



SUNY SULLIVAN

February 24th 2023

To Whom It May Concern:

You are invited to submit a proposal on the attached list of specifications for RFP 021723 ROOF REPLACEMENT: COLLEGE ROOF (MAIN H BUILDING ROOF, CAFETERIA ROOF AND WALKWAY ROOF) to be submitted by 5:00 p.m. on Thursday, March 23rd 15, 2023.

No proposal will be considered unless the Proposal Form attached to our Proposal and Specifications Document is properly completed, signed, and returned to the College no later than by 5:00 p.m. on Thursday, March 23rd 15, 2023.

Technical questions regarding this bid may be directed to the office of Building and Grounds, Supervisor Rich Butler, (845) 434-5750 ext. 4503

If you should have any questions regarding this request for proposal they may be directed to Stephen Samuel, Coordinator of Purchasing at 845-434-5750, ext. 4267.

Yours Truly
Stephen Samuel
Coordinator of Purchasing

LEGAL NOTICE

SULLIVAN COUNTY COMMUNITY COLLEGE

REQUEST FOR PROPOSAL: RFP 021723 ROOF REPLACEMENT

ROOF REPLACEMENT ON THE H BUILDING ROOF (MAIN H BUILDING ROOF, CAFETERIA ROOF AND WALKWAY ROOF)

Sealed proposal for the following will be received by Stephen Samuel Coordinator of Purchasing at the Purchasing Services Office of Sullivan County Community College, 112 College Road, Loch Sheldrake, New York 12759 (845) 434-5750, extension 4267 until Thursday, 5:00pm March 23rd 2023.

Information and specifications may be obtained from the Purchasing Services Office at the above address or online at <http://www.sunysullivan.edu/purchasing/>. All proposals are subject to terms and conditions therein set forth.

Stephen Samuel

Coordinator of Purchasing

**SULLIVAN COUNTY COMMUNITY COLLEGE
112 COLLEGE ROAD
LOCH SHELDRAKE, NEW YORK 12759**

RFP PROPOSAL:

ROOF REPLACEMENT ON THE H BUILDING ROOF (MAIN H BUILDING ROOF,
CAFETERIA ROOF AND WALKWAY ROOF)

RFP SPECIFICATION:

TO PROVIDE A PROPOSAL FOR THE REMOVAL OF EXISTING ROOF SYSTEM
DOWN TO THE DECK AND DISCARD THE OLD ROOFING MATERIALS
INCLUDING WALL FLASHINGS AND COPING

PUBLISHED IN THE FOLLOWING NEWSPAPERS ON THE DATE INDICATED:

TIMES HERALD RECORD, ONE TIME ONLY
SULLIVAN COUNTY DEMOCRAT, ONE TIME ONLY
NY STATE Contract Reporter

PROPOSALS DUE: Thursday March 23rd at 5pm
Bid OPEN: Friday March 24th 11:00 am. RM, TBA

SULLIVAN COUNTY COMMUNITY COLLEGE
112 COLLEGE ROAD
LOCH SHELDRAKE, NEW YORK 12759

PROPOSAL, SPECIFICATIONS AND PROPOSAL FORM
FOR THE ROOF REPLACEMENT AT SULLIVAN COUNTY COMMUNITY COLLEGE

RFP: ROOF REPLACEMENT ON COLLEGE H BUILDINGS

1. Pursuant to the provisions of County Law, sealed proposals for roof replacement at Sullivan County Community College:

WILL BE RECEIVED BY THE COORDINATOR OF PURCHASING, STEPHEN SAMUEL, of Sullivan County Community College, 112 College Road, Loch Sheldrake, New York 12759 until, **5:00 PM on Thursday March 23rd**

2. All proposals must include the official proposal form and enclosed in an envelope which must be sealed and addressed as follows:
Office of Purchasing Services
Sullivan County Community College
112 College Road
Loch Sheldrake, New York 12759

RFP 021723 _ROOF REPLACEMENT:

ROOF REPLACEMENT ON THE H BUILDING ROOF (MAIN H BUILDING ROOF, CAFETERIA ROOF AND WALKWAY ROOF)

3. Proposals shall hold firm for a period of one year during which time the proposal may not be withdrawn. The successful party, upon award, will be required to enter into a written contract to comply with all of the specifications and conditions herein.
4. Separate proposals may be solicited for ROOF REPLACEMENT in accordance with the detailed specifications and separate awards may be made.
5. The RFP price or prices shall include any charges for delivery and installation, if installation is required as set forth in the details in later paragraphs. Delivery and/or installation is to be made as per the attached proposal specifications to Sullivan County Community College, 112 College Road, Loch Sheldrake, New York 12759.
6. The Sullivan County Community College, being tax exempt, will furnish the successful proposer with a Tax Exemption Certificate, wherever required.

