

Carnegie Mellon University

Request for Proposals
For
REPAIRING ROOF LEAKAGE IN CMU- AFRICA

Proposal Submittal Due Date

10th May , 2023
(5:00 PM CAT)

Overview

Carnegie Mellon University Africa in Rwanda (“CMU-Africa”) is requesting proposals and quotes from qualified companies to repair the roof leakage at the CMU building. as detailed below. The CMU-Africa campus is in the Kigali Innovation City in Bumbogo, approximately 20 minutes out of Kigali town center, and comprises an Academic Building and an Amphitheatre, which house classrooms, laboratories, offices, a cafeteria, student resource center, and bookstore. It has the capacity to hold up to 500 people. The Amphitheater is peripheral to the Academic building, with a 500-seat capacity. The combined size of the Academic building, grounds, and Amphitheatre is approximately 6,500 square meters.

Scope of Work

1. Assessment and Planning:

- Conduct a thorough assessment of the entire roof to identify areas of leakage.
- Determine the extent of damage and potential causes of leakage (e.g., cracks, damaged flashing, poor drainage).
- Develop a comprehensive repair plan based on the assessment findings.

2. Material Procurement:

- Procure all necessary materials and equipment for the repair work.
- Ensure that materials are of high quality and suitable for the specific requirements of the project.

3. Safety Measures:

- Implement safety measures to ensure the well-being of workers and occupants during the repair process.
- Provide appropriate safety gear and equipment for all personnel involved in the project.
- Erect warning signs and barriers to prevent access to hazardous areas.

4. Preparation:

- Clear the work area of any obstacles or debris.
- Protect surrounding areas from potential damage during the repair work.
- Set up scaffolding or other support structures as needed for safe access to the roof.

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5. Repair Work:

- Seal all identified leaks using appropriate waterproofing materials such as sealants or membranes.
- Repair or replace damaged roofing materials, including shingles, tiles, or membrane layers.
- Address any structural issues contributing to the leakage, such as damaged trusses or beams.
- Ensure proper alignment and sealing of roof joints and flashing to prevent future leaks.
- Install or repair gutter systems and downspouts to improve drainage and prevent water accumulation on the roof.

6. Quality Control:

- Conduct quality checks throughout the repair process to ensure that work meets industry standards and specifications.
- Address any deficiencies promptly to maintain the integrity of the repair work.

7. Cleanup and Restoration:

- Remove all debris and unused materials from the work site upon completion of the repair work.
- Restore any areas that were temporarily altered or disturbed during the repair process.
- Leave the site in a clean and orderly condition.

8. Documentation:

- Maintain detailed records of the repair project, including assessments, plans, material receipts, work logs, and any warranty information.
- Provide a final report summarizing the work done and any recommendations for future maintenance or repairs.

9. Client Communication:

- Keep the client informed throughout the repair process, providing regular updates on progress and any unexpected challenges encountered.
- Address any concerns or questions from the client promptly and professionally.

10. Post-Repair Inspection:

- Conduct a final inspection of the repaired roof to ensure that all leaks have been effectively sealed and that the repair work meets quality standards.
- Provide the client with a walkthrough of the completed work and address any remaining concerns or questions.

11. Warranty:

- Offer a warranty on the repair work to guarantee its quality and durability.
- Provide the client with information on how to access warranty services if needed in the future.
- We expect a warranty of at least three (3) years from the date of completion and handover.

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12. Follow-Up:

- Follow up with the client after the completion of the repair work to ensure satisfaction and address any additional needs or concerns.

Timeline & Process

This request for quotation is expected to be completed based on the following timeline:

- Issuance Date – 22 April 2024
- Site visit – 30 April 2024
- Response Deadline - 10 May 2024
- Selection - 24 May 2024
- Contract Implementation - 1 June 2024

Site Visit

Site visit is scheduled for 30th April 2024. Kindly complete the [online form](#) to submit the names and contact information of at most two (2) representatives who will make it for the visit. The scheduled time for the visit is at 10am.

Any questions regarding this document must be issued via email to africa-finance@andrew.cmu.edu. All questions will be answered via email to all bid participants. **Prospective suppliers may not communicate with any university staff or related third parties regarding this document or process than the university contact.** Doing so may result in immediate rejection of that company from the process.

Responses are due **via email in PDF form** by the deadline listed above. Any submissions after the deadline will automatically be disqualified.

University Contact

Chipiwa Zimbwa
Chief Operations Officer
Email: africa-finance@andrew.cmu.edu

Response

Prospective suppliers must provide a response to the following bullet points. Repeat each bullet with your response below. The total response is not to exceed 2 pages in length.

General

- Provide a brief overview of your individual / company profile, including history, core values and strategy.
- Describe the individual / team that will be assigned to the university including experience in the industry and with your organization.
- Include three current references and one past reference of clients similar to Carnegie Mellon University.

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Pricing and Services

- Provide pricing for each of the services below separately:

Service	Price/UOM	Notes
Personnel or Labour cost		
Material Cost		

*Please indicate if prices are tax inclusive or tax exclusive.

** Where applicable please indicate the part numbers and sample pictures of materials to be used.

Other Items

- Include a copy of your company's audited financial statements.
- Include a copy of your RDB certificate.
- Include a copy of Tax clearance certificate from Rwanda Revenue Authority.
- Have you done business with Carnegie Mellon in the past? If yes, please provide details.
- Describe any competitive advantages your company holds that should be considered outside of pricing.
- Carnegie Mellon is committed to Diversity, Equity and Inclusion (DEI) practices and principles which we strongly believe creates opportunity and drives value for our workplaces and communities. We seek partners and suppliers who share our passion for these principles. We request all bidders to detail their company's policies, processes, and commitment to DEI practices.

Terms & Conditions

Suppliers providing a quote agree to the following terms and conditions:

- The University reserves the right to reject any or all proposals received, to request clarification of any proposal, to waive informalities or irregularities; and to award a contract not based solely on the lowest cost.
- All information contained in this document is considered confidential and cannot be shared without permission by the University.
- Pricing included in your quote must be valid for at least sixty days and may not be modified, withdrawn or canceled.
- The University will not pay for any information requested herein, nor is it liable for any costs incurred by the participant in responding to this request. All proposals submitted become the property of the University; they will not be returned.
- None of the information released either verbally or in writing shall be deemed binding to the University in any manner.
- All proposals or offers must be signed by a duly appointed officer or agent of your company.
- The University payments terms are Net 30.

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Should your company's quote be accepted by the university, the standard terms and conditions of university purchase orders apply. To review the standard university terms and conditions, please request from Chipiwa Zimbwa at africa-finance@andrew.cmu.edu.