

Johnson University Florida, Inc.

REQUEST FOR PROPOSAL (RFP)
FOR ROOFING SERVICES

CHAPMAN CENTER ROOF REPLACEMENT

Johnson University Florida, Inc.
1011 Bill Beck Blvd.
Kissimmee, Florida 34744
Phone: (407) 847-8966 | Fax: (321) 206-2007
MElliott@johnsonu.edu

RFP ID: FL001
Date: April 7, 2023

REQUEST FOR PROPOSAL FOR ROOFING SERVICES
JOHNSON UNIVERSITY
CHAPMAN CENTER ROOF REPLACEMENT
Kissimmee - Florida

RFP ID: FL001

PROPOSAL SUBMISSION DEADLINE: April 12, 2023, 6:00 PM

QUESTION SUBMISSION DEADLINE: April 10, 2023, 5:00 PM

All Proposals shall be marked: *Roofing Services for Chapman Center RFP FL001*

No pre-bid conference will be held. Questions, however, may be submitted in written form to:

Contact Name: Marvin L. Elliott, Ed.D.
Contact Address: 1011 Bill Beck Blvd.
Kissimmee, Florida 34744
Telephone Number: 407-847-8966
Email Address: MElliott@johnsonu.edu

INTRODUCTION

Johnson University Florida, Inc., a Florida nonprofit corporation (the "University"), invites and welcomes proposals for their Chapman Center Roof Replacement Project (RFP) from qualified, licensed, and responsible firms interested in providing the University with roofing services. The University is a Subrecipient of a federally funded subaward and grant administered by the Federal Emergency Management Agency ("FEMA") and the Florida Division of Emergency Management ("FDEM"). Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a bid proposal. For other vendors this RFP is posted online on the University's Website at JohnsonU.edu/RequestForProposal, and the University solicits bids from all qualified vendors. Minority business enterprises, small business enterprises, women business enterprises, and labor surplus area firms are encouraged to submit proposals. All vendors submitting proposals hereunder should be familiar with and must agree to comply with all contractual provisions required by FEMA/FDEM. Please take the time to carefully read and become familiar with the proposal requirements. All bid proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S). NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is located at 1011 Bill Beck Blvd, Kissimmee, Florida 34744.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the University. For questions or information regarding Project Scope and Specifications or other details, contact:

Name: Marvin L. Elliott, Ed.D.

Title: Executive Vice President

Phone: 407-847-8966

Fax: 321-206-2007

Email: MElliott@johnsonu.edu

PROJECT OBJECTIVE

The objective and ultimate goal for this project is roofing services to entail the removal of existing roofing materials, replacement of damaged wood, underlayment, boots, exhaust vents, and the installation of new underlayment and architectural shingles for roof of approximately 53,000 s.f., which meets or exceeds state and county high wind code and other building code provisions and regulations of the State of Florida and Osceola County. Johnson University will negotiate a warranty term in the event of necessary repairs within a reasonable time.

PROJECT SCOPE AND SPECIFICATIONS

The Project Scope and Specifications are:

Johnson University is requesting proposals to remove existing roofing materials, replacement of damaged wood, underlayment, boots, exhaust vents, and the installation of new underlayment and architectural shingles for roof of approximately 53,000 s.f., which meets or exceeds state and county building codes and regulations, including any and all applicable FEMA/FDEM requirements which are not subsumed under Osceola County code provisions and regulations. All work is to be performed in accordance with manufacture, specifications, industry standards, and best work practices and comply with all FEMA/FDEM requirements for roof installations. All work is to be performed by skilled and qualified workmen in best practices of the trade, and in compliance with building regulations, and or government laws, statutes and ordinances. Hours of work: Monday through Sunday 8 A.M. to 8 P.M. local time.

Contractor is responsible for daily work area and jobsite cleanup and security.

Summary of work:

Tarp all planters, walkways and driveways. Tear off and remove existing shingle roof system, including existing shingles, underlayment and flashings. Properly dispose of debris. Existing gutters to remain.

Inspect roof decking for rotten, damaged or deteriorated wood. Remove and replace deteriorated and defective roof decking and dimensional lumber, including deck boards, siding boards, rafters, rafter tails, joists, and fascia board.

Re-nail entire roof decking with 8d ring shank nails, 6" on center, per Florida and Osceola County building codes. Clean and inspect all wall flashing. Replace any damaged metal L-flashing and metal corner flashing. Furnish and install new flashings, eaves, valleys, gable, etc. All flashing to be installed per manufacturer's application instructions and Osceola County building codes and regulations. Furnish and replace all existing drip edge, vent pipes, roof vents, lead boots, and dryer vents. Furnish and install new exhaust/ventilation vents; add additional to enhance ventilation, install per manufacturer's specifications and local and state building codes.

Furnish and install synthetic underlayment over entire roof, meeting Osceola County building department code and regulations and dry-in; specify proposed underlayment to be installed and install per manufacturer's application instructions and per Osceola County building department code and regulations. Owner reserves right to approve manufacturer and grade of underlayment.