7. In determining the qualification of a proposal, Tim Lever, Vice President for Administrative Services will consider the record in the performance of any contract in which he may have entered with other Public Bodies, and reserves the right to reject the proposal of such proposer if the record discloses that such proposer, in the opinion of the said Vice President for Administrative Services, has not properly performed such contracts pursuant to specifications and/or contracts. The Vice President for Administrative Services may make such investigation as he deems necessary to determine the ability of the contractor to perform the terms of the specifications and contract, and the contractor shall furnish the Vice President for Administrative Services such information for this purpose as the Vice President for Administrative Services may request.
8. Should the contractor find discrepancies or omissions in the specifications, he shall at once notify the Vice President for Administrative Services who will send out written instructions to all parties involved. NO oral interpretation of the specifications or other contract documents will be given to any contractor. Every request for such interpretation shall be addressed in writing to the Vice President for Administrative Services and to be given consideration, it should be received at least five days prior to the date set for the opening of the proposals. All such interpretation and supplemental instructions will be in the form of written addenda to the specifications, and become a part of the contract documents. Failure to receive any such addenda shall not relieve any proposer from any obligation under his proposal as submitted.
9. Definition of apparatus, articles or materials by name or such specific description is intended only to convey to the contractor or proposer the understanding of the degree of performance, excellence or quality required. Any article or material which will conform substantially to the standards of excellence established in the specifications and is of equal merit, operation, strength, durability, appearance, and ability to perform the required functions, will be deemed eligible for offer. The Vice President for Administrative Services for and in behalf of the Sullivan County Community College, shall be the sole judge as to determine whether equivalents are equal to the items specifically identified.
10. The contractor agrees to comply with all provisions of the Labor Law applicable to this Contract, and, according to the provisions of the General Municipal Law, may not assign said contract or subcontract without written consent of the Vice President for Administrative Services of Sullivan County Community College.
11. In accordance with the provisions of Section 103-A of the General Municipal Law, the following clause is hereby inserted to provide:

“That upon the refusal of a person, when called before a Grand Jury to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority or with any public department, agency or official of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such

transaction or contract,

(A) Such person, and any firm, partnership or corporation of which he is a member, partner, director, or officer shall be disqualified from thereafter selling to or submitting proposals to or receiving awards from or entering into any contracts with any municipal corporation or any corporation or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and to provide that

(B) Any and all contracts made with any municipal corporation or any public department, agency or official thereof, since the effective date of this law, be such person, and by any firm, partnership or corporation of which he is a member, partner, director, or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

(C) The proposer states that the proposal was arrived at independently and submitted without collusion with any other proposer or vendor; and further, that the contents of the proposal have not been communicated to any person, other than an employee of the proposer or its surety when a bond is furnished, and that no attempt has been made to induce another person or proposer to submit or not submit a proposal or proposals; and that the statements herein are accurate and true.”

12. If the proposer herein is a corporate proposer, there must be attached hereto a resolution indicating that the submission of this proposal was authorized by the corporation.
13. The Vice President for Administrative Services, for and in behalf of the Sullivan County Community College, reserves the right to waive all formalities, to reject any or all proposals, or to accept any proposal or proposals which he/she deems for the best interest of the College.
14. Should a proposal be awarded, oral acceptance will not be honored. A written notice, such as a purchase order and/or written contract signed by an authorized agent of the College issued within thirty days of the opening will be necessary.
15. The pages following showing detailed specifications and/or requirements together with the proposal form are made a part and parcel of the “PROPOSAL, SPECIFICATIONS, AND PROPOSAL FORM.”

SULLIVAN COUNTY COMMUNITY COLLEGE

REQUEST FOR PROPOSAL

RFP 021723_ROOF REPLACEMENT:

ROOF REPLACEMENT ON THE H BUILDING ROOF (MAIN H BUILDING ROOF, CAFETERIA ROOF AND WALKWAY ROOF).

