

**REQUEST FOR PROPOSAL**  
West Virginia Northern Community College  
RFP #202605

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# REQUEST FOR PROPOSAL

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#### SECTION ONE: GENERAL INFORMATION AND INSTRUCTIONS

1. Purpose: West Virginia Northern Community College (hereinafter referred to as the “WVNCC”) is soliciting proposals pursuant to **West Virginia Code §5A-3-10b** to provide evaluation services for a federal grant, SCC5.
2. By signing and submitting its proposal, the successful Vendor agrees to be bound by all the terms contained in this Request for Proposal (“RFP”). An RFP is generally used for the procurement of services in situations where price is not the sole determining factor and the award will be based on a combination of cost and technical factors (Best Value). Through its proposal, the bidder offers a solution to the objectives, problem, or need specified in the RFP, and defines how it intends to meet (or exceed) the RFP requirements.

3. Schedule of /Events:

|   |                   |
|---|-------------------|
| Required Advertising.....                           | May 11 – 13, 2026 |
| Mandatory Pre-Bid Meeting .....                     | May 18, 2026      |
| Vendor’s Written Questions Submission Deadline..... | May 22, 2026      |
| All Written Questions Shall be Answered.....        | May 25, 2026      |
| Bid Opening Date.....                               | June 1, 2026      |

#### SECTION TWO: INSTRUCTIONS TO VENODRS SUBMITTING BIDS

Interested vendors should submit their proposal **no later than 1:00 PM on June 1, 2026.** Bids can be hand delivered, mailed, or e-mailed:

West Virginia Northern Community College  
RFP NO. 202605 “EC Roof Replacement”  
ATTN: Marianne Stackhouse  
Room 401  
1704 Market Street  
Wheeling, WV 26003  
mstackhouse@wvncc.edu

All proposals should be clearly marked “**EC Roof Replacement**”.

Should a prospective bidder fail to submit a proposal on or before the appointed time at the address shown above, WVNCC will not consider the proposal regardless of the reason for the late submission. WVNCC will keep copies of the proposals in accordance with their record retention policies.

Specifications and any questions can be directed in writing to Marianne Stackhouse by email at mstackhouse@wvncc.edu. The proposer’s question and WVNCC’s response will become public record. Deadline for submitting questions is **May 22, 2026**. All questions and answers will be final as of **May 25, 2026**. WVNCC reserves the right to waive any irregularities and reject any or all proposals and to determine the lowest and best bid. Any unauthorized contact will disqualify the vendor from further consideration of this RFP.

Any vendor wishing to receive updates regarding questions asked may do so by forwarding their email address to mstackhouse@wvncc.edu

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#### **SECTION THREE: GENERAL TERMS AND CONDITIONS**

An 'Agreement' known as WV-48 is required by all WV State Agency and will accompany any contracts. It will have the following conditions:

- 1) **ACCEPTANCE:** Vendor shall be bound by this Order and its terms and conditions upon receipt of this Order. This Order expressly limits acceptance to the terms and conditions stated herein. Additional or different terms proposed by the Vendor are objected to and are hereby rejected, unless otherwise provided for in writing by the Institution and approved by the Attorney General
- 2) **APPLICABLE LAW:** The laws of the State of West Virginia and the Procedural Rules of the WV Higher Education Policy Commission, Council for Community and Technical Education or Governing Board, whichever has jurisdiction pursuant to W. Va. Code, shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 3) **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder, may be assigned by the Vendor without the Institution's consent.
- 4) **INSTITUTION:** For the purposes of these Terms and Conditions, the "Institution" means the institution purchasing goods and services for which a Purchase Order has been lawfully issued to the Vendor.
- 5) **CANCELLATION:** The Institution may cancel any Purchase Order/Contract upon 30 days written notice to the Vendor.
- 6) **COMPLIANCE:** Vendor shall comply with all federal, state and local laws, regulations and ordinances, if applicable.
- 7) **DELIVERY:** For exceptions to the delivery date as specified in the Order, the Vendor shall give prior notification and obtain the approval of the Institution. Time is of the essence of this Order and it is subject to termination by the Institution for failure to deliver on time.
- 8) **DISPUTES:** Disputes arising out of the agreement shall be submitted to the West Virginia Claims Commission.
- 9) **HOLD HARMLESS:** The Institution will not agree to hold the Vendor or any other party harmless because such agreement is not consistent with state law.
- 10) **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this Order shall be binding unless agreed to in writing by the Institution.
- 11) **NON-FUNDING:** All services performed or goods delivered under this Purchase Order/Contract are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
- 12) **ORDER NUMBERS:** Contract Order numbers or Purchase Order numbers shall be clearly shown on all acknowledgments, shipping labels, packing slips, invoices and correspondence.