Install all new flashings, eaves, valleys, gable, etc., metal flashings to be installed per manufacturer's installation instructions and per state and Osceola county building department code and regulations. Eave drip edge to be pre-painted (owner's color choice) 6" 26 gauge.

Furnish and install architectural shingles with a minimum 130 mph wind resistance. Shingles to be installed six nails per shingle per Florida High Wind code. All shingles to be fungus resistant. Color selection of shingles is by owner. Shingles are to be installed per manufacturer's application instructions and per Osceola county building department, codes and regulations. Owner reserves right to approve manufacturer and grade of shingles.

NOTE: All roof decking material shall be covered at the end of each work day, underlayment and fiberglass shingle roofing shall not be applied in the rain.

WARRANTY:

Roofers guarantee. The contractor shall fully guarantee all items furnished hereunder including sheet-metal work, specialties and accessories against defects in materials or workmanship for a period of two (2) years, and shall maintain all work performed under this contract in a completely watertight condition during this time period, from the date of Final Acceptance of the Project by the owner. This guarantee shall run concurrently with the roofing materials manufacturer's warranty.

Roofing materials manufacturer guarantee. Furnish the owner the roofing manufacturer's standard thirty (30) year written guarantee covering the natural deterioration of the architectural shingle roofing due to ordinary wear and tear and defects due to faulty materials and workmanship. The guarantee shall be for a minimum of thirty (30) years from the date of Final Acceptance of the architectural shingle roofing by the Roofing Materials Manufacturer.

Contract: The contract shall be for sixty (60) days from the date of the award or within the time schedule established in the notice to proceed issued by the University.

The Contractor shall provide all necessary permits and shall pass any and all required inspections.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

PROPOSAL SUBMISSION DEADLINE: April 12, 2023, 6:00 PM (Proposals will be opened)

QUESTION SUBMISSION DEADLINE: April 10, 2023, 5:00 PM

AWARD TO BE MADE: April 13, 2023, 5:00 PM

COMMENCEMENT OF PROJECT: As soon as practical following award and execution of contract.

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The University shall award the contract to the proposal that best accommodates the various project requirements. The University reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one bidder, (iii) refuse any proposal or contract, and (iv) negotiate with the selected proposer/bidder the exact terms and conditions of the contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the University in writing or via email no later than 6:00 PM on Wednesday, April 12, 2023, for consideration in the project proposal selection process.

All proposals must be accompanied by fully completed and executed copies of Schedules A, B, C and D. All proposals/documents delivered in hard copy by hand delivery or U.S. Mail shall be addressed and delivered to: **Dr. Marvin L. Elliott, 1011 Bill Beck Blvd., Kissimmee, Florida 34744**.

All proposals/documents submitted by email shall be submitted to: MElliott@johnsonu.edu. The proposer/bidder should understand that there are risks associated with submitting an emailed proposal. Those proposers who deliver submissions via email do so at their own risk. The University takes no responsibility for any emailed proposal that:

- does not arrive on time;
- is rejected; or
- contains corrupted electronic files.

Do not assume that your email has been received. If a confirmation email is not received shortly after sending the email, contact Dr. Marvin Elliott to confirm whether or not the submission was received. In addition, send the emailed submission with a delivery receipt request.

PROPOSAL SUBMISSION FORMAT and REQUIREMENTS

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Description of Bidder's company in terms of size, range and types of services offered and clientele.
6. Bidder's Federal Employee Identification Number (FEIN)
7. Evidence of legal authority to conduct business in Florida (*e.g.* business license number), including copy of necessary certifications and licenses required by the State of Florida and Osceola County.
8. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal or detailed description of experience with this type of work. Specifically note any previous FEMA/FDEM projects, work performance or contracts, including contract amount(s), type of services performed and location.
9. All subcontracting intentions must be clearly represented. Provide the name(s), address(es), company information and business license number(s) of all subcontractors, if any, to be used in connection with the project.
10. Include additional remarks/comments the company wishes to make to elaborate their proposal.
11. State the date on which the proposer/bidder can commence work along with an expected completion date.

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.
- State whether the Bidder is familiar with the required FEMA/FDEM contract terms includable in any contract between the University and the Bidder/contractor.

Equipment or Service

- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from the University, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the

- proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the proposer/bidder may plan on providing for this project.

Insurance Coverage and Limits

- Worker’s Compensation to apply to all employees for statutory limits in compliance with applicable state and federal law.
- Business auto policy or similar form shall have minimal limits of \$1MM per occurrence combined single limit for bodily injury and property damage liability. This shall include owned, hired and non-owned vehicles used on the site or in connection therewith.
- Commercial General Liability or similar form shall have minimum limits of \$1MM per occurrence combined single limit for personal injury, bodily injury and property damage liability. Coverage shall include premises and/or operations, independent contractors, products and/or complete operations, contractual liability and broad form property damage endorsement. Cover for the hazards of collapse and property damage must also be included when applicable to the work to be performed.
- In addition to submitting a completed Attachment D, each proposer/bidder must include a copy of the proposer’s current certificate of insurance for professional liability.

References from current/past clients

Provide reference names, addresses and phone numbers of current clients who can be contacted by the University for discussion of services provided to that client. Provide contact information of at least two (2) references (and description of work performed, if applicable).

