

REQUEST FOR QUOTES (RFQ)

Greater Erie Community Action Committee (GECAC)

Commercial Roof Replacement Project

Location:

RB Wiley Charter School
1446 East Lake Road
Erie, PA. 16507

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Greater Erie Community Action Committee

REQUEST FOR QUOTES (RFQ)

COMMERCIAL ROOF REPLACEMENT PROJECT

AND/OR BOILER REMOVER

Inquiries and proposals should be directed to:

Name: Arden McCullum

Title: Director of Facilities

Entity: Greater Erie Community Action Committee

Address: 18 West 9th Street, Erie, PA. 16501

Phone: 814-459-4581 Ext 452

Email: amccullum@gecac.org

Release date: June 15th, 2026

Due date: July 17th, 2026

1. INTRODUCTION

The Greater Erie Community Action Committee (GECAC) is requesting quotes from qualified and experienced commercial roofing contractors for the replacement of the roof systems at the RB Wiley Charter School property located on East Lake Road in Erie, Pennsylvania.

2. ORGANIZATIONAL BACKGROUND

GECAC is Erie County's designated Community Action Agency and Area Agency on Aging. Through more than 40 programs and services, GECAC supports workforce development, education, aging services, housing, family support, and community revitalization efforts throughout Erie County.

3. PROJECT OBJECTIVES

Objectives include replacement of existing roof systems, improving drainage, increasing energy efficiency, reducing maintenance needs, and protecting the long-term integrity of the building.

4. EXISTING ROOF AREAS

Main Roof: Approximately 32,900 SF

West Roof: Approximately 2,248 SF

Out Building Roof: Approximately 126 SF

5. REQUESTED PRICING SCENARIOS

Scenario 1 – Full Tear-Off System

Scenario 2 – Recover/Layover System

Contractors shall identify warranty implications, code considerations, and energy efficiency impacts.

6. SCOPE OF WORK

The contractor shall provide all labor, materials, supervision, permits, disposal, and equipment necessary to complete the project, including flashing, copings, drainage improvements, insulation, and roof membrane installation.

7. INSULATION & ENERGY PERFORMANCE

Contractors shall identify insulation thickness, R-value, attachment methods, and energy efficiency considerations.

8. WARRANTY REQUIREMENTS

Contractors shall provide a minimum 20-year manufacturer full-system warranty and workmanship warranty information.

9. UNIT PRICING REQUIREMENTS

Provide unit pricing for deck replacement, wet insulation, roof drains, nailers, and hazardous material remediation allowances.

10. HAZARDOUS MATERIALS

No asbestos abatement is included unless specifically identified. Contractors shall notify GECAC immediately if hazardous materials are encountered.

11. CONTRACTOR QUALIFICATIONS

Contractors shall demonstrate commercial roofing experience, references, insurance coverage, OSHA compliance, and manufacturer certifications where applicable.

12. INSURANCE REQUIREMENTS

Selected contractor shall maintain General Liability, Workers Compensation, and Automobile Liability Insurance.

13. EXCLUSIONS & ASSUMPTIONS

Contractors shall clearly identify all exclusions, assumptions, owner responsibilities, and scope limitations.

14. PROJECT SCHEDULE & WEATHER PROTECTION

Contractors shall provide estimated timeline, weather contingency procedures, and temporary roof protection measures.

15. REQUIRED SUBMISSION ITEMS

Include company information, references, insurance certificates, roofing specifications, warranty information, project schedule, exclusions, and cost proposal.

16. EVALUATION CRITERIA

Quotes will be evaluated based on cost, experience, roofing system quality, warranties, references, responsiveness, and timeline.

17. SUBMISSION INSTRUCTIONS

Quotes shall be clearly marked 'RB Wiley Roof Replacement Quote' and submitted to GECAC by the stated deadline.

18. SITE VISITS

Site visits are available upon request and are strongly encouraged prior to submission of quotes. Contractors are responsible for becoming familiar with existing site conditions, access limitations, roof areas, and the general scope of work associated with this project.

19. AWARD OF CONTRACT

- GECAC reserves the right to award the contract in whole or in part.
- GECAC reserves the right to negotiate scope, pricing, and terms.
- Lowest price may not necessarily result in award.

20. RIGHT TO REJECT

- GECAC reserves the right to reject any or all quotes.
- GECAC reserves the right to waive informalities and irregularities.
- GECAC reserves the right to cancel the solicitation at any time.

Interested contractors may coordinate a site visit by contacting:

Arden McCullum
Director of Facilities
amccullum@gecac.org
814-459-4581 Ext. 452

ALTERNATE BID – BOILER SYSTEM DEMOLITION AND REMOVAL

In addition to the base roof replacement scope, GECAC is soliciting separate alternate pricing for the demolition and removal of the existing boiler system located on the roof of the RB Wiley Charter School building. This work is being bid as an alternate to allow GECAC to evaluate cost and feasibility independently from the roofing scope.