THE SULLIVAN COUNTY COMMUNITY COLLEGE PURCHASING OFFICE IS REQUESTING OFFERS FOR THE FOLLOWING GOODS OR SERVICES:

TITLE: ROOF REPLACEMENT ON THE H BUILDING ROOF (MAIN H BUILDING ROOF, CAFETERIA ROOF AND WALKWAY ROOF)

DUE DATE: Thursday, March 23rd, 2023

FOR ADDITIONAL INFORMATION CONTACT:

Rich Butler
Buildings & Grounds Maintenance Supervisor
Sullivan County Community College
(845) 434-5750 ext. 4503

HAND CARRIED OFFERS WILL BE RECEIVED AT THE PURCHASING OFFICE, ROOM FO12 OF SULLIVAN COUNTY COMMUNITY COLLEGE,
112 COLLEGE ROAD,
LOCH SHELDRAKE, NY 12759

NOTE: USE OF THE MAIL SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY.

ALL REPLIES TO THIS RFP SHOULD BE RETURNED TO:
SULLIVAN COUNTY COMMUNITY COLLEGE
OFFICE OF PURCHASING SERVICES
112 COLLEGE ROAD
LOCH SHELDRAKE, NY 12759

Note: Please set up an appointment with Rich Butler for a walk through, to look at roof before submitting RFP. Rich Butler, Telephone: (845) 434-5750 ext. 4503

Scope:

Membrane roof system replacement on the H building roof, (main H building roof, cafeteria roof and walkway roof). The membrane roof system is approximately 32,000 square feet with stone ballast and pavers. Remove existing roof system down to the deck and discard old roofing materials including wall flashings and coping caps.

Details:

- Remove stone ballast and discard.
- Remove existing pavers of Cafeteria roof, store pavers for reinstall.
- Supply adjustable roof drain extension for all roof drains and install.
- Supply Carlisle Tapered insulation, slope to be V" per ft. minimum thickness at the low point to be R 35.00. Top layer to be Carlisle 2" secure shield composite board.
- Install insulation set in foam adhesives, beads 6" apart.
- Supply Carlisle 90 Mill Non reinforced Sure Seal EPDM, install EPDM according Carlisle specifications for a fully adhered roof system with 30 year gold seal warranty and 72 MPH wind speed uplift.
- Flash all walls, roof drains, roof hatch, roof curbs, exhaust vents, door thresh holds, roof tie in to 2 existing corridor roofs and vent pipes as per Carlisle specifications.
- Supply Carlisle .050 aluminum secure edge snap lock coping and install over all the parapet.
- Supply new .050 aluminum counter flashing and install at the cafeteria roof walls.
- Supply and install walk way pads at the landing of the roof hatch.
- Supply new roof drains clamp rings and cast iron domes for all drains.
- Re-install pavers, set pavers back on pedestals.
- Clear all debris and discard.
- Provide Carlisle NO Dollar Limit 30 year Gold seal warranty.

Re-roofing H building walkway roof:

- Replace membrane roof installed over the covered walk way on the side of H building roof area approximately 3,000 square feet.
- Remove existing plaza pavers and pedestals of roof area and save for re-use.
- Remove existing Dow board and Channel drain Dow board and save for re install.
- Remove existing EPDM membrane to the deck and discard.
- Prep existing concrete roof deck for Liquid applied roof membrane,
- Supply Kemper Systems, Kemperol —Br Two Component Polyester resin System and install Kemperol —BR directly over the prepared concrete roof deck and up

the vertical walls as per Kemper systems specifications for a liquid applied roof system with 20 year warranty.

- Reinstall Dow board insulations.
- Reinstall Plaza pavers set level on pedestals.
- Clear all our debris and discard.

PROPOSAL FORM

TO: Stephen Samuel-Purchasing Coordinator
Sullivan County Community College
112 College Road
Loch Sheldrake, New York 12759

In accordance with the proposal and specifications, the undersigned submits the following proposal or proposals:

RFP 021723 _ROOF REPLACEMENT:

ROOF REPLACEMENT ON THE H BUILDING ROOF (MAIN H BUILDING ROOF, CAFETERIA ROOF AND WALKWAY ROOF)

RFP DUE DATE: Thursday March 23rd 2023

TOTAL AMOUNT OF SERVICES AS PER OUR RFP: \$ _____

NAME OF PROPOSER (PRINT OR TYPE)

SIGNATURE & TITLE

ADDRESS

CITY, STATE, ZIP

DATE

TELEPHONE NUMBER

IF THE PROPOSER IS A CORPORATION,
THE FOLLOWING CERTIFICATION MUST BE COMPLETED:

I, _____, the Secretary of the aforementioned corporation,
do hereby certify that the proposal and/or proposals submitted above are duly authorized by a
Resolution of the Corporation.

