

## **Request for Proposal (RFP) Roofing Services ISANA Academy**

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Date of Issue: June 4, 2025

Proposal Due Date: Friday, June 13, 2025

Contact Person: Kiumars Arzani

Contact Email: karzani@isana.org

Contact Phone: (818) 625 - 0319

### **Introduction**

ISANA Academy invites qualified roofing contractors to submit proposals for comprehensive roofing services at our campus located at 2911 N. San Fernando Road, Los Angeles, CA 90065. ISANA Academy aims to maintain and upgrade its facility infrastructure through professional, high-quality roofing work.

### **Scope of Work**

Use the image at the bottom of this RFP to create your proposal.

The project scope includes but is not limited to:

**Roof Repairs and Replacements:** *These are what we believe to be the work needed.*

- **Immediate Replacement:**
  - Buildings 1, 2, 7, and 8, including necessary tear-offs and installation of new roofing systems.
- **Short-Term Replacement:**
  - Building 4, including full tear-off and reroofing of areas that have been compromised with temporary repairs over the years.
- **Moderate Priority:**
  - Building 3 when replacing cellular site equipment.
- **Maintenance & Inspection:**
  - Buildings 5 & 6: Maintenance and minor repairs, expected lifespan of approximately 10 years with proper care.

### **Additional Roofing Tasks:**

- Removal and replacement of failed patches and defective areas.
- Installation of new TPO or PVC roofing systems with recover boards as recommended.

- Proper installation of new drains, overflow systems, and necessary plumbing adjustments.
- Assessment and necessary adjustments to AC equipment platforms.

**Awning Repairs:**

- Replacement of canvas awnings and reconfiguration of awning frames to ensure proper support and waterproofing, independent from building roofs.

**Surface Preparation and Materials:**

- Complete removal of existing damaged roofing materials.
- Proper disposal of waste materials and debris.
- Use of durable, weather-resistant roofing materials suitable for a minimum lifespan of 20 years.

**Completion & Clean-Up:**

- Full site clean-up after completion of roofing works, ensuring the removal of all surplus materials and debris.

**Proposal Requirements**

Include the following in your proposal:

**Company Information:**

- Company name, address, and contact details.
- Brief company history, including experience specifically with roofing projects for educational facilities.

**Project Approach:**

- Detailed description of roof repair and replacement methodologies.
- Specification of roofing materials and products to be used, emphasizing durability and compliance with current building codes.

**Schedule:**

- Proposed start date, timeline for project completion, and, if need be, the ability to minimize disruption during school operational hours.

**Cost Breakdown:**

- Detailed, itemized costs for each building identified (1-4, 6-8).
- Separate estimates for immediate, short-term, and moderate-priority roofing work.
- Costs associated with awning replacements and structural adjustments.

**References:**

- Three recent references from similar roofing projects.

**Insurance & Licensing:**

- Proof of liability insurance and workers' compensation.
- Copies of relevant licenses and certifications.

**Warranty:**

- Clear warranty details covering both roofing materials and workmanship.

**Evaluation Criteria**

Proposals will be evaluated based on:

- Transparency and cost-effectiveness of pricing.
- Quality and longevity of proposed roofing materials.
- Demonstrated experience and successful past projects.
- Capability to meet the outlined project schedule.
- Warranty and after-service support.
- Compliance with required insurance and licenses.

**Submission Instructions**

Submit proposals electronically in PDF format to [karzani@isana.org](mailto:karzani@isana.org) or physically deliver to:  
ISANA Academy

3580 Wilshire Blvd., Suite 1130

Los Angeles, CA 90010

Proposals must be received by 3:00 PM on Friday, June 13, 2025. Late submissions will not be considered.

**Site Visit**

A mandatory site visit for interested contractors will be held on Tuesday, June 10 at 4:00 pm at the school site. Please confirm attendance by contacting Kiumars Arzani ([karzani@isana.org](mailto:karzani@isana.org), or Cell (818) 625 – 0319.

**Questions**

Direct any questions to Kiumars Arzani ([karzani@isana.org](mailto:karzani@isana.org)) no later than Thursday, June 12, 2025.

**Award Notification**

Bidders will be notified of the selection decision by Wednesday, June 18, 2025. ISANA Academy reserves the right to accept or reject any proposal, in whole or in part, based on the school's best interests.

Thank you for partnering with ISANA Academy to ensure a safe and secure learning environment for our students and staff.

