



REQUEST FOR PROPOSALS (RFP)

Mahoney Library – EPDM Roof Replacement

St. Elizabeth University
Mahoney Library
2 Convent Rd.
Morristown, NJ 07960

Bid Due Date: October 20, 2026

1. PROJECT OVERVIEW

St. Elizabeth University is soliciting proposals from qualified and experienced roofing contractors for the removal and replacement of the existing roofing system at Mahoney Library.

The selected contractor shall provide all labor, supervision, materials, equipment, tools, disposal, permits, and related services necessary to complete the project in accordance with the project requirements, applicable building codes, manufacturer requirements, and industry standards.

2. SCOPE OF WORK

The work shall generally include, but shall not necessarily be limited to, the following:

- Remove the existing roofing system as required to install the new EPDM roofing system.
- Properly dispose of all removed roofing materials and debris off-site.
- Inspect the existing roof deck and report any deteriorated or damaged areas to the University prior to proceeding with repairs.
- Furnish and install a new EPDM roofing system suitable for the existing building conditions.
- Provide all required insulation, cover board, adhesives, fasteners, flashing, membranes, sealants, and accessories necessary for a complete roofing system.
- Install new perimeter and edge flashing as required.
- Provide new flashing at curbs, penetrations, drains, pipes, vents, and other roof-mounted equipment.
- Repair or replace deteriorated roof decking where necessary. Any additional costs associated with deck replacement shall be clearly identified in the proposal.
- Coordinate work around existing mechanical, electrical, and other rooftop equipment.
- Maintain watertight conditions throughout construction.



- Protect the building, landscaping, vehicles, equipment, and other University property during construction.
- Remove all construction debris and leave the work area clean upon completion.
- Perform a final inspection with the University representative.
- Provide all manufacturer's documentation, warranties, and closeout information upon completion.

3. ROOFING SYSTEM

The proposed roofing system shall be a new EPDM membrane roofing system appropriate for the existing roof structure and conditions.

The contractor shall identify in its proposal:

- EPDM membrane manufacturer and product.
- Membrane thickness.
- Insulation type and thickness.
- Cover board type and thickness.
- Attachment method.
- Flashing system.
- Expected service life of the proposed system.
- Manufacturer's warranty.
- Contractor's workmanship warranty.

Any proposed deviations from the requested roofing system shall be clearly identified and approved by the University prior to installation.

4. EXISTING CONDITIONS

Prior to submitting a bid, contractors are strongly encouraged to visit Mahoney Library and inspect the existing roof and site conditions.

Each bidder shall be responsible for becoming familiar with existing conditions that may affect the cost or execution of the work.

Failure to inspect the site shall not be grounds for additional compensation for conditions that could reasonably have been identified during a site visit.

5. PROPOSAL REQUIREMENTS

Each proposal shall include, at a minimum:

1. Total project cost.



2. Detailed description of the proposed roofing system.
3. Manufacturer and product information.
4. EPDM membrane thickness.
5. Insulation and cover board specifications.
6. Proposed project schedule and estimated duration.
7. Warranty information.
8. Certificate of insurance.
9. References upon request for similar commercial, institutional, or higher-education roofing projects.
10. Identification of any exclusions or allowances.
11. Pricing for any anticipated roof deck repairs or other potential additional work.
12. Any alternates or value-engineering options.

6. CONTRACTOR QUALIFICATIONS

Bidders shall demonstrate experience with commercial EPDM roofing installations of similar size and scope.

Preference may be given to contractors with demonstrated experience performing roofing work for colleges, universities, schools, hospitals, or other institutional facilities.

7. INSURANCE

The successful contractor shall maintain insurance coverage meeting the requirements of St. Elizabeth University.

Proof of insurance shall be provided prior to commencement of work.

8. SAFETY AND SITE PROTECTION

The contractor shall be responsible for maintaining a safe work site throughout the project.

All work shall comply with applicable OSHA requirements, local codes, and University safety requirements.

The contractor shall protect occupants, employees, students, visitors, and University property from construction-related hazards.

9. WARRANTY

The contractor shall provide both the roofing manufacturer's material/system warranty and a contractor's workmanship warranty.



All warranty terms, conditions, and durations shall be clearly stated in the proposal.

10. SCHEDULE

The contractor shall provide a proposed start date and estimated completion date with its proposal.

The University reserves the right to coordinate the project schedule with the contractor based upon campus operations and other ongoing projects.

11. BID DEADLINE

All bids and supporting documentation must be received by **October 20, 2026**.

Bids received after the deadline may be rejected at the University's discretion.

12. UNIVERSITY RIGHTS

St. Elizabeth University reserves the right to:

- Accept or reject any or all proposals.
- Request clarification or additional information from any bidder.
- Negotiate with one or more bidders.
- Waive minor informalities or irregularities in proposals.
- Select the proposal determined to be in the best interest of the University.

The lowest bid will not necessarily be the sole determining factor in selecting the contractor.

13. FINAL PROPOSAL

By submitting a proposal, the contractor acknowledges that it has reviewed the project requirements and existing conditions and has included all labor, materials, equipment, supervision, overhead, and other costs necessary to provide a complete and functional EPDM roofing system.

All exclusions, assumptions, allowances, and qualifications must be clearly identified in the submitted proposal.

For questions or to schedule a walkthrough call facilities at (973)290-4333

All bids can be submitted to Billy Andrinopoulos at VAndrinopoulos@steu.edu

Or mailed to:



St. Elizabeth University

2 Convent Rd.

Morristown, NJ 07960

Attn: Billy Andrinopoulos