SIGNATURE

NON-COLLUSIVE PROPOSAL CERTIFICATION

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty or perjury, that to the best of knowledge and belief:

1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and
3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

DATED

(Corporate Seal)

SIGNATURE OF PROPOSER,
IF
INDIVIDUAL

NAME OF CORPORATION

ADDRESS

CITY, STATE, ZIP

AUTHORIZED SIGNATURE

PROPOSAL COMPLIANCE FORM

FOR FURTHER INFORMATION

OPENING DATE: Friday March 24th 2023

CALL Stephen Samuel

OPENING TIME: 11:00am

AT (845) 434-5750 EXT. 4267

COMPLETION DATE: TO BE DETERMINED

BID BOND AMOUNT:

PERFORM BOND AMT.:

BID BOND PERCENT:

PERFORM BOND PERCENT:

IF APPLICABLE, BID AND PERFORMANCE BOND INFORMATION CAN BE FOUND IN THE SUPPLEMENTAL TERMS AND CONDITIONS.

DISCOUNT: PLEASE INDICATE YOUR FIRM'S DISCOUNT FOR PROMPT PAYMENT:
(MINIMAL ACCEPTABLE PERIOD IS 20 CALENDAR DAYS)

20 CALENDAR DAYS: _____%

30 CALENDAR DAYS: _____%

OTHER: _____ CALENDAR DAYS: _____%

COMPLIANCE AGREEMENT

I, THE UNDERSIGNED, HAVE READ AND EXAMINED THE GENERAL TERMS, CONDITIONS, ANY SUPPLEMENTAL TERMS AND CONDITIONS, AND THE SPECIFICATIONS OF THIS REQUEST AND AGREE TO COMPLY WITH ALL OF THEM.

SIGNATURE: _____

DATE: _____

NAME: _____

TITLE: _____

COMPANY NAME: _____

EIN: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

FAX: _____

SULLIVAN COUNTY COMMUNITY COLLEGE
Purchasing Department

BIDDER COMMENTS FORM

It is requested that bidders provide any additional information relating to their offer that will assist in the evaluation of such proposal.

Information pertains to the following (please check applicable box):

- ☐ Equivalent Product
- ☐ Clarification
- ☐ Exception(s) to Requirements
- ☐ General or Miscellaneous Comments

If additional space is required, please use reverse side of the form or attach additional documents.

Name of Bidder

Signature
(Authorized Representative)

Date

Contractor's Certification of Receiving Schedule(s) of Wages and Supplements in Compliance with the New York State Labor Law, Section 220-a.

I, _____, as _____ of
(Title or Position)

(Company Name) (Contractor),

in receipt of **PRC# 2023002229am** duly authorized to make this affidavit on behalf of the Contractor, and being duly sworn, depose and say that:

In compliance with the provisions of Section 220-a of the Labor Law, do hereby verify receipt of the original schedule(s) of wages and supplements for this project applicable for the Project ID# _____ for Sullivan County Community College.

Furthermore, by these present, I do hereby verify that I have reviewed said schedule(s), and agree for and on behalf of the Contractor to pay the applicable prevailing wage and to pay or provide the supplements specified therein. I agree to provide complete copies to each sub-contractor and obtain from each sub-contractor, an affidavit certifying such schedules were received.

Signature

VERIFICATION:

**STATE OF NEW YORK
COUNTY OF SULLIVAN**

On the _____ day of _____, 20____, before me personally came _____, to me known and who, being by me duly sworn, did depose and say that he/she is authorized to execute the foregoing instrument on behalf of the Contractor, has read the foregoing, knows the contents thereof, knows same is true, and he/she has signed his/her name hereto.

