



INFORMATION FOR BIDDERS

GC-2703: Roof Replacement at Garrett Information Enterprise Center (GIEC)

1. General

GARRETT COLLEGE will receive sealed bid proposals from qualified businesses for the replacement of the roof on the Garrett Information Enterprise Center (GIEC), the 100-building located on the College's main campus at 685 Mosser Road, McHenry, MD 21541.

The scope of this contract includes, but is not limited to:

- Furnish all labor, materials, equipment, and supervision necessary to remove and dispose of the existing asphalt shingle roofing system down to the existing roof deck over approximately 250 squares of roofing.
- Inspect the existing roof deck following tear-off and notify Garrett College of any deteriorated decking requiring replacement. Provide a cost per square foot to replace decking.
- Furnish and install granulated ice and water shield at all roof perimeter eaves extending 5'-0" from the start of the conditioned space (Code), in all valleys extending 6'-0" from valley centerlines, at all gable/rake edges extending 1'-6", at all ridge locations extending 1'-6", around all roof penetrations, and at all flashing locations.
- Furnish and install synthetic roofing underlayment over all remaining roof areas not receiving ice and water shield.
- Furnish and install a new Owens Corning TruDefinition® Duration® asphalt shingle roofing system in Estate Gray, including starter courses, field shingles, hip and ridge shingles, and all required accessories in accordance with manufacturer requirements.
- Furnish and install new snow guards as needed to match existing layout and quantity.
- Furnish and install new mechanical boots at all plumbing vent penetrations.
- Furnish and install new ridge vent at all existing main ridge locations currently utilizing ridge ventilation and associated intake ventilation systems.
- Remove and replace roofing flashings as required to facilitate installation of the new shingle roofing system and maintain a watertight assembly.
- Furnish all required temporary weather protection, debris removal, and daily jobsite cleanup associated with the roofing work.
- Contract includes a Standard Product Limited Lifetime Warranty from Owens Corning, and a five (5) year Roofing Contractor Workmanship Warranty.

Electronic copies of the IFB and bid forms may be obtained by email request to procurement@garrettcollege.edu or the college web site at www.garrettcollege.edu/purchasing.

Primary Contact:

Shelley Menear

Director of Institutional Compliance

301-387-3037

procurement@garrettcollege.edu



Secondary Contact:

Christopher Painter

Director of Facilities, Security, and Capital Projects

301-387-3095

chris.painter@garrettcollege.edu

2. Changes to Bid Documents

Changes to bid documents shall be made only in writing, and copies will be emailed, faxed, or mailed to all known prospective bidders. The College assumes no responsibility for verbal instructions or interpretations. The bid documents contain the provisions required for the contract. Information obtained from an officer, agent, or employee of the College or any other person shall not affect the risks or obligations assumed by the bidder or relieve them of fulfilling any of the conditions of the contract.

3. Bid Instructions

Bids must be delivered to: Garrett College, Attention: Shelley Menear, 687 Mosser Road, McHenry, Maryland 21541. Bids must be labeled “GC-2703 GIEC ROOF – ATTN: PROCUREMENT” and must be received before **4:00 p.m. on September 16, 2026**. Bids must be in a sealed envelope and clearly marked on the outside of the envelope. Unsealed bids, or bids delivered by fax or email will not be accepted.

A mandatory pre-bid meeting will be held on **September 11, 2026 at 9:00am** in room 103 of the GIEC building, 685 Mosser Road, McHenry, MD 21541. Bidders are required to attend. Questions regarding this IFB should be directed to Shelley Menear, Director of Institutional Compliance at 301-387-3037 or by email at procurement@garrettcollege.edu by **4:00 pm September 11, 2026**. Q&A will be posted no later than **4:00 pm, September 14, 2026**.

4. Bid Opening

The bids will be publicly opened and read aloud in room 103 of the GIEC building, 685 Mosser Road, McHenry, MD 21541 at **9:30 am. on September 17, 2026**. The bid will be awarded on or before **September 23, 2026**. The College reserves the right to reject any and all bids.

5. Bid Components

Refer to Bid Packet and Attachments I-V

6. Omission of Specifications

The omission of a bidder of any specifications, or details of any specifications which would normally apply to the products or services herein stated, shall not relieve the bidder from fulfilling those required specifications to provide an end product best suited to the intended purpose. The best commercial practices are to prevail, and only materials of first quality, correct type, size, and design are to be used.



Workmanship shall be of first quality. All parts and materials, whether specified herein or not, shall be rated to meet or exceed the maximum rating required by the product or service and its maximum intended purpose.

7. Bid Forms: Refer to Proposal.

All bids must be made on the required bid forms. Only one (1) original and one (1) copy of the bid form are required. A conditional or qualified bid will not be acceptable. The base price on the bid form shall be the total cost of the item being bid in accordance with the specifications in the contract documents. Alternates shall only be used to reflect increases or decreases in the base bid price. Only those alternates, that are specifically requested by the College, will be considered.

8. Bid Bond

Bid bonds will be required for all construction contracts with a value of \$100,000 or more and shall be in the amount equal to at least 5 percent of the contract price.

