



25-01 Request for Quotation (RFQ) for Roof Replacement and Repair

1. Introduction

Eastern Oklahoma State College invites qualified contractors to submit quotations for the replacement and repair of roofs on multiple buildings located on our campus at 1301 West Main, Wilburton, OK 74578. The objective is to enhance the structural integrity and energy efficiency of our facilities.

2. Project Scope

The project includes:

- **Roof Replacement:** Complete replacement of roofs on buildings, including removal and disposal of old materials, installation of new materials, and any necessary insulation and waterproofing.
- **Roof Repair:** Repair and maintenance of roofs on buildings, including patching, sealing, and fixing any leaks or damage.
- **Building Name and Square Footage:**
 - Administration and Library Building – Approx. 14,232 square feet.
 - Tourtellotte Student Center – Approx. 18,813 square feet.
 - Apartment Roof – Three (3) buildings at Approx. 1,700 square feet each
 - Choctaw Hall – Approx. 14,587 square feet.
 - Pratt Hall – Approx. 11,289 square feet.
 - Gunning Hall – Approx. 5,499 square feet.

3. Quotation Requirements

Contractors must provide:

- **Cost Breakdown:** Detailed cost estimates for labor, materials, equipment, and any other expenses.
- **Project Timeline:** Estimated timeline for the completion of the project.
- **Qualifications:** Documentation of qualifications and experience in similar projects.
- **Warranty Information:** Details on warranties provided for materials and workmanship.
- **Building Breakdown:** Please list the price and type of materials for each building individually on the pricing sheet.
- **Quoted Timeline:** The price quoted shall remain unchanged and valid for a period of 90 days from the date of the quote.

4. Submission Instructions

- **Deadline:** Quotations must be submitted by 2:00pm on July 23, 2024.
- **Method:** Quotations can be sent via email to twhite@eossc.edu or delivered to Eastern Oklahoma State College, Attn: Trisha White (RFP 25-01), 1301 West Main, Wilburton, OK 74578.
- **Format:** Quotations should be clear and itemized as per the requirements. Each Quotation must have the Bid Form and Non-Collusion Affidavit attached to be considered.

5. Contact Information

For additional details or questions, please contact:

- **Name:** Trisha White
- **Title:** Vice President of Business Affairs
- **Email:** twhite@eossc.edu
- **Phone:** 918-465-1708

6. Evaluation and Selection

Quotations will be reviewed based on:

- **Cost:** Reasonableness and comprehensiveness of the cost estimates.
- **Timeline:** Feasibility of the proposed timeline.
- **Experience:** Relevant experience and past performance.

7. Additional Information

- **Site Visits:** The scheduled site visit is 2:00pm Tuesday July 16, 2024. If there is a conflict with this date and time, please contact Trisha White at the contact information above to schedule another time.
- **Multiple Bids:** If you provide multiple types of roofs (metal, shingles, overlay) please feel free to send in multiple bids. Please ensure each building is still a separate line item.
- **References:** References may be required upon request.

We look forward to receiving your proposals/quotations and working together to enhance the Eastern Oklahoma State College campus.

Bid 25-01 Roof Repair & Replacement

BID FORM

Name of Bidding Company:

In submitting this Bid, Bidder, represents that:

1. Bidder has examined copies of all Bid documents and has familiarized himself/herself with the nature and extent of scope work and all local conditions and Laws and Regulations that in any manner may affect cost, progress, and performance of completing the scope of work as stated.
2. The Bidder has executed and included the Bid Affidavit – Non-Collusion document.
3. Successful Bidder will provide proof of liability and worker's compensation insurance.

Base Bid:

Building	Material Type	Start Date of Project	Completion Date of Project	Total Project Amount
Admin/Library				
Tourtellote/Student Center				
Apartment Roofs (3)				
Choctaw Hall				
Pratt Hall				
Gunning Hall				

Business Address: _____

Business Phone and email: _____

25-01 Roof Repair and Replacement

Bid Affidavit – (Non-Collusion)

State of Oklahoma

County of _____

Affiant, _____ of lawful, being first duly sworn, on oath state that he/she is duly authorized agent of the Bidder to submit the attached Bid. Affiant further states the Bidder has not been a party to any collusion among Bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, or with any elected official, or party to the project, or employee of the OWNER as to the quantity, quality or price in the prospective contract, or any other terms of such perspective contract, or in any discussions between Bidders and any elected official, officer, or employee of the OWNER concerning exchange of money or other thing of valued for special consideration in letting of a contract.

Contractors Name: _____

Official: _____

Position: _____

NOTARY:

State of: _____

County of: _____

_____, of lawful age, being first duly sworn on oath says that he/she is the agent authorized by the Contractor to execute the above affidavit.

Subscribed and sworn to before me this _____ day of _____, 2024.