

Public Notice
Request for Proposal: Installation of New Skylight Canopy System
Centro Maria Mazzarello ALESPI
Procurement Process No. SLC-01

Project Name: School Atrium Skylight Canopy System

Project Address: Carretera 157 Km. 23.7 Interior, Bo. Barros, Orocovi, PR 00720

Brief Project Description: This Request for Proposal (RFP) seeks proposals for the procurement and installation of a new skylight canopy system to cover the steel framing structure installed over the patio area at Centro ALESPI. The new skylight canopy system is necessary to maintain lighting while allowing sunlight into the atrium between the two hallways of the building. The new system will be designed to withstand wind and seismic requirements per the Puerto Rico Building Code 2018.

Dates and Deadlines:

This Notice: 10-10-2025

Site Visit (Recommended): 10-15-2025 at 10:00 am

Submission of Questions and Requests for Clarification: On or before 10-21-2025 at 5:00 pm

Responses to Questions and Requests for Clarifications (approx.): 10-23-2025

Proposal Due Date: On or before 11-04-2025 at 5:00 pm

Contract Award Announcement (approx.): 11-12-2025 at 5:00 pm

Description: This RFP seeks to select a qualified firm to provide and install a new skylight canopy system. The system will be installed on the existing steel frame structure.

Specifications

- **System Type:** Ridge unit skylight with a 3:12 pitch, including covering the sides of the existing structural steel roof framing.
- **Nominal dimensions:** 38'0" x 94'0" (center-to-center of supporting structural members).
- **Glass panel bays as follows:**
 - (12) bays of 6'-0" (center-to-center of supporting structural members)
 - bay of 4'-0" (center-to-center of supporting structural members)
 - (6) bays of 3'-0" (center-to-center of supporting structural members)
- **Frames:** Anodized aluminum frames (clear or bronze finish).
- **Canopy:** 9/16" thick minimum laminated gray tint low-e hurricane glass (thickness to be confirmed by design calculations).
- **Solar Heat Gain Coefficient (SHGC):** 0.42
- **Shading Coefficient (SC):** 0.49
- **Installation:** Unit to be installed on the existing steel frame. Installation work includes materials, freight, delivery, scaffolding, and scissor lift rental, and any additional structural steel member that might be required to be added, to allow the successful and complete installation of the new system. If new structural steel members are added, they should meet the same specification requirements as the existing (e.g., Strength, Protective Coating, etc.).
- **Engineering:** Engineered to meet PR Building Code 2018, including the latest wind load and seismic requirements.
- **Warranty:** Glass warranty is 5 years (free from defects and conforming to industry standards), and installation carries a 1-year warranty.
- **Estimated Delivery and Installation Time:** 12-16 weeks.

Scope of Work:

The selected firm will be responsible for the supply, fabrication, and installation of the new skylight canopy system (38'0" x 94'0") onto the steel frame structure, per the specifications indicated above. The installation must adhere to the specifications outlined above and meet the wind and seismic requirements of the Puerto Rico Building Code 2018.

Submission Requirements: Interested firms should submit a proposal that includes:

- A detailed technical approach for the installation of the skylight canopy system, including scope of work with deliverables.
- Company qualifications and experience, particularly with similar skylight installation projects in Puerto Rico.
- A detailed cost proposal itemizing the expenses for materials, fabrication, installation, and other related costs.
- Proposed timeline for completion, including procurement, fabrication, delivery, and installation.
- Information on proposed warranty for materials and installation (minimum 5 years for glass and 1 year for installation).
- Proof of commercial liability insurance (minimum \$2M) and evidence of an active policy from the State Insurance Fund Corporation (CFSE).
- The awarded company shall submit a detailed shop drawing to the owner, to be reviewed and approved by the owner's designated representative. The shop drawing should be submitted within 3 weeks after Notice to Proceed and should include detailed fabrication dimensions, material specifications, and installation details.

Evaluation Criteria:

The Contract shall be awarded to the responsible firm(s) whose technical approach to the project, qualifications, price, and/or any other factors considered are most advantageous to Centro María Mazzarello ALESPI, Inc.

Submission of Proposals:

If interested in submitting a Proposal, please send it to: centroalespi@gmail.com

Centro María Mazzarello ALESPI, Inc. recognizes its obligation to promote opportunities for maximum feasible participation of certified Minority and Women-Owned Business Enterprises (MBE/WBE's), and the employment of minority group members and women in the performance of the contracts. Centro ALESPI is an equal opportunity employer and is duly incorporated as a nonprofit organization in full compliance with local, state, and federal certifications and regulations. The Centro María Mazzarello ALESPI, Inc. reserves the right, without limitations, to: (i) cancel this solicitation and reissue this RFP or another version of it, if it deems that doing so is in the best interest of the Public Interest; (ii) amend the contract(s) of the Selected Proposer(s) to, among others, extend its term, or to extend its scope to include additional work as related to the programs and services requested herein.

For more information about Centro ALESPI, please visit their website:

<http://www.centroalespi.org>