9. Contract Award

It is the intent of the College to award a contract to the lowest qualified responsible and responsive bidder on or before **September 23, 2026**; however, the College requires bidders, by signing the “Standard Bid Acceptance” form to guarantee their bid for a period of 90 days following the bid opening date. The College reserves the right to reject any and all bids.

10. Tax Exemption

The College is exempt from Federal Excise and Maryland Sales and Use Tax. Exemption certificates are available upon request. Where a Vendor is required to furnish and install material in the construction or improvement of real property in performance of a contract, the Vendor shall pay the Maryland Sales Tax as the exemption does not apply.

11. Basis of Award

Award will be made to the lowest responsive and responsible bidder whose bid conforms to the requirements of the solicitation. In determining responsiveness and responsibility, the College may consider compliance with specifications, completeness of the bid submission, bidder qualifications, prior performance, and ability to complete the work within the required timeframe.

12. Modifications or Withdrawals of Bids

- A. Pre-Opening Modifications or Withdrawal of Bids - Bids may be modified or withdrawn by written notice received by the Procurement Office before the time and date set for bid opening.
- B. Disposition of Bid Bond – If a bid is withdrawn in accordance with the above, the Bid Bond if any shall be returned to the Bidder.
- C. Late Bids – A late bid may not be considered under ANY circumstances and will be returned to the bidder at the bidder’s last known address.



- D. Late Withdrawals & Late Modifications - Any request for Withdrawal or Modification received after the time and date set for receipt and opening of bids is late and will be disregarded.

13. Contractor's Ability

The College may undertake such investigations or inquiries as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish the College with all requested information and data for this purpose.

14. Payment Terms

Invoices must include the periods covered and a detailed listing of all items included in the invoice, which shall be subject to the review of the College. Unless a payment is unauthorized, deferred, or delayed, payments shall be made no later than 30 days after the College's receipt of a true and correct invoice.

15. Performance Bond

For construction contracts exceeding \$100,000, prior to contract execution, the selected bidder shall deliver to the College a Performance Bond and a Payment Bond in the amount of 100% of the contract amount covering faithful performance of the contract. In the event of contract termination for cause as provided for in the General Terms and Conditions, the College shall immediately serve notice upon the Contractor and the Surety, and the Surety shall have the right to assume and perform the contract. Should the Surety fail to commence performance thereof within ten (10) calendar days of such notice, the College shall have the right to take over and complete the contract, and the Contractor and the Surety shall be liable for any excess costs incurred thereby. The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Language to automatically increase the bond value without request by the College or approval from the Surety must be reflected in the bond documents.

16. Substitutions

The material, products, and equipment described in the bidding documents established a standard of the required function, dimension, appearance, and equality to be met by any proposed substitution. No alternate shingle manufacturers, product lines, colors, or roofing systems will be accepted. Bids must be based on the Owens Corning TruDefinition® Duration® asphalt shingle roofing system in Estate Gray as specified in the solicitation documents. Any bid proposing an alternate shingle product may be deemed non-responsive and rejected.



17. Addenda

Addenda, if any, will be emailed to all who are known to have attended the mandatory pre-bid meeting. Copies of the Addenda will be made available for inspection wherever bidding documents are on file for that purpose. Bid questions will be received until 4:00 pm on September 11, 2026. Bid questions will not be accepted after this date. Addenda will be issued by 4:00pm on September 14, 2026, except an Addendum withdrawing the request for bids or one that includes postponement of the date for receipt. Posted addenda must be acknowledged in the solicitation response and failure to acknowledge may render the bid non-responsive.

18. Alternates

An alternate is a dollar amount to be added to or subtracted from the base bid price. The College may request alternate prices to compare various options that may be in their best interest. The College shall have the right to accept alternates in any order or combination, and to determine the low bidder on the basis of the base bid and alternates accepted.

19. Termination for Non-Appropriation

Garrett College is a public institution of higher education and its budget is subject to funding by governmental entities. If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Contract shall be terminated automatically as of the beginning of the fiscal year for which funds are not available. The Vendor may not recover anticipatory profits or costs incurred after termination. The effect of termination of the Contract hereunder will be to discharge both the Vendor and the College from future performance of the Contract, but not from their rights and obligations existing at the time of termination. The Vendor may not recover anticipatory profits or costs incurred after termination.

20. Trade and Brand Names

The use of a brand or manufacturer's name in the description of any item is meant to indicate the quality, style, type or character or the article(s) desired, and shall be the basis upon which submittals are submitted and evaluated; it is not intended in any way to restrict competition.

21. Product Literature

Bidders shall include with their bid submittal literature detailing the make, model, and specifications of the product on which they are bidding, if applicable.

22. Exception To Bid Specifications

Any bidder taking an exception to stated specifications or requirements must make such exceptions clear and in writing and shall attach such exceptions to, or include them in, the sealed bid proposal. This section is not to be construed to mean that the College is obligated to accept any such exception. THE COLLEGE IS NOT OBLIGATED TO ACCEPT ANY BID NOT IN CONFORMANCE WITH BID SPECIFICATIONS AND MAY REJECT SUCH BIDS WITHOUT COMMENT OR REVIEW. BIDDERS TAKING SUCH EXCEPTIONS DO SO AT THEIR OWN RISK.