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**SECTION THREE: GENERAL TERMS AND CONDITIONS (cont)**

- 13) **PAYMENTS:** Payments may only be made after the delivery of goods or services.
- 14) **RENEWAL:** The Contract may be renewed only upon mutual written agreement of the parties.
- 15) **REJECTION:** All goods or materials purchased herein are subject to approval of the Institution. Rejection of goods or materials due to nonconformity with the terms, conditions or specifications of this Order, whether held by the Institution or returned to the Vendor, will be at the Vendor's risk and expense.
- 16) **VENDOR:** For the purposes of these Terms and Conditions, the "Vendor" means the vendor or seller whose quotation, bid, proposal or expression of interest has been accepted and has received a lawfully issued Purchase Order from the Institution.
- 17) **SHIPPING, PACKING, BILLING & PRICING:** Unless otherwise stated, all goods are to be shipped prepaid, FOB destination. No charges will be allowed for special handling, packing, wrapping, bags, containers, etc., unless otherwise specified. All goods or services shall be shipped on or before the date specified in this Order. Prices are those that are stated in this Order. No price increase will be accepted without written authority from the Institution.
- 18) **TAXES:** The State of West Virginia (the Institution) is exempt from Federal and State taxes and will not pay or reimburse such taxes.
- 19) **TERMINATION:** In the event of a breach by the Vendor of any of the provisions of this contract, the Institution reserves the right to cancel and terminate this contract forthwith upon giving written notice to the Vendor. The Vendor shall be liable for damages suffered by the Institution resulting from the Vendor's breach of contract.
- 20) **WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Order will: (a) conform to the specifications, drawings, samples or other description furnished or specified by the Institution; (b) be merchantable and fit for the purpose intended; (c) be free and clear of all liens, claims and encumbrances of any kind; and/or (d) be free from defect in material and workmanship.

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#### **SECTION FOUR: PROJECT SPECIFICATIONS**

- 1) **Location:** Education Center  
10 17<sup>th</sup> Street  
Wheeling, WV 26003
  
- 2) **Background and Current Operating Environment:** WVNCC is a public 2-year higher education institution with campuses in New Martinsville, Weirton, & Wheeling, WV. The College provides traditional classroom learning for degree seeking students, technical training in a variety of trades, and resources for workforce development meeting the needs of the local business and industry.

In April, the Education Center roof experienced severe damage from high winds - The rubber roof lost adhesion to the building. Temporary measures have been put in place and have rectified the situation for the time being. The College has made an insurance claim and expect to have settlement by mid-May.

- 3) **Scope of Services:** Replace the existing low-slope roof at the Education Center (approximately 19,374 SF) with a complete, code-compliant single-ply roofing system, including all demolition, drainage, insulation, membrane, flashings, and perimeter detailing. The College's preferred construction window is May 15 through August 15 to minimize impact on classes. The complete scope of services is detailed below. All work shall comply with the 2015 IBC, 2015 IECC, OSHA, NRCA Roofing Manual best practices, and the membrane manufacturer's current published specifications.

#### **Demolition and Removal**

- Remove and legally dispose of all existing roofing material, insulation, fasteners, flashings, and accessories down to the structural deck.
- Disposal manifests / dump tickets shall be provided to the College at closeout.
- Protect all interior finishes, equipment, and adjacent surfaces from dust, debris, and water infiltration.
- Tear-off shall not exceed the area that can be made watertight in the same workday (see Daily Operations).

#### **Substrate and Structural Repairs**

- Inspect the structural deck after tear-off. Notify the College of any unsound, deteriorated, or water-damaged areas before proceeding.
- Provide unit pricing in the bid for the following items, to be applied to documented quantities of additional repairs identified after tear-off:
  - Replacement of structural decking, per SF, by deck type (wood, steel, concrete).
  - Replacement of wood blocking and nailers, per LF.
  - Welded steel deck repair, per SF.
- All deck repairs shall match the existing deck type and gauge and be installed in accordance with the original structural design intent. Engineer of Record approval shall be obtained for any structural modification.

