



**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL VINYL SIDING  
& FACIA REPLACEMENT**

**SEDA-COUNCIL OF GOVERNMENTS  
PROFESSIONAL VINYL SIDING & FACIA REPLACEMENT  
UNION COUNTY, PENNSYLVANIA**

Quotations Solicited by:

SEDA Foundation, Inc  
201 Furnace Road  
Lewisburg, PA 17837  
Attn: Charles Reibsome



## REQUEST FOR PROPOSALS

SEDA Foundation Inc is seeking contractor services for the installation of Vinyl Siding at the main office building at 201 Furnace Road, Lewisburg. Drawings and construction must comply with 2024 ICC Building Codes.

Proposal details are also available at [www.seda-cog.org](http://www.seda-cog.org) – “Request For Proposals/Quotes”, under the “What’s Happening” section.

**A pre-bid meeting will be held on Wednesday, September 18<sup>th</sup> 2024, at 2pm.**

SEDA-COG Office  
201 Furnace Road  
Lewisburg, PA 17837

Proposals will be accepted until 1:00pm prevailing time, Monday September 30th, at which time they will be publicly opened at the SEDA-COG office. Proposals shall be on the forms required, sealed, and clearly marked on the outside, "SEDA Foundation, Inc. Vinyl Siding and Facia Replacement RFP"

Scott Kramer, Facilities Manager  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

**Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.**

## **PROJECT DESCRIPTION**

### **Cedar siding, fascia and louvers replacement**

SEDA Foundation Inc is seeking contractor services for the replacement of the siding, fascia and attic louvers at the main office building at 201 Furnace Road, Lewisburg. Drawings and construction must comply with 2024 ICC Building Codes.

#### Scope of project:

- Install new vinyl siding & accessories on all three sections of the main SEDA COG facility.
  - Install new vinyl soffit & aluminum fascia on all three sections of the main SEDA COG facility.
  - Wrap all windowsills and frames with aluminum and/or vinyl.
  - Replace door trim with new vinyl.
  - Replace any rotted underlying wood with new material.
  - Install vinyl accessories including corners, light blocks, electrical outlet blocks, hose bib blocks, vent blocks, and J-channel.
  - Install Radiant Barrier wrap
  - Clean up all debris from jobsite.
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## **PROJECT DESIGN**

All permits, plans, or surveys which may be necessary to define the scope of the work or for the performance of the project shall be the responsibility of the Contractor. The proposal shall include a list of those permits currently anticipated as necessary, identifying actual permit fees which shall be paid by the Contractor as a component of their project proposal. Cost of material disposal should also be included in the project proposal.

A project schedule must be included as part of this proposal indicating key milestones and dates of completion.

## **TERMS OF PAYMENT**

The Contractor will be required to enter into a written Professional Services Agreement with the SEDA Foundation, Inc., which will incorporate the information contained in this Request for Proposals. The Contractor will provide an initial estimate, which shall include all costs associated with the services outlined herein. Change orders specific to the project shall be approved by SEDA-COG prior to the work being performed. Payments shall be made to the Contractor on a monthly basis.

Invoices shall be provided setting forth the percentage of work completed to date, establishing the amount due based on the percentage completed, less any previous amounts.

## **PROPOSAL SUBMISSION AND EVALUATION**

Three (3) copies of the proposal must be submitted to:

Scott Kramer, Facilities Manager  
SEDA-COG  
201 Furnace Road  
Lewisburg, PA 17837

Proposals must be received no later than 1:00pm prevailing time, Monday, September 30th, 2024.  
**Proposals that are faxed or e-mailed to SEDA-COG cannot be accepted.**

Proposals will be reviewed and evaluated by the SEDA Foundation, Inc. Representatives and SEDA-COG staff. The evaluation will include the following areas in order of relative importance:

- Adequacy of proposal in the terms of addressing the needs that are set forth in the Request for Proposals.
- Relevant experience and past performance.
- Quality of previous work.
- Record of completing projects on time.
- Project completion timeline.
- Cost.

Note: Cost is only one of several criteria to be considered in evaluating proposals. Accordingly, SEDA Foundation, Inc. will not publish proposal cost summaries. Proposers are, however, invited to attend the opening.

### **REQUIRED INFORMATION**

Each proposer shall provide a minimum of two references where similar services have been performed during the past three years.

SEDA Foundation, Inc. reserves the right to accept or reject any and all Proposals or to waive any irregularities.

Professional Liability Insurance and PA Contractors License are required for this project. Please include the level of coverage provided.