

REQUEST FOR PROPOSAL (RFP)
McGuire Lounge and Café Jose Air Conditioning

Saint Elizabeth University
2 Convent Road
Morristown, NJ 07960

RFP Issue Date: July 24, 2023

Deliver 1 email copy to:
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Saint Elizabeth University

McGuire Lounge and Café Jose Air Conditioning Saint Joseph Hall

1) Introduction

Saint Elizabeth University is issuing this Request for Proposal (RFP) to solicit interest and bid proposals from qualified HVAC air conditioning providers to air condition the McGuire Lounge and Café Jose areas of Saint Joseph Hall (Student Center). The University is located in Florham Park NJ, Morris County.

This RFP does not commit the University to award a contract or to pay any costs incurred in the preparation of a proposal. The University further reserves the right to reject all proposals received as a result of this request.

2) Site Information

The University is a private co-educational liberal arts University of the Catholic tradition representing students of diverse ages, backgrounds, and cultures. The University currently enrolls approximately 1200 students. Saint Joseph Hall is the Student Center and currently houses:

- Athletics staff
- 2 Gyms
- Cafeteria and dining facilities

Saint Joseph Hall has certain areas air conditioned now (i.e. cafeteria, meeting rooms, Ward Dining room, etc.) but McGuire Lounge and Café Jose currently are not air conditioned.

3) Campus Vehicular Access

There are currently two access roads onto the campus. The front entrance is from Madison Ave. (route 124), the rear entrance is from Park Avenue. A new guardhouse is being constructed at the front entrance. Vendor service vehicles are requested to enter from the front gate and identify themselves to the 24/7 guard on duty.

4) Miscellaneous Information

- Saint Elizabeth University is a tax exempt institution of higher education, bids are not to include sales/use tax. Copies of the University's tax exempt status forms will be provided to the chosen contractor.

- No plea of ignorance as a reason to make changes to a submitted RFP response that is the result of failure or omission on the part of the bid participant to make the necessary examination and investigations, or failure to fulfill the requirements of the contract documents, will be accepted as a basis for varying the requirements of the RFP or the contract, including compensation, with the successful contractor.

5) Scope of Work

- Contractors are requested to meet the Facilities staff on campus to inspect the areas involved, measure the rooms being cooled, and discuss design options.
- Contractors will design the optimal solution that provides adequate cooling at the lowest cost. Aesthetic appearances is a consideration.
- Location of the outside condensing units will be discussed, possibly on the roof for McGuire Lounge and outside on the ground level for Café Jose.
- McGuire Lounge could hold upwards of 100 people for student or University events.
- Electrical cabling can be provided by the University's electrician, so it should be excluded from the base bid proposal. But please show an "add alternate" line item in event we choose to have the contractor provide the electrical cabling.

6) Bid Proposals

Contractors will supply a written proposal to Jim Gerrish, the designated point of contact. The bid proposal is to include the following (among other items provided by contractor)

- Cost information in line item detail is to be provided in the bid package. This includes:
 - Separation of material, labor and overhead
 - Other details as appropriate
- A time schedule for the project, including:
 - After contract signing, how long to complete material provisioning and how long before work can begin
 - How long will the project take to completion once started
- A full description of the design proposal
- Assumptions used in preparing the cost estimate
- Warranty information
- List of other higher education clients
- Three client references we can contact (name, phone number, etc.)
- Your company profile, years of experience, number of employees, size, etc.
- Licensing and insurance coverage

Part of the evaluation and selection process used by the University will include how complete and detailed the bid proposals are.

7) Bid Evaluation Process

- Responses will be reviewed for decision consideration by the 1) Vice President for Finance and Administration, 2) University President, and 3) Facilities Management Team.

8) Site Visits

Site visits can be arranged by contacting Billy Andrinopoulos as shown below.

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9) Points of Contact

SEU's points of contact relating to this RFP are:

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