#### **Drainage System**

- Provide and install eight (8) new primary roof drains. Drains shall include cast iron drain bowls with clamping rings, integral overflow standpipes (or separate overflow drains), and dome-type strainers. Existing drain leaders shall be inspected and reused only if confirmed sound; otherwise replaced.

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- Provide secondary (overflow) drainage in compliance with IBC Section 1611, located at the same elevation as the primary drains plus a 2-inch hydraulic head, or via overflow scuppers through the parapet.
- No ponding water shall remain on the completed roof 48 hours after rainfall (IBC 1503.4).

#### **Insulation and Cover Board**

- Install a multi-layer mechanically fastened polyisocyanurate insulation system with a total minimum thermal value of R-25 (compliant with 2015 IECC C402 for replacement assemblies in Climate Zone 5).
- Insulation shall provide a minimum slope of 1/4 inch per foot toward drains via tapered insulation.
- Crickets and saddles, fabricated from tapered insulation, shall be installed between adjacent drains and on the high (uphill) side of all curbs, skylights, and rooftop equipment greater than 24 inches wide, in accordance with NRCA recommendations.
- Top layer shall be 1/2-inch high-density gypsum cover board (DensDeck Prime or approved equal) installed over the entire roof area as the substrate for the membrane.
- All insulation and cover board shall be from the same manufacturer as the membrane to qualify for the NDL warranty.

#### **Roofing Membrane**

- Install 60-mil mechanically fastened single-ply roofing membrane over the entire roof area. Acceptable systems:
  - TPO (Thermoplastic Polyolefin), white, with heat-welded seams; or
  - EPDM (Ethylene Propylene Diene Monomer), black or white, with seam tape and primer.
- Membrane, fasteners, plates, adhesives, sealants, and accessories shall be a complete single-source manufacturer system (Carlisle, Holcim/Elevate, GAF, Johns Manville, Versico, or approved equal).
- All seams shall be probed and inspected by the Contractor; any deficient seams shall be repaired before final manufacturer's inspection.
- Extend the membrane up and over all parapet walls and onto vertical surfaces in accordance with manufacturer details. Minimum vertical termination height: 8 inches above the finished roof surface.

#### **Edge Metal, Coping, and Perimeter**

- Fabricate and install new galvanized edge metal at the entire roof perimeter (approximately 675 LF; verify in field).
- Edge metal shall be 24-gauge minimum, factory-finished with a Kynar 500 / PVDF coating. Color to be selected by the College from manufacturer's standard palette.
- Edge metal and all perimeter terminations shall comply with ANSI/SPRI ES-1 wind uplift testing (referenced by IBC 1504.5). Documentation of compliance shall be provided.
- Provide and install pre-finished metal coping caps over the top of all parapet walls, with concealed splice plates and sealant joints. Coping shall be the same gauge, finish, and color as the edge metal.

#### **Flashings and Penetrations**

- Provide and install new flashings at all existing penetrations, including but not limited to: vent stacks, plumbing vents, gas lines, conduits, RTU curbs, exhaust fans, hatches, and skylights.
- Round penetrations shall receive pre-formed manufacturer pipe boots or field-fabricated wrap flashings detailed to manufacturer's standards.

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- Wall and curb terminations shall be sealed with a continuous mechanically fastened termination bar, sealant, and counterflashing in accordance with manufacturer's details.
- Coordinate with the College for temporary disconnect/reconnect of any rooftop equipment (RTUs, antennas, lightning protection, gas lines) that must be lifted to install the new system. Lift, support, and reset shall be included in the base bid.

#### **Walk Pads and Surface Protection**

- Provide and install manufacturer-approved walk pads at:
  - All mechanical equipment service paths from the access hatch.
  - Both sides of all roof hatches.
  - Around any other locations requiring routine maintenance access.
- Walk pads shall be heat-welded or adhered per manufacturer specification, contrasting in color with the field membrane.