23. Time of Delivery

The Contractor, after receipt of written notice of the award of the contract and receipt of the purchase order, shall diligently prosecute the same so that work will be fully completed by October 31, 2026.

24. Liquidated Damages

If specified in the solicitation document, the Contractor agrees that the work shall be prosecuted regularly, diligently, and uninterruptedly at such rate of progress as will insure full completion thereof within the time for completion. It is expressly understood and agreed, by and between the Contractor and the College, that the time for completion, takes into consideration the average climatic range and usual industrial conditions prevailing in this locality. If the Contractor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the College, then the Contractor does hereby agree, as a part of consideration for the awarding of the contract, to pay to the College the amount set forth in the specifications for each calendar day past the date of Final Completion, not as a penalty, but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day or as otherwise described in the specifications, that the Contractor shall be in fault after the time stipulated in the contract for completing the work. The said amount is fixed and agreed upon by and between the Contractor and the College because of the impracticability and extreme difficulty of fixing and ascertaining the actual damages the College would in such event sustain, and said amount is agreed to be the amount of damages which the College would sustain and said amount shall be retained by the College from the payments due the Contractor.

25. Insurance

Prior to the execution of this contract, the successful bidder shall submit a "Certificate of Insurance" indicating it carries the specified insurance in the amount specified in this IFB. Coverage shall be maintained throughout the term of the contract. Insurance requirements shall be specified in Attachment IV of the Bid Packet.

26. Immigration Law Compliance

By submitting and signing a proposal, each bidder hereby certifies that it does not, and if awarded the contract, will not during the performance of the contract, employ illegal workers or otherwise violate any provisions of any applicable federal, State, or local law concerning the employment of illegal aliens, the certification of the nationality of workers, or otherwise.

27. Bid Notice Disclaimer

The mailing of bid solicitations (notices) to incumbent and/or potential vendors of goods and services is a courtesy extended by the College, as well as a method for generating interest among vendors. Vendors should rely on the public notices published in eMaryland Marketplace and the College's purchasing website: <https://www.garrettcollege.edu/purchasing.php>.

28. Federal Tax Identification Certificate (W-9)

All first-time successful bidders must complete the "Federal Taxpayer Identification Certification W-9".



29. Terms and Conditions

All College agreements are subject to the College's Terms and Conditions (General, Construction, Formal Solicitation) unless otherwise specifically changed or waived hereunder or in the contract.

30. Protection of Public, Work, and Property

The successful bidder shall:

- A. take all necessary precautions to ensure the safety of employees on the worksite and other persons who may be affected thereby, and comply with all applicable federal, state and municipal safety laws, ordinances, rules and regulations, and orders of public authorities.
- B. be responsible for initiating and maintaining all safety programs, including erection of safeguards for the protection of workmen and the public required by the progress of the work.
- C. give all notices and post all required signs warning against hazards created by such features of the work, including, but not limited to, stairways, hatchways, hoists, scaffolding, and falling materials.
- D. advise the College of the name of a member of its organization on the worksite responsible for enforcement of the above requirements.
- E. at all times provide reasonable protection to prevent damage or loss to the work and all equipment and materials to be incorporated therein, as well as other property at or adjacent to the worksite.
- F. promptly make good any such damage or loss it caused, or by its subcontractors, or anyone directly or indirectly employed, or for whose acts any of them may be liable, except for damage or loss directly attributable to the College, or to errors in the contract documents.
- G. not load or permit any part of the structure to be loaded with a weight that will endanger its safety.

31. Use of Premises, Responsibility for Tools, Material, Etc.

The successful bidder shall:

- A. confine its equipment, storage of materials, and operations to the limits indicated by law, ordinances and the directions of the College, and shall not unreasonably encumber the premises with these materials.
- B. store equipment and materials in such orderly fashion as will not unduly interfere with the progress of the work, the work of other contractors, or the routine operations of the College.
- C. dispose of refuse, scrap, and debris daily, and ensure that the worksite has an orderly and workmanlike appearance at all times.

The College shall have no responsibility for the loss, theft, disappearance of or damage to, equipment, tools, materials, or personal property of the successful bidder or its employees, subcontractors, or materialmen, which may be stored at the jobsite.



32. Subcontractors

The successful bidder shall submit for approval a written statement concerning proposed award to any subcontractor, furnishing such information as the College may require, and shall not award work to any subcontractor until the College's written approval is secured. The successful bidder shall be as fully responsible to the College for the acts and omissions of its subcontractors, and their agents or employees, as it is for the acts of person directly employed. Contracts between the successful bidder and the subcontractor(s) shall require each subcontractor to assume toward the successful bidder all obligations and responsibilities which the successful bidder assumes toward the College, insofar as applicable to the extent of the subcontractor's work. Nothing herein shall create any contractual relationship between any subcontractor and the College.

33. Bid/Proposal Affidavit

All bidders must complete and execute the Bid/Proposal Affidavit.