd</sup> Floor, Price Bld., and 701 West Monroe St. Salisbury, NC 28144. Reference “Proposal for “Andrew Carnegie Library” in the lower left corner of the return envelope or package.

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) <small>(Company name as it appears with your Federal Taxpayer Number)</small>		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME <small>(If different than the Full Legal Name)</small>		FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small>	
BILLING NAME <small>(Company name as it appears on your invoice)</small>		FEDERAL TAXPAYER NUMBER <small>(If different than ID# above)</small>	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		SIGNATURE (IN INK)	DATE
E-MAIL ADDRESS	TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE PURCHASE ORDERS

**Bid Bonds or Certified Funds are required and  
Performance Bonds or Certified Funds will be required of selected vendor**

**See section “Specific Requirements”**

## **PROJECT OVERVIEW**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals to provide labor, materials and equipment necessary to complete the following scope of work upon your approval and acceptance of these specifications.

## **SCHEDULE OF EVENTS**

(Approximate)

October 6, 20 - Request for Proposals (RFP) issued  
November 1, 20 -Date - Deadline for receipt of proposals  
November 10, 20 - Approval of selected proposal and  
Issuance of Purchase Order to selected vendor  
November 20, 20 - 12:00 Noon Start of Project  
February 1, 21 - Completion of Project (Must meet this deadline)

## **BACKGROUND**

The Andrew Carnegie Library on the campus of Livingstone College is listed on the National Register of Historic Places and located in the Livingstone College Historic District of Salisbury, NC, in the 8<sup>th</sup> Congressional District, NC code 037, County of Rowan code 159. The Andrew Carnegie Library is in the 700 block of West Monroe Street, situated between Institute Street and South West Street. In line with the Department of the Interior (DOI) priorities, this historic resource is located on the campus of an accredited HBCU.

Built in the three-year period from 1905-1908, Andrew Carnegie Library is a three story brick building with classical portico and four tall, elegant columns ornamenting the front steps. Library patrons enter through double doors overhung with an arched window to arrive in the great room where our collection, classrooms, offices, media room, main reading room, small viewing room, and computer labs are located. The second floor, accessible by steps located to the right of the entrance foyer, houses the archive room, a large classroom, and toilets. Additional toilets are directly to the right upon entering the building. Authentic moldings add character to the tall ceilings and decorate the joining of the walls to the floors.

This is a grant-funded project that will help preserve and stabilize deterioration of the Andrew Carnegie Library on the campus of Livingstone College.

## SPECIFICATIONS

1. Remove existing shingles, underlayment and related metal flashings down to the wood deck at steep-slope roof area and dispose of all debris.
2. Remove existing roof membrane, insulation, membrane flashings and applicable sheet metal flashings down to the wood deck at perimeter drainage area and dispose of all debris.
3. Furnish and install 30 lb. Underlayment at steep-slope roof area using applicable fasteners and plates.
4. Furnish and install 24ga. Prefinished metal valley, eve & step-flashings utilizing applicable fasteners.
5. Furnish and install new pre-formed flashings at existing penetrations.
6. Install 30-year architectural shingles and related trim at steep-slope roof area.
7. Mechanically fasten a layer of 1' polyisocyanurate insulation over the perimeter drainage area using manufacturer approved fasteners and insulation plates.
8. Tapered sumps will be installed at existing roof drains to help direct waterflow toward drains.
9. Install a totally adhered reinforced 36 mil FiberTite roof membrane system over the perimeter drainage area using FiperTite membrane bonding adhesive.
10. Install new TPO membrane flashings along transition areas. Waterblock sealant, termination bar and metal counterflashing will be installed along top edge of applicable flashings.
11. Install proper tie-detail at junction of new FiberTite roof assembly and steep-slope roof areas.
12. Installs new roof drain insert assemblies at existing drain locations and properly flash to new roof assembly.
13. Install new 24 ga. FiberTite coated clad edge metal along perimeter edges and properly flash to new roof assembly per manufacturer specifications.
14. Clean site from all job related debris.
15. Provide Manufacturers standard shingle materials warranty.

Roofing Contractor \_\_\_\_\_ will provide labor, materials and equipment necessary to perform the scope of work as specified within this proposal and agreed to by the owner/owner's representative for the investment of: \$ \_\_\_\_\_.

**UNIT PRICING (If applicable)**

1.) To remove and replace areas of deteriorated plywood deck...\$\_\_\_\_\_ per square foot.

**PROJECT NOTES:**

1.) No fascia board, soffit or decorative wood-work replacement is included in quote.

**PAYMENT TERMS:**

An initial invoice of 50% of the total project amount (due upon receipt) will be issued once materials reach the job site. If applicable, based upon size and duration of project, monthly or semi-monthly progress billings for work completed (due net 30 days) may be issued throughout the course of the project. Remaining project balance including all change orders and/or authorized additional amounts owed will be invoiced and due upon completion of the project.

