



REQUEST FOR PROPOSAL (RFP)
EPDM ROOF REPLACEMENT – HENDERSON HALL
Saint Elizabeth University

1. Project Overview

Saint Elizabeth University is soliciting proposals from qualified roofing contractors for the complete removal and replacement of the existing roofing system at Henderson Hall. The project includes full tear-off of the existing roof system and insulation, followed by installation of a new EPDM roofing system.

2. Project Location

Henderson Hall
2 Convent Rd.
Morristown 07960

3. Scope of Work

The contractor shall provide all labor, materials, equipment, and supervision necessary to complete the following:

A. Demolition

- Complete tear-off and removal of existing roofing membrane(s)
- Removal and proper disposal of all existing insulation layers
- Removal of flashing, edge metal, and associated roofing components
- Disposal of all debris in accordance with applicable regulations

B. Substrate Inspection & Preparation

- Inspect roof deck for damage or deterioration
- Replace or repair damaged decking
- Ensure substrate is clean, dry, and suitable for new installation

C. New Roofing System Installation



- Install new insulation system (contractor to specify type, thickness, and R-value)
- Install EPDM membrane system (identify whether fully adhered, mechanically fastened, or ballasted)
- Install all flashing, terminations, and edge details
- Install new coping, edge metal, and drainage components as required
- Ensure all penetrations are properly sealed and flashed

D. Accessories & Components

- Walk pads in high-traffic areas (as required)
 - Replacement or modification of roof drains and scuppers
 - Sealants, adhesives, and fastening systems per manufacturer specifications
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4. Materials & Specifications

- EPDM membrane: Minimum 60 mil (alternate pricing for 90 mil requested)
 - Insulation: Polyisocyanurate (or equal), tapered as required to ensure proper drainage
 - System to meet applicable ASTM, FM Global, and local code requirements
 - All materials must be installed in strict accordance with manufacturer specifications to maintain warranty eligibility
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5. Warranty Requirements

- Manufacturer's warranty: Minimum 20-year NDL (No Dollar Limit)
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6. Contractor Qualifications

Bidders must:

- Be licensed and insured in the State of New Jersey
 - Have a minimum of 5 years of experience with EPDM roofing systems
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7. Safety Requirements



- Comply with all OSHA standards
 - Coordinate work to minimize disruption to campus operations
 - Maintain secure work zones for students, faculty, and staff
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8. Project Schedule

- Anticipated start date: 05/18/2026
 - Substantial completion:
 - Contractor to provide weekly progress reports.
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9. Proposal Requirements

Proposals must include:

- Detailed scope and system description
 - Material specifications (including insulation R-values and membrane type)
 - Project timeline
 - Proof of insurance and licensing
 - Warranty information
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10. Evaluation Criteria

Proposals will be evaluated based on:

- Cost and value
 - Contractor experience and qualifications
 - Quality of proposed roofing system
 - Schedule and ability to meet timeline
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11. Submission Instructions

- Proposal Due Date: 04/06/2026
- Submit electronically to: Vandrinopoulos@steu.edu
- Late submissions will not be considered

12. Pre-Bid Site Visit

A pre-bid site visit is recommended. Contractors are strongly encouraged to visit Henderson Hall to verify existing conditions prior to submitting proposals.

Please schedule appointment through Mikayla Gantzhorn via email at mgantzhorn@steu.edu or Billy Andrinopoulos at 973-290-4333 email Vandrinopoulos@steu.edu

13. Additional Notes

- All work must comply with applicable local, state, and university requirements
 - Contractor is responsible for field verification of all conditions
 - Saint Elizabeth University reserves the right to reject any or all proposals
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Prepared by:

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