Notary Public

INSURANCE:

THE CONTRACTOR SHALL PROCURE AND MAINTAIN AT ITS EXPENSE UNTIL FINAL PAYMENT BY THE COLLEGE FOR SERVICES COVERED BY THIS AGREEMENT, INSURANCE IN THE KINDS AND AMOUNTS HEREINAFTER PROVIDED WITH INSURANCE COMPANIES AUTHORIZED TO DO BUSINESS IN NEW YORK, COVERING ALL OPERATIONS UNDER THIS AGREEMENT, WHETHER PERFORMED BY IT OR ITS AGENTS. BEFORE COMMENCING THE SERVICES AND ON THE RENEWAL OF ALL COVERAGES, THE CONTRACTOR SHALL FURNISH TO THE COLLEGE A CERTIFICATE OR CERTIFICATES **NAMING: THE STATE OF NEW YORK, SULLIVAN COUNTY AND SULLIVAN COUNTY COMMUNITY COLLEGE**, IN FORM SATISFACTORY TO THE COLLEGE SHOWING THAT IT HAS COMPLIED WITH THIS SECTION. ALL CERTIFICATES OF INSURANCE SHALL PROVIDE THAT THIRTY (30) DAYS WRITTEN NOTICE BE GIVEN TO THE ASSOCIATE VICE PRESIDENT FOR PLANNING, HUMAN RESOURCES AND FACILITIES AT SULLIVAN COUNTY COMMUNITY COLLEGE , 112 COLLEGE RD. LOCH SHELDRAKE, NEW YORK 12759, BEFORE A POLICY IS CANCELLED, MATERIALLY CHANGED, OR NOT RENEWED. VARIOUS TYPES OF REQUIRED INSURANCE MAY BE WRITTEN IN ONE OR MORE POLICIES. WITH RESPECT TO ALL COVERAGES REQUIRED OTHER THAN WORKERS' COMPENSATION, THE COLLEGE SHALL BE NAMED AN ADDITIONAL INSURED. ALL COVERAGES AFFORDED SHALL BE PRIMARY WITH RESPECT TO OPERATIONS PROVIDED. KINDS AND AMOUNTS OF INSURANCE REQUIRED ARE AS FOLLOWS:

A. COMMERCIAL GENERAL LIABILITY INSURANCE - A COMMERCIAL GENERAL LIABILITY INSURANCE POLICY WITH COMBINED LIMITS OF LIABILITY FOR BODILY INJURY OR PROPERTY DAMAGE AS FOLLOWS:

\$1,000,000 PER OCCURRENCE

\$1,000,000 POLICY AGGREGATE

\$1,000,000 PRODUCTS LIABILITY/COMPLETED OPERATIONS

\$1,000,000 PERSONAL AND ADVERTISING INJURY

\$ 50,000 FIRE - LEGAL

\$ 5,000 MEDICAL PAYMENTS

SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR ALL OPERATIONS PERFORMED FOR THE COLLEGE BY THE CONTRACTOR AND CONTRACTUAL LIABILITY COVERAGE SHALL SPECIFICALLY INSURE THE HOLD HARMLESS PROVISIONS OF THIS AGREEMENT.

B. AUTOMOBILE LIABILITY INSURANCE - AN AUTOMOBILE LIABILITY POLICY WITH LIABILITY LIMITS IN AMOUNTS NOT LESS THAN \$1,000,000 COMBINED SINGLE LIMIT OF LIABILITY FOR BODILY INJURY, INCLUDING DEATH, AND PROPERTY DAMAGE IN ANY ONE OCCURRENCE. SAID POLICY OF INSURANCE MUST INCLUDE COVERAGE FOR THE USE OF ALL OWNED, NON-OWNED, HIRED AUTOMOBILES, VEHICLES AND OTHER EQUIPMENT BOTH ON AND OFF WORK.

C. WORKERS' COMPENSATION INSURANCE - WORKERS' COMPENSATION INSURANCE FOR ITS EMPLOYEES IN ACCORDANCE WITH THE PROVISIONS OF THE WORKERS' COMPENSATION ACT OF THE STATE OF NEW YORK.

D. INCREASED LIMITS - IF, DURING THE TERM OF THIS AGREEMENT, THE COLLEGE REQUIRES THE CONTRACTOR TO INCREASE MAXIMUM LIMITS OF ANY INSURANCE REQUIRED HEREIN, AN APPROPRIATE ADJUSTMENT IN THE CONTRACTOR'S COMPENSATION WILL BE MADE.