PROPOSAL SELECTION CRITERIA

Each proposal should include the following for consideration:

- Cost of Materials and labor
- Overhead
- Total project cost
- Criteria and specifications for the project
- Products recommended for the project and manner of installation

The University will evaluate proposals based on the following criteria:

<u>Criteria</u>	<u>Max. Points</u>
Qualifications/Company experience	- 30 points
References	- 10 points

Contractor's ability to complete the work within the time required by the University - Capacity to perform – 20 points
Proposal professionalism and quality -10 points
Overall proposed cost of services – 30 points

Only those proposals received by the stated deadline will be considered. Proposers/Bidders shall include all supporting documentation they want considered with their proposal. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. The proposal received will be evaluated and ranked to the above criteria and using a scoring system.

The University will review and evaluate each proposer's proposal, including qualifications to perform, ability to complete the work within the time required by the University, and other criteria as set-forth above. The University shall be the sole judge as to evaluation and ranking of proposals. Based on the responses, evaluation and ranking, the University shall then select the most qualified proposer/bidder. Interviews may be conducted with selected proposers at a time to be determined by the University.

The University reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

ADDITIONAL PROVISIONS:

1. No verbal or written information obtained through this RFP or its addenda shall be binding on the University.
2. The University reserves the right to reject any and all proposals and to request clarification of information from any proposer/bidder. The University is not obligated to enter into contract on the basis of any proposal submitted in response to this document.
3. Prior to the final selection, proposers/bidders may be required to submit additional information which the University may deem necessary to further evaluate the proposer's qualifications.
4. The University will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
5. The University is under no obligation to award this contract to the proposer/bidder offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
6. Proposers may find instances where they must take exception with certain requirements or specifications of this RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the University, a description of the advantage to be gained or disadvantages to be incurred by the University as a result of these exceptions.
7. Proposer/bidder, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including reasonable attorney's fees, and otherwise hold harmless the University, its employees, and agents from any liability of any nature or kind in regard to or in connection with the delivery of services contemplated hereunder.

8. All proposals, responses, inquiries, correspondence relating to, or in reference to this RFP, and all reports, charts and other documentation submitted by proposers shall become the property of the University as and when received.

ATTACHMENTS

All attachments to this RFP are incorporated as if set out fully herein.

1. Attachment A – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion. Certification required of both contractor and any subcontractors involved in the Project.
2. Attachment B - Certification Regarding Lobbying.
3. Attachment C – Non-Collusion Affidavit.
4. Attachment D – Insurance Coverages

Attachment A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY and VOLUNTARY EXCLUSION

The Contractor certifies, to the best of its knowledge and belief, that neither the firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position of management responsibility or responsibility for the administration of federal funds:

1. Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or state department or agency;
2. Has within a five-year period preceding entering into this Agreement had one or more public transactions or contracts (Federal, State, or local) terminated for cause or default;
3. Is presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 4.(a) below; or
4. Has within a five-year period preceding entering into this proposal been convicted of or had a civil judgment rendered against them for:

(a) the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or a contract under a public transaction, or (b) violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

The Contractor understands and agrees that the language of this certification must be included in the contract documents at all tiers (including contracts, subcontracts, subgrants, contracts under grants, loans, and cooperative agreements) and that all contractors and subcontractors must certify and disclose accordingly.

The Contractor further certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from covered transactions by any federal or state department or agency. The Contractor further understands and agrees that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Dated this _____ day of April, 2023.

Print Name of Contractor

By: _____
Authorized Signature for Contractor

Print Name and Title

**Attachment B
Certification Regarding Lobbying**

44 CFR PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Subrecipient or contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Subrecipient/contractor's Authorized Official

Name and Title of Subrecipient/contractor's Authorized Official

Date

Attachment C

NON-COLLUSION AFFIDAVIT

_____ being duly sworn, deposes and says that as follows:
(Name of Person Making Statement)

(1) He is [owner, partner, officer, representative, or agent] of _____
the bidder that has submitted the attached bid; (Name of Company/Bidder)

(2) That he is duly informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) That neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the bid or contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Johnson University or any person interested in the proposed contract; and

(5) That the price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature of Affiant
Print Name: _____

STATE OF FLORIDA)
COUNTY OF OSCEOLA)

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this ___ day of April, 2023, by _____ (name of person making statement).

Personally Known OR Produced Identification Type of Identification Produced: _____

Signature of Notary Public
Printed Name: _____

[Seal]

My Commission Expires: _____

Attachment D

INSURANCE COVERAGES	LIMITS	NAME OF COMPANY
1.0 Workers Compensation	_____	_____
2.0 Employers Liability	_____	_____
3.0 General Liabilities	_____	_____
4.0 Automobile Liability	_____	_____
5.0 Ind. Contractor Liability	_____	_____
6.0 Personal Injury	_____	_____
7.0 Professional Liability	_____	_____

Please provide a contact person and phone number for each type of insurance carried by your firm.

PROPOSER'S STATEMENT

I understand the insurance requirements and will comply in full if awarded the contract.

(Signature)

(Date)

Name (Printed or Typed)