**CONDITIONS AND EXCLUSIONS:**

- A.) This proposal may be withdrawn if not accepted within 30 days from the proposal date
- B.) Unless specifically stated otherwise within the proposal, any roof-top equipment work, mechanical work, plumbing or electrical work needed in order to complete the scope of work is to be done by and/or paid for by owner.
- C.) Unless specifically state otherwise within this proposal, interior protection during the course of the project is not included.
- D.) The disconnect and reconnect of satellite dishes, communication or data systems or lightening protection systems is not included.
- E.) Roofing Contractor \_\_\_\_\_ is not responsible to damage to hidden components in or under the work area of items directly attached to or running under the existing deck substrate such as sprinkler systems, conduits, electrical lines, HVAC ducts, etc.
- F.) Unless specifically state otherwise within this proposal, the identification, testing, handling, removal or disposal of any toxic material such as, but not limited to asbestos and mold is not included in this proposal. The owner agrees to indemnify and hold harmless the Roofing Contractor \_\_\_\_\_ from any claims, loss, liability and expenses as a result of the presence of any toxic material such as, but not limited to asbestos and mold.
- G.) The Roofing Contractor \_\_\_\_\_ is not responsible for the evaluation, design, condition or integrity of any structural component of the facility including, but not limited to roof deck and substrate components, beams, columns, framing, walls, parapets, etc. Additionally, The Roofing Contractor \_\_\_\_\_ is not responsible for the evaluation, design, condition or integrity of roof drains or the rood drainage method/system for the roof by any means whatsoever.
- H.) Any alteration or deviation from the above scope of work involving extra costs will be execute only upon written approval and will become an extra charge over and above the estimate.

**CUSTOMER ACCEPTANCE:**

The prices, conditions and specifications outlined above are acceptable and I hereby authorize and direct the Roofing Contractor \_\_\_\_\_ to proceed with the work as specified. Payment will be made as outline above.

Sign, date and return to the Roofing Contractor \_\_\_\_\_ at \_\_\_\_\_, NC ZIP \_\_\_\_\_. If a purchase order will be issued, this proposal and the contents within this proposal must be referenced and included.

**Livingstone College, Officer** \_\_\_\_\_ **Date** \_\_\_\_\_

PRINT NAME \_\_\_\_\_  
Title \_\_\_\_\_

## VENDOR QUALIFICATIONS

The offeror MUST provide at least two references, of similar interior-work, in which their company completed using their own contractor or the same sub-contractor you are planning to use for this project. Please provide us company/institution name, contact name, phone number and email address. This is a grant-funded project and firms/contractors/consultants that have experience with historic preservation and using the Secretary of the Interior's Standards are preferred.

## PRICING

Please provide pricing for your recommended interior-work. Total price (please list) should be all-inclusive.

## PREPARATION AND SUBMISSION

### A. General Requirements

RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP. One (1) original copy of your proposal must be submitted to:

Livingstone College  
Purchasing Office  
2<sup>nd</sup> Floor, Price Bld.  
701 West Monroe St.  
Salisbury, NC 28144

**Andrew Carnegie Library-Steep Slope” in the lower left corner of the return envelope or package.**

No other distribution of the proposals shall be made by the Offeror.

#### 1. Proposal Preparation

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Livingstone College requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

Proposals which are substantially incomplete or lack key information may be rejected by Livingstone College at its discretion.

- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. Each paragraph in the proposal should reference the description of the corresponding section of the RFP. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. Livingstone College reserves the right to reject any proposal, part of a proposal, or all proposals.

### **Specific Requirements**

Proposals should be as thorough and detailed as possible so that Livingstone College may properly evaluate your capabilities to provide the required goods. Offerors are required to submit the following information/items as a complete proposal:

1. The return of the General Information Form and addenda, if any, signed and filled out as required.
2. The vendor, to whom the contract is awarded, shall within ten (10) days after notice of award thereof furnish a bond to guarantee the performance of the contract. Such bond shall be with sufficient surety and in the amount of at least fifty percent (50%) of the amount of the contract. Failure on the part of the contractor to furnish such bond shall void previous award.
3. The vendor should provide, upon request, a certificate of insurance naming Livingstone College as Certificate Holder.

## I. SELECTION CRITERIA AND AWARD:

### A. Selection Criteria

Proposals will be evaluated by Livingstone College using the following:

Maximum Point

<u>Criteria</u>	<u>Value</u>
Total Project Cost	60%
Specifications and Quality of Recommended Product	20%
Installation Experience	15%
Vendor Qualifications	5%
	Total 100%

B. Award

Selection shall be made of one offeror deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP. Livingstone College shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Livingstone College may cancel this Request for Proposal or reject proposals at any time prior to an award for any reason. The award document will be a Purchase Order incorporating by reference all the requirements of this solicitation and the Vendor's proposal.

Terms of Payment are the following: Payment will be made by Livingstone College to the selected vendor within 30 days from full completion of the project and approval of the work.