



REQUEST FOR PROPOSALS (RFP)

St. Joseph Hall – Window Replacement

Project: St. Joseph Hall Window Replacement

Location: St. Elizabeth University

Address: 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 window contractors for the removal and replacement of designated existing windows at St. Joseph Hall.

The new windows shall match the existing windows in style and appearance as closely as reasonably possible while meeting current applicable building codes, performance requirements, and manufacturer specifications.

The selected contractor shall provide all labor, supervision, materials, equipment, tools, disposal, permits, and related services necessary to complete the project.

2. SCOPE OF WORK

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

- Remove the existing windows identified for replacement.
- Properly dispose of all removed windows, frames, materials, and construction debris.
- Furnish and install new windows that match the existing St. Joseph Hall windows in style, appearance, configuration.
- Provide all required window frames, glazing, hardware, flashing, sealants, insulation, and accessories necessary for a complete installation.
- Properly seal and weatherproof all new window installations.
- Repair or replace deteriorated materials surrounding the existing window openings as necessary for proper installation.
- Protect interior finishes, furnishings, flooring, walls, and other University property during construction.
- Coordinate work around building occupants and University operations.
- Maintain a clean and safe work area throughout the project.
- Remove all construction debris from the site upon completion.



- Perform a final inspection with a University representative.
- Provide all applicable manufacturer's documentation and warranties upon completion.

3. WINDOW LOCATIONS

The windows to be replaced are located in the following areas of St. Joseph Hall:

1. **Cafeteria**
2. **Ward Dining Room**
3. **Front of McGuire Lounge**
4. **Cafe Jose**

The contractor shall verify all window dimensions and existing conditions in the field prior to ordering materials.

4. WINDOW STYLE AND APPEARANCE

The new windows shall be designed and installed to maintain the existing architectural appearance of St. Joseph Hall.

Contractors shall provide windows that match the existing windows as closely as possible with respect to:

- Overall style and appearance.
- Frame configuration.
- Frame color and finish.
- Glass appearance.
- Window proportions and dimensions.
- Opening configuration.
- Mullions and/or grids, where applicable.
- Hardware and operating configuration, where applicable.

Any proposed deviations from the existing window appearance shall be clearly identified in the contractor's proposal and approved by the University prior to installation.

5. EXISTING CONDITIONS

Prior to submitting a bid, contractors are strongly encouraged to visit St. Joseph Hall and inspect the existing windows and surrounding conditions.

The contractor shall verify all field dimensions and conditions necessary to provide an accurate proposal.



Any deteriorated framing, masonry, wood, or other materials discovered during the site inspection shall be identified in the proposal, along with any recommended repairs and associated costs.

6. PROPOSAL REQUIREMENTS

Each proposal shall include, at a minimum:

1. Total project cost.
2. Detailed description of the proposed replacement windows.
3. Window manufacturer and product information.
4. Window specifications and materials.
5. Proposed glass type and specifications.
6. Frame type, color, and finish.
7. Proposed project schedule and estimated duration.
8. Warranty information.
9. Certificate of insurance.
10. References for similar commercial, institutional, or higher-education projects.
11. Identification of any exclusions or allowances.
12. Pricing for any anticipated repairs to surrounding conditions.
13. Any proposed alternates or value-engineering options.

7. CONTRACTOR QUALIFICATIONS

Bidders shall demonstrate experience with commercial or institutional window replacement projects of similar size and scope.

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

8. 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.

9. 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 building codes, and University safety requirements.



The contractor shall take all necessary precautions to protect students, employees, visitors, occupants, and University property during construction.

10. WARRANTY

The contractor shall provide all applicable manufacturer's warranties for the windows, glass, frames, hardware, and related components.

The contractor shall also provide a workmanship warranty.

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

11. 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 building availability.

12. 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.

13. 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.

14. 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, disposal, and other costs necessary to provide a complete window replacement project.

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