#### **Daily Operations and Site Logistics**

- Daily watertight tie-ins are required. No exposed insulation or open roof shall be left at the end of the workday or before any forecasted precipitation event.
- Working hours shall be coordinated with the College to minimize impact on academic operations. Major demolition activity shall not occur during scheduled class hours unless approved in advance.
- Contractor shall provide a site logistics plan identifying staging area, dumpster placement, crane/lift locations, material lay-down, and safe pedestrian routing around the work area.
- Contractor is responsible for OSHA-compliant fall protection, perimeter warning lines, and roof access controls throughout the project.
- Contractor shall maintain the work area in a clean, orderly condition. Daily cleanup of debris is required. Final cleanup shall include sweeping, magnetic nail sweep of adjacent grounds, and removal of all temporary materials.

#### **Schedule and Liquidated Damages**

- Contractor shall submit a proposed schedule with start date, key milestones, and substantial completion date, all within the May 15 - August 15 window.
- Substantial Completion shall be achieved no later than August 15, 2026. Final Completion (closeout, warranty, punch list) shall be achieved no later than August 31, 2026.

#### **Warranty**

- Manufacturer's 20-year No-Dollar-Limit (NDL) total system warranty covering membrane, insulation, fasteners, accessories, and workmanship of installation. The warranty shall include wind coverage to a minimum of 72 mph.
- Manufacturer shall conduct a pre-job conference with the Contractor and the College before mobilization, and a final inspection prior to issuing the warranty.
- Contractor's separate two (2) year workmanship warranty on all labor, covering leaks and defects in installation not otherwise covered by the manufacturer warranty.
- Warranty registration documentation shall be provided to the College at closeout.

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#### Closeout

- At Substantial Completion the Contractor shall deliver:
    - Original signed manufacturer NDL warranty certificate.
    - Contractor workmanship warranty.
    - As-built drawings showing actual drain locations, cricket layout, and any deviations from approved shop drawings.
    - Operations and Maintenance (O&M) manual including manufacturer’s recommended inspection and care schedule.
    - Disposal manifests/dump tickets.
  - The College shall conduct a final walk-through with the Contractor and if needed for warranty manufacturer’s representative prior to release of final payment and retainage.
- 4) **Mandatory Requirements:** The following mandatory requirements must be met by the Vendor as a part of the submitted proposal. Failure on the part of the Vendor to meet any of the mandatory specifications shall result in the disqualification of the proposal. The terms “must”, “will”, “shall”, “minimum”, “maximum”, or “is/are required” identify a mandatory item or factor. Decision regarding compliance with any mandatory requirements shall be at the sole discretion of the Purchasing Division. Vendors will provide: May 18
1. Vendors will attend a mandatory pre-bid meeting on May 18 at 9:00 AM. A representative of all vendors who wish to bid must be present. This will be the only opportunity to inspect the site.
  2. Vendors will provide information regarding their firm’s credentials. This section will be labeled **Attachment A**. Minimum details should include:
    - i. Proof of certified installer by the membrane manufacturer
    - ii. Proof of licenses required to perform commercial roofing work in the state of WV
    - iii. Business history, management, and employment pool
  3. Vendor will provide references of three current or recent clients, furnishing the name and contact information of an individual that can speak specifically to the scope and quality of work. This section will be labeled **Attachment B**.
  4. Vendors will provide a detail list of materials to be used and the methodology in which the work will be accomplished. This section will be labeled **Attachment C**.
  5. Vendors will provide the expected schedule of work contingent on an expected bid award date of June 2, 2026 and a contract in place by June 5, 2026. This section will be labeled **Attachment D**.
  6. Pricing schedule for all work in **Attachment E**. Pricing schedule should be organized as.
    - i. Base Bid: lump sum price for all work described in this Scope of Services.
    - ii. Unit Prices (in addition to base bid):
      1. Replacement of structural decking, per SF, by deck type.
    - iii. Replacement of wood blocking and nailers, per LF.
    - iv. Additional walk pads beyond base scope, per SF.
    - v. Alternates (if any):
      1. Alt. 1 - Upgrade to 80-mil membrane (deduct/add).
      2. Alt. 2 - Fully adhered membrane in lieu of mechanically fastened (deduct/add).
  7. Signed certification in **Attachments F**.