Contractors are not required to submit alternate bid pricing; however, doing so is encouraged. The alternate bid will be evaluated separately from the base roofing quote and will not affect scoring or consideration of the base proposal.

Contractors submitting alternate pricing shall include all labor, materials, equipment, permitting, disposal, and incidentals necessary to complete the boiler removal safely and in compliance with all applicable codes and regulations. All assumptions and exclusions shall be clearly identified on the alternate bid form.

RB Wiley Roof Replacement RFQ - Boiler Removal Alternate Bid

Alternate Bid No. 2.

Contractors shall provide separate pricing for the demolition and removal of the existing boiler system. The alternate bid shall include all labor, materials, supervision, equipment, disposal, and incidentals necessary to complete the work in a safe and professional manner.

- Demolish and remove existing boilers and associated equipment.
- Support and stabilize any gas piping or utilities remaining in service.
- Remove and dispose of demolition debris in accordance with applicable regulations.
- Protect adjacent building systems during demolition activities.
- Coordinate work with GECAC staff to minimize operational disruptions.
- Identify any permits required to perform the work.
- Clearly identify exclusions and assumptions.

Alternate Bid Pricing

ITEM	PRICE
BOILER DEMOLITION AND REMOVAL	\$

Contractor Notes / Assumptions:

RB Wiley Roof Replacement RFQ Forms Package

The following forms are to be completed and submitted as part of the contractor quote package for the RB Wiley Charter School Roof Replacement Project.

CONTRACTOR INFORMATION & QUOTE COVER SHEET

Form 1

Company Name	
Primary Contact	
Address	
Phone Number	
Email Address	
Years in Business	
Proposed Roofing System	
Total Base Quote	

FORM 2 – Contractor References

Provide at least three (3) comparable commercial roofing project references.

Project	Owner	Contact Person	Phone	Project Size/Scope

FORM 3 – Unit Pricing Schedule

This form is intended to establish predetermined unit pricing for unforeseen conditions that may be discovered during the roof replacement project. Unit pricing allows GECAC to evaluate potential change orders consistently and fairly if concealed conditions are encountered after work begins.

Examples may include deteriorated decking, wet insulation, damaged drains, or other conditions not fully visible during the initial inspection process.

Contractors are encouraged to provide pricing for all listed items as well as any additional unit pricing items they believe may be applicable to the project.

In addition to this form, contractors shall provide a detailed quote outlining:

- Scope of work
- Materials
- Roofing system specifications
- Warranty information
- Exclusions and assumptions
- Project timeline

FORM 4 – Non-Collusion Statement

By signing below, the contractor certifies that the submitted quote is genuine, not collusive, and has not been made in the interest of any undisclosed person or entity.

Authorized Signature: _____

Printed Name: _____

Date: ____/____/____

RFQ Evaluation & Scoring Criteria

Quotes submitted in response to this RFQ will be evaluated using the following criteria:

Criteria	Description	Points
Cost	Overall project value and competitiveness	30
Experience	Commercial roofing experience and similar projects	20
Roofing System Quality	Durability, drainage improvements, and energy efficiency	15
Warranty	Manufacturer and workmanship warranty coverage	10
References	Past project performance and client satisfaction	10
Timeline	Ability to complete work within desired timeframe	10
Responsiveness	Completeness and professionalism of submission	5

RFQ Contact Information

All questions regarding this RFQ shall be directed to:

Arden McCullum

Director of Facilities

Phone: 814.459.4581 Ext. 452

Email: amccullum@gecac.org

CONTRACTOR CERTIFICATIONS

On behalf of the Contractor:

1. The individual signing certifies that he/she is authorized to submit this quote and enter into contractual agreements on behalf of the Contractor.
2. The individual signing certifies that the quote submitted is genuine and has not been made in collusion with any other contractor or potential bidder.
3. The individual signing certifies that the pricing contained within this submission has been developed independently and without consultation, communication, or agreement for the purpose of restricting competition.
4. The individual signing certifies that the Contractor has not attempted to discourage any other contractor from submitting a quote.
5. The individual signing certifies that the Contractor maintains all licenses, certifications, insurance coverages, and qualifications required to perform the work described within this RFQ.
6. The individual signing certifies that the Contractor is not currently debarred, suspended, or otherwise prohibited from doing business with any federal, state, or local governmental entity.
7. The individual signing certifies that the Contractor will comply with all applicable federal, state, and local laws, regulations, codes, and OSHA requirements related to the performance of this project.
8. The individual signing certifies that the Contractor has reviewed and understands all information contained within this RFQ and any issued addenda.
9. The individual signing certifies that the Contractor has inspected the project site or has had the opportunity to inspect the project site and understands the general scope and conditions associated with the work.
10. The individual signing certifies that the Contractor shall notify GECAC of any known conflicts, exclusions, assumptions, or conditions that may impact pricing or project performance.

Signature Section

Dated this _____ day of _____, 20.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____