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#### **SECTION FIVE: VENDOR PROPOSAL**

- 1) **Preparation:** Proposals should be prepared simply and economically providing a straightforward, concise description of the Vendor's abilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of the content.
- 2) **Incurring Cost:** Neither the State nor any of its employees or officers shall be held liable for any expenses incurred by any Vendor responding to this RFP, including but not limited to preparation, delivery, or travel.
- 3) **Proposal Format:** Vendors should provide responses in the format listed below:
  1. **Title Page:** State the RFP subject, number, Vendor's name, business address, telephone number, fax number, name of contact person, e-mail address, and date.
  2. **Table of Contents:** Clearly identify the material by section and page number.
  3. **Attachment A** – Credentials, business history, management, employee pool and other.
  4. **Attachment B** – Client references.
  5. **Attachment C** – Description of services to be provided and materials used.
  6. **Attachment D** – Schedule of work.
  7. **Attachment E** - Pricing schedule encompassing items outlined in Section Four Subsection 3.
  8. **Attachment F** – Signed certification of agreement.
- 4) **Proposal Submission:** Proposals will be reviewed in two distinct parts: technical and cost.
  1. All proposals will be evaluated based on lowest cost and best comparison to specs provided in Section 4.
  2. All proposals must be submitted **prior** to the date and time stipulated in the RFP. All bids will be dated and time stamped to verify official time and date of receipt. All submissions must be in accordance with the provisions listed below and in Section 2: Instructions to Bidders Submitting Bids above.
- 5) **Bid Opening:** The Evaluation Committee shall publicly open and announce cost proposals on **June 1, 2026 at 3:00 PM**. All bids for qualifying proposals will be opened. A proposal may be deemed non-qualifying for a number of reasons including, but not limited to, the bidder's technical proposal failing to meet the minimum acceptable score and the bidder's technical proposal failing to meet a mandatory requirement of the contract. Certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to *West Virginia Code* §5A-3-11(h) and *West Virginia Code of State Rules* §148-1-6.2.5.

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#### SECTION SIX: EVALUATION AND AWARD

- 1) **Evaluation Process:** Proposals will be evaluated by an “Evaluation Committee” against the established criteria with points deducted for deficiencies. The Vendor who demonstrates that they meet all of the mandatory specifications required; and has appropriately presented within their written response their understanding in meeting the goals and objectives of the project; and attains the highest overall point score of all Vendors shall be awarded the contract. The selection of the successful Vendor will be made by a consensus of the evaluation committee.
  
- 2) **Evaluation Criteria:** All evaluation criteria is defined in the specifications section and based on a 100 point total score.
  1. The following are the evaluation factors and maximum points possible for technical point scores:

|                                    |                            |
|------------------------------------|----------------------------|
| A. Firm Credentials                | 15 Points Possible         |
| B. References                      | 15 Points Possible         |
| C. Methods / Processes / Materials | 15 Points Possible         |
| D. Time Line                       | 15 Points Possible         |
| E. Cost                            | <u>40 Points Possible</u>  |
| <b>Total</b>                       | <b>100 Points Possible</b> |
  
- 3) **Minimum Acceptable Score:** Vendors must score a minimum of 80% (80 points) of the total points possible. All Vendors not attaining the minimum acceptable score (MAS) shall be considered as non-qualifying. A proposal may be deemed non-qualifying for a number of reasons including but not limited to, the bidder’s technical proposal failing to meet the minimum acceptable score and the bidder’s technical proposal failing to meet a mandatory requirement of the contract. Cost bids for non-qualifying proposals will also be opened but shall not be considered. Certain information, such as technical scores and reasons for disqualification, will not be available until after the contract award, pursuant to *West Virginia Code* §5A-3-11(h) and *West Virginia Code of State Rules* §148-1-6.2.5.

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**Attachment A** – Credentials, business history, management, employee pool and other.

Vendor Response:

**Attachment B** – Client references.

Vendor Response:

**Attachment C** - Description of services to be provided and materials used.

Vendor Response:

**Attachment D** – Schedule of work.

Vendor Response:

**Attachment E** – Pricing schedule encompassing items outlined in Section Four Subsection 3.

Vendor Response:

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**Attachment F – Signed Certification: Section Four, Subsection 4.1:**

Vendor Response (If Applicable):

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Representative Name, Title)

\_\_\_\_\_  
(Contact Phone/Fax Number)

\_\_\_\_\_  
(Date)